



Health & Safety Policy

Bounty Pest Control



February 2021



www.stallardkane.co.uk

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one of the team

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Health and Safety Policy Amendment Sheet

Record of Amendments

Issue number	Date	Index reference	Brief description of amendment
1	February 2021		First Issue

PART 1 STATEMENT OF INTENT

Health and Safety Policy Statement

1. Bounty Pest Control (The Company) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation. The Partners, Mr. Martin Rose-King & Mrs. Elaine Rose-King, recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
 - a. The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
 - b. The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c. Ensuring the safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment
 - d. Making regular assessments of risks to employees
 - e. Taking appropriate preventative/protective measures as identified by risk assessment.
 - f. Appointing Stallard Kane Associates Ltd to advise on statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. The Company will ensure adequate resources both in terms of time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Company and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. The Company is also committed to the continuous development and improvement of the Company's health and safety management system. The Company will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Mr. Martin Rose-King
Partners Responsible for Health & Safety
February 2021

Mrs. Elaine Rose-King



PART 2 COMPANY ORGANISATION AND RESPONSIBILITIES

Company organisational chart – Management structure

Stallard Kane Associates Ltd have been appointed to provide external health & safety advice, located at:

Head Office:

9 Lord Street
Gainsborough
Lincolnshire
DN21 2DD

Telephone no:

01427 678660

PART 2 RESPONSIBILITIES

The Company has responsibilities under health and safety legislation towards:

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

All employees (general overview)

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

Every employee must:

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

Partners – Mr. Martin Rose-King & Mrs. Elaine Rose King

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

The Partners Responsible for Health and Safety are responsible for ensuring that:

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

Nominated Person for Health and Safety

The Nominated Person for Health and Safety is responsible for:

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

Competent Health & Safety Advisor

Stallard Kane Associates Ltd have been appointed to advise and guide our company on health, safety and welfare issues related specifically to our business undertakings. Stallard Kane Associates Ltd will be responsible directly to the Partners, and the Nominated Person for Health & Safety within our company.

Specifically, they will perform the following functions:

- Advise on the application and maintenance of our Company Health and Safety Policy arrangements
- Maintain an up-to-date knowledge in matters of legislation and regulations as they apply and affect the Company and its Health and Safety Policy
- Advise the Partners and the Nominated Person on any related safety matters
- Monitor the Company's health and safety status by auditing the Health & Safety Management System to guide our compliance with current legislation and our company policy and standards
- Assist the Company's Nominated Person in maintain a close liaison with the Health and Safety Executive inspectors and other appropriate organisations and departments relevant to our undertaking
- Advise Company Partners, and the Company's Nominated Person on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation
- Give advice on interpretation of legal requirements, working with the company's Nominated Person
- Advising and giving assistance with the strategy for implementation of this policy
- Where requested, provide assistance with investigations of serious accidents / conducting investigations
- Assist the Company's Nominated Person with revising this policy in the light of experience or legal change
- Advise upon the visit of an Enforcement Officer

Manager

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

In particular, they will:

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

Employees

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

Furthermore, all employees are expected to:

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

PART 3 GENERAL ARRANGEMENTS (SAFETY MANAGEMENT PROCEDURES)

1.0 Systems and Procedures

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

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

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

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

1.1 Consultation with employees

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

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

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety of implications of introducing new technology, tooling or work activities

The meetings will be formal and the minutes of the meeting will be documented and displayed on company health and safety notice boards.

2.0 Arrangements for implementing the procedures

2.1 Communication with employees

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

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

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

2.2 Fire Safety

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

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

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

2.3 Risk Assessment

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

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

Specific risk assessments will include:

- Manual Handling
- PPE
- COSHH
- Fire
- Machinery, Plant and Equipment where applicable

2.4 First Aid

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

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

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

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

2.5 Accident Procedures

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by Stallard Kane Associates Ltd. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

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

2.6 Statutory Notifications of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the HSE will be notified via, either the Incident Control Centre, or by the online notification form F2508 which will be completed without delay, and not exceeding 10 days of the incident. Others to be notified as soon as possible are Stallard Kane Associates Ltd and the Company's insurers.

