



HEALTH & SAFETY POLICY

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

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

Office copy (controlled document)

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SECTION 1 Introduction and Policies

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

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

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

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



Health & Safety Policy Statement

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

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

To achieve these aims the company will:

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

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

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

The company Directors have ultimate authority and responsibility in relation to all health & safety topics affecting the company.

Signed: *M D Foster*
.....

Position: **MANAGING DIRECTOR**

Print: Michael D Foster

Date of Issue: **7 April 2015**



Environmental Policy Statement

Directors Statement of Company Policy, with respect to,
Environmental Management & Responsibility

Pure Property Care Ltd recognises that to have a planned approach to the prevention and reduction of waste and pollution leads to a long term reduction of costs.

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

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

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

Environmental Action

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

Workforce

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

Waste Reduction

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

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

This policy will be reviewed annually.

Signed: Michael D Foster

Position: **MANAGING DIRECTOR**

Print: Michael D Foster

Date of Issue: **7 April 2015**



Equality and Diversity Policy

At Pure Property Care Ltd we celebrate the diversity that exists amongst our workforce and are committed to creating a working environment in which every employee can take full part.

Our aim is to develop, promote and deliver both employment and training opportunities without discriminating on the basis of race, disability, age, gender, religion or belief, or sexual orientation.

We believe that our company will be a better, more creative and innovative place to work as a result of managing our workforce in a way that gets the best from their diversity: To value their different perspectives and backgrounds, to integrate fairness and equality into every aspect of our employment practices.

We will implement this policy by:

1. Ensuring that all staff and visitors enjoy a safe working environment free from discrimination, harassment and bullying
2. All employees will have equal access to all services provided by the company
3. All employees will have equal opportunities to develop their career through training and promotion opportunities
4. Staff should reflect the diversity of talent and skills from local and national pool
5. The company will take positive action to redress in equalities and discriminatory practice
6. Recruiting, attracting, developing and retaining the most talented people, valuing the varied skills and experiences people bring to the company, thus ensuring our workforce to be representative of our community

Signed:*M. D. Foster*.....

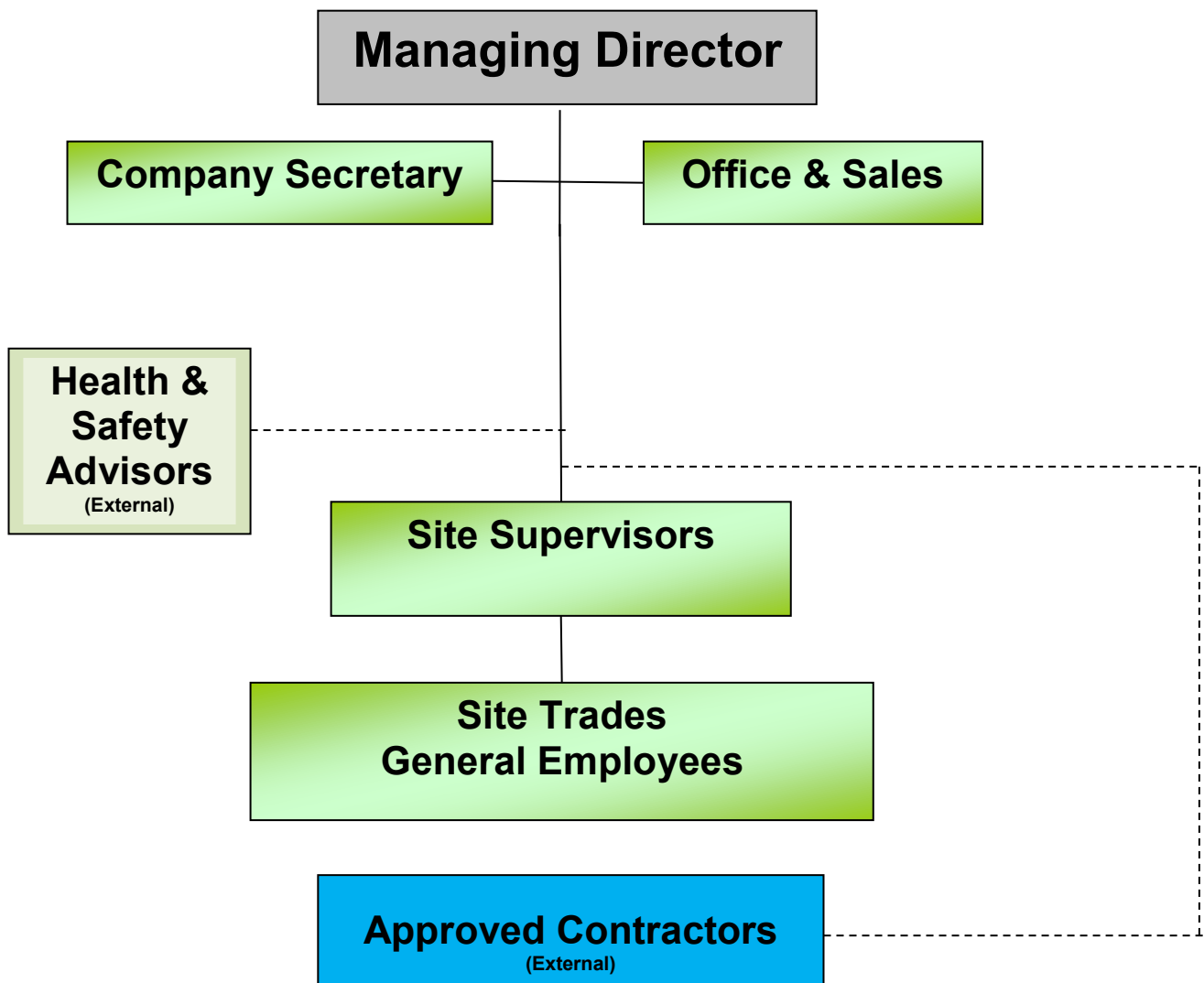
Position: **Managing Director**

Print: Michael D Foster

Date of Issue: **7 April 2015**

SECTION 2 Responsibilities for Implementing the Company H&S Policy

2.1 Company Health & Safety Organisation Chart



2.2 Managing Director

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

2.3 External Health & Safety Advisors

Responsible to the company for:

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

2.4 Site Supervisors

Responsible to the Managing Director for:

1. Implementation of the Company Health & Safety Policy, insofar as it affects their operation.
 2. Ensure through their Management of staff that all safety standards are known, understood, and implemented.
 3. Ensure that all employees receive adequate training in current safety standards and practices.
 4. Identify all actual or potential hazards and initiate the introduction of appropriate safety measures.
 5. Ensure that all equipment, processes, and systems of work are designed and modified, so far as is reasonably practicable, to eliminate all safety hazards and risks to health. Where this is not practicable they will initiate the provision of written warnings, printed signs, admonitory notices, and specific written job instructions.
 6. Ensure so far as is reasonably practicable, adequate arrangements with regard to safety and absence of risks to health in connection with the use, handling, storage, and transport of articles and substances.
 7. Ensure so far as is reasonably practicable as regards any place of work under their control, that it is maintained in a condition that is safe and without risks to health, and that the provision and maintenance of means of access to and egress from it are safe and without risks to health.
 8. Ensure that wherever necessary, suitable protective clothing is provided and worn.
 9. Ensure that each employee is capable and competent to perform the work for which he is engaged and has received and understood the necessary information and instruction.
 10. Ensure compliance with all safety rules. Any violations must be dealt with and recorded in accordance with the Company Disciplinary Procedure.
 11. Ensure that all contractors, service engineers and other visiting employees know and accept the Company policy and safety rules that apply to their work and adhere to them.
 12. Shall review accident reports and take action to prevent recurrences.
 13. Shall ensure that the all persons under their control discharge their responsibilities under this policy
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2.5 All Employees (and all other associated employees)

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

1. Take reasonable care of themselves and any other persons who may be affected by their activities while at work.
 2. Co-operate with their employer on all matters regarding Health & Safety.
 3. Not intentionally or recklessly interfere or misuse anything provided in the interest of Health & Safety.
 4. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.
 5. Follow all Health & Safety instructions and information provided in the interest of Health & Safety.
 6. Wear protective clothing and equipment prescribed as the situation demands or when instructed.
 7. Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.
 8. Immediately report all equipment defects.
 9. Do not carry out repairs to equipment unless qualified and authorised to do so.
 10. Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction.
 11. Whenever possible, ensure that all equipment and power supplies are left in a safe condition when unattended or when work ceases.
 12. Report any accidents and near misses immediately and record in the Accident Book. Treatment must be sought immediately and not postponed.
 13. Whether working at the company's premises or elsewhere, employees must comply with all Health & Safety policies, procedures, rules or precautions lay down by the Company or its clients and must not put themselves or others at risk.
 14. Ensure equipment is left safe and take such measures to prevent unauthorised use.
 15. Report any perceived Health & Safety risks and make any suggestions to improve Health & Safety.
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2.6 Sub-Contractors

