

# Alfred H Knight Holdings Ltd and UK subsidiary Companies

Health and Safety Policy

November 2017



ALFRED H KNIGHT

# Health and Safety Policy

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# 1. Health and Safety Policy Statement

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The Managing Director of Alfred H Knight has full responsibility for the Health and Safety of all employees and all others who could be affected by our work activities and the Managing Director will endeavor to take a positive and pro-active attitude to the health, safety and welfare of all employees, sub-contractors and the general public.

It is considered of utmost importance and readily accepted that the provision and maintenance of a safe working environment is an integral part of our work and ongoing success. Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees' and staff on site and to provide such information, instruction, training and supervision as may be needed for this purpose.

Through the implementation, monitoring and review of this policy we aim to secure the health, safety and welfare of employees and sub-contractors at work and to also protect the same for persons not at work from the risks to health and safety arising from our activities.

The Managing Director will therefore endeavor to take all steps so far as reasonably practicable to ensure the objectives of this policy are met and that all necessary resources are provided and allocated to accomplish these goals.

## 1.1 The policy objectives

- To create a proactive safety management system to minimise risk to the organisation and its employees.
- To provide and maintain a healthy and safe environment, systems of work and plant and equipment that is as safe as is reasonably practicable.
- To fulfil all legal obligations imposed upon the organisation.
- To safeguard the health and safety of the public, employees and contractors and anyone else affected by the activities of Alfred H Knight.
- To encourage active employee participation in all health and safety matters and to maintain a high level of health and safety awareness.
- To provide a mechanism to ensure the correct application of this policy and; to strive to continuously improve all health and safety performance.

## 1.2 Policy Implementation

This policy is to be implemented through the organisational chain using the procedures detailed in this policy and other related documents and procedures. Those persons who have specific responsibilities for health and safety are also to ensure that these responsibilities are correctly delegated to a competent person(s) in their absence.

It is also the responsibility of all managers, officials and colleagues to take all steps so far as reasonably practicable to ensure safe conditions of work within their areas of responsibility and we will strive to supply competent specialist advice where necessary to achieve this goal.

This policy and any subsequent changes will also be brought to the attention of all employees and all others who could be affected and all persons are required to co-operate fully in the achievement of these objectives. Whilst all contractors, self-employed persons and other companies / organisations engaged in work have certain specific responsibilities for health and safety, as Managing Director I have the overall responsibility to ensure health and safety on our premises or area of operations. Whilst neither detracting nor diminishing the health and safety responsibilities of others we will require that all non-contracted employees working on behalf of Alfred H Knight to have written safe working practices, adopt their industry best practice and to co-operate fully in the maintenance of health and safety standards.

With good planning, communication and co-operation we will aim to achieve as high a standard of health and safety for all who are involved in our activities as possible.

Signed.....

Date.....

**David Knight**  
**Group Managing Director**



## 2. Organisation and arrangement

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### 2.1 Managing Director

The Managing Director carries ultimate responsibility for all health and safety standards within Alfred H Knight. The Managing Director will Act as the Competent Person under the Management of Health and Safety at Work Regulations 1999 and their primary duties specifically include but are not exhausted to the following:

- To implement the organisations health & safety policy and to lead health and safety by example.
- To ensure consultation with all relevant local authorities, emergency services and competent Health and Safety Officer(s) to plan and maintain required standards.
- To arrange for any and all funds and facilities as needed to meet the requirements of the policy.
- To ensure that the policy is revised as and when required and at the beginning of each New Year.

### 2.2 Health and Safety Manager

The role of the Health and Safety Manager is to implement, monitor and maintain the safety policy on site and to provide advice and guidance on health and safety issues.

The Health and Safety Manager's primary duties specifically include but are not exhausted to the following;

- To monitor and review the implementation of this policy including the inspection and checking of relevant certification and safety policies of contractors.
- To provide guidance and advice on all legislative requirements and safe working practices to ensure safety procedures are both understood and followed.
- To make RIDDOR reports where needed on behalf of the Managing Director.
- To investigate accidents and dangerous occurrences and to advise on steps needed to avoid reoccurrence.
- To carry out or arrange for relevant tests and inspections to monitor standards of health and safety.
- To assist employees in the monitoring of safety standards.
- To liaise with the Health and Safety executive and local authority officers and any other organisations that may improve any aspect of health and safety.
- The Health and Safety Manager has the authority to immediately stop any operation or practice that they consider to be a clear and imminent danger. The relevant management personnel should be informed of such action at the absolute earliest opportunity.
- To have overall responsibility for all safety on site throughout and shall be empowered and authorised to monitor and remedy any issues that may arise.
- To update the Managing Director or their designated representative of general safety conditions on site(s) and alert them of any particular concerns.

## 2.3 Facility Manager

Facility Managers will co-ordinate activities on site with employees', contractors and safety personnel.

The Facility Manager's primary duties specifically include but are not exhausted to the following;

- To understand the Health and Safety policy and the responsibilities of all persons involved and to lead health and safety by example.
- To ensure that the site is organised so that work is carried out with the minimum risk after proper assessment of all factors. A compilation of risk assessments where applicable should be created and utilised.
- Ensure, so far as reasonably practicable that all contractors and the self-employed have the necessary competence and experience to complete work safely.
- Liaise with employees and implement arrangements with clients / contractors on site to avoid confusion about areas of responsibility.
- Arrange delivery, stocking and storage of materials on site in an effective manner to minimise risks.
- Ensure all staff including contractors and the self-employed receive a copy and are familiar with the Health and Safety Policy.
- Ensure that the Policy is observed on site and that all registers and records are completed.
- Give advice on the location of Fire, Medical and Welfare, Toilet and Washing facilities to contractors and others working in their area(s).
- Ensure fire wardens have received relevant training and information and have adequate supervision.
- Liaise with staff and Emergency services as appropriate to maintain adequate Health and Safety Standards.
- Co-operate with and assist the Health and Safety Manager and Officer and any Safety Enforcement officers in any inspections or investigations.
- Incorporate safety instructions in routine orders and ensure they are obeyed.
- Encourage feedback and suggestion on improving health and safety and pass these to the Health and Safety Officer for review.

## 2.4 Staff general obligations

By virtue of sections 7 and 8 of the Health and Safety at Work Act etc. 1974 and regulation 14(1) and (2) of the Management of Health and Safety at Work Regulations 1999 and regulation 8(2) of the Control of Substances Hazardous to Health Regulations 1999 - the following is a summary of those requirements that all employees are fully expected to implement without failure or excuse:

All persons within their own area are accountable for health and safety standards within that area.

They will ensure so far as is reasonably practicable that all Alfred H Knight Company employees, contractors and self-employed staff work safely and organise their work so there is minimum risk to all workers, visitors and the general public. In liaison with the Facility Manager they will allocate the responsibilities of contractors and others, highlight special hazards and create good communication between contractors.

- Comply with this Policy and all others pertaining to health, safety and welfare and co-operate with the Company to enable it to fulfil its legal obligations.
- Report any hazard, malfunction of equipment to their supervisor, manager or Health and Safety Representative.
- Comply with all safety instructions whether they be verbal, written or pictorial to ensure their health and safety and that of anyone who may be affected by their actions.
- Dress sensibly and safely for their particular working environment or occupation (including the wearing of any necessary personal protective clothing or equipment).
- Use all safety equipment, procedures and protective clothing provided to ensure that they are not exposed to any unnecessary risk.
- Conduct themselves in an orderly manner whilst on the premises and refrain from any form of horseplay or behavior not in line with company guidelines.
- Avoid improvisation of any form which could create an unnecessary risk to their own personal health and safety and that of others.
- Maintain all tools and equipment in good condition and report any defects to their supervisor or Safety Representative.
- Report accurately all accidents and near misses whether injury has occurred or not.
- Attend as requested all necessary health and safety training and to fully participate in that training.
- Observe laid down procedures and safe systems of work concerning processes, materials and substances (COSHH etc.) and the requirements of the company Laboratory Code of Practice.
- Observe all fire evacuation procedures, learn the position of the fire exits and escape routes and smoke only in the designated areas on site
- Report any breach of health and safety rules or procedures to their supervisor and Health & Safety Manager and Officer.
- Refrain from the willful misuse or intentional interference of anything provided in the interests of health, safety and welfare.
- Use to the fullest, all training provided to reduce the risk of accidents (i.e. manual handling, CoSHH safety etc.)
- Use all machinery, equipment, dangerous substances, transport, and means of production or safety device provided to them in accordance with their training.
- Report to the Health and Safety Manager, Health and Safety Officer or Safety Representative, any shortcomings in the Company health and safety arrangements.

### 3. Arrangements – planning for safety

#### 3.1 Risk Assessments

All areas of the business should complete and compile 'risk assessments' for activities to be performed. The Health and Safety Manager will keep these records and maintain them as required. Advice is available from the Health & Safety Manager and Officer and other designated safety officials as required.

