HEALTH & SAFETY POLICY

REF:	**PRSG** 001
TITLE:	Health & Safety Manual (Policy)
SUBJECT:	Company Policy, Organisation and Management system for Health & Safety at work for all employees

REVISION HISTORY

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As required by section 2 (3) of the
Health & Safety at Work Act 1974

Office copy (controlled document)

GB (Park Row Leeds) Ltd
GB (St Michaels Manchester) Ltd
GB (York Street Manchester) Ltd
GB (St Philips Birmingham) Ltd

Document Title: **HEALTH & SAFETY POLICY**

Document No: 001

Issue: 08

Date: 01/02/2026

Approved By: ……………………………….. (Managing Director)

AMENDMENT RECORD

Issue No	Summary of Change	Date	Author	Initialled
01	New Document Issue	19/02/2019	MM	MM
02	Revised Document issue	19/02/2020	MM	MM
03	Revised Document issue	01/02/2021	PRS	PRS
04	Revised Document issue	01/02/2022	PRS	PRS
05	Annual Review of Document & Changes to PPE Regulations	01/02/2023	PRS	PRS
06	Revised Document issue	01/02/2024	PRS	PRS
07	Revised Document issue	01/02/2025	PRS	PRS
08	Locations Map Added	01/02/2026	PRS	PRS

Health & Safety Policy Contents

Alphabetical Index

SECTION 1 Introduction and Policies

Section 2 (3) of The Health & Safety at Work Act 1974 states:

"It shall be the duty of every employer to prepare and, as often as may be necessary revise, a written statement of his general policy with respect to the Health & Safety at work of his employees and the organisation and arrangements, for the time being in force, for carrying out that policy, and bring that statement to the notice of all his employees."

This policy is a statement of intent by the company to comply with, or exceed, current statutory requirements, and to provide a safe place of work for its employees.

Overall responsibility for implementing this policy lies with management at the highest level; however, all employees must accept a degree of responsibility for ensuring a safe working environment.

Gilbanks.

HEALTH & SAFETY POLICY STATEMENT

Gilbanks (thereinafter called the Company) will take all reasonably practicable precautions to ensure the Health & Safety at work of its employees whether at the Company premises or when carrying out its business elsewhere and also recognises that a duty of care extends to other persons whilst they are on Company premises.

The responsibility for safety at work belongs to all Company employees be they upper management, junior management or operatives and to employees of contractors variously employed. The Company through its employees also accepts responsibility for the Health & Safety of others affected by its actions.

To achieve these aims the company will:

- Provide a safe working environment in the operation and maintenance of all equipment, and facilities
- Establish safe systems of work
- Ensure that all persons are competent to perform the duties expected of them
- Provide information, instruction, training, and supervision where appropriate
- Co-operate with their clients, employees, sub-contractors and others with an interest in Health & Safety
- Safe arrangements for the use, handling, storage, and transportation of articles and substances
- To provide a safe place of work including access to it and egress from it

The Company expects employees to conform to this policy and with The Health & Safety at Work Act 1974 and to exercise all reasonable care for their own Health & Safety and that of others who may be affected by their acts or omissions.

This policy and the way it has operated will be reviewed annually to reflect any changes in the nature and size of the business or new or amended legislation.

The Company Directors have ultimate authority and responsibility in relation to all Health & Safety topics affecting The Company.

The company employs Premier Risk Services Ltd as Consultants.

Signed: **Position: Managing Director.**

Print: **Date of Issue:** 01/02/2026

Gilbanks.

Environmental Policy Statement

Managing Directors Statement of Company Policy, with respect to,

Environmental Management & Responsibility

Gilbanks recognises that to have a planned approach to the prevention and reduction of waste and pollution leads to a long term reduction of costs.

Gilbanks will control its activities to avoid unnecessary and unacceptable risks or adverse effects on the environment, in line with the requirements of the Health & Safety at Work Act 1974 and the Environmental Protection Act 1990.

Environmental awareness and individual responsibility will be developed amongst employees at all levels and effective consultation will be encouraged. The company will develop and improve standards by making use of available technology and developments, together with waste recovery and a recycle approach. Plant, vehicles and equipment will be maintained and operated to provide maximum environmental protection as far as is practical.

Clients, employees and the general public who may be affected will be made aware of any company activity that may affect the environment.

Environmental Action
Management will take individual responsibility to ensure that environmental issues are considered when making decisions and when planning or controlling works. This includes the minimisation of transport usage by having materials delivered from the nearest producer to our sites.

Workforce
All employees must recognise their individual responsibilities for carrying out their works in a sympathetic manner with respect to the environment.

Waste Reduction
All employees must give careful consideration to the elimination and reduction of waste.

Where recycling or re-use of a material is an economical advantage this will be considered.

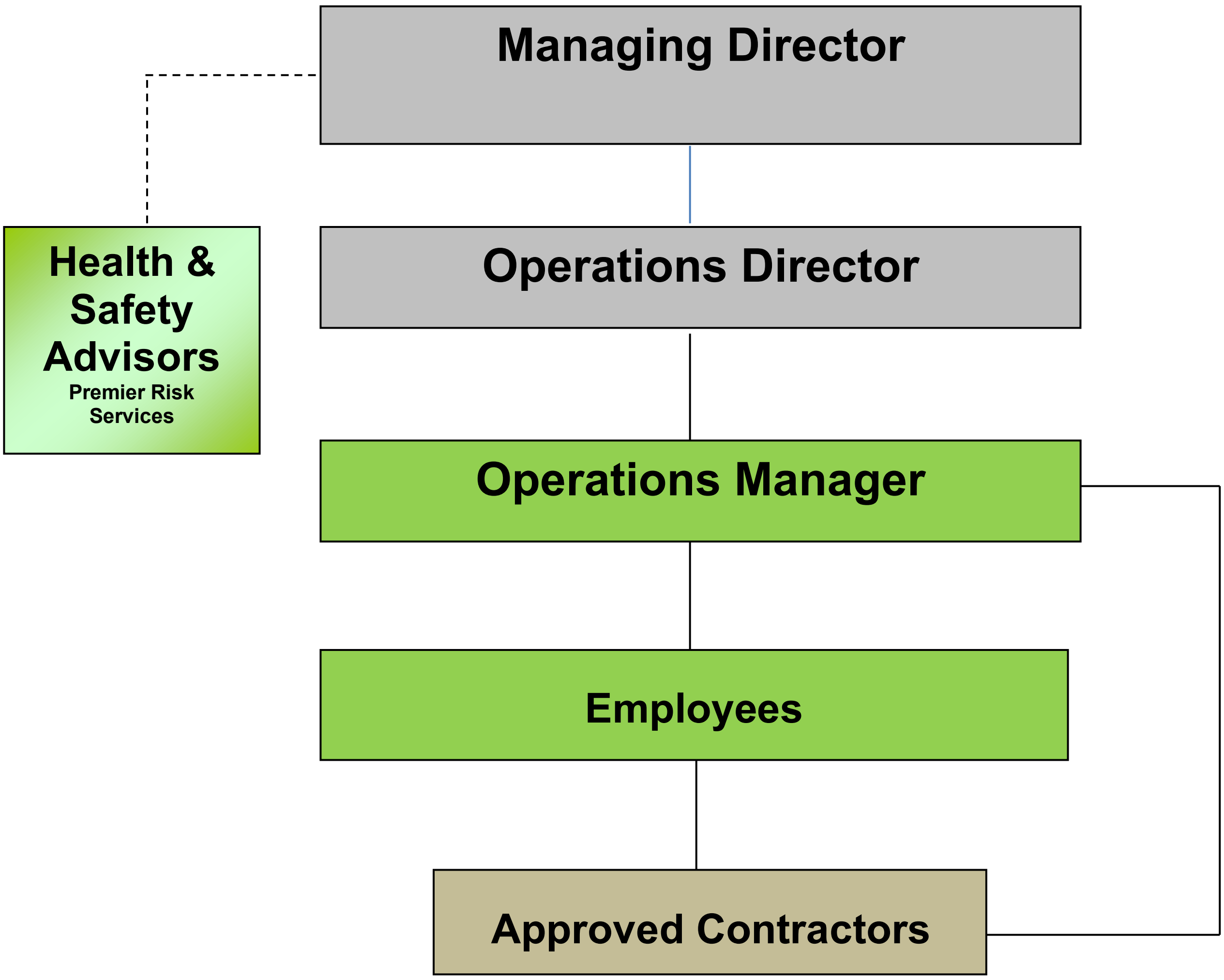
This Policy will be reviewed annually.

