

Health and Safety Policy

Prepared by

Citation Ltd

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Health and Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- ☐ Plan
- ☐ Do
- ☐ Check
- ☐ Act.

This health and safety policy includes a management structure and arrangements developed for the Company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation Ltd and the contributions required by the company.

The flow diagram above provides a pictorial representation of good management practices in line with the HSE's normative standards; each step is explained further overleaf.

1. Plan - *Initial inspection and report, develop a health and safety policy*

Initial inspection/report - a visit by a Citation Ltd Health and Safety Consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.

The policy will be developed and installed to the client by the Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The Company's 'statements of intent' are contained within the policy, these should be signed and dated by the person with overall responsibility for health and safety.

2. Do - *Organise for health and safety and implement plan*

The organisational structure will be established along with individual responsibilities with regards to health and safety management within the Company. Management leading by example is essential to fostering a positive health and safety culture.

Maple People Limited commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- ☐ Establish and prioritise preventative and protective measures to eliminate or
- ☐ reduce risks, and implement
- ☐ Allocation of sufficient resources (manpower, time, funds and competent
- ☐ advice)
- ☐ Provision and maintenance of the correct tools and equipment to do the job
- ☐ Consult, train and instruct, to ensure everyone is competent to carry out their
- ☐ work
- ☐ Supervise to make sure that arrangements are followed.

3. Check - *Measure performance*

Monitoring will establish where problems may exist within the management system and will help understand what causes them and what remedial actions are required.

Monitoring can include:

- ☐ routine inspections of premises, plant and equipment by staff
- ☐ health surveillance to prevent harm to health
- ☐ planned function check regimes for key pieces of plant
- ☐ investigating accidents and incidents
- ☐ Copyright Citation Ltd Version 2.1.9
- ☐ monitoring cases of ill health and sickness absence records.

4. Act - *Review performance, act on lessons learned*

- ☐ Health surveillance to prevent harm to health
- ☐ Conducting accident investigations and reviewing statistics
- ☐ Monitoring cases of ill health and sickness absence
- ☐ Compliance with regulations.

Maple People Limited will carry out an internal review of health and safety systems to establish if they require updating or improving. To support clients in the review process, Citation Ltd conduct an annual inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Maple People Limited are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Maple People Limited's main place of business.

Maple People Limited are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the Company e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation Ltd, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy and management system requires constant monitoring by Maple People Limited's management and reviewed particularly following changes to the Company and following accidents or incidents to ensure continual legal compliance. Citation Ltd will review the policy at the time of annual inspection.

In order for Maple People Limited to discharge its statutory duties, staff are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Maple People Limited encourages all staff to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

Health and Safety Policy Statement

The following is a statement of the Company's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974. It is the policy of Maple People Limited to ensure so far as is reasonably practicable, the health, safety and welfare of all staff working for the Company and other persons who may be affected by our undertakings.

Maple People Limited acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor, improve and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Chief Executive Officer will implement the Company's health and safety policy and recommend any changes to meet new circumstances. Maple People Limited recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

The management of Maple People Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and staff. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including visitors and members of the public, in so far as they come into contact with our activities, from any foreseeable hazard or danger.

All staff have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. Staff are also informed that they must co-operate with the Company in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Maple People Limited will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing staff of the correct procedures needed to maintain a safe working environment. We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Saj Rahman
Founder & CEO



Signature

01.12.2019
Date

Environmental Statement

Maple People Limited is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- ☐ Minimise the use of energy, water and natural resources
- ☐ Minimise waste through prevention, re-use and recycling where possible
- ☐ Dispose of waste safely and legally
- ☐ Avoid the use of hazardous materials, where practical
- ☐ Work with environmentally responsible suppliers
- ☐ Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to staff and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

Saj Rahman
Founder & CEO



Signature

01.12.2019
Date

Health & Safety Organisation Chart

Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

Tier 1

The Chief Executive Officer will ensure that :-

- ☐ The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- ☐ The main requirements of the Construction (Design and Management) Regulations are understood and applied according to the work undertaken.
- ☐ Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- ☐ Health and safety is integrated into the company's management systems.
- ☐ The same management standards are applied to health and safety as to other management functions.
- ☐ All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- ☐ All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- ☐ The organisational structure is appropriate in order to manage health and safety.
- ☐ Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- ☐ Qualified first aid personnel and facilities are provided.
- ☐ Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- ☐ Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- ☐ All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- ☐ Arrangements for fire safety are implemented and that all relevant checks are carried out.
- ☐ Copyright Citation Ltd Version 2.115
- ☐ Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments.
- ☐ Suitable and sufficient personal protective equipment is provided for employees at no cost.
- ☐ Joint consultations or regular health & safety meetings between management and employees take place as described in the policy.
- ☐ All health and safety issues raised by employees are recorded and investigated.
- ☐ Any faulty work equipment identified is immediately taken out of service until repaired or replaced.

- ☐ Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment.
- ☐ A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- ☐ Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- ☐ All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- ☐ Safe access and egress are provided and maintained in all areas within the organisation.
- ☐ Relevant statutory signs and notices are provided and displayed in prominent positions.
- ☐ All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- ☐ Health and safety is a key topic on the agenda of each board meeting.
- ☐ All employees fully understand the arrangements for the implementation of the health and safety policy.
- ☐ The policy is reviewed for compliance with the objectives for health and safety.
- ☐ Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- ☐ Sufficient knowledge is developed in order to fulfil the role of “competent person” as required under Regulation 7 of the Management of Health and Safety at Work Regulations.
- ☐ Random safety audits and consultation with safety representatives is undertaken.
- ☐ Reports are prepared for submission to the management team on the overall performance of health and safety within the organisation.
- ☐ Copyright Citation Ltd Version 2.1 16
- ☐ Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- ☐ The training needs of all employees are identified.
- ☐ Suitable training is provided and full written records are maintained.
- ☐ Management are advised of the implications arising from health and safety legislation and codes of practice and their application to the organisation’s activities.
- ☐ The organisation’s health and safety policy, organisation and arrangements are reviewed.
- ☐ Risk assessments are compiled within the workplace.
- ☐ The organisation’s fire safety arrangements are implemented.
- ☐ All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- ☐ Records and statistics of all accidents and incidents that occur within the organisation are compiled.
- ☐ The location of any asbestos containing materials is identified and appropriately managed.
- ☐ First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.
- ☐ Pre-start checks are carried out on all relevant equipment and suitable records are kept.
- ☐ Take control of the entire pre-construction phase of a building project; including the management, communication, monitoring and coordination of site safety plan and liaison with other designers and contractors including the Principal Contractor throughout.

- ☐ Fully control the construction phase of any project. Including the management
- ☐ of site safety, preparation of a construction phase plan, dynamic review of
- ☐ safety standards, consultation, training and monitoring of workers and
- ☐ frequent communication with the Principal Designer on planning, management
- ☐ and implementation of each phase.
- ☐ Oversee construction site safety on a day to day basis, ensuring work is
- ☐ completed in a safe manner and to the appropriate standard.
- ☐ Sufficient knowledge is developed in order to fulfil the role of “competent
- ☐ person” as required under Regulation 7 of the Management of Health and
- ☐ Safety at Work Regulations (Northern Ireland) 2000
- ☐ All accidents/incidents are reported to the enforcing authority in accordance
- ☐ with the Reporting of Incidents, Diseases and Dangerous Occurrences
- ☐ Regulations (RIDDOR) (Northern Ireland) 2007

Fire Responsibilities

The senior person present will ensure that:

- ☐ All staff receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure
- ☐ A register of staff is kept up-to-date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll
- ☐ The requirements for employee training in fire safety are adhered to
- ☐ A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade
- ☐ The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook
- ☐ All fire-fighting equipment is tested on a regular basis as per the manufacturer’s guidelines and records kept
- ☐ A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- ☐ Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded
- ☐ Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- ☐ A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified

- ☐ All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade
- ☐ Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR)
- ☐ A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

General Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- ☐ Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- ☐ Provide safe plant and equipment that is suitably maintained
- ☐ Provide a safe place of work with adequate facilities and safe access and egress
- ☐ Provide adequate training and information to all employees
- ☐ Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- ☐ Provide health surveillance to employees where it is deemed necessary
- ☐ Appoint competent persons to help comply with health and safety law
- ☐ Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees

are required to comply with. These are: -

- ☐ Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work
- ☐ In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- ☐ Employees also have a duty to assist and co-operate with Maple People Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

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Employees are obliged to:

- ☐ Always follow safety rules, avoid improvisation and comply with the health and safety policy
- ☐ Only perform work that they are qualified to undertake
- ☐ Always store materials and equipment in a safe manner
- ☐ Never block emergency escape routes
- ☐ Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- ☐ Always wear suitable clothing and personal protective equipment for the task being undertaken
- ☐ Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- ☐ Utilise all items that are provided for safety
- ☐ Comply with all safety instructions
- ☐ Report to management anything that they may consider to be of any danger
- ☐ Advise management of any areas where protection arrangements require reviewing.

Sub-Contractors/Self Employed Personnel Responsibilities.

Will be made aware of the Company's health and safety policy, safety rules and:

- ☐ Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- ☐ Will comply with all instructions given by management
- ☐ Will co-operate with the Company to ensure a high standard of health and

safety on all contracts with which they are involved

- ☐ Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- ☐ Will comply with signing in and out procedures.

Employee Information

Information regarding health and safety law is provided in a number of ways:

- ☐ Employees are provided with a copy of the 'Employee handbook'

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- ☐ The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons. Alternatively a leaflet version of the Health and Safety Law poster is available and should be distributed to all staff.

- ☐ Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the Company then the Company will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- ☐ Review of accident statistics, near misses and trends
- ☐ New legislation
- ☐ Compliance with the objectives of the health and safety plan
- ☐ Occupational health issues
- ☐ Introduction of new technology

- ☐ Result of health and safety audits
- ☐ Review of significant findings identified by reports produced by Citation Ltd
- ☐ Completion of corrective actions
- ☐ Review of training needs.

Citation Ltd along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

The Working Time Regulations

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- ☐ Those whose place of work is distant from their home or whose places of work are distant from one another
- ☐ Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- ☐ Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- ☐ Those whose work is seasonal, including tourism
- ☐ Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.

Abrasive Wheels

Description

Abrasive wheels are used for grinding, fettling, dressing and cutting. An abrasive wheel

is defined as a wheel consisting of abrasive particles, bonded together using organic or inorganic substances such as resin.

There are a number of safety risks that may arise from the use of abrasive wheels, particularly due to poor maintenance, grinding wheels/disks being out of date, wrong wheels used for the task or wheels mounted incorrectly. Health issues may also occur as a result of inhaling dusts and fumes from grinding operations potentially leading to irritation or lung disease.

Associated Hazards

- ☐ Wheel breakage/bursting
- ☐ Contact or entanglement with running wheel
- ☐ Physical injury from component being ground
- ☐ Noise and vibration
- ☐ Dust and fume inhalation
- ☐ Fire from sparks, ignition of flammable vapours
- ☐ Electrocution
- ☐ Dermatitis from dust, slurry or waste material
- ☐ Embolism from air injected into the body (for compressed air grinders).

Employers Responsibilities

Maple People Limited will ensure that a risk assessment identifies: -

- ☐ Significant hazards and risks arising from the operation
- ☐ Persons at risk
- ☐ The appropriate controls to be implemented.

In addition, Maple People Limited will: -

- ☐ Monitor the effectiveness of the arrangements and review these arrangements periodically
 - ☐ Ensure that all operators are properly trained in the safe use of grinding machines and that manufacturer's instructions are followed
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- ☐ Ensure that the mounting and dressing of abrasive wheels is only undertaken by appropriately trained people
 - ☐ Provide suitable local exhaust ventilation, LEV for the type and level of dusts/fumes generated and ensure LEV systems are maintained by competent people. Inspect and thoroughly examine the equipment at the required statutory intervals
 - ☐ Provide personal protective equipment (PPE) including eye, face and hearing

protection, close fitting overalls, skin creams and respiratory protective equipment, (RPE) as identified through risk assessment. If RPE is required, ensure that face fit testing is undertaken

- ☐ Ensure that transparent screens are fitted to fixed bench or stand-mounted machines, to intercept sparks and particles
- ☐ Maintain the floor area immediately around grinding machines in a good condition, and free from obstruction
- ☐ Ensure that appropriate wheel guards are secured in position and properly adjusted, before the wheel is run
- ☐ Ensure that grinding operations (especially cutting) are carried out in such a manner as to not introduce a risk of fire and manage this operation, where necessary, with a hot work permit system
- ☐ Monitor the maximum speed of the wheels against the RPM of the grinding machine
- ☐ Ensure that all equipment used is fit for purpose and is inspected and maintained by competent people on a regular basis
- ☐ Store abrasive wheels as per the manufacturer's instructions
- ☐ Use, where fitted, the side handle on hand held grinders
- ☐ Undertake portable appliance testing on electric grinders
- ☐ Ensure that statutory vibration exposure limit levels and action values are complied with, in order to control the risk of hand arm vibration, HAVs
- ☐ Provide health surveillance, where required by risk assessment, e.g. for occupational dermatitis, HAVs.

Staff Responsibilities

Take care of themselves and others in work activity involving abrasive wheels and to also: -

- ☐ Follow training, guidance and instruction given, to prevent injury or ill health
- ☐ Use protective and safety equipment provided

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- ☐ Inspect the work equipment before use
- ☐ Check skin for dryness or soreness every six months
- ☐ Report immediately to their line manager any hazardous or dangerous situations or when suffering ill health
- ☐ Co-operate with management arrangements for health and safety.

Note: - Staff are reminded that, if they find any defects or faults with work equipment,

then they must: -

- ☐ Stop the work safely
- ☐ Isolate the equipment
- ☐ Report the defect to their supervisor.

Equipment that has been identified as “Unsafe to use” should be labelled as such and taken out of service.

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Access and Egress

Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the place of work

Associated Hazards

- ☐ Slips, trips and falls
- ☐ Falling objects
- ☐ Vehicle movement
- ☐ Uneven/obstructed floor
- ☐ Trailing cables
- ☐ Opening in the floor
- ☐ Unsuitable/insufficient lighting.

Employer's Responsibilities

Maple People Limited will ensure that:

- ☐ Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible
- ☐ Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately
- ☐ Any access restrictions are adhered to, so that suitable and safe arrangements for work in areas of high risk are guaranteed
- ☐ Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place
- ☐ Floor coverings are in good condition and free from slipping and tripping hazards

- ☐ The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways
- ☐ All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises
- ☐ This policy will be subject to regular monitoring and review.

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Staff Responsibilities

Staff will:

- ☐ Follow advice and information given by the employer in relation to safe access and egress
- ☐ Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems
- ☐ Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

Accident Reporting

Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all staff, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Employer's Responsibilities

Maple People Limited will ensure that:

- ☐ Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- ☐ Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- ☐ All staff are adequately trained to carry out their work safely and are provided

with information on safe working practices and accident prevention

☐ A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via www.hse.gov.uk/riddor/report.htm, of any relevant accident, dangerous occurrence and/or instance of work related ill-health that falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

☐ A member of staff, or a self-employed person, working for or on behalf of Maple People Limited is killed or suffers a specified injury (including as a result of physical violence)

☐ A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive and Maple People Limited will contact Citation Ltd's advice line for further guidance, support and clarification.

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Death

☐ Workers and non workers who have died of a work related accident.

Specified Injuries

☐ Fractures, other than to fingers, thumbs and toes

☐ Amputations

☐ Any injury likely to lead to permanent loss of sight or reduction in sight

☐ Any crush injury to the head or torso causing damage to the brain or internal organs

☐ Serious burns (including scalding) which:

o covers more than 10% of the body, or

o causes significant damage to the eyes, respiratory system or other vital organs

☐ Any scalping requiring hospital treatment

☐ Any loss of consciousness caused by head injury or asphyxia

☐ Any other injury arising from working in an enclosed space which:

o leads to hypothermia or heat-induced illness, or

o requires resuscitation or admittance to hospital for more than 24

hours.

Over Seven-Day Injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days.

Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- ☐ Occupational dermatitis
- ☐ Carpal tunnel syndrome
- ☐ Severe cramp of the hand or forearm
- ☐ Hand arm vibration syndrome
- ☐ Occupational asthma
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- ☐ Tendonitis or tenosynovitis of the hand or forearm
- ☐ Any occupational cancer
- ☐ Any disease attributed to occupational exposure to a biological agent.

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g.:

- ☐ Collapse, overturning or failure of load bearing parts of lifts and lifting equipment
- ☐ Plant or equipment coming into contact with overhead lines
- ☐ Electrical short circuit or overload causing fire or explosion
- ☐ Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

People Not at Work

- ☐ A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital for treatment to that injury
- ☐ A member of the public or person who is not at work has died.

In addition Maple People Limited will ensure that:

- ☐ All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- ☐ The risk assessments will be reviewed and, if necessary, further control measures will be introduced
- ☐ Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Staff Responsibilities

Any staff who are involved in, or aware of an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

Accident and Incident Reporting Flowchart

*Note the HSE Incident Contact Centre telephone reporting service is only available for specified injuries and fatalities on 0345 300 9923.

Alcohol and Drugs Misuse

Description

There is evidence that the effects of drinking alcohol, or drug use or misuse, can reduce personal performance and potentially increase absence rates. Any form of drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated Hazards

- ☐ Impairment of co-ordination
- ☐ Inability to drive or use equipment safely
- ☐ Lack of awareness, judgement and sense of danger
- ☐ Heightened sense, and use of aggression towards others
- ☐ Overconfidence in potentially dangerous situations.

Employer's Responsibilities

Maple People Limited will:

- ☐ Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of staff and others
- ☐ Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- ☐ Recognise that drug and alcohol problems are medical conditions that are potentially treatable

- ☐ Treat all information in the strictest of confidence.

Disciplinary Procedures

- ☐ If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with Maple People Limiteds disciplinary or capability procedures
- ☐ Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

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Staff Responsibilities

Staff will:

- ☐ Inform your line manager if you are taking any prescription medications that may affect your ability to safely operate vehicles, equipment or machinery or to carry out your duties
- ☐ Not attend work at any time whilst under the detrimental influence of alcohol or drugs
- ☐ Seek help voluntarily if they recognise they have an alcohol or drug related problem
- ☐ Inform the Manager if they are aware that any staff have an alcohol or drug related problem that is affecting their work. This will ensure that staff receive the necessary support and assistance.

Asbestos – For Those In Control Of Premises

Description

Thousands of commercial, industrial, residential, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials (ACMs). Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging. Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining.

Associated Diseases

- ☐ Asbestos
- ☐ Mesothelioma

☐ Lung cancer.

These diseases can take from 15 to 60 years to develop and can prove fatal.

Work undertaken on asbestos containing materials is categorised as either: -

Licensed work: this involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. Organisations that work with such types of asbestos must be licensed by the Health and Safety Executive (HSE) and must also notify the HSE of any licensed work they plan to undertake.

Non-licensed work: normally involves 'sporadic and low intensity exposure', e.g. work on less dangerous asbestos containing textured coatings or asbestos cement. It can also include short duration work with more dangerous asbestos containing materials. Short duration work includes any one person working with these materials for less than 1 hour, or more people doing the work for a total of less than two hours, in any 7 consecutive days. Anyone undertaking non-licensed work must be suitably trained and competent.

Notifiable Non-licensed Work (NNLW): this involves non-licensed work which is sporadic and of low intensity and will not exceed the control limit. It applies to working with friable asbestos containing materials or where asbestos is bonded to a matrix, e.g. cement or plastic, which is significantly damaged and can release asbestos fibres. This work must be notified to the HSE.

Responsibilities Of Those In Control Of Premises

Those in control* of non-domestic premises may include landlords, owners, facility management companies, tenant organisations or employers.

* Note: contractual arrangements/lease agreements may also set out specific responsibilities of each party.

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To reduce the likelihood of being exposed to asbestos or asbestos containing materials

Maple People Limited will:

- ☐ Take reasonable steps to locate materials containing asbestos in non-domestic premises under their control
- ☐ Presume materials contain asbestos unless there is (a) strong evidence that they do not or (b) confirmation it is present by an asbestos survey being undertaken, including the taking and analysis of samples
- ☐ Make and keep up-to-date, a record or register of the location, amount, type and condition of the asbestos containing materials and the materials presumed to contain asbestos

- ☐ Assess the risk of exposure to asbestos fibres from the materials identified
- ☐ Prepare a plan setting out in detail how the risks from these materials will be managed and record the roles and responsibilities for managing asbestos
- ☐ Plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released
- ☐ Take necessary steps to put the plan into action
- ☐ Regularly review and monitor the plan and the arrangements to keep them relevant and up-to-date
- ☐ Regularly check the condition of these materials and search for deterioration, damage or disturbance
- ☐ Make safe or, if necessary, remove or make arrangements to have removed any material that contains asbestos where there is a risk
- ☐ Keep any material known or presumed to contain asbestos in a good state of repair
- ☐ Identify the location, type and condition of the materials to anyone who is likely to work on or disturb them, or who is or may be at risk
- ☐ Promote awareness of the risks of asbestos through training and induction of staff
- ☐ Ensure that anyone, including contractors, working on asbestos containing materials or materials suspected of containing asbestos are adequately trained and competent to carry out the work and are licensed where necessary
- ☐ Check that the HSE have been notified of any licensed work or relevant nonlicensed work planned to be undertaken
- ☐ Ensure that sub-contractors have suitable arrangements to control exposure to asbestos in place prior to commencing work. No work with asbestos to be carried out until a written plan, detailing how the work is to be undertaken, has been prepared

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- ☐ Ensure suitable arrangements are in place for the disposal of any asbestos waste produced including used personal protective equipment.

Staff Responsibilities

Staff will:

- ☐ Report immediately to Maple People Limited any damage to the building or building materials
- ☐ Not work on the building structure or equipment, e.g. walls, ceilings, fuse

boxes, etc. unless instructed by the employer and are suitably trained

☐ Follow all information, instruction and training given to prevent injury or ill health.

Asbestos - For Trades People or Contractors Who May Come Into Contact With Asbestos Containing Materials, ACMs

Description

This arrangement is for organisations whose staff may come into contact with asbestos containing materials (ACMs), but who are neither, Health and Safety Executive (HSE) Licensed Contractors, nor have been trained to work with such materials.

Thousands of commercial, industrial, residential, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials. Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Building surveyors, caretakers, carpenters, construction workers, demolition workers, electricians, fire and burglar alarm installers, roofers, gas fitters, heating and ventilation engineers, joiners, painters and decorators, plasterers, plumbers, shop fitters and telecommunications engineers, are particularly at risk of being exposed to asbestos containing materials. This list is neither exhaustive nor limited to any one trade or activity.

Asbestos is a prohibited substance and is classified as a Category 1 carcinogen.

Organisations must not work with asbestos unless they have received specific training and where relevant, be HSE Licensed Contractors.

Associated Diseases

- ☐ Asbestosis
- ☐ Mesothelioma
- ☐ Lung cancer
- ☐ Pleural thickening and pleural plaques.

These diseases can take from 15 to 60 years to develop and can prove fatal.

Employer's Responsibilities

Before commencing any works on relevant non-domestic premises or in the common parts of relevant domestic premises establish:

- ☐ Who the "Dutyholder" is, e.g. owner or the person who has the clear responsibility for the maintenance/repair of the premises
- ☐ Identify whether the part, or parts of the premises that are likely to be disturbed contains asbestos and, if so, the type and condition of the asbestos.

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This can be ascertained from e.g. the Dutyholder's Asbestos Register, from construction/building plans, Health and Safety Files, etc

- ☐ Assess the accuracy of the asbestos information provided e.g. has it been compiled by a competent person, does the building layout match the plan, is the information relevant to the work and included in the plan, does the information on condition match what is actually seen
- ☐ If no records exist, or there are doubts regarding the validity of the records and information provided, arrange a survey and analysis of representative samples to determine the presence, type and condition of asbestos
- ☐ Carry out a suitable and sufficient risk assessment of the whole task to identify the risks of exposure to asbestos, a description of the ACM's present, the steps taken to reduce exposure/release (e.g. suitable control procedures), record the findings and review to ensure that they are still valid
- ☐ Develop a plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released during works. Develop procedures to reduce exposure and prevent the spread of asbestos in these circumstances
- ☐ Draw up a written plan/method statement of how the work is to be carried out prior to work starting on relevant premises, communicate the plan to everyone involved and ensure that workers follow the plan
- ☐ The plan of work should contain details of the nature, location and duration of the work, methods to prevent/reduce exposure and details to keep work areas clean after the work has finished.

Additional Duties Include:

- ☐ Ensure that, where workers may potentially come into contact with asbestos containing materials or those who supervise such workers, receive adequate

asbestos awareness training before commencing work

- ☐ Provide refresher training as required based on an individual's needs
- ☐ Undertake regular inspections of the area both during and on completion of the work.

Staff Responsibilities

- ☐ Do not start work unless information with the regards to the whereabouts of asbestos in the relevant working areas has been received
- ☐ Stop work if there is a suspicion that asbestos or asbestos containing materials are present
- ☐ Not to work on materials containing or suspected of containing asbestos unless properly trained and supervised

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- ☐ Report to Maple People Limited any asbestos exposure or damage to asbestos containing materials
- ☐ Follow all information, instruction and training given to prevent injury or ill health.

Asbestos - Undertaking Non-Licensed Work

Description

Thousands of commercial, industrial, residential, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials. Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

This arrangement is applicable to non-licensed asbestos work only, i.e.: -

Non-Licensed work: this normally involves work with asbestos containing materials which is sporadic and of low intensity and will not, if determined by risk assessment, expose staff to asbestos fibres above the legal control limit. Anyone undertaking nonlicensed work must be suitably trained and competent.

Notifiable Non-Licensed Work (NNLW): Certain non-licensable work is **notifiable** to the HSE. However, the following activities are exempt from notification: 1. short, noncontinuous maintenance task whilst working only with non-friable asbestos containing materials, 2. removal, without deterioration of non-degraded materials where the asbestos is firmly contained within a matrix, e.g. cement or plastic, 3. where the asbestos containing materials are in good condition and are being sealed or encapsulated

4. air monitoring and control or collection and analysis of asbestos samples.

Note: Licensed work involves working with the most dangerous asbestos containing materials, e.g. sprayed insulation, lagging and asbestos insulating board. This is specialist work and requires a licence from the Health and Safety Executive, HSE.

Associated Diseases

- ☐ Asbestosis
- ☐ Mesothelioma
- ☐ Lung cancer
- ☐ Pleural thickening and pleural plaques.

Inhaling air containing asbestos fibres can lead to asbestos-related diseases, mainly cancers of the lung and chest lining. These diseases can take between 15 to 60 years to develop and can prove fatal.