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

1. Follow company rules and regulations.
 2. Comply with the company Health & Safety Policy.
 3. Take reasonable care of themselves and any other persons who may be affected by their work.
 4. Co-operate with the company on all matters regarding Health & Safety.
 5. Not intentionally or recklessly interfere or misuse anything provided in the interest of Health & Safety.
 6. Shall not possess or consume alcohol, drugs, intoxicants or other illegal substances during the working day or to be under the influence of such substances, legal or otherwise, such that safety at work is jeopardised.
 7. No to indulge in horseplay, fighting or malicious damage.
 8. Follow all Health & Safety instructions and information provide in the interest of Health & Safety.
 9. Wear protective clothing and equipment prescribed as the situation demands or when instructed.
 10. Only personnel that are suitably trained and authorised to use equipment or vehicles may do so, provided it is in a safe and proper working condition, instructions are followed and that all guards and safety features are operating.
 11. Immediately report all equipment defects and not to carry out repairs to equipment unless qualified and authorised to do so.
 13. Keep all work and storage areas, gangways and staff facilities clean and tidy and free of obstruction.
 14. Ensure that all power supplies are left in a safe condition when unattended or when work ceases.
 15. Report any accidents immediately and recorded in the Accident Book. Treatment must be sought immediately and not postponed.
 16. Whether working at any premises, employees must comply with all safety policies, procedures, rules, or precautions laid down by that Company or its clients and must not put themselves or others at risk.
 17. Ensure equipment is left safe and take such measures to prevent unauthorised use.
 18. Report any perceived Health & Safety risks and make any suggestions to improve Health & Safety.
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2.7 Fire Warden (appointed person)

The responsibilities of the Fire warden are to:

1. In the event of the fire alarm being raised, fire wardens/ appointed person should ensure that all persons have evacuated the building.
2. Ensure the emergency services are called and address of company and nature of fire is conveyed to them.
3. They must make a clean sweep to physically check all area's including offices, meeting rooms, toilets computer rooms, store rooms, kitchens, canteens, workshops, stores and any other location where a person could be are clear.
4. If they find any person, they must instruct them to leave the building immediately no matter what their rank or position, assist them if required. If they refuse or cannot leave due to a disability do not endanger yourself but report the situation to the Fire Service at the assembly point.
5. Before opening any door which you cannot see through, feel to see if it is warm, if it is, do not open it but report it to the Fire Service. Do not do anything that will endanger you or any other person, if you are not sure, get out, and report it as above.
6. They should make periodic checks of fire doors, fire exits and routes, fire extinguishers to ensure all are clear and working satisfactory.

2.8 First Aider (appointed person)

The responsibilities of the First Aiders are to: -

1. Ensure First Aid facilities are provided and maintained and made available to staff and visitors
 2. Provide assistance to all those who require First Aid treatment
 3. Call the emergency services should further assistance be required
 4. Ensure statutory notices are displayed
 5. Ensure all accidents are recorded in the company accident book
 6. Ensure that dangerous occurrences, cases of ill health, near misses are reported to the Manager responsible for Health & Safety
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SECTION 3 Arrangements

3.1 Accident Reporting Procedure

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

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

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

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

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

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

3.2 Alcohol and Drugs

Attending work whilst under the influence of alcohol or drugs is strictly forbidden.

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

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

3.3 Auditing & Monitoring

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

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

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

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

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

3.4 Asbestos

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

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

From 6 April 2012, some non-licensed work needs to be notified to the relevant enforcing authority and brief written records should be kept of non-licensed work, which has to be notified e.g. copy of the notification with a list of workers on the job, plus the level of likely exposure of those workers to asbestos. This does not require air monitoring on every job, if an estimate of degree of exposure can be made based on experience of similar past tasks or published guidance.

Some modernisation of language and changes to reflect other legislation, e.g. the prohibition section has been removed, as the prohibition of supply and use of asbestos is now covered by REACH (Registration, Evaluation, Authorisation and Restriction of Chemicals Regulations 2006).

3.5 Company Vehicles

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

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

Employees driving company vehicles are responsible for driving in accordance with the requirements of the Road Traffic Act and the Highway Code. Any breaches or involvement in any accident involving a company vehicle should be reported to the safety advisor or management as soon as reasonably possible.

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

The use of hand held mobile phones whilst driving is strictly prohibited.

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

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

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

3.6 Consultation with Employees

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

3.7 Contractors and Sub-Contractors

All contractors working for the company are expected to:

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

3.8 Display Screen Equipment (DSE)

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

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

3.9 Fire and Emergency

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

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

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

3.10 First Aid

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

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

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

3.11 Hand Tools

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

Damaged or defective tools will either be repaired or replaced as soon as practically possible.

3.12 Hazardous Substances (COSHH Regulations)

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

Suitable assessments will be made of the risks to health arising from any substances encountered during company activities and the results of these assessments will be brought to the attention of the workforce.

3.13 Health Surveillance

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

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

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

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

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

3.14 Housekeeping

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

Employees are required to:

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

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

3.15 Inspections

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

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

3.16 Lone Working

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

3.17 Manual Handling

The company will avoid the need for its employees to undertake hazardous manual handling which pose a risk to their health as far as is reasonable practicable. The company will provide suitable mechanical aids which must be used whenever possible.

Employees will be provided with suitable training on safe handling techniques.

Manual handling assessments will be carried out by suitably trained and qualified persons.

3.18 Noise and Vibrations at Work

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

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

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

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

3.19 Personal Protective Equipment (PPE)

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

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

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

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

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

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

3.20 Permits to Work

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

3.21 Risk Assessment

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

3.22 Safe Working Methods

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

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

If asbestos containing materials (ACM's) are discovered or other suspect materials encountered, the work must STOP IMMEDIATELY and the situation reported to Company management.

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

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

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

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

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

3.23 Smoking

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

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

3.24 Training

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

3.25 Use of Mobile Phones

Mobile phones must not be used when operating any vehicles, or machinery. Places of designated safety will be identified (local site rules) for safe mobile phone use.

3.26 Visitors and Third Parties

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

There is a particularly strong liability towards children who may be 'attracted' to a building after working hours. Every reasonable precaution must be taken to keep trespassers out of sites and also to avoid hazards to them if they do gain entrance, e.g. foot of ladders should be 'planked' to hinder climbing, dogs must be under control, machinery and should be left isolated and in a safe condition.

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

3.27 Welfare Facilities

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

3.28 Work Equipment

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

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

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

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

3.29 Work at Height

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

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

3.30 Work Related Stress

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

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

3.31 Young Persons

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

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

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

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

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

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

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

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

- The fitting-out & layout of the workplace and the particular site where they will work
- The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent
- What types of work equipment will be used and how it will be handled
- How the work processes involved are organised
- The need to assess and provide Health & Safety training
- Risks from the particular agents, processes, and work

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

3.32 Information Display

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

Health & Safety Law Poster or leaflet entitled 'What You Should Know'

Employers Liability Insurance Certificate

Fire / emergency procedure / action notice

Location of Accident book

Location of First aid box and first aiders

Health & Safety Policy Statement

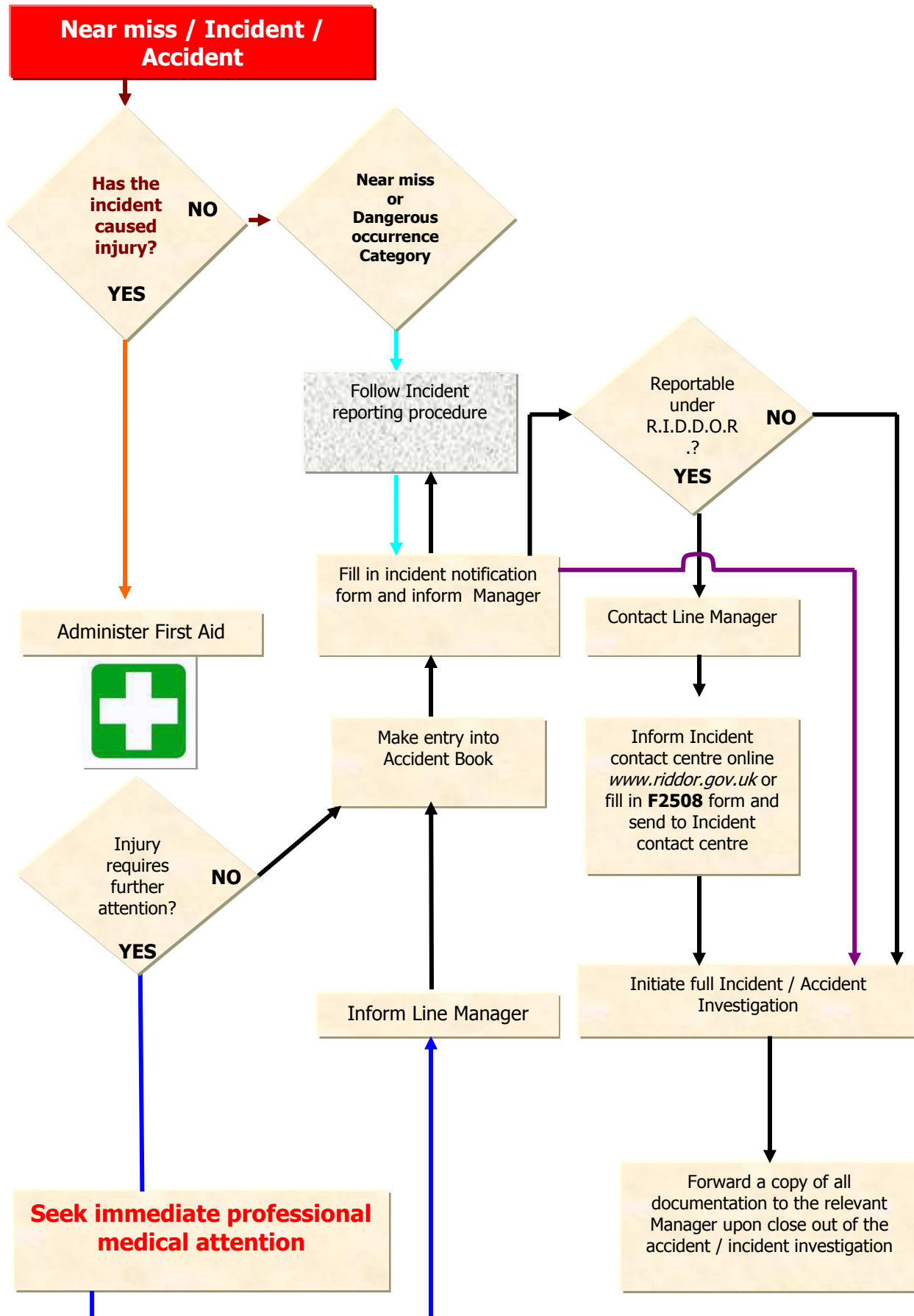
Accident Procedure

Incident Near Miss Reporting Procedure Flowchart

Accident and Reporting Procedure

Accident Report Form

Incident / Near miss Reporting Procedure



Accident Reporting Procedure

Recording of Accidents Resulting in 3 Days Incapacity from Work

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

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

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

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

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

Notifiable Accidents & Dangerous Occurrences

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

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

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

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

Reportable Occurrences:

