



HEALTH AND SAFETY FULL POLICY DOCUMENT

PREPARED EXCLUSIVELY FOR USE BY

T & R Fire Protection Ltd

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Introduction

The legal framework and the specific requirements relating to health and safety policies are contained in section 2(3) of the Health and Safety at Work Act 1974 which states that "it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of the general policy with respect to health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees."

The Health and Safety Policy of any organisation has a pivotal role in determining the standards of health and safety that apply within that said organisation.

This Health and Safety Manual has been structured to assist T&R Fire Protection Ltd in meeting the requirements of relevant legislation and has been prepared by Hall Safety Consultancy on our behalf and with our involvement. This manual contains the information we need to effectively manage the hazards and risks associated with our premises and activities and comprises of the following key elements: -

- **The General Statement**

This provides a declaration of our intent to provide and maintain, so far as reasonably practicable, a safe and healthy working environment and to enlist the support of employees towards achieving these ends. The statement will be signed by the managing director, to demonstrate commitment to managing health and safety.

- **The Organisation**

This section details specific health and safety responsibilities within T&R Fire Protection Ltd in order to demonstrate the logical delegation of duties for ensuring the policy is effectively implemented. Key job titles are named, and responsibilities defined within a job description.

- **The Arrangements**

This section covers the systems and procedures in place for ensuring employees' health and safety. It is the largest part of the manual and is most often changed or amended due to new legislation and developments within the Company's arrangements for managing health and safety.

Additional information, guidance or arrangements may be required when new processes or activities are introduced, or as a result of risk assessments undertaken by T&R Fire Protection Ltd. In such circumstances we will contact Hall Safety Consultancy for further advice and support.

Hall Safety Consultancy may be contacted on:

Tel: - 07453 970 375

Email: - nathan.hall@hallsafetyconsultancy.com

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REVIEW AND AMENDMENTS RECORD SHEET

The development history of our documentation is recorded to demonstrate that we have reviewed and updated our Health and Safety Policy. This review will take place in conjunction with Hall Safety Consultancy periodically and at least annually. We will communicate any changes to the staff affected and implement any new arrangements or requirements.

Date of Review	Brief Description of Changes	Signed for the Organisation	Consultants Signature
26/04/19	Created		

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Health and Safety Statement of Intent

T&R Fire Protection Ltd

It is the Policy of T&R Fire Protection Ltd to take all necessary measures to ensure the health, safety and welfare of all employees and others who may be affected by the Company's activities. T&R Fire Protection Ltd shall provide adequate funds & resources in order to continually improve the health & safety performance of the company and to employ competent persons to meet this commitment.

All levels of management will actively promote and support this Health & Safety Policy to ensure effective organisation and arrangements for its implementation.

T&R Fire Protection Ltd recognises the responsibilities as an employer to undertake all that is reasonably practicable in order to: -

- Provide and maintain a safe working environment.
- Seek to keep accidents to a minimum and take all necessary means to prevent accidents and ill health to all persons who may be affected by the work activities.
- Provide a framework for setting and reviewing Occupational Health & Safety objectives in line with company activities.
- Ensure the co-operation and co-ordination with other employees, occupiers, contractors and the self-employed.
- Provide adequate safety information, instruction, training & supervision.
- Monitor and regularly review the performance of activities against the Policy.
- Appoint employees accounting for their capabilities when carrying out the work.
- Consult with employees on health, safety and welfare matters.
- Employ competent Health & Safety advice, to enable T&R Fire Protection Ltd to comply with statutory legislation and other requirements.
- Review the effectiveness of this Policy at least every 12 months, or when new legislation or other requirement has to be taken into account.

Signed:



Tom Port-Smith
T&R Fire Protection Ltd
26th April 2019

ORGANISATION AND RESPONSIBILITIES

While everybody working within T&R Fire Protection Ltd has a duty to ensure that every possible consideration is paid to health and safety of all, the law requires that the ultimate responsibility of health and safety in each workplace rests with the highest level of management.

Therefore, overall and ultimate responsibility for health and safety within T&R Fire Protection Ltd rests with the Senior Manager. However, it is the responsibility of everyone in our organisation to co-operate in providing and maintaining a safe working environment. All employees are responsible for their own safety and the safety and that of others affected by their acts or omissions at work.

This section contains information about our organisation and responsibilities for health and safety.

RESPONSIBILITIES

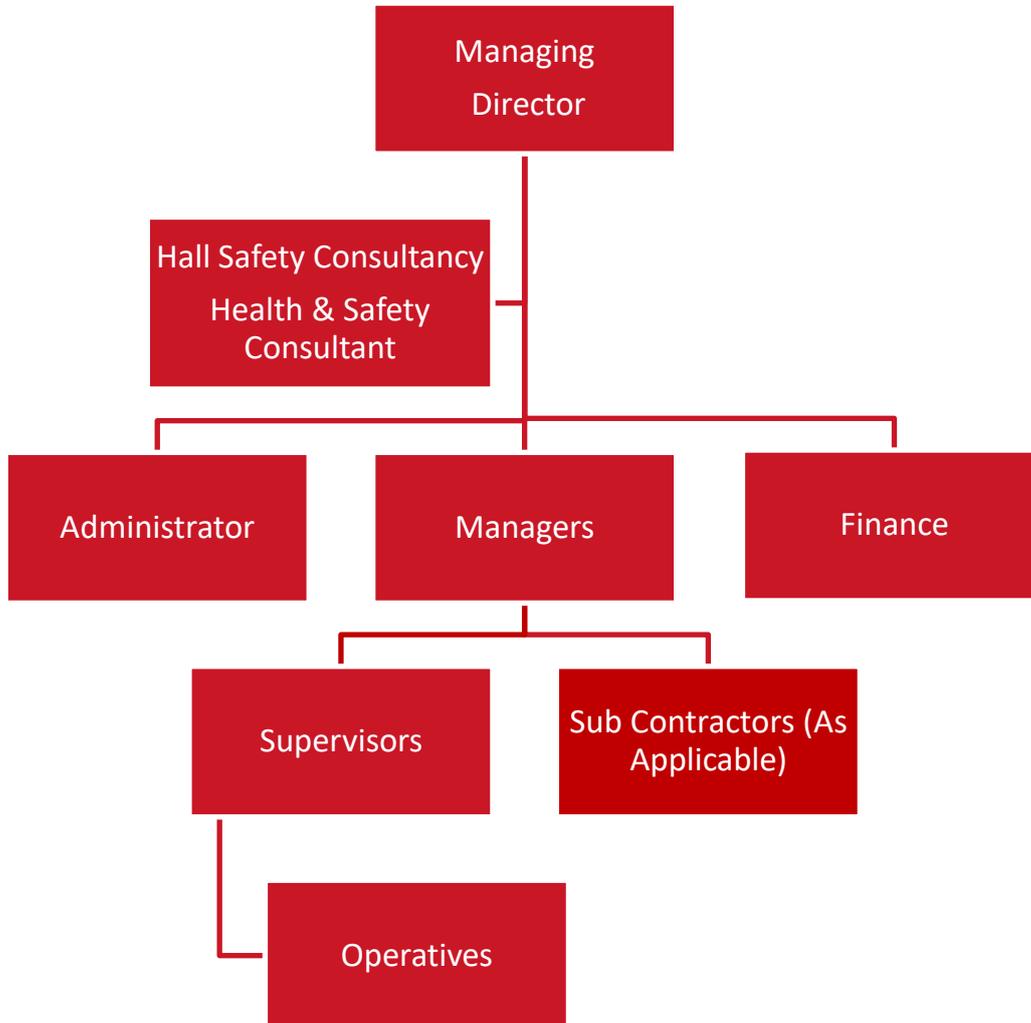
Health and Safety matters are a management responsibility that rank equally with responsibilities in other areas of the business. Prime responsibility will therefore be with:

- Tom Port-Smith - Director

In practice, certain duties must be delegated, and we aim to have an unbroken and logical delegation of duties via our management team. Therefore, we have allocated health and safety responsibilities to individual members of staff to ensure that we are managing health and safety effectively. We have also identified the responsibilities that we all hold as employees and the rules that we must adhere to.

These responsibilities are detailed next in this section.

Company Organisational Chart for health & safety



NB: Some roles are combined due to the size of the organisation.

Individual Responsibilities

Directors

The Directors health & safety responsibilities are to ensure that: -

- That the policy and arrangements are followed and maintained and that all works are undertaken with due consideration for all legal and other requirements.
- The policy is effectively implemented, monitored, developed and communicated to all staff and that any necessary alterations are made to the policy to reflect changes in legislation or company development.
- Suitable & sufficient funds, people & equipment are made available to meet the requirements of the health & safety policy.
- The appropriate insurance cover is provided & maintained.
- Procedures are put in place to ensure that all equipment is in good condition, adequately maintained & guarded, is suitable for purpose & has any required certificates of inspection or examination.
- All levels of management & employees understand their responsibilities for health & safety placed upon them by this policy.
- An effective training programme is established to ensure that all levels of employees are trained and competent to carry out their duties.
- T&R Fire Protection Ltd recognises its role in providing health & safety leadership and to engage the participation of workers in improving health & safety through continual improvement.
- Procedures are put in place to ensure that planning and control measures are provided to establish safe working methods for tasks involving potential hazards.
- Procedures are put in place to ensure that adequate welfare facilities are provided for employees.
- Health & safety objectives are set, and their achievement is measured and reported in an annual report.
- Where necessary, health & safety rules are developed.
- All accidents / incidents, work related ill health, dangerous occurrences and other issues concerning safety are recorded and investigated for effective controls to be implemented to help prevent them recurring.

Managers and Supervisors

The Managers and Supervisors health & safety responsibilities are to ensure that: -

- They understand the company's health & safety policy and understand their responsibilities.
- They actively lead the implementation of the health & safety policy.
- Adequate welfare facilities are provided and maintained in a satisfactory condition.
- They communicate & consult with staff on issues of health & safety and encourage staff to report hazards and raise any health & safety concerns.
- Written instructions are provided through risk assessment and safe systems of work to establish working methods, to explain the sequence of operations, to outline the potential hazards and to implement suitable and sufficient risk controls.
- All site and company rules are followed.
- All plant & equipment within the workplace is maintained in a safe condition, guarded in line with legislation and has the statutory certificates of inspection or examination as may be required.
- Adequate supervision of staff is provided to ensure that work is carried out safely.
- Increased supervision is in place for young persons as applicable (under 18 years old).
- All reportable injuries, diseases and dangerous occurrences are reported to the relevant enforcing authority and other interested parties.
- All accidents, incidents, ill health, dangerous occurrences and other issues concerning health & safety at work are recorded & investigated so that effective control measures may be developed to help prevent any recurrence.
- Safety training requirements are identified for all members of staff under their control to ensure that they are competent to undertake their work in a safe manner.
- They set a good personal example by using the appropriate protective equipment whilst at work.
- Their line manager is informed of any change in their state of health that may affect their ability to carry out any task.

Employees

The employees' health & safety responsibilities are to ensure they:

- Understand the company's health & safety policy and understand their responsibilities and comply with the requirements
- Use the correct tools & equipment for the task.
- Use the personal protective equipment as required by the task / risk assessment.
- Only use tools that are in good condition and designed for the given task.
- Report all defects in tools, plant, equipment & materials or any obvious health or safety hazards.
- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.
- Advise new employees of known hazards.
- Refrain from 'horseplay' and follow all health & safety rules.
- Do not misuse or abuse anything provided under a statutory or other requirement in the interests of health & safety.
- Co-operate with T&R Fire Protection Ltd on all aspects of health, safety & welfare.
- Do not operate any machinery or equipment unless they have been fully trained and instructed in its use or operation
- Report all accidents & incidents so that action can be taken to prevent any recurrence.
- Their line manager is informed of any change in their state of health that may affect their ability to carry out any task.

Contractors and Visitors

All contractors and visitor's health & safety responsibilities are to ensure they:

- Understand their company's health & safety policy and understand their responsibilities and comply with the requirements
- Sign in and out as may be required at the given locations.
- Use the correct tools & equipment for the task.
- Use the personal protective equipment provided.
- Only use tools that are in good condition and designed for the given task.
- Report all defects in tools, plant, equipment & materials or any obvious health or safety hazards.
- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.
- Refrain from horseplay and follow all health & safety rules.
- Do not misuse or abuse anything provided under a statutory or other requirement in the interests of health & safety.
- Co-operate with T&R Fire Protection Ltd on all aspects of health, safety & welfare.
- Do not operate any machinery or equipment unless they have been fully trained and instructed in its use or operation
- Report all accidents & incidents so that action can be taken to prevent a recurrence.

Administration staff

The administration staff's health & safety responsibilities are to ensure they: -

- Understand the company's health & safety policy and understand their responsibilities and comply with the requirements
- Use the correct equipment for the task.
- Only use equipment that is in good condition and designed for the given task.
- Report all defects in equipment or any obvious health or safety hazards.
- Take reasonable care of their own health & safety and that of others who may be affected by their acts or omissions.
- Warn new employees of known hazards.
- Refrain from horseplay and follow all health & safety rules.
- Do not misuse or abuse anything provided under a statutory or other requirement in the interests of health & safety.
- Co-operate with T&R Fire Protection Ltd on all aspects of health, safety & welfare.
- Do not operate any equipment unless they have been fully trained and instructed in its use or operation
- Report all accidents & incidents so that action can be taken to prevent a recurrence.
- Their line manager is informed of any change in their state of health that may affect their ability to carry out any task.