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

Where a person is absent from work or unable to perform their normal working duties as a result of a work-related incident/accident over seven consecutive days, the HSE will be informed within 15 working days from the day of the accident, by use of the HSE's online report form, F2508.

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

All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as the Company's safety advisors, Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.

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

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

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

Accidents which require immediate reporting to the local HSE:

Work-related accidents

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

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

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

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

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

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

Types of reportable injury

Deaths

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

Specified injuries to workers

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

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

Over-seven-day injuries to workers

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

Injuries to non-workers

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

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

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

Reportable dangerous occurrences

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

For example:

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

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

Reportable occupational diseases

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

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

Exemptions

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

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

Recording requirements

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

Records of the following will be maintained:

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

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

2.7 Workplace Equipment Maintenance

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

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

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

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

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

2.8 Personal Protective Equipment (PPE)

Responsibilities: Partners will be responsible for ensuring that only PPE to the correct standards has been issued and used.

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

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

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

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

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

The Partners, in liaison with the Company safety advisers, will ensure that the correct standard equipment is being purchased, issued and signed for on the appropriate form.

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

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

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

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

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

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

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

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

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

2.9 Electricity

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

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

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

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

2.10 Premises and Welfare

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

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

2.11 Control of Substances Hazardous to Health (COSHH)

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

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

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

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

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

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

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

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

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

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

COSHH Assessments will be reviewed at the following times:

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

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

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

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

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

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

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

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

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

The Partners will be informed of any substantial spill immediately.

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

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

2.12 Contractors/Sub-contractors

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

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

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

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

2.13 Alcohol and Drug Abuse

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

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

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

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

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

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

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

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

2.14 Company Smoke-Free Policy

Purpose

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

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

Policy

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

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

Implementation

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

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

Non-compliance

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

2.15 Stress

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

This includes:

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

As far as reasonably practicable the Company will:

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

2.16 Asbestos

In the event of asbestos being found or suspected, work will immediately stop in that area and the matter will be reported immediately to the Site Foreman, assuming he is not aware of the circumstances at that point. Under normal circumstances the suspected asbestos will not be touched, except to wet it or contain any airborne fibres, and wherever possible keep persons away from it. A specialist company will be approached who will determine the next course of action which should, in the first place, be to take a sample for analysis. The next course of action will be dependent on this result.

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training is given to employees to enable them to be aware of the health hazards of asbestos; how controls, protective equipment and work methods can reduce these hazards; and the correct use of maintenance of control measures.

Prior to commencing work on projects that may contain asbestos containing materials (ACMs) the following methods of assessment will be deployed:

- A risk assessment shall be carried out on the task and areas of work in the first instance, and dependant on the findings of the risk assessment:
- Where insufficient information is available to undertake works safely, an R & D (Refurbishment & Demolition) Survey shall be undertaken by competent persons
- A subsequent Asbestos Management Plan shall be developed and implemented for the management of any remaining asbestos or ACMs. The plan will be reviewed on an annual basis as a minimum or as advised by the asbestos surveyor

Any asbestos survey undertaken will be in accordance with HSG 264: Asbestos the Survey Guide and also incorporate the advice and guidance within the Control of Asbestos Regulations 2012. Approved code of practice and guidance, obtaining client knowledge and registers of ACMs will be located in the premises.

2.17 Display Screen Equipment

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

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

2.18 Safety Training

Basic Training Considerations

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

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

Managerial Training

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

Safety Advisor Training

It is essential that the Safety Advisor's training needs are regularly appraised. They will be encouraged to seek such professional qualifications as befits the Company's needs.

2.19 Health Surveillance

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

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

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

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

2.20 Manual Handling

Responsibilities

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

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

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

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

Manual Handling Risk Assessment

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

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

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

Handling and Stacking

When handling, employees must use mechanical devices wherever possible.

Managers will ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

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

Manual handling methods to avoid injury should include:

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

Personal Protective Equipment

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

Manual Handling Training

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

2.21 Safe Working at Height

Responsibilities

Managers will ensure that all persons under their control, including any sub-contractors, have adequate knowledge of this procedure and comply with it at all times. They must also ensure that all operatives under their control are correctly trained in the safe use of any equipment which is used to gain access to work at height.