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

DANGEROUS OCCURRENCES

PART 1 (GENERAL)

Lifting equipment

The collapse, overturning or failure of any load-bearing part of any lifting equipment, other than an accessory for lifting.

Pressure systems

The failure of any closed vessel or of any associated pipework (other than a pipeline) forming part of a pressure system as defined by regulation 2(1) of the Pressure Systems Safety Regulations 2000(1), where that failure could cause the death of any person.

Overhead electric lines

Any plant or equipment unintentionally coming into—

- contact with an uninsulated overhead electric line in which the voltage exceeds 200 volts
- close proximity with such an electric line, such that it causes an electrical discharge
- Electrical incidents causing explosion or fire

Any explosion or fire caused by an electrical short circuit or overload (including those resulting from accidental damage to the electrical plant) which either-

- results in the stoppage of the plant involved for more than 24 hours
- causes a significant risk of death

Explosives

Any unintentional—

- fire, explosion or ignition at a site where the manufacture or storage of explosives requires a licence or registration, as the case may be, under regulation 9, 10 or 11 of the Manufacture and Storage of Explosives Regulations 2005
- explosion or ignition of explosives (unless caused by the unintentional discharge of a weapon, where, apart from that unintentional discharge, the weapon and explosives functioned as they were designed to)
- except where a fail-safe device or safe system of work prevented any person being endangered as a result of the fire, explosion or ignition
- The misfire of explosives (other than at a mine or quarry, inside a well or involving a weapon) except where a fail-safe device or safe system of work prevented any person being endangered as a result of the misfire
- Any explosion, discharge or intentional fire or ignition which causes any injury to a person requiring first-aid or medical treatment, other than at a mine or quarry
- The projection of material beyond the boundary of the site on which the explosives are being used, or beyond the danger zone of the site, which caused or might have caused injury, except at a quarry

In this paragraph, “danger zone” means the area from which persons have been excluded or forbidden to enter to avoid being endangered by any explosion or ignition of explosives.

- The failure of shots to cause the intended extent of collapse or direction of fall of a structure in any demolition operation.
-

Biological agents

Any accident or incident which results or could have resulted in the release or escape of a biological agent likely to cause severe human infection or illness.

Radiation generators and radiography

The malfunction of—

- a radiation generator or its ancillary equipment used in fixed or mobile industrial radiography, the irradiation of food or the processing of products by irradiation, which causes it to fail to de-energise at the end of the intended exposure period
- equipment used in fixed or mobile industrial radiography or gamma irradiation, which causes a radioactive source to fail to return to its safe position by the normal means at the end of the intended exposure period
- In this paragraph, "radiation generator" means any electrical equipment emitting ionising radiation and containing components operating at a potential difference of more than 5kV

Breathing apparatus

The malfunction of breathing apparatus—

- where the malfunction causes a significant risk of personal injury to the user
- during testing immediately prior to use, where the malfunction would have caused a significant risk to the health and safety of the user had it occurred during use other than at a mine

Diving operations

The failure, damaging or endangering of—

- any life support equipment, including control panels, hoses and breathing apparatus
- the dive platform, or any failure of the dive platform to remain on station, which causes a significant risk of personal injury to a diver
- The failure or endangering of any lifting equipment associated with a diving operation
- The trapping of a diver
- Any explosion in the vicinity of a diver
- Any uncontrolled ascent or any omitted decompression which causes a significant risk of personal injury to a diver

Collapse of scaffolding

The complete or partial collapse (including falling, buckling or overturning) of—

- a substantial part of any scaffold more than 5 metres in height
- any supporting part of any slung or suspended scaffold which causes a working platform to fall (whether or not in use)
- any part of any scaffold in circumstances such that there would be a significant risk of drowning to a person falling from the scaffold

Train collisions

The collision of a train with any other train or vehicle, other than a collision reportable under Part 5 of this Schedule, which could have caused the death, or specified injury, of any person.

Wells

In relation to a well (other than a well sunk for the purpose of the abstraction of water)

- a blow-out (which includes any uncontrolled flow of well-fluids from a well)
- the coming into operation of a blow-out prevention or diversion system to control flow of well-fluids where normal control procedures fail
- the detection of hydrogen sulphide at a well or in samples of well-fluids where the responsible person did not anticipate its presence in the reservoir drawn on by the well
- the taking of precautionary measures additional to any contained in the original drilling programme where a planned minimum separation distance between adjacent wells was not maintained
- the mechanical failure of any part of a well whose purpose is to prevent or limit the effect of the unintentional release of fluids from a well or a reservoir being drawn on by a well, or whose failure would cause or contribute to such a release

Pipelines or pipeline works

In relation to a pipeline or pipeline works—

- any damage to, accidental or uncontrolled release from or inrush of anything into a pipeline
- the failure of any pipeline isolation device, associated equipment or system
- the failure of equipment involved with pipeline works
- which could cause personal injury to any person, or which results in the pipeline being shut down for more than 24 hours
- The unintentional change in position of a pipeline, or in the subsoil or seabed in the vicinity which requires immediate attention to safeguard the pipeline's integrity or safety

7 day incapacity from work

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

Diseases

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

Please contact your Premier Risk Service Safety Advisor for support and advice in these matters.

ACCIDENT AND INCIDENT REPORT FORM

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

Location:				Reference:			
Incident Type:	Near Miss	Non Report	Report Environment	RIDDOR D/O	>7day	Major	
Incident Date:		Time:		Project:	Project Code:		
Your Name:				Your Job Title:			
What happened and where? (Include sketch if that will make explanation easier)							
What were the immediate (Primary) causes - In your opinion?							
What were the underlying (Secondary) causes - In your opinion?							
What measures are needed to stop it happening again? (In your opinion)							
If someone was injured, complete the details below							
Name IP:		Male / Female:		Age:			
Address:		Employer:		Occupation:			
Tel.:		Injury:		Date Return Work			
		Lost Time:					
Started on Site:		Witnesses Names & Employer? Statements?					
Date Inducted:		1.					
NI Number:		2.					
		3.					
Did IP have task briefing?		Yes (attach)/ No		Extra Pages & Photos Attached?		Y / N	
				Principal Contractor Informed?		Y / N	
Manager's Comment & Actions:							

Company Vehicles

Driving Company Vehicles

Driving Company Vehicles

All drivers should check their vehicle at the start of each day and report any obvious defects immediately. Lights, tires, fluids, and wipers should be checked at least weekly and all vehicles serviced in accordance with manufacturers recommendations.

When attending sites, drivers should report to the site office or reception, be in possession of all requisite PPE, and proceed with caution particularly where traffic routes are of a temporary nature.

When reversing is required, ensure that adequate room is available for the manoeuvre and seek assistance if reversing is required in tight spaces, where visibility is restricted or on sites where pedestrians may be present.

Maintenance

Company vehicles should be checked daily by the drivers to ensure their vehicle is in good, safe, roadworthy condition, in accordance with the vehicle handbook. Particular attention should be given to the legal trend limits of tyres, tyre pressure, lights, brakes, brake fluid levels, water and oil levels.

Vehicles must be serviced regularly and in accordance with the manufacturer's recommendations.

Vehicles should be kept clean and tidy. Items being transported in or on Company vehicles must be adequately secured in position and must not overhang the vehicle.

Vehicle Accidents

Damage to vehicles, no matter how slight, must be reported immediately to Management. On your next visit to the office you are to ensure that you complete an appropriate claims form giving all details of the occurrence.

In the event of a road traffic accident, the following procedures must be adhered to:

Obtain the following information:

1. Do **not** admit liability for the accident.
2. Name and address of the driver and owner
3. Make, model and registration number of vehicle
4. Details of their insurers
5. Name and address of any witnesses
6. Details of damage to all vehicles

Any accident involving injury must be reported to the Police.

The Accident & Incident Report Form may be used in the first instance at the scene.