It will be a requirement that certain aspects of work within the company will require specialist risk assessment in order to comply with certain legal requirements such as the Control of Noise at Work Regulations 2005 (the

Noise Regulations), the Control of Lead at Work Regulations 2002, Dangerous Substances and Explosive Atmospheres Regulations 2002, Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), LEV inspections etc. as required.

Identifying the level of risk and the safety control measures early on will help in planning safe systems for workers, contractors and the public.

Risk assessments, certification documents and insurance details should be forwarded to the Health and Safety and / or Facility Managers Office. Any queries or suggestions can be passed on to the Health & Safety Manager and / or Officer. The Health & Safety Manager and Officer will assist in the monitoring of all these and are available to give advice and guidance.

### 3.2 Hierarchy of controls

In implementing risk control measures which result from risk assessments, the following hierarchy will be adopted:

- Elimination or avoidance of the hazard
- Substitution by something less dangerous
- Containment or guarding
- Extraction, ventilation, protective tools
- Safe working procedures and training
- Personal Protective Equipment

### 3.3 Health Surveillance

Health surveillance will be mandatory for employees where it has been identified as a requirement of a risk assessment. This applies in particular to requirements as specified in the Control of Lead at Work act 2002 in which there is unavoidable exposure to harmful substances for which there is a known adverse health effect and a valid technique exists for detecting it and also the . (See 4.1 for more specifics)

### 3.4. Competent Person

The Company will appoint a person of sufficient knowledge, experience and training to act as Health & Safety / Site Safety officer who will also support all persons within the structure of the organisation. The Health & Safety officer will also arrange the provision of advice from suitable external organisations when appropriate. Sufficient resources will be made available to ensure compliance with all legal obligations and policy commitments.

### 3.5 First Aid and Emergency Services

Alfred H Knight is committed to providing sufficient numbers of first-aid personnel to deal with accidents and injuries at work. The Company will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met.

#### Arrangements for Securing the Health and Safety of Workers

##### 3.5.1 First aid Personnel

First-aid personnel are employees who have volunteered for the role and have been assessed as suitable. Alfred H Knight will also nominate a person to take charge if a first aider is unavailable in exceptional circumstances. The appointed person does not need to be a qualified first aider, but will be given a clear indication of the responsibilities and training required.

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements. First-aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

The Company will ensure there are sufficient first-aid personnel within the workplace to adequately cover every shift. This includes any night shift and weekend working and also outworkers. Notices will be displayed in all workplaces, giving the location of first-aid equipment including where suitable an AED (Automated External Defibrillator) and the names and locations of relevant personnel who are able to use an AED.

First Aid trained staff are also required to complete relevant paperwork such as first aid report forms etc. and complete patient handover where necessary to medical professionals.

First Aid trained staff are also required to replenish first aid stores when used.

##### 3.5.2 First-aid equipment

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by The Health and Safety (First-Aid) Regulations 1981 Approved Code of Practice and guidance. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

The location of first-aid boxes and the name of the person responsible for their upkeep will be clearly indicated on noticeboards. First-aid boxes will display the:

- a) Name of the person responsible for upkeep
- b) Nearest location of further supplies
- c) Contents of the box and replenishing arrangements
- d) Location of the accident forms.

First-aid boxes will be maintained and restocked when necessary by the person(s) who have used the supplies. These personnel will be aware of the procedure for re-ordering supplies.

### 3.5.2.1 Portable First-aid Kits

Portable first-aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- Work with potentially dangerous tools and machinery away from base location
- Staff travelling abroad on business
- Staff travelling in vehicles on a regular basis, e.g. Site Sampling.
- Staff whose work takes them to isolated or remote locations.
- Staff participating in sporting or social events arranged or supported by the organisation.

### 3.5.3 Recording Accidents

All accidents, however minor, must be recorded. The Company provides an accident form in which all incidents must be noted. The accident forms are housed in a central location.

It is the responsibility of employees / First Aid Staff to ensure that a completed First Aid form is completed as soon as possible after an injury. When the injured person is unable to enter an account into the accident book, the first aider or witness (where relevant) should do so. When an accident results in admittance to hospital or inability to continue work, the relevant manager must be informed immediately. Please see the company Accident Investigation / Reporting Policy for further details.

## 3.6 Emergency Procedures

The Company will ensure that alarm systems and procedures for evacuation of the site in an emergency are permanently maintained at a high level of efficiency and that all personnel are given instruction and training. The Managing Director and / or Managers will ensure these systems are regularly tested and evacuation procedures regularly undertaken. No employee is required to put him/herself at additional risk by dealing with an emergency situation.

## 3.7 Information for Employees

The Managing Director or Managers will ensure that all personnel are provided with relevant and comprehensive information on all risks to health and safety which they may encounter in the course of their work, together with the necessary control measures. The procedure for emergency evacuation will also be notified to all persons immediately on induction and at regular intervals.

## 3.8 Visitors and Contractors

The person inviting the visitor to the site will take full responsibility for their health, safety, welfare and conduct whilst on the site. All visitors will be formally registered both on entry and exit.

The Facility Manager is responsible for ensuring all contractors appointed by the company are made aware of, and comply with, company health and safety policies. It is also the responsibility of Facility Manager to ensure, where appropriate, that risk assessments and safe working procedures are produced and are available for the work being undertaken as well as the use of company Permit to Work paperwork / protocols.

The Manager is also responsible for ensuring all contractors appointed by site personnel are made aware of and comply with company health and safety policies. It is also the responsibility of the Manager to ensure, where appropriate, that risk assessments and safe working procedures are produced and are available for the work being undertaken as the use of company Permit to Work paperwork / protocols.

### 3.9 Capabilities and Training

In delegating responsibilities and allocating work to employees, the Managing Director and Managers will ensure that nobody is required to undertake work which is beyond their physical and mental capability. The Managing Director and Managers will further ensure that appropriate specific job training is provided to enable all work to be completed safely and without risk to health.

Additionally and at induction all staff will cover the following subjects and Company guidelines / procedures:

- An Overview of the Company's operation and objectives.
- Management of the Health & Safety regulations
- The Health & Safety policy document and Health & Safety fundamentals
- HR procedures and protocols
- First Aid procedures as required
- Fire safety and evacuation
- Site security including access codes and emergency numbers
- CoSHH fundamentals – as applicable
- Control of Lead at Work fundamentals – as applicable
- Laboratory code of practice

### 3.10 Temporary Workers

Temporary workers, whether on short or long term contracts and whether or not they are employed by an agency, will be afforded equivalent protection as Alfred H Knight employees in respect of health and safety, and will be subject to equivalent controls.

### 3.11 New or Expectant Mothers

Employees must notify their immediate Manager or the HR department in writing if they are pregnant, have given birth in the previous six months or are breastfeeding. On receipt of such notification the immediate Manager will ensure that any additional risk to the mother or her baby by way of her condition is considered in the risk assessment, and appropriately controlled. In some cases it may be necessary to adjust individual working conditions or to temporarily transfer the employee to another job or shift. If none of these options is practicable and the level of risk remains unacceptable it is the Managing Director or Manager's responsibility to suspend the employee from work. This will not be to the detriment of the employee.

### 3.12 Health and Safety Manual

A set of detailed guidance notes covering key areas of company activities and relevant legislation is produced in the form of this Health and Safety Manual and is issued to the Managing Director or Managers who will ensure that access is available to the Site Safety person and other employees as necessary. The procedures contained in this Safety Manual are mandatory and binding to all personnel on the site. The contents of the manual are subject to continuous updating which will be coordinated by the Health and Safety Officer and / or Suitable Director.

### 3.13 Young Persons

Directors or Managers will ensure that persons they employ under the age of 18 are protected from risk to their health and safety which may be a consequence of their lack of experience, lack of awareness of potential risks, or lack of maturity. This will be taken into account within workplace risk assessments and controlled accordingly. Where school children are invited onto the site, e.g. for work experience, the Director or Manager of the area of work will ensure that a specific risk assessment is conducted and made available to tutors and parents or guardians as applicable.

### 3.14 Accident Investigation

All near misses and accidents should be recorded in the relevant accident book and all serious or dangerous occurrences requiring a RIDDOR (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) report which will be submitted by the Health & Safety Officer or suitable person in their absence.

The Managing Director or Managers will ensure that a full and thorough investigation into the circumstances surrounding all RIDDOR reported accidents is made and, where necessary, the underlying causes determined. Corrective and preventative actions will be put in place as soon as possible and monitored for effectiveness. All accidents will be analysed and reported to the Health & Safety officer who will forward a summary to the Managing Director.

It is the policy of Alfred H Knight to ensure that where practicable all accidents or incidence of work-related ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

The purpose of the investigation is:

1. To ensure that all necessary information in respect of the accident or incident is collated.
2. To understand the sequence of events that led to the accident or incident.
3. To identify the unsafe acts and conditions that contributed to the cause of the accident or incident.
4. To identify the underlying causes that may have contributed to the accident or incident.
5. To ensure that effective remedial actions are taken to prevent any recurrence.
6. To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties and;
7. To enable all statutory requirements to be adhered to.