Safety Consultants

T&R Fire Protection Ltd has employed Hall Safety Consultancy as their competent health & safety consultants.

The Safety consultant's health & safety responsibilities are to ensure that: -

- The health & safety policy and documentation is reviewed and updated as required.
- Provide a consultancy service relating to all aspects of health & safety at work.
- Carry out safety inspections as requested by the company.
- Provide written reports and assessments for T&R Fire Protection Ltd following inspections.
- If requested, provide a full accident investigation service and liaise with enforcing authorities.
- If requested, assess all safety documentation prepared by the company.
- If requested, attend meetings regarding health & safety on behalf the company.
- If requested, provide health & safety training to both management & staff.
- Ensure that all they act to reduce imminent danger where this is witnessed in any area of T&R Fire Protection Ltd.'s area of work.

ACCIDENT/INCIDENT REPORTING AND RECORDING

An accident is an unplanned or uncontrolled event that may or may not result in personal injury, damage to equipment, premises or environment. Accidents where no personal injury occurs may be referred to as incidents. We have established this policy to assist us in the management and control of accidents and their causes. There are legal requirements placed on us by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 which are referred to in this policy.

It is our policy to:

- Record all injuries in the approved Accident Book and instruct employees on the procedure to be followed.
- Seek advice from our Health and Safety Consultant on any situation reportable under RIDDOR and any serious 'near miss' incident.
- Report all injuries, industrial diseases and dangerous occurrences, as detailed in RIDDOR, to the Enforcing Authority and other interested parties.
- Keep records of all accidents/incidents (including those involving non-employees) detailing those that are reportable and how they were reported.
- Keep details of occupational ill health, including how this was reported to the Enforcing Authority and others where appropriate.
- Investigate all accidents, including 'near miss' incidents, to reduce the likelihood of recurrence.

ACCIDENT INVESTIGATION

All accidents will be investigated by T&R Fire Protection Ltd. The degree of investigation may well vary with the degree of injury, damage and circumstances. However, as a matter of course it should always include the following points:

- The chain of events leading to the accident;
- The cause(s) of the accident and of the injury;
- Recommendations for action to prevent a reoccurrence.

The Investigation should also consider:

- Breaches of statutory duty or company rules;
- Other hazards or weaknesses in procedures which, though not contributory may have been revealed during the investigation;
- Existing accident statistics.

The objective of the accident investigation is never to apportion blame on any individual(s) but should only seek to report on the facts and causes of what occurred. Where the facts are unclear this should be stated and likely causes established.

If human error is believed to be a significant cause, the reasons for this must be investigated. Lack of knowledge, training or unsuitability for the job are management and not employee failings. Only when these have been considered, as well as the possibility of genuine mistakes being taken into account, can the conclusion of wilful and intentional acts or omissions be concluded.

Accident investigations will be undertaken using the appropriate accident report form. On conclusion, any remedial actions should be implemented where reasonably practicable, to prevent reoccurrence so improving workplace standards, procedures and training requirements.

ACTIONS TO TAKE IN THE EVENT OF A SERIOUS ACCIDENT/INCIDENT

- Preserve the scene (but make safe);
- Take photographs;
- Prepare a sketch plan with measurements;
- Take names and details of all witnesses;
- Obtain all relevant documentation;
- Notify H&S consultant & insurance brokers;
- Notify solicitors;
- Commence internal investigation;
- Complete RIDDOR report;
- Appoint a designated person to speak to the investigating authority and others on the company's behalf;
- Inform employees not to speak on behalf of T&R Fire Protection Ltd without consent;
- Consider how to deal with media.

RIDDOR

RIDDOR requires certain incidents be reported to the enforcement authorities. The four categories of incidents that need to be reported are defined below along with the appropriate reporting procedures.

DEATH OR SPECIFIED INJURY

If there is an accident connected with work and:

- an employee, or a self-employed person working on the premises is killed or suffers a specified injury (including the result of physical violence); or
- a member of the public is killed or taken to hospital;

Where this occurs, the enforcing authority must be notified without delay (e.g. telephone) and within ten days, an accident report form completed online (F2508) must be sent to the enforcement authority (See "WAYS TO REPORT" below).

OVER-SEVEN-DAY INJURY

T&R Fire Protection Ltd is required to report injuries that lead to a worker being incapacitated for **more than seven consecutive days** (not counting the day of the accident but including weekends and rest days). The report must be made within 15 days of the accident.

If there is an accident connected with work (including an act of physical violence), and an employee or a self-employed person working on the premises suffers an over-seven-day injury, a 'F2508' report form must be completed online and sent to the enforcing authority within ten days (See "WAYS TO REPORT" below).

DISEASE

Where a doctor notifies T&R Fire Protection Ltd that an employee suffers from a reportable work-related disease, an 'F2508a' disease report form must be completed online and sent to the enforcing authority (See "WAYS TO REPORT" below).

DANGEROUS OCCURRENCE

If an incident happens which does not result in a reportable injury, but which clearly could have done, then it may be a dangerous occurrence which must be reported. An 'F2508' report form must be completed online and sent to the enforcing authority within ten days (See "WAYS TO REPORT" below).

WAYS TO REPORT

It is a legal requirement that certain accidents/incidents and diseases be reported to the Health and Safety Executive by completing form F2508/F2508a via one of the following methods: -

By web to: www.hse.gov.uk/riddor/report.htm

By telephone to: 0845 300 9923 (fatal and specified injuries only)

COMMUNICATION AND CONSULTATION

We recognise the value of effective methods of communication and consultation with employees in achieving a positive health and safety culture in our business, to ensure not only that up to date information is available when required, but also that our workers are fully involved with our management of health and safety.

Consulting and communicating on matters of health and safety is not only a legal requirement but also is essential in promoting and maintaining a safe and healthy working environment. An effective line of communication and consultation keeps employees informed of health and safety matters, can help to motivate them, and encourages active participation in the risk management process.

T&R Fire Protection Ltd acknowledges that it has a duty under the Health and Safety (Consultation with Employees) Regulations 1996 to consult with employees on health and safety matters. In particular this relates to:

- Introducing any new measures in the workplace that may affect the Employee's health and safety e.g. new equipment, new work procedures.
- Informing employees of the Company's competent person(s).
- Providing health and safety information as required by other legislation e.g. asbestos, display screen equipment, fire safety, first-aid, hazardous substances, protective equipment, etc.
- The planning and organisation of health and safety training.
- Any health and safety consequences of the introduction of new technologies into the workplace.

Consultation can be either with each employee individually, with groups of employees, or through elected representatives, whose names and the groups they represent should be made known to all employees.

CONSULTING WITH ELECTED SAFETY REPRESENTATIVES

Where arrangements are made for employees to elect representatives for health and safety, T&R Fire Protection Ltd will ensure that they receive training to allow them to carry out the functions of an Employee Representative. The main functions of an Employee Representative are to:

- Make representations to the employer on potential hazards and dangerous occurrences or general matters affecting health and safety in the workplace, and;
- Represent employees in consultations with inspectors from the Enforcing Authority.

Any time off and reasonable costs for training will be met by T&R Fire Protection Ltd, including reasonable time during the representative's working hours to allow the individual to perform his/her safety functions.

CONSULTING WITH EMPLOYEES

Employees will be provided with such information as is necessary to enable them to participate fully and effectively in the consultation. Such information will be provided by the means most appropriate to the matters and circumstances concerned. These means will include, but will not be limited to, the following: -

- Conversation with individuals.
- Staff meetings.
- Information displayed on notice boards.
- Internal publications and memos.

Where T&R Fire Protection Ltd employ foreign nationals or non-English speaking staff which poses communication difficulties, we will ensure that appropriate measures are taken to help improve communication. These measures may include: -

- Buddy system. Use of an English-speaking compatriot to act as an interpreter to pass on information and act as support for the non-English speaker.
- Translators/translation. Provision of information in various languages and formats, including pictograms, clear diagrams, pocket safety notes, etc. for providing essential information.
- Supervision. Increased supervision and appropriate training to ensure correct working practices are followed.

Any Employee wishing to raise a matter for discussion should bring it to the attention of the Department Managers.

We will also ensure the following are prominently displayed: -

- The 'Health and Safety Law - What You Should Know' poster.
- Our current Certificate of Employers' Liability Insurance.
- Our Health and Safety Policy Statement.

CONFINED SPACE WORK

The HSE define a confined space as a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).

Some confined spaces are easily identifiable, e.g. enclosures with limited openings:

- storage tanks;
- silos;
- reaction vessels;
- enclosed drains;

Dangers can arise in confined spaces because of:

- A lack of Oxygen.
- Poisonous gas, fume or vapour.
- Sudden ingress of liquids, solids or gases
- Fire and explosions (e.g. from flammable vapours, excess oxygen etc).
- Residues left in tanks, vessels etc, or remaining on internal surfaces which can give off gas, fume or vapour.
- Dust, which may be present in high concentrations.
- Hot conditions leading to a dangerous increase in body temperature.

T&R Fire Protection Ltd acknowledges its obligations under the Management of Health and Safety at Work Regulations 1999 and the Confined Spaces Regulations 1997. We will ensure that suitable and sufficient risk assessments are undertaken of the risks for all work activities for the purpose of deciding what measures are necessary for safety.

For work in confined spaces this will involve identifying the hazards present, assessing the risks and determining what precautions to take. In most cases the assessment will include consideration of:

- the task;
- the working environment;
- working materials and tools;
- the suitability of those carrying out the task;
- Arrangements for emergency rescue.

Where possible, work will be planned to avoid the need to enter a confined space, so that the task can be undertaken in some other way.

Where entry into a confined space cannot be avoided, T&R Fire Protection Ltd will ensure that a safe system of work is developed and implemented for the activity. This will be based on the results of the risk assessment to identify the necessary precautions to reduce the risk of injury. These will depend on the nature of the confined space, the associated risks and the work involved.

The safe system of work, including the precautions identified will be put into practice, and all involved in the task will receive appropriate training and instruction to ensure they know what to do and how to do it safely.

Supervisors will be appointed for all confined space activities and will be given responsibility to ensure that the necessary precautions are taken to check safety at each stage and where necessary will remain present while work is underway.

CONSTRUCTION DESIGN AND MANAGEMENT 2015

The Construction (Design and Management) Regulations 2015

The aim of the Regulations is to integrate health and safety into the management of projects and encourage everyone involved to work together. The Regulations ensure that planning and management incorporate health and safety through all stages of project development. Under CDM the effort devoted to planning and managing health and safety should be in proportion to the risks and complexity of the project.

The CDM Regulations apply to all construction projects (including those that are not notifiable) and domestic projects. Projects should be notified to the HSE where the reporting criteria has been reached.

Under the Regulations "construction work" means the carrying out of any building, civil engineering or engineering construction work

CONTRACTOR OBLIGATIONS

T&R Fire Protection Ltd acknowledges its responsibilities as a 'Contractor' under CDM. We recognise that we have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper coordination of the work, underpinned by good communication and co-operation between all those involved.

When working as a 'Contractor' on projects, T&R Fire Protection Ltd will ensure that:

- Clients are aware of their duties under the regulations.
- We plan, manage, supervise and monitor our work to ensure employees under our control are safe.
- Anyone we employ is competent and adequately resourced to address the health and safety aspects of their activities.
- Sufficient time is allocated and notified to sub-contractors to allow them to plan and prepare before starting their work on site.
- We provide workers with relevant health and safety information including adjacent contractor operations, site-specific induction and reporting arrangements in case of problems or emergency.

- Design work is completed with sufficient consultation and cooperation in accordance with the regulations.
- We comply with health and safety duties as stipulated by legislation.
- We cooperate and coordinate our work with others working on the site.
- The workforce is adequately consulted on health and safety matters.
- We obtain specialist advice when planning high-risk activities.

For notifiable projects, the following additional duties apply, and as Contractors we will:

- Verify that relevant person(s) required by law have been appointed and that the HSE have been notified before they commence work.
- Cooperate with the principal contractor, principal designer and others working on the project.
- Inform the principal contractor about risks generated by our work.
- Provide details to the principal contractor of any sub-contractor whom we engage to complete works.
- Comply with reasonable directions from the principal contractor and rules included in the health and safety plan.
- Inform the principal contractor of any identified problems with the plan or risks identified during our works that may not be adequately managed.
- Inform the principal contractor of any accidents or dangerous occurrences notifiable under RIDDOR.
- Provide information for inclusion in the health and safety plan and ultimately within the health and safety file where appropriate.

PRINCIPAL CONTRACTOR OBLIGATIONS

Where the 'Client' appoints T&R Fire Protection Ltd to act as 'Principal Contractor' for notifiable projects under CDM, we will fulfil our obligations under law by coordinating and managing the construction phase to ensure the health and safety of all those affected by the project.

We will liaise with the 'Client' to ensure that sufficient time is afforded to develop the construction phase health and safety plan and to arrange the necessary resources.

When acting as 'Principal Contractors' on projects, we will ensure that:

- Clients are aware of their duties, that a principal designer has been appointed and that the project has been notified to the HSE.
- The construction phase is appropriately planned, managed and monitored, with adequate resources and competent site management.
- Sub-contractors are provided with relevant health and safety information and sufficient time to allow them to plan and prepare to carry out their work safely and without risk.
- There is coordination and cooperation between contractors.
- The construction phase health and safety plan is prepared before work commences, developed in conjunction with designers and contractors, implemented and updated as work progresses.
- Contractors and designers employed are competent and adequately resourced.
- Adequate welfare arrangements are available for the duration of construction works.
- All reasonable steps are taken to prevent unauthorised access to site.
- Site rules are prepared and enforced.
- The principal designer is involved in design decisions of either temporary or permanent nature throughout the construction phase.
- The principal designer is provided with relevant information for inclusion in the health and safety file in the agreed format.
- All workers on the site have received appropriate health and safety induction, information and training.
- The workforce is consulted on health and safety matters.
- The HSE project notification is displayed.