Working with Display Screen Equipment (VDU's)

User Self-Assessment Procedure

User Checklist

Working with VDU's

User Self-Assessment Procedure

As initial self-help, employees using display screens should try the following:

- Adjust chair to find most comfortable sitting position
- Ensure that there is enough space for the work documents
- Arrange keyboard, screen, mouse, and documents to best fit
- Have a space in front of keyboard to rest wrists
- Keep wrists straight when typing
- Sit upright and close to desk
- Adjust brightness and contrast controls on the screen to suit lighting conditions
- Clean the screen surface
- Use font sizes that you can read easily
- Request repair or replacement of screen if images constantly flicker
- Do not sit in the same position for extended periods. If the task is a long one take breaks and do something else for a few minutes, remembering that frequent short breaks are more beneficial than one long one
- Do not clutter under-desk area with anything that restricts leg movement
- Shorter people should use a footstool to remove pressure of seat edge on backs of legs

Company Assessments

If employees continue to experience discomfort after trying the above measures [company] will formally assess the risk to their employees who use these screens and put in place any resulting Health & Safety measures. An assessment of a problem will look at the way the employee is using the workstation, equipment, furniture, environment perspectives and any special individual needs and health history.

If eyesight problems persist then you may request an eye-test. If spectacles are prescribed [company] are only required to pay for them if they are special, i.e. related only to the distance of the screen from the user's eyes Working with a VDU

Display screen users experiencing tired eyes, discomfort, aches and pains in their upper limbs should advise management of this and a further assessment of the workstation location and the way the VDU is being used will be made and remedial measures taken.

Screen users who wear contact lenses should be aware that the heat generated by VDU's dries the air and it may be necessary to use substitute teardrops to lubricate the eyes. Certain types of bi-focal spectacles are also unsuitable as they require too frequent movements of the head.

Screen use problems may result from screen glare, poor image quality, and an existing undiagnosed need for spectacles, incorrect spectacles, poor seating posture, and long periods of continuous screen use without a break or personal stress or other illness.

DISPLAY SCREEN EQUIPMENT

USER CHECKLIST

NAME:

WORK LOCATION:

DATE OF COMPLETION:

Please complete checklist with additional comments where appropriate.

Key: A = Good
B = Average
C = Poor

ITEM	SUBJECT	ABC	OTHER COMMENTS
1	Lighting level		
2	Adequacy of contrast, no glare or reflections		
3	Noise		
4	Leg room		
5	Window covering		
6	Software		
7	Screen: stable image, adjustable, readable, glare/reflection free		
8	Keyboard: usable, adjustable, detachable, legible		
9	Work surface: flexible, spacious, glare free		
10	Chair: adjustability, lumbar support, no excess pressure on underside of thighs and back of knees		
11	Footrest		
12	Seat height (forearms approx. horizontal)		
13	Minimal extension, flexion or deviation of wrists		
14	Any other factor/s		

On completion please hand to a Manager for assessment and any further action, any queries in completing this form please discuss with a Manager.

Company Safety Rules

Employee Safety Rules

Employees must also adhere to the following:

1. The Company Safety Policy, work permits where applicable, emergency procedures and other procedures must be followed.
 2. All employees whether directly employees or sub-contracted must undergo an induction prior to commencement of work.
 3. It is forbidden to possess or consume alcohol, drugs, intoxicants or other illegal substances in the Works or on site or to be under their influence such that safety at work is jeopardised.
 4. It is forbidden to indulge in horseplay, fighting or malicious damage.
 5. **ALL** injuries, fires, accidents or near misses must be reported to your senior manager immediately.
 6. Method Statements must be strictly adhered, including the use of equipment and personnel protection. In the event that they cannot be complied with, work must stop and your manager informed and the method statement reviewed and any changes authorised prior to recommencing the task.
 7. Smoking is not permitted in the canteen, office, kitchens, toilets or any substantially enclosed building. Specific smoking areas will be designated and identified Smoking or any naked flame is strictly banned during the use flammable or explosive substances.
 8. Barricades and hazard notices must be maintained and obeyed.
 9. Equipment will only be operated or repaired by trained and competent personnel.
 10. Incorrect or faulty tools, equipment or plant must not be used; defective equipment must not be used and must be reported to a senior person immediately.
 11. Standard issue of Personal Protective Equipment (PPE) i.e. Safety Footwear and Hearing Protection must be worn when rules dictate by management. Additional PPE such as safety glasses and gloves may be required with particular tasks and must be worn when directed.
 12. Spillages are to be reported or cleaned up immediately.
 13. Fire exit and fire exit routes are to be kept clear at all times.
 14. Employees are to co-operate with management on all health and safety matters.
-

Contractor Assessment

CONTRACTOR ASSESSMENT AND RECORD FORM

CONTRACTOR NAME:

ADDRESS:

TELEPHONE NO:

Insurance Cover	Company	Value	Renewal Date
Employers liability			
3 rd Party Public liability			
Vehicle Insurance			
Is Company	Private Limited	Y / N	Public Limited
	Subsidiary of a group	Y / N	Other
	Name of group:		
Person responsible for H&S			
Position in company			
Number of Persons employed		Full time:	Contract:
Does company have H&S policy		Y / N	If yes, please attach a copy to this form
Give reason for not having policy			
Do you use H&S consultant		Y / N	Do you do H&S in house
Do your operatives have: PPE		Y / N	Risk assessments
Reportable accidents in last 5 years		Y / N	Any HSE involvement/orders
Has Company been prosecuted		Y / N	If yes how many times
Is your equipment Company/Operatives/Hired?			
How is it maintained/inspected:			
How often is it re-certified			
What training is given to employees			
Employee qualifications for trade			
Further information			
<div style="display: flex; justify-content: space-between; padding: 10px;"> Signed: Position: Date: </div>			

CONTRACTOR ASSESSMENT – SUPPLEMENTARY

Contractor Name:

Do you assess work hazards as a company or for each task?		
Do you have knowledge of the Management of H&S Regulations 1999?		
Do you provide employees with method statements?		
What procedures are adopted to ensure that employees are fully inducted at each site?		
Do you work with materials that are subject to the COSHH Regulations?		
Do you sub-let work? If so what controls do you use?		
Do you know the legal Main/Sub-Contractor responsibilities?		
Do you know the reporting of any incidents rule at our location?		
Other information you may wish to provide about your company.		
Signed:	Position:	Date:

Personal Protective Equipment (PPE)

Record of Issue

PPE REGISTER OF ISSUE

[illegible]

Portable Electrical Appliance Test Register (PAT)

PORTABLE APPLIANCE TEST REGISTER (PAT)

EQUIPMENT TEST RECORD

[illegible]

Permits to Work

Confined Space Entry Permit
Hot Works Permit
Live Electrical Work Permit
Work at Height

CONFINED SPACE ENTRY PERMIT

Contract:..... Permit No

This permit is valid from hours to hours on Date

Issued by:

Issued to:

Location:

CONDITION OF RESTRICTED AREA

	Y/N	N/A	SIGNED
ATMOSPHERE TESTED?			
ADEQUATE SUPPLY OF FRESH AIR?			
BRIEF DESCRIPTION OF WORK			
Protective clothing to be worn			
Tools and equipment suitable			
Sides of excavation adequately supported or made safe			
Safety belt/lifeline to be worn			
Forced ventilation to be provided			
Breathing apparatus to be worn			
Watchers to be posted			
Any other precautions			

AUTHORISATION

Signed..... Time..... Date.....

RECEIPT

I have read this form and understand the special precautions to be taken prior to and upon entry

Signed..... Time..... Date.....

CANCELLATION

Signed..... Time..... Date.....

HOT WORKS PERMIT

Contract:..... Permit No

This permit is valid from hours to hours onDate

Issued by:

Issued to:

Location:

ISSUE CHECKLIST

	Y/N	N/A	SIGNED
Has a risk assessment been carried out?			
Are operatives trained in use of equipment?			
Will non-combustible screens/sheets be erected?			
Is area clear of all combustible materials?			
Will a firewatcher be necessary & provided?			
Have the correct type of fire extinguishers been provided?			
Are extinguishers fully charged and inspected?			
Are flashback arrestors fitted to gas cylinders?			
Has a fireproof container been provided for discarded welding rods?			
Has Personal Protective Equipment been provided?			
Additional Precautions			

AUTHORIZATION

Signed..... Time..... Date.....

RECEIPT

I have read this form and understand the special precautions to be taken prior to and during hot works

Signed..... Time..... Date.....

CANCELLATION

I have completed the work detailed above and left the site in a safe condition.

Signed..... Time..... Date.....

I have inspected the work area above and cancel this hot work permit.

Signed..... Time..... Date.....

LIVE ELECTRICAL WORKS PERMIT

Contract:..... Permit No

This permit is valid from hours to hours onDate

Issued by:

Issued to:

Location:

CONDITION OF EQUIPMENT

EQUIPMENT STATUS		SIGNED	
1. It is unreasonable in all circumstances for the conductor to be dead			
2. It is reasonable in all circumstances for the conductor to be live			
3. The following precautions are to be taken to prevent injury			
EQUIPMENT VOLTAGE (State single or three phase)			
	YES	NO	
SPECIAL PRECAUTIONS			
Protective Clothing To Be Worn			
Safety belt/lifeline to be worn			
Earth bonding required			
Watchers to be posted			
First-aider required			
Any other precautions			
TEST EQUIPMENT IN USE			

AUTHORIZATION

Signed..... Time.....Date.....

RECEIPT

I have read this form and understand the special precautions to be taken prior to and during work

Signed..... Time..... Date.....