This policy will apply to all accidents or incidents involving employees, visitors, customers, members of the public and contractors The Company will co-operate with employers of contractors, customers or visitors who may be involved in any accident or incident.



The Company will ensure that the objectives of the investigation are met; suitable and sufficient staff will be selected and trained in investigation procedures and interview techniques.

Staff selected to carry out investigations will be required to attend any necessary training and will be provided with the appropriate information and resources to enable them to carry out their respective roles.

### 3.15 Fire safety

Section 8 of the Health and Safety at Work Act 1974 states that 'no individual shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety' and as such the misuse of ANY and all firefighting equipment may lead to disciplinary action, up to and including summary dismissal.

The company does not expect employees to fight fire and requires them to leave the affected premises immediately until advised by the Senior Manager on site that it is safe to return into the building(s). Having stated this, employee's trained in the use of extinguishers may attempt to extinguish the fire (when they consider the fire small and extinguishable with one extinguisher), where there is no risk of entrapment, smoke inhalation or explosion. In all cases they should first activate the fire alarm before attempting to extinguish any fire.

The Managing Director or Facility Manager is responsible for identifying potential threats that may affect the business via risk assessment e.g. fire, bomb, release of toxic fumes and civil disturbance. The Senior Manager on site at the time of the situation should ensure that there is no delay in contacting the emergency services.

All employees have a responsibility to ensure the health and safety of themselves and others. In relation to fire and emergency, this includes but is not exhausted to ensuring they do not block fire exits or escape routes and that they should clear or report to their manager any obstruction they are unable themselves to deal with. This applies to both internal and external areas. The utmost importance has to be the preservation of life in emergencies.

#### Escape routes

It is the responsibility of every employee to ensure that escape routes and exits are maintained clear and unobstructed. To ensure this is complied with the following inspections will be conducted:

At the start of each day shift – nominated staff are to conduct inspections of escape routes, fire exits, extinguishers and alarm call points;

- Throughout the working week – Managers are to conduct random informal inspections.
- Monthly – The Health and Safety Officer / Site safety person will conduct an audit in each area, record and report upon any defects identified.

#### Fire extinguishers

It is the responsibility of every employee to ensure that fire extinguishers are not misused or removed from their identified positions. Any damage to extinguishers must be reported to the Health and Safety Manager or Officer / Facility Manager immediately. Various types of portable fire extinguishers are located throughout the premises. Instructions for their use and suitability for differing types of fires are printed on fire extinguishers

and on notice boards. Practical training in the use of portable fire extinguishers is to be provided for key personnel at regular intervals.

The following checks are to be conducted on fire extinguishers:

- The nominated person / manager is to conduct inspections extinguishers, visual inspection for damage and to ensure that the safety clip has not been removed.
- On a Monthly basis – The Facility Manager will conduct an audit in each area, record and report upon any defects identified.

Annual maintenance, inspection and repair is conducted by an authorised contractor

### 3.5.1 Fire Risk Assessment

A suitable and sufficient Fire Risk Assessment for all sites has been created and is available for all staff to view. Given the nature of our business fire poses a high hazard threat but managed properly is low risk.

A full Fire Safety Procedures Policy can be found as below – Fire Appendix 1 – Below

### 3.16 Permits to Work

A permit to work is a formalised safe system of work. It is operated fundamentally when there is a high degree of foreseeable risk e.g. entry into a confined space, working at height, working with high voltage electricity, hot work such as welding and cold work such as the use of solvents, acids and alkalis etc.

The procedures laid down on any given site either external or internal MUST be adhered to in regards to permits to work.

A typical permit to work incorporates a number of clearly defined stages:

- Assessment – this stage entails an assessment of the work to be done, the method, materials to be used and any inherent hazards.
- Withdrawal from Service – this stage requires the withdrawal of the plant from service, designation of the fact by warning signs or fencing around the area, limitation of access and restriction of entry for authorised persons.
- Isolation – physical, electrical and or mechanical isolation of the plant and if appropriate such as in the case of confined space entry, environmental testing to ascertain whether the use of breathing apparatus is necessary.
- Completion of work / Return to Service – on completion of the scheduled operation, details of which must be clearly defined in the permit to work. The certificate is then cancelled and returned to the originator for checking to ensure that the work has been performed satisfactorily.
- Such permits are issued by a suitable person and the guidelines and safety protocols required in their use must be complied with and adhered to as stated.

### 3.17 Noise

Any manufacturing process will result in a certain amount of noise being emitted. Engineering means are used to minimise the emitted noise, whenever practicable, as a first level of action. Should such measures not be successful in reducing noise to below actionable levels then other steps, with PPE being used as a last resort, will be taken.

Where problems are identified, employees will be informed of the noise level, and the measures introduced to limit their exposure to risk. In some areas, the company may find it necessary to make use of PPE compulsory as noise levels exceed actionable levels.

Signs advising employees of the noise levels within their areas of employment have been displayed for their information and note should be made of such areas if working on a Customer site. In addition to this, noise information signs have been prominently displayed at the entrance to noise areas.

Ear plugs will be issued as standard to employees as required however, should an employee find that they are unable to place a plug inside their ear due to medical reasons, they should consult the Health and Safety Officer or Manager who will arrange / conduct an examination of the ear to ensure that the employee is correctly inserting the plug and to ensure that no physical obstruction exists. 'Protect your Hearing' leaflets published by the HSE are available for employee's information and are obtainable from the Health and Safety Officer.

At a Line Managers discretion, or should an employee's GP decide that earplugs are not suitable for an individual, ear defenders will be issued.

Employees are reminded of their obligations to comply with noise warning signs and to adopt the appropriate action.

### 3.18 Communications

The Managing Director has a specific responsibility for ensuring the Company health and safety policy is communicated throughout the Company and that the Policy is reviewed on a regular basis.

The Managing Director and Managers have specific responsibility for ensuring that effective communication on health and safety matters is continually and consistently achieved and for ensuring that the company health and safety policies are adhered to within their areas of responsibility.

## 4. Specific Policies

### 4.1 Control of Lead at Work

The Company will ensure that the exposure of any employees to lead is either prevented or, where this is not reasonably practicable, that such exposure is adequately controlled.

The Managing Director is ultimately responsible for lead exposure to be controlled / minimised however they may delegate Specific tasks to appropriate and experienced staff.

Where the avoidance of lead is not reasonably practicable a risk assessment will be completed and suitable and sufficient protection measures will be put into place for every work involving lead. All staff involved in work where there is liable to be significant exposure to lead must receive suitable training and information regarding its use and possible associated health effects.

Any female staff member who is pregnant or breast feeding must not work where there is liable to be significant exposure to lead or products containing lead.

The Facility Manager must ensure that facilities are provided to enable staff to eat and drink away from any risk of contamination with lead, this must include facilities to wash and remove contaminated clothing as required by the risk assessment. All staff involved in work where there is liable to be significant exposure to lead must be made aware of the need for health surveillance.

Management and staff must co-operate with the Company provided Occupational Health Service to ensure that any health surveillance required is carried out in accordance with their advice and requirements as defined by the HSE. Personal blood lead levels can only be determined via a blood sample and staff are legally obliged to provide blood or urine samples for this purpose.

A record of staff working where there is liable to be significant exposure to lead or products containing lead must be retained by Health and Safety Officer and / or Facility Manager.

#### Arrangements for Securing the Health and Safety of Workers

The Company will, in consultation with workers and their representatives, implement the following:

- Assess the risk to health to decide whether or not exposure is 'significant' (As defined by current legislation) and what precautions are needed to protect health.
- Put in place systems of work and other controls, such as fume and dust extraction, to prevent or control exposure to lead, and keep equipment in efficient working order.
- Provide washing and changing facilities, and places free from lead contamination where people can eat and drink.
- Advise people about the health risks from working with lead and the precautions they should take.
- Train staff to use any control measures and protective equipment correctly.
- If exposure to lead is deemed to be 'significant' then the Company will also implement the following measures:

- Provide appropriate protective clothing
- Make suitable arrangements for the laundering of contaminated clothing
- Measure the level of lead in the air that staff are exposed to and advise the results.
- If personal exposure to lead cannot be kept below a certain level – known as the occupational exposure limit – the Company will also issue respiratory protective equipment (RPE) as required.

As stated above - personal blood lead levels can only be determined via a blood sample and staff are legally obliged to provide blood or urine samples for this purpose.

Blood-lead levels are usually checked every three months, especially if you are under 18 or a woman of child-bearing age. It may be more often if staff undertake the sort of work where they could rapidly absorb lead (e.g. work on lead-burning processes where exposure to lead fume could be high unless properly controlled). The appointed doctor may check individual's blood-lead level less often if their exposure and blood-lead level do not usually change very much. This could be every 6 or even 12 months.