DESIGNERS OBLIGATIONS

T&R Fire Protection Ltd acknowledges its responsibilities under CDM. We recognise that we have a part to play in ensuring that the site is a safe and healthy place to work. The key to this is the proper coordination of the work, underpinned by good communication and co-operation between all those involved. For all notifiable projects we will: -

- Verify that a principal designer has been appointed, and that the HSE have been notified before they commence work.

- Ensure that the staff involved in the project are sufficiently competent and adequately resourced to address the health and safety issues likely to be involved in the design.
- Check that clients are aware of their duties under CDM
- Avoid foreseeable risks to those involved in the construction and future use of the structure when undertaking design work.
- Provide adequate information about any significant risks associated with the design.
- Co-ordinate our work with that of others to improve the way in which risks are managed and controlled.

In carrying out these duties, as designers we will consider the hazards and risk to those who:

- Carry out construction work including demolition;
- Clean any window or transparent or translucent wall, ceiling or roof in or on a structure or maintain the permanent fixtures and fittings;
- Use a structure designed as a place of work;
- May be affected by such work, for example customers or the public.
- Provide information about remaining risks

CONSTRUCTION PHASE HEALTH AND SAFETY PLAN

For all notifiable projects, we will prepare a construction phase health and safety plan which will set out the arrangements for securing the health and safety of everyone carrying out the construction work and all others who may be affected by it. Each plan will be project specific and cover the following key issues:

- Health and safety risks to those at work, and others, arising from the construction work, and from other work in premises where construction work may be carried out.
- The monitoring systems for checking that the health and safety plan is being followed.

CONTRACTORS - APPOINTMENT AND MANAGEMENT

When employing Contractors to carry out work activities, both T&R Fire Protection Ltd and the Contractor have legal responsibilities under health and safety legislation to protect the health, safety and welfare of employees and others who may be affected by their business, as far as is reasonably practicable. This means that each employer not only has to safeguard their own employees but also those employees of the other employers, and the public or visitors to the site. Contractors who are self-employed carry the same responsibilities as any other employer.

So that T&R Fire Protection Ltd and Contractor to fulfil their legal duties, it is essential that we co-operate and co-ordinate our work activities. This may involve provision of information for all parties, highlighting the risks and the control measures in place to reduce the risks. All parties must also be made aware of relevant emergency procedures and any nominated persons to help with emergency evacuation.

The Contractor may well be a specialist who is better informed of the risks associated with their work. The Contractor should therefore inform T&R Fire Protection Ltd of such risks and make available their risk assessment. Where the work involves high risk activities, e.g. work with electricity, working at height etc., the Contractor will be asked to prepare a method statement. This should form the basis of a formal written safe system of work to be agreed by T&R Fire Protection Ltd.

Arrangements must be made to ensure compliance with relevant statutory provisions, such as the Health and Safety at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and The Work at Height Regulations 2005 etc.

It is our policy to:

- Assess, as far as is reasonably practicable, the competence of Contractors prior to finalising contractual agreements.
- Whenever possible, use Contractors that are members of a trade association relevant to their work.
- Request Health and Safety information and Insurance details from the Contractor that is relevant to their activities.
- Establish rules and guidelines for Contractors activities including the prohibitions relating to the use of any of the Company's facilities, plant or equipment unless authorised.
- Provide information on our activities that may present a hazard to Contractors and identify activities and actions that must be avoided.
- Communicate emergency actions including fire, first aid and accident reporting arrangements.
- Define the areas in which the work is to be carried out and any segregation arrangements.

- Define areas that are not accessible to Contractors.
- Agree routes to and from the work sites and welfare facility access.
- Stop Contractors working immediately if their work appears unsafe, and ensure staff report any concerns to a Manager immediately.

CONTROL OF ASBESTOS

Asbestos is a general name applied to a group of related, naturally occurring fibrous minerals, which have been commonly used in a range of building and equipment materials up until 1999. All asbestos fibres, blue, brown and white are dangerous and there is no safe form. There is also no safe exposure level known for asbestos.

T&R Fire Protection Ltd acknowledges its obligations under The Control of Asbestos Regulations 2012 and it is our policy to: -

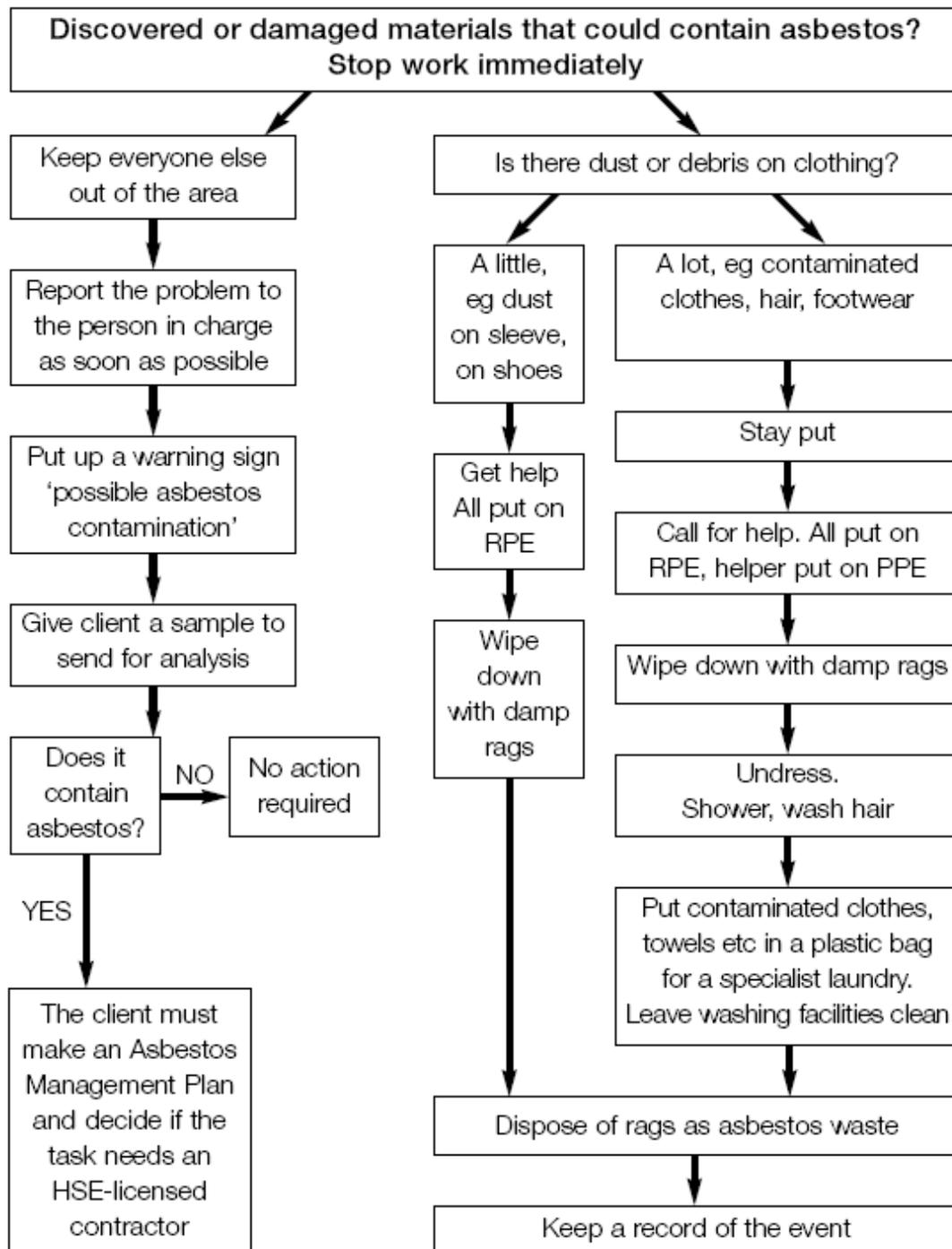
- Take reasonable steps to find asbestos containing materials in premises and check their condition.
- Presume materials contain asbestos unless there is strong evidence to suppose they do not.
- Keep an up to date written record of the location and condition of the asbestos containing materials.
- Assess the risk of exposure to asbestos containing materials.
- Prepare and implement a plan to manage the risk.
- Provide appropriate asbestos awareness training for our Installation /Engineering / operational etc. staff as necessary.

T&R Fire Protection Ltd recognises that as it does not employ personnel who are competent to handle asbestos, it will therefore reduce the risk of exposure to its employees and others who may be affected by their actions. Prior to commencing work at any site, details of asbestos within the location of the proposed works must be ascertained from the client and communicated to all persons so that a safe system of work may be developed.

If asbestos is discovered or damaged at any time, the senior person present will: -

- Stop the work immediately;
- Undertake a risk assessment by following the chart on the next page;
- Clear all persons from the immediate vicinity and ensure the area is safe;
- Minimise the spread of contamination to other areas;
- Keep exposure as low as possible;
- Clean up any debris if trained to do so;
- Notify the Client and Managing Director for further instructions.

T&R Fire Protection Ltd will not undertake any works which may result in employees or others being exposed to or coming in to contact with unprotected or disturbed asbestos.



CONTROL OF NOISE AT WORK

The Control of Noise at Work Regulations 2005 require employers to prevent or reduce risks to health and safety from exposure to noise at work. The Regulations require employers to:

- Assess the risks to employees from noise at work;
- Take action to reduce the noise exposure that produces those risks;
- Provide employees with hearing protection if noise exposure cannot be reduced enough by using other methods;
- Make sure the legal limits on noise exposure are not exceeded;
- Provide employees with information, instruction and training;
- Carry out health surveillance where there is a risk to health.

Hearing loss is usually gradual due to prolonged exposure to noise. It may only be when damage caused by noise over the years combines with normal hearing loss due to ageing that people realise how deaf they have become. Hearing damage can also be caused immediately by sudden, extremely loud noises. Exposure to noise can also lead to Tinnitus, which is a sensation of noises in the ears such as ringing or buzzing. Tinnitus may occur in combination with hearing loss.

The Noise Regulations require employers to take specific action at certain action values. These relate to:

- The levels of exposure to noise of your employees averaged over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

NOISE EXPOSURE LIMIT VALUES AND ACTION VALUES

Lower Exposure Action Values

- A daily or weekly personal noise exposure of 80 dB (A)
- A peak sound pressure of 135 dB (C)

Upper Exposure Action Values

- A daily or weekly personal noise exposures of 85 dB (A)
- A peak sound pressure of 137 dB (C)

Exposure limit values

- A daily or weekly personal noise exposure of 87 dB (A)
- A peak sound pressure of 140 dB (C)

These exposure limit values take account of any reduction in exposure provided by hearing protection.

T&R Fire Protection Ltd recognises its obligations under the Noise Regulations and aims to ensure that the risks associated with employee exposure to noise are reduced to the lowest extent practicable. It is our policy to:

- Ensure noise generating plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather noise emissions information from plant and machinery manufacturers and suppliers to establish generated levels.
- Undertake regular noise assessments, and compare those with the exposure action values and limits assigned under the Regulations.
- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated noise levels.
- Define zones where hearing protection is required.
- Provide employees with adequate hearing protection and instruct them in its use and maintenance where elevated noise levels are recognised and cannot be reduced or eliminated via engineering methods.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that noise emissions are considered at the purchasing of any new plant and equipment.

Employees will be made aware that:-

- They can request hearing protection in areas where the noise level is between 80 – 85 dB (A) but that the wearing of hearing protection is not compulsory.
- They have a duty to wear hearing protection in areas where the noise level is at or exceeds 85 dB (A).

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Using chemicals or other hazardous substances at work can put people's health at risk. T&R Fire Protection Ltd acknowledges its obligations to control exposure to hazardous substances and prevent ill health by complying with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

T&R Fire Protection Ltd shall take appropriate measures to protect employees and other persons who may be exposed to substances hazardous to health, that are generated out of, or are used in connection with, any activity under the control of the Company. Substances that are hazardous to health include substances labelled as dangerous (i.e. very toxic, toxic, harmful, irritant or corrosive) and substances with workplace exposure limits (WELs).

It is our policy to:

- Ensure that detailed assessments are undertaken of all substances used to identify possible harmful effects, how they are handled or used, who could be affected and what precautions need be taken.
- Maintain an inventory of all substances used and of assessments undertaken, and keep up to date manufacturer's safety data sheets, where appropriate.
- Ensure employees are aware of the risks to health identified in the assessments and are aware of the precautions necessary to reduce or eliminate any potential risks to health.
- Ensure no new substances are introduced into our work activities without approval of a Designated Manager, and before an assessment of the risk is carried out.
- Record the significant findings of the assessments, and review them periodically or when changes occur.
- Monitor exposure to hazardous substances, and undertake appropriate forms of health surveillance, where necessary.
- Maintain in effective working order, all plant and equipment provided to control exposure to hazardous substances, and fulfil our legal duties in relation to statutory examinations, where required.