Managers will also have responsibility for correctly identifying work activities and providing all necessary equipment for working safely at height.

Work activities and compliance with this procedure will be monitored by Management on an on-going basis.

Employees must comply with this procedure and ensure that all access and working areas are used correctly and their integrity is not compromised. Employees must not use any unauthorised access or working platform, improvised systems for access to height is strictly forbidden.

Purpose

This procedure provides a guide for the correct means of safe access which must be used when working at height. It will, when used correctly, prevent the risk of injury in the event of a fall from height or the risk from falling objects and will ensure that suitable and sufficient steps are taken, so far as is reasonably practicable, to prevent persons from gaining unsafe access to any work place.

The introduction of the Management of Health and Safety at Work Regulations 1999 reinforced the general obligations placed on employers by the Health and Safety at Work Act 1974 to provide a safe place and safe system for work. This obligation has been further enforced by the introduction of the Working at Heights Regulations 2005 (WAH). The procedure detailed below is aimed at implementing the requirements of this legislation.

Scope

This procedure will apply to all Company activities where work at height is undertaken and will include the activities of any sub-contract companies.

Risk Assessment

Work at height will be included in the Company's General Risk Assessment Procedure as appropriate. Where task or site-specific working at height activities are required, these activities will be risk assessed as individual tasks and communicated to employees involved in undertaking the activity.

Safe means of access provided will be in accordance with the hierarchy detailed below.

Definitions

Working at Height

Working at height means work in any place, including a place at or below ground level where a fall could result in injury or harm. Working at height also includes obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace.

Access/Egress

The terms are comprehensive and refer to anything that can reasonably be regarded as means of entrance to, or exit from, a place of work, including ascent and descent. This access must be safe and kept properly maintained for any person working there.

Permanent Working Platform

This is part of an existing structure having a permanent floor with secure handrails or fencing on all sides, it will also have protection against falling off.

Temporary Access Platform

This means any temporarily structure on or from which persons perform work and any temporarily structure which enables persons to gain access to, or allows materials to be taken to, any place included in the following:

- Scaffold – standing, slung, cantilever
- Mobile or zip up scaffold towers
- Trestles
- Cherry pickers, mobile elevated work platforms
- Scissor lifts
- Crane box, man baskets
- Ladders, steps

All of the above shall be assessed prior to works being undertaken.

Inspections

All the above forms of access equipment require inspections in accordance with statutory duties. These inspections must be carried out by competent persons and will be recorded in the appropriate inspection register. Inspections will be co-ordinated by the Partners who are responsible for ensuring that all equipment is recalled for inspection and passed as safe. Equipment will be marked, or colour coded to indicate that it is safe to use.

Procedure

General Rules

Wherever possible, it is the policy of the company that working at height will be avoided and other avenues shall be explored and adopted where reasonably practicable.

Where working at height cannot be avoided, the hierarchy of control will be followed.

Work at height will be carried out from permanent platforms where they exist.

Where permanent platforms do not exist, a temporary form of access will be provided to prevent, as far as is reasonably practicable, the risk of falling.

Work at height on any platform must be carried out from within the confines of the correct access provided.

All working platforms must be so constructed as to prevent objects from falling off.

Prevention from falls by using a safety harness with fall arrest system will only be considered as a last resort where no other means of safe access is possible.

Every scaffold must be suitable for the task for which it was constructed. Employees must not under any circumstance step outside the confines of the safe access provided.

At no time should the integrity of any means of access be altered or tampered with by employees. All alterations or any other maintenance will be carried out by approved persons who have been authorised to carry out the work.

Every scaffold must be securely tied to the structure or building unless it has been constructed to create its own stability.

The form of safe access selected must be adequate for the range of tasks that are to be carried out from it.

Only approved access equipment will be used to work at any height above or on floor level. Improvised access will not be permitted. Employees will only be allowed to work on, or operate, access equipment for which they are adequately trained.

Specific Training

Specific training will be required for the following forms of access equipment:

- The construction of any scaffold
- The erection of any mobile scaffold tower
- The operation of
 - Mobile elevated work platforms/cherry pickers

- Scissor lifts
- Man baskets
- Crane baskets

In addition, operatives will be given specific safety awareness training for roof work and the correct use of safety harnesses. This training will be provided by approved training organisations in accordance with statutory requirements.