Signed: **Position: Managing Director.**

Print: **Date of Issue:** 01/02/2026

SECTION 2 Responsibilities for Implementing the Company H&S Policy

2.1 Company Health & Safety Organisation Chart



Locations Gilbanks Operate

One Park Row, Leeds

0113 819 7300

parkrowreception@gilbanks.com

No.1 St Michael's, Manchester

0161 566 3730

stmichaelsreception@gilbanks.com

11 York Street, Manchester

0161 974 3999

yorkstreetreception@gilbanks.com

Five St Philips, Birmingham

0121 805 4990

stphilipsreception@gilbanks.com

2.2 Managing Director (MD)

The Managing Director has overall responsibility for Health & Safety within the company and will ensure that there is an effective safety policy and organisational structure and will periodically appraise the policy and will ensure that any necessary changes or improvements are made.

2.3 Operations Director (OD)

Responsible to the Operations Director for:

1. Implementation of the Company Health & Safety Policy, insofar as it affects their operation.

2. Ensure through their Management of staff that all safety standards are known, understood, and implemented.

3. Ensure that all employees receive adequate training in current safety standards and practices.

4. Identify all actual or potential hazards and initiate the introduction of appropriate safety measures.

5. Ensure that all equipment, processes, and systems of work are designed and modified, so far as is reasonably practicable, to eliminate all safety hazards and risks to health. Where this is not practicable, they will initiate the provision of written warnings, printed signs, admonitory notices, and specific written job instructions.

6. Ensure so far as is reasonably practicable, adequate arrangements with regard to safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.

7. Ensure so far as is reasonably practicable as regards any place of work under their control, that it is maintained in a condition that is safe and without risks to health, and that the provision and maintenance of means of access to and egress from it are safe and without risks to health.

8. Ensure that wherever necessary, suitable protective clothing is provided and worn.

9. Ensure that each employee is capable and competent to perform the work for which he is engaged and has received and understood the necessary information and instruction.

10. Ensure compliance with all safety rules. Any violations must be dealt with and recorded in accordance with the Company Disciplinary Procedure.

11. Ensure that all contractors, service engineers and other visiting employees know and accept the Company policy and safety rules that apply to their work and adhere to them.

12. Shall review accident reports and take action to prevent recurrences.

13. Shall ensure that all persons under their control discharge their responsibilities under this policy

2.4 External Health & Safety Advisors

Responsible to the Company for:

Providing competent information and advice on the company safety policy, arrangements and any other health or safety matter as requested, conducting audits and inspections, recommending actions for improvement.

The External Advisor is: **Premier Risk Services**

Parkhill Studio
Walton Road
Wetherby
LS22 5DZ
Telephone: 01937 413 175
E-mail: info@premierriskservices.co.uk

2.5 Operations Manager

Responsible to the Operations Director for:

14. Implementation of the Company Health & Safety Policy, insofar as it affects their operation.

15. Ensure through their Management of staff that all safety standards are known, understood, and implemented.

16. Ensure that all employees receive adequate training in current safety standards and practices.

17. Identify all actual or potential hazards and initiate the introduction of appropriate safety measures.

18. Ensure that all equipment, processes, and systems of work are designed and modified, so far as is reasonably practicable, to eliminate all safety hazards and risks to health. Where this is not practicable, they will initiate the provision of written warnings, printed signs, admonitory notices, and specific written job instructions.

19. Ensure so far as is reasonably practicable, adequate arrangements with regard to safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.

20. Ensure so far as is reasonably practicable as regards any place of work under their control, that it is maintained in a condition that is safe and without risks to health, and that the provision and maintenance of means of access to and egress from it are safe and without risks to health.

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23. Ensure compliance with all safety rules. Any violations must be dealt with and recorded in accordance with the Company Disciplinary Procedure.

24. Ensure that all contractors, service engineers and other visiting employees know and accept the Company policy and safety rules that apply to their work and adhere to them.

25. Shall review accident reports and take action to prevent recurrences.

26. Shall ensure that all persons under their control discharge their responsibilities under this policy

2.6 All Employees (and all other associated employees)

Each employee is expected to comply with company policy and regulations on Health & Safety and to recognise their responsibility in law for their own safety and that of colleagues and the general public. Employees must also comply with the following:

1. Take reasonable care of themselves and any other persons who may be affected by their activities while at work.

2. Co-operate with their employer on all matters regarding Health & Safety.

3. Not intentionally or recklessly interfere or misuse anything provided in the interest of Health & Safety.

4. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.

5 Follow all Health & Safety instructions and information provided in the interest of Health & Safety.

6. Wear protective clothing and equipment prescribed as the situation demands or when instructed.

7 Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.

8. Immediately report all equipment defects.

9. Do not carry out repairs to office equipment unless qualified and authorised to do so.

10. Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction.

11. Whenever possible, ensure that all equipment and power supplies are left in a safe condition when unattended or when work ceases.

12. Report any accidents and near misses immediately and record in the Accident Book. Treatment must be sought immediately and not postponed.

13. Whether working at the company's premises or elsewhere, employees must comply with all Health & Safety policies, procedures, rules or precautions lay down by the Company or its clients and must not put themselves or others at risk.

14. Ensure equipment is left safe and take such measures to prevent unauthorised use.

15. Report any perceived Health & Safety risks and make any suggestions to improve Health & Safety.

2.7 Sub-Contractors and Sub-contract Labour

All contractors, sub-contractors and sub-contract labour will be expected to comply with the Health & Safety requirements of the company and in particular:

1. Follow company rules and regulations.

2. Comply with the company Health & Safety Policy.

3. Take reasonable care of themselves and any other persons who may be affected by their work.

4. Co-operate with the company on all matters regarding Health & Safety.

5. Not intentionally or recklessly interfere or misuse anything provided in the interest of Health & Safety.

6. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.

7. No to indulge in horseplay, fighting or malicious damage.

8. Follow all Health & Safety instructions and information provide in the interest of Health & Safety.

9. Wear protective clothing and equipment prescribed as the situation demands or when instructed.

10. Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.

11. Immediately report all equipment defects and not to carry out repairs to equipment unless qualified and authorised to do so.

13. Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction.

14. Ensure that all power supplies are left in a safe condition when unattended or when work ceases.

15. Report any accidents immediately and recorded in the Accident Book. Treatment must be sought immediately and not postponed.

16. Whether working at any premises, employees must comply with all safety policies, procedures, rules, or precautions laid down by that Company or its clients and must not put themselves or others at risk.

17. Ensure equipment is left safe and take such measures to prevent unauthorised use.

18. Report any perceived Health & Safety risks and make any suggestions to improve Health & Safety.

2.8 Fire Warden (appointed person)

The responsibilities of the Fire warden are to:

1. In the event of the fire alarm being raised, fire wardens/ appointed person should ensure that all persons have evacuated the building.

2. Ensure the emergency services are called and address of company and nature of fire is conveyed to them.

3. They must make a clean sweep to physically check all area's including offices, meeting rooms, toilets computer rooms, store rooms, kitchens, canteens, workshops, stores and any other location where a person could be are clear.

4. If they find any person, they must instruct them to leave the building immediately no matter what their rank or position, assist them if required. If they refuse or cannot leave due to a disability do not endanger yourself but report the situation to the Fire Service at the assembly point.

5. Before opening any door which you cannot see through, feel to see if it is warm, if it is, do not open it but report it to the Fire Service. Do not do anything that will endanger you or any other person, if you are not sure, get out, and report it as above.

6. They should make periodic checks of fire doors, fire exits and routes, fire extinguishers to ensure all are clear and working satisfactory.

2.9 First Aider (appointed person)

The responsibilities of the First Aiders are to: -

1. Ensure First Aid facilities are provided and maintained and made available to staff and visitors

2. Provide assistance to all those who require First Aid treatment.

3. Call the emergency services should further assistance be required

4. Ensure statutory notices are displayed

5. Ensure all accidents are recorded in the company accident book

6. Ensure that dangerous occurrences, cases of ill health, near misses are reported to the Manager responsible for Health & Safety

SECTION 3 Arrangements

3.1 Accident Reporting Procedure
The following notes reflect the current legal requirements prescribed by Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR) and the Health & Safety (First Aid) Regulations 1981.

These notes give a brief summary only of the legislative requirements and more information must be sought if there are any doubts.

Note also that in addition, Schedule 3 of RIDDOR lists 42 diseases or medical conditions, which are notifiable.

The company recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents, and incidents which result in personal injury or other losses, or have had the potential to do so, must be reported and be recorded on the company accident/incident report forms.

Accidents must also be reported to the Manager who will ensure that the Director or nominated deputy is made aware of the circumstances and consequences of any accidents or incidents.

The Director or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

3.2 Alcohol and Drugs
Attending work whilst under the influence of alcohol or drugs is strictly forbidden.

Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the company disciplinary procedure

Prescribed drugs may also have an adverse effect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects and are required to notify their Site Foreman if medication is likely to affect their performance at work

3.3 Auditing & Monitoring
The Company will undertake both active and reactive monitoring to see how effectively the Health & Safety Management System is working and measure the company against its long term goals and objectives.

Active monitoring will involve looking at the premises, plant, and substances, along with people, works procedures, and systems.

Reactive monitoring will be carried out through the investigation of accidents and incidents to discover why controls have failed.

The auditing and review of Health & Safety performance, required by the HSAW Act, along with the company's commitment to continuous improvement, will be carried out from the results of monitoring and independent audits, and will be systematically reviewed to see if the management system is achieving the right results.

Comparisons will be made from internal performance indicators and the external performance of organisations with exemplary practises and high standards.

3.4 Asbestos

The Company should note the requirements of the Health & Safety at Work act 1974 and the Control of Asbestos Regulations 2012. Alterations and refurbishment work often carries with it a risk of exposure to asbestos particularly when the building being worked on was constructed more than 20 years ago. Despite careful planning and even following the controlled removal of asbestos it may still be discovered.

Employees of The Company or sub-contractors shall be warned to be on the constant look out for any asbestos material throughout the project. The area containing the suspect material shall be sealed off until the material has been tested. Work may only re-commence if no asbestos is found or if asbestos materials are safely removed by licensed contractors or encapsulated.

3.5 Company Vehicles

Company vehicles are vital pieces of equipment and must be treated with respect and driven with vigilance.

Persons driving a Company vehicle must have a full driver's licence. Any convictions or disqualifications must be reported as soon as possible to the company Health & Safety advisor. Only persons given permission by Management are allowed to drive a Company vehicle. No one is allowed to drive any vehicle while under the influence of drink and drugs or while excessively tired so that it may affect that person's ability to drive safely. Mobile phones may only be used on a hands-free basis in accordance with the Road Traffic Act.
Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches or involvement in any accident involving a company vehicle should be reported to the safety advisor or management as soon as reasonably possible.

All vehicles should be kept in good order and roadworthy and should regularly checked for defects, any faults found should be reported immediately.

The use of handheld mobile phones whilst driving is strictly prohibited.

Vehicles should be pulled over into a safe parking spot before attempting to make or receive calls using a handheld phone.

In the event of personnel being involved in an accident where their use of a handheld phone is implicated, recompense for losses may be sought from the employee.

The use of hands-free telephones is permitted but drivers are still advised to park up before making or receiving a call if possible.

3.6 Consultation with Employees

The Company will consult with employees on matters regarding Health & Safety; this consultation will be carried out directly with the employees. Meetings will be held on a regular basis and a cross section of the workforce will attend each meeting in rotation to ensure all have the opportunity to make their views known.

3.7 Contractors and Sub-Contractors

All contractors working for the company are expected to:

- Conform to all Health & Safety regulations as laid down by Acts of Parliament e.g. The Health & Safety at Work etc. Act 1974
- Establish appropriate safety, health and work procedure inspections for the job being performed.
- Properly instruct all employees in the execution of their job responsibilities.
- Enforce contractor's safety policies and the company work rules, with the latter rules governing in the event of conflict.
- All contractors and sub-contractors will be assessed by the company and reference should be made.

3.8 Display Screen Equipment (DSE)

VDU's themselves do not pose a health risk to the users and it is unlikely that eyesight disorders will be caused by use of a screen but by the whole environment in which they are. It is more probable that screen use may make the user aware of a previously undiagnosed disorder. Problems that do occur are usually as a result of the way such screens are used.

The Company will arrange for all workstations to be assessed and put in place any resulting Health & Safety measures. The assessment will look at the way the employee is using the workstation, equipment, furniture, environment perspectives and any special individual needs and health history.

3.9 Fire and Emergency

The company is aware of its duties to provide a safe place of work for its employees and other visitors and will ensure that:

- All fire exits and fire escape routes are kept clear and suitably maintained
- There are an adequate number of suitably maintained fire extinguishers available.
- There are trained members of staff to deal with a fire or emergency and ensure safe evacuation
- Suitable fire precautions in place to ensure sources of ignition and fuel are kept apart and sources of fuel are kept to a minimum

The company will arrange for a Fire Risk Assessment to be carried out by a suitably qualified person or company.

3.10 First Aid

The company will maintain adequately first aid facilities which will include qualified first aid personnel and or appointed persons and a suitably stocked first aid kit which will be kept readily available in the main office and or site office. The identity and location of qualified first aiders will be brought to the attention of all employees.