WORK AT HEIGHT PERMIT

Contract:..... Permit No

This permit is valid from hours to hours onDate

Issued by:

Issued to:

Location:

WORK TO BE CARRIED OUT AND REASON PERMIT IS REQUIRED:

--	--	--	--

SAFETY CHECKLIST:	YES	NO	N/A
Has the most suitable access equipment been selected and installed?			
Does a safe working platform already exist or has one been provided?			
Are "collective" fall prevention measures in place? (e.g. guard rails)			
Are "collective" fall arrest measures in place? (e.g. nets, air bags)			
Has the equipment been installed / inspected by a competent person?			
Is personal fall protection (PFP) equipment to be used? (restraint / arrest)			
Are operatives trained and competent in the use of PFP equipment?			
Is an emergency rescue / recovery procedure in place?			
Are work exclusion zones established below the works areas?			
Is it safe to start work in the prevailing weather conditions?			

AUTHORISATION

Signed..... Time..... Date.....

RECEIPT

I have read and understand the special precautions to be taken prior to working at height.

Signed..... Time..... Date.....

CANCELLATION

I have finished/stopped work in the area stated above and have left the area safe/secure to the public and other workers.

Signed..... Time..... Date.....

I have inspected the work area above and cancel this permit to work at height.

Signed..... Time..... Date.....

Manual Handling Assessment Form

Manual Handling

ASSESSMENT CHECKLIST

SUMMARY OF ASSESSMENT

Operation covered by the assessment:

Locations:

Personnel Involved:

Assessor's Name:..... Date of Assessment:

Assessor's Signature:

Remedial Action to be taken:

Overall priority for remedial action: Nil / Low / Medium / High

Date by which action to be taken: Date for reassessment:

Section A – Preliminary:

- | | | |
|----|---|-----------------|
| Q1 | Do the operations involve a significant risk of injury?
If Yes go to Q2. If No the assessment need go no further | Yes / No |
| Q2 | Can the manual handling operation be avoided / mechanised /
automated at reasonable cost? | Yes / No |
| Q3 | Are the operations clearly within the guidelines of Appendix 1 of the
Manual Handling Operations Regulations?
If Yes go to straight to section C. If No, complete the assessment in section
B. | Yes / No |

Section B –Detailed Assessment:

Questions to consider: (If the answer to the question is Yes, put a tick against it and consider the level of risk)	Level of risk: (Tick as appropriate)				Possible remedial action: (Use this space to make Notes)
	Yes	Low	Med	High	
The Tasks do they involve: <ul style="list-style-type: none"> • Holding loads away from trunk? • Twisting? • Stooping? • Reaching upwards? • Large vertical movement? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movement of loads? • Repetitive handling? • Insufficient rest or recovery? • A work-rate imposed by a process? 					
The Loads are they: <ul style="list-style-type: none"> • Heavy? • Bulky/unwieldy? • Difficult to grasp? • Unstable/unpredictable? • Intrinsically harmful e.g. hot, sharp? 					
The Working Environment are there: <ul style="list-style-type: none"> • Constraints on posture? • Poor floors? • Variations in levels? • Hot/cold/humid conditions? • Strong air movements? • Poor lighting conditions? 					
Individual Capability does the job: <ul style="list-style-type: none"> • Require unusual capabilities? • Hazard those with a health problem? • Hazard those who are pregnant? • Call for special information/training? 					
Other Factors: Is movement or posture hindered by clothing or Personal Protective Equipment?					

Section C Overall Assessment of Risk:

Q What is your overall assessment of the risk of injury?

Insignificant / Low / Medium / High

(If **Insignificant** the assessment need go no further)

Section D Remedial Action:

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

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....
- 7.....
- 8.....

Finally

- Complete the summary above
- Compare it with your other Manual Handling Assessments
- Decide your priorities for Action
- **TAKE ACTION – AND CHECK IT HAS THE DESIRED EFFECT**

Risk Assessment Guidance

Risk Assessment Form



RISK ASSESSMENT REGISTER

Assessment Number	Title	Completed	Review Due
001	General Offices	April 2015	April 2016
002	Display Screen Equipment - DSE	April 2015	April 2016
003	Working with Electricity	April 2015	April 2016
004	First Aid	April 2015	April 2016
005	Manual Handling	April 2015	April 2016
006	Noise	April 2015	April 2016
007	Working / inspections at height	April 2015	April 2016
008	Movement of vehicles & pedestrians on company premises / site	April 2015	April 2016
009	Fire	April 2015	April 2016
010	Slips, trips and falls	April 2015	April 2016
011	Cuts, lacerations and entanglement	April 2015	April 2016
012	Hand tools	April 2015	April 2016
013	Step ladders	April 2015	April 2016
014	Lone working	April 2015	April 2016

Assessment Number	Title	Completed	Review Due
015	COSHH	April 2015	April 2016
016	Contractor working	April 2015	April 2016
017			
018			
019			
020			

COMPLETING RISK ASSESSMENTS

Guidance Notes:

Step 1	Risk Guidance Tables
	Read Guidance Tables A, B & C
Step 2	`Sources of Harm' Tables
	Refer to Table D: "Sources of Harm"; these tables act as a guide to help you identify what potential sources of harm there may be relating to the work activity you are about to risk assess.
Step 3	Risk Assessment Details Sheet
a. Headings	Complete all details at heading (including contract no. if appropriate).
b. Persons at Risk	Indicate all "Persons at Risk" by ticking the appropriate boxes. Note: Those categories marked with an asterisk may require a separate / more detailed risk assessment to be carried out.
c. Sources of Harm Column	Enter the relevant number / description as indicated on "Guidance Tables D: Sources of Harm". Note: you may want to identify more than one 'Source of Harm' for the same task, e.g.: <ul style="list-style-type: none"> o 1.1d Uneven ground o 1.2a Work at height o 1.4b Aluminium tower scaffolds
d. Individual Tasks & Potential Risk Column	Enter a brief description of the work / circumstances relating to the source(s) of harm you have already identified, e.g.: <ul style="list-style-type: none"> o Access required to inspect flashings on building some 3m off ground level
e. "Risk Rating before..." Column	Indicate your estimation of both the Likelihood of harm occurring and the Severity of harm that would result. Then use the Risk Matrix (Guidance Table B) to give an overall 'risk rating' assessment, which in the above example might be:- <ul style="list-style-type: none"> o Likelihood: 2 (harm may result) x Severity: 3 (major injury) = a risk rating "R" of 6 (Medium Risk)
f. "Risk rating after..." Column	Then enter details in the "Risk Rating AFTER controls applied" column to indicate how the risks were reduced, e.g.: <ul style="list-style-type: none"> o Likelihood: 1 (remote chance that harm will result) x Severity: 2 (minor injury) = a risk rating "R" of 2 (Low Risk)
g. Persons Responsible & Initials	Indicate who is charged with implementing / managing each risk control, e.g. plant operative, labourer, Contract Manager etc. Only insert the duty holder's name if they have been made fully aware of their responsibilities and ask such individuals to put their initials in the relevant box if appropriate.
h. Review	If the assessment needs to be reviewed, indicate so by including the reviewers' names and date of review. Ensure any revisions made are clearly distinguishable from the original details.

Guidance Table A: Risk Definitions

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

Guidance Table B: Risk Matrix

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

Guidance Table C: Selecting Risk Controls

In specifying the risk controls required to reduce the risks to an acceptable level, the following techniques should be considered in priority order. In most cases, acceptable risk levels will only be achieved using a combination of the following techniques:

1. eliminate - e.g. avoid the activity, e.g. don't work at height, don't work in confined spaces, don't do it
2. substitute with a less hazardous alternative, e.g. use 110v/battery equipment, select low/non hazardous substances
3. reduce exposure to the hazard, e.g. reduce time of exposure, reduce the numbers exposed
4. isolate the hazard by separating it from people, e.g. barriers, guards, safe operating distances
5. design and implement a safe system of work, e.g., safe operating procedures, method statements
6. competence and training of operatives & supervisors, e.g. appointed persons
7. provide and use Personal Protective Equipment (note: this should always be a last resort)

The above risk controls must be appropriately maintained, tested, inspected etc to ensure that they are used and remain effective throughout the activity.

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA001				
Work activity being assessed:	General Offices							
Page 1 of 2								
Persons at Risk:-								
1	Operatives/employees	<input checked="" type="checkbox"/>	2	Other site staff	<input type="checkbox"/>	3	Subcontractors	<input type="checkbox"/>
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young persons*	<input type="checkbox"/>	8	Pregnant workers / new mothers*	<input type="checkbox"/>	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:		Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
			L	S	R		L	S	R		
1	Security & Confidentiality	Injury theft	3	3	9	Ensure staff are aware of company emergency procedures with relation to security and confidentiality Awareness training to raise suspicious behaviour of customers and visitors for all employees Periodic inspections of workstations and posture being adopted by employees carried out	1	2	2		
2	Manual handling and DSE	Eye strain headaches and injury	2	3	6	All staff to receive manual handling, DSE and posture training on a regular basis Provide regular breaks or rest periods for DSE operators. Areas to be free of obstructions Staff to ensure there is sufficient space in which to work safely. Provide swivel and height adjustable chairs.	1	2	2		
3	Slips, trips & falls	injury	2	2	4	Ensure that the area of work is free from obstructions Ensure adequate lighting Ensure cable management is of a high standard Training for staff in the principles of good housekeeping. Ensure filing cabinets are always closed after use and that they are loaded from the lower draws first. Shelves not to be overloaded	1	2	2		

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA001				
Work activity being assessed:	General Offices							
Page 2 of 2								
Persons at Risk:-								
1	Operatives/employees	<input checked="" type="checkbox"/>	2	Other site staff	<input type="checkbox"/>	3	Subcontractors	<input type="checkbox"/>
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young persons*	<input type="checkbox"/>	8	Pregnant workers / new mothers*	<input type="checkbox"/>	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:	Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
		L	S	R		L	S	R		
4	Electrical Equipment				Portable equipment tested on an annual basis Staff instructed to be aware of potential hazards from electrical equipment and must report any faults immediately Advise staff not to place drinks near electronic equipment Staff to be discouraged from bringing in their own electrical items					
5	Lighting				Maintain lighting particularly within working areas. Windows and sky lights free of obstructions.					
6	Storage of materials and control of waste				Ensure that minimal stock is stored Remove and restore any storage of bulk paper and combustibles that is adjacent to any electrical equipment. Ensure regular emptying of office bins to avoid bacteria and combustible build up. Ensure correct extinguishers available.					