Employer's Responsibilities

Before commencing any works on relevant non-domestic premises or in the common parts of relevant domestic premises establish:

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- ☐ Who the "Dutyholder" is, e.g. owner or the person who has the clear responsibility for the maintenance/repair/undertaking of works on the premises
- ☐ Identify whether the part, or parts of the premises that are likely to be disturbed contains asbestos and, if so, the type and condition of the asbestos. This can be ascertained from e.g. the Dutyholder's Asbestos Register, from construction/building plans, Health and Safety Files, etc
- ☐ Assess the accuracy of the asbestos information provided e.g. has it been compiled by a competent person, does the building layout match the plan, is the information relevant to the work and included in the plan, does the information on condition match what is actually seen
- ☐ If no records exist, or there are doubts regarding the validity of the records and information provided, arrange a survey and analysis of representative samples to determine the presence, type and condition of asbestos
- ☐ Alternatively, assume that the part of the premises that is likely to be disturbed contains the most hazardous types of asbestos e.g. Crocidolite or Amosite and apply the control measures required by the Control of Asbestos Regulations using a licensed contractor as required
- ☐ Carry out a suitable and sufficient risk assessment of the whole task to identify

the risks of exposure to asbestos, a statement of how the work meets criteria for non-licensable or notifiable non-licensable work, a description of the ACM's present, the steps taken to reduce exposure/release (e.g. suitable control procedures), record the findings and review to ensure that they are still valid

- ☐ Develop a plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released during works. Develop procedures to reduce exposure and prevent the spread of asbestos in these circumstances
- ☐ Draw up a written plan/method statement of how the work is to be carried out prior to work starting on relevant premises, communicate the plan to everyone involved and ensure that workers follow the plan
- ☐ The plan of work should contain details of the nature, location and duration of the work, methods to prevent/reduce exposure and details to keep work areas clean after the work has finished
- ☐ Ascertain if the Non-licensed Work **is** notifiable and, if so, notify the relevant Enforcing Authority for the Notifiable Non-licensed Work (NNLW) planned to be undertaken
- ☐ Ensure that, where workers are carrying out Non-licensed Work, including Notifiable Non-licensed Work (NNLW), they receive the adequate level of training before commencing work with some form of refresher training given as required based on an individual's needs
- ☐ Ensure that all workers that carry out Notifiable Non-licensed Work (NNLW) have had a medical examination and any such worker has had a medical

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examination prior to starting Notifiable Non-licensed Work (NNLW) for the first time

- ☐ Ensure that the medical examinations, for workers who carry out Notifiable Non-licensed Work (NNLW), are repeated at least every 3 years
- ☐ Ensure that a register/health record for Notifiable Non-licensed Work (NNLW) for all staff (which includes the nature of the work with asbestos, estimated exposure, dates of medicals etc.) is kept for 40 years
- ☐ Exclude unauthorised persons from the work area by using barriers and signage, etc.

Additional Duties Include

- ☐ Implement procedures for cleaning down equipment at the end of the work

and prevent cross-contamination

- ☐ Provide suitable Respiratory Protective Equipment (RPE), suitable disposable overalls and safety footwear
- ☐ Ensure that workers are properly supervised, using the correct equipment, including Personal Protective Equipment, PPE that is safe to use and has been maintained
- ☐ Ensure that workers are competent and trained to use the RPE and & PPE provided e.g. the fit-testing of RPE
- ☐ Make suitable arrangements for the disposal of any asbestos waste produced (including any used PPE/RPE). Double bag and label any asbestos waste
- ☐ Undertake regular inspections of the area both during and on completion of the work.

Staff Responsibilities

- ☐ Not to work on materials containing or suspected of containing asbestos unless properly trained and supervised
- ☐ Follow all information, instruction and training given to prevent injury or ill health
- ☐ Co-operate and attend for the medical examination(s) as required by the current legislation
- ☐ Report any asbestos exposure or other unsafe conditions to the employer
- ☐ To not smoke, eat or drink in work areas
- ☐ Ensure that personal protective equipment (PPE) Respiratory Protective Equipment (RPE) is used and fitted correctly

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- ☐ Avoid using power tools, saws or sanding machines where asbestos containing materials are present or suspected of being present in order to minimise dust
- ☐ Continually clean work areas using appropriate vacuum cleaners, where required
- ☐ Keep materials damp, but not too wet.

Bomb Threats

Description

The receipt or setting down of explosive or other potentially dangerous devices is a hazard in all premises. The aim at all times is to ensure that effective procedures are in place which are clearly understood to ensure, so far as is reasonably practicable, the

safety of all persons on the premises.

Associated Hazards

- ☐ Fire and explosion
- ☐ Fatalities/major injuries.

Employer's Responsibilities

Maple People Limited will take appropriate measures it feels adequate to control the threat posed, by:

- ☐ Carrying out a risk assessment for bomb threats
- ☐ Implementing precautions and procedures when dealing with bomb threats
- ☐ Ensuring that all staff receive the necessary training and clearly understand the procedures for a bomb threat
- ☐ Co-ordinating and directing staff and others, including visitors, in the event of a bomb threat
- ☐ Reporting all bomb threat incidents to the police
- ☐ Identifying all staff that could conceivably receive a bomb threat and ensure that they are trained in handling procedures or at least have ready access to instructions – and know where these are kept
- ☐ Drawing up a clear and accessible list of actions to take on receipt of a call, ensuring that it can be printed off and fixed to walls or desks, so that staff can see it instantly
- ☐ Ensuring that all staff are aware of their roles
- ☐ Rehearsing bomb threat procedures as part of evacuation procedures.

Staff Responsibilities

- ☐ Staff must know what to do in the event of a bomb threat and take appropriate action
- ☐ Staff must participate in bomb alert training and evacuation
- ☐ Staff must never compromise the security of the building in any way.

Cartridge Operated Fixing Tools

Description

Cartridge operated fixing tools, rivet guns and cartridge hammers provide a simple, rapid method of securing materials together with pins and rivets and or fixing studs, eyelets, bolts etc. This method of fixing can be used with most building materials such as brick, concrete and mild or structural steel.

These tools have the advantage of portability, as they don't require a separate power source, hoses or cables. However, in the wrong hands they can be lethal, as in order to penetrate a hard surface the pin must have considerable energy, similar to that of a bullet from a small-bore firearm. It is essential, therefore, that only fully trained, certified and competent operators are permitted to operate these tools.

Each manufacturer produces a range of fixing devices designed specifically for their own particular equipment. Tools and fixings from different manufacturers should not be mixed.

Associated Hazards

- ☐ Flying materials
- ☐ Excessive noise and vibration
- ☐ Falls
- ☐ Fire and explosion.

Employer's Responsibilities

- ☐ Compile risk assessments and implement suitable controls for work involving cartridge-operated fixing tools
- ☐ Provide information, instruction and training and keep appropriate records, specific to each type of equipment used
- ☐ Where required erect suitable barriers and controls to prevent unauthorised access
- ☐ Keep appropriate records for the issue of tools and cartridges
- ☐ Maintain all tools in line with the manufacturer's recommendations
- ☐ Provide appropriate personal protective equipment and train staff in their use and storage
- ☐ Where required, provide adequate health surveillance for the effects of noise and vibration.

Staff Responsibilities

Staff will:

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- ☐ Only operate equipment in line with the manufacturer's instructions and specific safe systems of work
- ☐ Check that the tool is unloaded before doing any alteration or adjustment to safety guards, muzzle or barrel
- ☐ Follow the manufacturer's guidance when dealing with a misfired cartridge
- ☐ Report any defect and ensure the equipment is not used until it has been

repaired by a competent person

- ☐ Not remove any guards fitted to the tool
- ☐ Assist the employer in counting cartridges out and in every day
- ☐ Not undertake horseplay, especially with cartridge tools
- ☐ Never walk around with a loaded gun
- ☐ Wear the appropriate personal protective equipment provided, usually eye and hearing protection as a minimum.

Compressed Air

Description

A compressed air supply, either from a cylinder or from a compressor must be treated with respect. It must never be used for blowing dust or other material from clothing, skin or glassware or for ventilation purposes nor used for leak testing. It is particularly dangerous to direct a jet of compressed air at the body as this may introduce air into the bloodstream, or inflict serious eye injury, or cause a burst eardrum.

Pipe connections must be appropriate for high-pressure work, standard worm driven hose clips are not acceptable for this purpose.

Associated Risks

- ☐ Skin penetration
- ☐ Eye damage
- ☐ Hearing damage
- ☐ Explosion.

Employers Responsibilities

Maple People Limited will: -

- ☐ Carry out a suitable risk assessment to identify the significant hazards associated with the use of compressed air
- ☐ Implement suitable control measures to eliminate or minimise the significant hazards associated with the use of compressed air
- ☐ Where required, provide sucking equipment such as vacuum cleaners for cleaning plant, equipment and surfaces instead of compressed air blowing
- ☐ Communicate the hazards and controls to all affected staff
- ☐ Provide information, instruction, training and supervision in respect of the use of compressed air
- ☐ Ensure all pipe connections are appropriate for high-pressure work and are

secure

- ☐ Permit competent and trained staff only to work with compressed air
- ☐ Ensure that pre-start inspections of air tools are undertaken to check that the hose connections are in good condition and that the lines are free from dirt

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- ☐ Position equipment on firm and level ground and maintain clear access for its use, isolation and maintenance
- ☐ Ensure that all compressors undergo regular inspection, thorough examinations and maintenance. A compressor must be checked in accordance with its Written Scheme of Examination under the Pressure Systems Safety Regulations

- ☐ Ensure compressors are fitted with a pressure gauge and safety valve. With large bore, high pressure or long hoses consider the use of self-venting connectors.

Staff Responsibilities

- ☐ Never use compressed air hoses to dust themselves down
- ☐ Always isolate the main air supply before disconnecting any air tools
- ☐ Follow the manufacturers and any specific company instructions at all times
- ☐ Only use tools for which they are trained
- ☐ Wear the personal protective equipment which has been provided for use with the equipment
- ☐ Not to pick tools up using the hose
- ☐ Report any defects immediately and do not use the equipment until the problem has been safely rectified.

Compressed Gas Cylinders

Description

Accidents involving gas cylinders can be very serious and may result in major injuries or death.

The term 'gas cylinder' includes varying types of pressure vessel used to transport and store gases under pressure. They are used for different purposes e.g. providing heat to soldering and welding activities, beer dispensing, oxygen supply, in heating appliances and for fire fighting appliances.

Associated Hazards

- ☐ Fire and explosion

- ☐ Manual handling
- ☐ Unsecure or unstable gas cylinders
- ☐ Accidental release or leaks of hazardous substances
- ☐ Cold surfaces.

Employer's Responsibilities

In order to reduce the risks posed during the handling, storage and use of compressed gas cylinders, Maple People Limited will:

- ☐ Carry out a risk assessment to identify the significant hazards associated with using and handling compressed gas cylinders and implement suitable control measures to minimise harm
 - ☐ Check that cylinders are labelled or marked indicating their content and hazards associated with their contents
 - ☐ Ensure that affected staff are fully trained in the safe operating and handling of cylinders
 - ☐ Follow manufacturer's instructions on how to store, handle and use compressed gas cylinders correctly and safely
 - ☐ Store cylinders in their designated location in a secure, suitably restrained, upright position
 - ☐ Ensure that storage areas are dry, well ventilated, preferably outdoors, and positioned away from any source of heat, naked flame or direct sunlight. Risk assessments must take into account compatibility of the gases stored
 - ☐ Ensure that limited numbers of gas cylinders are stored at any time
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- ☐ Ensure that gas cylinders and valves are regularly maintained, tested and examined in accordance with the manufacturer's recommendations and statutory requirements

☐ Undertake and record regular visual inspections of gas cylinders and their associated holders, clamps, couplers, regulators and hoses

☐ Provide personal protective equipment (PPE), as identified by risk assessment.

Staff Responsibilities

- ☐ Undertake training in the safe use of compressed gas and follow information and instruction provided
- ☐ Wear any personal protective equipment (PPE) issued
- ☐ Report any damage to cylinders or attachments
- ☐ Do not drop, roll or drag gas cylinders

- ☐ Use equipment provided by the organisation to handle cylinders.

Confined Spaces

Description

Each year in the UK, a number of people are killed or seriously injured during confined space work activity. These incidents occur in a wide range of industries and those who suffer can include the people working in the confined space and those who try to rescue them, if not properly trained.

A confined space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions. Confined spaces include, storage tanks, silos, sewers, reaction vessels, vats, excavations and poorly ventilated rooms or spaces.

Associated Hazards

- ☐ Fire and Explosion
- ☐ Poisonous gases, fumes, dusts or vapour
- ☐ Oxygen deficiency
- ☐ Excessive temperatures
- ☐ Drowning in liquids and asphyxiation from flow of solids
- ☐ Trapping and collapse
- ☐ Working at height
- ☐ Poor lighting/vision.

Employer's Responsibilities

- ☐ Assess the nature of the task to be undertaken and avoid entry into the confined space, if possible. This may be achieved by modifying the confined space so that entry is not necessary or have the work done remotely
- ☐ Carry out risk assessments for the task and implement safe systems of work including 'Permit to Work' controls, issued by an authorised person. The Permit must only be issued after a check that all necessary equipment, training and personnel are in place and that a safe system of work and precautions are in place. The permit must be completed each time a confined space entry is made
- ☐ Provide adequate training, information and instruction for the work to be done
- ☐ A suitable and sufficient rescue plan should form part of the safe system of work

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- ☐ Ensure only trained authorised and competent persons enter the confined space. Training should include the use of personal protective equipment PPE, rescue equipment and recognising signs of foreseeable effects on the human body, e.g. oxygen deprivation, heat exhaustion, etc
- ☐ Appoint a competent supervisor and workers to undertake and regularly inspect the work
- ☐ Confirm that workers are fit and healthy to perform the tasks
- ☐ Confirm the structural integrity of the confined space, e.g. excavations
- ☐ Ensure the entrance to the confined space allows for the safe access and egress for all relevant workers including emergency staff and equipment
- ☐ Ensure associated work equipment external to the confined space does not create an additional hazard, e.g. fumes from generator or vehicle
- ☐ Provide a suitable means of communication between all parties involved
- ☐ Isolate plant and services prior to entry, where applicable
- ☐ Provide adequate ventilation with clean, breathable air
- ☐ Where applicable, purge the confined space of toxic or flammable substances prior to entry and test the atmosphere before and during occupation
- ☐ Ensure that suitable tools and equipment, including personal protective equipment, are used and have been maintained and where required, inspected, calibrated, serviced and are subject to a pre-use check prior to entry
- ☐ Use intrinsically safe electrical equipment and tools, i.e. explosion proof, for confined spaces where there may be a risk of a flammable or explosive atmosphere
- ☐ Prepare and implement suitable emergency arrangements and equipment, including rescue and resuscitation equipment, fire fighting and first-aid provisions and procedures. Ensure only trained and competent people are used in emergencies. Rescue equipment should be available at a nearby location prior to entry
- ☐ Maintain a “top man” and “line of sight” at all times to alert others in the event of an emergency.

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Staff Responsibilities

- ☐ Follow training, guidance and instruction given, to prevent injury or ill health
- ☐ Use protective and safety equipment provided

- ☐ Be aware of personal limitations that may hamper the ability to work safely in a confined space
- ☐ Report to supervision any hazardous or dangerous situations.

Note: At no time should anyone enter a confined space to effect a rescue (60% of all deaths that occur in confined spaces are would-be-rescuers entering to effect a rescue of others).

Construction, Design And Management (CDM) 2015 Responsibilities

Description

- ☐ The Construction (Design and Management) (CDM) Regulations 2015 cover a very broad range of construction activities such as building, civil engineering, construction work, demolition, site preparation, site clearance, renovation, decoration, installation, maintenance, and dismantling of structures
- ☐ Under the CDM Regulations, legal duties apply to the following duty holders; Clients, Designers, Contractors and Workers for all construction projects even for simple, short duration work. Additional duty holders called 'Principal Designer' and 'Principal Contractor' are legally required to be appointed where projects involve or are likely to involve more than one Contractor working on the project at any time. CDM applies to both non-domestic and domestic premises
- ☐ For those projects that are likely to take more than 30 days and have more than 20 workers working simultaneously or involve more than 500 person days of construction work, then the projects are notifiable in writing to the Health and Safety Executive, HSE
- ☐ Each duty holder must beware of the CDM Regulations and the responsibilities of other duty holders under the Regulations*. Organisations or individuals are permitted to undertake more than one duty holder role but they will need to demonstrate they have sufficient skills, experience, knowledge, training and organisational skills (if they are an organisation) and the ability to adequately fulfil each of the duties and maintain health and safety
- ☐ Anyone working on projects under the control of others must report to them any situation likely to endanger their own health and safety or that of others
- ☐ Designers, Contractors, the Principal Designer and the Principal Contractor

must consider the 'principles of prevention' to as far as reasonable practicable to eliminate foreseeable risks and if this is not possible, reduce risks or control of them

☐ The CDM Regulations also apply to work undertaken on behalf of Domestic clients

☐ This arrangement is for those organisations whose business involves doing construction or construction related work and where they have construction work undertaken on the premises / structures they are responsible for.

**** Responsibilities of all duty holders are covered in this arrangement to help satisfy this requirement.***

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Client's Responsibilities

Clients are defined as companies, organisations or individuals for whom a construction project is carried out.

For all projects, Clients will:

- ☐ Appoint Designers and Contractors with appropriate skills, knowledge, skills, experience and who are adequately resourced. If they are an organisation, they should have suitable organisational capabilities
- ☐ Take reasonable steps to ensure duty holders carry out their relevant duties before and during the construction phase
- ☐ Ensure so far as reasonably practicable that the construction work is carried out without risks to health and safety
- ☐ Ensure the HSE are notified of the project for 'notifiable' projects
- ☐ Make suitable arrangements for managing, maintaining and reviewing the project for its duration with regular liaison with all duty holders. This should include allocating sufficient time to assess risks, creating the project team, ensuring roles and responsibilities are clear, stipulating that regular meetings are held or regular progress reports are issued, and requiring co-operation, communication and coordination between parties
- ☐ Appoint competent / specialist persons to advise on managing health and safety risks for the project, where needed
- ☐ Ensure that adequate welfare facilities are in place before the commencement of a project and are available throughout the construction phase
- ☐ Provide information ("Pre-Construction Information") about, e.g. the site's hazards, site rules, Client's brief, as soon as possible to duty holders who are

designing, bidding and planning for the work. If information is not available, the Client must take reasonable steps to acquire such information

☐ If there **is only** one Contractor involved with the project, ensure a Construction Phase Plan is drawn up by the Contractor.

For projects which involves more than one Contractor working on the project at any one time Clients will additionally:

☐ Appoint, as soon as possible in the design process, a **Principal Designer** to control the pre-construction phase and appoint a **Principal Contractor** as soon as practicable before the construction phase begins to control the work. Clients should regularly liaise with these duty holders throughout the duration of the project and take reasonable steps to ensure they comply with their duties

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☐ Provide information ('Pre-Construction Information'), as early as possible, to the Principal Designer and Principal Contractor

☐ Ensure that work does not start before the Construction Phase Plan has been prepared by the Principal Contractor

☐ Ensure the Principal Designer prepares, regularly reviews and revises a Health and Safety File whilst they are employed. This duty passes to the Principal Contractor if the Principal Designer's contract has ended

☐ Retain and revise the Health and Safety File as new information becomes available, including after project completion, and provide access to others e.g. new owners and those who undertake further works on the site.

Notes:

If the client does not appoint a Principal Contractor or Principal Designer the Client (not a Domestic Client) must assume these duty holders' roles and liabilities.

Where a project has more than one Client, then it is recommended that one of the parties accepts, by contract, to fulfil the role of the Client as defined by CDM.

Principal Designer's Responsibilities

This position, is appointed by the Client for projects which involve more than one Contractor. The Principal Designer is the Designer with overall control of the preconstruction phase of the project and can either be an organisation or an individual. This role requires good technical knowledge of the construction industry relevant to the project and a level of understanding, knowledge, experience, and skills to manage and coordinate the pre-construction phase and any design work during construction. If this role is

undertaken by an organisation then appropriate organisational capability will also have to be demonstrated.

Principal Designer Will:

- ☐ Advise the Client on their 'Client' CDM health and safety duties and help identify and collect suitable Pre-Construction Information and distribute relevant information to other interested parties
- ☐ Where the Principal Designer appoints Designers, check that they have sufficient skills, knowledge, experience and organisational capabilities (if an organisation)
- ☐ Plan, manage, monitor and coordinate health and safety during the preconstruction phase of the project and estimate the time required to complete the work
- ☐ Identify, design out or control foreseeable risks that could occur during or even after construction, e.g. during maintenance

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- ☐ Provide relevant information, e.g. Pre-Construction Information, information from previous Health and Safety Files, to other duty holders
- ☐ Co-ordinate the health and safety aspects of the design work whilst ensuring continued communication and co-operation between Designers. Provide information to assist Designers with their work and ensure they exchange relevant information and drawings
- ☐ Be satisfied that the designs and process address the hazards and risks associated with the work and structure and that other Designers comply with their CDM duties
- ☐ Facilitate good communications and co-operation between Designers, Client, Principal Contractor and Contractors
- ☐ Liaise (whilst they are employed) with the Principal Contractor on any design issues during the planning, management, monitoring and coordination of the construction phase. Provide relevant information to the Principal Contractor which will assist them with the development of the Construction Phase Plan
- ☐ Prepare and regularly update the Health and Safety File as the construction phase continues
- ☐ If required and relevant, take on the role of a Client as defined by CDM, by written agreement, when working for a Domestic client.

Designer's Responsibilities

The definition of design and Designer is very wide within CDM. Designers can be an

organisation or an individual who, e.g. prepares or alters drawings, selects materials or substances, prepares bills of quantities or makes calculations. Therefore, designs and Designers will arise at many stages during the construction process, from the initial design through to actual construction (including temporary works). Designers could be architects, quantity surveyors, surveyors, civil or structural engineers, consultants, Principal Contractors or even Contractors.

For All Projects, Designers Will:

- ☐ Not start designs unless they are satisfied the Client is aware of their 'Client' CDM responsibilities
- ☐ Ensure designers they appoint have the necessary skills, knowledge and experience and organisational capabilities (if an organisation)
- ☐ Highlight to other duty holders health and safety hazards early and design out or minimise/control foreseeable risks that could occur during or even after construction, e.g. during maintenance, cleaning, refurbishment, demolition
- ☐ Provide information to the Client for the Pre-Construction Information and use existing Pre-Construction Information when preparing or modifying designs
- ☐ Provide relevant design instructions and information to other designers and contractors, e.g. via notes on design drawings, such as, risks that cannot be designed out for the construction or for the maintenance of the structure
- ☐ Co-ordinate their own design work and co-operate with other designers, project members, exchanging drawings and information, where necessary
- ☐ Take account of the provisions of the Workplace (Health, Safety and Welfare) Regulations which relate to the design of, or materials used in the building / structure.

For projects which are likely to involve more than one Contractor, Designers will additionally:

- ☐ Make the Client aware of the requirements to appoint a Principal Designer and Principal Contractor before work commences
- ☐ Provide information for the Health and Safety File, e.g. design drawings
- ☐ Co-operate with the Principal Designer during the design process and inform the Principal Designer of risks that cannot be designed out or cannot be reduced or controlled
- ☐ Where relevant, if a Domestic client fails to appoint a Principal Designer then the Designer in control of the pre-construction phase of the project will assume

Principal Designer duties.

Principal Contractor's Responsibilities

Clients appoint Principal Contractors only for construction projects that are scheduled to involve more than one contractor. Principal Contractors are normally the main contractor and have the overall responsibility, with the support of Contractors, for planning, coordinating, managing and monitoring health and safety during the construction phase. The Principal Contractor can be an organisation or person and must have the necessary skills, knowledge, experience and organisational capabilities (if an organisation), leadership skills and experience to fulfil the role based on the nature and complexity of the project. There should only be one Principal Contractor per project at any one time.

Principal Contractors Will:

- ☐ Plan, manage, monitor and coordinate health and safety of the construction phase whilst liaising with the Client and Principal Designer and estimate the time required to plan the work or work stages

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- ☐ Develop, implement and keep up to date the Construction Phase Plan and provide Contractors with access to relevant parts of the plan

- ☐ Utilise information contained in the Pre-Construction information, site rules, Client's brief, etc. for planning and managing the project

- ☐ Liaise with other duty holders in identifying significant risks of the work and determining the suitable control measures that need to be implemented

- ☐ Check that anyone they appoint has the necessary skills, knowledge, experience and organisational capabilities (if an organisation) to undertake the work safely.

Also ensure that workers have received an adequate level of training for the planned tasks

- ☐ Ensure sufficient resources, suitable plant and equipment

- ☐ Ensure suitable welfare facilities are available at the start of the project and ensure their continued availability and maintenance during the project

- ☐ Ensure that all workers have site inductions and any further information required to undertake the work safely

- ☐ Consult with workers on health and safety issues during the project by, e.g. holding meetings, when required

- ☐ For notifiable projects, display the F10 form in the site office

- ☐ Ensure co-operation between duty holders. This includes co-operation of contractors whilst coordinating their work, and encouraging a teamwork approach

- ☐ Ensure there is effective and suitable site supervision and that the construction work is adequately monitored
- ☐ Take reasonable steps to prevent unauthorised access
- ☐ Provide the Principal Designer with information for the Health and Safety File
- ☐ Take over the preparation and maintenance of the Health and Safety File if the services of the Principal Designer have finished
- ☐ Where relevant, take on the duties of a Client as defined by CDM, for Domestic clients
- ☐ Follow the technical requirements of Part 4 and Schedule 2 of the CDM Regulations.

Contractor's Responsibilities

Contractors are those organisations or individuals who do the actual work and can be either an individual or an organisation. Alternatively, Contractors can be defined as organisations

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or individuals who directly employ or engage construction workers or manage construction work.

For All Construction Projects, Contractors Will:

- ☐ Check that the Client is aware of their 'Client' CDM duties
- ☐ Plan, manage and monitor the health and safety under their control
- ☐ Where there is only one Contractor involved with the project, the Contractor must ensure a construction phase plan is developed before the work begins and that it is updated during the project
- ☐ Provide relevant risk assessments and method statements
- ☐ Seek specialist support, where necessary
- ☐ Ensure sufficient resources, suitable plant and equipment
- ☐ Check that sub-contractors and other people they appoint have suitable skills, knowledge, training and experience. Ensure that they are adequately resourced, supervised and inducted
- ☐ Provide relevant information to workers under their control, particularly hazards and control measures, through inductions, training or meetings
- ☐ Ensure that the workers are properly consulted regarding health and safety
- ☐ Co-operate with duty holders and others. Co-ordinate work between all parties
- ☐ Take reasonable steps to prevent unauthorised access to the works
- ☐ Report any accidents and manage the emergency arrangements
- ☐ Provide adequate welfare facilities to their own staff and anyone under their

control

- ☐ Where relevant for notifiable projects display the HSE notification details in the construction site office where it can be read by workers. The notice must be updated where necessary
- ☐ If there is **only** one Contractor involved with the project for a Domestic client, take on the role of the Client as defined by CDM
- ☐ Follow the technical specific requirements of Part 4 and Schedule 2 of the CDM Regulations.

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For Projects Which Are Likely To Involve More Than One Contractor, Contractors Will Additionally:

- ☐ Co-operate with the Principal Contractor, Principal Designer and others working on the project
- ☐ Follow reasonable directions from the Principal Contractor and from the applicable requirements detailed in the Construction Phase Plan. Liaise with the Principal Contractor on the provision of welfare facilities during the works
- ☐ Plan their own work but in coordination and cooperation with other duty holders
- ☐ Communicate to the Principal Contractor, any accidents or incidents, risks to others from their work and any queries arising from the effectiveness of the Construction Phase Plan
- ☐ Where relevant, if a Domestic client fails to appoint a Principal Contractor then the Contractor in control of the construction phase of the project takes on the Principal Contractor's duties.

Staff Responsibilities

Staff Are Those Who Work For Contractors And For All Projects They Will:

- ☐ Take care of their own health and safety and to others who may be affected by their actions
- ☐ Read and understand health and safety information provided to them
- ☐ Follow site rules
- ☐ Attend any relevant induction or training courses
- ☐ Report any accidents, incidents or risks that might be a danger to themselves and others
- ☐ Liaise with the site safety representative on health and safety matters
- ☐ Cooperate with others and follow reasonable directions from duty holders.

Contaminated Land

Description

Contamination of land can be attributed to a number of historic pollutant processes typically, dumping of hazardous wastes, spills or leaks from manufacturing processes, storage or transportation of hazardous materials.