Wherever substances are used, T&R Fire Protection Ltd will adopt the most effective precautions available in accordance with the 'hierarchy of control measures' listed below: -

- Elimination of the substance.
- Substitution for a less hazardous substance.
- Enclosure of the process to prevent exposure.
- Minimisation of the generation of dust / fume / vapours.
- Provision of adequate ventilation.
- Reduction of exposure time (via job rotation etc.).
- Provision of appropriate Personal Protective Equipment.
- Provision of Information, Instruction and Training.
- Provision of Monitoring / Health Surveillance.

Employees have a duty to co-operate with T&R Fire Protection Ltd in applying all "control measures" provided.

ASBESTOS AND LEAD PRODUCTS

The "Control Measures" associated with Asbestos and Lead based products are detailed in their own Specific Regulations.

- ASBESTOS - The Control of Asbestos Regulations 2012
- LEAD- The Control of Lead at Work Regulations 2002

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HAZARDOUS SUBSTANCE CLASSIFICATION

International symbols have replaced the former European COSHH symbols. Some of them are similar to the current symbols but there is now no single word describing the hazard.

SYMBOL	CLASSIFICATION OF RISK	SAFETY PRECAUTIONS
	<p>CORROSIVE Corrosive (causes severe skin burns and eye damage), serious eye damage</p>	<ul style="list-style-type: none"> ▪ Wear suitable gloves & eye/face protection. ▪ Remove immediately all contaminated clothing. ▪ In case of contact with skin wash immediately with plenty of water. ▪ In case of contact with eyes, rinse immediately (for 15 mins) with plenty of water and seek medical attention.
	<p>HARMFUL/IRRITANT May cause limited health risk if inhaled or ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> ▪ Do not breathe vapour, spray, mist or dust. ▪ Avoid contact with skin. ▪ Wash thoroughly before you eat drink or smoke. ▪ In case of contact with eyes rinse immediately with plenty of water and seek medical attention.
	<p>DANGEROUS FOR THE ENVIRONMENT Harmful to the environment or water courses etc.</p>	<ul style="list-style-type: none"> ▪ May be toxic to aquatic organisms ▪ Avoid release to the environment, refer to special instructions/see Safety Data Sheet.
	<p>EXPLOSIVE/SELF REACTIVE Explosive, self-reactive, organic peroxide. May explode under the effect of flame, heat or when dry.</p>	<ul style="list-style-type: none"> ▪ Use only as directed ▪ Keep container tightly closed, in a cool well ventilated place ▪ Keep away from sources of heat and ignition ▪ This material and its container must be disposed of in a safe way.

	<p>OXIDISING Oxidising gases, oxidising liquids, oxidising solids. Reacts with other substances, may cause explosion or fire.</p>	<ul style="list-style-type: none"> ▪ Use only as directed ▪ Keep container tightly closed, in a cool well ventilated place ▪ Keep away from sources of heat and ignition ▪ This material and its container must be disposed of in a safe way.
	<p>FLAMMABLE Highly flammable. Use only in flameproof area. Flammable gasses, flammable liquids, flammable solids, flammable aerosols, organic peroxides, self-reactive, pyrophoric, self-heating, contact with water emits flammable gas.</p>	<ul style="list-style-type: none"> ▪ Use only as directed. ▪ Keep container tightly closed in a cool well ventilated place. ▪ Keep away from sources of heat and ignition ▪ This material and its container must be disposed of in a safe way ▪ Do not breathe vapour/spray ▪ Take precautionary measures against static discharge
	<p>TOXIC/VERY TOXIC May cause serious health risk if inhaled, ingested or if it penetrates the skin.</p>	<ul style="list-style-type: none"> ▪ Wear suitable protective clothing, gloves, RPE and eye/face protection ▪ After contact wash immediately with plenty of water ▪ In case of contact with eyes, rinse immediately with plenty of water and seek medical attention ▪ In case of accident or you feel unwell seek medical attention immediately
	<p>RESPIRATORY SENSITISER Respiratory sensitiser, mutagen, carcinogen, reproductive toxicity, systemic target organ toxicity, aspiration hazard</p>	<ul style="list-style-type: none"> ▪ Wear suitable protective clothing, gloves, RPE and eye/face protection ▪ After contact wash immediately with plenty of water ▪ In case of contact with eyes, rinse immediately with plenty of water and seek medical attention ▪ In case of accident or you feel unwell seek medical attention immediately

CONTROL OF VIBRATION AT WORK

The Control of Vibration at Work Regulations 2005 require employers to protect workers from risks to health from vibration. The regulations introduce action and limit values for hand-arm and whole-body vibration exposure relating to employees averaged over a working day or week.

Regular and frequent exposure to vibration can lead to permanent health effects. This is most likely when contact with a vibrating tool or work process is a regular part of a person's job. There are hundreds of different types of hand-held power tools, vehicles and equipment which can cause ill health from vibration. Regular exposure to hand-arm vibration can cause a range of conditions known as Hand Arm Vibration Syndrome (HAVS) which includes vibration white finger and carpal tunnel syndrome. Similarly whole-body vibration can cause back pain or make existing conditions worse.

HAND-ARM VIBRATION

The Regulations introduce an:

- Exposure action value of 2.5m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure.
- Exposure limit value of 5.0m/s^2 A(8) which should not be exceeded.

WHOLE-BODY VIBRATION

The Regulations introduce an:

- Exposure action value of 0.5m/s^2 A(8) at which level employers should introduce technical and organisational measures to reduce exposure
- Exposure limit value of 1.15m/s^2 A(8) which should not be exceeded.

T&R Fire Protection Ltd recognises its obligations under the Vibration Regulations and aims to ensure that the risks associated with employee exposure to vibration are reduced to the lowest extent practicable. It is our policy to:

- Ensure vibration generating tools, plant and machinery are fit for purpose, in good working order and regularly maintained.
- Gather vibration emissions information from tools, plant and machinery manufacturers and suppliers to establish generated levels.
- Undertake regular vibration assessments, and compare those with the exposure action values and limits assigned under the Regulations.
- Take all reasonably practice measures to reduce or eliminate employee's exposure to vibration.

- Communicate the findings of the assessments and relevant control measures to employees.
- Provide training and instruction to employees on how to reduce or eliminate their exposure to elevated vibration levels.
- Ensure employees are provided with appropriate health surveillance where required.
- Ensure that vibration levels are considered at the purchasing of any new tools, plant and equipment.

DISPLAY SCREEN EQUIPMENT (DSE)

Incorrect use of display screen equipment (DSE) may result in 'upper limb disorders' and ill health such as pains in the hands, wrists, arms, neck, shoulders, temporary eyestrain and headaches, fatigue and stress.

T&R Fire Protection Ltd acknowledges its obligations under The Health and Safety (Display Screen Equipment) Regulations 1992 to assess Employee's workstations and reduce risks associated with DSE use. It is our policy to:

- Carry out a specific risk assessment of each workstation, taking into account the DSE, the furniture, the working environment and the user.
- Identify 'Users' of DSE as defined under the DSE Regulations.
- Take the necessary measures identified in the assessment to reduce risks to the lowest reasonably practicable extent.
- Advise employees of the findings of the assessment on their own workstation.
- Advise "Users" of the opportunity for free eye and eyesight tests and the purchase of any corrective lenses, at the Company's expense, when they are required specifically for using DSE.
- Ensure the software we use is suitable for our tasks.
- Provide information and training for employees on the risks to health from using DSE and how to avoid them.

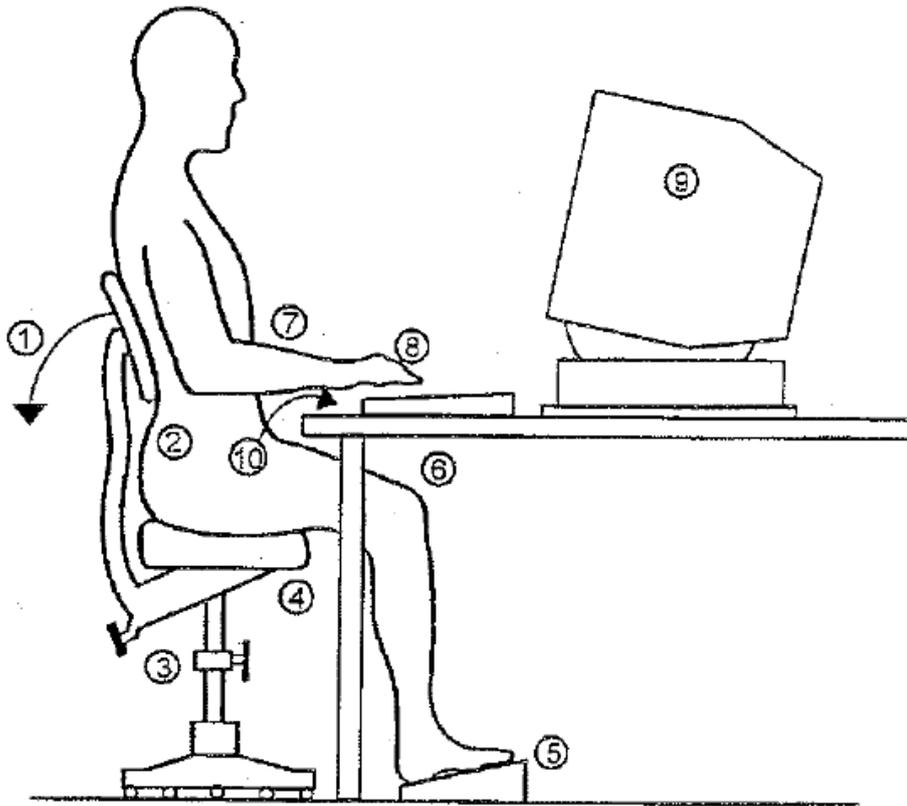
The potential risks associated with DSE will be minimised. These include the following:-

- Upper Limb complaints (Work Related Upper Limb Disorders – WRULD), Back Strain, Carpel Tunnel Syndrome, (Repetitive Strain Injury – RSI).
- Eye and Eye Sight effects (Eye Strain, Sore Eyes, Headaches).
- Fatigue and Stress (likely to be caused by poor job design / work organisation).

EYESIGHT TESTS

Heavy users of DSE have a right to request an 'appropriate free eyesight test'. Further tests may be requested at regular intervals or when a 'User' experiences visual difficulties. Where eyesight correction is required specifically for DSE use T&R Fire Protection Ltd will provide these spectacles free of charge.

IDEAL SEATED POSITION FOR DSE WORK



1. Seat back adjustability.
2. Good lumbar support.
3. Seat height adjustability.
4. No excess pressure on underside of thighs and backs of knees.
5. Foot support if needed.
6. Space for postural change, no obstacles under desk.
7. Forearms approximately horizontal.
8. Minimal extension, flexion or deviation of wrists.
9. Screen height and angle should allow comfortable head position.
10. Space in front of keyboard to support hands/wrists during pauses in keying.

ELECTRICAL SAFETY

Electricity has the potential to kill. This danger is increased because it cannot be seen. Electrocution can also cause burns and shorting of conductors can cause fire or explosion.

T&R Fire Protection Ltd acknowledges that it has duties under the Electricity at Work Regulations 1989 to take precautions against the risk of death or personal injury from electricity in work activities. The following procedures, aimed at eliminating risk or reducing it to an acceptable level, will be adopted.

FIXED (PERMANENT INSTALLATION)

Any modifications or extensions to the fixed electrical installation will be designed by a professionally qualified electrical engineer. To assist with this, persons purchasing machinery are responsible for obtaining from the manufacturer/supplier details of power requirements and for bringing these to the attention of the person designing the electrical system. All designs will comply with the current edition of the Institution of Engineering and Technology (IET) Regulations (BS7671).

Any maintenance work will be carried out by a competent person to the standard recommended by the current edition of the IET Regulations. Live Work except where it is unavoidable for the purposes of testing and certification is prohibited. Persons carrying out electrical maintenance work will be required to provide risk assessments for the tasks they will be carrying out.

Electrical switchgear and control equipment will be kept clean and free from obstruction at all times.

The fixed electrical installation will be inspected and tested at regular intervals by a contractor approved by the National Inspection Council for Electrical Installation Contracting (NICEIC) or equivalent. Certificates to verify the integrity of the system will be retained.

PORTABLE ELECTRICAL APPLIANCES

For the purpose of this policy a portable electrical appliance is defined as any item powered electrically and supplied via an electrical lead and plug.

All portable electrical appliances will be identified with a unique number and will be listed in a Portable Electrical Appliances Register. These will be subject to combined inspection and test by a competent person at intervals defined by the risk assessment process.

Where possible all hand held electrical appliances should be either battery powered or 110v. All persons using such responsible for inspecting plugs and leads before use. Any person finding an item of damaged equipment should bring this to the attention of their line manager immediately.

RECOMMENDED INTERVALS BETWEEN INSPECTION AND TESTING

TYPE OF BUSINESS	USER CHECKS	FORMAL VISUAL INSPECTION	COMBINED INSPECTION AND TEST
Equipment hire	N/A	Before issue/after return	Before issue
Construction	110V – weekly 230V mains – daily/every shift	110V – weekly 230V mains – daily/every shift	110V – before use on site then 3 monthly 230V mains – before first use on site then monthly
Light Industrial	Yes	Before initial use then 6-monthly	6 – 12 months
Heavy industrial/high risk of equipment damage	Daily	Weekly	6 – 12 months
Office Information technology e.g. desktop computers, photocopiers, fax machines	No	1 – 2 years	None if double-insulated, otherwise up to 5 years
Double insulated equipment <i>not</i> hand-held, e.g. fans, table lamps	No	2 – 3 years	No
Hand-held, double-insulated (Class II) equipment, e.g. some floor cleaners, kitchen equipment and irons	Yes	6 months – 1 year	No
Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners	Yes	6 months – 1 year	1 – 2 years
Equipment used by the public, e.g. in hotels	By member of staff	3 months	1 year
Cables and plugs, extension leads	Yes	1 year	2 years

FIRE SAFETY

We recognise that fire prevention is an important obligation for all organisations, including ours, and that fire has the potential to present significant risks to health and safety. Vigilance is a key factor in controlling fire risks and every person has a duty to ensure the best possible fire prevention within T&R Fire Protection Ltd.

