



Amalgamated Facilities Management

Health & Safety Policy

Guernsey Office
Garrenne Park
Rue de la Cache
St Sampson
GY2 4AE

Tel. 01481 252 111
Fax.01481 256 510

Jersey Office
1 Britannia Place
Bath Street
St Helier
JE2 4SU

Tel. 01534 877 688
Fax .01534 877 699

enquires@amalgamatedfm.com

www.amalgamatedfm.com



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On receipt of this document / revision, please destroy all previous and now obsolete copies. The next review is due: **December 2011**.



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Section 1.0

Statements of Intent



HEALTH & SAFETY POLICY STATEMENT OF INTENT

The objective of this policy is to attain and maintain high standards of health and safety performance throughout Amalgamated Facilities Management.

All persons conducting activities under the name of Amalgamated Facilities Management will adhere to this Health & Safety Policy.

Amalgamated Facilities Management will comply with the Health and Safety at Work (Jersey) Law 1989, The Health & Safety at Work (General) (Guernsey) Ordinance 1987, and Regulations subsequently laid under it and meet the standards required therein, including the Health and Safety at Work, Act 1974 and the standards required therein.

Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:

- Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout the Company;
- Providing and maintaining a safe working environment that is without risk to health, together with adequate facilities and arrangements for the welfare of employees;
- Providing and maintaining plant, equipment and systems of work that are safe and without risk to health;
- Providing and maintaining means of access to and egress from the workplace that are safe and without risk;
- Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
- Having in place effective systems to protect employees and other persons affected by Company activities;
- Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees of the Company; and
- Obtaining the co-operation of employees in enabling statutory obligations under health and safety legislation to be met.

Signed

Date

**Mark Palfrey
Managing Director**

Review Date



ENVIRONMENTAL POLICY & STATEMENT OF INTENT

AFM is committed to protecting the environment. In recognising that day-to-day operations inevitably impact the environment in a number of ways, the Company accepts its responsibility for minimising their impact.

Our commitment is to:

- We will continue to comply with all environmental legislation and approved codes of practice pertinent to our industry.
- We will continually improve our own environmental performance regarding such things as utility usage, endeavoring to reduce these by measurable amounts year on year.
- We will reduce our own pollution emissions and waste arising from our day-to-day business activities by taking affirmative action.
- We will monitor our use of raw materials, energy and supplies for ourselves and where contracted our clients, recommending alternatives and encouraging sustainable and ethical business models.
- We will raise awareness within our company about environmental issues making it part of the “day job”.
- We will encourage similar environmental standards from our suppliers and contractors, working closely with them to improve their environmental efforts.
- We will assist customers and clients to use products and services in an environmentally sensitive way, recommending and sourcing ethically based and sustainable products where possible.
- We will engage with our local community, developing partnerships and showing a duty of care to them.
- We will participate in discussions about environmental issues developing action plans for improvement, measuring and acting on them.
- We will engage and educate our staff in the need for environmental change, encouraging them to find and implement solutions in an empowering and supportive manner.

Signed

Date

Mark Palfrey
Managing Director

**Review
Date**



Section 2.0

Health & Safety Roles & Responsibilities



HEALTH & SAFETY ROLES & RESPONSIBILITIES

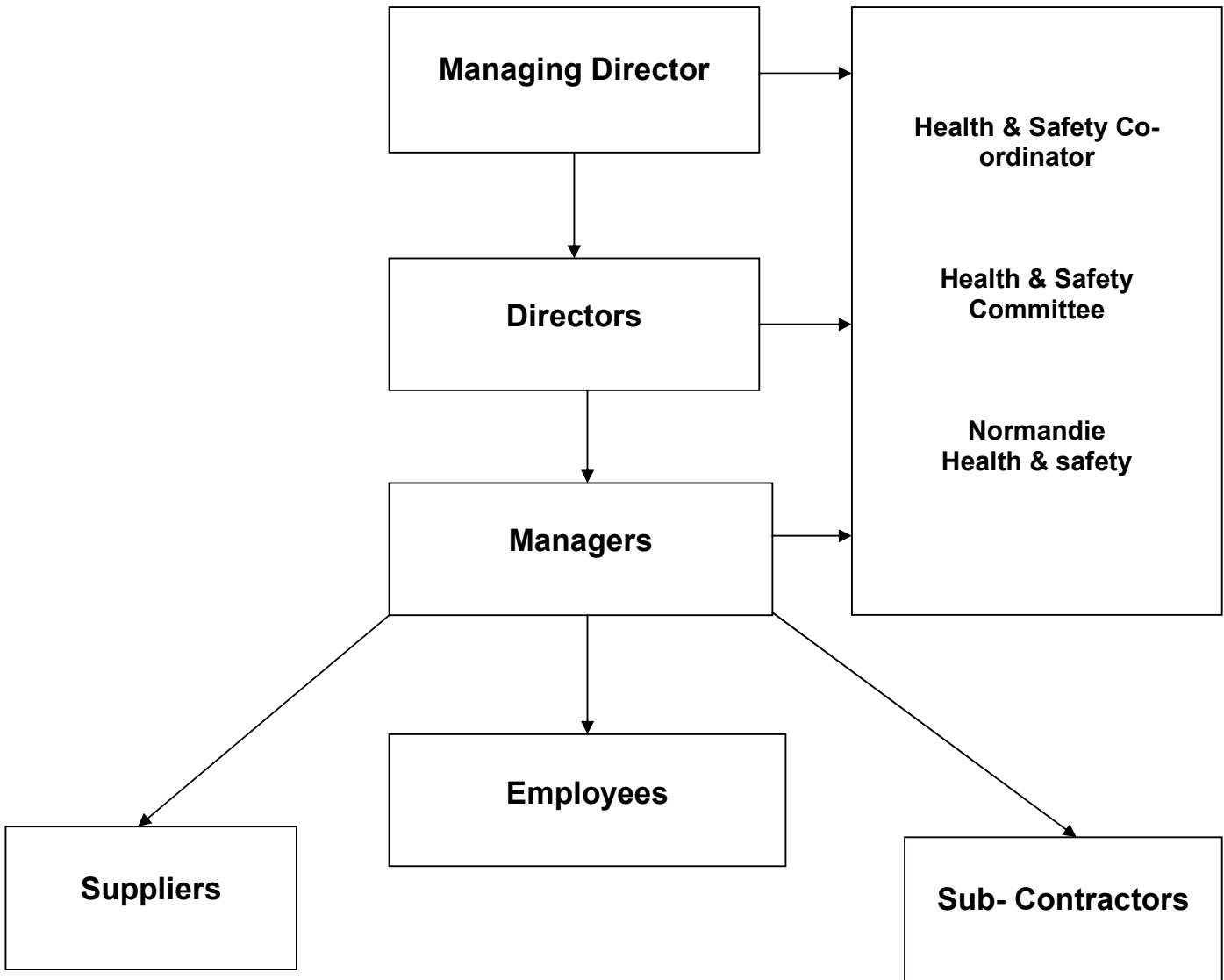
2.1 Introduction

Health & safety management is the responsibility of all personnel of Amalgamated Facilities Management and is a joint responsibility with contractors. It is the responsibility of the Managing Director, Directors and Managers to ensure that all personnel and contractors are properly equipped, trained and motivated in order to ensure high health and safety standards at work.

- Employees are deemed to be those persons directly employed, either on a full-time or part-time basis, by Amalgamated Facilities Management and those self-employed persons who undertake work on behalf of Amalgamated Facilities Management.
- Contractors are deemed to be those persons who work for Amalgamated Facilities Management but who are not direct employees. The term 'contractor' is understood to include all associated sub-contractors.
- Suppliers are deemed to be those persons who supply goods and/or services.



2.2 Company Health & Safety Organisation Chart





2.3 Managing Director

The Managing Director has overall responsibility for the health, safety and welfare of all Company employees, for the environmental impact of Company activities and fulfilment of all legal duties imposed on him, as the Employer, by relevant legislation.