Any Injuries, Accident or Dangerous Occurrences must be reported immediately to a safety advisor or Manager so that a thorough investigation can take place with a view to preventing their recurrence.

Any injury must be treated at once by a trained first aider. If none is available, an appointed person will take charge of the situation and ensure that suitable treatment is speedily arranged for the injured parties. Whenever first-aid treatment is given on Company premises or on site, full details must be entered into the Accident Book.

3.11 Hand Tools

Only tools which are in good condition and designed for the task are to be used for specific operations. Hand tools will be maintained in accordance with manufacturer or supplier recommendations. Before each use hand tools will be inspected for damage and details recorded and any defective tools will be removed from use and clearly identified as 'Not to be used'. Damaged or defective tools will either be repaired or replaced as soon as practically possible.

3.12 Hazardous Substances (COSHH Regulations)

In accordance with the Control of Substances Hazardous to Health Regulations 2002 (as amended) (COSHH), the company will ensure that employee exposure to hazardous substances is prevented or adequately controlled.

Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce. COSHH Assessments with be recorded on the appropriate forms.

3.13 Health Surveillance

Where appropriate for the protection of health of employees, the company will ensure that such employees are under suitable medical surveillance.

Health surveillance is considered appropriate in the following circumstances where employees are at risk from:

- noise or hand-arm vibration
- solvents, fumes, dust, biological agents or other hazardous substances
- asbestos or lead exposure
- operating VDU's (RSI, ULD)

Employee health records will be kept for at least 40 years from the last date of entry, and should be offered to the enforcing authority if the employer ceases trading.

On reasonable notice being given, the employer shall allow any of their employee's access to the health record which relates to him/her.

3.14 Housekeeping

To reduce the chances of a fire starting, waste bins are emptied daily and large volumes of combustible materials, such as wastepaper are not allowed to accumulate.
Employees are required to:

- Keep your working area tidy and clean up any spillages immediately
- Ensure materials and equipment returned to their proper place after use
- Ensure that all fire exit doors and routes are kept clear
- Wear suitable footwear
- Do not run
- Keep trailing cables to a minimum
- Keep walking areas clear to prevent slips, trips and falls
- Report defective equipment immediately

Office staff must be aware of the danger of opening more than one drawer at a time as this may cause the cabinet to topple forward. Whenever possible the company will secure the cabinet to a solid structure to prevent them from toppling forward, however employees should avoid opening one or more drawers at any one time.

3.15 Inspections

A safe and healthy work environment will only be achieved if hazards are looked for and eliminated. To facilitate this, the company will arrange for regular safety inspections to be carried out at least twice per annum or as determined by an individual site location, effective action will be taken to remedy the findings.

Inspections will be undertaken by the company safety advisors and or appointed person and the report will be sent to the responsible Manager

3.16 Lone Working

The company will avoid the need for its employees to undertake lone working whenever possible, when this is unavoidable the company will assess risks to lone workers and take steps to avoid or control risk where necessary. Employees have responsibilities to take reasonable care of themselves and other people affected by their work and to co-operate with their employers in meeting their legal obligations.

3.17 Manual Handling

The company will avoid the need for its employees to undertake hazardous manual handling which pose a risk to their health as far as is reasonably practicable. The company will provide suitable mechanical aids which must be used whenever possible.
Employees will be provided with suitable training on safe handling techniques.
Manual handling assessments will be carried out by suitably trained and qualified persons and recorded on the form.

3.18 Noise and Vibrations at Work

The company is aware that operating or working near machinery & tools may expose employees to noise and vibration.

The company will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels involved in company activities and establish precautions to be taken.

The company will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate protection or control measures as necessary.

All employees are expected to fully co-operate with the use of hearing protection or other control measures and with any health surveillance provided by the company.

3.19 Personal Protective Equipment (PPE)

Protective clothing and equipment will be issued as required following suitable assessment and adequate supplies will be maintained.

Employees are required to wear protective clothing and use protective equipment when the nature of the work demands it.

Managers will ensure that employees are advised of the relevant requirements for safety clothing and equipment and of the specific safety rules that apply to their operations.

The use of protective clothing and equipment is not a voluntary matter and managers have a duty to ensure that it is used or worn by all those entering their area.

Safety clothing and equipment must meet the statutory requirements and British Standards which are appropriate. Those who originate an order for protective equipment are to ensure this.

Personal protective equipment issued must be of a reasonable fit and is to be kept clean, properly adjusted and in good repair. Employees have a duty to ensure that lost or damaged clothing or equipment is reported promptly so that it can be replaced.

Records of PPE issued will be kept.

3.20 Permits to Work

Permits to work will be required as necessary for high-risk activities such as ‘Entry into Confined Spaces’ work on ‘Live’ electrical conductors, work on ‘Plant and Machinery’ and ‘Hot Works’. Additional permits may be required for other high-risk activities which may include ‘Work at Height’, etc. These will be determined by a separate risk assessment.

3.21 Risk Assessment

The Company will carry out suitable and sufficient risk assessments of all hazards and significant risks to which its employees or others may be exposed. The results of these assessments will be brought to the attention of the relevant employees or others who may be affected by the activities together with details of any control measures to be taken to reduce the risks. Under no circumstances should work involving significant risks to health or safety be commenced before the appropriate information has been received and understood.

3.22 Safe Working Methods

Only operatives that have received Induction Training will be allowed to start work.

Before starting work the Managing Director will ensure that satisfactory information about the location have been made, these will include; General work place rules and instruction, etc.

If asbestos containing materials (ACM’s) are discovered or other suspect materials encountered, then work in this area must STOP IMMEDIATELY and the situation reported to management.

No work activity will be undertaken until suitable Risk Assessments and Method Statements have been carried out and issued to relevant personnel.

Risk Assessment and Method Statements will be reviewed if there are changes to working methods, or if the Risk Assessment and Method Statements are no longer valid.

Any changes to the proposed Risk Assessment and Method Statement must be accordance with the company procedures and agreed with management.

The appropriate PPE for the task must be worn when required by the particular activity and it must be suitable for the risks, in sound condition and fit the wearer correctly after adjustment. The PPE must be stored correctly and kept and/or maintained in a clean and be fit for use.

Specialist equipment must only be used by suitably, trained, competent, and authorised personnel.

3.23 Smoking

It is the policy of the company that all our workplaces are smoke-free, and all employees have a right to work in a smoke-free environment:

- Smoking is prohibited anywhere on company property
- This policy applies to all employees, consultants, contractors, customers and visitors.
- Smoking will only be allowed in designated external areas

3.24 Training

The Company will ensure that employees are provided with suitable training to enable them to carry out their duties safely and without risk to their health. Such training will be provided on induction and periodically throughout employment to take account of changes which may result from new technology, new procedures, or any other factor. Records will be maintained of training provided to employees with refresher training dates detailed on the Company Training matrix.

3.25 Use of Mobile Phones

Mobile phones must not be used when operating any vehicle, or machinery.

3.26 Visitors and Third Parties

The Company has a responsibility not to jeopardise any person, this includes employees, the client's employees, sub-contractors, visitors, suppliers, delivery drivers, representatives and other contractors, even trespassers may have to be protected from danger.

There is a particularly strong liability towards children who may be 'attracted' to a building after working hours. Every reasonable precaution must be taken to keep trespassers out of the premises and also to avoid hazards to them if they do gain entrance, equipment and machinery should be left isolated and in a safe condition.