Activities such as construction, landscaping, etc. may not only expose workers to contaminated land if not properly planned and managed, but may also contribute to pollution through poor handling and storage of materials or through disturbance of existing ground contamination by, for example, drilling or excavation.

Associated Hazards

- ☐ Hazardous, toxic or biological substances
- ☐ Fire
- ☐ Explosion
- ☐ Radiation.

Employer's Responsibilities

- ☐ Make enquiries to clients, landlords, principal designers, designers regarding the presence or likely presence of contaminated land
- ☐ Carry out a suitable and sufficient assessment of the risks to health and to the environment from potential ground contamination and implement any protective measures that need to be taken, avoiding direct contact with the contamination, where possible
- ☐ Seek expert advice for hazardous materials for which the company has no competence to deal with
- ☐ Ensure that all staff involved or affected receive information, instruction, training and supervision in dealing with contaminated land
- ☐ Ensure that equipment, plant and vehicles used are suitable for the conditions that they will be exposed to
- ☐ Provide workers with suitable personal protective equipment and respiratory protective equipment as required by the risk assessment and ensure that workers use the equipment properly
- ☐ Undertake, where applicable, appropriate environmental monitoring
- ☐ Prevent land being contaminated by the work activities and ensure a suitable emergency plan, including fire and first aid arrangements, is developed to deal

with any spillages or accidental releases

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☐ Where applicable, ensure the proper removal and disposal of waste soils, contaminated water and equipment washings is carried out in accordance with the appropriate legal and regulatory requirements.

Staff Responsibilities

☐ Avoid eating, drinking or smoking when dealing with contaminated land

☐ Inform employers of any situation where they believe there is a risk to themselves or others who may be affected by the situation

☐ Follow instructions and procedures given by the employer including risk assessments and method statements

☐ Ensure personal protection equipment or other safety devices is used

☐ Ensure procedures are followed for the cleaning and/or disposal of clothing that may become contaminated during the course of the work.

Contractors

Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, engineering and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the client's own staff at risk.

Associated Hazards

☐ Movement of site traffic

☐ Excavations

☐ Working at height

☐ Manual handling injuries

☐ Hazardous materials/substances.

Employer's Responsibilities

Maple People Limited will ensure that competent contractors are selected and appointed

having regard to: -

- ☐ Hazards on site
- ☐ Site rules and safety procedures
- ☐ The need for and selection of protective clothing
- ☐ Any special equipment required
- ☐ Information, instruction and training.

Other issues to be addressed are to:

- ☐ Ensure that risks associated with the work are assessed
- ☐ Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- ☐ Inform staff where contractors are working in their particular area

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- ☐ Manage, supervise, co-operate with and co-ordinate contractors when on site
- ☐ Ensure that contractors provide and use safe plant and equipment and all necessary PPE
- ☐ Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

Contractor's/Sub-Contractor's Responsibilities

All sub-contractors undertaking work on our behalf:

- ☐ Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- ☐ Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- ☐ Must agree risk assessments and any method statements with the client before work commences
- ☐ Must inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- ☐ Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations
- ☐ Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- ☐ Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure

plant

☐ Must report all accidents to the client immediately so that they can record the incident in the accident book.

Staff Responsibilities

Staff will:

☐ Immediately report any unsafe practices or concerns to the senior person present.

Control of Substances Hazardous to Health (COSHH)

Description

Using chemicals or other hazardous substances at work may put people's health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both staff and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH).

Hazardous substances include: -

☐ Substances used directly in work activities, e.g. paints, adhesives, cleaning agents

☐ Substances generated during work activities, e.g. soldering, welding fumes, silica dust

☐ Naturally occurring substances, e.g. grain, dust

☐ Biological agents, e.g. bacteria and other micro-organisms.

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

Associated Hazards

☐ Skin irritation

☐ Asthma or other lung disease

☐ Losing consciousness

☐ Cancer

☐ Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

Employer's Responsibilities

Maple People Limited recognises its responsibilities in the provision of a safe working environment in relation to the management of potentially hazardous substances and shall: -

- ☐ Identify and list those hazardous substances that are used or stored within company premises
- ☐ Identify all work activities likely to produce or generate hazardous substances
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- ☐ Obtain Safety Data Sheets from suppliers or other sources
- ☐ Identify who may be affected by the use of such substances, e.g. employees, contractors, public
- ☐ Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly.

Where reasonably practicable, the company will prevent exposure by: -

- ☐ Changing the process so that a hazardous substance is not required or generated
- ☐ Replacing the hazardous substance with a less hazardous substance
- ☐ Using the substance in a safer form.

If prevention is not practicable, the company will adequately control* the risk of exposure by: -

- ☐ Total enclosure of the process/isolation of the activity, where reasonable practicable or partial enclosure and installation of extraction (Local Exhaust Ventilation, LEV)
- ☐ Providing suitable storage and transport facilities for hazardous substances following manufacturer's guidance and ensuring containers are correctly labelled
- ☐ Using a system of work that minimises the potential for leaks, spills and escape of the hazardous substance
- ☐ Ensuring that control measures, e.g. LEV remain effective by inspection, testing, thorough examination and maintenance of plant and equipment where appropriate
- ☐ Providing information, instruction, training and supervision in the safe use and handling of hazardous substances
- ☐ Providing staff with suitable personal protective equipment (PPE) and or Respiratory Protective Equipment (RPE) as required by risk assessment and ensuring that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- ☐ Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented

☐ Determining the need to monitor employee's exposure or if health or medical surveillance is required

☐ Recording the findings in a COSHH assessment and reviewing the assessment regularly or if is deemed no longer valid

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☐ Providing a copy of each relevant COSHH assessment to those persons considered at risk

☐ Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace

☐ Regularly monitor compliance to the control measures implemented.

Maple People Limited will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm.

Note*: controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

Staff Responsibilities

Staff have responsibilities under COSHH Regulations, and are expected to: -

- ☐ Take part in training programmes
- ☐ Observe container hazard symbols
- ☐ Practice safe working with hazardous substances
- ☐ Report any concerns or health issue to their immediate supervisor
- ☐ Wear, use correctly and maintain any personal protective equipment and respirable protective equipment provided
- ☐ Return all hazardous substances to their secure location after use
- ☐ Use the control measures provided properly.

Demolition, Dismantling And Structural Alteration Work

Description

All demolition (including soft-strip activities), dismantling and structural alteration work

should be carefully planned and carried out by competent people. These activities can be amongst the most hazardous in the construction industry.

Associated Hazards

- ☐ Falling or flying materials
- ☐ Uncontrolled collapse
- ☐ Tripping on debris
- ☐ Falling from height
- ☐ Dust, asbestos and hazardous substances including silica, guano
- ☐ Live services, underground services or obstructions
- ☐ Fire, explosion, gas leaks
- ☐ Noise and vibration
- ☐ Contact with moving plant
- ☐ Manual Handling.

Employer's Responsibilities

Maple People Limited will: -

- ☐ Ensure the requirements of the Construction (Design and Management) Regulations, CDM are adhered to such as planning and setting up welfare facilities
- ☐ Undertake a pre-demolition/pre-dismantling survey to identify existing site hazards, e.g. structural features, all underground and over-ground services, asbestos containing materials and hazardous and dangerous substances
- ☐ Undertake a risk assessment of the works and plan to protect workers, members of the public, equipment and adjacent structures
- ☐ Ensure all fragile surfaces are identified. Cover all holes with robust, signed material
- ☐ Use working platforms independent from the structure
- ☐ Beware of confined spaces and control accordingly
- ☐ Produce safe systems of work/method statements and a written plan before any demolition, dismantling and structural alteration work is undertaken describing how risks will be controlled
- ☐ Appoint competent persons and advisors, where necessary, e.g. structural engineers, to plan and undertake the work. Ensure there is a written dismantling sequence including details of any temporary works
- ☐ Liaise with relevant third parties, e.g. local authorities, adjacent property owners, regarding the proposed works and ensure any legal notification,

authorisation, etc. requirements are complied with

- ☐ Ensure all services are isolated
- ☐ Ensure that staff undertaking demolition, dismantling or structural alteration work are competent and have received suitable information, instruction and training, e.g. Certification of Competence of Demolition Operatives. Ensure the staff have all been inducted into the site
- ☐ Prepare emergency control procedures to cover fire, explosion, first aid, collapse of any structures, evacuation and retrieval
- ☐ Ensure portable gas is used safely, that any burning activities are segregated and only on inert containers
- ☐ Ensure that suitable plant and equipment, including personal protective equipment (PPE) and respirable protective equipment (RPE) is provided, where required by risk assessment, and is used and adequately maintained
- ☐ Ensure that workers are not exposed to asbestos fibres and that suitable procedures are in place to control exposure to hazardous or dangerous substances. Undertake a refurbishment/demolition survey prior to soft strip or demolition
- ☐ Prevent people from being struck by moving plant, equipment and flying debris. Where possible, avoid reversing
- ☐ Ensure that demolition, dismantling or structural alteration work does not undermine nearby structures, or the stability of plant or equipment
- ☐ Avoid underground services by, e.g. checking service plans, use of service locators, hand digging, etc
- ☐ Regularly inspect all plant. Ensure LOLER thorough examination certificates are current
- ☐ Ensure all plant has 360 degree vision
- ☐ Establish restricted access areas and safety zones, as decided by risk assessment and secure the work area to control environmental hazards and prevent unauthorised access for untrained personnel and the general public
- ☐ Undertake a risk assessment for hazardous substances, e.g. Respirable Crystalline Silica (RCS) dust as required by the Control of Substances Hazardous to Health Regulations (COSHH)
- ☐ Control dust and debris from leaving the confines of the site.

Staff Responsibilities

- ☐ Follow the requirements of applicable method statements, risk assessments, work permits, site rules and instructions from site management
- ☐ Only undertake demolition, dismantling and structural alteration work, if

competent and experienced to do so. The employee must assist the employer in maintaining competence

- ☐ Only access the work area if authorised to do so
- ☐ Wear all personal protective equipment (PPE) and respirable protective equipment (RPE) as required and instructed and ensure that any defects are reported to the employer
- ☐ Check that all equipment is safe before use
- ☐ Follow good hygiene procedures
- ☐ Stop work and report to the employer any hazardous or dangerous situations
- ☐ Take care when moving around sites and be vigilant of other activities in progress
- ☐ Staff must NOT undertake any activities in a manner that could endanger themselves or others.

Dermatitis

Description

The word 'Dermatitis' derives from the Greek words for skin, ***“derma”*** and inflammation, ***“itis”***. Dermatitis is a skin condition usually caused by contact with something that irritates the skin or causes an allergic reaction. Contact Dermatitis affects mainly the hands but other parts of the body can also be affected. Dermatitis can be caused by:

- ☐ Wet work due to repeated and prolonged contact with water, e.g. by hand washing more than 20 times or having wet hands for more than 2 hours during a shift
- ☐ Chemical agents, e.g. through contact with chemicals, including by direct contact, splashes, contaminated work surfaces and tools, airborne particles settling on the skin
- ☐ Biological agents, e.g. through contact with plants, bacteria, spores, moulds, fungi
- ☐ Physical agents, e.g. by vibration, radiation or low humidity from air conditioning
- ☐ Mechanical agents, e.g. by abrasion.

Associated Hazards

The main categories relating to work-related Contact Dermatitis are classified as:

- ☐ Irritant Contact Dermatitis: mainly caused by chemical and physical irritants and is the most common form of Contact Dermatitis. Common chemical

irritants include solvents, soaps, detergents, latex, cosmetics, metalworking fluids, oils and alkalis

☐ Allergic Contact Dermatitis: common allergens include, UV cured printing inks, adhesives, wet cement, some plants, nickel and chromium which can cause an allergic reaction, hours or days after contact. In rare cases a severe reaction can occur, known as an 'anaphylactic shock'

☐ Photo Contact Dermatitis: is a reaction that develops where chemicals are applied to the skin, e.g. sunscreens, fragrances, creams, insecticides, disinfectants.

Symptoms of dermatitis generally include a localised rash and/or irritation of the skin and can develop into flaking, scaling, cracking, bleeding, swelling and blistering which can take days or even weeks to heal.

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Employer's Responsibilities

Maple People Limited will:

- ☐ As part of the risk assessments process, in accordance with the Control of Substances Hazardous to Health Regulations (COSHH), identify all substances likely to generate the risk of dermatitis and those persons who are at risk of work-related developing dermatitis
- ☐ Where reasonably practicable, eliminate the use of substances that are likely to cause dermatitis
- ☐ Where relevant, replace substances likely to cause dermatitis with less harmful substances
- ☐ Establish control measures and safe systems of work to prevent and/or minimise skin contact with hazardous substances
- ☐ Ensure that the controls in place are working
- ☐ Provide suitable personal protective equipment (PPE), skin care products and adequate washing facilities
- ☐ Provide suitable personal protective equipment storage and disposal facilities
- ☐ Encourage staff to carry out regular skin checks to identify signs of dermatitis
- ☐ Introduce health surveillance for all staff likely to be at risk of developing dermatitis
- ☐ Provide staff with information, instruction and training in relation to hazardous substances, use of PPE and skin care products
- ☐ Consult with staff and their representatives in relation to skin care, skin care

products and personal protective equipment

☐ Record and investigate any diagnosed cases of dermatitis and follow RIDDOR reporting procedures, where appropriate.

Staff Responsibilities

☐ Observe hazard symbols and instructions displayed on product containers

☐ Co-operate with the employer and follow the safe working procedures to minimise contracting dermatitis

☐ Wear suitable PPE and use skin care products according to the control measures identified in the risk assessments

☐ Use work equipment and methods of work that prevents the skin coming into contact with hazardous substances

☐ Regularly check skin condition and report any symptoms of dermatitis to the employer and seek medical advice, if necessary

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☐ Ensure that hands are washed and dried regularly, including before and after the wearing of protective gloves

☐ Use 'before and after' work creams to ensure that the skin is kept in good condition – ***remember that barrier creams are not a substitute for protective gloves.***

Diabetes

Description

In the UK, 1.4 million people are diagnosed with diabetes mellitus. It is likely that more people have the condition but have yet to be formally diagnosed. Diabetes is the leading cause of blindness in the country and can lead to serious complications such as heart disease, kidney failure and stroke.

For each affected employee, the level of treatment will vary greatly from individual to individual and within everyone from day to day. It may therefore be necessary to seek specialist advice.

Symptoms associated with diabetes

☐ Weakness, faintness or hunger

☐ Palpitations and muscle tremors

☐ Strange actions or behaviour where the casualty may seem confused or drunk, belligerent or may even be violent

☐ Sweating

☐ Pallor

☐ Cold clammy skin

☐ A strong pulse

☐ Deteriorating level of response

☐ Shallow breathing.

The person may have a warning card (medic – alert) or bracelet, sugar lumps, tablets or an insulin syringe (which may look like a pen) among their possessions.

Employer's Responsibilities

Maple People Limited is aware that people who are diabetic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the condition. Disclosure should help the individual in their job and facilitate help and support from management and colleagues, in this regard the Company will, upon being advised of the condition: -

☐ Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances

☐ Introduce the appropriate control measures to remove the risk or manage it Copyright Citation Ltd Version 2.1 77

☐ Meet the cost of making reasonable adjustments, depending on the nature of the adjustment

☐ Permit staff with diabetes to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible

☐ Allow more time and greater flexibility for induction training and choose the location for this carefully

☐ Allow staff affected by diabetes to maintain a check on blood sugar levels throughout the day and to take regular breaks

☐ Give access to a fridge or cold flask for storing insulin, if required

☐ Give the employee a private area in which to check blood sugar levels

☐ Support a diabetic employee by allowing the employee to access his or her G.P. or diabetic nurse during the working day

☐ Establish procedures for dealing with a hypoglaecemic attack in conjunction with the affected employee

☐ Allow special leave for counselling, diabetic management sessions, eye examinations or treatment

☐ Identify any specific training needs of the individual

☐ Make provision for diabetic staff within the arrangements for first aid, fire and emergency evacuation.

Staff Responsibilities

☐ To co-operate with the employer in relation to health and safety arrangements

☐ Follow any training, guidance and instruction

☐ Report any accident or incident to the employer.

Furthermore, a diabetic employee's responsibilities include :-

☐ Alerting the employer if their condition is having an adverse effect on their

day-to-day ability to work or increase the likelihood of an accident.

- ☐ Notifying the employer and the DVLA if:
 - o receiving treatment with insulin where the job entails driving any type of vehicle or
 - o receiving any type of medication for diabetes where the job entails driving Group 2 vehicles (bus, coach or lorry).

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If the condition is managed by diet or non-insulin medication (or both) there is no obligation to inform the DVLA provided the employee is free from certain diabetes related complications, listed on the DVLA website, or has not been advised to do so by their GP, specialist or optician.

- ☐ Co-operation with the management arrangements for health and safety
- ☐ Following any training, guidance and instruction provided by the employer.

Disciplinary Rules

Description

Maple People Limited believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the Company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

Employer's Responsibilities

Staff of Maple People Limited may be dismissed for gross misconduct if, after investigation the Company believes that they have acted in any of the following ways:

- ☐ Deliberately breaking any written safety rules such as using a naked flame in a non-designated area etc
- ☐ Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the Company (or its agents) for the protection and safety of its staff.
- or failed to follow procedures for:
 - ☐ Flammable / hazardous substances or toxic materials
 - ☐ Items of lifting equipment / plant or machinery
 - ☐ Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc
 - ☐ Undertook any action that could interfere with an accident investigation.

Maple People Limited will ensure that contact is made with the Advice Line at Citation Ltd prior to undertaking any disciplinary action.

Staff Responsibilities

Staff will:

- ☐ Co-operate with their employer and conduct themselves in a way that does not create risk of harm to themselves and others
- ☐ Not misuse or interfere with anything provided for health, safety and welfare
- ☐ Report any identified hazards to their employer
- ☐ Comply with clearly indicated and specific safety rules
- ☐ Wear safety clothing or equipment provided

Display Screen Equipment (DSE)

Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

Associated Health Issues

- ☐ Musculoskeletal injuries
- ☐ Work related upper limb disorders (WRULD)
- ☐ Repetitive Strain Injury (RSI)
- ☐ Visual fatigue and headaches
- ☐ Stress.

Employer's Responsibilities

Maple People Limited is committed to ensuring that staff are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of his/her working day.

Maple People Limited will:

- ☐ Identify all DSE users as defined by regulations
- ☐ Undertake workstation risk assessments with the involvement of staff

- ☐ Reduce the risks associated with DSE use to the lowest reasonably practicable level

- ☐ Provide suitable work equipment

- ☐ Provide all DSE users with sufficient information, instruction, training and supervision

- ☐ Incorporate task changes within the working day in order to prevent intensive periods of on-screen activity. Ensure arrangements for regular breaks

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- ☐ Arrange and pay for eye and eyesight tests on request by identified DSE

‘Users’

- ☐ Contribute towards corrective appliances (glasses), where recognised ‘Users’ require these solely and specifically for working with DSE.

Maple People Limited will ensure that, where required all new-starters complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, Maple People Limited will:

- ☐ Take all necessary steps to investigate the circumstances

- ☐ Review the DSE risk assessment and implement any additional control measures required

- ☐ Ensure appropriate corrective measures are taken

- ☐ Advise the user of the actions taken.

Staff Responsibilities

Staff will:

- ☐ Inform their Line Manager in confidence as soon as possible, if a health problem arises through the use of display screen equipment

- ☐ Work in accordance with any advice or guidance given by the Company

- ☐ Familiarise themselves with the contents of the relevant risk assessments

- ☐ Request Maple People Limited to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

Doors

Description

All doors within the premises must be designed, installed and maintained, so that staff and visitors can utilise them without risk of injury.

Associated Hazards

- ☐ Fire/Products of combustion
- ☐ Slips, trips and falls
- ☐ Object movement
- ☐ Struck by moving object
- ☐ Entrapment.

Employer's Responsibilities

Maple People Limited will ensure that:

- ☐ All doors are designed so that staff and visitors can utilise them safely
- ☐ A general workplace risk assessment will be undertaken which will consider safe access/egress within the premises
- ☐ Automatic door closers will be fitted where required
- ☐ Wherever possible doors will be hung to open outwards as this improves egress in emergencies and for moving and handling
- ☐ Where necessary vision panels will be provided
- ☐ Where necessary, fire doors will be fitted with electromagnetic door catches that will ensure the doors close automatically on activation of the fire alarm
- ☐ Fire doors will be marked with suitable signs e.g., "Fire door – keep closed" or "Fire door – keep locked shut" as appropriate
- ☐ Fire exit doors will be marked with suitable signs e.g. "Fire Exit" and "Push bar to open" as appropriate
- ☐ When needed, install anti finger trapping devices that completely cover the gap that is created on the hinge side of a door when it is in the open position
- ☐ Use doorstops or jammers at the top of the door
- ☐ Where necessary cupboard doors will be fitted with safety catches.

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Staff Responsibilities

- ☐ Not to chock or wedge fire doors open
- ☐ Report any damage to doors, fixings or signs to the employer
- ☐ Report any accidents or near misses to the employer.

Driving At Work

Description

It has been estimated that up to one third of all road traffic accidents involve somebody who is 'at work' at the time, making work-related road collisions the biggest single safety issue for many UK businesses. Promoting safe driving practices and a good safety culture

at work is also beneficial to private driving, and could reduce the potential for staff getting injured in a road traffic accident whilst away from work.

Associated Hazards

- ☐ The driver: with no competency, no training, poor fitness and health
- ☐ The vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations
- ☐ The journey: routes, scheduling, time, distance, weather conditions
- ☐ Crime: theft, violence, personal injury, property damage.

Employer's Responsibilities

Maple People Limited will ensure that:-

- ☐ Risk assessments are carried out for all work related driving activities
- ☐ Appropriate control measures are implemented and communicated to staff
- ☐ Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary
- ☐ Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions
- ☐ Drivers are instructed on the need to carry out basic safety checks and instructed on what to do in the event of an emergency
- ☐ Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless insured for business use and have a MOT certificate, where required
- ☐ Company vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include First aid kits, mobile phones, de-icing equipment, personal protective equipment (PPE), etc
- ☐ Any persons, equipment, chemicals or medicines carried in the vehicle are properly secured following, where relevant, manufacturer's recommendations.

Mobile Telephones

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone whilst driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

Where necessary, hands-free kits will be provided to members of staff who are required to use mobile telephones whilst working away from the premises.

Under no circumstances are staff permitted to use hand-held telephones other than via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle. Drivers still risk prosecution (for failure to have proper control) even if they use handsfree phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits:

-
- ☐ Only use the phone when it is safe to do so
- ☐ Understand how your phone operates
- ☐ Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button
- ☐ Only use short responses and indicate that you will return the call when it is safe to do so. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary
- ☐ Whenever possible, drivers should not make outgoing calls whilst driving
- ☐ When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Staff Responsibilities

- ☐ Staff must follow any advice, information, instruction and training given by the employer
- ☐ All staff who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving
- ☐ Staff must provide a copy of their driving licence, on request and declare any driving convictions. Staff using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable

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- ☐ Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- ☐ Drivers shall comply with traffic legislation and The Highway Code, be conscious of road safety and demonstrate safe driving
- ☐ Staff driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified
- ☐ Drivers must stop after a crash or similar incident with which they are involved
- ☐ Staff must inform management if they become aware of any medical condition or take medication that might affect their ability to drive
- ☐ Promptly report defects, hazards and concerns to management. Personal Safety – Staying Safe In Your Vehicle Plan Ahead
- ☐ Check your route; keep a map in the vehicle
- ☐ Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park

- ☐ Check you have enough fuel
- ☐ Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- ☐ Check vehicle breakdown cover and keep the number with you
- ☐ Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- ☐ Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- ☐ Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- ☐ Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- ☐ Do not leave luggage or documents on display within your vehicle
- ☐ Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- ☐ When returning to your vehicle, immediately lock the doors and drive off promptly
- ☐ Avoid taking unnecessary risks – be aware – if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident by phone to the emergency services
- ☐ Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- ☐ Try to reach the side of the road and contact the vehicle breakdown services. Advise them if you are female and alone
- ☐ Switch on hazard warning lights
- ☐ If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers
- ☐ If you decide to get out of the vehicle and await breakdown assistance (this is dependent on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- ☐ When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable, e.g., AA, RAC.

Electricity

Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

Associated Hazards

- ☐ Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- ☐ Faults that could cause a fire due to equipment overheating
- ☐ Fire or explosion where electrical arcing could be the source of ignition
- ☐ Contact with overhead lines.

Employer's Responsibilities

With regard to fixed installations Maple People Limited will: -

- ☐ Consider the design, construction and selection of electrical equipment for use in the workplace
- ☐ Ensure that electrical installations and equipment are installed, maintained and inspected in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended)
- ☐ Review recommendations made by inspecting engineers
- ☐ Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
- ☐ Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
- ☐ Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
- ☐ Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
- ☐ Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
- ☐ Provide appropriate work equipment such as 110v plant and power tools for harsh environments
- ☐ Ensure that staff who carry out electrical work are trained and competent to do so
- ☐ Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
- ☐ Ensure that tools and equipment meet relevant standards, are CE marked and are suitable and adequate for electrical working
- ☐ Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials.

Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly. This includes equipment that is either hand-held or hand operated while connected to the supply, or is intended to be moved while connected to the supply.

Maple People Limited is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify the date tested. The results of inspections shall be logged and records made available for inspection.

Experience of operating the maintenance system over a period, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads and plugs should receive a combined inspection and test.

Any defective equipment will be removed from use until it can be repaired/replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

On occasion, we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Staff Responsibilities

Staff have a responsibility for: -

- ☐ Co-operating with management arrangements for electrical safety in the workplace
- ☐ Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- ☐ Reporting any defects, faults or dangerous activities
- ☐ Using equipment only in line with the manufacturers operating instructions
e.g. jet washer used with additional RCD or RCBO protection
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- ☐ Complying with safety rules and use work permits/lock out procedures as applicable
- ☐ Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures.
- ☐ Gaining permission before using extension leads or adaptors.
- ☐ Switching off any non-critical equipment when not in use.
- ☐ Not attempting repairs to electrical appliances or circuits unless qualified to do so.
- ☐ Exercising caution when placing drinks near to appliances or power outlets.

Electricity On Site

Description

The safe management of electrical supplies, installations and equipment is essential to our business. The Electricity at Work Regulations 1989 state that we must take precautions against the risk of death or injury from electricity during construction work and we will implement arrangements to ensure that we comply fully with this. It is imperative when working with electrical systems and equipment we ensure that it is properly selected, installed, used and maintained. Not only is there a potential for harm, but loss of power supply could impact our ability to conduct business and force temporary closure.

We are fully committed to reducing risks from electricity during construction works and will ensure that activities undertaken by us are planned, maintained and monitored to ensure that workers and others affected by are activities are not exposed to these risks.

Associated Hazards

Accidents related to electricity are widely recognised when undertaking construction works and these usually occur because people are working on or close to equipment that is; assumed to be dead but is in fact live, or; known to be live but where workers have not been given adequate training, instruction or supervision or precautions have not been adhered to.

Hazards include:

- ☐ Direct or indirect contact with live parts, causing shock, burns, heart fibrillation and tissue damage
- ☐ Faults that could cause a fire due to equipment overheating
- ☐ Fire or explosion where electrical arcing could be the source of ignition
- ☐ Contact with overhead power lines
- ☐ Contact with underground electric cables.

Employer's Responsibilities

With regards to construction works Maple People Limited will ensure that all work is properly planned and that a suitable Construction Phase Plan is created prior to construction works being carried out. Electrical power supply requirements will be established prior to works commencing.

Where possible working dead is the best way to ensure that risks are eliminated, where this is not possible other precautions to ensure safe working practices will be adopted. It may be necessary to gain specialist advice and services and where this is required we will ensure that we select experienced, trained and competent persons to undertake any specialist works relating to electricity.