In recognition of the legal duties imposed upon him, the Managing Director will:

Understand the main requirements of The Health & Safety at Work (General) (Guernsey) Ordinance 1987, The Health & Safety at Work (Jersey) Law 1989 and Regulations subsequently laid under them, including the Health and Safety at Work Act 1974 and the standards required therein.

- Ensure that every aspect of health and safety and its implications is given due consideration in all executive decisions.
- Set, monitor and review the effectiveness of the Company Health & Safety Policy, ensuring that it meets current legislative requirements and accurately reflects Company activities.
- Ensure adequate resources are available to implement the Company Health & Safety Policy and to enable legal and moral obligations to be met.
- Seek advice, as and when appropriate, on health and safety issues.
- Ensure that all new employees receive adequate induction training as soon as is reasonably practicable after joining the Company and on starting at a new site.
- Ensure all employees and contractors receive suitable information, instruction, training and where appropriate, supervision to assure their competence for the work they are to undertake.
- Ensure that there is a system in place which demonstrates all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for the company.
- Ensure that a system is in place whereas the performance of contractors who undertake work on behalf of the Company are monitored.
- Ensure that a system is in place whereas all plant, equipment and materials are safe and suitable for the work for which they are to be used.
- Ensure that a system is in place whereas suitable and sufficient risk assessments of Company activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
- Ensure that a system is in place whereas the results of the risk assessments are effectively communicated throughout the Company and to others who may be affected by the activity.
- Ensure that a system is in place whereas AFM provide, maintain and instruct employees in the use of personal protective equipment as identified by risk assessment.



Managing Director continued...

- Ensure that a system is in place whereas, In respect of hazardous substances, appropriate information is available to enable suitable assessment of the process to be conducted.
- Ensure that a system is in place whereas, that accidents and near misses are recorded.
- Ensure that all injuries, diseases and dangerous occurrences involving Company employees are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Maintain effective communication routes throughout the Company and ensure employees are aware of the Company Health & Safety Policy and other health and safety matters as they arise.
- Take immediate action in respect of:
 - Prohibition and improvement notices;
 - Matters of complaint by HSE Inspectors;
 - Concerns by employees or others, of health, safety and environmental standards; and
 - Accidents, incidents and near misses involving Company employees or members of the public at our workplaces/sites.
- Ensure that a system is in place whereas maintenance of registers and records as required by current legislation.
- Ensure that the management of health and safety within the Company is periodically audited to ensure that high standards of health and safety performance are being maintained and to identify areas where improvements are to be made.
- Ensure that health, safety and environmental performance is regularly reviewed.



2.4 AFM Directors

AFM Directors are responsible for ensuring that the provisions of The Health & Safety at Work (General) (Guernsey) Ordinance 1987, The Health & Safety at Work (Jersey) Law 1989 and Regulations subsequently laid under them, including The Health and Safety at Work Act 1974 and the standards required therein. Company policies should be observed within the Directors area of responsibility. Authority is delegated to Directors to oversee and enforce the implementation of the Company Health & Safety Policy throughout Company operations and on site. AFM Directors report to the Managing Director.

AFM Directors will:

- Understand the Amalgamated Facilities Management Health & Safety Policy.
- Ensure that the Health & Safety Policy is understood at all levels and that the responsibility for health and safety is properly assigned and accepted at all levels.
- Ensure that employees and contractors comply with the Company Health & Safety Policy.
- Ensure that there are adequate staff, finances and materials to implement the requirements of the Health & Safety Policy within areas under their control and continually review the effectiveness of the programme and procedures in conjunction with the Managing Director;
- Regularly review the budgetary allocations and use of resources on health and safety. Where necessary alert the Managing Director that additional resource may be necessary to meet statutory obligations as company requirements;
- Ensure that other employing organisations using the company as a place of business are aware of the Health & Safety Policy and that channels of communication and consultation between company management and those organisations are properly used on matters of health and safety. Ensure only authorised contractors are employed by AFM.
- Ensure that there is a system in place to assess the competence & performance of sub-contractors and any third party subsequently employed by them.
- Immediately bring to the attention of the Managing Director matters relating to health and safety standards or performance.
- Institute an overall programme of Risk Assessment under the control of the Managers to identify and prioritise all major hazards which exist or are likely to arise within the company's operations;
- Take a direct interest in such programmes and procedures and actively support all persons carrying them out;
- Establish and maintain high standards of health, safety and environmental performance in the workplace.
- Ensure that appropriate equipment is available and maintained in a safe condition.
- Foster a positive health and safety culture amongst all employees.
- Ensure safe working practices are observed.



AFM Directors Continued

- Develop, implement, record, communicate and monitor the effectiveness of site-specific arrangements for health and safety.
- Ensure that there is a system in place whereas personnel under their control are adequately inducted, trained, instructed and informed, including sub-contractors.
- Ensure that accidents and near misses are recorded and investigated.
- Ensure there is a system in place whereas all registers and records on site / workplace are maintained, as required by current legislation.
- Ensure that routine documented inspections are carried out of sites / workplaces, facilities, plant and equipment so as to maintain health and safety standards.
- Ensure personnel at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- Advise and support clients, contractors, etc. and their safety representatives on matters relating to the Company Health & Safety Policy and all prevailing legislation.
- Periodically review health & safety requirements of AFM employees.
- Be prepared to reprimand any staff who fail to discharge their responsibility;
- Set a personal example.



2.5 AFM Managers

Managers have health and safety responsibilities delegated to them by the Managing Director and the Directors, they are;

- AFM Managers are to read, understand and implement the content of the Amalgamated Facilities Management Health & Safety Policy.
- Ensure that employees and contractors under their control comply with the Company Health & Safety Policy.
- AFM Managers are required to organise their departments to maximise efficiency whilst not compromising safety and health, and thus accept their legal responsibilities towards employees under their control.
- AFM Managers are required to make risk assessments and produce method statements from the findings of all work activities and take the necessary precautions to reduce or eliminate the risks. Risk Assessments should be recorded, subject to monitoring and review regularly. Please review Section Three – Risk Assessments.
- AFM Managers are to ensure that any sub-contractors used are approved.
- AFM Managers should ensure that Sub-contractors carry out a risk assessment and produce a subsequent method statement for their works. In a situation where this is not practicable, the AFM Manager is to provide a safe system of work for Contractors and their employees.
- Where members of the public and sub-contractors legally come onto site, the responsibility of managers extends to the safety of these persons whilst on company premises.
- AFM Managers are expected to know the essential elements of health and safety legislation in relation to their department and implement these legal requirements.
- Ensure that all employees and contractors receive induction training on arrival at premises under the control of the Company and that the training is recorded and repeated at appropriate intervals.
- AFM Managers will ensure that housekeeping standards are maintained to the highest levels, ensuring clear access routes, rubbish storage and disposal, no trip hazards and the like.
- Where materials are stored, these will be stacked safely and to the manufacturer's recommendations.
- AFM Managers will ensure that all plant and machinery is free from patent defect and safe to use, that it is maintained and repaired as necessary, that it is guarded, and that only those who are trained (or under supervised training) use the machinery.
- AFM Managers will ensure that those using hazardous substances in their departments have access to the information in the hazard data sheet, that these sheets are on file, that the substances are stored in accordance with the manufacturer's recommendations, and that containers are properly disposed of.
- AFM Managers will ensure that recommended personal protective equipment is made available for every process requiring this protection, and that employees wear the equipment.