The Company can only be guided on the frequency for this task by an engaged suitable medical Doctor.

## 4.2 Ionising Radiation

It is a requirement that all work involving sources of ionising radiation is carried out in a manner that restricts, so far as is reasonably practicable, the exposure to ionising radiation of those carrying out the work and of others who could be affected by the work.

The framework for achieving this is defined by the Ionising Radiations Regulations 1999. Work with radioactive material must also be carried out in compliance with environmental protection legislation. In particular the Environmental Permitting Regulations impose conditions on acquisition, storage and disposal (including application of best available techniques to minimise releases), either by virtue of licences issued by the Environment Agency, or through standard conditions applying to the exemption from licensing of certain classes of material.

A common part of the Company's day to day operations involves the receiving of incoming of samples for analysis and all samples are routinely tested for radioactivity with any samples found in excess of the minimum threshold subject to a strict handling protocol.

Additionally the Company also uses X-ray machines for certain aspects of our operations.

Arrangements for Securing the Health and Safety of Workers

To comply with all relevant statutory requirements the Company undertakes to ensure that:

- Diagnostic procedures are performed in such a way that the radiation exposure is as low as reasonably practicable.
- All equipment that is a source of Ionising Radiation is maintained and inspected on a regular basis in line with manufacturer and legislative guidelines.
- Employees, contractors and others are adequately informed of identified radiation risks and, where appropriate, ensure they receive instruction, training and supervision.

- Consult with employees' representatives on radiation safety issues is given.
- The company will safeguard the environment from the effects of the Company's activities.
- Make available records at the request of authorised external agencies.
- Supply such health surveillance & dosimetry measurement as is required to ensure the health safety and wellbeing of all staff, contractors and other persons who may be affected by our use of such equipment.
- Monitor and review the effectiveness of the Policy and, where appropriate, implement improvements.
- 

### Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process. Risk assessment must be carried out by a competent person – or those qualified and experienced to undertake a risk assessment.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

### 4.3 Lifting Equipment

The appointed manager or Director must ensure that operators of any lifting equipment meet training requirements before allowing them to use any lifting equipment, and keep a record of training as evidence of competence.

#### Employer responsibilities

- Only lifting equipment which is manufactured to a high standard and, where appropriate, that complies with the appropriate British Standard or EC declaration of conformity (CE mark), will be provided for the use of staff
- A risk assessment of lifting equipment use is reviewed regularly and steps are taken to eliminate or minimise any new risks identified
- Lifting equipment is maintained in good working order and condition
- Only properly trained employees authorised in writing will be allowed to use, operate or maintain any lifting equipment
- All lifting equipment is subjected to a regular thorough examination as required by the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), and the records shall be retained.
- A pool of trained and authorised drivers will be appointed, sufficient in number to ensure efficient operation. There must sufficient number to cover holiday periods or absences through sickness, but should not be so large that some drivers only operation lifting equipment infrequently and lose their skills.
- If any operator is found to be driving in an unsafe manner or failing to follow safe operating procedures, authorisation to drive should be withdrawn (either temporarily or permanently) and disciplinary action should also be considered.
- Drivers must be 18 years or over

- Refresher training shall be carried out at a minimum interval of a three yearly period; records of training shall be retained by the site and kept up to date.
- Operations managers shall ensure that the daily pre shift visual inspection of lifting equipment is carried out.
- Suitable warning notices should be prominently displayed and equipment such as Forklift trucks etc. should be fitted with audible or flashing beacon warning devices.

## Employees' Duties

A person must not use or operate any lifting equipment unless:

- They have successfully completed an approved training course
- They have received appropriate training, information and instruction in the safe use of the particular type of lifting equipment and where appropriate, have a certificate from the employer to that effect
- They are fit for the task. This does not necessarily mean that disabled employees who are suitably qualified will not be employed to use lifting equipment
- They are experienced in or made familiar with the working environment.
- Keys must be removed from lifting equipment to ensure that unauthorised use cannot take place.
- Prior to use of equipment at the beginning of the shift, the operator must carry out the daily visual inspection, and complete the relevant form. The forms will be retained by the site. This must also include Fork Lift Truck vehicles.

Employees must:

- Report any accident or incident when using lifting equipment to their supervisor who will bring it to the attention of the manager named above
- Report any faults on any piece of lifting equipment to their supervisor and cease using that equipment until the manager named above has evaluated whether the fault is likely to cause injury.
- Report if any medication (over the counter or prescribed) has been consumed which may affect the employee's ability to operate the equipment.
- Employees are also encouraged to suggest any improvements to the health and safety arrangements to their supervisor. These will be evaluated by the manager.

## 4.4 Manual Handling

Statistics show that manual handling is one of the most common causes of injury in the workplace. These injuries often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and provide guidance on the measures that should be taken to ensure safe lifting and carrying as part of Alfred H Knight's Work activities.

Arrangements for Securing the Health and Safety of Workers:

### 1. Elimination of Hazardous Manual Handling Activities

The Company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of automated or mechanical aids such as trolleys, chutes and conveyors etc.

## 2. Assessment of Risk

Competent persons will carry out an assessment of the risks of manual handling activities. Identified risks will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

### i. The Task

Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height and no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. If items must be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as close to waist level as possible. Pushing is preferable, particularly where the back can rest against a fixed object to give leverage. Carrying distances should be minimised, especially if the task is repeated. Tasks that involve lifting and carrying should be designed to allow for sufficient rest breaks to avoid fatigue. Avoid tasks that require twisting the body where possible.

### ii. The Individual

Consideration must be given to age, body weight and physical fitness. Regard must also be given to personal limitation; employees must not attempt to handle loads that are beyond their capabilities. Assistance must be sought when necessary. Allowances should be made for people with genuine physical or clinical reasons for avoiding lifting. Pregnant women and very recent mothers should not be required to undertake hazardous lifting or carrying tasks. Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

### iii. The Load

The load should be kept as close as possible to the body's trunk to reduce strain and should not be of such size as to obscure vision. An indication of the load's weight and center of gravity should be provided. Unstable loads should be handled with particular caution. The change in center of gravity is likely to result in overbalancing. Ensure there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters. Where possible mechanical lifting aids should always be used in preference to manual handling.

### iv. The Environment

Working Environment - there must be adequate space to enable the activity to be safely conducted and the transportation route must be free of obstructions. Lighting, heating and weather conditions must be considered. Floors and other working surfaces must be free from slipping and tripping hazards and adequate ventilation is required, particularly when natural ventilation is lacking.

### v. Other Factors

The use of personal protective equipment (PPE) may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant interruptions from other workers must also be avoided, as it can reduce concentration.



## Managers Duties

Managers must ensure that:

- Manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Adequate information and training is provided to persons carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- Employees adhere to safe systems of work.
- Safety arrangements for manual handling operations are monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work.
- Special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations.

## Employees' Duties

Employees must ensure that:

- They report to management (in confidence) any personal conditions which may be affected by manual handling activity.
- They comply with instruction and training provided.
- Their own health and safety is not put at risk when carrying out manual handling activities.
- They use equipment which has been provided and which they are trained to use.
- Any problems relating to the activity are reported to a responsible person.

## Information and Training

Suitable information and training will be provided to persons required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given. Employees will be informed of approximate weights of loads to be handled and objects with an uneven weight distribution.

## 4.5 Outworking

For clarification - an outworker is any employee who works away from the normal premises on behalf of Alfred H Knight. An outworker can work full-time or occasionally.

The Company is committed to ensuring the health, safety and welfare of its outworkers and those affected by outworking as far as is reasonably practicable.

All outworking activities will be considered and assessed for risk. Where there is little or no risk to the outworker or others in specific environments, no further action will be taken. If a risk assessment indicates the need for action, Alfred H Knight is committed to putting in place appropriate controls to reduce the risk as far as is reasonably practicable. Outworkers are covered by existing health and safety law in the same way as any other workers within the organisation.

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

## Arrangements for Securing the Health and Safety of Workers

The Company will in consultation with outworkers:

- Provide information, instruction, training and supervision.
- Assess all significant risks.
- Make adequate arrangements for putting in place control measures and for managing control measures.
- Supply all necessary equipment and communication systems.
- Ensure that all equipment and communication systems are suitable for the job.
- Ensure that all equipment and communication systems are safe, regularly tested and maintained.
- Ensure that any substances provided are assessed and controlled.
- Supply personal protective equipment if needed.
- Review risk assessments whenever there are significant changes and at least annually.

### Duties of Managers and employees

- The Company is responsible for the health, safety and welfare of outworkers as far as is reasonably practicable.
- Managers are responsible for ensuring outworkers receive the appropriate training and information.
- Managers are responsible for facilitating risk assessments and putting in place appropriate controls.
- Managers will co-operate with other employers in shared workplaces or managed premises where outworkers are working.