Ladders

Ladders will be used for temporary access only and must be secured by being tied to the structure to prevent them from falling.

All ladders must be inspected and marked as safe (see above).

Fall Arrest Systems

All fall arrest systems must conform to EN361 and must be a full body type with the correct length lanyard attached which conforms to EN355. Fall arrest systems must be secured to an anchorage that is capable of withstanding shock load.

All persons who are required to use fall arrest systems must be trained in pre-use inspections, correct fitting and storage.

Fall arrest systems must be tested and issued with a test certificate, they must be inspected before use every time.

Safe Access Hierarchy

The list of safe access detailed below is intended as a guide to the order in which the provision of access to height should be considered. When considering the means of access, start with the safest. If that is impractical, consider the next safest option until the most practicable solution has been found.

- Permanent platform
- Fixed scaffold
- Mobile elevated work platform
- Scissor Lift
- Tower scaffold
- Safety netting
- Fall arrest system (only as a last resort)
- Ladder/steps (temporary access only).

2.22 Driving Company Vehicles

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

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

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines
- Be in possession of a UK Driving Licence. This must be checked by their Manager every year and endorsements notified to the insurers (for Company vehicles and when driving their own vehicle on Company business)
- Ask their GP if any prescribed medicine will affect their driving ability; if so, employees must refrain from driving and inform their immediate Manager

- Not operate a hand-held mobile phone whilst driving – the punishment for such an offence is a £200 fine and six penalty points on their driving licence. If the employee is a new driver, having passed their test within the last two years, their driving licence will be revoked. (To obtain a new licence, both the theory and practical test will have to be retaken). Therefore, employees will not operate their hand-held mobile phone whilst driving – it is dangerous
- Wear glasses or lenses if prescribed for this activity
- Never drive Company vehicles under the influence of alcohol or illegal drugs or prescription medication which may affect their ability to drive safely

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

Before setting off employees will:

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

On arrival to destination or site employees will:

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

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

2.23 Asbestos on the Premises

In compliance with the Control of Asbestos at Work Regulations 2012, and subsequent legislation, adequate information, instruction and training will be given to employees to ensure that they are aware of the health hazards of asbestos and how controls and work methods can reduce these hazards.

In respect of our duties under Regulation 4, CAR 2012, a risk assessment for the presence of asbestos containing materials (ACMs) present within the building(s) will be undertaken.

An Asbestos Management Survey will be completed in conjunction with a competent Asbestos Surveyor to determine the type, quantity and condition of any ACMs located in the premises.

Within the Asbestos Management Survey, where an asbestos product is identified, a subsequent Asbestos Management Plan will be created to detail how we will effectively manage the risks for the identified asbestos containing materials.

The asbestos survey will be undertaken in accordance with HSG 264: Asbestos the Survey Guide and will also incorporate the advice and guidance within the Control of Asbestos Regulations 2012, Approved Code of Practice and guidance, obtaining client knowledge and any registers of ACMs located in the premises.

2.24 Confined Spaces

The Partners, at the initial risk assessment stage, will identify working environments that are classed as confined spaces under 'The Confined Space Regulations 1997'.

The Partners will assess the risks associated with working in a confined space, identify control measures to reduce risks, and record significant findings on a risk assessment form.

Where the risk assessment identifies risks from working in a confined space, a safe system of work will be devised in the form of a method statement.

Lone working will be avoided when working in confined spaces, for example, by doing the work from the outside.

If entry to a confined space is unavoidable, a safe system of work shall be followed and emergency arrangements will be put in place prior to commencement of work in confined spaces.

Tool box talks will provide information, instruction and training for those exposed to the risks from confined spaces.

2.25 Leptospirosis (Weil's Disease)

The Company recognises the seriousness of the disease and will take all precautions to prevent exposure to it's employees.

The Company is aware that symptoms may include severe headaches, fever, vomiting, jaundice and skin haemorrhages. Some persons may suffer meningitis, encephalitis or renal (kidney) failure.

It is therefore important that the Company ensures personal hygiene is of a high standard.

Hands and arms will be washed before eating, drinking or smoking.