AFM Managers continued

- AFM Managers should give clear and reasoned instructions at all times, and listen to employees when questions are raised.
- AFM Managers should ensure that they employ only contractors that have been authorised by AFM and on the AFM approved contractor list.
- It is essential that AFM Managers set high personal safety standards at all times.
- Ensure proper first aid provision, and procedures.
- Maintain documentary evidence, accident reporting and site recording.
- Liaise and co-operate with the AFM Health & Safety Co-ordinator and Normandie Safety Advisor.
- Be prepared to reprimand any staff who fail to discharge their responsibility.
- Maintain records of the location of all flammable or explosive materials held on the premises.
- If the AFM Manager is site based, In the event of a fire, the responsibilities of the Manager include:
 - ensuring that the States Fire Service have been called;
 - ascertaining the location, type and extent of fire;
 - controlling any in-house attempt to extinguish the fire;
 - initiating a roll call of employees in the Assembly Area
 - liaising with the Senior States Fire Officer on site and providing the following information;
 - the location, type and extent of the fire;
 - missing employees and/or visitors;
 - location of hazardous substances;
 - location of service isolation points.
- The Manager will liaise with the States Fire Officer to ascertain when the premises are considered safe to re-enter.
- The Site Manager will ensure that all discharged portable extinguishers are replaced without delay.
- The AFM Health & Safety Co-ordinator and Normandie should be advised of any fire.
- The AFM Health & Safety Co-ordinator, Normandie and the Site Manager will jointly investigate the cause of the fire, and establish what action should be taken to prevent a recurrence.
- Set a personal example when visiting sites by wearing appropriate protective clothing.



2.6 AFM Health and Safety Co-ordinator

- Know the appropriate statutory requirements affecting AFM's operations.
- Ensure that the Company Health & Safety Policy is correctly issued and implemented.
- Ensure that the Company Health & Safety Policy is periodically reviewed, with the assistance of the Company Health & Safety Consultants and forward recommended changes to the Managing Director.
- Assisting AFM Managers in implementing the Company Health & Safety Policy within their section.
- Periodically review the safety training requirements of AFM staff, with the assistance of the Company Health & Safety Consultants and recommend appropriate training programmes.
- Monitoring of AFM employees' compliance with regard to their legal requirements and compliance with company systems.
- Instigate & maintain the most acceptable procedure for establishing an AFM approved contractors list. Duties include monitoring Contractors health & safety compliance and ensuring the list is updated and accessible to AFM Managers & Directors.
- Instigate and monitor systems to ensure that any subcontractors employed by the Company have their health and safety competence assessed before their appointment and that they comply with their own policy and procedures and those of the company that apply to their work activities.
- Instigate and monitor systems to ensure that, where the company commissions any 'construction work' as a 'client' or acts as agent for another organisation for such work, the requirements of the Guernsey & Jersey ACOPs 'The Organisation and Management of Health & Safety in Construction' (Construction ACOP) are complied with.
- Instigate and monitor systems to ensure that, where the company acts as a 'principal contractor' under the Construction ACOP, the necessary health and safety plan for the construction/on site activities.
- Instigate and monitor systems to ensure that, where the company acts as a subcontractor to a 'principal contractor' under the Construction ACOP, the necessary health and safety information on the company procedures and methods of working are passed to the principal contractor for the Health and Safety Plan initially and throughout the course of the work.
- Instigate and monitor systems to ensure that accident, incidents and dangerous occurrences are recorded and reviewed by management in order to establish the cause of the incident and any improvements which may be required to the company systems. RIDDOR accidents will be investigated by the retained Health & Safety Consultants.
- Set a personal example when visiting sites by wearing appropriate protective clothing.
- Advise senior management on the ongoing performance of subcontractors and where necessary recommend to the director that the subcontractor be removed from the Company's approved list of contractors.



AFM Health and Safety Co-ordinator continued...

- Conduct joint site visits with the retained Health & Safety consultants on a monthly basis and ensure safety reports are distributed to the appropriate Manager for action.
- Ensure an asset register is in place for all plant and equipment and that all plant and equipment is subject to statutory and periodic inspections and tests by a competent person i.e. confined space kit, electrical equipment, lifting gear / equipment etc.

The Directors give the AFM Health & Safety Co-ordinator the powers to:

- Suspend AFM work operations on site until health and safety standards are at an acceptable standard (the appropriate director must be notified of this event as soon as practicable after work is suspended).
- Initiate disciplinary procedures to any member of staff failing to discharge satisfactorily their responsibilities for health and safety.
- Suspend and/ or ban subcontractor labour, which fail to discharge satisfactorily their responsibilities for health and safety.
- Suspend and/ or ban material suppliers' delivery labour, which fail to discharge satisfactorily their responsibilities for health and safety.
- Have control over the inclusion or removal of Sub-Contractors from the AFM approved Contractors list.



2.7 Employees

Main responsibilities are to:

- Take reasonable care for their own health and safety.
- Consider the safety of other persons who may be affected by their acts or omissions.
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons.
- Report any hazardous defects in plant and equipment, or short comings in the existing safety arrangements to your Manager.
- Not undertake any task for which authorisation and / or training has not been given.
- Work to any risk assessments and method statements relating to their work presented to them by their appropriate Managers prior to commencement of work.
- Use correct tools and equipment for the job and the appropriate personal protection; Avoid improvisation which leads to unnecessary risk.
- Report to a supervisor any defects in plant or equipment, or a health risk.
- While on site, make themselves aware of first aid, fire and emergency procedures.
- Respond positively to any statutory notices or safe systems of work imposed by your Company.
- Co-operate with your employer on all health and safety matters.
- Ensure that accidents are reported and entered into the accident book.
- Refrain from horseplay.
- Set a good personal example.



2.8 Contractors

All contractors who undertake work on behalf of Amalgamated Facilities Management have legal duties under health, safety and welfare legislation while at work to ensure the safety of themselves and others that may be affected by their acts or omissions.

In recognition of the legal duties imposed upon them, all contractors who undertake work on behalf of Amalgamated Facilities Management will:

- Co-operate with the Managing Director, AFM Directors and Managers and their own Employer to enable them to comply with their legal duties.
- Comply with ALL requirements of the Amalgamated Facilities Management Health & Safety Policy and other rules and procedures in place and notified to them.
- Not intentionally or recklessly interfere with or misuse anything provided by the Company in the interests of health and safety.
- Actively promote a positive health and safety culture on site.
- Only undertake work for which they have been trained and are qualified and competent to undertake.
- Ensure that risk assessments and method statements relating to their work are presented to the appropriate Managers prior to commencement of work, if they are not following the Safe System of Work provided by Amalgamated Facilities Management.
- Not undertake an activity until a suitable and sufficient assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
- When on site, follow all site safety rules and procedures.
- Use and maintain in a serviceable condition all plant and equipment.
- Use and maintain in accordance with instructions and training given and report the loss or defect of all personal protective equipment provided by Amalgamated Facilities Management and their own Employer.
- Make themselves aware of all site first aid, fire and emergency procedures.
- Raise all matters of concern relating to health and safety as they arise to the appropriate responsible person.
- Ensure all accidents are entered in the Company Accident Book held on site and in their Employers Accident Book.
- Ensure all accidents and incidents, including near misses, are reported to the appropriate responsible person on site to ensure appropriate investigation can be undertaken.
- Work in accordance with Health and Safety legislation and ACOP's at all time.



2.9 Health & Safety Advisor - External

- Amalgamated Facilities Management utilises the services of an external Company to fulfil the role of Health and Safety Advisor.
- Normandie Health & Safety are appointed as Competent Persons under the Management of Health & Safety at Work Regulations to advise the Managing Director, Directors, Managers and other Company personnel and contractors on matters of health and safety policy, management, good practice and legislation.
- Normandie Health & Safety are contracted to provide the following services according to requirements:
- Monitor the Amalgamated Facilities Management Health & Safety Policy and associated procedures pertaining to health and safety and advise on updates as required by legislation and good practice.
- Provide appropriate support and information on health and safety matters to the Managing Director, AFM Directors, AFM Managers, and other Company personnel and contractors.
- Advise on health and safety training needs.
- Annually audit and review the management of health and safety at Amalgamated Facilities Management.
- Provide an annual report to the Managing Director on the management of health and safety at Amalgamated Facilities Management.
- Audit the activities of the AFM workforce & Contractors and report the findings to the AFM Health & Safety Co-ordinator & Managing Director on a regular basis. Any health & safety misdemeanours which are considered to be serious are to be reported to the Managing Director immediately.