## 4.6 Lone Workers

Tasks that are often or normally carried out by one person must be identified and carefully considered when the risks of the hazards involved in the task are analysed.

Four factors must be taken into account when considering lone workers and during the risk assessment process:

1. The risks involved – high risk activities will always require more than one person (e.g. entry into a confined space)
2. The competence of the individual – apprentices, trainees and inexperienced workers must have an appropriate level of supervision; constant, close supervision may be required in some cases
3. The provision of emergency support – consideration must be given to procedures in the event of an accident or violent attack against the lone worker (e.g. provision of communications to summons assistance. If the individual is unable to provide first aid to themselves, it could be construed as a breach of the Health and Safety (First Aid) Regulations.
4. The provision of communication systems – this can be via several methods ranging from simple mobile telephone, radios etc. to more complex methods such as movement indicators. It is important that both the 'base location' and the lone worker are able to communicate to provide advice and support if necessary.

Examples of lone workers may include security officers, sample takers, reception staff, drivers (including employees required to drive between locations on business) and maintenance staff.

Where possible Lone Working should be avoided. Should this be impractical then clear communication should be available between the lone worker and a colleague / supervisor to ensure their ongoing safety at all times.

#### 4.7 Personal Protective Equipment

The Company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

The Company's policy is to provide suitable PPE as appropriate, to ensure it is properly maintained and that employees are provided with adequate information, instruction and training.

The implementation of this policy requires the co-operation of all members of management and staff. There will be full consultation with employees through existing channels of communication.

The person responsible for implementing this policy is the Health and Safety Officer.

Arrangements for Securing the Health and Safety of Workers

The Company will - in consultation with employees:

- Ensure PPE requirements are identified when carrying out risk assessments.
- Use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary.
- Carry out an assessment to identify suitable PPE.
- Ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately.
- Ensure PPE is available to all staff that needs to use it.
- Provide adequate accommodation for correct storage of PPE.
- Provide adequate maintenance, cleaning and repair of PPE.
- Inform staff of the risks their work involves and why PPE is required.
- Train staff in the safe use and maintenance of PPE.
- Review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually.
- Duties of Managers and Supervisors

Managers must ensure:

- PPE requirements are considered when risks are assessed.
- Suitable PPE is provided and is always easily available to all employees that need to use it.
- PPE is properly stored, maintained, cleaned, repaired and replaced when necessary.
- Adequate information and training is provided to all employees who need to use, maintain or select PPE.
- Any injuries, ill health or incidents relating to the use of PPE are investigated, with remedial action taken.
- Employees use the PPE provided properly.
- The use and maintenance of PPE is regularly monitored and reviewed.

- Special arrangements are made, where necessary, for individuals with health conditions that could affect the use of PPE.

### Duties of Employees

- Employees must ensure:
- Use all PPE provided properly whenever it is required.
- Attend training sessions and comply with the training, instruction and information provided.
- Check the condition of their PPE before each time that they use it.
- Store, clean and maintain their PPE correctly.
- Report any losses, defects or other problems with PPE to their manager or another responsible person immediately.
- Report to management, in confidence, any personal conditions that may affect their ability to use PPE correctly.

### Information and Training

The company provides sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers using PPE. This includes temporary staff, persons gaining work experience with the organisation and contractors, as well as those in direct employment. Managers and supervisors who are responsible for users of PPE will also receive appropriate training, as will those responsible for selecting and maintaining it.

### Special Equipment

Hi visibility vests must be worn where indicated as well as the use of hard hats defined areas, as outlined by the relevant safety signs and by the requirements of risk assessments and or / clients site policy. Safety shoes must be worn in designated areas – again as defined by appropriate signage etc. An issue of thermal underwear when working in unheated premises for extended periods or in cold weather will be made in consultation with Managers. Appropriate safety equipment as defined by risk assessment.

## 4.8 CoSHH Policy

The nature of our Company and our operations necessitates the use of chemicals and is an unavoidable element of our working processes.

All employees will be provided with understandable information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

The implementation of this policy requires the total co-operation of all members of management and staff.

### Arrangements for Securing the Health and Safety of Workers

The Company will, in consultation with workers and their representatives, implement the following.

- Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.

- All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible.
- Engineering controls will be properly maintained and monitored by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness.
- Any system of work, supervision system or any other similar measure will be reviewed at suitable intervals and revised if necessary.
- All employees and others who may work in the affected areas will be informed of the purpose and safe operation of all engineering controls.
- PPE will only be used as a last resort or as a back-up measure during testing or modification of other controls.
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. If possible, the number of different types will be minimised to prevent mistakes in servicing or replacement.
- Employee health records of all exposures to substances hazardous to health will be kept for a minimum of 40 years.
- All employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results.
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.
- If Local Exhaust Ventilation (LEV) is in use, it shall be tested every 14 months at the maximum, in line with the current statutory requirement.

## Procedures for Dealing with Health and Safety Issues

When an employee raises a point related to the use of substances hazardous to health, Alfred H Knight will:

- Ensure the hazard associated with the substance has been correctly identified.
- Ensure the assessment of the use of the substance is correct and up to date.
- Ensure controls in place are adequate.
- Correct any observed deficiencies in the control of the hazards.
- Inform the employee, and their representative if appropriate, of the results of the investigation and actions taken.

In the unlikely event that an identified exposure has taken place, those affected and their managers and representatives will be informed immediately. Possible health effects will, in addition, be communicated to the organisation's occupational health service.

### Information and Training

Managers of areas which use substances hazardous to health will be given additional training to ensure the proper management of the risks. Where the need is identified by risk assessment, spill teams will be formed and trained accordingly.

## Safe System of Work

Employees must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls, e.g. PPE.

### 4.9 Display Screen Equipment

The Company has a duty under the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) to ensure that exposure to hazards in relation to Display Screen Equipment is either prevented, or, where this is not reasonably practicable, adequately controlled. We understand that although the use of display screen equipment is not generally a high-risk activity, failure to meet the minimum requirements may lead to serious muscular or other physical problems, eyestrain, fatigue and stress.

Display Screen Equipment as covered by the DSE Regulations means any alphanumeric or graphic display screen including cathode ray tubes, liquid crystal, laptops or "other emerging technologies" but excludes screens to show TV or film pictures, screens on transport, calculators, cash registers and window typewriters (rather than those with a Visual Display Unit).

Users – There are general guidelines laid down by the HSE as to who these are: these are persons who use the DSE for continuous spells of an hour or more at a time and this do it more or less daily. Users will be defined as part of Alfred H Knight DSE assessment process.

#### Arrangements

Alfred H Knight will take steps to ensure that the DSE is properly installed and in an acceptable environment. It is the Managing Director's responsibility to ensure that workstation assessments are undertaken and that any remedial action is completed within the timescale provided.

All DSE 'users' are to co-operate with their manager in the assessment process and efficient use of their workstation and report any difficulties or defects, which could potentially contribute to a health hazard.

Employees, who are required to use DSE for substantial work, will receive training so that they are aware of the hazards and health risks and are able to arrange and adjust their equipment and workstation for safe and efficient working. General information is available on the HSE website and from the company Health and Safety Officer.

Employees are required to have a short change of activity regularly (e.g. 5 minutes every hour) from use of DSE, if natural breaks do not interrupt DSE work.

Employees who carry out substantial work at a display screen will be entitled to free eye tests, before commencing work on DSE or as soon as is practical, at regular intervals afterwards, or, when visual difficulties are experienced.

Managers must ensure that agencies (or other staff providers) are asked to confirm that temporary workers have had suitable eye tests and, where necessary, have corrective spectacles, when retained for work with DSE.

## 4.10 Electrical Safety

The company is committed to ensure that all electrical equipment meets the safety requirements of the Electricity at Work Regulations 1989 so that employees, customers and visitors are not exposed to danger.

In order to fulfil this duty, the following conditions will apply.

- No person may carry out work on any electrical equipment, including the fitting of plugs, fuses and lamps, unless they have been suitably trained. Only competent persons trained and authorised by The Company will be allowed to carry out these tasks.
- Work on all electrical equipment (fixed, portable or transportable) will be carried out so that it does not constitute a risk to employees or any other persons.
- The Company has a responsibility to ensure that any employee or contractor undertaking work on electrical equipment is suitably qualified and classified competent by the organisation.
- Work on or near live conductors will not be permitted without the authorisation of the Facility Manager and / or Director.
- All reasonable precautions will be taken to ensure that live conductors are isolated before work commences.