When visitors are invited on company premises, they will be inducted (if necessary) and made aware of any special hazards. Visitors will either be escorted at all times when on company premises or must stay in designated areas and follow the company Health & Safety rules.

3.27 Welfare Facilities

The company will ensure that suitable and sufficient welfare facilities are available to all its employees and visitors. The company will ensure that there are adequate toilets, washing facilities, areas to eat meals and that these facilities are kept clean and maintained.

3.28 Work Equipment

The company will ensure that all work equipment is maintained in a suitable safe condition and only suitable trained and authorised persons will operate work equipment. Any employee who finds a defect in the work equipment, which may lead to injury, must stop using the equipment and report this to senior management immediately.

The Electricity at Work Regulations 1989 requires that regular checks on electrical equipment, especially plugs and leads for fraying or other defects is carried out prior to use and portable appliance testing (PAT) to be carried out on a regular basis by a competent person. Records of PAT testing will be kept.

Whenever possible electrical equipment should be switched off when not in use.

Should any defects be found in any electrical equipment, it must be switched off immediately and reported to the Factory Manager.

3.29 Work at Height

The company will seek to avoid work at height however if it is required this will be properly planned and organised by a competent person and only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection priority over personal protective measures. The works will be adequately supervised, and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations and records kept.

- All ladders, steps and other access equipment will be clearly identified; all working platforms must have a guardrail or other arrangements to prevent any fall where there is a risk of injury
- Ladders must only be used on a firm level base, and where they can be erected at a safe angle. No one is to use a ladder unless it is either properly secured or 'footed' by another person
- Ladders must not be used as working platforms in situations where the work requires the use of both hands, unless additional steps are taken to minimise risk
- Ladders and steps must not be used on top of tower scaffolds

3.30 Work Related Stress

Stress in the workplace is a growing problem and it is the policy of this company to prevent work related stress using a combination of management and task related provisions, these will include:

- **Management Related:** Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support and adequate pre-planning
- **Task Related:** Well defined tasks, clear responsibilities, and proper use of skills, good control of hazards and risks and support from senior management
- Any employee displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels

3.31 Young Persons

The employer shall ensure that young persons (under eighteen years of age) employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not fully matured.

Except where it is necessary for their training and where they are supervised by a competent person and where the risk will be reduced to the lowest level reasonably practicable, young people are prohibited from doing work which:

- Is beyond their physical capacity
- Could expose them to toxic carcinogenic, mutagenic, teratogenic agents, or anything which can chronically affect human health
- Could expose them to harmful radiation
- Involves accident risks which cannot be recognised by young persons; and which involves
- Risks to health due to extreme heat or cold, noise or vibration

Where the persons are under the minimum school leaving age, the employer must provide information on risks and control measures to parents/guardians before work starts.

Wherever young people, especially those below the minimum school leaving age, are exposed to hazards at work, these must be controlled, and adequate supervision must be provided at all times by competent people.

Before young people start work, they must receive effective Health & Safety induction training, including information on:

- The company's policy
- Their personal responsibilities
- Common hazards in the workplace
- Information on how to protect themselves
- Who to go to for advice
- What to do if things seem unsafe

Generic risk assessments must be carried out before employing young persons. Things taken into consideration must include:

- The fitting-out & layout of the workplace and the particular site where they will work
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent
- What types of work equipment will be used and how it will be handled

- How the work processes involved are organised
- The need to assess and provide Health & Safety training
- Risks from the particular agents, processes, and work

These risk assessments will be reviewed if the nature of the work changes or there is reason to believe that it is no longer valid.

3.32 Information Display

It is a legal requirement that certain information is permanently displayed for the benefit and use of employees. This also applies to both the Works and the construction sites although at the latter some information and procedures may be the Clients. Where notice boards are not available an alternative must be instituted and kept available.

- Health & Safety Law Poster or leaflet entitled 'What You Should Know'
- Employers Liability Insurance Certificate
- Fire / emergency procedure / action notice
- Location of Accident book
- Location of First aid box and first aiders
- Health & Safety Policy Statement

SECTION 4 Accident Reporting Procedures and Supporting Documentation

Accident Procedure

Accident and Reporting Procedure

Accident Report Form

Accident Reporting Procedure

Recording of Accidents Resulting in 3 Days Incapacity from Work

Full details of any accident at work which results in incapacity from work of more than 3 days must be recorded in the Accident Book and a record preserved for a minimum of three years.

A record must be made of all reportable injuries or of the dangerous occurrence. The record must contain in each case the following information:

- The date and time of the accident causing the injury or of the dangerous occurrence
- The following particulars about the person affected:
  - Full Name
  - Occupation
- Nature of Injury
- Place where the accident or dangerous occurrence happened
- A brief description of the circumstances

The type of record is not stipulated by RIDDOR. It is left to the responsible person to use a form of record that best suits his purpose. A photocopy of each complete form F2508 kept in a secure file would suffice.

NB: All records must be securely stored in accordance with the Data Protection Act

Notifiable Accidents & Dangerous Occurrences

Serious body injury or conditions or defined dangerous occurrences need to be notified directly to the Health & Safety Executive. This must occur **immediately by telephone** on **0845 300 9923**. Further written details must then be submitted to the Health & Safety Executive to the Incident Contact Centre at Caerphilly Business Park, Caerphilly, CF83 3GG. For internet reports go to www.riddor.gov.uk or www.hse.gov.uk, for email reports go to riddor@natbrit.com and for fax reports send to 0845 300 9924.

The form to be completed by the above means is referenced F2508. The Employer must retain a copy of this form.

NB: For the notification of reportable diseases, form F2508A should be used.

The following injuries or conditions must be notified, and a record of the details made and kept by the Employer for three years.

Reportable Occurrences:

- Death of any employee as a result of an accident, whether or not they are at work. The death of an employee if this occurs sometime after a reportable injury which led to that employee's death, but not more than one year afterwards
- Someone who is at work suffers a major injury as a result of an accident
- Fractures (not fingers/toes)
- Amputations
- Dislocations of the shoulder, hip, knee or spine
- Loss of sight (including temporary)
- Chemical or hot metal burn to eye or any penetrating injury to the eye
- Electric shock/burn resulting in unconsciousness, resuscitation or hospital >24 hours
- Hypothermia, heat induced illness
- Unconsciousness by asphyxia or inhaled substance
- Harmful substance causing acute illness or loss of consciousness
- Someone who is not at work suffers an injury as a result of an accident and is taken to hospital for treatment in respect of that injury. Or someone at a hospital (not working) who suffers a major injury.

Notifiable Dangerous Occurrences (General):

- Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment
- Explosion, collapse or bursting of any closed vessel or associated pipe-work
- Malfunction of breathing apparatus while in use or during testing immediately before use
- Failure or endangering of diving equipment, the trapping of a diver, an explosion near a diver, or an uncontrolled ascent
- Failure of any freight container in any of its load bearing parts
- Unintentional contact or discharge from overhead electric line
- Electrical short circuit or overload causing fire or explosion
- Unintentional incidents involving explosives
- Release/escape of biological agent likely to cause human infection/illness
- Failure of industrial radiography or irradiation equipment to de-energise or return to its safe position after the intended exposure period
- Malfunction of breathing apparatus
- Failure of lifting/life support equipment for diving
- Collapse or partial collapse of a scaffold over 5 metres high, or erected near water where there could be a risk of drowning after a fall
- Unintentional collision of a train with any vehicle
- Incidents involving wells (not water) and pipelines
- Failure of any load-bearing fairground equipment, or derailment or unintentional collision of cars or trains
- A road tanker carrying a dangerous substance overturn, suffers serious damage, catches fire of the substance is released
- Collapse of building
- Explosion or fire >24-hour stoppage
- A dangerous substance being conveyed by road is involved in a fire or released

7-day incapacity from work

Someone at work is unable to do their normal work for more than 7 days as a result of an accident at work. This is not counting the day of the accident but includes any days which would not have been working days.