MAIN HAZARDS

- Heat and flame.
- Smoke and fumes.
- Explosion.

COMMON CAUSES OF FIRES IN WORK PREMISES

- Wilful fire raising and arson.
- Cigarettes/matches.
- Fixed or portable heaters.
- Hot processes.
- Faulty or misused electrical equipment.
- Obstruction of equipment ventilation.
- Static electricity.
- Accumulation of combustible materials.
- Flammable liquids and gases.
- Inadequate supervision of cooking activities.

GENERAL REQUIREMENTS

All workplaces must be provided with a means of detecting and giving warning in case of fire, adequate means of escape and means of fighting fire. The nature, complexity and extent of these will depend on the size of the premises, the number of people who normally work there, the nature of the work processes and substances stored and used etc. Specific requirements relating to fire detection and warning systems, means of escape and means of fighting fire should be determined by undertaking a risk assessment.

A fire risk assessment will determine the chances of a fire occurring and the risks to people using the premises. The potential for fire starting depends on the presence of three things:

- A source of ignition.
- Fuel.
- Oxygen.

Each of these should be considered in relation to the premises to help determine how and where fire could start. The next step is to establish who could be harmed. When this has been done, the risk can be evaluated, and a decision made as to whether or not existing control measures are adequate.

This policy statement sets out what Management and employees must do to ensure, so far as reasonably practicable, that satisfactory fire precautions are achieved and maintained, and that T&R Fire Protection Ltd complies with the requirements of the Regulatory Reform (Fire Safety) Order 2005.

It is our policy to:

- Assess the risks from fire at our premises and implement appropriate control measures.
- Ensure good housekeeping to minimise the risk of fire.
- Provide means of detection and giving warning in case of fire.
- Inspect and/or test fire safety equipment at the appropriate intervals.
- Provide and maintain safe means of escape from premises in the event of a fire.
- Maintain all fire detection, firefighting equipment and installations.
- Implement a procedure for the action to be taken in the event of a fire.
- Train and instruct employees in fire safety including the carrying out of fire drills.
- Keep records of all fire safety matters.
- Ensure that all visitors are made aware of the fire precautions and emergency arrangements.
- Identify people with any disability or impairment who may require assistance in the event of a fire.

IN THE EVENT OF DISCOVERING A FIRE

- On discovering a Fire** - Raise the alarm by:
(Breaking the glass call point/verbally/air horn etc.)
- Evacuation** - The warning sound of the fire alarm is:-
(Sire/Horn/Bell/Verbal)
- Leave the area via approved fire exits and assemble in the designated area which is:-
(Car park etc.)
- If possible close all doors and windows, but do not attempt to collect personal belongings.
- Roll Call** - The designated Fire Marshall or Senior Person on duty will carry out a roll call of those present. This will include visitors, contactors and guests by use of the visitors log book.
- Alerting Emergency Services** - The Fire Marshall or Senior Person on Duty will ensure the emergency services are telephoned to request the Fire and Rescue Service, stating the company, address, department and apparent nature of the fire.
- Re-Occupation** - The Senior Person on duty will decide if the building may be re-occupied. If the Fire Service has been called this may only be sanctioned with agreement from Fire Officer.
- Fire Fighting** - Ensure you know the location of the nearest portable fire extinguisher. Only attempt to tackle a fire if you have been trained in how to use the equipment and if it is safe to do so, do not put yourself in danger.

SMOKING

Smoking is prohibited in all buildings and is restricted to the designated areas at all times. No person is allowed to breach this rule. Visitors should be reminded of the rules on smoking when brought onto the premises.

HEATING, LIGHTING AND ELECTRICAL EQUIPMENT

All portable heating appliances must be sited away from flammable materials; this includes posters, documents, etc. which are likely to be placed above appliances. A clear space of at least one metre should be maintained. All permanently fixed heaters, boilers, etc. and electrical cupboard/panels should have a clear tidy area around the appliance. Heating appliances are not to be draped with towels, clothing, etc. Similarly, light bulbs and fittings should be clear of materials. Turn off all directly controlled heaters and lights other than night-lights prior to close of Company activity.

WASTE MATERIALS

Accumulation of waste materials is not allowed within premises at any time; remove waste materials to the designated skips. Waste items must not obstruct fire exits or fire extinguishers.

MEANS OF ESCAPE

All premises must have clearly defined escape routes with the appropriate signage, they should be kept clear of any obstruction at all times, no combustible materials should be stored on fire corridors, exits, etc. Fire doors are provided to save lives, do not wedge or prop/hook them open.

FIRE DETECTION/ALARM EQUIPMENT

The efficacy of the means of fire detection and warning has been reviewed by the Fire Risk Assessment. Where there is no fixed fire alarm system in place, alternative arrangements are set out in the fire risk assessment. All types of fire warning systems should be tested once a week.

For electrical fire alarm systems, a manual call point should be activated (using a different call point for each successive test). Servicing and preventive maintenance should be carried out by a competent person. Records of all testing and maintenance will be retained.

EMERGENCY LIGHTING

The size and type of the premises and the risk to the occupants will determine the complexity of the emergency escape lighting required.

All emergency escape lighting systems should be regularly tested and properly maintained to an appropriate standard.

Typically, testing includes:

- a daily visual check of any central controls;
- a monthly function test by operating the test facility for a period sufficient to ensure that each emergency lamp illuminates; and
- an annual full discharge test.

TRAINING AND FIRE WARDENS

There will be sufficient people trained in the use of Fire Fighting Equipment and the duties of a fire warden to assist T&R Fire Protection Ltd in implementing the fire arrangements, particularly the fire evacuation procedures. It should be noted that Fire Wardens or others should not tackle a major fire or one that is getting out of hand. On hearing the alarm, Fire Wardens will check their own area to make sure that all persons present have left. They will also assist the Senior Person present to take roll call at fire assembly point. Fire Wardens will make sure that staff are familiar with the instructions detailed above; how to sound the alarm, escape routes and assembly area.

CONTRACTORS

Where there is contractual work involving welding, cutting, brazing or soldering on T&R Fire Protection Ltd premises, the Contractor shall ensure that all combustible materials are removed from the vicinity, a suitable fire extinguisher is close to hand, the area is screened off if necessary and access by any unauthorised person(s) is prohibited. The Health and Safety Consultant will check these requirements, and a permit to work may be necessary.

FIRE DRILLS

Fire drills will take place at least annually for all Company premises, the details of which shall be kept in the Fire log book. Where defects are found these will be remedied as soon as practically possible or immediately if there is a high degree of risk.

FIRE SIGNS

Existing legislation means that all Safety Signs must comply with 'The Health and Safety (Safety Signs and Signals) Regulations 1996. This includes a requirement for a symbol (i.e. running man); text only fire signs will not comply with the regulations and must be changed or added to.

FIRE FIGHTING EQUIPMENT

The type of extinguisher provided should be suitable for the risk involved, adequately maintained and appropriate records kept of all inspections and tests. Fire extinguishers should be fitted on wall brackets or in floor stands to avoid them being removed or knocked over and damaged. They should be sited near exits or on the line of exit. Signs showing the types of extinguishers and on which classes of fire they may be safely used should be displayed at the fire point.

TYPES OF FIRE FIGHTING EQUIPMENT

	<p>Water extinguishers</p> <p>Water extinguishers are suitable for ordinary combustible fires, for example wood and paper, but are not suitable for flammable liquid fires. They should also be labelled 'not to be used on fires involving live electricity'. Water spray extinguishers are recommended.</p>
	<p>Foam extinguishers</p> <p>Foam extinguishers are suitable for small liquid spill fires or small oil tank fires where it is possible for the foam to form a blanket over the surface of the flammable liquids involved. They may not extinguish a flammable liquid fire on a vertical plane. Where foam is required for hydrocarbon fires, light water is recommended, preferably by spray applicator.</p>
	<p>Dry powder extinguishers</p> <p>Dry powder extinguishers are multipurpose and will deal effectively with flammable liquid fires because they are capable of quick knockdown of a fire. They will also deal with fires involving electrical equipment. The size of the extinguisher must be adequate to deal effectively with the size of the spill fire leaving some in reserve. The recommended minimum size is a 9kg trigger-controlled extinguisher with CO2 discharge.</p>
	<p>Carbon dioxide extinguishers</p> <p>For fires involving electrical equipment, carbon dioxide extinguishers are recommended. Carbon dioxide (CO2) extinguishers are quite heavy and may be at high pressure. A minimum size of 2 kg is recommended. CO2 smothers the fire by starving it of oxygen but provides little or no cooling effect. It is therefore not recommended for flammable liquid fires or where the displacement of oxygen would pose a risk to the user, e.g. where the user is standing in a confined space. The nozzle of the CO2 extinguisher becomes very cold in use and therefore should not be held when discharging as this can cause severe frostbite burns.</p> <p style="text-align: center;">Specific training in the use of these extinguishers is essential.</p>

Fire Action Notice (Example)



The sign features a blue circle with a white exclamation mark at the top. Below it is a large blue rectangular area with white text. The text includes the title 'Fire action', instructions for anyone discovering a fire, and instructions for hearing a fire alarm. At the bottom of the sign is a red circle with a diagonal slash, and two red rectangular boxes with white text providing additional instructions.

Fire action

Any person discovering a fire

- 1 Sound the alarm.
- 2 999 to call fire brigade.
- 3 Attack the fire if possible using the appliances provided.

On hearing the fire alarm

- 4 Leave building by Nearest route.
- 5 Close all doors behind you.
- 6 Report to assembly point.

Rear of car park

Do not take risks
Do not return to the building for any reason until authorised to do so.

Do not use lifts.

FIRST AID AT WORK

People at work can suffer injuries or become ill. Irrespective of whether the injury or illness is caused by the work they do, it is important that they receive immediate attention and in more serious cases an ambulance is called.

First Aid can save lives and can prevent minor injuries becoming major ones. First Aid at Work covers the arrangements that need to be made to ensure this happens, that is the initial management of an injury or illness suffered at work. It does not include giving tablets or medicines to treat illness.

T&R Fire Protection Ltd recognises its obligations under the Health and Safety (First-Aid) Regulations 1981 and realises that by providing suitable first aid facilities, having regard to the nature of our undertaking and the number and location of our employees, we may reduce the immediate impact of any accident.

It is our policy to:

- Appoint and train sufficient numbers of first aid personnel to undertake duties of 'Appointed Persons' and/or qualified 'First-Aiders'.
- Provide and maintain suitable and sufficient first-aid equipment.
- Ensure that first-aid equipment and personnel are readily available.
- Provide additional training for first-aid personnel as necessary to take into account any specific hazards.
- Communicate the arrangements made for First Aid to all employees.

T&R Fire Protection Ltd shall provide (or ensure that there are provided) such personnel and as are adequate and appropriate for enabling First Aid to be rendered to employees if they are injured or become ill at work.

Designated 'First-Aiders' will have attended a 'First Aid at Work' course. Additional staff to be trained as 'Appointed Persons' will take charge of situations relating to an injured or ill employee, in the absence of T&R Fire Protection Ltd First-Aider. The 'Appointed Person' will undertake only emergency first aid within the limits of the training they have received and this will include calling of ambulance or arranging help from a medical practitioner or nurse.

First Aid provision has been made by T&R Fire Protection Ltd with trained personnel and equipment available at all work locations.

FIRST-AID PERSONNEL

The number of suitably qualified first aid personnel is dependent upon the risk. T&R Fire Protection Ltd undertakes high risk activities and should have a minimum of one appointed person for areas where 5 or less persons are present with a minimum of one fully qualified first aid provider if more than 5 but less than 50 persons are present.

MINIMUM CONTENTS OF FIRST-AID BOXES

There is no mandatory list of items that should be included in a first-aid box but the HSE provide a minimum recommendation. Where no special risks arise in the workplace, a minimum stock of first-aid items would normally be:

- Twenty individually wrapped sterile assorted adhesive dressings.
- Two sterile eye pads.
- Four individually wrapped triangular bandages.
- Six safety pins.
- Six medium individually wrapped sterile wound dressings 12cm x 12cm.
- Two large individually wrapped sterile wound dressings 18cm x 18cm.
- One pair disposable gloves.
- Individually wrapped moist clean wipe (construction, travelling packs).

The Travelling First Aid containers for Company vehicles should contain the following as a minimum:-

- Leaflets giving guidance on First Aid.
- Six individually wrapped sterile adhesive dressings.
- One large sterile dressing (approx. 18cm x 18cm).
- Two triangular bandages.
- Two safety pins.
- Individually wrapped moist cleaning wipes.
- One pair disposable gloves.

NB: TABLETS AND MEDICATIONS SHOULD NOT BE KEPT

EYE WASH

Where mains tap water is not readily available for eye irrigation, at least one litre of sterile water or sterile normal saline (0.9%) in sealed disposable containers should be provided.