Employees and/or contractors who work on or use electrical equipment should always ensure that:

- All electrical equipment is visually inspected for faults before use.
- All portable electrical equipment has a valid and current test label attached to them (PAT testing)
- All leads and extension leads have a valid and current test label attached to them (PAT testing)
- All extension leads will be covered in walkways so they do not present a trip hazard.
- All electrical equipment in use will be maintained to a satisfactory standard to minimise risk to employees.
- Alfred H Knight – or a designated appropriate contractor - will perform regular periodic tests on all electrical equipment in use, either by using internal competent staff or external contractors, and the findings will be recorded.
- Staff will carry out visual inspections prior to using all electrical equipment.
- Only competent persons will be allowed to test equipment. A record will be kept of each test and a tagging system will be used on all electrical equipment.
- Detachable leads must be tested separately and marked accordingly with a tag number. Only the power leads to computing equipment, printers, faxes, etc will be tested due to the risk of damage to the equipment.
- Wherever possible, trailing leads will be restricted from use. Any trailing lead in use will be tested separately; visual inspections will be carried out before use and on a regular basis.
- Any electrical equipment found to be faulty should be taken out of service and clearly marked:

**DO NOT USE — FAULTY.**

- No personal mains powered equipment will be used on any of the Company's premises unless permission has been given for its use and the equipment has evidence of a current valid test (displayed on an adhesive label on the lead or the equipment itself).

#### 4.11 Risk Assessments

Risk assessments form the central strand of a self-regulated safety management system. Successful completion of them provides sound economic benefits to the company as a whole as well as satisfying legal requirements. This policy is intended to reduce risks to the health and safety of employees and others who may be affected by the way in which we conduct our business.

Those involved in the risk assessment process will receive appropriate training.

##### Arrangements for Securing the Health and Safety of Workers

###### 1. Elimination of Hazards

The company will ensure all hazards will be eliminated, so far as is reasonably practicable. If this is not possible, the remaining risks will be either avoided or reduced to an acceptable level. The measures introduced to achieve this will follow the principles of prevention and aim to combat risks at source.

###### 2. Assessment of Risk

If hazards cannot be eliminated or risks avoided, an assessment of risks will be carried out by competent persons. The following factors will be considered during the assessment.

###### i. Likelihood

Whether the likelihood of the harm arising from the hazard is remote, possible, an even chance, probable or almost certain will be considered.

###### ii. Severity

Consideration will be made of whether the severity of harm from the hazard is likely to result in:

- Insignificant injury.
- First-aid treatment only.
- Absence from work for more than three days.
- A major injury.
- Death.
- Permanent disability.

Reference will be made to accident book records, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (as amended) RIDDOR forms, sickness and ill-health records, first-aid records and incident (near miss) records when reaching this decision.

##### Those at Risk

Individuals or groups at risk due to the hazard will be considered. This will include employees, the self-employed and any other persons. If vulnerable persons, e.g. young people, pregnant women, nursing mothers, those with disabilities, lone workers and those working out-of-hours or at remote locations are likely to be exposed, additional consideration will be given.



## Managers Duties

Managers must ensure:

- Assessments are carried out where relevant and records are kept
- Control measures introduced as a result of assessments are implemented and followed
- Employees are informed of the relevant results and provided with necessary training
- Any injuries or incidents lead to a review of relevant assessments
- Employees adhere to safe systems of work
- Safety arrangements are regularly monitored and reviewed
- Employees identified by the assessment as being at risk are subjected to appropriate health surveillance
- Special arrangements are made, where necessary, for vulnerable persons (e.g. young / pregnant / disabled).
- Employees' Duties
- Employees must ensure:
  - They report to management (in confidence) any personal conditions which may put them at greater risk when carrying out work activities
  - They comply with all instruction and training
  - Their own health and safety is not put at risk when carrying out work activities
  - They use equipment and machinery in accordance with instruction and training
  - Any problems relating to their work activities are reported to a responsible person, along with any shortcomings they believe exist in the arrangements made to protect them.

## Information and Training

Suitable information, instruction and training will be provided to all persons involved in the risk assessment process. Risk assessment must be carried out by a competent person such as the Health and Safety officer – or those qualified and experienced to undertake a risk assessment. Those carrying out risk assessments will attend a Risk Assessment course or the IOSH Managing Safety course in order to gain the skills and knowledge necessary.

Any specific information, instruction and training needs identified will be provided. A responsible person will also regularly review training needs and refresher training will be provided at reasonable intervals.

## Review

Risk assessments should be reviewed periodically according the risk level, or in the event of an accident, or if there are any changes to the operation, or other changes that could affect the suitability of the risk assessment.

A scheduled review will take place as follows:

Low level risk assessments – Reviewed every 3 years.

Medium level risk assessments – Reviewed every 2 years.

High level risk assessments – Reviewed every 1 year.

## 4.12 Working at Height

Statistics show that falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The company will take all reasonable steps to provide a safe working environment for all employees who may be affected by work at height activities.

Alfred H Knight shall provide a safe system of work that will ensure, so far as is reasonably practicable, the necessary preventive and protective measure to prevent falls of persons or materials from the workplace. We will require employees and any other persons involved in the work activity to co-operate in the implementation of this policy. Working at height may take place as part of the work activity; however this may be limited to activities such as maintenance work etc.

Arrangements for Securing the Health and Safety of Workers

The company will in consultation with employees ensure that:

- All work activities that involve work at height are identified.
- The need to undertake work at height will be eliminated whenever it is reasonably practicable to do so.
- Risks associated with those activities where work at height cannot be eliminated are evaluated and steps are taken to control them.
- All the necessary equipment to allow safe access to and egress from the place of work is provided.
- All the necessary equipment to ensure adequate lighting and protection from adverse weather conditions is provided.
- Suitable plant is provided to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.
- Any working platform and its supporting structures are selected and/or designed in accordance with current standards.
- Regular inspections of all equipment required for working at height are undertaken.
- Competent persons are appointed to be responsible for the supervision of all work at height and associated activities.
- An outline rescue plan is in place to retrieve staff working at height in the event of a mechanical failure (MEWP etc.) or incident.

### Duties of Managers

Managers will:

- Ensure that all work activities that involve work at height are identified.
- Eliminate the need to undertake work at height whenever it is reasonably practicable to do so.
- Undertake risk assessment for those activities where work at height cannot be eliminated and reduce the level of risk, so far as is reasonably practicable.
- Provide all the necessary equipment to allow safe access to and egress from the place of work.
- Provide all the necessary equipment to ensure adequate lighting and protection from adverse weather conditions.

- Provide suitable plant to enable the materials used or created in the course of the work to be safely lifted to and from the workplace and stored there if necessary.
- Ensure that any working platform and its supporting structures are selected and/or designed in accordance with current standards.
- Make provisions for regular inspections of all equipment required for working at height.
- Ensure that all persons who have to undertake work at height are trained and competent to do so.
- Require any contractors from whom they procure services to comply with this policy.

#### Duties of Employees

- Employees will:
- Comply with all instruction and training that are provided in work at height activities.
- Take appropriate steps to ensure their own health and safety is not put at risk when working at height.
- Report any perceived shortcoming in the arrangements for managing the risks associated with working at height.

#### Information and Training

Suitable information and training will be provided to persons who are required to undertake activities that involve work at height. Refresher training will also be given at reasonable intervals.

### 4.12 Workplace Transport

The company recognises that if vehicles and mobile work equipment are not properly managed, there will be a risk to all personnel. This policy is intended to reduce the risk of workplace transport activities.

The person responsible for this policy is the Health and Safety Officer and Managing Director.

Arrangements for Securing the Health and Safety of Workers

#### Elimination of Hazards

The Company will ensure that workplace transport operations which present a risk to employees will be eliminated or reduced as low as reasonably practicable. Measures to achieve this will include the:

- a. Identification of all hazardous transport activities within the workplace
- b. Completion of a suitable and sufficient risk assessment.

#### Assessment of Risk

Competent persons will carry out an assessment of workplace transport activities. Management will be provided with an action list to address any risk identified. The risk assessment process will:

- Identify the hazards
- Identify who might be harmed, and how
- Evaluate the risks
- Assess whether existing precautions are adequate or whether more are required.

The significant findings of the assessment will be recorded and it will be periodically reviewed.

## Managers Duties

Managers will ensure that:

- Suitable and sufficient assessment of the risks are carried out
- The person who carries out the assessment process is competent to do so
- The exposure of employees to workplace transport hazards is either prevented or controlled
- Any control measures, if relevant, are maintained in an efficient state and working order
- Employees are provided with suitable and sufficient information, instruction and training.

## Employees' Duties

Employees must ensure that:

- They comply with all instructions and training in relation to the execution of their work
- Their own health and safety and that of other employees is not put at risk by their actions
- They use equipment provided for the task it was intended
- They report any problems to their direct supervisor.

## Information and Training

Adequate information and training will be provided to individuals to ensure that they are competent to carry out their tasks. A responsible person will assess training, including the need for refresher training.

## 5. Monitoring and Review

### 5.1 Planned Inspections

The Managing Director and Managers are responsible for ensuring workplace inspections are undertaken at defined intervals and for initiating corrective actions to rectify any defects highlighted.

These inspections will be undertaken with the assistance of the Site Safety Person.