Section 3.0

General Health & Safety Arrangements



GENERAL HEALTH & SAFETY ARRANGEMENTS

The attainment and maintenance of high standards of health and safety within Amalgamated Facilities Management will be achieved by the identification of hazards associated with the activities undertaken by the Company. Effective precautions and control measures to eliminate, reduce or control the risk of harm to ALL persons exposed to the hazards will be identified and implemented.

3.1 Health and Safety Advice and Guidance

The Health and Safety Advisors to Amalgamated Facilities Management are Normandie Health & Safety Limited, who have offices in both Jersey & Guernsey. They are available on 01481 253953 in Guernsey and 01534 747598 in Jersey.

3.2 Review and Update

- The Company's Health & Safety Policy and performance will be reviewed annually and any necessary updates will be made.
- No alterations will be made to Company's Health & Safety Policy, including the organisational structure and associated arrangements, without the prior consent of the Managing Director.

3.3 Communication of Health and Safety Matters

- Health and safety information, where it relates to Company activities will be communicated throughout the Company as it becomes available by the quickest possible means.
- Concerns over the standards of health and safety within the Company or issues relating to health and safety are to be brought immediately to the attention of the Managing Director.



3.4 Training and Competence

- All new Company employees will receive induction training as soon as reasonably practicable.
- A record of the induction process will be maintained.
- Site-specific induction training will be given to employees and contractors whenever work commences on a new site. A copy of the site-specific induction training record will be maintained on-site and in the main office. Where Amalgamated Facilities Management is the contractor, site induction training shall be conducted by the Principal Contractor / Client.
- Training needs and competence requirements will be analysed to ensure the provision of appropriate training.
- Employees shall only carry out work for which they hold the appropriate competences.
- Occupational competence will be maintained via continued membership of appropriate trade associations.
- Further training shall be given:
 - For periodic refresher training;
 - When required by current best practice;
 - When being exposed to new or increased risks;
 - When being transferred or given a change in responsibility; and/or
 - When there is a change in work methods, technology, equipment or practices.
- A Training Record will be maintained for all employees.
- All induction and training records and, where issued, certificates of training, qualifications and competence will be held in the main office.
- Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met.

3.5 Risk Assessments, Method Statements and Safe Systems of Work

- Risk Assessments will follow a standard format.
- The Company will generate Safe Working Method Statements as and when required

The Managing Director, AFM Directors and Managers will ensure that:

- Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Safety method statements or written procedures detailing safe systems of work are produced based on the findings of the risk assessments.
- That all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity.
- That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued.
- That master copies of all assessments, safe systems of work and method statements are held in the main office with copies of relevant assessments available on site.
- Systems of work are presented to Principal Contractors prior to work commencing.

AFM Managers will also ensure that safe systems of work and risk assessments of Company contractors are approved prior to work commencing on sites under the control of Company.



3.6 Personal Protective Equipment

The Managing Director, AFM Directors and Managers will ensure that:

- Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- PPE is provided to employees as required by current legislation and as identified by risk assessment to supplement existing control measures.
- PPE provided is fit for purpose and appropriate to the risk involved.
- Suitable facilities for the storage of PPE are provided and used, including on site.
- Contractors provide and wear PPE to required standards.
- Information, instruction and training will be given to all employees and contractors on the safe use and maintenance of PPE.
- Employees and contractors will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately.
- On site, PPE is provided and worn as required by the Principal Contractor.
- Whilst on site, safety footwear and hi-visibility jackets to the appropriate standard shall be worn at all times whilst work is being conducted on behalf of the Company, without exception.
- Gloves and protective goggles are worn when using cutting, drilling or grinding equipment.

3.7 Employment of Young Persons

- Risk assessments will be carried out, or reviewed, to identify and address the risks to young persons (i.e. those under the age of 18), when employed by the Company.
- Protection will be provided from any risks to the health and safety of young persons associated with their lack of experience, lack of awareness of existing risks or immaturity, in accordance with the Management of Health and Safety at Work Regulations 1999.
- Unless as part of their training, or where the work is carried out under the supervision of a competent person and where the risk has been reduced to the lowest reasonably practicable level, young persons will *not* be employed where the work:
 - Is beyond their physical or psychological capability;
 - Involves exposure to toxic or carcinogenic substances or substances which cause heritable genetic damage, harm to unborn children or cause any other chronic health effect;
 - Involves an accident risk which they may not reasonably recognise due to their insufficient attention to safety or lack of experience or training; and/or
 - Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.



3.8 Health Monitoring and Surveillance

- Company employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.
- Employees will be provided with health surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).
- The Company is committed to preventing employees from being subject to undue stress whilst at work.

3.9 First Aid Provision

- The Company will provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.
- The Managing Director will nominate suitably trained persons as qualified First Aiders or Appointed Persons to ensure adequate provision of first aid both on site and at Company premises. These details will be prominently displayed in offices and, where practicable, on site, and will be communicated through induction training.
- A qualified First Aider or Appointed Person shall be available both on site and at Company premises at all times whilst routine work is being undertaken.
- In the absence of the nominated First Aider, an Appointed Person or other qualified first aid personnel will be available at all times whilst routine work is being conducted. The name of this person shall be communicated to all persons affected.
- In the absence of all nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.
- Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.
- Company employees will familiarise themselves with workplace first aid arrangements and facilities.
- All injuries occurring on work premises, no matter how trivial, are to be recorded in the Company Accident Book held in the main office.
- All injuries occurring on site, no matter how trivial, are to be recorded in the Company Accident Book and also in the Accident Book of the Principal Contractor, when working as a contractor.
- First Aid kits shall be held in all Company vehicles with the contents checked on a regular basis, and restocked if necessary, by the person in charge of the vehicle.
- A qualified First Aider or Appointed Person shall be on site at all times whilst routine work is being undertaken.
- Whilst Company employees are employed as contractors to a Principal Contractor, employees are to familiarise themselves with the first aid facilities and procedures on that site.
- Whilst employed on site, Company contractors are to familiarise themselves with the first aid facilities and procedures on site.



3.10 Injuries, Diseases and Dangerous Occurrences

- The Managing Director will ensure that all accidents, near misses and dangerous occurrences involving Company employees are thoroughly investigated.
- In the event of major injury or fatality occurring to a Company employee, the Managing Director will ensure statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 are met.
- All accidents, dangerous occurrences and near misses occurring on Company premises are to be reported to the Managing Director so that an investigation can be conducted.
- All accidents, dangerous occurrences and near misses occurring on site are to be reported to Site Supervisors, Managers, Operations Managers and the Managing Director, so that an investigation can be conducted.
- While working as a contractor on the site of a Principal Contractor, reports of incidents involving Company employees are to be forwarded to the Principal Contractor.
- Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 to be met.

3.11 Fire Precautions and Prevention

- A Fire Risk Assessment to identify fire and explosion risks for work premises, including sites under the control of the Company, will be obtained prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
- Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.
- Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of Amalgamated Facilities Management.
- All Company employees will be instructed in the use of portable fire fighting appliances as found on premises and in Company vehicles. Emergency procedures and evacuation routes will be communicated to all employees as part of their induction training.
- The Managing Director will ensure that an adequate Fire Plan is in place and prominently displayed in the AFM offices and throughout the workplace, and communicated to all employees, contractors and visitors through induction training.
- In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
- The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
- The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.
- Stores or materials shall not be left in access or egress routes where they may hinder escape in emergency.
- Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
- Whilst working on sites as a contractor, the fire arrangements of the Client / Principal Contractor are to be adhered to and communicated to Company employees by site-specific induction training prior to commencement of any work.
- When conducting works within Client's premises, all Company employees and contractors shall familiarise themselves with the arrangements of the Client and adhere to them.



3.12 Smoking Policy

- In compliance with The Smoking (Prohibition in Public Places and Workplaces) (Guernsey) Law, 2005 Company premises are smoke-free.. Disciplinary action will be exercised if employees or contractors smoke whilst on Company premises or in Company vehicles.
- Smoking is only permitted in those external areas designated by management.
- Smoking is strictly prohibited in areas where flammable liquids are stored or used.
- Whilst working on premises owned by the Client, or on the site of a Principal Contractor, the smoking policy of that Client or Principal Contractor will be adopted and, as such, all employees and contractors who undertake work on behalf of the Company are to adhere to that policy.