SUPPLEMENTARY EQUIPMENT

Where an employee has received additional training in the treatment of specific hazards which require the use of special antidotes, equipment, etc. these may be stored near the hazard area or may be kept in the first-aid box. It is important that access to these items is restricted to people trained in their use.

Additional equipment such as suitable protective equipment, blankets, disposable aprons, scissors, adhesive tape and individually wrapped moist wipes may be provided if required.

T&R Fire Protection Ltd will ensure that all 'First Aid' containers are routinely inspected by a competent person and that the contents are regularly re-stocked.

HAZARD REPORTING

We recognise that staff have an invaluable monitoring role within the workplace in helping to identify hazards before they cause an injury or accident. In addition, staff also have a legal duty to report conditions that might cause harm.

Where employees have concerns regarding their own health, safety or welfare they shall, in the first instance, raise the matter with their immediate Manager or Supervisor. Where appropriate the Hazard Report Form system may be used to confirm the concerns or action to be taken.

It is our policy to:

- Have an effective system for the reporting of hazards found by employees in their workplace.
- Ensure all reported hazards are dealt with expediently and efficiently.
- Check that appropriate action has been taken following receipt of a hazard report.
- Train employees to verbally report the following circumstances immediately:
 - Discovery of a fire.
 - Ineffective, defective or missing guards.
 - Damaged or ineffective personal protective equipment or clothing.
 - Faulty equipment that cannot be operated safely.
 - Insufficient training or information to carry out their work safely.
 - Spillage of a hazardous substance.
 - Accidents, incidents or potential dangerous occurrences.

HEALTH SURVEILLANCE

The Management of Health and Safety at Work Regulations 1999 requires every employer to ensure that his employees are provided with such health surveillance as is appropriate having regard to the risks to their health and safety. Also, it may be appropriate to consider pre-employment health assessments, assessments when employees change jobs within T&R Fire Protection Ltd, if there are significant changes in the work activity, or there are changes to the employee's health or circumstances.

Health surveillance may be required across a range of activities such as:

- Before undertaking regular night work.
- Exposure to noise or vibration.
- Exposure to certain substances (fumes, dusts, biological agents etc.)
- Undertaking regular repetitive work.
- Exposure to asbestos or lead.

The main objectives of health surveillance are to:

- Protect the health of individual employees by detecting as early as possible adverse changes.
- Help evaluate the measures taken to control exposure.
- Collect, keep up to date and use data and information for determining and evaluating hazards to health.

The appropriate level, frequency and procedure of health surveillance will be determined by the risk assessment process. In certain circumstances this may require the assistance of a qualified medical practitioner.

The type of health surveillance required will depend on the risk and severity of any potential ill-health effects. T&R Fire Protection Ltd will ensure that for all health surveillance undertaken, a health record is retained and maintained throughout an employee's employment.

Where an employee is found to have an adverse health effect or identifiable disease believed to be the result of exposure to an activity or substances hazardous to health, T&R Fire Protection Ltd will arrange for the employee concerned to be interviewed and told. Clearly where applicable under RIDDOR, this will be reported to the enforcing authorities.

EMPLOYEES DUTIES

Employees are under a general duty (HSWA section 7) to co-operate with T&R Fire Protection Ltd in any health surveillance participation.

LONE WORKING

T&R Fire Protection Ltd will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. T&R Fire Protection Ltd's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Assessments of the risks of working alone carried out under the Management of Health and Safety at Work Regulations will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances and environment etc.

Particular consideration will be given to:-

- The remoteness or isolation of workplaces.
- The health and suitability of the lone worker.
- Any problems with communication.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.

INFORMATION AND TRAINING

Employees will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised which will include the required ability of employees for undertaking lone working, provision of first aid, suitability of equipment, communication procedures and awareness of emergency procedures. All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to Management.

MANAGING FATIGUE

GENERAL

Fatigue refers to the issues that arise from excessive working time or poorly designed shift patterns. Fatigue is a perceived state of 'weariness' caused by prolonged or intensive exertion. Fatigue results in slower reactions, memory lapses, absentminded slips and lack of attention etc.

MANAGING FATIGUE

T&R Fire Protection Ltd shall review at regular intervals the effects that may contribute to fatigue in the workplace through effective monitoring of rest periods, taking into account shift patterns, overtime, out of hours working, work requirements (i.e. manual handling activities) and rest periods.

All levels of management are responsible for ensuring that effective management is in place to implement and monitor individuals at all levels within the business. The means of managing the process is as follows:

- Annual appraisals at all levels of the business are to be undertaken by line management. The appraisals shall include a discussion on workloads, ability to cope / manage and issues that may affect an individual's ability to meet job requirements.
- T&R Fire Protection Ltd shall abide by the working time directive. Individuals have the right to opt out of the working time directive, however the principles of this policy shall remain in place.
- Monitoring of working hours. Personnel are required to work their allotted hours excluding travel time unless this forms part of the agreement i.e. travelling from home address to the first point of call. Effective job planning is fundamental to reducing fatigue in the workplace, any issues highlighted shall be discussed with line managers in the first instance.
- Overtime shall be equally shared between personnel so far as is reasonably practicable. Where excessive overtime is apparent, the management shall look at ensuring sufficient resource is available to meet the requirements of the policy.
- Workers have the right to one uninterrupted 20-minute rest break during their working day, if they work more than 6 hours a day. In addition, suitable and sufficient arrangements shall be in place with regards to welfare facilities.
- If personnel are required to undertake out of hours work they shall be entitled to 11 consecutive hours' rest in any 24-hour period.
- T&R Fire Protection Ltd shall ensure that there is adequate resource to allow job / task rotation for more strenuous activities.

All work streams shall be inspected / audited at regular intervals to ensure compliance with this policy.

MANUAL HANDLING OPERATIONS

The HSE define manual handling as 'any transporting or supporting of a load by hand or by bodily force.' This definition includes:

- Lifting, putting down, pushing, pulling, carrying or moving; and
- Use of mechanical aids, e.g. trolleys.

Health problems associated with manual handling often, but not always, involve the back; other parts of the body including the neck and shoulders may also sustain injury. Commonly, the injuries build up over a period of time as a result of a succession of poor manual handling techniques; although severe injuries can also be caused by single traumatic events.

The anatomy of the back makes it particularly vulnerable to the pressures and strains of poor manual handling techniques. It is a fact that more than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling.

The Manual Handling Operations Regulations 1992 require employers to:

- **Avoid** the need for hazardous manual handling, so far as is reasonably practicable.
- **Assess** the risk of injury from any hazardous manual handling that can't be avoided; and
- **Reduce** the risk of injury from hazardous manual handling, so far as is reasonably practicable.

The assessment should take into account the load, the task, the environment in which the activity is performed and the capabilities of the individuals carrying out the task.

T&R Fire Protection Ltd acknowledges its obligations under Regulations and it is our policy to:

- Avoid, so far as is reasonably practicable, the need for employees to carry out any manual handling tasks that involve a risk of being injured.
- Carry out an assessment of any manual handling tasks which cannot be avoided.
- Take appropriate steps, based on the risk assessment, to reduce the risk of manual handling injuries so far as is reasonably practicable.
- Consider the use of mechanical handling aids to reduce the need for manual handling.
- Inform employees of their duties.
- Train employees as appropriate.

Employees will receive adequate information and training on the following Manual Handling "control measures":-

- Do not jerk or twist the body excessively.
- Always lift the load in stages.
- Always hold the loads as close to the body as possible.
- Lift with your feet apart, knees bent, back straight and as near vertical as possible. Use your leg muscles to obtain the lift.
- Always grip the load with full palms not fingertips.
- Do not attempt to carry a load that obstructs your vision.
- Always ensure the route is clear before proceeding.
- Do not attempt to lift a load which is heavy or bulky or which cannot be handled safely by one person - **GET ASSISTANCE.**
- Do not carry any item whilst ascending or descending a ladder if you cannot maintain three points of contact with the ladder.

MONITORING, EVALUATION AND REVIEW

In order to comply with Section 2 (3) of the Health and Safety at Work etc. Act 1974 and Regulation 4 of the Management of Health and Safety at Work Regulation 1999 this policy must be monitored, evaluated and reviewed as appropriate to ensure it effectively meets the statutory requirements related to the Company's activities and reflects best practice in safely achieving work objectives.

Progressive improvement in health and safety performance can only be achieved through constant development of policy approaches to the implementation and techniques of risk control.

T&R Fire Protection Ltd recognises the importance of carrying out monitoring and checking to ensure that performance standards and specified objectives are met. Where they are not met, corrective action is taken to ensure that accidents and incidents do not occur as a result.

For the monitoring system to be effective both active and reactive monitoring must be carried out. Active monitoring and checking will be used to ensure any potential problems are identified and dealt with before they result in an accident, ill health or injury. Reactive monitoring will be carried out in the event of such an incident occurring. The matter will be investigated fully so that steps can be taken to prevent recurrences.

The purpose of the monitoring, evaluation and review process is to ensure:

- The maintenance and development of an effective health and safety policy.
- The maintenance and development of an effective organisation to ensure that the policy is implemented.
- The maintenance and development of improving performance standards.
- The implementation of remedial action by responsible person(s) when failures or gaps in policy are identified.

To achieve these outcomes management and employees must constantly evaluate their work activities in relation to the policy and bring to the notice of T&R Fire Protection Ltd through its management system and/or safety coordinating arrangements any areas where this policy is inadequate or ineffective.

T&R Fire Protection Ltd will make arrangements for the appointed Health and Safety Consultant to visit the Company's site(s) and premises at regular intervals to identify and report on any hazards, lack of control measures, defects or breaches of Regulations. A report of the inspection findings and recommendations will be provided so that it can be established where the appropriate procedures in the Company policy have not been complied with or are deficient and action can be taken to ensure similar problems do not recur.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is defined in the Personal Protective Equipment at Work Regulations 1992 as: 'All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety'. The Regulations do not apply to ordinary working clothes and uniforms which do not specifically protect the health and safety of the wearer.

EXAMPLES OF PERSONAL PROTECTIVE EQUIPMENT

- Protective Overalls;
- Ear Defenders;
- Gloves/Gauntlets;
- Safety Helmets;
- Safety Footwear;
- Eye Protection;
- Dust Masks / Respirators;
- Safety Harnesses/Lanyards.

T&R Fire Protection Ltd acknowledges its obligations under the Regulations and seeks to ensure that where the risks cannot be controlled by other means, personal protective equipment (PPE) is correctly selected and used.

It is our policy to:

- Provide PPE free of charge where a risk assessment concludes that personal protective equipment is required.
- Ensure all PPE will adequately protect the individual from the hazard, fits properly and is as comfortable as possible.
- Provide PPE that conforms to relevant European standards and is 'CE' marked.
- Provide employees using PPE with relevant information and training for employees therefore enabling them to make proper effective use of PPE.
- Supervise and monitor employees to ensure the PPE is being used correctly.
- Keep a record of all PPE issued.
- Set a good example to staff by ensuring that Directors and Managers wear appropriate PPE, when required.
- Discipline employees who repeatedly refuse to use PPE in the correct way.

Training for PPE users will include the following:

- An explanation of the risks present and why the PPE is being used.
- How to use/operate the PPE and any limitations of the equipment which may affect the protection offered.
- Instructions on the storage of the PPE.
- The arrangements for reporting loss or defects of the PPE.

DUTIES OF EMPLOYEES

It is the responsibility of an employee to use PPE in accordance with the training provided, and to report any loss or defect immediately. The employee also has a responsibility to return PPE to its place of storage after use.

PROTECTING THE PUBLIC

Each year, members of the public are killed and injured whilst others suffer ill health because work activities have not been properly planned and controlled.

Health and Safety at Work etc. Act 1974

The Health and Safety at Work Act places a duty on all employers and the self-employed to take reasonably practicable steps to ensure the health and safety of people who are not in their employment, such as members of the public.

The Act also places a duty on employees to co-operate with their employer on health and safety matters and not to do anything which puts others at risk.

T&R Fire Protection Ltd acknowledges its obligations to protect people not in their employment, such as members of the public by planning and controlling their activities taking into account:

- The nature and type of work being undertaken
- The location of the works
- The characteristics of the location
- Persons requiring or visiting the location of the works
- The level of security required to undertake the works in a safe manner

In all cases, T&R Fire Protection Ltd shall undertake a risk assessment in order to identify the hazards and assess the risk. Using the information gained, we shall look to reduce the risk so far as is reasonably practicable to an acceptable level including:

- Managing site access
- Reviewing hazards that cause a risk to members of the public
- Reviewing hazards that cause a risk to vulnerable groups
- Putting measures in place to prevent materials or tools falling outside the site boundary.
- Putting measures in place to prevent persons falling into excavations.
- Putting measures in place to prevent persons being struck by moving plant and vehicles

We shall ensure that through effective management:

- Measures are in place to manage access across defined boundaries; and
- Steps are in place to exclude unauthorised people.
- Communicating with the interested persons when undertaking works in or in close proximity to hospitals and schools etc.

Additional information is available in HSG 151 Protecting the Public. Although this publication is aimed mostly at the construction industry, the principles apply to many industry sectors.

RISK ASSESSMENT

The most important tool in managing health and safety is risk assessment. This is careful examination of what in the workplace could cause harm to people, so that decisions can be made as to whether enough precautions have been taken, and whether additional ones should be introduced, to prevent harm.