### 5.2 Planned health and safety audits

Health & Safety Inspections will be undertaken by the Health and Safety Officer, Facility Manager and other personnel as identified according to a schedule defined by the Managing Director.

### 5.3 Company Health and Safety Policy

The Managing Director will review the effectiveness of the Company Health and Safety Policy at regular intervals depending on legislation or changes in company procedures and structure.

A review will take place at intervals not exceeding a 12 month period.

## 5.4 Records

The following records will be kept in the areas indicated and made available as requested by management, regulatory authorities and customers.

Monitoring Records	Personnel Office	40 years retention
Equipment Inspection Sheets	Personnel Office	3 years retention
Risk Assessment	Personnel Office	3 year retention
Accident / Treatment Records	Personnel Office	3 year retention
COSHH Assessments	Personnel Office	40 year retention
Fire Certificate Log Book	Personnel Office	5 year retention
PPE Issue Records	Personnel Office	40 year retention
Fit Testing	Personnel Office	3 years past end of employment

NB – records may be retained in an electronic format.

## Fire Appendix 1

### Fire Safety Arrangements.

## 1. Introduction

This document gives more detailed information contained in section 3.15 of the Company Health and Safety Policy.

The Regulatory Reform (Fire Safety) Order 2005 (as amended) and Practical Fire Safety Guidance documents issued under the Act require a management commitment to fire safety standards in premises and in the maintenance of a safety culture of fire safety. There should be clearly defined fire safety arrangements for the protection of all persons using the premises including staff, students and visitors and this should include the arrangements for planning, organisation, control, monitoring and review of fire safety measures. The arrangements cover management standards that should be achieved in all premises in respect of:

- Emergency fire action plan;
- Fire safety information and training;
- Fire drills;
- Maintenance of fire safety measures and
- Recording information and keeping records.

The employer must, at all times, ensure that employees and other persons who are not employees are not put at risk by any work activities ss.2(2), 2(3) and 3 of the Health and Safety at Work Act 1974 (HSW Act)).

In addition to this, the Management of Health and Safety at Work Regulations 1992 (MHSWR) require (under regulation 3) that assessments are made of all risks to which employees are exposed while at work, while regulation 4 requires employers to have arrangements in place to cover health and safety, not only for employees but also for others who may be affected by the work activities, and these should be integrated with the management systems for all other purposes.

Regulation 7 of MHSWR is concerned with procedures for serious and imminent danger and for danger areas. Every employer must:-

1. Establish procedures to follow in the event of serious and imminent danger to persons at work, including risks from non-occupational sources such as bomb alerts.
2. Nominate competent persons to implement the above as regards evacuation of premises.
3. Ensure that no employee has access to a restricted area unless that employee has been appropriately trained.

The risk assessment should identify the foreseeable events that need to be covered by these procedures. The main risk as regards emergency situations is that of fire which applies to virtually all workplaces (this is covered in Fire Procedures later in this section) but some workplaces will face additional risks, depending on the nature of the activity carried out.

## 2. Policy statement

It is the intention of the company to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, the company acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so the company will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. The Company will also endeavor to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

Any concerns employees may have regarding the company's emergency procedures should be reported to a responsible person immediately. The Company will then take the necessary measures to investigate and remedy the situation.

## THE ARRANGEMENTS

### 3. Organisational responsibilities

The recognition and management of fire safety is an integral part of the Company's responsibility to its employees, and the role of managers and employees in addressing fire safety related issues is vital. In view of this, it is crucial that the responsibilities for the management of fire safety within the workplace are clearly defined.

The Company will appoint one or more persons to co-ordinate fire safety arrangements for premises occupied by the Company. Primarily this role will fall to the Company Health & Safety Staff.

#### 3.1 The Health & Safety Manager / Officer / Company Fire Safety Adviser

Will advise and assist the Company to ensure the following is done:

Arranging and recording details of all staff training and instruction;

- Co-operating with anyone else who has fire safety responsibilities for the same premises (including sharing information about the activities/measures undertaken, where appropriate) and take all reasonable steps to co-ordinate the fire safety arrangements regarding the Company / Site;
- Ensuring all contractors and visitors are aware of the fire emergency procedures including the
- Emergency evacuation arrangements determined from the completed fire risk assessment for the premises;
- With guidance from the Company Health & Safety / Fire Safety Adviser, identifying and assessing the fire risks associated with all activities in the premises with the aim of eliminating or controlling the risks, so far as is reasonably practicable;
- Allocating sufficient resources to meet the requirements of the premises' fire safety arrangements;



- Planning for fire safety including the setting of realistic short and long term objectives, deciding priorities;
- Monitoring and reviewing performance to ensure that high standards are maintained or improved where necessary;
- Maintaining arrangements for co-ordination and co-operation with other employers where Company employees or clients share premises, facilities or activities with persons working in other organisations.

### 3.2 Facilities / Maintenance Department:

- Will ensure the routine testing and servicing of the fire safety arrangements and recording of same.
- Will give consideration to contingency plans for when systems relating to fire are out of order (for example, alarm panels, smoke detectors).
- Will deal with any recommendations (in consultation with the Company Fire Safety Adviser) arising from fire risk assessment outcomes.
- Will conduct weekly Fire Alarm testing / Sounding at all sites to ensure working status  
See Appendix 2 for further Info. As well as Section 15 – required Checks / tests

## 4. Emergency Fire Action Plan

A written emergency fire action plan and arrangements to implement the plan is required for each premises. The evacuation of all persons, including disabled persons, is a line management responsibility that cannot be delegated to the Fire and Rescue Service.

The Emergency Fire Action Plan will be compiled by the Company in consultation with other occupiers (if necessary). It will set out the action that staff and other people in the premises should take in the event of a fire. (See Appendix 1)

The Emergency Fire Action Plan will be kept on the premises. It will be available as well as known by staff and will form the basis of any training and instruction that is provided.

## 5. Fire Safety Information and Training

Fire safety related training courses such as basic fire awareness, Fire Warden, evacuation lift and communications, and 'Evac' chair will be arranged through Health & Safety / HR who will maintain records of this training.

It is essential that staff know what to do to safeguard themselves and others on the premises and to have an awareness of the importance of their actions. This includes risk reduction, maintenance of fire safety measures and actions if there is a fire. Responsibility for regular staff training on fire safety and the arrangements and for ensuring that this training and the maintenance of training records falls to Health & Safety.

## 6. Fire Drills

Fire drills on all sites will be carried out annually as a minimum by the Health & Safety Officer so that staff understand the emergency fire action plan (including all relevant personal evacuation needs), ensure that staff are familiar with operation of the emergency fire action plan, to evaluate effectiveness of the plan and to identify any weaknesses in the evacuation strategy.

Records of fire drills will be maintained by the Health & Safety Officer.

## 7. Maintenance of Fire Safety measures (Estates Section)

Maintenance of fire safety measures will be undertaken as required. This will include but not be limited to – repair of fixtures / fittings, arranging via a BAFE certificated provider the annual servicing / testing of the Fire Alarms, arranging annual Fire Extinguisher checks through a suitably qualified and experienced provider, Monthly Emergency Lighting checks via a BAFE certificated provider and other tasks as required -

### 8. Recording Information and Keeping of Records

All Company sites will have recorded information (such as fire risk assessments/reviews) and records of their management of fire safety measures will be kept by the Maintenance Department.

Records should be kept of the following.

- Procedures to be followed in the event of an emergency – See 12 below
- Competent persons responsible for implementing procedures.
- Details of emergency evacuation drills and any other relevant training provided.
- Maintenance of emergency alarms and other equipment for use in an emergency.

## 9. Fire Risk Assessment Process and Documentation

The Company Fire Safety Adviser / Health & Safety Officer will undertake fire risk assessments as part of a rolling programme. Each site will be re-assessed on an annual basis and Risk Assessments will be produced following the PAS 79 to the most current issue / publication in line with best practice.

Copies of the assessment report will be sent to:

- The Maintenance / Facilities department Manager
- Senior Management as requested

The master fire risk assessment documents will be kept electronically by the Company Health & Safety Manager who will produce them on demand by an officer of the enforcing authority which is the Merseyside Fire and Rescue Service.

On receiving a copy of the fire risk assessment report (s), the company will develop action plans based on recommendations in the report (including achievable target dates) and progress items in the plan within the limits of their authority. The Fire Safety Adviser / Health & Safety Officer should be contacted for further guidance.

On receiving a copy of the fire risk assessment report, the Maintenance Department will develop action plans based on recommendations in the report (including achievable target dates) and progress items in the plan within the limits of their authority. The Fire Safety Adviser / Health & Safety Officer should be contacted for further guidance.

The Company and the Company Fire Safety Adviser / Health & Safety Manager will regularly monitor all action plans developed as a result of recommendations in the fire risk assessment report for each site.

The Company must consider new or expectant mothers and disabled persons when undertaking specific risk assessments in relation to fire safety. This will take into account their evacuation from the premises.