Diseases

A person at work suffers one of a number of specified diseases, provided that a doctor diagnoses the disease and the person’s job involves a specified work activity.

ACCIDENT AND INCIDENT REPORT FORM

This is a confidential report prepared for The Company, its insurers and legal adviser for the purpose of any litigation arising directly or indirectly from the incident described below.

<table>
<tr><td colspan="5">Location:</td><td colspan="3">Reference:</td></tr>
<tr><td>Incident Type:</td><td>Near Miss</td><td>Non-Reportable</td><td>Report Environment</td><td>RIDDOR D/O</td><td>>7day</td><td>Major</td></tr>
<tr><td>Incident Date:</td><td></td><td>Time:</td><td></td><td>Project:
Project Code:</td><td colspan="2"></td></tr>
<tr><td colspan="4">Your Name:</td><td colspan="3">Your Job Title:</td></tr>
<tr><td colspan="7">What happened and where? (Include sketch if that will make explanation easier)</td></tr>
<tr><td colspan="7">What were the immediate (Primary) causes - In your opinion?</td></tr>
<tr><td colspan="7">What were the underlying (Secondary) causes - In your opinion?</td></tr>
<tr><td colspan="7">What measures are needed to stop it happening again? (In your opinion)</td></tr>
<tr><td colspan="7">If someone was injured, complete the details below</td></tr>
<tr><td colspan="3">Name IP:
Address:

Tel.:</td><td colspan="4">Male / Female: Age:
Employer:
Occupation:
Injury:
Date Return Work
Lost Time:</td></tr>
<tr><td colspan="3">Started Date:
Date IP Inducted:
NI Number:</td><td colspan="4">Witnesses Names & Employer Statements
1.
2.
3.</td></tr>
<tr><td colspan="3">Did IP have task briefing? Y / N</td><td colspan="4">Extra Pages & Photos Attached? Y / N
Principal Contractor Informed? Y / N N/A</td></tr>
<tr><td colspan="7">Manager’s Comment & Actions:</td></tr>
</table>

SECTION 5 Risk Assessments Guidance and Forms

Risk Assessment Guidance

Risk Assessment Register

RISK ASSESSMENT REGISTER

See separate document file

Assessment Number	Title	Completed	Review Due
1	Welfare	01/02/26	01/02/27
2	General Fire Arrangements	01/02/26	01/02/27
3	First Aid Arrangements	01/02/26	01/02/27
4	Slips, Trips & Falls	01/02/26	01/02/27
5	Manual Handling	01/02/26	01/02/27
6	COSHH	01/02/26	01/02/27
7	Contractor Management	01/02/26	01/02/27
8	DSE	01/02/26	01/02/27
9	Electrical Safety	01/02/26	01/02/27
10	Kitchen Arrangements	01/02/26	01/02/27
11	Legionella Arrangements	01/02/26	01/02/27
12	Office Arrangements	01/02/26	01/02/27

Completing Risk Assessments
Guidance Notes:

Step 1	**Risk Guidance Tables**
	Read Guidance Tables A, B & C
Step 2	**`Sources of Harm' Tables**
	Refer to Table D: "Sources of Harm"; these tables act as a guide to help you identify what potential sources of harm there may be relating to the work activity you are about to risk assess.
Step 3	**Risk Assessment Details Sheet**
a. Headings	Complete all details at heading (including contract no. if appropriate).
b. Persons at Risk	Indicate all "Persons at Risk" by ticking the appropriate boxes. Note: Those categories marked with an asterix may require a separate / more detailed risk assessment to be carried out.
c. Sources of Harm Column	Enter the relevant number / description as indicated on "Guidance Tables D: Sources of Harm". Note: you may want to identify more than one `Source of Harm' for the same task, e.g.:- ○ *1.1d Uneven ground* ○ *1.2a Work at height* ○ *1.4b Aluminium tower scaffolds*
d. Individual Tasks & Potential Risk Column	Enter a brief description of the work / circumstances relating to the source(s) of harm you have already identified, e.g.:- ○ *Access required to inspect flashings on building some 3m off ground level*
e. "Risk Rating before…" Column	Indicate your estimation of both the Likelihood of harm occurring and the Severity of harm that would result. Then use the Risk Matrix (Guidance Table B) to give an overall `risk rating' assessment, which in the above example might be:- ○ Likelihood: 2 (harm may result) x Severity: 3 (major injury) = a risk rating "R" of 6 (Medium Risk)
f. "Risk rating after…" Column	Then enter details in the "*Risk Rating AFTER controls applied*" column to indicate how the risks were reduced, e.g.:- ○ Likelihood: 1 (remote chance that harm will result) x Severity: 2 (minor injury) = a risk rating "R" of 2 (Low Risk)
g. Persons Responsible & Initials	Indicate who is charged with implementing / managing each risk control, e.g. plant operative, labourer, Contract Manager etc. Only insert the duty holder's name if they have been made fully aware of their responsibilities and ask such individuals to put their initials in the relevant box if appropriate.
h. Review	If the assessment needs to be reviewed, indicate so by including the reviewers' names and date of review. Ensure any revisions made are clearly distinguishable from the original details.

Guidance Table A: Risk Definitions					
Likelihood that harm will result (L)		**Rating**	**Severity of harm that would result (S)**		**Rating**
Highly Likely	Almost certain that harm will result	4	Catastrophic	Fatal outcome to one or more persons	4
Likely	Harm will probably result	3	Major	Major injury / RIDDOR reportable ill health	3
Unlikely	Harm may result	2	Minor	Injury / ill-health causing lost time	2
Highly Unlikely	A remote chance that harm will result	1	Negligible	Trivial injury / ill health (minor 1st Aid only)	1

Guidance Table B: Risk Matrix					
Likelihood ↓	**Rating**	**Risk Level**			
Highly likely	4	4 Low risk	8 Medium risk	12 High risk	16 High risk
Likely	3	3 Low risk	6 Medium risk	9 High risk	12 High risk
Unlikely	2	2 Low risk	4 Low risk	6 Medium risk	8 Medium risk
Highly unlikely	1	1 Low risk	2 Low risk	3 Low risk	4 Low risk
	Rating	1	2	3	4
Severity →		Negligible	Minor	Major	Catastrophic

Guidance Table C: Selecting Risk Controls
In specifying the risk controls required to reduce the risks to an acceptable level, the following techniques should be considered in priority order. In most cases, acceptable risk levels will only be achieved using a combination of the following techniques:
1. eliminate - e.g. avoid the activity, e.g. don't work at height, don't work in confined spaces, don't do it 2. substitute with a less hazardous alternative, e.g. use 110v/battery equipment, select low/non hazardous substances 3. reduce exposure to the hazard, e.g. reduce time of exposure, reduce the numbers exposed 4. isolate the hazard by separating it from people, e.g. barriers, guards, safe operating distances 5. design and implement a safe system of work, e.g., safe operating procedures, method statements 6. competence and training of operatives & supervisors, e.g. appointed persons ensure adequate supervision and enforcement of safe systems of work, especially with young workers 7. provide and use Personal Protective Equipment (note: *this should always be a last resort*) *The above risk controls must be appropriately maintained, tested, inspected etc to ensure that they are used and remain effective throughout the activity.*

SECTION 6 COSHH Assessments Guidance and Forms

COSHH Register

COSHH Assessment Register and Template Form

COSHH ASSESSMENT REGISTER

See separate document file

Assessment Number	Substance Name	Completed	Review
01	.		
02			
03			
04			
05			
06			
07			
08			
09			
10			

COSHH ASSESSMENT FORM

REF No: ....