When working near overhead power lines and underground cables Maple People Limited will ensure that the safe working practices are implemented and are communicated to all workers and that exclusion zones required are proportionate to the risks and in line with current legislation and HSE approved guidance.

As per the requirements of the Health and Safety at Work Act 1974 and Electricity at Work Regulations 1989 we will ensure that equipment provided and used is safe and maintained. Staff will be given suitable training, instruction and supervision to ensure that they are able to carry out tasks safely and to identify and report faults.

Maple People Limited will ensure that services and equipment provided is fit for purpose and where necessary have an inspection or test certificate. Records should be maintained for:

- ☐ Electrical installation checks
- ☐ Portable Appliance Testing (PAT)
- ☐ Replacement of light bulbs

- ☐ Faults reported (damaged and defective equipment, including electrical faults on plant)
- ☐ Maintenance, repairs or alterations to equipment
- ☐ Temporary site installations

With regard to competence of persons, Maple People Limited will ensure that no staff are permitted to undertake electrical works unless suitably trained and possess the necessary experience and competence to do so. Only registered electricians will be used.

With regard to fixed installations Maple People Limited will: -

- ☐ Consider the design, construction and selection of electrical equipment for use in the workplace
 - ☐ Ensure that electrical installations and equipment are installed, maintained and inspected in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended)
 - ☐ Review recommendations made by inspecting engineers
 - ☐ Exchange safety information with contractors to enable compliance with the company's health and safety arrangements
 - ☐ Identify all main circuit breakers/isolators to ensure relevant persons understand how to isolate the equipment or building services safely in the event of an emergency
 - ☐ Promote and implement a safe system of work such as a lock-off procedure for isolation of electrical supplies during maintenance, inspection and testing
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- ☐ Where it is considered necessary, ensure that the design and construction of structures and systems include protection against lightning
 - ☐ Monitor the condition of electrical equipment, plant and accessories and take appropriate action to prevent danger if faults are identified
 - ☐ Provide appropriate work equipment such as battery operated or low voltage 110v plant and power tools on construction sites
 - ☐ Ensure that staff who carry out any electrical work are trained and competent to do so
 - ☐ Provide suitable personal protective equipment as necessary, maintain it in good condition and replace damaged or lost items as necessary
 - ☐ Ensure that tools and equipment meet relevant standards, are CE marked and are suitable and adequate for electrical working on construction sites, where appropriate

- ☐ Maintain secure access to electrical cupboards and fuse boards and keep the areas free of flammable or combustible materials
- ☐ Ensure that safe systems of work are implemented for cable management on site e.g. keep all trailing cables at ceiling height.

With regard to temporary site installations Maple People Limited will:

- ☐ Ensure they are carried out by a competent electrician and comply with IEE

Wiring Code of Practice

- ☐ Obtain from the installer a completion certificate for the installation
- ☐ Arrange a re-test of temporary installations at intervals not exceeding 3 months.

Generators

A supply from an electricity supply company is not always available when working on construction sites, in these instances an AC generator may be required. We will ensure that any generator used is installed safely and that advice is sought from a competent person to ensure that all generators remain in a safe condition to use and that appropriate earthing is undertaken, where required.

Portable Equipment and Testing

Definition - Equipment, which is not part of a fixed or temporary installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly. This includes equipment that is either hand-held or hand operated while connected to the supply or is intended to be moved while connected to the supply.

Where possible we will use cordless battery operated or low voltage 110v systems during construction works. Where this is not possible all 230v systems will be fitted with an RCD or other trip device.

Maple People Limited is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Intervals of inspections will be established through site specific risk assessments, although commonly 110v equipment used on a construction site will be PAT tested at a frequency period of no less than 3 months. Equipment will be marked to identify the date tested. The results of inspections shall be logged and any records made available for inspection.

Any defective equipment will be removed from use until it can be repaired or replaced, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment. Repairs or alterations on electrical equipment should only be undertaken by a trained, competent person.

On occasion we may hire-in equipment from a reputable supplier. This equipment must be treated the same as company equipment and not subjected to abuse or neglect.

Overhead Power Lines

Overhead power lines are not usually insulated therefore if contact is made with these lines then an electric current will discharge with a serious risk of being fatal or severe shock and burns to any person in the immediate vicinity. We will ensure that activities around overhead power lines are properly planned and that any exclusion zones required are established before work commences. The safe systems of work established when working near overhead power lines must be adhered to and any site manager/senior person should ensure that all workers receive adequate training and supervision.

Materials will not be stored beneath any overhead power lines.

Underground Services Work onsite must be properly planned, prior to work commencing (either excavation or erection) the position of any underground services should be established. A safe system of work will be applied to any works undertaken and will cover;

- ☐ Planning work, including engaging with necessary contacts, such as Local authority, utility companies, Distribution Network Operators, land owners, developers
- ☐ Detecting, identifying and marking underground services to minimise the risk of contact
- ☐ Safe excavation/safe digging practices.

If necessary a person who is experienced in the techniques of establishing the exact location of services may be required and we will appoint such person, as appropriate.

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Maple People Limited will ensure that areas are marked on plans and on site plans to warn those of underground services.

All mechanical diggers, excavators and dozers etc. are prevented from excavating at unsafe distances. Safe distances needed will be established at planning stages. Maple People Limited will maintain a minimum distance of 0.5m when conducting these types of works near underground services. However, a risk assessment or communication with a local electricity supplier may indicate greater distances required. The exact distance required should be recorded on a safe system of work and communicated to workers to adhere to. Competence and experience of staff dealing with underground electricity services or working near underground services will be established before works commence. When working underground training relating to confined space, ATEX (Atmosphere Explosive Training), COMPEX (Competency in Explosive Atmosphere) and awareness of the Mine and Quarries Act may also be required to demonstrate competence in the types of works required.

Staff Responsibilities

Staff have a responsibility for: -

- ☐ Co-operating with management arrangements for electrical safety in the workplace
- ☐ Visually checking equipment before use for any obvious defects such as cable or casing damage or scorch marks
- ☐ Ensuring that weekly formal visual checks are undertaken for equipment used on the construction site
- ☐ Ensuring that daily RCD or other trip device checks are undertaken

- ☐ Ensure RCD are treated with care, kept free of moisture and dirt and protected against vibration and mechanical damage
- ☐ Reporting any defects, faults or dangerous activities
- ☐ Using equipment only in line with the manufacturers operating instructions e.g. not using DIY or domestic equipment/tools for construction works
- ☐ Complying with safety rules and use work permits/lock out procedures as applicable
- ☐ Not bringing personal electrical equipment onto company premises without prior authorisation from management. If allowed, any such equipment must be tested in accordance with company procedures
- ☐ Gaining permission before using extension leads or adaptors
- ☐ Switching off any non-critical equipment when not in use
- ☐ Not attempting repairs to electrical appliances or circuits unless qualified to do so
- ☐ Exercising caution when placing drinks near to appliances or power outlets
- ☐ Checking lighting systems to ensure that cabling and bulbs are protected against breakage – lights to conduct works safely must be maintained at all times.

Emergency Plans

Description

As part of our overall Health & Safety Management plan we will create not only a safe working environment but provide a suitable and sufficient means of controlling emergency situations, e.g. rescuing or retrieving persons who may become unavoidably trapped, collapse of a structure or uncontrolled release of a substance etc.

This will not however diminish any responsibility on our part, to do all that is reasonably practicable to prevent such an event occurring in the first place.

Associated Hazards

- ☐ Fire and explosion
- ☐ Flooding
- ☐ Asphyxiation
- ☐ Working at height or in confined spaces
- ☐ Hazardous substances
- ☐ Collapse of structures and excavations
- ☐ Bomb threat
- ☐ Spillage.

Employer's Responsibilities

- ☐ Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences
- ☐ Assign responsibilities for controlling and dealing with emergencies ensuring that responsible people are trained and competent in their role
- ☐ Where applicable, liaise with principal contractors, client representatives, safety representatives, external emergency services, and local authorities, regarding the emergency plans
- ☐ Provide clear systems for contacting the emergency services
- ☐ Provide information, instruction and training to staff and contractors on the emergency arrangements including escape routes, muster points (alternative muster points used in the event of a bomb threat) and shut down procedures etc
- ☐ Make arrangements to recover and treat injured people
- ☐ Undertake emergency practice drills

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- ☐ Ensure that any equipment used as part of the emergency plan such as first aid, fire fighting, fire detection, alarms, gas release detection, communication systems, lighting, signage and rescue equipment are maintained and that persons are trained and competent in using such equipment
- ☐ Ensure that emergency routes are clearly defined, kept clear, well-lit and that there is suitable access for emergency services
- ☐ Investigate all emergency situations
- ☐ Develop a strategy for dealing with the media.

Staff Responsibilities

- ☐ Co-operate and follow directions of responsible persons in order to comply with the emergency procedures
- ☐ Attend training in the actions to be taken in the event of an emergency
- ☐ Raise the alarm on discovering an emergency situation
- ☐ Only use emergency equipment if trained and authorised to use such equipment
- ☐ Report immediately any faults, damage to emergency equipment or concerns with emergency plans.

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Epilepsy

Description

Epilepsy is defined as having repeated seizures, which start in the brain. A brief disturbance to the brain's normal electrical activity causes the nerve cells to fire off random signals. The result is like an electrical storm that causes a temporary overload in the brain.

There are many different kinds of seizure. Some end in seconds while others may last several minutes. People affected might lose awareness of what is happening or where they are during a seizure and they may lose consciousness altogether. Each person's experience of epilepsy is unique.

Recognition Of Minor Epilepsy

- ☐ Sudden 'switching off'; the casualty may be staring blankly ahead
- ☐ Slight and localised twitching or jerking of the lips, eyelids, head or limbs
- ☐ Odd 'automatic' movements such as lip smacking, chewing, or making noises.

Associated Hazards

Some jobs can carry considerable risk to a person who has frequent seizures and their colleagues. These can include working:

- ☐ At heights, underground or by open water
- ☐ On heavy, unguarded machinery or driving
- ☐ With hot ovens or open fires
- ☐ With high voltage / open circuit electricity.

Employer's Responsibilities

Maple People Limited is aware that people who are epileptic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the disability. Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

Maple People Limited will:

- ☐ Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances such as epilepsy
- ☐ Introduce the appropriate control measures to remove the risk or manage it
- ☐ Meet the cost of making reasonable adjustments, depending on the nature of the adjustment

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- ☐ Permit staff with epilepsy to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible
- ☐ Allow more time and greater flexibility for induction training and choose the location for this carefully
- ☐ Establish procedures for dealing with a seizure in conjunction with the affected staff
- ☐ Allow special leave for counselling, management sessions, or treatment

- ☐ Identify any specific training needs of the individual
- ☐ Make provision for epileptic staff within the arrangements for first aid, fire and emergency evacuation.

Staff Responsibilities

- ☐ Co-operate with the employer in relation to health and safety arrangements
- ☐ Follow any training, guidance and instruction
- ☐ Report any accident or incident to the employer.

Staff suffering from Epilepsy have an additional duty to:

- ☐ Alert the employer if his/her epilepsy is having an adverse effect on his/her day-to-day ability to work
- ☐ Where necessary, to inform the employer if the condition could increase the risk of an accident at work
- ☐ If part of your job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement
- ☐ To follow any training, guidance and instruction provided by the employer.

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Excavations

Description

In the UK, people are killed or seriously injured each year whilst working in or around excavations. Work of this nature can be extremely hazardous and needs to be properly planned, carried out and supervised in order to reduce the likelihood of accidents occurring. Those likely to be involved in excavations include: - builders, utility providers, ground workers, landscapers, funeral directors, civil engineers, drainage and highway engineers etc.

Associated Hazards

- ☐ Collapse of excavation sides
- ☐ Falling materials or objects, including vehicles
- ☐ Drowning or asphyxiation
- ☐ Hazardous substances
- ☐ Underground services or obstructions
- ☐ Gas leaks
- ☐ Fire and explosion
- ☐ Falls of persons into the excavation

☐ Access and egress.

Employer's Responsibilities

These include the taking of all practical steps to ensure the safety of operatives, and others working in and around excavations and to ensure that the risks from the above hazards are eliminated or minimised.

Maple People Limited will: -

- ☐ Undertake a risk assessment of the works and plan to protect workers, members of the public, equipment and adjacent structures
- ☐ Appoint a competent person to supervise the works and the installation, alteration or removal of excavation support
- ☐ Ensure that staff undertaking excavation work have received suitable information, instruction and training
- ☐ Provide and control safe access to and egress from the excavation
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- ☐ Ensure that suitable plant and equipment, including personal protective equipment, is provided, used and adequately maintained
- ☐ Prepare emergency control procedures to cover fire, first aid, collapse of excavations or any structures, evacuation and retrieval
- ☐ Ensure the excavation is safe to enter in terms of a confined space and check the atmosphere is safe to breath
- ☐ Appoint a competent person to inspect excavations at the start of each shift, before work commences and after any event likely to have affected the stability of the excavation including collapse
- ☐ Prevent the sides from collapsing by battering to a safe angle, or supporting them with adequate, suitable and sufficient support systems. This is classed as temporary works so ensure a Temporary Works Coordinator is appointed
- ☐ Ensure that a written report is made after inspections and that the report contains the information required for compliance with the Construction Design and Management Regulations
- ☐ Provide trained and qualified banksmen for all craneage activity
- ☐ Keep spoil, materials, people and vehicles e.g. outriggers of mobile cranes, away from the sides of the excavations and where required, provide stop blocks or similar, barriers, guardrails and toe boards to prevent vehicles, objects and people falling into excavations
- ☐ If workers have to traverse an excavation, ensure a safe method of doing so is

provided

- ☐ Prevent people from being struck by moving plant
- ☐ Ensure that excavations do not undermine the foundations of nearby structures, or the stability of plant or equipment
- ☐ Avoid underground services including, checking service plans, use of service locators, hand digging etc
- ☐ Where required, test for fumes and oxygen levels prior to and during work. Ensure exhaust fumes from petrol and diesel powered equipment do not enter the excavation
- ☐ Secure the site from unauthorised access at all times.

Staff Responsibilities

- ☐ Follow all information, instruction and training provided
- ☐ Only competent, fit and experienced operatives will be involved in excavation work
- ☐ Only access the excavation using the approved system of work

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- ☐ Wear all Personal Protective Equipment (PPE) as required and ensure that any defects in the equipment are reported to the employer
- ☐ Stop work and report to the employer any hazardous or dangerous situations.

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Falsework

Description

Falsework is generally described as a temporary structure used to provide support to a permanent structure during construction, refurbishment or demolition. Failure of falsework could lead to collapse of the structure it is supporting which could result in the injury or death of those working nearby.

Associated Hazards

- ☐ Collapse of falsework
- ☐ Collapse of structure being supported
- ☐ Falls from height
- ☐ Falling materials.

Employer's Responsibilities

- ☐ Carry out risk assessments for the installation, loading and dismantling of the falsework
- ☐ Design, plan and implement appropriate control measures to protect persons,

equipment and structures from the work activity and physical and environmental conditions

- ☐ Provide information, instruction and training
- ☐ Ensure trained, competent persons are used at all stages of the work including temporary works designers, coordinators and engineers
- ☐ Competent supervision must be in place to ensure the correct procedures for falsework are followed
- ☐ Ensure that equipment and materials used are suitable for the purpose they were intended
- ☐ Prevent persons or objects falling by providing adequate hierarchy of controls such as, handrails, edge protection, use of working platforms and netting
- ☐ Issue appropriate personal protective equipment and ensure it is being used
- ☐ Plan emergency arrangements
- ☐ Maintain the structural integrity of the falsework by regular inspection ensuring that the load bearing capacity of the falsework is not exceeded.

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Staff Responsibilities

- ☐ Follow training, guidance and instruction, to prevent injury or ill health
- ☐ Use protective and safety equipment provided
- ☐ Report to management of any hazardous or dangerous situations
- ☐ Do not overload working platforms
- ☐ Not to remove any braces or other parts of the falsework.

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Fire

Description

Fire prevention is an important obligation for all businesses. Maple People Limited has a responsibility for ensuring the health, safety and welfare of all staff and others who may have access to the workplace as well as adjoining businesses or premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace.

It is the responsibility of Maple People Limited to ensure that all staff, visitors, relevant persons and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognised good practice standards.

Associated Hazards

- ☐ Flames and heat
- ☐ Smoke and toxic fumes
- ☐ Reduced oxygen
- ☐ Collapse of buildings.

Employer's Responsibilities

Maple People Limited will ensure that:

- ☐ All staff receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation
- ☐ A fire risk assessment for the relevant premises* is undertaken (and regularly reviewed) which clearly sets out identified control measures
- ☐ * Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment
- ☐ A register of staff is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation
- ☐ It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control
- ☐ The requirements for staff training in fire safety are adhered to
- ☐ A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies
- ☐ The fire alarm and all associated equipment is tested in line with current guidance and tests are recorded in the fire logbook

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- ☐ All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept
- ☐ A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook
- ☐ Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded
- ☐ All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities
- ☐ A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open

☐ Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations, DSEAR.

Staff Responsibilities

Staff are required to:

- ☐ Practice and promote fire prevention
- ☐ Raise the alarm on discovery of a fire
- ☐ Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken
- ☐ Receive basic training in the action to take in the event of fire
- ☐ Follow instructions and training in relation to fire safety in the workplace
- ☐ Co-operate with management arrangements for fire prevention in the workplace
- ☐ Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Maple People Limited does not expect staff to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

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Fire Action

If You Discover A Fire

- ☐ Immediately operate the nearest alarm call point or notify the senior person present
- ☐ Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not take personal risks.**

The appointed individual will call the fire service immediately by:

- ☐ Using the phone to dial 999
- ☐ Giving the operator the telephone number and asking for the fire service.

When the fire service reply, give the response distinctly:

- ☐ Give the company name and location (as per Fire Action Notice / Fire Plan)

to the operator from which the call is being made

☐ Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately to every fire or on suspicion of a fire.

On Notification Of A Fire

☐ The appointed individual will take charge of the evacuation and ensure that everybody is accounted for

☐ As soon as the alarm is heard, all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices

☐ Remaining personnel will proceed with the phased evacuation of young people to an area of safety.

The appointed individual will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

Use the nearest available exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property or extinguishing the fire.

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First Aid In The Workplace

Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

Associated Hazards

☐ Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls

☐ Illnesses: asthma, diabetes, epilepsy etc.

Employer's Responsibilities

Maple People Limited will:

Carry out a first aid risk assessment for each workplace to identify:

☐ The level of first aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave,

sickness etc

- ☐ First aid equipment and facilities
- ☐ Emergency procedures
- ☐ Ensure staff are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises
- ☐ Provide the minimum numbers of first aid personnel at all times
- ☐ Display the names of trained first aiders and the location of first aid kits
- ☐ Regularly monitor the contents of first aid kits and replenish stock
- ☐ Provide training and refresher training of First Aiders and Appointed Persons
- ☐ Dispose of contaminated waste properly.

First Aid Kits In Vehicles

Where at-risk staff travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

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First Aid Provision For Non-Employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards nonemployees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time should be taken into account.

First-Aiders Are Responsible For:

- ☐ Undertaking an appropriate training course and, if required, attending refresher courses annually
- ☐ Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date
- ☐ Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe
- ☐ Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed Persons Are Responsible For:

- ☐ Calling for the appropriate medical assistance
- ☐ Keeping first aid signs up to date and legible

- ☐ Ensuring first aid kits are checked regularly and contents are in date
- ☐ Notifying the designated person if there are any entries in the accident book.

Staff Responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:

- ☐ Co-operate with management arrangements for first aid in the workplace
- ☐ Know the procedure for summoning help
- ☐ Follow any guidance or instruction given, to prevent injury or ill health
- ☐ Report any hazardous or dangerous situations to the employer.

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Gas Safety

Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

Associated Hazards

- ☐ Tiredness
- ☐ Drowsiness
- ☐ Headache
- ☐ Stomach pains
- ☐ Nausea
- ☐ Chest pains.

Employer's Responsibilities

Maple People Limited will ensure that:

- ☐ All reasonable steps will be taken to secure the health and safety of staff and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquefied natural gas and liquefied petroleum gases, ie propane and butane
- ☐ That suitable and sufficient risk assessments are undertaken in respect of gas safety
- ☐ Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use)

Regulations

- ☐ That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance

- ☐ That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage)
 - ☐ Safe systems of work for maintenance, inspection or testing are promoted and implemented
 - ☐ Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons
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- ☐ Contractors and persons who carry out work on gas installations and appliances are competent to do so
 - ☐ Suitable personal protective equipment is provided if required to include special tools, protective clothing and gas detection devices, and such equipment is maintained in good condition
 - ☐ Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the Company's health and safety arrangements
 - ☐ Detailed records required by the regulations and in relation to the above are maintained.

Staff Responsibilities

Staff must:

- ☐ Co-operate with management arrangements for gas safety in the workplace
- ☐ Not carry out repair work to gas appliances unless competent to do so
- ☐ Follow any training, guidance and instruction given to prevent injury or ill health
- ☐ Report any hazardous or dangerous situation to the employer.

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Glass and Glazing

Description

The Health and Safety at Work etc Act does not specifically mention glazing, but the introduction of the Workplace (Health, Safety and Welfare) Regulations included requirements for glazing, for which the duty to comply will fall to the employer.

However, people other than employers may be duty holders under the regulations if they have control of a workplace to any extent, these could be shared or communal areas.

Associated Hazards

- ☐ Cuts and lacerations from exposed edges or broken glass panels

- ☐ Physical injuries (muscle strain, hernias and back problems) due to manual handling issues. Glass is a heavy material (typically 2.5 tonnes per cubic metre)

- ☐ Crush injuries from falling glass stacks

- ☐ Eye injuries from small flying glass particles

- ☐ Food contamination

- ☐ Light fitting breakages.

Employer's Responsibilities

- ☐ A risk assessment will be undertaken in respect of all window or other translucent surface in a wall, partition, gate or door to establish whether there is a risk of anyone being hurt if people or objects come into contact with it, or it breaks

- ☐ Ensuring that where there is potential for an individual to fall through the window at height, measures will be implemented and which will prevent people or objects coming into contact with the glazing

- ☐ Ensuring that glass for windows and patio doors be constructed of safety glass to a recognised standard or alternatively be fitted with suitable safety film that prevents the glass from shattering. They will also be clearly marked in a prominent position to prevent people colliding with them when they are closed
- ☐ Any windows that are accessible to pedestrians above ground level, where a fall could result in personal injury, and that can be opened, will be fitted with suitable restrictors to prevent the window being opened in order to prevent such falls. In order that adequate natural ventilation is allowed into the room the opening gap will be restricted to approximately 100mm

- ☐ Where necessary, traffic routes will be reorganised (either for people or vehicles) to avoid the risk of glazing being broken.

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Staff Responsibilities

- ☐ Suitable Personal Protective Equipment MUST be worn in ALL circumstances to guard against serious cut injuries

- ☐ Where handling and lifting equipment is readily available, this should be used to avoid manual handling problems and injuries

- ☐ Act in a responsible manner when handling glass or associated glazing materials at all times

- ☐ All accidents and incidents must be reported to the employer.

Hazard Reporting

Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

Associated Hazards

- ☐ Tripping on trailing wires or loose floor coverings
- ☐ Faulty electrical fittings
- ☐ Unguarded edges
- ☐ Obstructed emergency exit routes.

N.B. This list of hazards is not exhaustive.

Near misses are hazardous incidents with the potential to cause an injury, e.g. staff tripped over a trailing cable but no injury occurred.

Employer's Responsibilities

Maple People Limited accepts that some of its work activities could, unless properly controlled, create hazards to staff and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, Maple People Limited will inform staff of likely hazards by means of risk assessments, information, instruction, signage, training and documentation.

To aid the recording of hazardous situations Maple People Limited has implemented a hazard reporting procedure for staff, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

Staff Responsibilities

- ☐ Staff will use the employer's hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace
- ☐ When a hazard has been identified it must be reported immediately to your supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

Health Surveillance

Description

Health surveillance is conducted by observing and communicating and systematically watching for early signs of work-related ill health in workers exposed to certain health risk. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the staff' exposure to a health risk, where this has been identified by a risk assessment.

Health surveillance is necessary where: -

- ☐ There is an identifiable disease or health condition may occur
- ☐ There are valid techniques available to detect the early signs of the disease or health effect
- ☐ and these techniques do not pose a risk to staff

It requires the implementation of certain procedures to achieve this, including simple methods carried out by employer who has been trained (e.g. looking for skin damage on hands), or issuing health screening questionnaires, or technical checks (e.g. audiology tests) undertaken by an occupational health professional or more involved medical examinations (e.g. lung function tests).

Some hazardous substances will require health surveillance as a condition of use e.g. lead, asbestos, ionising radiation.

Health surveillance records should be kept confidential by Human Resources or an occupational health professional for forty years and include: -

- ☐ Surname and forename
 - ☐ Permanent address
 - ☐ Sex
 - ☐ Date of birth
 - ☐ National Insurance Number
 - ☐ Date of commencement of present employment
 - ☐ A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.
- Recorded details of each health surveillance check should include:

- ☐ the date they were carried out and by whom
- ☐ the outcome of the test/check

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- ☐ the decision made by the occupational health professional in terms of fitness

for task and any restrictions required. This should be factual and only relate to the staff functional ability and fitness for specific work, with any advised restrictions.

Associated Hazards

- ☐ Noise
- ☐ Whole body or hand-arm vibration
- ☐ Solvents
- ☐ Fumes
- ☐ Dusts
- ☐ Biological agents
- ☐ Other hazardous substances
- ☐ Silica dust
- ☐ Asbestos
- ☐ Work in compressed air
- ☐ Electromagnetic Field
- ☐ Confined space
- ☐ Lead
- ☐ Night work
- ☐ Welding fumes

Health Effects

Examples include:-

- ☐ Dermatitis
- ☐ Occupational Asthma
- ☐ Hand arm vibration
- ☐ Asbestosis
- ☐ Hearing loss

Employer's Responsibilities

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Maple People Limited will: -

- ☐ Carry out a risk assessment to ensure appropriate risk assessments take into account health surveillance requirements to identify the health hazards within the workplace and communicate the findings to appropriate staff
- ☐ Ensure that resources are available for health surveillance needs
- ☐ Appoint competent people to assist with health surveillance
- ☐ Take any necessary measures to remedy any risks found as a result of the

assessment

- ☐ Ensure that all staff, including new staff are included in health surveillance programmes
- ☐ Ensure that staff transferring to different work activities are included in the health surveillance programme if required
- ☐ Provide staff with relevant information, instruction and training
- ☐ Communicate the results of health surveillance to relevant staff
- ☐ Ensure that staff and their representatives are consulted on the need and procedures for health surveillance
- ☐ Ensure that personal files are kept up-to-date
- ☐ Ensure that staff attend the health surveillance programme
- ☐ Ensure that sickness absence is monitored, and staff are referred to management if the reason for absence is thought to be work-related
- ☐ Provide personal protective equipment where required
- ☐ Monitor and review the effectiveness of the arrangements
- ☐ All occupational health issues should be reported to senior manager for escalation.

Staff Responsibilities

All staff will: -

- ☐ Advise Senior Manager of any significant health issues
 - ☐ Report any significant changes in their health to Senior Manager in intervals between health surveillance sessions
 - ☐ Cooperate with health surveillance programmes where a risk assessment has established the requirement
 - ☐ Cooperate with other risk reduction measures for the protection of their health
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- ☐ Attend health surveillance appointments or organise in advance for a change of appointment time if original is inconvenient
 - ☐ Attend appropriate training in relation to workplace hazards and health surveillance.