2.26 Lone Workers

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

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

2.27 Respiratory Protective Equipment (RPE)

Bounty Pest Control is aware of the concerns regarding the correct and safe usage of Respiratory Protective Equipment (RPE), specifically in respect of facial hair. The below information makes clear Bounty Pest Control position on RPE.

Where RPE is used as a control measure under Health and Safety Legislation (Control of Substances Hazardous to Health Regulations 2002 reg.7(3)(c), Control of Lead at Work Regulations 2002 reg.6(3)(c), Control of Asbestos Regulations 2012 reg.11(4)), it is vital that the selected RPE is adequate and suitable.

Many of the gases, vapours and dusts that cause serious damage to lungs and other parts of the body can be invisible to the naked eye and RPE is designed to protect employees from these hazardous substances that can cause serious illness and disease.

Bounty Pest Control will prevent or control the exposure of employees to hazardous substances at work. Employees have a legal duty to cooperate with their employers and use control measures provided, including RPE, in accordance with the instruction, information and training provided.

RPE must reduce exposure to as low as reasonably practicable, and in any case to an acceptable level - below any applicable Workplace Exposure Limits or Control Limits. To ensure that the selected RPE has the potential to provide adequate protection for individual wearers, the Approved Code of Practice's (ACoPs) supporting COSHH, CAR and CLAW, which stipulate that tight-fitting RPE must be fit tested as part of the selection process. RPE Face fit testing will be conducted by a competent person. This will help to ensure that inadequately fitting facepieces are not selected for use. Ill-fitting facepieces can create inward leakages of airborne contaminants.

Facial hair / stubble and beards make it very difficult to get a good seal of the mask to the face and this renders the RPE ineffective exposing employees to the risk of hazardous substance inhalation and the associated damage to an employees lungs and health

Should employees choose not to be clean shaven when carrying out duties requiring RPE, subsequently preventing them from carrying out their duties safely, Bounty Pest Control reserves the right to remove them from duty, without pay.

Failure to comply with this policy may result in a disciplinary action under our disciplinary procedure.

If there is a good reason preventing employees from being clean shaven, such as religious or medical requirements, then employees must report this to their Manager and Bounty Pest Control will look at any appropriate reasonable adjustments.

2.28 Use of Fire Arms

Employees shall be prohibited from carrying or bringing any weapon to their work site or any other location the employee may be required to attend during the workday. This provision applies to all employees, including those licenced to carry a firearm and weapon, with exception to those appointed and required to carry a firearm as part of their job responsibilities for pest control purpose only.

The Company will comply with all aspects of The Firearms Act 1968.

Bounty Pest Control only supply air guns to our bird team, this is a decision made to help prevent accidents. Although the guns provided are air rifles and purchased below 12ft lb, all air weapons are still classed as firearms and fall under the control of firearms legislation.

A firearm is "a lethal barrelled weapon of any description from which any shot, bullet or other missile can be discharged" (section 57 (1) Firearms Act 1968), it includes:

- Any prohibited weapon (section 5, Firearms Act 1968), whether it is such a lethal weapon as aforesaid or not
- Any component part of such a lethal or prohibited weapon
- Any accessory to any such weapon designed or adapted to diminish the noise or flash caused by firing the weapon

The Partners will make sure that the person in control of any weapon:

- Does not have an airgun in a public place without lawful authority and reasonable excuse for doing so (section 19)
- Is competent, holds the necessary licenses and received adequate training (section 1)
- Is provided with adequate information about the work required
- Has provided a written assessment of the risks and identified the control measures needed
- Has agreed to specify and/or supply the protective measures identified in the assessment

The Partners will also make sure:

- The controls identified in the assessment are put in place and communicated to those who may be affected
- There is cooperation and communication with the owners of the premises or location where the firearms are to be used and that no weapon will be fired beyond the boundary of the premises (section 23(1) and (4))

- There are adequate arrangements for emergencies

The person in control of the firearm is responsible for:

- The safe use of the firearm
- The safe storage of the firearm when not in use
- Making sure anyone using the firearm is not legally prohibited from doing so
- Notifying the employer about the danger areas and the safe distance required so that no one is at risk from discharge
- Making sure protective measures are available, fit for purpose and is worn
- Ensuring all firearms and ammunition is accounted for at all times
- The transportation of firearms is done so in accordance to licence conditions (out of sight of the general public and locked in the vehicle) and following section 19 of the Firearms Act 1968 (carrying a firearm in a public place)

The firearm will be transported in a suitable case and secured in position with testing shots carried out to ensure no damage to the rifle or sights has been caused during transportation. Ammunition will be transported in a separate case.