3.13 Alcohol and Controlled Substances

- Disciplinary action will be exercised if, while under the influence of alcohol or controlled substances (drugs), employees or contractors enter Company premises, a site under the control of the Company or drive Company vehicles.
- Company employees and contractors shall not have alcohol or controlled substances in their possession whilst working on Company premises, on sites under the control of the Company or driving Company vehicles.

3.14 Violence towards Employees

- Incidents of violence, threatening and/or abusive behaviour by employees whilst at work will result in disciplinary action.
- In the event that Company employees are faced with aggression or threat of violence, a non-confrontational position is to be adopted.

3.15 Lone Workers

- Wherever practicable, Company employees are not to work alone in high-risk activities or areas.
- Where it is unavoidable, the lone worker will ensure that the appropriate Operations Manager, appropriate Manager & Site Supervisor is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with the appropriate Manager & Site Supervisor at pre-arranged times throughout, and on completion of, the activity.
- Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

3.16 Mobile Phones

- It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
- No calls are to be made or received by the driver of a moving vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
- No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.
- Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.



3.17 Waste Policy

- The Company has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste.
- Waste will be managed in accordance with the Hazardous Waste Regulations.
- The AFM Manager responsible for a specific project shall ensure that routes exist for the legal disposal of waste arising from all materials in use by the Company, in accordance with current legislation and best practice.
- Where practicable, work will be planned and managed so as to minimise waste production.
- All waste shall be disposed of via an authorised disposal route.
- Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of the Company.
- Recycling of waste will be encouraged wherever possible.

3.18 Welfare

- The Company is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its employees, including those with disabilities.



Section 4.0

Workplace Health & Safety Arrangements



WORKPLACE HEALTH & SAFETY ARRANGEMENTS

The following topics have been identified as significant in terms of workplace hazards and detail the Company's policy on how the risk to personnel exposed to them will be reduced or controlled. Training will be provided where appropriate.

4.1 Abrasive Wheels

- The abrasive wheel marking system should conform to Annex A of BS EN 12413 and BS ISO 525.
- Only trained personnel who have been appointed by the Managing Director, Project / Contract Managers or Site Managers / Site Supervisors are permitted to change any class of abrasive wheel.
- The Company will ensure that suitable storage facilities are available in order to keep wheels clean and free from damage and that a sufficient quantity of suitable eye protection to BSEN 166B is available when required.
- Guards or shields supplied by the manufacturer are correctly fitted to all machines while in use and are not altered in any way.
- Defective abrasive wheel machines are taken out of use immediately.

4.2 Air Conditioning Systems

- A written scheme of inspection is in place for air conditioning systems that operate at 0.5 bar above atmospheric pressure in accordance with the Pressure Systems Safety Regulations 2000.
- Air conditioning systems that incorporate evaporative condensers / cooling towers are registered with the local authorities Environmental Health Department under The Notification of Cooling Towers and Evaporative Condensers Regulations 1992.
- Air conditioning systems are fit for purpose and maintained in good working order, according to manufacturers guidelines. Filters are regularly cleaned and replaced.
- Records are kept of all inspections, tests and maintenance performed on air conditioning systems.
- Air quality is periodically tested to ensure a sufficient supply of fresh / purified air from air conditioning systems, uncontaminated by injurious or offensive fumes, gas or vapour.



4.3 Asbestos and Asbestos Containing Materials (ACMs)

There are a number of very harmful (and fatal) asbestos related diseases associated with breathing in airborne asbestos fibres of microscopic size. These fibres become dispersed in the air as a result of any work on asbestos containing materials, or within a working environment which is already contaminated.

To combat these risks legislation has been introduced which sets out strict controls for the management of asbestos in buildings and also work on asbestos products.

It is AFM policy to locate asbestos containing materials (ACM's) within the workplace and to manage the risk they present. It is also policy to bring to the attention of all contractors and subcontractors the location of any ACM's within the building. Contractors are expected to meet all health and safety requirements should they work with any ACM's on the premises.

NO WORK SHALL COMMENCE ON SITE WITHOUT SEEING AN APPROVED ASBESTOS SURVEY, OR ASBESTOS REGISTER FIRST

Confirmation of any asbestos / ACM within a building built before 2000 **MUST** be obtained from the Client, or Clients Representative prior to work commencing. This confirmation should be in the form of an Asbestos Register, or a UKAS accredited survey report for any building where the fabric may be disturbed, i.e. where demolition, maintenance, or any other work which exposes, or is liable to expose employees to asbestos.

Should asbestos, or a material suspected of being asbestos be discovered on site, the following course of action should be followed:

- Stop work and secure the area immediately.
- Implement measures that ensure that the asbestos / ACM remains undisturbed.
- Inform the Project Manager and the Client / Clients Representative in order to ensure that an assessment is undertaken and an action plan developed before work is allowed to continue.

In compliance with the Control of Asbestos Regulations 2006, and The Management of Exposure to Asbestos in Workplace Buildings and Structures ACOP (Guernsey 2010), where there is a risk of either employees or contractors disturbing asbestos / ACMs during the course of work, the risk assessment process will be used to determine the requirement for training in asbestos awareness. All personnel likely to come into contact with asbestos / ACMs will undertake, as a minimum, an approved asbestos awareness course. Refresher training will also be provided to these employees on an annual basis.

Minor works associated with low risk unlicensed asbestos cement products may be carried out by competent Company employees when subject to:

- Survey;
- Risk assessment carried out and prepared by an approved authority on asbestos
- Method statement / safe system of work based on the risk assessment
- Task specific training

The Project Director responsible for the project must approve all works.



4.4 Cartridge Operated Tools

- Only low velocity, indirect-type, cartridge-operated tools will be used.
- Only trained personnel who have been authorised by the Project / Contract Manager or the Site Manager / Site Supervisor may operate cartridge-operated tools.
- Suitable ear protection and eye protection to BSEN 166B must be worn when operating these tools.
- Explosive charges shall be stored in a secure stowage separate to the tool.
- Only the required amount of charges to complete the task shall be issued to authorised persons.
- Operators must ensure that the work area is clear of other persons and flammable vapours prior to using these tools.



4.5 Chemicals / Hazardous Substances

All hazardous substances / chemicals used or generated by the Company will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended). Master copies of all assessments are held in the main office with copies held on site.

The Managing Director will ensure that:

- All hazardous substances / chemicals used by the Company are identified and inventoried including those used in relatively small quantities such as printing inks, photocopier toners, cleaning chemicals and correction fluids.
- Material Safety Data Sheets for all hazardous substances used by the Company will be obtained from suppliers. Copies are to be available in the main office and at the relevant workplace.
- Where necessary, information relating to new or existing substances is obtained from the supplier.
- A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- Suitable and sufficient personal protection equipment is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of specialist personal protection equipment.
- Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

4.6 Compressors and Compressed Air Tools

- Compressors under contract of hire will have a current Certificate of Thorough Examination.
- Compressors owned by the Company will be subject to regular maintenance in accordance with manufacturers' recommendations.
- All safety valves and gauges will be functioning correctly with the safe working pressure clearly marked on the air receiver.
- Compressors and compressed air tools are only to be operated by trained and competent persons.
- Defective compressors, hoses or tools are to be removed from service immediately to a place where they cannot be introduced back into service until a repair has been effected by a competent person.
- Only trained personnel who have been authorised by the Managing Director may operate gas cartridge-operated and portable compressed air tools, i.e. nail guns.
- Operators must ensure that the work area is clear of other persons, all guards are fitted and interlocks checked and in a serviceable condition prior to using these tools.