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Hot Work (Brazing, Torch Cutting, Grinding, Soldering and Welding)

Description

Hot work includes any operations involving open flames or producing heat and/or sparks. These activities are carried out regularly throughout industry and are so widely used that people often forget about the associated dangers.

Hot working has resulted in many major fires and explosions which have caused a number of fatalities and serious injuries as well as property/asset losses. Where reasonably practicable the need for hot working should be eliminated by the use of other processes that do not involve the application or generation of heat or sparks.

Due to the convenience and versatility of this equipment, sometimes the need for training in its use maintenance, storage and servicing is overlooked, this can have a serious effect on the well-being of affected staff.

Associated Hazards

- ☐ Exposure to hot surfaces
- ☐ Electric shock and burns
- ☐ Exposure to gases and fumes generated by the process
- ☐ Radiation
- ☐ Fire and explosion
- ☐ Falling equipment.

Employer's Responsibilities

As our business activity involves hot work, we will:

- ☐ Develop and share with your staff, the findings of risk assessments for hot work
- ☐ Ensure staff follow a safe system of work for any procedure that involves open flames or produces heat and/or sparks
- ☐ Provide appropriate fire-fighting equipment
- ☐ Organise, record and communicate emergency actions to be taken in the event of any unintended fire or other emergency
- ☐ Carry out COSHH assessments for substances generated by hot works e.g. fumes.
- ☐ Ensure adequate controls are in place taking into account the material being worked, the environment, the need for respiratory protective equipment (RPE)

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and personal protective equipment (PPE), ventilation, health surveillance and the protection of others

- ☐ For high-risk activities, control hot work activity with a permit to work system
- ☐ Provide suitable first aid cover and equipment

- ☐ Consider other hazards which may be present and put measures in place to control the associated risks. Examples include exposure to toxic fumes, work in confined spaces, oxygen depletion or enrichment, work on vessels or tanks which have contained flammable, explosive or toxic materials or fires caused by sparks
- ☐ Ensure that all welding equipment, portable extraction systems and associated ancillaries provided are subjected to a documented regime of maintenance and statutory inspection
- ☐ Ensure that only trained operatives carry out hot works operations, the training will include: - the safe use of the equipment, PPE and RPE, precautions to be taken, use of fire extinguishers, means of escape, raising the fire alarm and calling the fire brigade
- ☐ Where required health surveillance will be carried out and keep records, for at least forty years.
- ☐ Monitor and review the arrangements for hot work

Staff Responsibilities

- ☐ Follow instruction, training and information on safe systems of work
- ☐ Ensure that safety devices are fitted if required, undertake frequent checks of hoses, connections and cables.
- ☐ Ensure that gas bottles are stored securely in an upright position
- ☐ There is a minimum radius of hot work to be set at two metres from other persons working
- ☐ Shields, screens and barriers as detailed on the risk assessment, must be used in every instance
- ☐ Work areas to be kept tidy and free from combustible materials before and during the hot works
- ☐ Staff must remain in the area for fire watch following completion of work, to ensure there is no hot spot residue, the duration of which is stated in the risk assessment
- ☐ Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer
- ☐ Co-operate with management arrangements for health and safety involving hot work

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- ☐ Report to management any instances where you feel your health has been

compromised by the work being conducted

☐ Report immediately any hazard likely to affect the fire and safety precautions

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Housekeeping

Description

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Associated Hazards

- ☐ Fire
- ☐ Slipping, tripping/falling over
- ☐ Poor cleanliness
- ☐ Dirty equipment
- ☐ Cluttered pedestrian gangways.

Employer's Responsibilities

Maple People Limited will:

- ☐ Carry out a risk assessment in relation to housekeeping within the company and introduce control measures as appropriate
- ☐ Take any necessary measures to remedy any risks found as a result of the assessment
- ☐ Implement steps for the maintenance, cleaning and repair of the premises
- ☐ Train staff to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment
- ☐ Inform every employee of the risks which exist
- ☐ Re-assess housekeeping as necessary if work processes change.

Staff Responsibilities

Staff must:

- ☐ Co-operate with management arrangements for good housekeeping in the workplace
- ☐ Follow any guidance and instruction given to prevent injury or ill health
- ☐ Report to the employer any hazardous or dangerous situations.

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Information, Instruction, Supervision and Training

Description

Preventing accidents and ill health caused by work is a key priority for Maple People Limited. Health and safety information, instruction, supervision and training helps the Company to ensure our staff are not injured or made ill by the work they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the Company to meet its legal duty to protect the health and safety of our staff.

Employer's Responsibilities

- ☐ Consult with relevant persons to identify the information, instruction, supervision and training required, taking into account the level of skills, knowledge and experience required, the risks identified in the workplace and any relevant, specific individual needs
- ☐ Undertake a training needs assessment for all staff and provide the necessary training identified
- ☐ Ensure that the demands of the job do not exceed the staff ability to carry out their work without risks to themselves and others
- ☐ Prioritise information, instruction, training and supervision based on risk assessment and ensure that any high risk needs are met first
- ☐ Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers
- ☐ Assess the suitability of the information, instruction, supervision and training and its effect on the employee and/or the business to enable changes, modifications or additions to be made if required.

Specifically, Maple People Limited will provide information, instruction, supervision and training for staff: -

- ☐ On recruitment/induction
- ☐ When moving persons to another task or promotion
- ☐ When the workplace environment, process, equipment or system of work is changed
- ☐ If a review of risk assessments, safe systems of work and training needs determines a refresher program is required.

Suitable records will be maintained of all information, instruction and training provided.

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Staff Responsibilities

Staff will: -

- ☐ Attend any training courses identified as necessary
- ☐ Follow training, guidance and instruction to prevent injury or ill health
- ☐ Only undertake duties if they have been deemed competent to do so following suitable instruction and training
- ☐ Report to their line manager any hazardous or dangerous situations.

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Ladders And Stepladders

Description

A third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect use of equipment.

By conducting a risk assessment it may be determined that ladder use is acceptable for work of short duration (between 15 and 30 minutes) and low risk, providing three points of contact can be maintained whilst working from the ladder or steps.

Ladders can be used as safe access into and safe egress out of scaffold structures/systems provided that the hierarchy of selection process is followed (also see Access and egress arrangement).

Associated Hazards

- ☐ Failure of the ladder itself, causing persons or equipment to fall
- ☐ Items falling from the ladder
- ☐ Users over-reaching or stretching from the ladder
- ☐ Overloading of the ladder
- ☐ The ladder slipping and falling due to not being correctly secured
- ☐ Faulty equipment
- ☐ Inappropriate use of ladders
- ☐ Manual handling when using ladders.

Employer's Responsibilities

All reasonable actions will be taken by Maple People Limited to ensure the safety of staff who work with ladders.

Maple People Limited will, in consultation with staff and their representatives: -

- ☐ Carry out a risk assessment of work activities involving the use of ladders
- ☐ Take all necessary measures to reduce any risks found as a result of the assessment
- ☐ Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed

☐ Ensure that all ladders used are clearly identified, regularly inspected and maintained

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☐ Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken

☐ Provide appropriate information and training to staff who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way, which increases the risks involved

☐ Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength

☐ Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken.

Safe Use Of Ladders

☐ Ladders should be appropriate for the job and not exceed 9 metres in length

☐ Ladders should comply with British/European Standards. Domestic equipment should not be used

☐ Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits

☐ Ladder stiles must be undamaged and unbent

☐ Wood should be free of warping or splitting

☐ Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion

☐ Footpads must be in good condition

☐ Ladders should have slip-resistant rubber or plastic feet

☐ Ladders must be free of missing/loose rungs

☐ Ladders should be regularly inspected and defective ladders removed from use

☐ If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base

☐ During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest

☐ Ladders should be positioned one metre out at the base for every four metres in height

☐ Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping

- ☐ The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs

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- ☐ There should only be one person on the ladder at any one time
- ☐ Staff should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment
- ☐ Staff should be fully trained in ladder use
- ☐ Never use ladders near power lines or in strong winds
- ☐ Any ladder guards utilised should be appropriate to the ladder, covering at least 6 rungs and leave a maximum of 50mm exposed either side
- ☐ Ladder guards should be padlocked in place when the ladder is not in use.

Safe Use Of Stepladders

- ☐ Stepladders should be of robust construction and in good condition
- ☐ Any retaining cords or straps must be of equal length and in good condition
- ☐ Any metal braces between the legs must be locked into place
- ☐ Legs of stepladders must be opened fully when in use
- ☐ All legs need to be firmly and squarely placed on a solid level surface
- ☐ The stepladder should be positioned close to the work to prevent overstretching
- ☐ The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways
- ☐ The top tread should not be used unless it has been designed as a platform with a secure handhold
- ☐ When in use, the knees should be kept below the top of the steps for support and stability
- ☐ Only one person should use the stepladder at any one time
- ☐ The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

Staff Responsibilities

- ☐ Follow instruction, training and information provided by the employer on the safe use of ladders
- ☐ Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job
- ☐ Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been

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regularly maintained and that it is free from defect, of good construction and of sound material

- ☐ Report any defective ladders to the employer immediately
- ☐ Make use of any personal protective equipment provided by the employer
- ☐ Advise the employer of any health issues, which may affect the ability to work at height.

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Lasers

Description

Artificial Optical Radiation (AOR) includes light emitted from artificial light sources including Ultra Violet (UV), Infra-Red (IR) and lasers (Light Amplification by Stimulated Emission Radiation). It does not include sunlight.

Most light sources are inherently safe, however lasers present a reasonably foreseeable risk of damaging the eyes and skins of workers using them.

Associated Hazards With The Use Of Lasers:

- ☐ Fire
- ☐ Radiation - causing skin burns, damage to eyes
- ☐ Hazardous fumes - produced during cutting applications
- ☐ Electrical - high voltages.

LASER Classification

Class 2 lasers are considered safe for normal operation. Class 2 lasers' output power is below 1mW (milli Watt). All Class 2 lasers emit visible light only. A Class 2 laser is relatively weak so will not normally harm the eyes unless a person deliberately stared into the beam. Laser protective eyewear is normally not necessary when using this equipment. A Class 2 laser is not a skin or materials burn hazard.

Class 3R lasers are considered safe when handled carefully. There is only a small risk from accidental exposure. For visible-light lasers, Class 3R lasers' output power is between 1 and 4.99mW. A Class 3R laser is low powered. It normally would not harm eyes during a momentary exposure of less than ¼ second. This is within the aversion response, where a person turns away and/or blinks when avoiding bright light.

Class 3B lasers can cause eye injury. Even though they can heat skin and materials they are not considered to be burn hazards. For visible-light lasers, Class 3B lasers' output power is between 5 and 499 mW. The more powerful the laser, the greater the chance of injury and the use of laser protective eyewear should be enforced.

Class 4 visible-beam lasers are high-powered. A Class 4 laser can cause a significant eye injury if the beam, whether direct or reflected, enters the eye. This may even occur from staring at the diffuse reflection of a laser "dot" on a wall or other surface within a few feet of the dot.

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Employer's Responsibilities

Maple People Limited will ensure that a risk assessment is undertaken and identify: -

- ☐ Significant hazards and risks arising from the operation
- ☐ Persons at risk
- ☐ Appropriate controls to be implemented
- ☐ Wavelength and duration of exposure
- ☐ Exposure limit values
- ☐ All potential health effects
- ☐ Indirect effects on buildings and property.

The assessment should be brought to the attention of affected staff.

Maple People Limited will also ensure that: -

- ☐ The use of alternative, safer light sources, that achieve the same result are considered and used where reasonably practicable
- ☐ Only authorised persons will be permitted to install, adjust and operate the equipment
- ☐ Operators are provided sufficient information, instruction, training and supervision to use the laser equipment
- ☐ Only competent people use the equipment
- ☐ Areas where laser equipment is used are controlled, e.g. using display warning signs, time controls, barriers, dedicated secure rooms. These areas must be restricted to authorised people only
- ☐ Controlled areas are protected against unintentional direction or reflection of the laser beam
- ☐ Access to the light source is controlled to prevent skin and eye damage using, e.g. screening, filters, interlocks
- ☐ Equipment is regularly maintained following manufacturer's instructions
- ☐ Maintenance and repair of laser equipment is only carried out by competent people and following manufacturer' instructions
- ☐ Beam guarding and/or screens are correctly fitted and maintained
- ☐ Equipment is checked before use including all safety interlocks and beam

indicator devices

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- ☐ Personal protective equipment (PPE) is provided as identified by risk assessment e.g. eye and skin protection and staff are trained in their use
- ☐ When not in use, the equipment is secured, preventing unauthorised access.
- The key to the power isolation should be secured
- ☐ Equipment that has been identified as “Unsafe to use” should be labelled as such and taken out of service
- ☐ The effectiveness of these arrangements are regularly monitored and reviewed.

Staff Responsibilities

- ☐ Follow training, guidance and instruction given, to prevent injury or ill health
- ☐ Maintain safety control areas and restrict access to authorised persons
- ☐ Use protective and safety equipment provided
- ☐ Stop the work safely and report to management any hazardous or dangerous situations or faulty equipment.

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Lead

Description

Lead and its compounds have the potential to damage health particularly if swallowed or by the inhalation of lead dust, fumes or vapour. Excessive exposure to the substance can cause lead poisoning.

Lead can be found in, e.g. old lead paint, lead acid batteries, lead flashing and lead pigments.

This arrangement does not cover lead alkyls (petrol additive).

Associated Hazards

- ☐ Headaches and nausea
- ☐ Tiredness
- ☐ Irritability
- ☐ Constipation and stomach pains
- ☐ Anaemia
- ☐ Loss of weight
- ☐ Kidney damage
- ☐ Nerve and brain damage
- ☐ Infertility.

Unborn children are at particular risk from exposure to lead.

The legal occupational exposure limit (OEL) for lead is 0.15mg/m³ (8-hour timeweighted average).

Employer's Responsibilities

Maple People Limited will undertake and document a risk assessment and determine if there is a 'Significant' risk of staff being exposed to lead, i.e. by ingestion or being exposed or liable to be exposed to over half the OEL for lead in the atmosphere.

Where there is a 'Significant' risk of exposure, Maple People Limited will ensure that: -

- ☐ Levels of lead in the air are measured and monitored at regular intervals
- ☐ The OEL is not exceeded, control exposure through, e.g. providing adequate ventilation, local exhaust ventilation (LEV) and if the OEL is exceeded provide staff with suitable Respiratory Protective Equipment (RPE) as required by risk assessment
- ☐ Control measures are implemented to prevent blood-lead action levels and suspension levels being exceeded (see medical surveillance)
- ☐ Any extraction system used is designed, installed, maintained and tested by competent people
- ☐ Information, instruction, training and supervision is provided to staff relating to the health effects of working with lead, legal exposure levels, results of air monitoring and procedures in place to control lead exposure
- ☐ Suitable medical arrangements are implemented to allow regular monitoring and measuring of staff blood (and if required urine)-lead levels. Inform relevant staff of the results
- ☐ Certificates issued by relevant doctors stating that individual staff should not work with lead are complied to
- ☐ Suitable and sufficient washing and changing facilities are provided in order to achieve a high standard degree of hygiene
- ☐ A rest area, where staff can eat and drink free from lead contamination is provided
- ☐ Fit for purpose equipment including Personal Protective Equipment (PPE) is provided which is regularly cleaned, maintained and inspected to ensure that equipment is kept in a safe working order
- ☐ Lead waste is disposed of in accordance with local authority rules
- ☐ Where notified by a doctor, report any cases of lead poisoning of staff relating

to the workplace in accordance the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Medical surveillance

Maple People Limited must place staff under suitable medical surveillance by a relevant doctor when staff are or are liable to be significantly exposed to lead and the following blood-lead concentrations are reached:-

- ☐ Women of reproductive capacity: 20 µg/dl* of blood or greater
- ☐ All other staff: 35 µg/dl of blood or greater.

* micrograms of lead per decilitre

After blood tests have been undertaken and reported, Maple People Limited will, if applicable: -

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- ☐ Investigate reasons why staff blood-lead action levels and suspension levels shown in Table 1, have been breached, and implement control procedures to prevent recurrence
- ☐ Follow the doctor's advice where the suspension level has been breached, e.g. stopping relevant staff working with lead.

Table 1: Legal action and suspension levels relating to blood-lead levels.

Action Level Suspension Level

General Staff 50µg/dl 60µg/dl

Women capable of having children 25µg/dl 30µg/dl

Young persons under 18 40µg/dl 50µg/dl

Staff Responsibilities

Staff must: -

- ☐ Co-operate with management arrangements for the control of lead in the workplace
- ☐ Follow any information, training and instruction given by the employer to prevent ill health
- ☐ Report to the employer any hazardous or dangerous situations
- ☐ Practise a high standard of personal hygiene
- ☐ Remove any contaminated clothing or footwear before leaving the work area
- ☐ Only eat and drink in designated areas that are free from lead contamination
- ☐ Wear Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE) provided and return to the correct storage area after use
- ☐ Ensure the PPE/ RPE fits correctly and is maintained in good condition

- ☐ Report any damaged or defective equipment immediately and **do not use it**
- ☐ Follow good housekeeping procedures keeping work areas clean and tidy
- ☐ Regularly clear up and dispose of lead waste following the employer's waste disposal practices
- ☐ Keep any medical appointments with the doctor undertaking medical surveillance.

Note: in the interests of the health of unborn children, pregnant staff should inform Maple People Limited as soon as pregnancy is confirmed.

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Legionella

Description

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities: –

Duty Holder

A Duty Holder may be:-

- ☐ The employer, where the risk from their undertaking is to their employees or others
- ☐ A self-employed person, where there is a risk from their work activities to themselves or others
- ☐ The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

The Risk Of Someone Contracting Legionellosis Depends On:

The presence of Legionella bacteria: the conditions that encourage Legionella

bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C.

The means of creating and disseminating breathable aerosols, e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc.

The person: The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

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The Duty Holder's Responsibilities

Maple People Limited will ensure that: -

- ☐ A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- ☐ A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks
- ☐ A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- ☐ Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- ☐ Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- ☐ The risk of Legionella is eliminated, where reasonable practicable, through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- ☐ Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- ☐ Regular monitoring, inspecting, testing, e.g. water temperatures and Legionella bacteria levels, if needed and reviewing of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- ☐ The risks from scalding are minimised.
- ☐ Records are kept of the: -

- o Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
- o Significant findings of the risk assessment
- o Written Scheme and its implementation
- o State of operation of the water system (working or not).
- ☐ Results of any monitoring, inspections, tests or checks carried out including dates
- ☐ Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

The Manager will ensure that: -

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- ☐ With the assistance of a competent person, carry out a risk assessment, develop a Written Scheme and seek/implement advice on prevention and control procedures.

Staff Responsibilities

Staff must: -

- ☐ Co-operate with management arrangements for the control of Legionella in the workplace
- ☐ Follow any information, training and instruction given by the employer to prevent ill health
- ☐ Report to the Manager any disease diagnosed as Legionnaires' Disease
- ☐ Report to the Manager any hazardous or dangerous situations.

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Leptospirosis

Description

Two types of Leptospirosis can affect staff in the UK: -

Weil's Disease: a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

The Hardjo form of Leptospirosis: this is transmitted from cattle to humans.

Symptoms include: a flu-like illness, severe headache and vomiting.

With both forms bacteria can enter the body through cuts and scratches, through the lining of the mouth, throat and eyes. This is normally after contact with infected urine or contaminated water found in sewers, ditches and ponds.

Associated Hazards, Those At Risk

- ☐ Construction workers

- ☐ Farmers, sewer or ground workers
- ☐ Vets and abattoir workers
- ☐ Dairy farmers or fishery workers
- ☐ People who participate in outdoor water sports in contaminated water.

Employer's Responsibilities

In line with our other procedures, Maple People Limited will: -

- ☐ Carry out a risk assessment of work activities that may put staff at risk of contracting the disease
- ☐ Take any necessary measures to remedy any risks found as a result of the assessment and inform staff of the findings
- ☐ Consider eliminating the rat population by using pest control measures
- ☐ Ensure staff are issued with and wear suitable and appropriate PPE
- ☐ Introduce safe systems of work after removing PPE, for handling any animal, or any contaminated clothing or other materials, and always before eating, drinking or smoking
- ☐ Notify the Incident Contact Centre at Caerphilly should an employee contract the disease.

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Staff Responsibilities

Staff must: -

- ☐ Co-operate with management arrangements for the prevention and control of Leptospirosis in the workplace
- ☐ Follow information, guidance and instruction given by the employer
- ☐ Report any incidences of ill health to the employer
- ☐ Make full and proper use of all personal protective equipment that has been issued to them.

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Lifting Equipment And Lifting Operations

Description

Lifting equipment is usually defined as any plant certified for lifting; this includes cranes, excavators, rigs, hoists, telescopic handlers and forklifts, and lifting accessories such as chains, slings and eyebolts. The equipment can be either hand-operated or mechanically/electrically powered and also includes lifts used for the movement of materials and/or people.

Associated Hazards

- ☐ Lifting equipment being overloaded, causing collapse
- ☐ Equipment striking other objects or vehicles
- ☐ Equipment coming into contact with sources of electricity
- ☐ Failure of poorly maintained equipment
- ☐ Equipment being used by untrained operatives.

Employer's Responsibilities

As part of our work activity involves the use of lifting equipment we will ensure that: -

- ☐ Competent people carry out lifting operations in a well-planned and supervised manner
- ☐ All lifting equipment is thoroughly examined before being used for the first time and at regular intervals thereafter. Formal checks and servicing are recorded
- ☐ All lifting equipment is examined in line with the manufacturer's recommendations and applicable legislation
- ☐ Equipment used for lifting people e.g. mobile elevating work platforms, hoists and lifts are thoroughly examined every six months
- ☐ Lifting accessories such as chains, slings, eyebolts and shackles are also thoroughly examined every six months
- ☐ Lifting equipment is clearly marked with its safe working load
- ☐ Relevant staff are trained in the safe use and operation of lifting equipment.

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Maple People Limited will ensure that risk assessments are carried out to identify any significant hazards that arise from the use of lifting equipment. These assessments will be communicated to all relevant staff. When compiling assessments the following points are to be considered: -

- ☐ The type of load being lifted
- ☐ The risk of the load or equipment falling and striking a person or object
- ☐ The risk of lifting equipment overturning whilst in use
- ☐ The load-bearing capability of the ground on which it is situated.

To ensure the safety of everyone, any incident involving lifting equipment will be investigated immediately and appropriate action taken.

Staff Responsibilities

All staff are responsible for the safe use of lifting equipment and should only carry out work for which they have been trained. The following controls must be adhered to: -

- ☐ Equipment should only be used for the task it was designed for, and

improvisation should not be practised

- ☐ Before use, ensure all lifting equipment and associated accessories are marked with their safe working load
- ☐ Only use equipment and associated accessories if they hold a current test certificate
- ☐ Use all lifting equipment in line with any manufacturer's guidance and written operating instructions
- ☐ Follow the risk assessment and safe system of work that is applicable to the lifting operation being undertaken
- ☐ Isolate and report any damaged, misused, non-inspected or faulty work equipment.

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Lighting

Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of staff will create a work environment that is welcoming, energising and productive.

Associated Hazards

- ☐ Bodily injuries
- ☐ Slipping/falling over
- ☐ Electrical hazards
- ☐ Poor housekeeping.

Employer's Responsibilities

To safeguard staff and visitors from the potential hazards presented by inadequate lighting, Maple People Limited will: –

- ☐ Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account staff with visual limitations together with the needs of older people
- ☐ Take any necessary measures to remedy any risks found as a result of the assessment
- ☐ Train staff on how to adjust for proper lighting in their jobs to prevent visual fatigue
- ☐ Ensure that work is carried out by natural light wherever possible
- ☐ Take precautions against glare

- ☐ Ensure that lights are positioned to avoid risks to health and safety (fire etc)
- ☐ Ensure that supplementary lighting is provided, as necessary
- ☐ Ensure that safe access is provided in order to clean or replace the lights or windows
- ☐ Develop safe systems of work for such cleaning or replacement.

The following recommended standards may be adopted by Maple People Limited:-

- ☐ Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained

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- ☐ Loading bays and outdoor work areas - 50 lux
- ☐ Work requiring limited perception of detail - 100 lux
- ☐ Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc)
- ☐ Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps
- ☐ Cellars and storerooms - 300 lux
- ☐ Crossing points on traffic routes - 300 lux, constantly maintained.

Emergency Lighting

Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to: -

- ☐ Clearly indicate the escape route
- ☐ Allow safe movement along the route and through exits
- ☐ Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during night-time hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

Staff Responsibilities

Staff must: -

- ☐ Report any defective lighting to the employer
- ☐ Report any discomfort experienced as a consequence of lighting in the workplace
- ☐ Co-operate with management arrangements for workplace lighting.

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Lone Working

Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Examples include: - a person working on their own in a workshop, home workers, persons working in an office on their own, persons working outside normal hours on their own and mobile or peripatetic workers.

Associated Hazards

- ☐ Accidents
- ☐ Fire
- ☐ Inadequate provision of rest, hygiene and welfare
- ☐ Violence whilst at work
- ☐ Manual handling activities
- ☐ Transport breakdown/accident en route
- ☐ Severe weather conditions
- ☐ Tracing of home address through vehicle registration
- ☐ Injury received whilst entering unsafe premises
- ☐ Poor visibility and lighting.

Employer's Responsibilities

Maple People Limited realise that there may be concerns surrounding lone working, to allay these fears we will: -

- ☐ Identify all staff who are lone workers
- ☐ Make a suitable and sufficient assessment of the risk to the health and safety of these staff and others who may be affected
- ☐ Identify the preventative and protective measures needed, so far as is reasonably practicable
- ☐ Provide adequate security for lone workers, e.g. locks, CCTV
- ☐ Ensure that mechanisms are in place to account for and trace the whereabouts of staff who work alone and that these systems are regularly checked
- ☐ Ensure that training in interpersonal skills, managing aggression and personal

safety, that emphasises prevention and the continual assessment of risk is in place and available to staff

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- ☐ Check that lone workers have no medical conditions, which make them unsuitable for working alone
- ☐ Supervision of lone workers will be provided which will be based upon the findings of the risk assessment
- ☐ Establish emergency procedures in consultation with staff
- ☐ Consider installing or providing devices to raise an alarm in the event of an emergency, e.g. mobile phones, panic alarms, 'man- down' systems
- ☐ Provide access to first aid facilities as identified by the work activity risk assessment
- ☐ Ensure that appropriate support is given to staff following an incident
- ☐ Ensure lone workers are covered by the Employer's liability insurance cover.

Staff Responsibilities

Staff who are recognised as lone workers, must: -

- ☐ Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker
- ☐ Attend personal safety training programmes as directed by the employer
- ☐ Provide information on their whereabouts during working hours to the employer
- ☐ Report all incidents relating to lone working using Maple People Limited reporting procedure.

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Maintenance

Description

Every year, there are a number of accidents arising from the use of work equipment, including machinery. Many are serious and some are fatal.

By using safe, well maintained equipment, operated by adequately trained staff, accidents and associated financial costs can be reduced or prevented. Maintenance includes cleaning and adjusting.

Associated Hazards

- ☐ Scheduled maintenance not being undertaken as required or breakdown maintenance inadequate, leading to unrevealed failures of safety critical items
- ☐ Human error or incompetence of maintenance staff

- ☐ Static or spark discharge during maintenance in an intrinsically safe zone
- ☐ Poor communication between maintenance staff and staff
- ☐ Lack of knowledge by maintenance staff of the working environment where maintenance is being carried out (i.e. lack of risk assessments, warning signs, method statements, emergency procedures), leading to ignition of flammable substances (e.g. heat sources such as cigarettes or welding, static and electrical discharge, use of non spark-resistant tools) or injury/fatality from incorrect personal protective equipment (e.g. respirators) being worn
- ☐ Unauthorised staff performing maintenance functions
- ☐ Failure to re-commission plant correctly after maintenance to ensure that operations are not adversely affected in terms of safety considerations.