There are five stages to risk assessment: identifying the hazards, identifying who could be harmed and how, risk evaluation, recording the significant findings and monitoring and reviewing the risk assessment.

HAZARD AND RISK

- A 'hazard' is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation).
- A 'risk' is the likelihood of potential harm from that hazard being realized.

The extent of the risk will depend on;

- The likelihood of that harm occurring.
- The potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- The population which might be affected by the hazard, i.e. the number of people who might be exposed.

Legislation specifies that risk assessments be undertaken to identify hazards arising from the work activity, assess the risks to the health and safety of employees or other persons who may be affected, and establish control measures to eliminate or reduce the risks to levels as low as is reasonably practicable and to enable the Employer to fulfil statutory obligations.

Specific risk assessments are required by certain Regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations 1999 for this requirement. This policy document sets out what T&R Fire Protection Ltd is doing to ensure suitable and sufficient assessments are carried out, appropriate remedial action is taken and employees are informed of the findings of the assessments.

It is our policy to:

- Identify those specific risk assessments we are legally required to carry out by ensuring all aspects of our work are reviewed, including routine and non-routine activities.
- Appoint a Competent Person or persons to carry out suitable and sufficient risk assessments of our activities.

- Identify, prioritise and implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risks.

The following principles will be applied in deciding upon preventive and protective measures:

- If possible the risks will be avoided altogether by not using the dangerous article, substance, process, etc.
- The risks will be combated at source rather than by palliative measures.
- Wherever possible the work will be adapted to the individual, especially as regards the design of workplaces, the choice of work equipment and choice of working and production methods.
- Any advantages presented by technological or technical progress which offers opportunities for improving working methods and making them safer will be considered.
- Priority will be given to those measures which protect the whole workplace and all those who work there.

Where identified as a result of the risk assessment process, the preventative and protective measures will be defined in safe systems of work. These are methods of working designed to eliminate, if possible, or otherwise reduce risks to health and safety, and may require written procedures or codes of practice that must be followed within T&R Fire Protection Ltd. It is compulsory for employees to use any safe systems of work so that they do not endanger themselves or others whilst working.

The safe systems of work will be based on the findings of the risk assessment and will systematically set out the safe procedure to be followed, specifying the detailed precautions to be taken at each stage of the activity.

Line management are responsible for ensuring that once developed and implemented, the safe systems of work are monitored and supervised within their areas of control.

DUTIES OF EMPLOYEES

Employees also have duties under the Management Regulations to ensure that they:-

- Correctly use all work equipment and systems of work in accordance with their training and instruction.
- Inform the Management of any situations which provide a serious or immediate danger to their / others Health and Safety.
- Inform the Management of any lack of resources or safety assistance.

YOUNG PERSONS

T&R Fire Protection Ltd shall ensure that young persons (defined in The Management of Health and Safety at Work Regulations 1999 as any person who has not attained the age of eighteen) employed by the business are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

In order to comply with the requirements of the Management of H&S Regulations with respect to young person's, T&R Fire Protection Ltd will undertake risk assessments or review existing ones of the activities that young persons are to be engaged in before these young person's start work

T&R Fire Protection Ltd will not employ a young person for work:

- which is beyond his/her physical or psychological capacity;
- involving harmful exposure to agents which are toxic or carcinogenic, cause heritable genetic damage or harm to an unborn child or which in any other way chronically affect human health;
- involving harmful exposure to radiation;
- involving the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young person's owing to their insufficient attention to safety or lack of experience or training; or
- in which there is a risk to health from – extreme cold or heat; noise; or vibration

Where the exposure to the above restrictions may be necessary for the young person's training then a competent person shall supervise him and any risk will be reduced to the lowest level that is reasonably practicable.

NEW AND EXPECTANT MOTHERS

Once an employee has given notice to T&R Fire Protection Ltd in writing that she is pregnant, has given birth within the last six months or is breastfeeding, The Company will ensure that a suitable and sufficient risk assessment of the employees work activities are undertaken, in order to identify any specific hazards and establish the necessary control measures to manage the risks effectively.

Where the risk assessment identifies risks to new and expectant mothers and these risks cannot be avoided by the preventive and protective measures taken, T&R Fire Protection Ltd will take the following action if possible and reasonable to do so:

- Alter the employees working conditions or hours of work to avoid the risk;

- identify and offer the employee alternative work that is available;
- as a last resort suspend the employee from work on full pay to avoid the risk where necessary.

It should be noted that T&R Fire Protection Ltd may request confirmation of the pregnancy by means of a certificate from a registered medical practitioner or a registered midwife in writing. If this certificate has not been produced within a reasonable period of time, T&R Fire Protection Ltd is not bound to maintain changes to working hours or conditions or to maintain paid leave.

STRESS

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to both physical and mental health.

It is our policy to:

- Provide relevant training or information for managers in good management practices.
- Provide adequate resources to enable managers to implement this policy
- Implement the policy in line with the principles of good employment law practice

The following procedure will apply:

- Any employee who considers they may be suffering from stress for reasons connected with their working conditions or workload should approach their manager, who will deal with the issue promptly and in the strictest confidence while making all reasonable efforts to reduce any work-related stress.
- Any employee noting symptoms of stress in a colleague should approach their own manager, who will act in strict confidence in accordance with the paragraph above.
- Where appropriate, formal stress counselling should, if reasonably practicable, be arranged by T&R Fire Protection Ltd.
- On return to work from any period of stress-related illness, T&R Fire Protection Ltd will take account of medical advice (if appropriate and available) and the needs of the business when determining which duties are most appropriate.

Drug & Alcohol (SUBSTANCE ABUSE)

GENERAL

T&R Fire Protection Ltd wishes to pursue a Policy to promote health and safety at work and acknowledge that it has a legal responsibility to safeguard the health, safety and welfare of all its employees and other persons who may be affected by alcohol and drug abuse.

The Site Managers will be responsible for identifying and controlling risks at their level of responsibility. The Chief Executive Officer will have overall responsibility for the effective implementation of the Policy.

T&R Fire Protection Ltd reserves the right to initiate drug and alcohol screening/testing on all or part of the work force routinely, occasionally or on a random basis.

CONFIDENTIALITY

If you feel you may have a drink or drug problem, you are advised to seek help at an early stage. The Site Managers can be contacted at any time and any discussions will be treated in the strictest confidence, subject to the provisions of the law.

ASSISTANCE

Drinking and drug problems will be treated as a health problem rather than an immediate cause for dismissal or disciplinary action if assistance/advice is sought. Any employee who seeks assistance/advice in relation to a drinking or drug problem will not be discriminated against in any way.

1. ALCOHOL

T&R Fire Protection Ltd requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of alcohol. Being unfit for work due to alcohol consumption is prohibited and grounds for summary termination of employment.

Alcohol consumption during working hours is strictly prohibited and will result in summary termination of employment.

T&R Fire Protection Ltd reserves the right to initiate disciplinary action and arrange for alcohol testing on employees in the following specific circumstances: -

- After an accident or incident, where there is suspicion of drinking that contravenes the Company's regulations.
- Employee suspected of reporting for work with alcohol in their bloodstream from the previous evening's drinking.
- Witness evidence of erratic behaviour that it is suspected may put the health and safety of any employee at increased risk.

2. DRUG MISUSE

This Policy of 'drug misuse' refers to the use of illegal drugs and the misuse, whether deliberate or unintentional, of prescribed drugs and substances such as solvents.

T&R Fire Protection Ltd requires its employees to attend for work in a fit and appropriate state with no impairment from the effects of drug misuse. Being unfit for work due to drug misuse is prohibited and grounds for summary termination of employment.

Drug misuse during working hours is strictly prohibited and will result in summary termination of employment.

T&R Fire Protection Ltd reserves the right to initiate disciplinary action and refer employees for drug testing in the following specific circumstances: -

- If help is refused and/or impaired performance continues;
- After an accident/incident, where there is suspicion of drug misuse;
- Witness evidence of erratic behaviour which it is suspected may put the health and safety of any employee at increased risk.

N.B. Possession/dealing will be reported immediately to the Police.

TRAINING

Adequate training and instruction is essential not only to ensure that employees are able to work efficiently and safely but also to comply with statutory requirements which impose duties on T&R Fire Protection Ltd to carry out induction, job and refresher training.

Training is about providing employees with the skills, knowledge, attitudes and understanding to carry out their jobs effectively. Training is an essential part of any safe system of work; control measures will not work unless employees know how to use them properly, and understand the need for them.

All training must be planned and organised to ensure correct standards are attained. It is unacceptable to adopt a "learn as you go" attitude and employees must not use unfamiliar equipment without some form of instruction.

LEGAL REQUIREMENTS

There is general requirement on T&R Fire Protection Ltd under The Health and Safety at Work Act 1974 to provide employees with adequate information, instruction, training and supervision. Under The Management of Health and Safety at Work Regulations, training must take place during working hours. If this is not possible, the time taken for training must be regarded as an extension to the employee's time at work.

COMPETENCE

T&R Fire Protection Ltd will take account of employees' capabilities, level of training, knowledge and experience when allocating work. Competence is a combination of the following:

- Training.
- Knowledge.
- Experience.
- Skill.

T&R Fire Protection Ltd will decide the level of competence, i.e. the combination of these four elements needed to carry out a job safely.

There are specific requirements concerning the health and safety of 'young workers' (i.e. those who have not attained the age of 18.) The main obligation is to ensure they are put at undue risk because of their vulnerability. It is company policy to undertake young person's risk assessments before employing any new workers in order to identify hazards and establish effective controls. Young people must be given appropriate training and ongoing supervision when they commence work and throughout their work period.

It is our policy to:

- Identify the health and safety training needs associated with our work activities.

- Provide the following health and safety training for our staff:
- Induction training for all new employees.
- Training on our Health and Safety policies and procedures.
- Work activity training relevant to the Employee, including the use of any equipment.
- Training required by specific legislation.
- Training on Fire and Emergency procedures.
- Refresher training where necessary.
- Keep records of all staff training and related documents.
- Ensure employees are aware of their legal obligation to co-operate and put in to practice any instructions or training given.
- Consider employee training needs before introducing new machinery or processes.

WELFARE AND WORKPLACE

We recognise that a safe and healthy work environment is not only a legal requirement under The Workplace (Health, Safety and Welfare) Regulations 1992, but also contributes to staff satisfaction, can increase productivity and may lower absenteeism, which in turn will assist us in achieving our wider objectives.

It is our policy to:

- Provide a comfortable work environment which is safe and without risk to health.
- Control the following factors affecting our general working environment to ensure compliance with legislation:
 - Temperature;
 - Ventilation;
 - Lighting, (including emergency lighting);
 - Individual workspace requirements;
 - General layout of work areas;
 - Waste disposal, (including contaminated or hazardous waste).
- Provide and maintain safe access to and egress from the workplace.
- Segregate pedestrian and vehicle movements wherever possible to avoid the risk of injury.
- Ensure safe materials are used in glazed panels and windows and that maintenance and cleaning can be carried out in a safe manner.
- Keep floors and walkways clean, in good condition, and free from obstruction and slipping and tripping hazards (which includes ice and snow).
- Monitor our arrangements to ensure we maintain acceptable standards of hygiene and cleanliness in our workplace and facilities.
- Ensure the workplace, its equipment, services and facilities are appropriately maintained.
- Provide and maintain the following welfare facilities:
 - An adequate number of sanitary facilities for the gender mix at our premises;
 - Washing, changing, and clothing storage facilities where appropriate;
 - Areas for eating meals and resting (including those for pregnant and nursing mothers);
 - An adequate supply of wholesome drinking water.

Facilities

The following table shows the minimum number of toilets and wash basins that should be provided.

Table 1. Number of toilets and washbasins for mixed use (or women only)

Number of people at work	Number of toilets	Number of washbasins
1 - 15	1	1
6 - 25	2	2
26 - 50	3	3
51 - 75	4	4
76 - 100	5	5

Table 2. Toilets used by men only

Number of men at work	Number of toilets	Number of urinals
1 - 15	1	1
16 - 30	2	1
31 - 45	2	2
46 - 60	3	2
61 - 75	3	3
76 - 90	4	3
91 - 100	4	4

WORK AT HEIGHT

Falls from height remain the most common kind of workplace fatality. The primary objective of the Work at Height Regulations 2005 is to ensure that all work at height is performed safely.

Work at Height covers all work activities where there is a possibility that a fall involving distance liable to cause injury could occur. This is regardless of the work equipment being used, the duration the person is at a height or the height at which the work is performed. A place is 'at height' if (unless these Regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

TYPICAL EXAMPLES OF WORK AT HEIGHT

- Using a ladder;
- Working from scaffolds or mobile elevating work platforms;
- Working on the back of a vehicle (e.g. sheeting a load);
- Working on the top of containers;
- Climbing fixed structures (maintenance works);
- Working close to an excavation or similar unfenced area.

THE REGULATIONS HIERARCHY

The Regulations set out a simple hierarchy for managing and selecting equipment for work at height which is set out below.

Duty holders must:

- Avoid work at height where practically possible.
- Use work equipment or other measures to prevent falls where they cannot avoid working at height.
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimize the distance and consequences of a fall should one occur.

T&R Fire Protection Ltd recognises its obligations under the Regulations and it is our policy to ensure that:

- Activities entailing work at height are avoided wherever possible.
- The risks from work at height are assessed, and appropriate work equipment is selected and used.
- All work at height is properly planned, organised, appropriately supervised and carried out in as safe a way as is reasonably practicable.
- Where working at height cannot be avoided that we follow the hierarchy for managing risks by using work equipment or other measures to prevent falls, giving preference to collective protection measures (e.g. guard rails) priority over personal protection measures (e.g. safety harnesses).