A gun will be classed as loaded at any time until is checked and declared clear.

Initial checks will be carried out and exclusion zones created in order to prevent any accidental trespass. Regular checks will continue throughout the shooting practice and shooting will cease if pedestrians are seen or believed to be in a dangerous position.

If shooting is to be carried out in a built-up area, then the local authorities (Police) will be informed in advance and prior to shoot commencing.

Where possible, shooting will be carried out in suitable hours and discreetly as not to cause a nuisance or concern.

Trespassing

Employees will not go onto any land, including over water and in buildings, without permission as this is trespassing. Employees are made aware that if you carry an airgun with you it is classed as Armed Trespass which is a serious criminal offence even if the gun is not loaded.

General Licence (Wildlife & Countryside Act 1981)

Legal protection is given to all wild birds in England to give effect to the Directive under Part 1 of the **Wildlife and Countryside Act 1981**. Under English law, **licences** can be given to kill or disturb wild birds if they are issued lawfully in accordance with section 16 of the **Wildlife and Countryside Act 1981**.

The Company understands that:

Natural England decided that the criteria for issuing General Licences should be revoked on 25 April 2019.

When announcing its decision Natural England provided on-line application forms and drew attention to the provisions in the 1981 Act that describe the circumstances in which a person may use lethal control before any application for a licence to permit its use is determined where such control is necessary.

Natural England also worked to grant general licences to permit actions for the preventative purposes specified in section 16(1) of the 1981 Act in those cases where it could be satisfied that there was no satisfactory solution other than such actions.

The new general licences will have to meet at least three requirements prior to the Company carrying out any firearms work:

1. Natural England will be satisfied that the licences will only be used when there is no other satisfactory solution if the purpose for which a licence may be granted is to be achieved. Where non-lethal methods would be insufficient to achieve that purpose, lethal methods may be necessary (and thus used as a last resort)

2. Ensure that the licences issued would not be detrimental for the conservation status of the species to which they applied.
3. The need to respect the protection accorded to certain areas. To the extent that activities permitted under a licence may have an impact upon a European site (Special Areas of Conservation/Special Protection Areas and, as required by Government policy, Ramsar sites) an appropriate assessment is required under the Conservation of Habitats and Species Regulations 2017 which transposes the requirements of the Habitats Directive into English law. In the case of SPAs and many Ramsar sites designated for bird features, this assessment extends to the functionally linked land surrounding those sites.

Collection of Shot Carcasses

Employees will wear suitable protective equipment when handling dead birds or animals.

Carcasses will be placed in suitable containers and removed from site for disposal.

Any shooting activities will only take if shot prey can be retrieved without entering any other than we have permission to carry out such activities land. In case when a shot prey accidentally lands on other land, employee will not enter this land unless an official permission from a landowner, occupier or authorised person is obtained, as otherwise it will be considered as trespass.

Civil Law

Whilst the above are all related to statute laws, it should be borne in mind by every airgun shooter that the unexpected could happen and they could find themselves facing a civil action for damage to property or even injury to persons or livestock.

Our insurance covers this.

2.29 Zoonoses

Animals have the potential to transmit diseases to humans. These diseases are known as Zoonoses. Even where the animals appear disease-free, their health status should be established by regular veterinary examination to identify latent infection or carriers, i.e. infected animals showing no symptoms. In the normal course of their work, zookeepers and other employees are likely to be exposed to a variety of zoonotic infections.

Visitors to zoos can also be exposed to Zoonoses, particularly if they feed or handle animals. Children and the elderly are especially vulnerable. Zoo operators need to take special precautions to reduce the risk of visitors being infected. Such precautions will include the isolation of sick or suspect animals.