Employer's Responsibilities

Maple People Limited will: -

- ☐ Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work and which identify how heavy parts of machinery will be moved
- ☐ Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety
- ☐ Ensure that all work equipment is maintained and kept in good working order and where necessary, a written maintenance log kept up-to-date
- ☐ Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so

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- ☐ Establish safety rules for how maintenance tasks are performed
- ☐ Ensure the use of extension tools that preclude employee exposure to moving parts of machinery whilst cleaning, unjamming, lubricating etc. Maple People Limited will also provide training in their use
- ☐ Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action
- ☐ Seek assurance of exclusivity of control if the machinery must be energised during adjustment, unjamming or other maintenance
- ☐ Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken

- ☐ Ensure that lockout procedures are in place, which require that all sources of electrical, mechanical, hydraulic or pneumatic energy are isolated from the machine by physically locking out and applying warning signs or tags
- ☐ Ensure that staff are trained and qualified to use the lockout procedure.

Staff Responsibilities

Staff must: -

- ☐ Follow instruction, guidance and safe systems of work in respect of machinery maintenance
- ☐ Notify the employer of any problems or hazards on a machine, such as an unguarded part
- ☐ Not carry out any maintenance activities on machinery unless trained to do so
- ☐ Co-operate with management arrangements for maintenance of machinery
- ☐ Make full and proper use of all PPE that has been issued to them.

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Manual Handling

Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

Associated Hazards

- ☐ Heavy, unstable or unpredictable loads
- ☐ Restrictive working environment
- ☐ Uneven or wet floors
- ☐ Poor manual handling technique.

Employer's Responsibilities

Maple People Limited will ensure that: -

- ☐ Manual handling operations that present a risk of injury are identified
- ☐ Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- ☐ Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment

(TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change

- ☐ Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work
- ☐ Suitable, fit for purpose equipment including personal protective equipment (PPE) is provided to minimise harm from manual handling tasks
- ☐ Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- ☐ Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed

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- ☐ Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- ☐ Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work
- ☐ Suitable information, training and supervision is provided for all staff engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- ☐ Sufficient information about loads and environment is given to other employers who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations
- ☐ Premises outside the regular workplace at which staff may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment
- ☐ Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

Staff Responsibilities

Staff involved with manual handling activity should: -

- ☐ Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason
- ☐ Not undertake a manual handling activity when a reasonably practicable alternative exists
- ☐ Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer
- ☐ Assist and co-operate with the process of the assessment of risk
- ☐ Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work
- ☐ Report all accidents, injuries and near misses involving handling activities – however trivial
- ☐ Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition

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- ☐ Not undertake any manual handling operation that they believe is beyond their capability
- ☐ Report any unsafe systems of work to the employer.

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Method Statements

Description

A method statement sets out how a particular process, project or activity will be carried out. It is commonly used to describe how construction or installation works will be carried out safely and will detail the possible dangers and risks associated with the project. Risk assessment findings will generally be incorporated into the method statement.

Associated Hazards

- ☐ Construction work
- ☐ Hazardous substances including dusts
- ☐ Asbestos
- ☐ Explosives
- ☐ Lifting operations
- ☐ Demolition work

- ☐ Working at height
- ☐ Confined spaces
- ☐ Adverse weather conditions
- ☐ Manual handling operations.

Note: this list is not exhaustive.

Employer's Responsibilities

Following the completion of a risk assessment Maple People Limited may feel it necessary to also compile a method statement to further control the work activity, the statement should include, where relevant: -

- ☐ Working systems and methods of control to be used and details of how information is communicated
- ☐ Work and site details, key parties involved and contact details
- ☐ Arrangements for access e.g. to fragile surfaces
- ☐ Methods for safeguarding existing structures
- ☐ Structural stability precautions, e.g. temporary shoring arrangements
- ☐ Arrangements for the safety of members of the public

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- ☐ Plant and equipment to be used including personal protective equipment
- ☐ Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created
- ☐ Health surveillance
- ☐ Procedures to ensure compliance with legal requirements under, e.g. the Control of Noise at Work Regulations, Control of Lead at Work Regulations and Workplace (Health, Safety and Welfare) Regulations
- ☐ Protection of existing services, e.g. water, gas, electricity, telecommunications which may be affected by work activities
- ☐ Welfare facility arrangements
- ☐ Emergency procedures
- ☐ Any training needs for contractor's employees and the use of competent persons, and be brought to the attention of all employees who undertake the work.

Staff Responsibilities

Staff must: -

- ☐ Carry out work in accordance with the method statement
- ☐ Co-operate with management arrangements in respect of method statements

- ☐ Report any uncontrolled hazards to the employer
- ☐ Follow instruction, training and guidance given by the employer.

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Mobile Plant And Equipment

Description

The use of plant and equipment such as dumper trucks, mobile elevated working platforms (MEWP's), excavators, tele-handlers, forklift trucks etc. pose serious dangers to people, structures and equipment. This equipment is used in many working environments including: - construction and demolition, installation and maintenance of utilities, materials handling, warehousing etc. As plant of this nature is normally controlled by a driver riding on the machine it is imperative that equipment is serviced and maintained in line with the manufacturer's, or 'Competent Person's' scheme of examination.

Associated Hazards

- ☐ Falling persons or materials
- ☐ Overturning due to overloading, uneven ground, winds etc
- ☐ Collapse of equipment
- ☐ Moving parts
- ☐ Collisions and contact with overhead electrical supplies.

Employer's Responsibilities

- ☐ Undertake risk assessments on the use of plant and equipment for the proposed tasks and implement suitable control procedures to minimise injury or damage to persons, equipment and structures
- ☐ Ensure that all staff who use the equipment receive suitable and adequate information, instruction, training and supervision. Provide banksmen and signallers, where necessary
- ☐ Equipment will only be used for the purpose it was constructed or adapted for and complies with the relevant standard including CE marking where appropriate
- ☐ Competent persons to maintain and inspect equipment regularly and ensure suitable records are kept e.g. thorough examination of lifting equipment
- ☐ Any defective equipment will be removed from service
- ☐ Provide suitable and effective guarding to prevent access to dangerous parts of machinery and that guarding is regularly inspected and maintained by

competent persons

- ☐ Minimise the risk of persons or objects falling by supplying barriers, harnesses and methods for controlling access for persons, materials and equipment

- ☐ Where applicable, suitable emergency devices such as stop controls are fitted

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- ☐ Not allow workers to be carried on mobile work equipment unless it is designed to carry persons and authorisation is given

- ☐ Reduce the risks posed by equipment overturning e.g. provide 'roll over protection structures' (ROPS) and suitable restraining systems etc

- ☐ Provide suitable personal protective equipment and ensure that it is used.

Approved training bodies include the Construction Plant Competence Scheme (CPCS) and National Plant Operators Registration Scheme (NPORS).

Staff Responsibilities

- ☐ Only use the equipment if trained and authorised

- ☐ Strictly observe machine/equipment operating instructions and follow company procedures e.g. do not leave keys in unattended machines

- ☐ Only use equipment, which has been provided and is suitable for the purpose

- ☐ Check the equipment for defects before use and report any defects immediately. Do not use any faulty or damaged equipment

- ☐ Never allow passengers to ride on a machine, unless it is specifically designed to carry passengers

- ☐ Ask for a banksman if vision is restricted.

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Monitoring, Inspection And Review

Description

There is a legal requirement to monitor and review health and safety arrangements.

This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring includes:-

- ☐ Checking compliance in following the Health and Safety Policy, control measures stated in risk assessments and safe systems of work

- ☐ Inspecting and testing of work equipment

- ☐ Inspecting workplace locations and activities
- ☐ Checking competence of workers
- ☐ Checking the wellbeing and health of workers.

Employer's Responsibilities are to:-

- ☐ Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements
 - ☐ Arrange with Citation Ltd for annual inspections of the workplace and processes to be undertaken
 - ☐ Monitor staff health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment
 - ☐ Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements
 - ☐ Regularly inspect the workplace and activities to ensure a safe working environment
 - ☐ Regularly check progress in complying with health and safety plans
 - ☐ Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc
 - ☐ Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel
 - ☐ Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates
- Copyright Citation Ltd Version 2.1 157
- ☐ Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence
 - ☐ Take any necessary remedial actions to safeguard the health and safety of staff, contractors, public or visitors where hazards, faults, omissions, noncompliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review
 - ☐ Prioritise when, how and who implements any actions required

☐ Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

Staff Responsibilities

Staff must:-

☐ Check equipment, including any personal protective equipment supplied, is safe before use

☐ Co-operate with management arrangements in respect of workplace inspections

☐ Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices

☐ Report any hazards or defects to the employer immediately.

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Needlestick Injuries

Description

Due to the nature of their work activity, those working outdoors, involved in cleaning operations, waste management or recycling are at risk of exposure to needle injuries presented by discarded hypodermic needles and the risks presented by spilled body fluids.

Associated Hazards

☐ Blood borne viruses

☐ Tetanus

☐ Puncture wounds.

Serious health risks are posed if infected by viruses such as Hepatitis B (HBV) and C (HCV) and Human Immunodeficiency (HIV).

The actual risk of infection depends upon: –

☐ Whether the substance was infected

☐ How much material enters the blood stream, a needle attached to a syringe containing blood is likely to present a higher risk than a detached needle

☐ How long since a needle was discarded as both hepatitis B and C and HIV can survive for weeks or months, particularly if not dried out

☐ In the case of hepatitis B, whether or not the injured person is immune.

Employer's Responsibilities

☐ Carry out risk assessments and implement control measures to reduce the risk

- ☐ Provide appropriate safe systems of work and training suited to the working environment
- ☐ Provision of handling equipment such as tongs and puncture resistant gloves
- ☐ Offer immunisation for tetanus and hepatitis B
- ☐ Provide and communicate a “Needle find” reporting system
- ☐ Make available, suitable tamper proof storage and disposal facilities
- ☐ All incidents will be treated in the strictest confidence. Any employee who receives a needle injury will be provided counselling and access to an occupational health physician.

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Puncture wounds from contaminated needles will be reported as dangerous occurrences.

Staff Responsibilities

- ☐ Follow all information, instruction and training given by the employer
- ☐ Treat all discarded needles as dangerous and potentially infected
- ☐ Use all safety equipment provided including the wearing of personal protective equipment
- ☐ Treat all wounds as a matter of urgency and seek medical help immediately.

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New And Expectant Mothers

Description

Maple People Limited is committed to protecting the health and safety of all new and expectant mothers. The phrase “new and expectant mother” means an employee who is pregnant, or who has given birth within the previous six months or who is breastfeeding. “Given birth” is defined as having delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

Associated Hazards

- ☐ Physical agents (e.g. manual handling tasks or noise)
- ☐ Biological agents (e.g. infectious diseases)
- ☐ Chemical agents (e.g. certain hazardous substances)
- ☐ Working conditions (e.g. workload, working alone or stress).

Employer’s Responsibilities

To safeguard the health and safety of new and expectant mothers, Maple People Limited will:-

- ☐ Consider, in general workplace assessments, any risks to the health and safety of female employees of childbearing age and, in particular, risks to new and

expectant mothers

- ☐ Encourage staff to inform their Manager, as early as possible, if they become pregnant, are breastfeeding or have given birth in the previous six months
- ☐ Once notified, carry out a 'new and expectant mother' risk assessment in conjunction with the employee, reviewing the general risk assessments as part of that process, to identify any significant risks that need to be controlled or eliminated to ensure a safe working environment for the employee and her unborn baby
- ☐ Regularly review the 'new and expectant mother' risk assessment, taking into account any additional or heightened risks that may occur at different stages throughout the pregnancy and after her return to work. Incorporate into the assessment any advice provided by the staff GP or midwife
- ☐ Provide information, including the results of risk assessments, instruction, training and supervision to, and monitoring of, all new and expectant mothers
- ☐ Arrange for frequent rest breaks to be taken by the new or expectant mother
- ☐ Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair

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- ☐ Allow the new or expectant mother to temporarily change her working conditions or hours of work, if necessary, to minimise the risks
- ☐ If, despite all practicable measures being taken, Maple People Limited considers that there is an unacceptable risk to a new or expectant mother, or her unborn baby, Maple People Limited will take all reasonably practicable steps to find suitable and appropriate alternative work for her. If none is available, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Staff Responsibilities

Staff will:-

- ☐ Report to their employer as soon as pregnancy is confirmed
- ☐ Follow advice and information given by their employer in relation to safe working practices
- ☐ Report any hazardous situation to their employer so that arrangements for the appropriate remedial action can be taken
- ☐ Co-operate with their employer's arrangements for health and safety and use all protective and safety equipment provided.

Noise

Description

Hearing damage caused by exposure to noise at work can be permanent and incurable.

Hearing loss is usually gradual due to prolonged exposure to noise.

Associated Hazards

☐ Hearing damage/loss

☐ Tinnitus

☐ Acoustic shock.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values: -

Lower exposure action values:-

☐ Daily or weekly exposure of 80dB(A)

☐ Peak sound pressure of 135dB(C).

Upper exposure action values:-

☐ Daily or weekly exposure of 85dB(A)

☐ Peak sound pressure of 137dB(C).

There are also Exposure Limit Values (ELV) which must not be exceeded: -

☐ Daily or weekly personal noise exposure of 87dB(A)

☐ Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

Employer's Responsibilities

Maple People Limited will:-

☐ Identify work equipment and workplace areas where there may be a risk of noise exposure and if necessary, engage the services of a competent person to carry out a noise risk assessment

☐ Identify those staff and other workers, who are likely to be at risk from noise exposure particularly new and expectant mothers and young workers

☐ Not expose staff above the exposure limit values (ELV)

☐ If the lower exposure action values are being exceeded make appropriate hearing protection available to staff

☐ If the upper exposure action value is being or likely to be reached or exceeded:-

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o develop and implement a formal action plan to reduce the risk to as

low as reasonably practicable

- o minimise the noise at source, e.g. modify equipment
- o reduce noise exposure times, e.g. by task planning, job rotation
- o isolate noisy areas, e.g. with use of sound proofing
- o designate hearing protection zones, using specific signage (e.g. as shown below), restrict access and ensure that appropriate hearing protection is being worn in these areas

- ☐ Purchase work equipment with the lowest noise levels, where reasonably practicable
- ☐ Regularly inspect and maintain work equipment including personal protective equipment (PPE)
- ☐ Provide staff with information, instruction, training and supervision on noise, including its effects on health, control measures, safe systems of work, maintenance of equipment, health surveillance and hearing protection
- ☐ Record the findings of noise assessments, including those for which no action was required
- ☐ Regularly monitor and review the assessment. Undertake further noise measurements, if necessary, particularly where new equipment or processes, or layout of the workplace change
- ☐ Provide hearing checks for all staff who are regularly exposed to noise levels above the upper exposure action value, or to those who, e.g. have prior partial hearing loss. Maintain records of any hearing checks undertaken
- ☐ Identify any likely detrimental health effects arising from synergistic effects or interaction between noise and other agents e.g. vibration.

Staff Responsibilities

Staff will:-

- ☐ Comply with signs and notices that identify hearing protection zones
- ☐ Wear hearing protection where its use is mandatory. Use, keep clean and store hearing protection as instructed and as trained to do. Report any faults of the hearing protection to management
- ☐ Use the controls provided e.g. screens or dampers and report any defects
- ☐ Co-operate and attend for hearing checks where required
- ☐ Report any noisy areas or equipment to management.

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Occupational Asthma

Description

Maple People Limited recognises that occupational asthma is the most frequently reported occupational respiratory disease in the United Kingdom. To reduce the risks from occupational asthma the company will assess the potential and introduce controls to reduce the risk to an acceptable level.

Associated Hazardous Substances Include

- ☐ Isocyanates
- ☐ Flour/grain dust
- ☐ Wood dusts
- ☐ Latex
- ☐ Solder flux
- ☐ Animals
- ☐ Glues or resins.

Employer's Responsibilities

To maintain a safe working environment for all staff and others who may be affected by our working processes, Maple People Limited will: -

- ☐ Identify the hazards – The safety data sheet and product labels may assist.

The risk phrase R42 “may cause sensitisation by inhalation” indicates a need to complete a full COSHH assessment

- ☐ Decide who may be harmed and how
- ☐ Evaluate and monitor the risks - special attention should be paid to the potential of the substance being released into the air
- ☐ Implement controls that will prevent the exposure of staff (and others) to substances with the potential to cause occupational asthma
- ☐ Where relevant, set out procedures for responding to a confirmed new case of asthma, which may be occupationally related
- ☐ Report any, GP diagnosed, notifiable disease to the enforcing authority
- ☐ Provide suitable health surveillance and maintain records for all staff exposed or liable to be exposed to respiratory sensitisers.

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Communicate appropriate information, instruction and training to all persons who may be exposed to substances hazardous to health, this will include: -

- ☐ The typical symptoms of asthma

- ☐ The nature of any substance used by the company likely to cause occupational asthma
- ☐ Information on the nature of sensitisation i.e. once sensitisation occurs it may be permanent and the likely effects of further exposures
- ☐ The importance of reporting asthmatic symptoms and details of the actual reporting procedure.

Staff Responsibilities

- ☐ To comply with the information, instruction and training provided
- ☐ Wear all personal protective equipment (PPE) as instructed
- ☐ Report to the Manager if they believe they may have any symptoms relating to asthma.

Sensitisers are unpredictable, it is estimated that only 5-25% of individuals will actually become sensitised. Sensitisation may occur after times of exposure varying from months to years. These arrangements will be implemented and are intended to reduce the risk as low as reasonably practicable.

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Overhead Power Lines

Description

Overhead power lines (OHPL) are primarily used to transmit high-voltages of electricity over long distances, the lines are usually supported on steel pylons. Throughout England and Wales there are around 7000 km of overhead transmission lines operating at 275 kV and 400 kV.

Distribution lines carry lower voltages than transmission lines and are used by Network Operators for distributing electricity throughout a local area. Some lines are supported on steel pylons but many use wooden poles.

Most accidents occur when people disregard the inherent dangers presented when working near to power lines. Overhead lines are not usually insulated and actual contact with a power line is not always necessary to cause an electric shock, close proximity to a line can create a 'flashover' resulting in burns or electrocution.

Overhead power lines can be a problem whenever a conductive object is raised into the air, such as when guying towers or structures, installing TV antennas, constructing a scaffold or tower, or operating cranes and high-lift equipment.

Associated Hazards

- ☐ Contact with high voltage electrical energy

- ☐ Collision with or collapse of support structures
- ☐ Toppling of vehicles.

Employer's Responsibilities

If our work activity is in the vicinity of overhead power lines will: -

- ☐ Consider if work beneath or near to overhead power lines (OHPL) can be avoided
- ☐ Conduct a risk assessment of the activity and implement safe systems of work, for example 'Permit to Work', to minimise risks to persons and equipment
- ☐ Communicate to all affected persons, the findings of the risk assessments for the activity and applicable control measures
- ☐ Plan all activities adjacent to the OHPL and consult with the owners of the lines and land. Arrange for power to be isolated or diverted, if applicable. Liaise with the owner of the power lines to confirm safe working distances from the OHPL
- ☐ Ensure that equipment is suitable for the activity and is regularly inspected and maintained by competent persons
- ☐ Train staff in the relevant safe systems of work
- ☐ Ensure that all safety zones are maintained

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- ☐ Supervise the movement of all vehicles, plant and people
- ☐ Document and communicate an emergency plan.

Staff Responsibilities

- ☐ Follow training, guidance and instruction given, to prevent injury or ill health
- ☐ Use protective and safety equipment that is provided
- ☐ Co-operate with management arrangements for health and safety.

If hazardous or dangerous situations, defects or faults with work equipment are identified: -

- ☐ Stop the work safely
- ☐ Isolate the equipment
- ☐ Report the hazardous areas or defect to a supervisor.

It must never be assumed that an overhead line is safe to approach, always consult with supervision of the Authorising Engineer.

Applicable Legislation

- ☐ The Health and Safety at Work etc. Act 1974
- ☐ Management of Health and Safety at Work Regulations 1999 as amended

- ☐ Provision and Use of Work Equipment Regulations 1998 (PUWER)
 - ☐ Electricity at Work regulations 1989
 - ☐ Guidance note GS6 – Avoidance of danger from overhead electric power lines.
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Permit To Work

Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist: -

- ☐ High risk activities
- ☐ Required precautions are complicated
- ☐ Where the activities of different groups of workers or multiple employers need to be co-ordinated to ensure safety of ALL concerned
- ☐ The work areas normally requiring a permit to work system are Confined space entry, excavations, hot works and high voltage electrical works.

Associated Hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- ☐ Fire resulting from hot works
- ☐ Asphyxiation, drowning, burns, etc., from confined space working
- ☐ Crushing, drowning and asphyxiation in excavations from ingress of materials or water
- ☐ Electrocution, shock, burns from inadvertent contact with electricity
- ☐ Falls through fragile roofs
- ☐ Any other situation that standard systems or risk assessment do not adequately control.

Employer's Responsibilities

Maple People Limited will: -

- ☐ Provide written safe systems of work for all operations where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains
- ☐ Identify all such processes and ensure that suitable written systems are produced, staff trained and records kept.
- ☐ Instruct staff in the safe system of work and keep records of training

☐ Monitor and review the systems that have been introduced.

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Maple People Limited Responsibilities

Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. Staff are encouraged to make suggestions during the formulation of written systems or suggest any improvements.

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Personal Protective Equipment

Description

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

Associated Hazards

- ☐ Bodily injuries: - blows, impact, crushing, stabs, cuts, grazes, scalds, falls from height
- ☐ Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi
- ☐ Noise
- ☐ Vibration
- ☐ Slipping/falling over
- ☐ Electrical hazards
- ☐ Non-ionising radiation.

Employer's Responsibilities

Maple People Limited will provide protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of staff who use PPE.

It is the intention of the company to ensure, through the proper use of PPE, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some staff may have genuine reservations and concerns. Maple People Limited will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives

through existing channels of communication.

In addition, Maple People Limited will: –

- ☐ Carry out an assessment of proposed PPE to determine whether it is suitable
 - ☐ Train staff in the safe use of PPE and inform them of any residual risks
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- ☐ Take any necessary measures to remedy any risks found as a result of the assessment
 - ☐ Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
 - ☐ Arrange for adequate accommodation for correct storage of the PPE
 - ☐ Implement steps for the maintenance, cleaning and repair of PPE
 - ☐ Maintain and replace PPE that has been provided to meet a statutory obligation, as necessary, and at no cost to the employee.

Staff Responsibilities

Staff must:-

- ☐ Make full and proper use of all PPE that has been issued to them
- ☐ Inspect all PPE before use to ensure that it is suitable, clean and undamaged
- ☐ Report any defective PPE to the employer
- ☐ Report any discomfort or ill health experienced as a consequence of wearing the equipment
- ☐ Not undertake any work unless the correct equipment is being worn
- ☐ Store PPE securely at all times.

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Portable Electrical Appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated Hazards

- ☐ Shock or burns
- ☐ Uncontrolled start up of equipment
- ☐ Fire or explosion
- ☐ Trips and falls.

Employer's Responsibilities

- ☐ Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks
- ☐ Ensure that trained and competent persons undertake the work
- ☐ For equipment connected to power sources either use “double insulated” or earthed cables and ensure cables are protected against damage
- ☐ Ensure that equipment is regularly maintained by following the manufacturer's instructions
- ☐ Ensure users visually check equipment before and during use
- ☐ Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly
- ☐ Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept
- ☐ Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks
- ☐ Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc
- ☐ Ensure that the power supply is within the operating range of the appliance
- ☐ Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Staff Responsibilities

- ☐ Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding
- ☐ Immediately stop work if faults are found and report any defects to the supervisor
- ☐ Do not carry out any repairs or adjustments to equipment unless trained to do so
- ☐ Take care of the equipment that has been provided
- ☐ Disconnect the equipment from the supply before making any adjustments
- ☐ Ensure that equipment is plugged into the correct supply by an approved

method, do not attempt to use a makeshift temporary connection.

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Respirable Crystalline Silica (RCS)

Description

Respirable Crystalline Silica (RCS), also referred as Respirable Quartz or Free Silica, can be released into the atmosphere when silica containing material is worked, ground, sanded, drilled, cut, shaped, demolished, crushed, etc. Fine dust created can be inhaled deeply into the lungs of an individual or group of people who are unprotected and exposed.

Many occupational industries and manufacturing processes are likely to create RCS including, e.g.:

- ☐ Construction and demolition
- ☐ Road works, e.g. paving
- ☐ Recycling and waste
- ☐ Brick and tile manufacture
- ☐ Composite plastic manufacture
- ☐ Quarries
- ☐ Stone masonry
- ☐ Stone kitchen worktop and fireplace manufacture
- ☐ Pottery.

In addition, dust, if allowed to accumulate, may be disturbed and become airborne by, e.g. dry sweeping, or general movement around the workplace.

Associated Diseases

Exposure to RCS by inhalation can result in serious lung conditions such as **Silicosis**, which can cause permanent and irreversible disability or early death. Other health conditions which could develop from exposure include Chronic Obstructive Pulmonary Disease (COPD), e.g. bronchitis or emphysema and also lung cancer. Smoking increases the risk of developing these conditions, and makes them worse.

These diseases can develop over a long period of time and may not be immediately apparent or identified. Therefore, there may be a short time period between diagnosis and death.

The risk of ill health depends on the length of time, the amount of dust and the level of silica in the dust that workers are exposed to. The illnesses caused may also continue to worsen even after exposure to the dust ceases.

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Employers Responsibilities

To reduce the likelihood of being exposed to RCS Maple People Limited will: -

- ☐ Check which materials being worked with contain silica and then assess the risk of exposure to RCS dust during work activities, as part of the requirement under the Control of Substances Hazardous to Health Regulations (COSHH)
- ☐ Consider substituting the product with a material that has no or less silica content
- ☐ Implement suitable control measures to minimise the risk of exposure to RCS and ensure that the legal Workplace Exposure Limit (WEL) of 0.1 mg/m³ respirable dust, averaged over 8 hours is not exceeded, and consider the need for air monitoring
- ☐ Use dust suppression systems or local exhaust ventilation systems (LEV) where appropriate. Where LEV systems are used ensure they are regularly serviced, tested and thoroughly examined
- ☐ Provide suitable Personal Protective Equipment (PPE) and Respirable Protective Equipment (RPE) as required by risk assessment, and ensure staff are trained in their use. Face fit testing of RPE will be undertaken
- ☐ Ensure regular maintenance of equipment is undertaken by competent people, including PPE/RPE used when there is a risk from airborne silica containing material
- ☐ Develop emergency procedures for incidents of RCS dust being accidentally released
- ☐ Promote awareness of the risks of RCS through training and induction of staff
- ☐ Ensure that anyone, including contractors, working with silica based products are adequately trained and competent to carry out the work safely
- ☐ Ensure that sub-contractors have suitable arrangements, prior to commencing and during work, to control exposure to RCS
- ☐ Ensure suitable arrangements are in place for the disposal of any RCS dust waste, including used PPE/RPE
- ☐ Undertake regular monitoring, and provide adequate levels of supervision
- ☐ Undertake suitable health surveillance where required by risk assessment.