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA003				
Work activity being assessed:	Working with Electricity							
Page 1 of 2								
Persons at Risk:-								
1	Operatives/employees	X	2	Other site staff	X	3	Subcontractors	X
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young persons*	X	8	Pregnant workers / new mothers*	X	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:	Hazard controls	Risk Rating before controls: (L x S = R)			Additional controls to mitigate risk	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
		L	S	R		L	S	R		
1	Electrocution/ electric shock	Isolation procedures and switches in place. Procedures communicated to relevant people. Communication and instruction to staff First aid kit	4	4	16	Retraining	2	4	8	
2	Damaged or poor electrical equipment	Pre shift safety checks to be performed Regular PAT testing / maintenance Training and supervision	3	4	12		2	4	8	

Dept / Contract / Site /premises:	Pure Property Care Ltd	Date of Assessment:	07	04	2015
Assessment carried out by:	Premier Risk Services / Pure Property Care	Assessment Ref / Contract No.(if applicable):	RA004		
Work activity being assessed:	First Aid				
Persons at Risk:-					
1	Operatives/employees	<input checked="" type="checkbox"/>	2	Other site staff	<input type="checkbox"/>
4	Labour only Subcontractors*	<input checked="" type="checkbox"/>	5	Visitors / Client staff	<input checked="" type="checkbox"/>
7	Trainees / Apprentices / Young persons*	<input type="checkbox"/>	8	Pregnant workers / new mothers*	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>
3	Subcontractors	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
9	Persons with physical / sensory impairment	<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:	Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
		L	S	R		L	S	R		
1	The provision of				Fully stocked first aid kits sited at strategic points in the premises and on work vehicles Accident book is compliant with the data protection act Site accidents reported to head office Suitable number of first aiders in the organisation Check first aid kits regularly	1	3	3		
	Lack of suitable first aid may lead to inappropriate or inadequate treatment									
	Deterioration of patients symptoms due to lack of competent first aid assistance	2	3	6						

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA005				
Work activity being assessed:	Manual Handling							
Persons at Risk:-								
1	Operatives/employees	<input checked="" type="checkbox"/>	2	Other site staff	<input type="checkbox"/>	3	Subcontractors	<input type="checkbox"/>
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young persons*	<input type="checkbox"/>	8	Pregnant workers / new mothers*	<input type="checkbox"/>	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:	Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
		L	S	R		L	S	R		
1	Manual Handling	Possible fall of the item is there is excessive weight/poor grip Injury due to manual handling Strain injuries No manual handling aids resulting in injury No training given resulting in injury			Items that are larger/heavier to be handled by 2 persons Information on safe manual handling to be issued to employees Forklift truck, pallet truck and sack barrows are available for use Refresher training Continual monitoring and supervision	1	3	3		

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA008				
Work activity being assessed:	Movement of vehicles and pedestrians on company premises / site							
Persons at Risk:-								
1	Operatives/employees	<input checked="" type="checkbox"/>	2	Other site staff	<input type="checkbox"/>	3	Subcontractors	<input type="checkbox"/>
4	Labour only Subcontractors*	<input checked="" type="checkbox"/>	5	Visitors / Client staff	<input checked="" type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young persons*	<input type="checkbox"/>	8	Pregnant workers / new mothers*	<input type="checkbox"/>	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Note: Persons at risk marked with an asterisk will require a person-specific risk assessment												
Hazard:		Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials	
			L	S	R		L	S	R			
1	Movement	<p>Pedestrians or drivers being struck by vehicles moving around the site</p> <p>Work and road collisions on site</p> <p>Injury due to vehicles being driven too fast on site</p> <p>Injury from collisions where blind spots exist on site</p>	2	4	8	<p>Company vehicles are regularly maintained and have periodic safety checks</p> <p>All outside areas are well lit and PPE and high visibility clothing is provided when necessary</p> <p>Reception point is clearly indicated with a pedestrian footpath away from the road and any moving transport</p> <p>Only authorised vehicle and FLT drivers are permitted to operate such vehicles</p> <p>Ensure speed restriction signs are displayed at the entrance to the premises</p>	1	4	4			

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA009				
Work activity being assessed:	Fire							
Page 1 of 2								
Persons at Risk:-								
1	Operatives/employees	X	2	Other site staff	X	3	Subcontractors	X
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	X	6	Members of the Public	X
7	Trainees / Apprentices / Young persons*	X	8	Pregnant workers / new mothers*	X	9	Persons with physical / sensory impairment	X
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: 'Persons at Risk' marked with an asterisk will require a person specific risk assessment

Hazard: Persons at risk wanted with an action that requires a person specific risk assessment											
Hazard:		Hazard controls	Risk Rating before controls: (L x S = R)			Additional controls to mitigate risk	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
			L	S	R		L	S	R		
1	Ignition Sources	PAT testing to be conducted on a scheduled basis Ensure extraction systems are earthed All heaters and materials are kept sufficiently apart and controlled Fixed installations to be certified as required	2	3	6	Ongoing monitoring, stop and report any issues of non-compliance Monthly Managers inspections to confirm standards	2	2	4		
2	Fuel	Pallets collected regularly and stored in a safe area. Gas cylinders stored in a locked store when not in use Flammable substances stored in a sufficient cupboard/ location	2	3	6	Monthly Managers inspections to confirm standards	1	3	3		

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA009				
Work activity being assessed:	Fire							
Page 2 of 2								
Persons at Risk:-								
1	Operatives/employees	X	2	Other site staff	X	3	Subcontractors	X
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	X	6	Members of the Public	X
7	Trainees / Apprentices / Young persons*	X	8	Pregnant workers / new mothers*	X	9	Persons with physical / sensory impairment	X
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:		Hazard controls	Risk Rating before controls: (L x S = R)			Additional controls to mitigate risk			Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)		Initials
3	Emergency procedures	Fire Drills conducted at least once per annum Alarm system tested and serviced on a regular basis All escape routes kept clear Extinguishers serviced and available in correct locations	2	3	6	Ongoing monitoring, stop and report any issues of non-compliance Monthly Managers inspections to confirm standards			1	3	3			
4	Arson/ Visitor Control/ Security	Perimeter fence line to be inspected regularly Combustibles kept away from the building. All visitors to sign in and be accompanied by the host	2	4	8	Ongoing monitoring, stop and report any issues of non-compliance Monthly Managers inspections to confirm standards			2	3	6			

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA010				
Work activity being assessed:	Slips, trips and falls							
Persons at Risk:-								
1	Operatives/employees	<input checked="" type="checkbox"/>	2	Other site staff	<input type="checkbox"/>	3	Subcontractors	<input type="checkbox"/>
4	Labour only Subcontractors*	<input checked="" type="checkbox"/>	5	Visitors / Client staff	<input checked="" type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young persons*	<input type="checkbox"/>	8	Pregnant workers / new mothers*	<input type="checkbox"/>	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Note: Persons at Risk Marked with an asterisk (*) require a person specific risk assessment.												
Hazard:		Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials	
			L	S	R		L	S	R			
1	Slips, trips and falls	Water/grease spills Cables/extension leads in walkways Falls from edges of platforms, hoists or mezzanines Falls due to edges of steps on stairways not being highlighted Items stored on stairways or walkways Slips on snow/ice in winter months	2	3	6	Procedures in place for auctioning spillages throughout the premises Cables and hose management in place in all areas Mezzanine floor areas have railing and kick boards fitted Walkways, doorways and pedestrian routes are kept clear and regular inspections are taken out	1	3	3			

Dept / Contract / Site /premises:	Pure Property Care Ltd	Date of Assessment:	07	04	2015
Assessment carried out by:	Premier Risk Services / Pure Property Care	Assessment Ref / Contract No.(if applicable):	RA011		
Work activity being assessed:	Cuts, lacerations and entanglement				
Persons at Risk:-					
1	Operatives/employees	X	2	Other site staff	X
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	X
7	Trainees / Apprentices / Young persons*	X	8	Pregnant workers / new mothers*	X
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>
3	Subcontractors	X	6	Members of the Public	X
9	Persons with physical / sensory impairment	X	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Note: Persons at risk marked with an asterisk will require a personal specific risk assessment.											
Hazard:		Hazard controls	Risk Rating before controls: (L x S = R)			Additional controls to mitigate risk	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
			L	S	R		L	S	R		
1	Injury due to cuts, lacerations or entanglement	<p>Employees should be issued with cut resistant gloves where necessary</p> <p>Only competent and trained staff to use the equipment</p> <p>Ensure all body parts are clear of the machine before it starts</p> <p>Ensure all guards are in place before starting the machine</p> <p>Work wear is issued with close fitting sleeves</p>	3	5	15	<p>Continual monitoring and supervision of all hazard controls</p> <p>Regular training to remind employees of control measures in place</p> <p>First aid kits easily located in the working area</p> <p>Ensure there is always a first aider at work</p>	2	5	10		