Individual Personal Emergency Evacuation Plans ('PEEPs') for disabled persons will be completed by Health & Safety in conjunction with the disabled person. Guidance on these matters is available from the Company Fire Safety Adviser / Health & Safety Manager.

## 10. Employee involvement

Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person. Whilst the management accepts main responsibility for the implementation of these arrangements, individuals are legally obliged to co-operate to ensure a working environment safe from the effects of fire.

All employees must:

- Ensure they are aware of the precautions to be taken to prevent the outbreak of fire;
- Participate in fire evacuation practices which the management organises;
- Inform their line manager of anything relating to the premises which could represent a serious or immediate fire safety danger;
- Report any faults/improvements on the fire safety arrangements; and
- Co-operate with their employer, so far as is necessary, to allow them to comply with their fire safety responsibilities.

## 11. Review

These arrangements will be reviewed on an annual basis in line with changes to legislation, best practice and organisational needs.

## 12. Emergency Fire Action Plan

Listed below are the procedures and other matters which are necessary to ensure fire safety and evacuation in case of fire alarm within Company buildings.

Most of these are already in place but reference should be made to these items with regard to their implementation by site.

### 1. PROCEDURES IN EVENT OF FIRE/PROCEDURES ON DISCOVERING A FIRE

Fire Action Notices giving this information are displayed in prominent positions in all Company buildings. Building occupants should ensure they are aware of this information.

A copy of a typical fire action notice is attached Appendix 1.

### 2. CALLING THE FIRE SERVICE

Company fire alarms and detection systems are linked to a monitoring system. The systems are also linked to security mobile telephones and a Duty officer to alert them to the threat of a fire.

Although this means fire alarm activations to these monitors - and / or a person deemed by the company to be at Manager or Supervisor level - should ensure an emergency call to the fire service, it is recommended that where possible and only from a place of safety, without putting the caller at risk, a backup call should be made to ensure that the Fire Service is aware of the need to attend - by calling 112 - and also to:

- Security – Ecclestone Grange – 07711 932 502
- Security – Pegasus House – 07817 493227
- Security – John Knight Laboratory – 07817 493227
  
- Maintenance – 07855 211 966 – Should an Alarm Reset be required.

This call is to confirm the fire alarm and building address only, it is not required to investigate the source or reason for the fire alarm.

### 3. UPON FINDING A FIRE

Upon Finding a Fire Immediately break the glass on the nearest manual fire alarm call point and evacuate. Unless you have been trained DO NOT attempt to extinguish the fire unless you believe you can do so safely and have the correct firefighting equipment to hand. The Company does not expect any member of staff to fight a fire.

#### 4. DURING A FIRE ALARM

When a fire alarm sounds all building occupants:

- MUST EVACUATE the building using the nearest fire exit route – Ensuring all visitors / members of the Public / Contractors are also evacuated.
- MUST PROCEED to the appropriate Fire Assembly Point for your site.
- MUST NOT take any risks.
- MUST NOT stop to pick up personal belongings.
- MUST NOT use lifts.
- MUST NOT re-enter the building unless told it is safe to do so by an appropriate person.

To assist in the building evacuation each Site / building has an Area Fire Officer and / OR where appropriate, trained Fire Wardens. They will be identified by the high visibility vest they are wearing and their requests should be followed explicitly.

A description of their duties is attached at Appendix 3 and 4.

Company Security staff will attend every fire alarm incident on site. They will meet the fire service at the main gate / entrance depending on the site and will direct them to the incident / relevant building.

#### 13. Training

Training to be a Fire Warden will be provided every 3 Years – or as required.

#### 14. Emergency Procedures during Temporary Failure of Fire Equipment

During situations as above involving fire alarms, emergency lighting etc., Security should be informed. They can then notify the Fire Service if needed - Maintenance and other staff as appropriate who will instigate suitable measures.

#### 15. Checks / Tests and verification of operation

The following are examples of checks and tests that should be carried out:

##### WEEKLY

- A check on the means of escape arrangements to ensure exit routes are unobstructed and that doors open and close freely.
- Test fire alarm system by activating a manual call point, using a different call point for each successive weekly test. A check should be made to determine that the testing of the fire alarm also results in the operation or disabling of other linked features such as electrically powered locks, the release of any doors on hold open devices, the operation of doors on swing free arms and automatic opening doors reverting to manual operation.

- For emergency lighting the indicators of the central power supply should be visually inspected to confirm all indicators are in a ready condition. This does not require an operations test. Any faults are to be actioned and recorded.

#### MONTHLY

- Carry out brief visual check of fire extinguishers and hose reels to ensure there are no obvious faults.
- Functional tests of all emergency lighting systems – POTENTIALLY BY A CONTRACTOR

#### THREE MONTHLY

Final fire exit doors should be checked to ensure they are in good working order as follows:

- a) Inspect doors for any warping or distortion that will prevent the door from closing flush into the frame;
- b) Check any fire-resisting glazed panels are in good condition and secure in their frame;
- c) Check escape routes, and test exit locking mechanisms such as panic bars, push pads and Electromagnetic locking devices.

#### SIX MONTHLY

Internal fire doors should be checked to ensure they are in good working order as follows:

- a) Check that intumescent strips and smoke seals are in good condition;
- b) Check escape routes, and test exit locking mechanisms such as panic bars, push pads and Electromagnetic locking devices;
- c) Ensure that fire door self-closing devices operate effectively.

Work to be conducted by a Suitable (BAFE etc.) Contractor

As required any servicing and preventative maintenance on the fire alarm and automatic fire detection – as and when required.

ANNUAL Contractor Checks / testing

Done by a suitably qualified Contractor:

- Maintenance of portable fire extinguishers and hose reels;
- Full discharge test of emergency lighting;
- Servicing and preventative maintenance on the fire alarm and automatic fire detection.



## Fire action

In these premises the Fire Warning is given by the continuous sounding of a

**On discovering a fire**



**Raise the Alarm by operating the nearest Fire Alarm Call Point.**

  


**On hearing a Warning of Fire**

Evacuate the premises quickly and calmly and proceed to the Assembly Point at

Where possible, close all doors through which you pass on leaving the building.



**Do not delay your departure by collecting coats or other personal belongings.**

**Do not use lifts as a means of escape.**

**Do not re-enter the building until a Fire Brigade Officer has stated that it is safe to do so.**

## APPENDIX 2 MAINTENANCE OF FIRE SAFETY MEASURES.

The premises, emergency routes and exits, fire-fighting equipment, fire alarm, emergency lighting, Fire and Rescue Service facilities and other fire safety measures should be kept in efficient working order and covered by a suitable system of maintenance.

There should be regular checks, periodic servicing and maintenance and any defects put right as quickly as possible. Some systems and equipment will be the subject of a British Standard which will likely contain recommendations in respect of maintenance and testing. Experience in individual premises may show that there is a need to vary the suggested frequencies. The examples below of testing and maintenance are not intended to be prescriptive and other testing regimes may be appropriate where this can be justified. Six monthly and annual tests will normally be carried out by a person with specialist knowledge, possibly by entering into a service contract.

## APPENDIX 3 DUTIES OF AREA FIRE OFFICER & DEPUTY AREA FIRE OFFICER

The Area Fire Officer (and Depute) is the "Responsible Person" as described in Part 1 of British Standard 5839:1988. In the Company, the duties are supplemented by certain others relating to security. His/her function is to advise the Company and Company Safety Personnel on matters relating to fire precautions and emergency procedures.

His/her duties are:-

1. To liaise with Company Fire Officer and other Company safety personnel regarding fire protection requirements, and in particular the Departmental Fire Precautions Register.
2. To carry out certain daily and weekly inspections in his/her area of responsibility regarding escape routes, fire alarm indicator panels and alarm tests.
3. To ensure that new members of staff are given instruction on Fire Emergency Procedures (in co-operation with the Company Fire Officer), that existing staff receive refresher training once annually, and that each area for which he/she is responsible maintains a team of Fire Wardens, as appropriate.
4. To ensure that Fire Drills are carried out at least twice per annum.
5. To ensure that all fire incidents, no matter how minor, are reported to the Company Fire Officer.
6. In collaboration with other Departmental Safety Personnel, ensure that in a situation requiring the attendance of the emergency services (e.g. Fire Service), adequate information is available to prevent, so far as is reasonably practicable, their being exposed to risks to their health and safety.



7. To ensure that in conjunction with Fire Wardens appropriate arrangements are in place for assisting the evacuation of sensory or mobility impaired occupants, such arrangements are to be agreed with the Company Fire Officer.

8. To check the posting of appropriate warning fire signs and notices and to report deficiencies to the Company Fire Officer.

9. To ensure that appropriate procedures are in place for securing windows and external doors at the close of each working day and that procedures are in place for safe working of equipment left running overnight, and that all such procedures are written into the Local Health and Safety Statement.