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Staff Responsibilities

Staff will: -

- ☐ Not work with materials containing silica unless suitably trained and instructed to do so

- ☐ Follow all information, instruction and training given to prevent ill health
- ☐ Not dry sweep or use compressed air for removing dust from clothing or equipment
- ☐ Wear Personal Protective Equipment (PPE) and Respirable Protective Equipment (RPE) as provided and trained. Ensure that RPE has been face fit tested
- ☐ Check prior to commencing work, any equipment used, where required by risk assessment, is working, e.g. Local Exhaust Ventilation (LEV), dust suppression equipment, etc
- ☐ Report immediately to Duty Manager any faulty equipment and any health issues with working with silica containing materials.

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Respiratory Protective Equipment

Description

Respiratory protective equipment (RPE) is to be supplied and used at work wherever there are risks to health and safety from harmful substances contaminating the air in the form of dust, mist, vapour, gas or fume or from oxygen-deficient atmospheres that cannot be adequately controlled in other ways.

Associated Hazards

- ☐ Harmful substances, including chemicals and biological agents in the air - in the form of dust, fumes, vapours, gas, mist resulting from a work activity or present in the working environment
- ☐ Oxygen-deficient atmospheres where a supply of clean air is needed.

RPE must be adequate and suitable. It must be right for the hazard, matched to the job, the environment, the exposure level and the wearer so that the wearer can work freely and without additional risks due to the RPE.

Types of RPE

Respirators (filtering devices) can be tight fitting or loose and use filters to remove contaminants from the air being breathed in.

Breathing apparatus can be tight fitting or loose and use a supply of breathing-quality air from an air cylinder or compressed air.

Employer's Responsibilities

Maple People Limited will:

- ☐ Ensure that all reasonably practicable measures are taken to prevent or

control exposure to harmful substances

☐ Carry out risk assessments to determine whether the use of RPE is necessary

☐ Provide adequate and suitable RPE:

- where a risk of exposure by inhalation remains after putting in place other control measures.

- As an interim measure when other controls are being put in place.

- For emergency work e.g. when other controls have failed.

- For short term or infrequent exposure e.g. during maintenance work or clearing up a spillage.

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☐ Determine the suitability of RPE using safety data sheets, COSHH assessments, assigned protection factors (APF), workplace exposure limits (WELs), exposure measurements and any specific wearer requirements

☐ Plan for and practice emergency procedures where RPE is to be worn in case of emergencies

☐ Arrange for initial fit testing to be carried out by a competent person for all tight fitting masks and a repeat fit test if there are changes to a wearer's face that may prevent a good face seal being achieved

☐ For frequently used RPE, arrange repeat fit tests at regular intervals

☐ Regularly maintain RPE in line with manufacturer's instructions and keep records for a minimum of 5 years

☐ Ensure staff receive information, instruction and training on the safe use and maintenance of RPE

☐ Provide an alternative adequate and suitable type of RPE for any wearer who, for good reason, cannot be clean shaven e.g. for religious reasons.

Staff Responsibilities

Staff will:

☐ Wear RPE as provided and trained to use

☐ Carry out pre-use checks of RPE every time it is used

☐ Follow manufacturer's instructions

☐ For tight fitting face pieces, carry out a 'fit check' when the RPE is first put on

☐ Not wear RPE if a good seal cannot be achieved

☐ Be clean shaven to achieve a good seal when using tight fitting face pieces

☐ Report any defective RPE to the employer

☐ Report any discomfort or ill health experienced as a consequence of wearing

RPE

☐ Inform the employer of pre-existing or new medical conditions that may affect the use of RPE.

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Risk Assessment

Description

In many workplaces there are risks, which may affect the health and safety of staff.

There is an absolute duty on employers to 'conduct suitable and sufficient risk assessments' in the workplace, under Regulation 3 of The Management of Health & Safety at Work Regulations. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

Associated Hazards

- ☐ Physical, chemical and/or biological agents
- ☐ Working conditions and processes
- ☐ Manual handling activities
- ☐ Exposure to infectious diseases
- ☐ Work-related stress
- ☐ Long working hours
- ☐ Workstations and posture
- ☐ Other workplace hazards.

Employer's Responsibilities

Maple People Limited will ensure that: -

- ☐ Staff undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process
- ☐ Identify all hazards with the potential to cause harm to staff and others who may be affected by our undertaking
- ☐ Evaluate the probability and severity of potential injury or damage
- ☐ Identify the options for eliminating, reducing or controlling the identified risks and taking the necessary action
- ☐ Provide staff with any additional training identified within the risk assessment process as being a necessary control measure
- ☐ Review the risk assessments annually, where they may no longer be valid, or where there has been a significant change in work activities or processes

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- ☐ Keep records of the significant findings of the risk assessments and identify staff who may be especially at risk
- ☐ Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work activity
- ☐ Provide staff and staff of other employers working on the premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Staff Responsibilities

Staff must: -

- ☐ Co-operate with management arrangements in respect of workplace risk assessments
- ☐ Follow any training, information, guidance and instruction given by the employer
- ☐ Comply with any control measures laid down within risk assessments
- ☐ Report any hazards or defects to the employer immediately
- ☐ Make full and proper use of any PPE provide.

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Risk Assessment Flow Chart

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Risk Assessment Process

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Safety At Roadworks

Description

The live carriageway can be a dangerous environment to work. Drivers do not expect to encounter standing or slow moving vehicles, pedestrians or persons at work. Maple People Limited will create a safe working environment and a suitable and sufficient means of controlling emergencies for road worker.

Associated Hazards

These are often related to the interaction of people and vehicles i.e.: -

- ☐ Fast moving vehicles
- ☐ Vehicles moving in a contra-flow, which may reduce drivers alertness
- ☐ Poor visibility of drivers in adverse conditions
- ☐ Varied and different environments for workers that require high levels of concentration.

Employer's Responsibilities

- ☐ Undertake risk assessments for significant workplace activities and develop emergency plans and procedures before work commences
- ☐ Wherever possible, arrange for the use of mobile lane closures, night shift working, narrow lane and tidal flow management to reduce the occasions where vehicles and workers may interact
- ☐ Assess lower category routes to identify if current sight distance, design standards and available carriageway width are limited and therefore may require specific controls
- ☐ Prior to work commencing issue work instructions, specifications and drawings and ensure that all relevant persons have been notified of them and have them readily available during the work activities
- ☐ Complete method statements and risk assessments for all road work
- ☐ Complete a specific quality plan where required by the client
- ☐ Ensure that all vehicles to be used comply with current legislation and standards and display the 'motorway maintenance' sign displayed in a prominent position at the rear of the vehicle
- ☐ Provide vehicles with impact protection and a light arrow sign where there is a need to encroach into live lanes.

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Staff Responsibilities

- ☐ Co-operate and follow directions of responsible persons in order to comply with the method statements and risk assessments
- ☐ Report immediately any hazards, which are identified and proceed with work activities only when controls have been implemented and permission is given by the responsible person
- ☐ Wear high visibility clothing and PPE as determined by the risk assessment must be worn at all times
- ☐ Obey any site rules imposed by the Principal Contractor.

Approaching The Works

- ☐ Approach in the lane adjacent and maintain vehicle speed with the surrounding traffic
- ☐ In advance of the Works Access 100 Yards sign, turn on flashing amber beacon and indicate to turn
- ☐ If entrance IS NOT clear continue with traffic and repeat attempt in a safe manner

☐ Never stop or park your vehicle immediately on entry to the site, which may prevent site traffic from entering the zone.

Within The Works Area

- ☐ Ensure other traffic can pass before parking and opening the door
- ☐ Never leave the vehicle unattended in an emergency lane
- ☐ When stationary and unattended in a coned-off area the flashing amber beacon should be turned off.

Leaving The Site

- ☐ Check the exit is clear and proceed only when safe to do so
- ☐ Build up speed to that of the live traffic and merge with the traffic when safe to do so
- ☐ When leaving from an outside enclosure, move over to the left, only when speed and traffic permit.

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Stopping Outside The Works Area

- ☐ Always use Amber Beacons when stopping on the hard shoulder or adjacent to the nearside verge. When stopped switch on the hazard lights and stop as far away from the live carriageway as possible
- ☐ Dismount from the non-traffic side of your vehicle wherever possible
- ☐ DO NOT stop on the hard shoulder opposite a lane 2 and 3 closure, nor unless absolutely necessary a lane 3 closure
- ☐ When waiting to cross a live carriageway DO NOT stand by the side of the vehicle adjacent to the live traffic. Stand at the rear so approaching traffic can be clearly seen
- ☐ If there is no hard shoulder then the vehicle must have impact protection and be fitted with a light arrow sign.

Applicable Legislation

- ☐ The Health and Safety at Work etc. Act 1974
- ☐ Construction (Design and Management) Regulations 2015
- ☐ Management of Health and Safety at Work Regulations 1999.

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Safety Signs

Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous

substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation, e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Maple People Limited will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

☐ White circle with red edging and a diagonal line indicates **PROHIBITED** e.g.

no smoking

☐ Blue signs indicate that it is **MANDATORY** to carry out an action, e.g. the

wearing of personal protective equipment

☐ A triangular sign with black edging and a yellow background

indicates **WARNING** of a hazard and would normally contain a black

pictogram, e.g. radiation

☐ Green signs identify or locate safety equipment as well as marking emergency

escape routes.

Employer's Responsibilities

The organisation acknowledge that signs must comply with the regulations, however where necessary we may design specific signs to maintain a safe environment.

It is our policy to ensure that any signs that are provided for safety reasons are: -

☐ Maintained in a good condition

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☐ Positioned in the correct location

☐ Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

Staff Responsibilities

☐ Familiarise yourself and comply with any signs and notices that are displayed

☐ Bring any defects to your line manager's attention

☐ Follow safe procedures

☐ Wear relevant personal protective equipment as indicated.

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Scaffolding

Description

Fixed or mobile scaffolding is versatile and highly adaptable. Selected and installed

correctly, scaffolding provides a useful means of access and a safe working platform. In line with the 'Work at Height Regulations' hierarchy of control, scaffolding is a preferred method for working at height, however the use of scaffolding is not risk free.

Associated Hazards

- ☐ Falls of persons
- ☐ Falling materials
- ☐ Collapse of scaffolding structure.

Employer's Responsibilities

Maple People Limited will: -

- ☐ Undertake a risk assessment for the work and ensure that alternative methods to working at height are considered. If work has to be performed at height then the most suitable work equipment will be selected
- ☐ Compile a documented safe system of work describing the steps to control the risks during the work. This will include a scaffold assembly, use and dismantling plan drawn up by a competent person, which will be available to relevant persons until completion of the dismantling process
- ☐ Ensure the design, erection, modification and dismantling (or in part) of a scaffold structure will only be undertaken and supervised by trained and competent persons following manufacturer's instructions and the requirements of TG20 - A Guide to Good Practice for Scaffolding with Tubes and Fittings
- ☐ Ensure that scaffolds are suitable, supported and tied correctly and have sufficient strength and rigidity
- ☐ Control the risk of falling objects and people, through the correct use and installation of guardrails, intermediate rails, toe boards, airbags, sheeting, netting and harnesses where appropriate
- ☐ Ensure that users of the scaffold are trained and that visitors and the public are protected from scaffolding operations
- ☐ Ensure that a sufficient number of warning signs are displayed to prevent access to danger zones whilst scaffolding is not being used
- ☐ Provide a safe means of access and egress for the use of scaffold and prevent unauthorised access onto the scaffold
- ☐ Ensure working platforms are suitably boarded and the risk of slipping and tripping is minimised

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- ☐ Protect the scaffold and workers from overhead cables, vehicles, and other

obstructions

- ☐ Ensure a competent person inspects the scaffold after installation, substantial alteration, events that affect its stability and where applicable, at intervals not exceeding seven days
- ☐ Maintain inspection reports on site until the work is complete
- ☐ Monitor excavations in the vicinity of scaffolding to prevent subsidence that could lead to collapse
- ☐ Compile a suitable emergency plan and provide adequate emergency equipment
- ☐ Prevent the use of scaffolding if it is exposed to strong winds
- ☐ Not exceed the load bearing capacity of the scaffold
- ☐ Provide hand-over certificates, where applicable.

Staff Responsibilities

- ☐ Report to management any faults or damage to the structure
- ☐ Follow site rules, manufacturer's instructions and approved safe methods of working with scaffolding
- ☐ Never carry out adaptations to any scaffold without full permission of site management
- ☐ Stop work if it is not safe to continue
- ☐ Keep the scaffold platforms clear of unnecessary materials, equipment and debris
- ☐ Keep to a minimum the amount stored on a platform and never allow materials to exceed the guardrail height
- ☐ Do not overload the scaffold
- ☐ Always remove unwanted items from the scaffold at the end of each working day
- ☐ Never throw any item from a scaffold. Follow the method described in the risk assessment or other safe system of work
- ☐ Never use a bandstand, trestle or hop-up to gain additional height.

Tower Scaffolds (Mobile Access Towers)

- ☐ Adhere to the manufacturer's guidance for the safe working height of the equipment ensuring that the maximum height to base ratio is not exceeded
- ☐ Check that wheels are locked or base plates suitably supported when the scaffolding is being used

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- ☐ Move mobile scaffolds by pulling or pushing the base, avoiding obstacles and ensuring that no person or equipment is on the platform
- ☐ Ensure safe distances are kept between the tower and hazards such as overhead power lines, particularly whilst the tower is being moved
- ☐ Ensure mobile scaffolds are only used on ground that is firm and level
- ☐ Only move the tower scaffold if a competent person is supervising the operation.

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Smoking In The Workplace

Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma, and may lead to increased absence.

Maple People Limited will comply with statutory duties in respect of smoking in the workplace and, in particular, fulfil obligations to assess the risks associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

This policy is not concerned with the right of individuals to smoke but with where they smoke whilst on Maple People Limited's premises and with due regard to the effects this may have upon the health and wellbeing of others.

Associated Hazards

- ☐ Health risks including stroke, cancers and heart disease
- ☐ Fire damage to building and associated risks to those in and around the premises.

Note: the above list of hazards associated with smoking is not exhaustive.

Employer's Responsibilities

Maple People Limited shall ensure that a risk assessment will identify: -

- ☐ Persons at risk from smoking in the workplace
- ☐ Significant risk(s) arising from smoking in the workplace
- ☐ Appropriate controls to be implemented.

Maple People Limited are committed to its statement on Health and Safety at Work to take such steps as are reasonably practicable to provide a working environment which is safe and without risks to health.

To help achieve this, Maple People Limited recognises the health issues connected with smoking, not only for smokers, but also for non-smokers affected by inhaling tobacco smoke in the course of their work. To permit exposure where we can control it is contrary to our health and safety philosophy.

Maple People Limited will seek to achieve this objective by applying a series of control measures put forward in the Health and Safety Commission's proposals for an Approved Code of Practice on smoking at work.

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The hierarchy of control measures are as follows:-

- ☐ Completely banning smoking at work
- ☐ Banning smoking except in designated areas
- ☐ Having separate smoking and non-smoking areas
- ☐ Providing adequate ventilation or adopting a safe system of work.

Maple People Limited will manage the risks arising from smoking in the workplace by:-

- ☐ Prohibiting the creation of tobacco smoke. Local employee attitudes and cultures should determine whether to extend the concept of a "smoke-free" environment to a "tobacco-free" environment (e.g. chewing tobacco)
- ☐ Endeavouring to provide reasonable assistance and support to staff who wish to stop smoking e.g. by publicising or making available self-help guides and other health education guidance or promotional material
- ☐ Designating specific areas or locations with suitable receptacles to dispose of extinguished smoking materials where smoking is permitted
- ☐ Incorporating policy information into new staff induction
- ☐ Consulting with trade unions, safety representatives and staff to contribute to the provision of a safe and healthy working environment
- ☐ Ensuring agreement between smokers and non-smokers. If smokers and nonsmokers cannot agree on a common outcome, then in the event of a conflict of interests, non-smokers shall have priority.

In addition, Maple People Limited will manage the risks associated with smoking in the workplace by:-

- ☐ Monitoring the effectiveness of the arrangements
- ☐ Reviewing these arrangements periodically, and as necessary
- ☐ Ensuring that visitors/contractors are made aware of the policy.

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Staff Responsibilities

In order for Maple People Limited to control the hazards associated with the effects of second hand smoke on non-smokers and to reduce the risks of fire, compliance with our arrangements for smoking is critical to the safety of everyone.

Staff must:-

- ☐ Adhere to our arrangements for smoking, follow instructions and comply with 'No Smoking' signage
- ☐ Not smoke in any area or vehicle that is designated as 'Non-Smoking'.

Any employee who refuses to comply with the smoking policy may be in breach of employment law and subject to disciplinary action.

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Stacking, Racking and Storage

Description

There have been many incidents associated with stacking, racking and storage of goods in the construction sector, including falls involving people, goods or materials and even the complete collapse or failure of the racking structure itself. The term racking is used to describe a skeleton framework of fixed or adjustable design to support loads without the use of shelves.

Racking and storage on site is commonly used to store building materials and substances (some of which hazardous) such as wall formwork, perimeter fencing panels, precast flooring, timber roof structures, bagged cement, glass, rockwool, plasterboard, solvents etc.

Associated Hazards

- ☐ Falls from height
- ☐ Materials falling from storage systems
- ☐ Unsafe methods of stock retrieval (e.g. ladders / stepladders, climbing, unsafe use of plant)
- ☐ Impact damage caused by movement of vehicles, site plant and traffic movement
- ☐ Collapse or failure due to overloaded shelves, unsafe racking or racking being situated on non-level or uneven surfaces
- ☐ Incorrect installation and assembly of racking system
- ☐ Protruding objects and poorly stocked racking.

Employer's Responsibilities

To help manage the safe storage of materials, Maple People Limited will ensure that: -

☐ Risk assessments are undertaken in respect of the use of storage systems to ensure that they are correctly selected, designed, installed, maintained and organised to allow for safe access to goods and materials throughout all stages of the construction project

☐ Individual storage areas are provided for plant, materials, waste, flammable substances (e.g. foam plastics, flammable liquids and gases such as propane) and hazardous substances

☐ On assessment of that being stored, consider the security and exposure to hazardous substances and use adequate means to contain this, e.g. Hazmat Containers, following related safety guidance

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☐ The findings of the risk assessments are communicated to staff and others who may be affected by work activities

☐ Racking / storage systems are protected against mechanical damage, whereby a traffic management plan is implemented, and designated routes are highlighted on site considering all types of moving plant and equipment

☐ Where the design of the racking system requires it to be secured, only methods, which have been “proved” by structural calculations, will be used alongside manufacturers guidelines

☐ Where necessary (i.e. where forklift trucks or other mechanical handling equipment is used), racking will be securely fixed to the floor

☐ Staff are trained in safe methods of storage and correct retrieval

☐ If pallets or containers are used they will be regularly inspected for damage

☐ As racking is considered work equipment under PUWER, internal visual inspections of racking / storage systems will be undertaken and recorded by the nominated Person Responsible for Racking Safety (PPRS). Including checks to ensure safety keys are in place.

☐ A competent person e.g. SEMA (Storage Equipment Manufacturers Association) approved racking inspector will carry out an annual “expert” safety inspection of company racking that is loaded with a fork lift truck. A formal record of the inspection will be maintained

☐ Where scaffold systems provide storage solutions on site, ensure adequate guarding is fitted to prevent fall when handling materials at height

☐ Hazard-reporting procedures are followed

☐ Racking / storage systems will be affixed with a notice stating the maximum

safe working load, together with any specified load configurations.

- ☐ No climbing notices will be affixed to the racking and no climbing policy communicated to employees
- ☐ Implement formal plans to monitor changing weather and ground conditions to guarantee racking and storage systems are not affected
- ☐ Control materials and order deliveries for planned need to avoid waste collation, poor housekeeping and over stocking of storage systems
- ☐ Consider the changing nature of materials when exposed to external conditions such as hot weather or rain

Staff Responsibilities

Staff are duty bound to: -

- ☐ Not attempt to access, place goods on, or retrieve goods or materials in an unsafe manner

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- ☐ Co-operate with the employer in management arrangements for the safe use of storage systems
- ☐ Follow any training, instruction and information given by the employer
- ☐ Report any minor damage or safety defects to the Person Responsible for Racking Safety (PRRS) immediately
- ☐ Make full and proper use of any personal protective equipment issued by the employer.

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Stress

Description

It is Maple People Limited's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the Company. We recognise that our personnel are the Company's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the Company aim to address.

Through the risk assessment process, Maple People Limited will continue to identify

hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it. Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -

- ☐ Under challenged / Promotion prospects / Job satisfaction
- ☐ Racial or sexist remarks
- ☐ Personal relationships with other staff
- ☐ Travelling
- ☐ Harassment and confrontation.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill', however the reverse is actually true.

It may be difficult to talk to a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all staff can approach management to raise any concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.

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Temporary Works

Description

Temporary works is defined in British Standards as:

'parts of the works that allow or enable construction of, protect, support or provide access to the permanent works and which might or might not remain in place at the completion of the works'

Examples of temporary works, include:

- ☐ Earthworks e.g. trenches, excavations, temporary slopes and stockpiles.

Cofferdams

- ☐ Structures e.g. scaffolding, formwork, falsework, hoardings. propping, shoring, edge protection, temporary bridges
- ☐ Equipment/plant foundations e.g. tower crane bases, supports, anchors and ties for hoists, MCWPs, crane and piling platforms.

Temporary works is categorised into Risk levels* e.g.

High Risk: e.g. tower crane bases, trenchless construction, facade retention schemes, jacking schemes, bridge erection schemes, complex structural steelwork, complex scaffolding.

Medium risk: e.g. safety net systems, trench excavations up to 3m deep in good ground, formwork for concrete columns and walls up to 3m, foundation underpinning not using piles, falsework up to 3m high, hoardings, fencing up to 2m.

Low risk: e.g. simple scaffolding design, formwork less than 1.2m in height, fencing and hoarding up to 1.2m in height, internal hoarding systems and temporary partitions not subject to wind etc, shallow trenches less than 1.2m deep in good ground.

See BS BS5975 for more detailed guidance.

Associated Hazards

- ☐ Collapse of falsework
- ☐ Collapse of structure being supported
- ☐ Trench collapse
- ☐ Falls from height
- ☐ Crane overturning
- ☐ Scaffold collapse

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- ☐ Falling materials.

Employer's Responsibilities

- ☐ Appoint a Temporary Works Coordinator (TWC) and Temporary Works Supervisor (TWS). The higher the risk the more experience and technical ability the TWC requires
- ☐ Ensure that a Temporary Works Register and temporary works designs are produced and maintained
- ☐ Obtain design brief elements as identified in the Register
- ☐ Produce risk assessments and safe systems of work for the temporary works installation and removal tasks and communicate procedures to relevant duty holders.

Check* temporary works prior to first use and throughout the duration of the temporary works.

* For higher/medium risk activities, more comprehensive, independent, checking of the temporary works' designs is required. Low risk temporary works designs can be undertaken by someone in the site team or the design team.

- ☐ Maintain the structural integrity of the temporary works by regular inspection ensuring that the load bearing capacity of falsework is not exceeded
- ☐ Implement a 'permit to load' prior to loading and a 'permit to dismantle' prior to striking/dismantling
- ☐ Assess the risks from the movement of vehicles, loads (including manual handling, mechanical lifting/moving equipment) and develop a vehicle/traffic management system to protect pedestrians, handlers and drivers
- ☐ Ensure trained, competent persons are used at all stages of the work including temporary works designers, supervisors, coordinators, contractors and engineers and provide adequate information, instruction and supervision
- ☐ Ensure that equipment and materials used are suitable for the purpose they were intended and that equipment is regularly inspected, tested and maintained by competent persons as per the manufacturers' recommendations or statutory requirements
- ☐ Prevent persons or objects falling by providing adequate hierarchy of controls such as, handrails, edge protection, use of working platforms and netting
- ☐ Issue appropriate personal protective equipment as per risk assessment and ensure it is being used correctly
- ☐ Plan emergency arrangements.

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Staff Responsibilities

- ☐ Follow training, guidance and instruction, to prevent injury or ill health
- ☐ Use protective and safety equipment provided
- ☐ Report to management of any hazardous or dangerous situations
- ☐ Do not overload working platforms
- ☐ Not to remove any parts of the temporary works.

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Traffic Management

Description

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Registration 09702567 Kemp House 152-160 City Road, London EC1V 2NX

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In order to minimise the potential dangers from moving vehicles and mobile plant, a suitable traffic management plan needs to be developed and implemented for each site. Vehicles and mobile plant that need to be controlled include cars, vans, lorries, dumper trucks, cranes, tele-handlers, scissor lifts etc.

From site to site, logistical and environmental conditions can vary, it is recommended that all drivers receive induction training and copies of any local rules that may be in place.

Associated Hazards

- ☐ Collision with pedestrians
- ☐ Collision with structures
- ☐ Collision with other vehicles
- ☐ Overturning of vehicles
- ☐ Overhead power lines
- ☐ Excavations
- ☐ Blind spots or poor visibility.

Employer's Responsibilities

- ☐ Undertake a risk assessment of the hazards created by moving vehicles and plant and develop procedures to protect all persons, equipment and structures on site. Review the assessment when significant changes to the site layout or activities occur and implement new control measures accordingly
- ☐ Ensure that drivers and operators are trained, competent and hold appropriate licences
- ☐ Provide information, instruction and training to all persons relating to the requirements of the traffic plan
- ☐ Ensure there is adequate supervision of site traffic
- ☐ Only allow access to vehicles and plant that are suitable for the working environment and ensure vehicles have optimal driver vision
- ☐ Provide safe systems of work for loading and unloading operations

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- ☐ All reversing vehicles must be controlled by, for example, trained and competent banksmen, use of mirrors, reversing alarms and vision aids. Where possible, use a turning area to avoid unnecessary reversing
- ☐ Plan for emergencies and ensure there is access for emergency vehicles
- ☐ Ensure that vehicles and plant are regularly checked, inspected and maintained by trained and competent persons, according to manufacturer's

instructions. Keep records of inspections of plant and equipment

- ☐ Ensure no illegal riding on site vehicles
- ☐ Provide personal protective equipment including high-visibility clothing.

Where applicable, the company will: -

- ☐ Minimise the amount of vehicular movement by controlling access and egress to and from site, use of parking areas and allocating suitable storage areas
- ☐ Plan and manage traffic routes using, for example, one-way systems, traffic lights, road markings, speed control, signallers, suitable lighting and signage
- ☐ Ensure that traffic routes are well constructed with firm and even surfaces, of suitable width, well maintained and clear of obstructions
- ☐ Design routes, where possible, to avoid blind spots and sharp bends, overhead power lines, excavations, structures, water and other hazards
- ☐ Where possible, provide separate site entrances for pedestrians and vehicles
- ☐ Separate pedestrians and vehicles on site using, for example, barriers, kerbs, fences, walkways, signallers, authorised access and road crossings
- ☐ Where pedestrians use doors or gates leading to a traffic route, ensure that they can see approaching vehicles
- ☐ Regularly inspect the workplace to ensure that the traffic related hazards are adequately controlled
- ☐ Consider the provision of a wheel-washing unit to ensure debris from the site is not passed on to the public roads.

Staff Responsibilities

- ☐ Follow site rules including the wearing of personal protective equipment e.g. Hi-visibility clothing
- ☐ Be aware of the hazards presented by pedestrians, fixed structures and other vehicles
- ☐ Only operate equipment that you have been trained, instructed and authorised to use

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- ☐ Report any defects or problems with vehicles, plant or the traffic management plan
- ☐ Never use vehicles or plant that are faulty or damaged and never modify such equipment
- ☐ Always seek help in reversing a vehicle in any area that has limited or restricted vision, where possible avoid reversing manoeuvres

- ☐ Always immobilise and remove ignition keys from vehicles and plant when not in use, only park in authorised places
- ☐ Never carry passengers unless the equipment is designed for such purpose and that permission has been given.