Product/Substance as described on label and manufacturer:
Where used/for what purpose:

      

Toxic	Corrosive	Harmful	Flammable	Environment	Health	Oxidising

Liquid ☐ Gel ☐ Powder ☐ Granules ☐ Other ☐

Possible means of exposure:

Inhalation ☐ Ingestion ☐ Absorption ☐ Skin/eye contact ☐

Are there any WEL's listed for any of the active ingredients listed on the safety data sheet? Yes ☐ No ☐ If Yes, ensure that control measures listed below are actioned.
Symptoms/effects of improper use:
Persons who may be exposed:
Safe storage:
Describe safe method of use including appropriate PPE to be worn:
RISK RATING High ☐ Medium ☐ Low ☐
Signed: Assessment Date: Further action required Y/N Review Date: Name: Next Review Date:

COSHH INFORMATION FOR EMPLOYEES REF No: ....

Product Name: .... **Issue Date:** ....

Control Measures	☐ Use local exhaust ventilation		☐ Ensure adequate natural ventilation
PPE Required	☐ Gloves ☐ Overalls ☐ Respiratory specify type ……………………	☐ Shoes/Boots ☐ Wellingtons	☐ Goggles ☐ Face Shield ☐ Other specify………………………………..
Storage/ Disposal	☐ Keep cool and dry ☐ Place in HFL store ☐ .....Do not dispose down drains or onto land ☐ Any other special measures ……..………………………………………………………………………		☐ Dispose through authorised Contractor only ☐ Do not place in general waste facilities
Emergency Procedures	**FIRE** ☐ Follow Company Fire Procedure If trained use the following fire extinguisher: ☐ CO_2 ☐ Foam ☐ Water ☐ Powder Any other special measures:	**SPILLAGE** ☐ Ensure No Naked Lights ☐ Prevent access ☐ Wear Safety Equipment ☐ Dilute, mop & flush ☐ Neutralise with: Absorb in: ☐ Earth ☐ Sand ☐ Granules Any other special measures:	**FIRST AID** ☐ Eyes: To treat irritation & burns flush with running water for 15 minutes. ☐ Skin: To treat irritation & burns flush skin with continual running water & remove contaminated clothes as soon as possible. ☐ Inhalation: If breathing is affected, remove to fresh air and seek medical advice. ☐ Ingestion: If swallowed, DO NOT induce vomiting. Wash mouth out with water.

IF IN ANY DOUBT PLEASE SEEK GUIDANCE

SECTION 7 Fire Safety

Fire Action Procedure

Fire Action Notice

Local Safety Arrangements

Management Checklist for Fire Safety

Fire Log Book (Attached Separately)

Fire Action Procedure

- In the event that you discover a fire, shout **'FIRE, FIRE, FIRE'** and activate the alarm

- Call the Fire Service and dial, **999**, give full details of the fire and location as per the posted Fire Notice/s. State whether any Flammable materials are involved

- If you are accompanied and are confident that you can safely tackle the fire, do so using the correct type of fire extinguisher. Do not risk personal injury

- If you hear the fire alarm:
  - Leave the premises immediately via the nearest available exits, make sure that you are familiar with these
  - Do not stop to collect any personal effects, tools, or equipment
  - Assemble at the identified muster point – This is clearly sign posted.

- A fire warden/marshal or senior manager on site will check that no one remains in the building

Fire Extinguishers

- Fire extinguishers are provided for most types of fire

- Fire extinguishers shall be properly positioned at all times and labelled as to their particular use

- Fire extinguishers shall be checked annually by a competent person

- Personnel are not to endanger themselves or others trying to tackle a fire using the extinguishers

Fire Alarm and Drill

- The fire alarm, if installed, shall be sounded weekly at a fixed time

- Twice a year an evacuation drill shall be conducted

Notice

- A Fire Action notice will be prominently displayed at suitable locations

F I R E

In the event of a fire, warn others by raising the alarm, either by breaking the glass at the fire call point, sounding the bell or klaxon or by shouting the word **"FIRE!"** repeatedly and leave the building by the nearest exit. Dial **999** ask for the Fire Service and advise them of the location of the fire which is:

Do not stop for any personal belongings or other property.
Only if safe to do so, tackle the fire with the extinguishers

The Assembly Point Is:

…………………

Do not re-enter the building until officially advised by a senior person and that the situation is safe and under control.

LOCAL SAFETY ARRANGEMENTS

ADVICE & INFORMATION

Accidents

First Aid Equipment is located:

Appointed first aid contacts are:

Person responsible for First Aid Box:

Local Hospital – 24 hour casualty dept

Accident Record Book is located:

General Fire Safety

Escape routes are checked weekly by:

Fire extinguishers checked annually by: **Approved contracted company**

ADVICE & CONSULTANCY

Local HSE Inspector's office:

Training

Training arranged by:

Training carried out by:

Management Checklist for Fire Safety

	Fire risk assessment	
1	Have you identified groups of people at risk from fire on your premises?	☐ Yes ☐ No
2	Have you identified people who are especially at risk?	☐ Yes ☐ No
3	Have you identified all potential ignition sources, not forgetting arson?	☐ Yes ☐ No
4	Have you identified all potential fuel sources, not forgetting flammable solvent vapour or other explosive atmospheres?	☐ Yes ☐ No
5	Have you identified all potential sources of oxygen, in addition to air?	☐ Yes ☐ No
	Risk evaluation and means of control	
6	Have you evaluated the risk of a fire occurring?	☐ Yes ☐ No
7	Have you evaluated risks to all the groups of people?	☐ Yes ☐ No
8	Have you taken steps to remove, replace or reduce sources of ignition?	☐ Yes ☐ No
9	Is smoking adequately controlled?	☐ Yes ☐ No
10	Is hot work adequately controlled?	☐ Yes ☐ No
11	Have you taken steps to reduce the sources, which may fuel a fire?	☐ Yes ☐ No
12	Have you taken steps to reduce the supply of oxygen, should a fire start? (as applicable)	☐ Yes ☐ No
13	Are there signs where necessary to highlight fire hazards (eg flammable liquids), no smoking rules and gas isolation points?	☐ Yes ☐ No
	Emergency plan	
14	Is there a fire action plan to implement immediately, in the event of fire?	☐ Yes ☐ No
15	Are sufficient, suitably completed, fire action notices displayed?	☐ Yes ☐ No
16	Do the arrangements ensure that the fire brigade is called out in response to any signs of fire?	☐ Yes ☐ No
17	Are all the groups of people at risk aware of the fire action plan?	☐ Yes ☐ No
18	Do staff know what is expected of them, in the event of fire?	☐ Yes ☐ No
19	Are there sufficient arrangements for evacuating the building/s and accounting for all personnel?	☐ Yes ☐ No
20	Is there regular drilling and instruction (covering night staff as well as day staff where applicable) with action taken to rectify problems identified as a result of drills?	☐ Yes ☐ No
21	In multi-occupancy buildings, is there liaison with other occupants to ensure a consistent approach to fire evacuation?	☐ Yes ☐ No
22	If deemed necessary, have you established liaison with the local fire brigade so that they are familiar with the building and/or fire risks present?	☐ Yes ☐ No