4.6 Compressors and Compressed Air Tools continued...

a. Compressed Air Systems and Lines

The Managing Director will ensure that:

- A written scheme of examination is established as per the Pressure Systems Safety Regulations 2000, by a competent person, detailing the nature and frequency of inspections and examinations of the compressed air system and lines.
- A safe system of work is established for the service and maintenance of the compressed air system and lines.
- Regular inspections of the compressed air system and lines are conducted to detect leaks / corrosion / other problems.
- The compressed air system and lines are operated according to written instructions within specified safe working temperatures and pressures.
- The compressed air system and lines have been designed, constructed and installed as suitable for the intended purpose.
- The compressed air system and lines are fitted with appropriate protective devices / safety valves, adjusted to correct settings.
- The compressed air system and lines are maintained and serviced according to manufacturers recommendations.
- All persons operating compressed air lines have been trained in their use and are aware of the operating procedures to follow.
- All persons operating compressed air lines wear the PPE provided to prevent injury from flying debris.

4.7 Confined Spaces

- A confined space is defined as a place that is substantially, though not necessarily entirely, enclosed and where there is a foreseeable risk of injury from hazardous substances or conditions within the space or from nearby.
- Where work in a confined space is unavoidable it is conducted in accordance with a Safe System of Work as required under the Confined Spaces Regulations 1997.
- Activities conducted within the confined space are the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity. Where a significant risk is identified a formal Permit to Work system will be in operation.
- No person shall work alone when working in a confined space. All persons will be trained for confined space work and a trained competent 'Top man' will always be in attendance when confined space work is being undertaken.
- Contractors who undertake work on behalf of Amalgamated Facilities Management are to comply with this policy and follow safe working procedures when working in confined spaces.
- Persons working in dark spaces will be provided with portable lighting. Support personnel will be on hand at all times with hand torches.



4.8 Construction Site Hazards (General)

- All employees required to visit construction sites are aware of the dangers inherent to those sites. These include but are not limited to:
 - Contaminated ground
 - Demolition work
 - Dust and fumes
 - Excavations
 - Lifting operations and lifting equipment (including carnage, fork lift trucks, goods hoists / passenger hoists, lifts / escalators)
 - Noise
 - Plant, work equipment and machinery
 - Working at height (including ladders, scaffolding)
 - Working near / over water
- Whilst employees may be exposed to the above hazards on site, they will not in normal circumstances have any active involvement in work activities associated with these hazards.
- All employees visiting site will ensure that they receive adequate induction from Site Management, to include site hazards.
- The relevant PPE will be provided. This will comprise but not be limited to high-vis jacket / vest, hard hat and protective boots. Hearing protection and eye protection will be provided when identified by risk assessment.
- When necessary additional information, training and instruction will be provided regarding construction site hazards.
- Employees inexperienced in construction site hazards will be accompanied by an experienced employee at all times until they are deemed competent.

4.9 Demolition

- In the normal course of work Amalgamated Facilities Management may be required to perform work of a non-structural nature, but the Company does not as a rule conduct demolition work.
- All demolition work will be planned prior to commencement on site and the plan will include a thorough survey and inspection of the structure to determine the nature of the original construction, the potential effects on adjoining properties and scaffolding requirements.
- The survey will identify structural problems and the risks associated with any flammable or hazardous substances. The survey will also take into account confined spaces, overhead or underground services, health hazards, access, environmental impact and waste removal.
- All demolition work will only be undertaken by a competent person in accordance with a written Safety Method Statement.

4.10 Display Screen Equipment

- All Company workstations consisting of Display Screen Equipment (DSE) will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- Employees whose work requires them to operate their DSE workstation daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Company will provide, free of charge, corrective appliances required specifically for DSE work.
- Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.



4.11 Driving on Company Business

- Where considered necessary employees will be provided with Company vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of the Company and where agreed for their private use.
- The Company will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- Employees provided with a Company vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to the Company office and remedial action taken at the earliest opportunity.
- Employees provided with a Company vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- Employees will at all times drive courteously and in a non-aggressive manner.
- Employees will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual employee. Disciplinary action may be taken against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- All driving activities will be managed in accordance with the Company Driving Policy, Codes of Practice and Safe Systems of Work.
- Drivers must sign that they will comply with these procedures and records will be maintained.
- Where fitted, lifting equipment will be subject to inspections and regular maintenance. Records of thorough examinations and tests will be kept at the Company offices and made available.

4.12 Dust and Fumes

- All processes conducted by Company employees and contractors that result in the generation of dust or fumes will be subject to an assessment under the Control of Substances Hazardous to Health Regulations 2005.
- Control measures to protect personnel exposed to dust or fumes will be identified and put in place. All personnel likely to be exposed to the dust are to be informed of the harmful effects and of the precautions and control measures to be implemented to prevent, reduce or control exposure to the dust or fumes.
- Where identified by the risk assessment, suitable personal protective equipment will be provided to supplement other control measures. Personal protective equipment is to be worn by all personnel identified in the assessment in accordance with the training and instruction provided.



4.13 Electricity and Portable Electrical Appliances

The Company recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:

- The use of battery operated tools or 110 volts within the workplace wherever practicable;
- Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
- Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
- Workplace tools used on site will be in good condition and double insulated;
- All equipment is to be switched off before unplugging or cleaning;
- All electrical equipment shall be switched off and unplugged when not required for use;
- Undertaking assessments to identify hazards associated with each individual item of machinery and implement specific safety rules and procedures for the authorised operative to follow;
- Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
- Maintaining a record of all inspections / tests of electrical equipment and appliances;
- Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
- Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
- Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
- Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.

a. Generators / Emergency Power Plants

- Portable petrol fuelled generators are not to be used in enclosed or partially enclosed spaces due to the risk of carbon monoxide poisoning.

4.14 Excavations

- Activities to be conducted within or adjacent to excavations are to be the subject of a risk assessment to ensure adequate control measures are in place to protect personnel involved or affected by the activity.
- The control measures introduced will take into account the depth of the excavation, the nature of the strata and any other factors relevant to the stability of the excavation.
- Excavations shall be inspected by a competent person:
 - Before any person carries out any work;
 - At the start of every shift;
 - After any event likely to have affected the strength and stability of the excavation, or any part of it; and/or
 - After accidental fall of rock, earth or other material.
- Records and reports shall be kept of inspections in accordance with legislative requirements.
- When employed on a site under the control of the Company or the site of a Principal Contractor, employees and contractors are to follow site procedures when working in or adjacent to excavations.



4.15 Fuels

- All fuels shall be kept in approved containments and stored in accordance with current legislation. Each storage area shall be designated as a 'No Smoking Area'.
- Only the required quantity of petrol shall be stored on Company premises for immediate use in approved containers, in an approved stowage.
- The carriage of fuels will satisfy The Carriage of Dangerous Goods by Road Regulations 1996.

4.16 Gases, LPG, Refrigerants

- Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.
- If LPG is present on Company premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.
- Refrigerant cylinders shall be stored and transported in a secure, designated storage. The storage shall satisfy the requirements of current legislation and best practice.
- All work with refrigerants shall be subject to risk assessment and carried out in accordance with a safe system of work.

4.17 Hot Works

Hot work results from equipment utilising a naked flame or generating heat and sparks and includes the following:

- Soldering and brazing
- Welding and cutting
- Use of blow lamps

All hot work will be the subject of an assessment and if it is considered foreseeable that accidental injury or damage is likely to occur as a result of the hot work, a Hot Work Permit system will be employed.

When conducting hot work:

- Appropriate fire fighting provisions shall be available;
 - All sources of fuel shall be removed prior to work commencing;
 - The area of the work shall be monitored on completion of the work until the risk of fire has been removed; and
 - No hot work shall be conducted within 30 minutes of the end of the working day.
- All hot work conducted by contractors shall be subject to a Safe System of Work approved by management prior to work commencing.



4.17 Hot Works continued...

a. Soldering

The Company recognises the need to minimise exposure to solder flux fumes. This will be achieved by:

- Monitoring employees' exposure to solder flux fumes;
- Utilising a CoSHH assessment to determine the potential health risks caused by exposure to solder flux fumes and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers health , including suitable health checks (health surveillance);
- Putting in place appropriate systems of work and controls, e.g. tip extraction, local extraction ventilation, to prevent or control exposure to solder flux fumes and keeping equipment in efficient working order;
- Providing adequate washing facilities;
- Informing the workforce of the potential health risks caused by working with solder flux fumes and the precautions to be taken;
- Training workers in the use of any control measures and protective equipment.