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Underground Services

Description

Underground services may be found where work involves penetrating the ground at or below surface level. Buried services are widespread and it should be assumed they are present unless it has been proven otherwise. The term services includes underground pipes, cables and equipment associated with electricity, water, sewage, gas telecommunications and pipelines.

It is important that groundwork is planned well in advance and full details obtained of any underground services likely to be in the vicinity of the working area. Services may also be at risk of damage by the collapse of ground due to heavy plant crossing over it.

Associated Hazards

- ☐ Electrocution or burns by striking a high voltage electricity cable
- ☐ Flooding or drowning from water services
- ☐ Hazardous substances
- ☐ Explosion
- ☐ Asphyxia from gas leak.

Employer's Responsibilities

- ☐ Undertake a risk assessment of the proposed works and develop control procedures to eliminate or minimise risks to operators, other persons and property
- ☐ Ensure that trained and competent persons undertake the work
- ☐ Gather information from up to date site plans, as-built drawings, historic maps, external service providers. Discuss, where appropriate, with site staff, CDM designers, clients, the location or possible location of underground services prior to work
- ☐ Ensure a suitable permit to dig or safe system of work is in place before any work commences
- ☐ View the works surface, i.e. the roads, pavements, fields, etc. for previous surface disturbance. Check the lines and locations of service access covers

- ☐ Locate the services using a suitable detector, e.g. cable avoidance tool (CAT) scan to discover the presence of electrical cables
- ☐ Where appropriate hand dig trial holes prior to mechanical drilling, breaking or digging
- ☐ Clearly mark locations of detected underground services
- ☐ Provide suitable personal protective equipment
- ☐ Prevent unauthorised access to the working area through use of signage, supervision and barriers etc
- ☐ Plan for emergencies such as striking or bursting underground services.

Staff Responsibilities

- ☐ Ensure you have received adequate and appropriate training before embarking on any work incorporating underground services
- ☐ Ensure that you have received site-specific induction training
- ☐ Where any doubt exists regarding the location of underground services, avoid mechanical excavation
- ☐ Follow the utility owner's guidelines when using mechanical plant or power tools near underground services
- ☐ Where in force, ensure that you follow a permit to work system
- ☐ Ensure you are wearing ALL Personal Protective Equipment (PPE) that has been identified as being essential by the risk assessments
- ☐ Ensure you report anything suspicious or anything you consider could pose an imminent danger.

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Vibrating Tools

Description

Vibration White Finger (VWF) is the most common symptom of Hand-Arm Vibration Syndrome (HAVS). It is possible to suffer from HAVS when using powered equipment, e.g. strimmers or mowers, depending on their design, condition and exposure period. The first sign of VWF is often when fingertips become white, or feel numb. For HAVS there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where:-

- ☐ EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk
- ☐ ELV is the maximum amount of vibration an employee may be exposed to in

any single day (8 hours).

The legal values and levels for HAVS are: –

Exposure Action Value (EAV) is **2.5 m/s² A (8)** (e.g. 2.5 metres per second squared over an 8 hour working period)

Exposure Limit Value (ELV) is **5.0 m/s² A (8)** (e.g. 5.0 metres per second squared over an 8 hour working period).

Associated Health Issues

- ☐ Damage to blood cells
- ☐ Reduced circulation
- ☐ Nerve damage to the hands/fingers
- ☐ Loss of manual dexterity, grip, strength, etc.

Employer's Responsibilities

Maple People Limited will:–

- ☐ Assess the risks to staff health from use of vibrating tools
- ☐ Determine if staff are likely to be exposed above the specified EAV and if they are: -

- o introduce control measures to eliminate the risk or reduce the risk to as low as is reasonably practicable
- o provide health surveillance to those who continue to be exposed above the EAV

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- ☐ Determine if staff are likely to be exposed above the specified ELV and if they are, take immediate action to reduce their exposure below the ELV
- ☐ Provide information, instruction and training to staff with regards to the health risks and the action to be taken to reduce these risks
- ☐ Keep records of risk assessments, control measures and health surveillance
- ☐ Regularly review the vibration risk assessment.

Typical risk reduction measures will include:–

- ☐ Considering alternative work methods that eliminate or reduce exposure, e.g. mechanisation or automation
- ☐ Assessing the suitability of the tool before purchase, to ensure that the calculated vibration emitted is the lowest possible and suitable for the required tasks
- ☐ Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology

- ☐ Ensuring that all tools are maintained through a planned maintenance scheduling system
- ☐ Not allowing the use of blunt consumable items, e.g. abrasive wheels, breakers, drill bits, etc which increase the force needed and the time taken to carry out the work
- ☐ Improving the design of working areas/workstations to reduce loads on arms, wrists, etc. caused by poor posture
- ☐ Using systems to reduce the amount of force operators need to grip tools
- ☐ Introducing rotas to limit time staff are exposed to vibration, i.e. use several short periods instead of continuous periods
- ☐ Providing protective clothing to keep staff warm and dry as this encourages good blood circulation. Gloves can be used to keep hands warm but should not be relied upon to provide protection from vibration risk
- ☐ Encouraging the reporting of equipment faults and removal of defective equipment from use until repaired or replaced
- ☐ Encouraging regular breaks where equipment which produces high vibration levels is used.

Staff Responsibilities

Staff using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under and should always:

-

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- ☐ Look for tingling and numbness in the fingers
- ☐ Watch for and report if fingers go white or are very painful
- ☐ Report any loss of manual dexterity
- ☐ Report any loss of strength in the affected parts
- ☐ Use low vibration equipment
- ☐ Ensure that consumable blades, drill bits, etc. are not worn
- ☐ Avoid over gripping tools
- ☐ Keep fingers and hands warm
- ☐ Reduce the amount of time spent using vibrating equipment
- ☐ Report all defective equipment to management.

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Visit By An Enforcement Officer

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers

on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self employed, staff and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for: -

- ☐ Failure to comply with an Improvement or Prohibition Notice
- ☐ Breach of the law that has significant potential for harm, regardless of whether it caused an injury
- ☐ Reckless disregard for the health and safety of workers or others
- ☐ Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with
- ☐ Substantial legal contravention, where there has been a serious accident or a case of ill health.

Employer's Responsibilities

Maple People Limited recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes: -

- ☐ This health and safety policy
- ☐ All relevant risk assessments
- ☐ Induction and training records
- ☐ Maintenance, test and inspection records
- ☐ Health records
- ☐ Emergency plans etc.

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Staff Responsibilities Include

- ☐ Not obstructing any reasonable request made by an Enforcement Officer
- ☐ Complying and co-operating with requests by the officer
- ☐ Follow instruction and guidance given by your employer.

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Violence And Aggression

Description

Maple People Limited recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support staff and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Staff whose job requires them to deal with the public can be at risk from violence.

Associated Hazards:-

- ☐ Physical attacks
- ☐ Verbal abuse.

This may result in:-

- ☐ Bodily injury
- ☐ Anxiety or stress
- ☐ Low morale
- ☐ Depression.

Employer's Responsibilities

Maple People Limited will:-

- ☐ Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with staff and their representatives, where appropriate
- ☐ Instruction and training regarding violence at work will be given to staff on induction and during other workplace training sessions
- ☐ Record all physical and verbal threats to staff
- ☐ Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work
- ☐ A risk evaluation will be taken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded
- ☐ If there is a violent incident involving staff, we will provide them with full support, including debriefing, time off work and legal help, where necessary

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- ☐ Should an employee request a transfer to other duties, such a request should be considered sympathetically, taking into account all the circumstances
- ☐ Report the matter to the Police at the staff request
- ☐ Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

Staff Responsibilities

Staff will:-

- ☐ Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression
- ☐ Report any incidents of violent or threatening behaviour to the employer
- ☐ After any violent incident, staff are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring
- ☐ Co-operate with management arrangements for dealing with violence and aggression at work.

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Waste Disposal

Description

This arrangement covers the general waste generated by the Company in the carrying out of workplace activities but not those related to the disposal of waste food by retail premises.

Associated Hazards

- ☐ Build up of combustibles presenting a fire hazard
- ☐ Health hazard due to possible vermin infestation
- ☐ Poor housekeeping presents a tripping hazard.

Employer's Responsibilities

Maple People Limited will: -

- ☐ Identify all waste that has the potential to be removed from the premises
- ☐ Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely
- ☐ Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided

- ☐ Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste
- ☐ Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal Company can remove them from the company premises
- ☐ Maintain any copies of waste transfer notes on site for a minimum of two years for future reference
- ☐ Instruct all staff in the correct disposal of waste and maintain records of instruction and training on file.

Staff Responsibilities

- ☐ To dispose of waste as instructed
- ☐ To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal

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- ☐ Not to climb onto skips or other waste receptacles
- ☐ To inform management if waste receptacles are full and need emptying
- ☐ Not to remove items from waste receptacles and take or use for personal use.

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Welding Stainless Steel

Description

The welding of metals generates a complex airborne mixture of metal fumes and other generated particulates and gases. Many of the compounds released during welding have adverse effects on health. Fumes containing nickel and hexavalent chromium are generated during the welding of stainless steel. On inhalation these metals can cause lung disease, together with an increased risk of asthma and cancer.

Associated Hazards

- ☐ Electricity
- ☐ Noise and vibration
- ☐ Manual handling, lifting and moving of goods
- ☐ Compressed air, pressure equipment
- ☐ Fire and explosion
- ☐ Temperature of environment, work equipment and processes
- ☐ Hazardous substances

☐ Electromagnetic fields (EMF), artificial optical radiation and other radiation sources.

Note: this is not an exhaustive list. Also refer to other applicable policy arrangements.

Employer's Responsibilities

Maple People Limited will: -

- ☐ Identify all hazards with the potential to cause harm to staff and others who may be affected relating to the welding environment and activities
- ☐ Identify the options for eliminating, reducing or controlling the identified risks and taking the necessary action
- ☐ Provide staff with any additional training identified within the risk assessment process as being a necessary control measure
- ☐ Review the risk assessments annually, where they may no longer be valid, or where there has been a significant change in work activities or processes
- ☐ Keep records of the significant findings of the risk assessments and identify staff who may be especially at risk

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- ☐ Assess the risks from electric shock, the welding machine is connected to the mains supply. On a weekly basis, check the security and electrical integrity of the cables)
- ☐ Ensure the risks from the use of workshop equipment including exposure to noise, vibration, EMF, artificial optical radiation and other radiation sources are controlled
- ☐ Undertake risk assessments on hazardous substances used (including metal working fluids, degreasing solvents) or created (e.g. fumes, vapours dusts) in accordance with the Control of Substances Hazardous to Health Regulations, COSHH and implement suitable control measures
- ☐ Store hazardous substances safely as per risk assessment and manufacturers' recommendations
- ☐ Follow the requirements of the Dangerous Substances and Explosive Atmospheres Regulations, DSEAR where relevant and applicable fire regulations for the workshop
- ☐ Provide appropriate health surveillance by a suitable occupational health doctor or nurse Supply barrier and after-work creams where required by risk assessment
- ☐ Provide staff and sub-contractors working on the premises with comprehensive

and relevant information on risks, preventative and protective measures, emergency procedures and competent persons

- ☐ Provide safe systems of work e.g. operating procedures, equipment manuals, signage for use of equipment or undertaking tasks within the working area
- ☐ Ensure all equipment is regularly inspected, tested and maintained by competent persons as per the manufacturers' recommendations or statutory requirements e.g. thorough examination of lifting equipment, pressure equipment and local exhaust ventilation (LEV) systems
- ☐ Ensure that guards and interlocks are fitted to relevant machinery within the workshop in order to prevent access to dangerous parts e.g. hot, sharp, moving parts, running nips, etc. All vision panels provided in guards will be kept clean and replaced immediately if they become excessively scratched
- ☐ Regularly inspect the workplace and ensure good access and egress, housekeeping, workplace temperature and that welfare facilities are well maintained and good hygiene procedures are followed
- ☐ Ensure that lighting is selected which meets required lux levels, does not produce any glare or stroboscopic effects that can result in rotating machinery appearing stationary. Workplace lighting will be installed independent to any machinery with emergency lighting placed strategically in case of power failure
- ☐ Provide staff and others with suitable personal protective equipment (PPE) i.e. Leather gauntlets, flame retardant overalls and respirable protective

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equipment (RPE) where required by risk assessment. Ensure that adequate training in use of the PPE/RPE is given and that face fit testing is undertaken

- ☐ Where hot works/welding is being undertaken and in addition to the above arrangements consider the need for further safe systems of work e.g. the use of permits to work for controlling the tasks, welding screens, etc.

Staff Responsibilities

- ☐ Only undertake tasks where trained and competent to do
- ☐ Don't wear rings, watchstraps or other jewellery that may pose a snagging hazard or trap substances next to the skin. Tie hair back
- ☐ Don't eat, drink or smoke in work areas
- ☐ Wash with soap and water at regular intervals
- ☐ Wear clean flame-retardant overalls and keep oily rags out of pockets
- ☐ Wear personal protective equipment (PPE) and respirable protective equipment

(RPE) as provided and trained

- ☐ Cover any abrasions or cuts with a waterproof dressing
- ☐ Take care walking and moving around the work area
- ☐ Regularly check hands and skin
- ☐ Before welding remove any paper, wood, rags, paints and solvents from the work area. Check the floor area in the immediate vicinity (10 ft² minimum) for flammables and remove them as necessary
- ☐ Clear up as work progresses. Deal with spillages immediately
- ☐ Under no circumstances are staff permitted to: -
 - o Remove their welding helmet when welding work pieces
 - o Pick up work pieces without wearing appropriate gauntlets
 - o Complete operations without a hot works permit
- ☐ Leather gauntlets are provided that cover the arm fully up to the elbow.

Normal work gloves must not be worn as they do not provide the respective protection

- ☐ Check equipment before use and report any fault or unsafe condition immediately. Do not use faulty equipment.
- ☐ Do not handle swarf with bare hands but use a brush or other tool where automatic removal is not provided. Under no circumstances is compressed air to be used to blow swarf away. Where swarf has to be handled, suitable gloves will be used, and consideration given to arm protection where appropriate

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- ☐ Use compressed air as instructed and trained.

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Welfare

Description

The provision of welfare in the workplace should be taken seriously; it applies to all areas including the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary worksites.

Welfare provisions will also be provided for those people who are not staff but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the workplace accessible for their use e.g. toilets, washbasins, doors, passageways etc.

Employer's Responsibilities

We have responsibility to assess and provide, adequate welfare facilities for staff and

other persons using the premises and take account of the general working environment

to include:-

- ☐ Ventilation
- ☐ Indoor temperature and the impact of working in hot and cold environments
- ☐ Lighting
- ☐ The provision of adequate room and space in which to complete the work activities
- ☐ The safe and frequent removal of waste and the cleaning of the workplace
- ☐ The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the workplace with regard to: –

- ☐ The floors and traffic routes providing suitable standing for vehicles and persons
- ☐ The position, integrity and visibility of transparent windows, doors, gates etc
- ☐ The safe use and maintenance of lifts and equipment to move persons
- ☐ Sanitary conveniences and washing facilities
- ☐ The provision of potable drinking water
- ☐ Accommodation for clothing and changing facilities
- ☐ Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

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Staff Responsibilities

The welfare facilities provided and maintained by Maple People Limited are for the benefit of all staff and visitors. Staff have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.

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Whole Body Vibration (WBV)

Description

Machinery vibration passing through the buttocks of someone seated or the feet of someone standing can result in symptoms associated with WBV. Maple People Limited will assess the potential for this injury through risk assessment and will particularly consider the exposure to persons driving plant and other machinery, which may give rise

to this type of risk potential. This exposure will be reduced as far as reasonably practicable through the limitation of driving times, adequate maintenance and training for staff regarding the common signs and symptoms associated with this health hazard.

Associated Hazards

- ☐ Exposure to shocks and jolts resulting in back and muscle pain
- ☐ Fatigue.

For Whole Body Vibration (WBV) there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where: -

- ☐ EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk.
- ☐ ELV is the maximum amount of vibration an employee may be exposed to in any single day (8 hours).

The legal values and levels for WBVs are: -

Exposure Action Value (EAV) is **0.5 m/s² A (8)** (e.g. 0.5 metres per second squared over an 8 hour working period).

Exposure Limit value (ELV) is **1.15 m/s² A (8)** (e.g. 1.15 metres per second squared over an 8 hour working period).

Employer's Responsibilities

We will ensure that control measures include: -

- ☐ Assessing the risks arising from the work locations and activities being conducted
- ☐ Assessing driver skills and awareness of behaviour by limiting speed and driving time and where possible avoiding rough terrain

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- ☐ Prevention or reduction of exposure to WBV, where reasonably practicable, by selecting and maintaining suitable machinery with good cab ergonomics
- ☐ Implementation of controls
- ☐ Information, instruction and training of staff regarding all associated risks
- ☐ Health surveillance – inform staff to report all back pain and injuries and annually ask those at risk about their health.

In addition, Maple People Limited will: -

- ☐ Monitor the effectiveness of the arrangements
- ☐ Review these arrangements periodically and as necessary
- ☐ Provide personal protective equipment as identified through the risk assessment.

Control Measures

- ☐ Inform users of machinery about devices that are installed to minimise WBV
- ☐ Assess individual skills and training needs
- ☐ Machines fully maintained
- ☐ Where possible utilise job rotation to minimise exposure to staff.

Staff Responsibilities

Take care of themselves in work activities involving potential exposure to WBV and to also: -

- ☐ Follow training, guidance and instruction given, to prevent injury or ill health
- ☐ Report any failure of equipment or safety device including defects arising from the maintenance and daily checks of the machinery
- ☐ Ensure seating/back supports and suspension adjustments are made
- ☐ Report to management any instances of back pain or injury
- ☐ Co-operate with management arrangements for health and safety.

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Workplace Transport

Description

The effective management of workplace transport is crucial as the potential risk is great, especially where pedestrians and vehicles mix.

The management of workplace traffic falls into three distinct categories: -

- ☐ Managing external traffic movement
- ☐ Managing internal traffic movement
- ☐ Managing pedestrian traffic.

Accidents can occur when vehicles collide with other structures but the main concern is avoiding contact between pedestrians and vehicles as this accounts for hundreds of fatalities each year and many more serious injuries. All persons who operate vehicles in the workplace must be medically fit and trained in the safe operation of the vehicles they will be using. The vehicles must be maintained in a safe condition with regular checks being carried out by the operator and a competent service engineer.

Employer's Responsibilities

Maple People Limited will ensure that suitable controls are in place to safeguard staff, visitors and contractors from the hazards associated with the following: -

- ☐ Internal and external vehicle movements
- ☐ Reversing vehicles

- ☐ Site layout
- ☐ Loading and unloading procedures
- ☐ Falls from vehicles
- ☐ Parking
- ☐ Pedestrian movement.

To do this Maple People Limited will compile suitable risk assessments for all areas under their control along with good housekeeping, monitoring and inspections of the workplace this should make for a safer working environment.

Staff Responsibilities Include

- ☐ Being vigilant and conscious of the presence of pedestrians and other vehicles
- ☐ Following instructions from management

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- ☐ Adhering to signs and procedures relating to direction, speed, parking, reversing, loading and unloading etc
- ☐ Reporting to management any defects or fault with the practises in place
- ☐ Notifying management of any condition, medical or otherwise, that may have an impact on their entitlement or ability to drive safely.

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Working at Height

Description

Working at height is any work where there is a foreseeable risk of falling a distance liable to cause personal injury, even if it is below ground. In the UK, falls from height account for the largest cause of fatalities and are one of the main causes of major injury.

Work at Height activities are subject to compliance with the Work at Height Regulations 2005. Maple People Limited aim to remain fully compliant with these regulations whilst undertaking all relevant work and endeavour to create systems, so that where staff are required to work at height, all factors involved in the planning, organisation, supervision and provision of access equipment are given due care and attention to maintain the safety of all involved or who may be affected by those work activities.

Where the scope of work and/or the potential risks involved extend beyond internal knowledge, external consultation and/or advice and services of competent work at height specialists will be obtained to ensure that work is carried out safely.

Associated Hazards

- ☐ Persons, equipment and/or materials falling from height causing serious injuries, fatality, a dangerous occurrence or damage

- ☐ Staff, contractors, visitors or members beneath work at height activities being struck by falling objects, materials or person(s)
- ☐ Collapse or instability of work equipment, which may, for example, result in the overturning of such equipment, or contact with other hazards such as overhead power lines.

Employer's Responsibilities

Maple People Limited will:

- ☐ Comply with The Work at Height Regulations 2005 (as amended) and will ensure work is properly planned, supervised and carried out by competent persons. This will include an initial visit to site to assess the requirements of works and daily inspections until works are complete
- ☐ Ensure all work at height activities are properly planned, through the completion of risk assessments and controlled through safe systems of work
- ☐ Implement, where appropriate, a 'permit to work' system when undertaking higher risk activities
- ☐ Use only trained and competent persons to work at height (workers for scaffolding and mobile elevated work platforms must have received training from a recognised training provider such as IPAF or PASMA)

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- ☐ Ensure that appropriate training is given, and refresher training is provided
- ☐ Use the most suitable equipment for working at height which consider the hierarchy of controls; Avoid working at height if possible; guardrails; barriers; scaffolds; working platforms; collective fall arrest equipment (nets); personal fall protective equipment, and warning signs
- ☐ Provide relevant information, instruction and supervision to those persons undertaking the work
- ☐ Ensure staff read, understand and sign safe systems of work
- ☐ Ensure evidence the communication of the significant findings of risk assessments to staff is gathered (e.g. by employee signatures)
- ☐ Ensure staff are inducted to working sites, are aware of all hazards and the precautions to be taken
- ☐ Ensure that staff are made aware of fragile areas, as appropriate and will provide guarding, as required
- ☐ Ensure that any equipment is constructed and used for its intended purpose and is inspected by a competent person prior to use or in line with statutory

requirements.

- ☐ Ensure that inspections of mobile elevated work platforms, when used, are carried out in accordance with the Lifting Operations and Lifting Equipment Regulations (LOLER) 1998, by checking records of inspections and original certificates of conformity before use.
- ☐ Ensure any relevant hired plant and equipment including Personal Fall Protection Equipment is supplied with a copy of the above certification and, where on long-term hire, is inspected/replaced by the source hire company in a timely manner.
- ☐ Declarations of Conformity, pre-use checks and thorough examination records will be kept for the time period stated in our document retention policy
- ☐ Ensure that personal fall protection equipment (PFPE) manufactured or supplied into the EU fully complies with the requirements of the Personal Protection Equipment (enforcement) Regulations 2018. Ensuring that technical files are completed and maintained
- ☐ Provide suitable and sufficient storage for all PFPE and ensure it is maintained, checked, and inspected in line with a written schedule of examination
- ☐ Control persons accessing or working on fragile surfaces (including preventing unauthorised access). If it is unavoidable do all that is reasonable to minimise the distance and effect consequences of a fall
- ☐ Ensure systems are in place to prevent objects falling or being thrown from height.

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- ☐ Work will be postponed if weather poses a threat to safety. Do not allow work at height in high winds e.g.17mph is recommended for scaffold towers (IPAF), 24mph for MEWPS
- ☐ Plan for emergencies and rescue at height by the completing and communicating emergency rescue plans for all works undertaken
- ☐ Ensure that contractors are subject to a strict approval process and understand our policies and procedures relating to work at height activities
- ☐ As necessary, engage the services of specialist contractors where the scope of work at height goes beyond the capabilities of our staff or those in control of the works
- ☐ Ensure the protection of those not involved in the works who may be affected by the activity.

Staff Responsibilities

Staff will:

- ☐ Not access height unless you are suitably trained, competent and authorised to so
- ☐ Read, sign and follow the control measures detailed in the risk assessments, method statements and where applicable, permits to work
- ☐ Always use the equipment provided following specific training or instructions in its use and attend training to ensure competence is maintained
- ☐ Ensure that pre-use checks and thorough examinations have been completed by a competent person
- ☐ Correctly wear all personal protective equipment (PPE) that is required by risk assessment and local site rules.
- ☐ Report any defects immediately to managers and follow defect reporting procedures
- ☐ Never use defective equipment or plant
- ☐ Never throw anything from height
- ☐ Challenge any unsafe act and behaviours and are empowered to cease work if they feel anyone's safety may be compromised.

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Work Equipment

Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore, items as diverse as tractors, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc. are also considered to be work equipment.

Associated Hazards

- ☐ Dangerous/rotating parts of machinery
- ☐ Ejection of materials
- ☐ Rupture or disintegration
- ☐ Fire, overheating or explosion
- ☐ Gas, liquid, vapour or hazardous substance
- ☐ Excessively hot or cold surfaces
- ☐ Failure of safety controls on powered equipment
- ☐ Dangers from instability, poor lighting or poor maintenance

☐ Noise or vibration.

Employer's Responsibilities

Maple People Limited appreciate that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, are not maintained properly or stored in a correct manner. To control exposure to the hazards presented by use of, cleaning of, or maintenance of work equipment we will: -

☐ Undertake risk assessments for the equipment that is being used, cleaned or being maintained and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment

☐ Ensure that safe systems of work are implemented

☐ Ensure that staff are provided with sufficient information, instruction, training and supervision when using, cleaning or maintaining the equipment. All training will be documented on the employee's personnel file

☐ Ensure that all necessary safety controls are in place such as guards*, stop buttons, automatic breaks and isolation switches etc. and are secured in position, properly adjusted and working correctly

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☐ ** Even if equipment is supplied with guarding, assess its suitability and with advice from guarding specialists, fit additional guarding if required, to prevent access to all dangerous parts of the equipment/machinery.*

☐ Ensure that all work equipment including guarding is maintained by competent people and inspected as required by assessment and the manufacturer's instructions. Records will be kept of all inspections

☐ Provide personal protective equipment including that for hearing, sight, and breathing protection as required by risk assessment. Ensure staff are trained in its use and maintenance

☐ Ensure that work equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use

☐ Ensure that work equipment is subject to regular inspection and maintenance carried out by persons competent for the work. The complexity and frequency of inspection and maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary.

Wherever possible maintenance will be in accordance with manufacturers' instructions

- ☐ Maintain suitable records of all maintenance and inspections
- ☐ Identify and label equipment as “Unsafe to use” or similar and take out of service
- ☐ Undertake an assessment of hazardous substances that are used or created by work equipment as required by the Control of Substances Hazardous to Health (COSHH) Regulations.

Staff Responsibilities

Staff will: -

- ☐ Use work equipment safely and in accordance with the information, instruction and training provided by the employer
 - ☐ Only use, clean or maintain the equipment that they are trained on
 - ☐ Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer
 - ☐ Take reasonable care of themselves and others who may be affected by their actions
 - ☐ Co-operate with the employer in the management arrangements for the provision and use of work equipment
 - ☐ Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities
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- ☐ Make full and proper use of any personal protective equipment provided by the employer
 - ☐ Inform the employer if they are taking any prescription medications that may affect their ability to safely operate any item of work equipment.

Review Of Procedures And Training

The Business will regularly communicate its anti-bribery measures to employees and associated persons. The Business will set up training sessions where applicable. The Directors are responsible to provide the necessary financial and physical resources for the implementation of this policy.

The Directors will monitor and review the implementation of this policy and related procedures annually and where necessary review at other times if any changes occur in between times to ensure it remains relevant and appropriate.

Employees and those working for, or on behalf of the Business are encouraged to contact the Directors with any suggestions, comments or feedback that they have on how these procedures can be improved.

Maple People Limited reserves the right to amend and update the policy as required. Every employee and associated persons where applicable is aware of this policy and have signed a copy which is kept on record.

Saj Rahman
Founder & CEO



Signature

01.12.2019
Date