Zoonoses are biological agents. This term is defined in the Control of Substances Hazardous to Health Regulations 2002 (COSHH) (as amended) as 'micro-organisms which may cause infection or otherwise create a hazard to human health'. As a result of these regulations we have carried out an assessment of the health risks from all hazardous substances, including biological agents, in order to protect our employees and visitors.

Illnesses contracted at work are normally notifiable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Schedule 3 to these regulations lists the specific diseases, caused by biological agents, which must be reported. These include:

- Anthrax
- Brucellosis
- Avian and Ovine Chlamydiosis (Psittacosis);
- Leptospirosis
- Rabies
- Tuberculosis and any other infection reliably attributable to working with animals or any potentially infected animals/material
- Preparing dead animals for feeding purposes; and
- Handling dead animals

Personal Protective Equipment

Our assessments under the COSHH Regulations 2002 (as amended) should always aim to identify controls that will eliminate or reduce exposure to a safe level. There are, however, activities where the residual risk must be controlled further by the use of personal protective equipment (PPE).

Such activities might include:

- Cleaning animal enclosures/shelters and disposing of animal waste;
- Helping animals with the birthing process;
- Handling the products of birth, e.g. placenta;
- Examining animals' mouths or carrying out rectal examinations;
- Handling tissue or bodily fluid sample

Available PPE will include overalls, waterproof aprons, steel-capped boots or wellingtons, gloves, gauntlets or chain mail gloves. Face protection, such as masks or goggles, may be appropriate where there is a risk of body fluids splashing into the face, particularly the eyes. Any employee required to wear RPE (respiratory protective equipment) will undergo a face fit test to ensure that it can be worn correctly.

All PPE will be suitable for the intended use and properly maintained. It will fit properly to be effective and to ensure that other risks are not introduced. All new PPE will be CE marked as this proves conformity with European directives.

Information, Instruction and Training

The zoonotic risks associated with coming into contact with animals will be included in ongoing training of all employees. Sufficient information will be given to enable Manager and the employees they are responsible for, to effectively contribute to the assessment and control of the risks and thereby prevent infections. This will also cover the practical use of procedures, techniques and safety equipment required to control the risk of infection. In addition, all employees will be encouraged to report any suspicious symptoms they may have to assist with early diagnosis and infection controls.

2.30 Covid-19 Pandemic Policy

Managing the health and safety of our staff, customers, suppliers, and business partners is of utmost importance to Bounty Pest Control.

Accordingly, following advice provided by authoritative bodies such as Public Health England and the NHS the company have implemented a robust approach to risk management and adopted several precautionary measures to protect so far as is reasonably practicable, the health of our employees, everyone using our facilities and also of those we come into contact with.

Measures taken include the following:

- Briefing all staff on the latest medical and government advice and recommendations for managing exposure to Covid-19 and continuing to communicate with staff regarding latest developments.
- Increased provision of hand sanitisers and cleaning products on site with appropriate signs placed in key places to encourage recommended hygiene practices.
- Cancelling any non-essential meetings, training courses and travel.
- Managing social distancing and interaction with others on site.
- Equipping all mobile workers with sanitising products and wipes for the tools and equipment together with issuing updated safe systems of working regarding housekeeping, more regular cleaning and managing interaction with customers and suppliers safely.
- Strict adherence to Government advice regarding self-isolation and safety precautions.
- Increased cleaning across site with more time spent cleaning key communal areas and structured deep cleans.

- Reduced requirement for mobile workers, homeworkers, and visitors to attend site and increasing flexible working and video conferencing.
- Written Covid-19 risk assessment to identify possible threats and hazards to staff, business partners and customers and to reduce the impact of these as far as possible.

In view of the uncertainty surrounding Covid-19 and the rapidity of developments we will be continually reviewing company policies, practices and procedures and this policy will therefore evolve in line with this.

2.31 PUWER – Provision of Work Equipment Regulations 1998

Work Equipment – The Company

The Company recognises the need for suitable, safe and regularly maintained work equipment in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Therefore, the Company will always aim to comply with PUWER by:

- Regularly maintaining work equipment by competent personnel
- Assess the suitability of work equipment supplied by the Company
- Provide training in the use of work equipment supplied by the Company
- In addition to training, providing technical and safety information in regard to work equipment to employees as necessary or upon request.
- Keep up to date maintenance and training records of work equipment
- Consult employees in matters of health and safety in the workplace
- Perform risk assessments on the use of work equipment

The Company will elect individuals responsible for the maintenance and provision of work equipment to also act as a direct point of contact for employees.