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA012				
Work activity being assessed:	Hand Tools							
Page 1 of 2								
Persons at Risk:-								
1	Operatives/employees	X	2	Other site staff	X	3	Subcontractors	X
4	Labour only Subcontractors*	□	5	Visitors / Client staff	X	6	Members of the Public	X
7	Trainees / Apprentices / Young persons*	X	8	Pregnant workers / new mothers*	X	9	Persons with physical / sensory impairment	X
10	Migrant workers	□	11		□	12		□

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:	Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
		L	S	R		L	S	R		
1	Hand tools	Cuts	2	2	4	Hand tools trained operators only Hand tools inspected prior to use Hand tools replaced when damaged Use of correct PPE	1	3	3	
2	Hand tools	Electrocution	2	2	4	Hand tools inspected prior to use 240 Volt Hand Tools PAT tested Promote the use of 12 Volt hand tools Hand tools replaced when damaged	1	3	3	
3	Compressed air	Explosion / entry into body	2	2	4	Hand tools / compressed air trained operators only	1	3	3	

Dept / Contract / Site /premises:	Pure Property Care Ltd		Date of Assessment:	07	04	2015		
Assessment carried out by:	Premier Risk Services / Pure Property Care		Assessment Ref / Contract No.(if applicable):	RA012				
Work activity being assessed:	Hand Tools							
Page 2 of 2								
Persons at Risk:-								
1	Operatives/employees	X	2	Other site staff	X	3	Subcontractors	X
4	Labour only Subcontractors*	<input type="checkbox"/>	5	Visitors / Client staff	X	6	Members of the Public	X
7	Trainees / Apprentices / Young persons*	X	8	Pregnant workers / new mothers*	X	9	Persons with physical / sensory impairment	X
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:		Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
4	Sanding and grinding	Inhalation of dust Contact with moving parts	3	3	9	Equipment to be used by trained operators only. Air tools or 12 volt used only Guarding as far as practically possible. Dusk mask and safety glasses to be worn Grinding undertaken in well-ventilated area	1	3	3		
5	Vibrating tools	Contact with moving parts	2	2	4	Equipment to be used by trained operators only. Air tools or 12 volt Low vibrating tools used only Guarding as far as practically possible Very small exposure to such equipment	1	2	2		

Dept / Contract / Site / Premises:	Pure Property Care Ltd			Date of Assessment:	07	04	2015	
Assessment carried out by (names):	Premier Risk Services / Pure Property Care			Assessment Ref / Contract No (if applicable):	RA014			
Work activity being assessed:	Lone Working							
Persons at Risk:-								
1	Operatives/employees	x	2	Other site staff	x	3	Subcontractors	x
4	Labour only Subcontractors*	x	5	Visitors / Client staff	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young Persons*	x	8	Pregnant workers / new mothers*	x	9	Persons with physical / sensory impairment	<input type="checkbox"/>
10	Migrant workers	<input type="checkbox"/>	11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterisk will require a person specific risk assessment

Hazard:		Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
			L	S	R		L	S	R		
1	Lone Working	Injury	2	3	6	No lone working is allowed without authorisation. Regular communication to an appointed person to be made in the event of prolonged authorised lone working	1	3	3		
2	Working at height	Injury	2	4	8	No lone working is permitted at height.	1	1	3		
3	Violence / breach of security	Injury / theft	2	3	6	Lone working at night to be avoided where possible. Extra security is to be considered at venerable times.	1	1	3		
4	Medical Health	Injury	2	2	4	Individuals must be physically and mentally fit to conduct any lone working activities. Report any illness / ongoing injuries	1	2	2		
5	Communication	Injury	2	3	6	Regular communication to an appointed person to be made in the event of prolonged authorised lone working.	2	2	4		

Dept / Contract / Site / Premises:	Pure Property Care Ltd	Date of Assessment:	07	04	2015
Assessment carried out by (names):	Premier Risk Services / Pure Property Care	Assessment Ref / Contract No (if applicable):	RA015		
Work activity being assessed:	COSHH				
Persons at Risk:-					
1	Operatives/employees	x	2	Other site staff	x
3	Subcontractors	x	4	Labour only Subcontractors*	x
5	Visitors / Client staff	<input type="checkbox"/>	6	Members of the Public	<input type="checkbox"/>
7	Trainees / Apprentices / Young Persons*	x	8	Pregnant workers / new mothers*	x
9	Persons with physical / sensory impairment	<input type="checkbox"/>	10	Migrant workers	<input type="checkbox"/>
11		<input type="checkbox"/>	12		<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterisk will require a person specific risk assessment

Hazard:	Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials
		L	S	R		L	S	R		
1 Hazardous Substances	Injury	4	2	8	Provide locked COSHH cupboard with signage. Ensure limited amounts of combustible materials are stored. Supply specific COSHH data sheets and training Supply specific PPE as directed. Ensure substances are used correctly Ensure spill kits and bunding are available. Reduce sources of ignition in COSHH areas Provide adequate and correct fire extinguishers. Ensure disguard substances and containers are disposed of correctly	1	2	2		
Signed (assessor):		Print Name:				Date:				
						Review Date:				

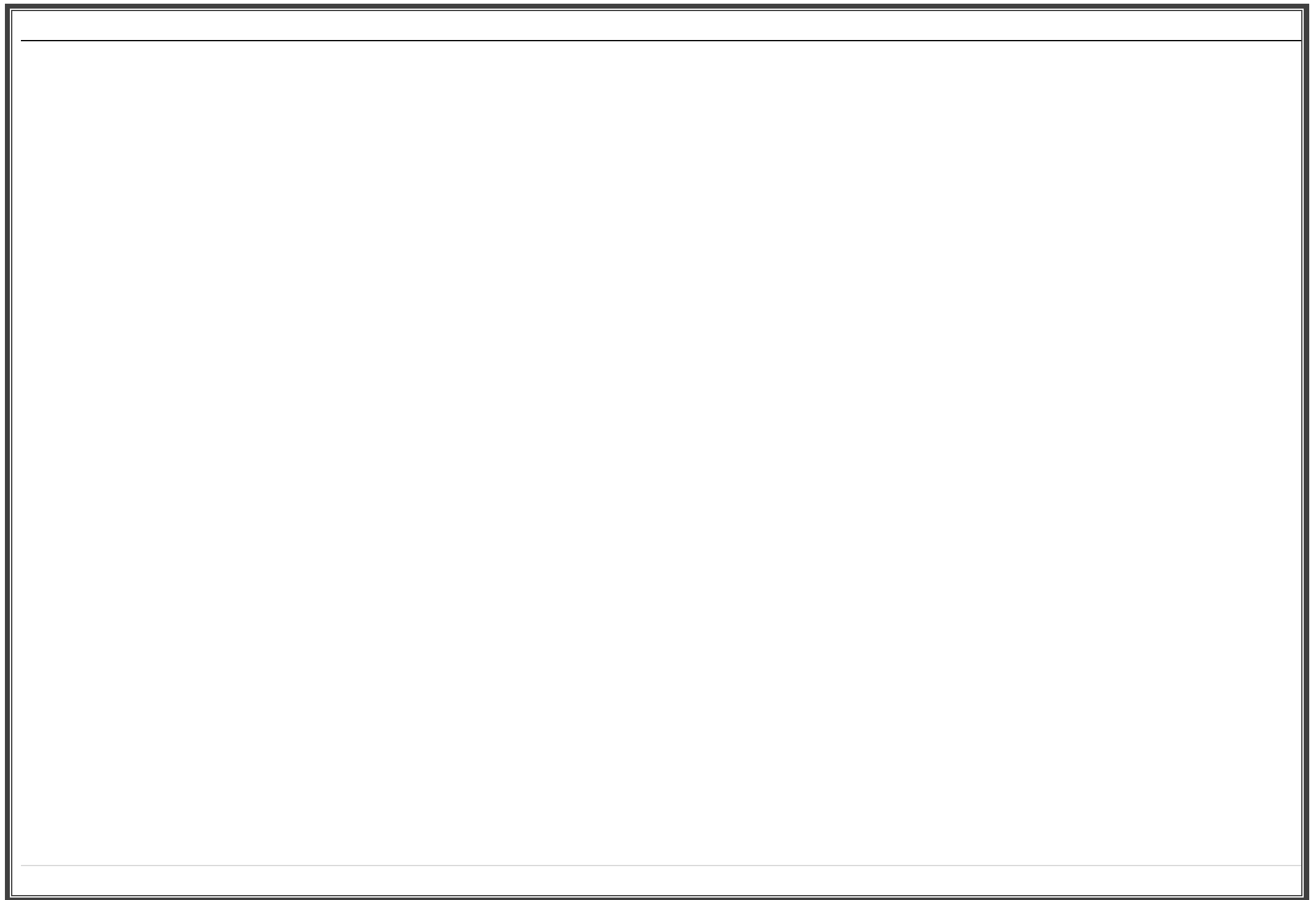
Dept / Contract / Site / Premises:	Pure Property Care Ltd	Date of Assessment:	07	04	2015
Assessment carried out by (names):	Premier Risk Services / Pure Property Care	Assessment Ref / Contract No (if applicable):	RA016		
Work activity being assessed:	Contractor working				
Persons at Risk:-					
1	Operatives/employees <input checked="" type="checkbox"/>	2	Other site staff <input checked="" type="checkbox"/>	3	Subcontractors <input checked="" type="checkbox"/>
4	Labour only Subcontractors* <input checked="" type="checkbox"/>	5	Visitors / Client staff <input type="checkbox"/>	6	Members of the Public <input type="checkbox"/>
7	Trainees / Apprentices / Young Persons* <input checked="" type="checkbox"/>	8	Pregnant workers / new mothers* <input type="checkbox"/>	9	Persons with physical / sensory impairment <input type="checkbox"/>
10	Migrant workers <input type="checkbox"/>	11	<input type="checkbox"/>	12	<input type="checkbox"/>