In addition, the Company will report any instances of medically confirmed occupational asthma or dermatitis to the HSE in accordance with RIDDOR 1995.

b. Welding, Cutting and Burning

- The hazards associated with welding operations are burns, damage to the eyes from ultra-violet radiation, electric shock, possible explosion, noise, fumes and gases. Welding operations are therefore only to be undertaken by trained and competent personnel.
- Adequate ventilation is to be provided to remove the various gases and fumes emitted during welding processes. Where adequate ventilation cannot be achieved suitable respiratory protection will be provided to protect personnel from the harmful effects of exposure to gas and fumes.
- All welding operations are to be screened to protect persons working nearby. The use of portable screens will be utilised at all times.
- Welding and burning operations are only to be conducted in areas where there is no risk of fire due to the proximity of combustible materials, flammable liquids or flammable gases. An appropriate fire extinguisher is to be available prior to commencing the hot work and an inspection of the working area is to be conducted on completion to ascertain that no fire risk exists.

4.18 Housekeeping

- In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout Company premises.
- All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
- Combustible materials will not be stored adjacent to heat sources.
- Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
- All spillages will be cleared up immediately.
- Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.



4.19 Laser Light

- All engineers who work with lasers / optical fibres are aware of the hazard / risk of exposure to laser light and associated safe working practices.
- Appropriately rated laser safety glasses / goggles, will be provided to all engineers working with lasers / optical fibres, in accordance with BS EN 207:1999.
- All lasers must be clearly labelled as to the optical hazard, according to EN 60825-1 and IEC 60825-1.
- All fibre optic cables must be clearly labelled as to the optical hazard, according to IEC 60825-1 and 60825-2.

4.20 Lead

The Company recognises the need to minimise exposure to lead, lead compounds, dust, fumes and vapours. This will be achieved by:

- Assessing health risks caused by exposure to lead and deciding whether or not exposure is 'significant' and what precautions are needed to protect workers health;
- Putting in place appropriate systems of work and controls, e.g. extraction ventilation equipment, to prevent or control exposure to lead and keeping equipment in efficient working order;
- Providing washing and changing facilities and places free from lead contamination where workers can eat, drink and smoke;
- Informing the workforce of the potential health risks caused by working with lead and the precautions to be taken;
- Training workers in the use of any control measures and protective equipment.

4.21 Lifting Operations and Lifting Equipment

The Company recognises the need to ensure that all lifting equipment and lifting operations shall be safe at all times. This will be achieved by:

- Hiring in suitable equipment, together with operators and Banksmen, where necessary;
- Ensuring all lifting operations and lifting equipment conform to the Lifting Operations and Lifting Equipment Regulations 1998;
- Ensuring that all wire ropes and chains are fitted to crane hooks correctly; that they are inspected and tested, and that the results are recorded as necessary;
- Ensuring that all lifting gear is fit for purpose and capable of safely carrying out the work it is employed to do;
- Performing a risk assessment prior to any lift to identify the measures required to protect those involved with the lift;
- Effectively communicating to all personnel involved with the lift the established Safe System of Work which includes:
 - Thorough planning of the operation, along with the selection, provision and use of suitable lifting devices and equipment;
 - The maintenance, testing and examination of all equipment;
 - Supervision by a trained and competent person/banksman with the necessary authority to progress or stop a job as is necessary;
 - The prevention of unauthorised use or movement of equipment by any unauthorised person; and
 - The safety of all personnel involved in the lift as well as those not involved in the lift but who may be affected by the lifting operation.
- Marking all lifting gear and equipment with a means of identification to show its safe working load.



4.21 Lifting Operations and Lifting Equipment continued...

a. Cranage

- All work involving the use of cranes (mobile or otherwise) is to be carried out in accordance with BS 7121 Safe Use of Cranes.
- All crane operations are to be planned and controlled by a suitable competent and responsible Appointed Person.
- A Safe System of Work must be in place and communicated to all personnel prior to work commencing.

4.22 Manual Handling Operations

The Company recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:

- Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a fork lift truck or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
- An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
- The results of the manual handling operations risk assessment will be communicated to all employees.
- Employees will be adequately trained in correct manual handling techniques.
- Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
- Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.

4.23 Noise

- The Company aims to protect employees hearing from excessive noise whilst at work, in accordance with the Control of Noise at Work Regulations 2005.
- The Company will seek to ensure, so far as is reasonably practicable, that all equipment used, hired or purchased will only generate noise levels below those recommended by applicable approved codes of practice and official guidance notes.
- Where noise levels are likely to exceed the Lower Exposure Action Value perceived at the operator's ear an assessment will be conducted and control measures identified and implemented to reduce or control personal exposure.
- Suitable ear defenders providing adequate attenuation will be provided where appropriate to all affected personnel, at no cost to them, together with appropriate instructions on their use.
- Where noise levels are likely to exceed the Upper Exposure Action Value perceived at the operator's ear the wearing of hearing protection will be enforced and hearing protection zones identified.
- In no situation will the exposure limit value (ELV) be exceeded.
- All employees will use hearing protection provided for their protection.



4.24 Optical Fibres

Operatives normally work on dark (unlit) fibres or low power LED systems.

- Employees are required to adhere to the Company Procedure for Optical Fibre Safety.
- CoSHH assessments, supported by MSDS sheets, will be in place prior to the start of work for all chemicals used in conjunction with optical fibres.
- Engineers working with optical fibres are aware of good housekeeping and personal hygiene practices.
- All optical fibre waste is placed in sealable containers for disposal at an appropriate facility.
- Access controls and signage will be put in place to prevent access to unauthorised personnel.

The risk assessment process will be used to determine the need for appropriate PPE. Where the assessment deems it necessary, appropriately rated laser safety glasses / goggles will be provided to all engineers working with optical fibres, in accordance with BS EN 207:1999.

4.25 Plant, Work Equipment and Machinery

- Where appropriate, a Work Equipment & Machinery Assessment will be conducted for plant and work equipment.
- Company employees will only use plant and work equipment that is correct and suitable for the job and will ensure that the plant / equipment is maintained in an effective state, in efficient working order and in good repair, in accordance with the Provision and Use of Work Equipment Regulations 1998.
- Sufficient clear and unobstructed working space will be provided around plant / work equipment to allow persons to work without the risk of injury.
- Adequate lighting and ventilation will be provided to allow personnel to operate plant / work equipment safely.
- Plant and equipment will be regularly inspected and tested as required by current legislation and defects or loss reported immediately. Records of inspection and maintenance will be held in the main office.
- Defective equipment will be taken out of service immediately to a place where it cannot be brought back into use until it has been repaired by a competent person.
- Only authorised and competent persons will undertake maintenance, repairs, testing, installation or alterations of any nature to any plant or equipment.
- Where required all safety devices and guards will be operable and in use.
- Where the use of the equipment involves a specific risk to the health and safety, the use of the equipment will be restricted to personnel who are trained, competent and authorised in its use.
- All employees will receive adequate training and instruction in the use and safe operation of all plant and equipment that they are required to operate.
- Plant and work equipment must not be used when unprotected members of the public are present.

a. Hired Plant / Equipment

- Where required, plant / equipment will be hired as and when necessary from a reputable company.
- All reasonable precautions shall be taken to ensure that hired plant / equipment is safe to use.
- When plant / equipment is hired in for use by the Company, suitable instruction, training and demonstration of its safe use is to be provided by the Hire Company before it is operated by employees.
- If employees are not deemed competent to operate the hired plant or equipment, a competent operator will be obtained to operate that equipment.



4.26 Pressure Cleaners

- Pressure cleaners will be installed, maintained, tested and repaired by a competent person, and records of maintenance and tests kept.
- Equipment is to be operated by trained, authorised and competent personnel and eye protection is to be worn at all times by operators to protect from flying debris.