Work Equipment – Employees

Work equipment can be defined as any equipment supplied by Bounty Pest Control for Company business.

Under the Provision and Use of Work Equipment Regulations 1998 (PUWER) Bounty Pest Control must maintain and supply work equipment suitable for its intended use. Therefore, whenever an employee uses work equipment they must:

- Only use equipment when authorised and trained to do so
- Avoid modifying equipment outside of the manufacturers' specification
- Check the equipment beforehand for any defects
- Only use equipment suitable for the task
- Use all equipment in compliance to Health & Safety Regulations
- Report any defects to their immediate Manager
- Cooperate with management when asked to return equipment for inspection / maintenance / calibration

2.32 Safety Harness and Lanyards

The Company will identify and detail the safety requirements and checks to be carried out to ensure safe use of safety harnesses and lanyards.

The maintenance instructions on the History Record Card supplied with the equipment are to be fully complied with, in particular the following:

The date of first taking an item of equipment into use is to be inserted on the History Record Card and indelibly marked on the white tab on the equipment.

Light or more ingrained dirt on the fabric of the safety harness/belt can be removed with soap or mild detergent. Rinse with clean water, remove surplus water and allow to dry naturally away from a direct source of heat.

Heavy deposits of, for example, paint, may be removed with a diluted solution of heavy-duty detergent and water. The diluted liquid should be worked into the fabric with a brush and rinsed off with clean water. As above, wipe as dry as possible and allow to dry naturally. When the equipment is dry it should be thoroughly examined before use.

Note - Solvents, i.e. thinners, must not be used to remove deposits from the safety harnesses

It is essential that safety harnesses and lanyards are regularly inspected and efficiently maintained and to this end the following instructions are to be strictly complied with:

All safety harnesses and lanyards are to be inspected periodically by a nominated competent person as below:

- Before each occasion of use. Safety equipment will be carefully examined by the user and, in particular, the following:
- The safety lanyard which should not be exposed at the ends of the sheath and the sheath not damaged. Lengths will be checked every 6 months against the "as new" length. Extension of more than 10% indicates the lanyard should be taken out of service and scrapped
- The lanyard will also be examined for any cuts, external wear or abrasion which may weaken it. Note - If in any doubt as to the safety of a lanyard, it will be withdrawn from service.
- The webbing, checking that it is not worn or damaged and all stitching is intact
- Metal fittings are free from corrosion, fracture or other damage. In addition, check moving parts, ensure the bar closes itself fully and the locking device prevents opening under firm pressure.
- The equipment is free from signs of contamination by corrosive/harmful substances, e.g. alkali, acid, paint stripper, diesel, etc
- When any harness is subject to sudden strain or sustains any damage whatsoever, the circumstances should be reported to your immediate Manager and the harness withdrawn from service for inspection
- At 3 monthly intervals for a more detailed survey. The date of the survey, relevant comments and signature are to be recorded on the History Record Card. This would be carried out by your immediate Manager

Harnesses or lanyards, which show signs of excessive use or damage, or have been subject to considerable strain due to a fall of the user, should be withdrawn from service forthwith.

2.33 Transient workers

The Company accepts and understands its responsibility to protect all employees, including those classed as transient workers.

A transient worker, sometimes also known as a peripatetic worker, is defined as someone who works away from their normal work base either for part or all their work. It can also refer to someone who has no fixed work base. Risk assessments for transient workers will consider the type of work they are doing away from the normal work base - this would usually include:

- Working alone
- Late, evening and night shift work
- Working in confined spaces
- Violence towards staff
- Safe use and maintenance of tools and equipment
- Working with harmful substances, manual handling, and other health requirements such as health surveillance
- Provision, use and maintenance of personal protective equipment (PPE)
- First aid and emergencies

Environmental Policy Statement

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

Signed:

Mr. Martin Rose-King
Partners Responsible for Health & Safety & Environmental issues
February 2021

Mrs. Elaine Rose-King