Note: `Persons at Risk' marked with an asterix will require a person specific risk assessment

Hazard:	Potential Risks	Risk Rating before controls: (L x S = R)			Risk Controls:	Risk Rating after controls applied: (L x S = R)			Persons Responsible (for implementing identified risk controls)	Initials	
		L	S	R		L	S	R			
1	Unfamiliar working	Injury	3	3	9	Ensure only pre-approved contractors only. Agree documented method statements. Ensure all appointed contractors have suitably trained, competent and authorised staff only Ensure all staff undertake induction process. Ensure staff working time is monitored and controlled to match that of operating times. Ensure staff follows correct COSHH handling procedures. Ensure identification from other staff Ensure the correct PPE is worn	1	3	3		
Signed (assessor):		Print Names:		Date:		Review Date:					

Individual training matrix

[illegible]



SECTION 7 COSHH Assessments Guidance and Forms

COSHH Register

COSHH Assessment Form

COSHH ASSESSMENT REGISTER

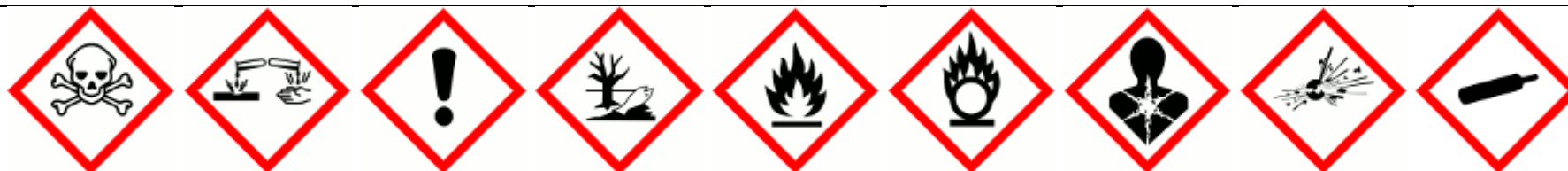
Assessment Number	Substance Name	Completed	Review
01			
02			
03			
04			
05			
06			
07			
08			
09			
10			
11			
12			
13			
14			

COSHH ASSESSMENT FORM COSHH REG No.....

REF No:

Product/Substance as described on label and manufacturer:

Where used/for what purpose:



Toxic	Corrosive	Caution - Harmful / Irritant	Danger to Environment	Flammable	Oxidising	Long Term Health Hazard	Explosive	Gas under Pressure

Liquid

☐

Gel

☐

Powder

☐

Granules

☐

Aerosol

☐

Other

☐

Possible means of exposure:

Inhalation

☐

Ingestion

☐

Absorption

☐

Skin/eye contact

☐

Are there any WEL's listed for any of the active ingredients listed on the safety data sheet?

Yes ☐

No ☐

If Yes, ensure that control measures listed below are actioned.

Symptoms/effects of improper use:

Persons who may be exposed:

Safe storage:

Describe safe method of use including appropriate PPE to be worn:

RISK RATING

High ☐

Medium ☐

Low ☐

Signed:

Assessment Date:

Further action required Y/N

Review Date:

Name:

Next Review Date:

COSHH INFORMATION FOR EMPLOYEES

REF No:

Product Name:

Issue Date:

Control Measures	<input type="checkbox"/> Use local exhaust ventilation	<input type="checkbox"/> Ensure adequate natural ventilation	
PPE Required	<input type="checkbox"/> Gloves <input type="checkbox"/> Overalls <input type="checkbox"/> Respiratory specify type	<input type="checkbox"/> Shoes/Boots <input type="checkbox"/> Wellingtons <input type="checkbox"/> Goggles <input type="checkbox"/> Face Shield <input type="checkbox"/> Other specify.....	
Storage/ Disposal	<input type="checkbox"/> Keep cool and dry <input type="checkbox"/> Place in HFL store <input type="checkbox"/>Do not dispose down drains or onto land <input type="checkbox"/> Any other special measures	<input type="checkbox"/> Dispose through authorised Contractor only <input type="checkbox"/> Do not place in general waste facilities	
Emergency Procedures	<p style="text-align: center;">FIRE</p> <input type="checkbox"/> Follow Company Fire Procedure If trained use the following fire extinguisher: <input type="checkbox"/> CO ₂ <input type="checkbox"/> Foam <input type="checkbox"/> Water <input type="checkbox"/> Powder Any other special measures:	<p style="text-align: center;">SPILLAGE</p> <input type="checkbox"/> Ensure No Naked Lights <input type="checkbox"/> Prevent access <input type="checkbox"/> Wear Safety Equipment <input type="checkbox"/> Dilute, mop & flush <input type="checkbox"/> Neutralise with: Absorb in: <input type="checkbox"/> Earth <input type="checkbox"/> Sand <input type="checkbox"/> Granules Any other special measures:	<p style="text-align: center;">FIRST AID</p> <input type="checkbox"/> Eyes: To treat irritation & burns flush with running water for 15 minutes. <input type="checkbox"/> Skin: To treat irritation & burns flush skin with continual running water & remove contaminated clothes as soon as possible. <input type="checkbox"/> Inhalation: If breathing is affected, remove to fresh air and seek medical advice. <input type="checkbox"/> Ingestion: If swallowed, DO NOT induce vomiting. Wash mouth out with water.

IF IN ANY DOUBT PLEASE SEEK GUIDANCE

Fire Action Procedure

Fire Action Notice

Local Safety Arrangements

Management Checklist for Fire Safety

Fire Log Book

Fire Action Procedure

- In the event that you discover a fire, shout '**FIRE, FIRE, FIRE**' and activate the alarm
- Call the Fire Service, **press 9 for an outside line** and dial, **999**, give full details of the fire and location as per the posted Fire Notice/s. State whether any Flammable materials are involved
- If you are accompanied and are confident that you can safely tackle the fire, do so using the correct type of fire extinguisher. Do not risk personal injury
- If you hear the fire alarm:
 - Leave the premises immediately via the nearest available exits, make sure that you are familiar with these
 - Do not stop to collect any personal effects, tools, or equipment
 - Assemble at the identified muster point
- A fire warden/marshal or senior manager on site will check that no one remains in the building

Fire Extinguishers

- Fire extinguishers are provided for most types of fire
- Fire extinguishers shall be properly positioned at all times and labelled as to their particular use
- Fire extinguishers shall be checked annually by a competent person
- Personnel are not to endanger themselves or others trying to tackle a fire using the extinguishers

Fire Alarm and Drill

- The fire alarm shall be sounded weekly at a fixed time
- Twice a year an evacuation drill shall be conducted

Notice

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



Fire Notice

STAFF FIRE ACTION

On these premises the fire warning is given by the sound of a :

ON DISCOVERING A FIRE

- (a) Raise the alarm by operating the nearest Fire Alarm break call point.
- (b) Tackle the outbreak with a fire extinguisher, but only if it is safe to do so. Otherwise leave the building and proceed to the assembly point at:

ON HEARING A WARNING OF FIRE

- (a) Alert all persons under your charge - or make sure that they have been alerted.
- (b) All persons must evacuate the premises quickly but calmly by the nearest exit and proceed to the assembly point:

Do NOT delay the evacuation by collecting coats or other personal belongings.

- (c) Before leaving, check cloakrooms and toilets to ensure that all persons have left the premises.
- (d) Close all doors of rooms and those through which you pass on leaving the building.
- (e) Do not use lifts as a means of escape.
- (f) Ensure that the Fire Brigade is called immediately you hear the fire warning - Dial 999 and give the full postal address of the affected premises when connected with the Fire Brigade Operator.
- (g) Do not re-enter the building until a Fire Officer has stated that it is safe to do so.

OUR ADDRESS IS: -

OUR TELEPHONE NUMBER IS: -

LOCAL SAFETY ARRANGEMENTS

ADVICE & INFORMATION

Accidents

First Aid Equipment is located:

Trained/qualified first aiders are:

Person responsible for First Aid Box:

Local Hospital – 24 hour casualty dept

Accident Record Book is located:

General Fire Safety

Escape routes are checked weekly by:

Fire extinguishers checked annually by:

ADVICE & CONSULTANCY

Local HSE Inspector's office:

Training

Training arranged by:

Training carried out by:

Management Checklist for Fire Safety

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

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

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

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

Health & Safety Library

Health & Safety Library

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

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

SECTION 10 Policy Sign Off Sheet

Declaration of intent to adhere to the company safety requirements and a full introduction and understanding of this document AND supporting appendix



Pure Property Care Ltd – ORGANISATION & ARRANGEMENTS ON HEALTH & SAFETY AT WORK

(please print name) have read and understand my responsibilities defined in the company arrangements for all Health & Safety issues.

Signed

Date

Consultation & feedback comments:

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

[illegible]