4.27 Roadworks

- Where roadworks are being undertaken, or there is a risk that affects other road users a risk assessment will be conducted.
- All roadworks and warnings shall be in accordance with the provisions laid out in the New Roads and Street Works Act 1991, The Highways Act and the accompanying Approved Codes of Practice.
- Where works affect other road users appropriate traffic signs and barriers shall be erected to guide and warn traffic and pedestrians.
- Roadworks shall be suitably lighted and guarded in hours of darkness.
- All traffic signs and barriers shall be removed immediately on completion of their requirement.

4.28 Slips, Trips and Falls

- Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
- Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
- All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
- Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

4.29 Storage Racking, Materials Storage and Handling

- All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- Safe working loads will be marked on all racks.
- Company personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- Materials will be stored and stacked to reduce the risk of manual handling injuries.
- All storage racking will be regularly inspected by a competent person to ensure stability and integrity. Inspections will be recorded.

4.30 Underground / Overhead Utilities

All work involving potential contact with overhead or underground electrical cables or other utilities / services will be properly planned and will be subject to a detailed risk assessment in order to identify and implement appropriate control measures to ensure the safety of all personnel associated with the work.



4.31 Vibration

Hand Arm Vibration and Whole Body Vibration can occur from regular and frequent use of:

- Hand held power tools
- Hand guided power equipment
- Powered machines which process hand held materials
- Plant and vehicles

In accordance with the Control of Vibration at Work Regulations 2005 management will:

- Conduct assessments to determine the risks from vibration to employees;
- Decide if employees are likely to be exposed above the daily exposure action value (EAV) and if they are:
 - Introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable; and
 - Provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- Decide if employees are likely to be exposed above the daily exposure limit value (ELV) and if they are:
 - Take immediate action to reduce their exposure below the limit value.
- Vibration levels shall be a consideration when purchasing or hiring equipment used by the Company

4.32 Waste Management

- Waste will be managed in accordance with the Hazardous Waste Regulations 2005.
- For projects in excess of £300 000 a Site Waste Management Plan will be produced and implemented in accordance with the Site Waste Management Plan Regulations.
- Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
- An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
- Waste management procedures will be communicated to all employees during induction training.
- Tanks and drums provided to hold waste oils and other fluids are to be bunded and spillage immediately cleared away.
- Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.

4.33 Weather Conditions

- Consideration of the anticipated weather conditions will be given to ensure that suitable precautions are taken to safeguard those undertaking or those who may be affected by the work.
- Industry guidance will be consulted when deciding the maximum wind speeds for working at height.
- The decision to continue or suspend work at height will be based on wind speed, control measures already in place to prevent the fall of personnel or materials, position and height of the work activity and the size of materials being handled.



4.34 Welfare Facilities

Where reasonably practicable, the following facilities will be provided for employees and contractors of the Company:

- Washing facilities
- Rest facilities
- Sanitary facilities
- Methods for heating food and boiling water
- Storage and drying facilities for clothing

Where the company is working as a contractor, negotiations will be conducted to enable employees and contractors of Amalgamated Facilities Management to share the facilities provided by the Principal Contractor, in which case the Managing Director must ensure that a Certificate of Shared Welfare Facilities (F2202) has been received from the Principal Contractor.

4.35 Working at Height / Working on Fragile Surfaces

- Before carrying out any work at height / work involving a fragile surface a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.
- Fragile surfaces are provided with adequate means of support / protection (platforms, coverings, guard rails) for anticipated loads. Suitable and sufficient warning notices are prominently displayed on approaches to fragile surfaces.
- When working at height or on fragile surfaces, all employees will wear PPE identified through risk assessment. Appropriate training will be given in its use and maintenance.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working at height or on fragile surfaces, attached to suitable anchor points.
- All safety harnesses/man anchor systems and anchor points shall be tested, certified and checked 'in date' for test prior to use.
- It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
- It is prohibited to drop or throw anything from a height of more than one storey. Employees and contractors are to lower items down using ropes or via chutes into skips. If necessary, smaller items shall be lowered down in a bucket. Lowering materials must be conducted in a controlled manner.



4.35 Working at Height / Working on Fragile Surfaces continued...

a. Ladders

- Ladders, including stepladders, used by the Company will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.

b. MEWPs

- Mobile Elevated Work Platforms and Scissor Lifts shall only be operated by trained, competent persons. Safety Harnesses will be worn at all times whilst work is being conducted from MEWPs.

c. Scaffolding Operations

- All scaffolds erected shall be erected in accordance with current legislation, British Standards, approved Codes of Practice, Company procedure and Industry standards.
- 'Designed' scaffolds will be designed by a competent person in accordance with current standards, guidance and Codes of Practice.
- Scaffolds will be erected by appropriately trained, competent employees in accordance with industry standards and design specifications.
- All scaffolds will be inspected by a competent person, and records of such inspections kept:
 - Prior to use;
 - After any substantial addition or dismantling;
 - After alteration;
 - After any event likely to affect its strength or stability; and
 - Weekly.
- Where practicable, hand-over certificates will be issued to the Client, the Principal Contractor or the Company, as appropriate, and a joint inspection carried out.
- Company employees shall not use any scaffold unless it has been erected and inspected as above.
- All safety netting shall be manufactured and erected in accordance with EN 1263 by a suitable, competent contractor. Hand over certification and test certification shall be received from the erecting contractor prior to inclusion as a risk control measure.
- During erection, unauthorised access to scaffolds will be prevented by the use of appropriate barriers and signage.



Working at Height / Working on Fragile Surfaces continued....

d. Tower Scaffolding

- Mobile towers must only be erected by competent persons who follow the manufacturer's instructions and selected with the load restrictions in mind.
- Mobile towers must only be erected on firm level ground and the manufacturers instructions should be followed for the height to base ratio (no more than three times the minimum base dimension).
- Where members of public are present, tower should have barriers at ground level to prevent people walking into area.
- Persons must not be allowed to remain on tower when being moved and the use of hop ups/ladders from scaffold must be prohibited.
- Towers should be inspected by a competent person before first use, after substantial alteration and every seven days. These inspections should be recorded in the general register.
- The tower scaffold must not be used as an attachment for safety harnesses, this is because they are not a suitable anchor point.

e. Trestles

- Use for light work and short duration only.
- Only competent persons should erect trestles
- Check for damaged bearers, hinges or stiles before use.
- Boards should be supported at 1.2 metre centres.
- Before erecting a trestle, ensure ground is stable and level.
- Don't use the top one-third of the trestle as this is unstable.
- The platform must be at least 600mm wide.
- Ensure that only the correct pins are used when the height is raised.
- If it is possible to fall a distance which may cause injury then guardrails and toeboards must be fitted.
- Ensure you have a tied ladder for access to the trestles.



4.36 Working Near or Over Water

Hazardous areas include: docks, locks, canals, wharves, lakes, ponds (natural and artificial), reservoirs, water-filled pits, sewage ponds, slurry ponds, rivers, streams, swimming pools, water-holding tanks and the sea.

- All operatives will have suitable training and instruction before working near or over water.
- Before carrying out any work near or over water a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel and identify the measures required to protect persons working at height, including a safe system of work.
- Appropriate rescue equipment must be provided for the location, taking into account any reasonably foreseeable changes that may occur (e.g. tides or spate rivers).
- Whenever possible, entry into the water shall be prevented by physical barriers.
- Where practicable, safety harnesses/man anchor systems shall be worn whilst working near or over water and attached to suitable anchor points. All safety harnesses/man anchor systems shall be tested, certified and checked 'in date' for test prior to use.
- All employees will wear PPE identified through assessment, including high-visibility clothing. Appropriate training will be given in its use and maintenance.
- All life jackets and buoyancy aids provided conform to the appropriate BS EN standard (393, 395, 396 or 399).
- Lifebuoys and or throw lines will be available where there is a possibility of operatives being carried away by the water.
- A rescue boat manned by competent operatives will be available whenever work is undertaken over or adjacent to deep, tidal or fast flowing water and when identified in the risk assessment.
- A means of raising the alarm will be provided.
- Where necessary, the surface of water will be illuminated at night.
- All personnel will be accounted for at all times.