	Fire detection and alarm	
23	Are there appropriate means of detecting fire with suitable coverage given the level of fire risk?	☐ Yes ☐ No
24	Can the fire alarm be heard and clearly understood throughout each building when initiated from a single point?	☐ Yes ☐ No
25	Is the means of detecting fire sensitive enough to ensure the alarm is raised in time for all occupants to escape in good time?	☐ Yes ☐ No
26	If the detection and warning system is electrically operated, is there an effective back-up power source?	☐ Yes ☐ No
27	Are sufficient alarm call points located on escape routes/at final exit doors?	☐ Yes ☐ No
	Fire fighting	
28	Are fire extinguishers provided which are sufficient in number and suitable for the type of fire likely to be fought?	☐ Yes ☐ No
29	Are the extinguishers located in the right places, clearly visible and indicated by safety signs?	☐ Yes ☐ No
30	Have you taken steps to reduce likely misuse of extinguishers?	☐ Yes ☐ No
31	Is other equipment provided where needed: hose reels? Fire blankets? Sprinkler system? Special fixed fire-fighting systems?	☐ Yes ☐ No
32	Is there good access to the outside of the building and to hydrants for use by the fire brigade?	☐ Yes ☐ No
	Escape routes	
33	Is there sufficient protection of escape routes, where necessary including fire resistant partitioning, ceilings, floors and doors?	☐ Yes ☐ No
34	Are fire doors kept closed, unless on bespoke hold open devices?	☐ Yes ☐ No
35	Are fire doors signed 'fire door keep shut' or with other signage as appropriate?	☐ Yes ☐ No
36	Are the escape routes adequate for the numbers and location of people at risk?	☐ Yes ☐ No
37	Have arrangements been made for the evacuation of disabled persons and to ensure that they are aware of the fire alarm?	☐ Yes ☐ No
38	Should there be a fire; will at least one route be available from any part of the premises?	☐ Yes ☐ No
39	Are the escape routes (including external routes) and final exits, safe to use and kept clear of obstructions at all times?	☐ Yes ☐ No
40	Do all doors on escape routes, to be used by more than 60 people, open in the direction of escape?	☐ Yes ☐ No

Page 2

41	Can all final exit doors be opened easily and immediately if there is an emergency, including if there is a power cut?	☐ Yes ☐ No
42	Will everybody be able to use the escape routes in a reasonable amount of time with due regard to safety?	☐ Yes ☐ No
43	Are all groups of people aware of the importance of the escape routes, and not obstructing them with combustible material or wedging open fire doors?	☐ Yes ☐ No
44	Are all the escape routes covered by a suitable form of emergency lighting with a back up power source?	☐ Yes ☐ No
45	Are safe assembly points designated?	☐ Yes ☐ No
46	Are there sufficient signs indicating the escape routes and assembly point, illuminated where required?	☐ Yes ☐ No
	Maintenance and testing	
47	Is there a weekly test of the fire alarm using a different call point in rotation?	☐ Yes ☐ No
48	During weekly testing, is it checked that the alarm is audible and that doors on ‘hold open devices’, release and close properly?	☐ Yes ☐ No
49	If there is a sprinkler system or gas flooding system is there a proper system of maintenance, routine testing and inspection?	☐ Yes ☐ No
50	Are there service contracts in place and operating effectively for the fire alarm system and fire fighting equipment?	☐ Yes ☐ No
51	Are fire doors kept in a good state of repair?	☐ Yes ☐ No
52	Is it ensured that penetrations through walls and floors are adequately fire stopped?	☐ Yes ☐ No
53	Is there a programme of monthly testing for emergency lighting with annual discharge?	☐ Yes ☐ No
54	If a lightning protection system is installed, is it subject to an annual inspection regime?	☐ Yes ☐ No
	Training	
55	Are all new starters (including temporary staff) instructed in the fire procedures on day 1?	☐ Yes ☐ No
56	Have fire marshals been given additional training including in the practical use of fire extinguishers?	☐ Yes ☐ No

	Records	
57	Is the fire safety risk assessment documented and up to date?	☐ Yes ☐ No
58	Is there a fire safety policy detailing responsibilities for putting the policy into effect?	☐ Yes ☐ No
59	If an Alterations Notice has been issued by the Fire Authority, are managers aware of the requirements imposed?	☐ Yes ☐ No
60	Are there records of fire extinguisher servicing?	☐ Yes ☐ No
61	Are there records of the weekly alarm test and the outcome of servicing?	☐ Yes ☐ No
62	Are there records of fire drills detailing whether the drill was successful?	☐ Yes ☐ No
63	Are there records of monitoring checks of the fire precautions, facilities and equipment? Eg weekly and monthly checks	☐ Yes ☐ No
64	Are records kept of all staff training including induction training and fire marshal training?	☐ Yes ☐ No
65	Are the Personal Emergency Evacuation Plans for individuals at increased risk, clearly documented?	☐ Yes ☐ No

SECTION 8 Library

Health & Safety Library

Health & Safety Library

The following is a list of selected Health and Safety regulations/legislations which cover 'The Hazard Advice Notes' in this policy and construction work generally.

- The Health & Safety at Work Etc Act 1974
- Employers' Liability (Compulsory Insurance) Act 1969
- The Safety Representatives and Safety Committees Regulations (as amended) 1977
- Health & Safety (Fist Aid) Regulations 1981
- The Electricity at Work Act 1989
- The Health & Safety Information for Employees Regulations 1989
- Health & Safety (Display Screen Equipment) Regulations 1992
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work (Amendment) Regulations 2022
- Workplace (Health, Safety, and Welfare) Regulations 1992
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Health & Safety (Consultation with Employees) Regulations (as amended) 1996
- The General Data Protection Regulations 2018 (GDPR)
- Provision and Use of Work Equipment Regulations 1998
- The Management of Health & Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Control of Noise at Work Regulations 2005
- The Regulatory Reform (Fire Safety) Order 2005
- The Smoke-free (Premises and Enforcement) Regulations 2006
- Construction (Design and Management) Regulations 2015
- Corporate Manslaughter and Corporate Homicide Act 2007
- The Health & Safety Offences Act 2008
- Work at Height Regulations 2005

SECTION 9 Policy Sign Off Sheet

Declaration of intent to adhere to the company safety requirements and hold an understanding of the safety arrangements (including policies)

Employees signed below understand their responsibilities defined in the company arrangements for all Health & Safety issues.

Name	Signed	Date

Consultation & feedback comments:
Please write any relevant information or provide any feedback that you feel needs communicating as an item for discussion by the company.
Your input is positively invited and greatly appreciated