- Where the risk of a fall cannot be eliminated, that we use work equipment or other measures to minimise the distance and consequences of a fall should one occur.
- Appropriate measures are taken to prevent materials and equipment being used or stored at height falling or collapsing.
- Appropriate plans are devised for emergencies and rescue where identified by the risk assessment process.
- All those involved in work at height are competent and have been trained in the use of the equipment identified for that work (or, if being trained, is supervised by a competent person). Supervision will be provided proportionate to the competence of those undertaking the work and the level of risk identified in the assessment.
- All equipment for work at height is regularly inspected and maintained to ensure that it is safe to use and where appropriate, marked to indicate when the next inspection is due. Additionally, users will undertake a check of the equipment before using it, retaining appropriate records.
- The risks from fragile surfaces and falling objects are properly controlled. Where fragile surface materials are present and regular access is required, permanent fencing, guardrails or other measures will be installed.
- Work is postponed while weather conditions endanger health or safety.

Access Equipment

Ladders, stepladders, mobile elevated working platforms, tower scaffolds, platforms and other means of access equipment will be subjected to pre-use checks by employees. In addition, formal management inspections will be undertaken at appropriate intervals.

The equipment will be only used by employees who are trained and competent to do so, and the control measures pertaining to the use of such equipment will be detailed in the relevant risk assessment for that task.

Scaffolds (as applicable)

T&R Fire Protection Ltd will ensure that all scaffold structures are erected and dismantled by trained and competent subcontractors in accordance with current legislation and NASC guidelines.

The scaffold will be inspected at the beginning of every working day, after any adverse weather or after any alterations; a written report will be completed every 7 days of erection.

Mobile Elevated Work Platforms (MEWPs)

T&R Fire Protection Ltd will ensure that staff are trained and competent to operate MEWPs.

Employees must carry out simple visual inspections of the principle joints and fastenings on the MEWP before use, and immediately report any faults in line with manufacturer's guidance.

The surrounding work area must also be inspected to make sure there are no additional hazards, e.g. power cables, traffic thoroughfares etc.

T&R Fire Protection Ltd will ensure thorough examinations are carried out within the scope of the LOLER (Lifting Operations and Lifting Equipment Regulations) by a competent person and that records are available.

Based on the risk assessment, employees working at height from MEWPs will wear suitable safety harnesses and be trained to use them correctly.

Tower Scaffolds

Mobile tower scaffold will be erected only by staff who have the experience and training to do so.

A check must be undertaken to ensure the mobile tower equipment is in good condition prior to installation. The surrounding work area must also be inspected to make sure there are no additional hazards, e.g.: power cables, traffic thoroughfares etc.

If the work from the tower could affect persons walking past, clearance zones must be established with either cones, fencing or tape.

Work must be postponed if high winds or adverse weather could affect stability or increase the risks associated with the job.

Prior to using the mobile tower check that the following safety measures are in place:-

- Outriggers
- Toe boards
- hand rails
- platform boards
- debris netting
- scaffold brakes are applied and the tower is vertical

Towers should only be moved when all persons are at ground level and pushed from the base.

Prior to working from Scaffold all castors will be locked.

Scaffold towers will only be erected in line with guidance issued in EN 1004.

Ladders

Ladders will only be used when an on-site risk assessment has eliminated all alternative access methods. Staff using ladders will be appropriately trained.

Ladders will only be used by our employees as a means of access onto a working platform, or for 'light duties' only for a maximum of 30 minutes each time.

All ladders used by our employees will be erected as follows:

- Footed/supported by a second operative whilst being secured at the top.
- Used for access only or simple, short duration work.
- Three points of contact must be maintained at all times whilst using a ladder.
- Be positioned at an angle of 1:4 or 75° (to prevent movement).
- Extend 1 metre or 5 rungs beyond the alighting area (i.e. edge of roof or scaffold platform).
- Be positioned on firm level ground or be secured to ground pegs which have been driven into the ground.
- Ensure all ladders are in good condition/good state of repair.

Stepladders

Stepladders will only be used within the inside area of properties or for work externally when an on-site risk assessment has been undertaken and all other options have been reviewed. Staff using stepladders will be appropriately trained.

Stepladders will be used as follows:-

- Set on firm level, even floors
- Fully opened with spread arms locked in place
- In good state of repair
- Persons using the stepladders will ensure that whilst using the ladder they do not progress any further than their hips in line with the top platform. This will provide and maintain a secure and stable platform on which to work.

Under **any** circumstances will anyone work/access the top platform of the stepladder, as this will make the stepladder unstable.

WORK EQUIPMENT

'Work Equipment' has a very wide meaning. It is defined as "any machinery, appliance, apparatus, tool or installation for use at work (whether exclusively or not)". This ranges from simple hand tools to workshop or office machinery and equipment, ladders, racking, storage systems, fork lift trucks etc.

Vehicles are included in the definition of "Work Equipment" and are described as 'any work equipment which carries out work whilst it is travelling or which travels between locations where it is used to carry out work.' (It should be noted that road vehicles fall within the scope of the Road Traffic Act when on the public highway.)

MAIN HAZARDS

There are many hazards associated with work equipment, which vary according to the type of equipment and the environment in which it is used. The following are examples of the most commonly found hazards:

- Trapping, entanglement or contact with dangerous parts of machinery.
- Being struck by falling or flying objects.
- Inadequate or faulty controls.
- Stored energy.
- Collapse or overturn of equipment.

Whilst sections of the Regulations focus on the physical aspects of equipment such as guarding, control systems etc., there are also requirements on management issues which include suitability, maintenance, inspection and training, which apply more generally to all risks. Particular requirements apply to equipment that presents "specific" risks. Where it is not possible to provide physical safeguards, specific methods of operation have to be adopted including restriction of work to designated individuals who have been adequately trained.

T&R Fire Protection Ltd recognises that work equipment can present hazards and risks to all our employees, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised. T&R Fire Protection Ltd shall ensure that all work equipment is installed, maintained and used according to the requirements of The Health and Safety at Work Act 1974, The Electricity at Work Regulations 1989, The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and other relevant legislation.

It is our policy to:

- Undertake risk assessments of all work equipment in order to identify hazards arising from its operation, and establish the control measures necessary to minimise the risk.

- Ensure that work equipment we provide for employees is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, examined, inspected and tested as required, and retain appropriate records.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, instruction, training and supervision where appropriate to all employees who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards including all necessary markings and warnings.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop and emergency stop controls, are provided where necessary, are suitable for the equipment and location and are safe.
- Provide suitable means of isolating work equipment from sources of energy.
- Ensure that all hired-in work equipment is obtained from reputable firms only and is provided with any relevant certification and documentation concerning its safe operation.

MAINTENANCE & INSPECTIONS

T&R Fire Protection Ltd will ensure that all guards and any other safety devices fitted to work equipment are routinely checked and kept in working order. They should also be checked after any repairs or modifications by a competent person. Appropriate preventative maintenance will be adhered to for all work equipment in accordance with manufacturer's instructions. Records of all maintenance and servicing will be retained.

Routine daily and weekly checks may be necessary for some work equipment, e.g. fluid levels, pressures, brake function, guards. Where required, these will be undertaken by competent personnel and detailed records retained.

Work equipment requiring statutory 'thorough examinations' such as lifting equipment, pressure systems and power presses will be thoroughly examined by a competent person at regular intervals specified in law or according to an examination scheme drawn up by a competent person. Comprehensive records of all inspection reports will be retained.

WORK RELATED DRIVING

There is a legal duty under the Health and Safety at Work etc. Act 1974 to ensure as far as reasonably practicable, the health and safety of all employees while at work, this duty includes risks posed by work related driving activities. The Management of Health and Safety at Work Regulations also apply and require that a risk assessment is undertaken of significant risks and that effective management controls are put in place and implemented.

When considering driving safety there are a number of road traffic laws and other requirements to take into account, these include:-

- The Road Traffic Act.
- The Road Vehicles (Construction and Use) Regulations.
- The Highway Code.

It is our policy to:

- Provide and maintain all Company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.
- Ensure that employees have appropriate insurance cover in place for using the vehicle for business use.
- Ensure that employees who drive vehicles in the course of their work hold a valid licence, comply with traffic legislation and demonstrate safe, efficient driving habits at all times.

The following actions in Company vehicles will be viewed as serious breaches of conduct and may result in disciplinary procedures:

- Drinking or under the influence of drugs while driving.
- Driving while disqualified, or not correctly licensed.
- Reckless or dangerous driving causing death or injury.
- Failing to stop after an accident.
- Any actions that warrant suspension of licence.

DUTIES OF EMPLOYEES WHO DRIVE ON BUSINESS

- Ensure they hold a current driving licence and will immediately notify their line manager if their licence has been suspended, cancelled or has limitations placed on it.
- Be responsible and accountable for their actions when driving on business.
- Drive within speed limits and to the speed dictated by conditions, which may mean driving at less than the limit.
- Wear safety belts.
- Comply with traffic legislation.
- Not use a mobile phone unless it is safe to do so and the device is in hands free mode.
- Ensure their vehicle is routinely serviced and appropriately maintained.
- Undertake regular vehicle safety inspections and report any defects as soon as reasonably practicable.
- Report to Management any accident or near miss incident.
- Take regular and adequate rest breaks in accordance with the Highway Code (at least 15 minutes for each 2 hours driven, and stop when tired).
- Plan journeys ahead, taking into consideration pre-journey work duties, the length of the trip, weather conditions and post journey commitments.
- Be aware of what action needs to be taken in the event of a breakdown, accident or emergency situation.
- Ensure they are physically fit to drive.
- Inform their line manager of any health problems or personal circumstances that could make driving hazardous.
- Have regular eye tests and ensure that any necessary corrective eyewear is worn when driving.

WORK SAFE POLICY

T&R Fire Protection Ltd acknowledge our responsibility under the Health & Safety at Work Act and associated regulations and recognise our duty of care and undertake to maintain safe systems affecting the health, safety and welfare of our employees.

We will ensure that no one under our control is exposed to unacceptable levels of health or safety risks at work.

T&R Fire Protection Ltd operates a Work Safe Policy (or Right to Refuse to Work Policy) to protect our employees and ensure others not in our employment are not placed at risk.

Every member of the company and every member of any Sub-contractor's team working on any T&R Fire Protection Ltd managed project(s), has the absolute right to decline to carry out work if they feel it is not safe to do so.

Where the operation of a machine, a site condition or a method of working constitutes a danger to the employee of another person the employee may refuse to work.

Any situation arising which leads to an individual refusing to work for Health and Safety reasons must be reported to the senior person on site as soon as possible, and no employee should continue to work until the working environment is made safe. Escalation for resolving a Refusal to Work is through the line manager or the Managing Director and their decision will be final.

Managers and staff are also encouraged to report any unsafe acts or conditions, which they have witnessed through the Near Miss Reporting procedure.

T&R Fire Protection Ltd will not discipline, discharge, suspend, lay off or demote an employee or impose any financial or other penalty on an employee who invokes the Refusal to Work Procedure. Full details of the procedure to be followed can be found in the Health & Safety Policy.

VIOLENCE AND AGGRESSION POLICY

T&R Fire Protection Ltd recognises that we have a duty and responsibility to ensure that employees of the company can go about their work without being subject to unacceptable behaviour, violence and aggression. We aim to manage unacceptable behaviour in a manner that protects our employees and members of the public wherever it is appropriate and necessary to do so.

DEFINITION

The Health and Safety Executive (HSE) definition of work-related violence is: 'Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. This can include verbal abuse or threats as well as physical attacks'.

Examples of unacceptable behaviour are given below:

- Offensive or abusive language, verbal abuse and swearing
- Unwanted or abusive remarks
- Negative, malicious or stereotypical comments
- Invasion of personal space
- Brandishing of objects or weapons
- Near misses i.e. Unsuccessful physical assaults
- Threats or risk of serious injury
- Bullying, victimization or intimidation
- Spitting
- Alcohol or drug fuelled abuse
- Unreasonable behaviour and non-cooperation such as repeated disregard for company policy i.e. Smoking on premises.
- Any of the above which is linked to destruction of or damage to property

COMPANY RESPONSIBILITIES

- Carry out risk assessments to assess and review the duties of employees, identifying any 'at risk' situations and taking appropriate steps to reduce or remove the risk to employees.
- Assess and review the duties of employees, identifying any 'at risk' situations and taking appropriate steps to reduce or remove risk to employees particularly if they are working alone. Assess and review the layout of work locations to reduce the risk to employees.
- Assess and review the provision of personal safety equipment i.e. alarms.
- Develop Policies, procedures and guidelines for dealing with physical and verbal abuse.
- Provide support and counselling for victims or refer to suitably qualified health professionals.
- Make employees aware of risks and ensure employee involvement in suitable training courses.

- Record any incidents and take any remedial action to ensure similar incidents are prevented.

EMPLOYEE RESPONSIBILITIES

Employees have the responsibility to ensure their own safety and that of their colleagues at work. It is essential, therefore, that all employees are familiar with company policies and procedures, equipment and precautions adopted to combat the risk of physical and verbal abuse.

- Familiarise themselves with company Policies and Procedures, guidelines and instructions.
- Participate in relevant training made available by T&R Fire Protection Ltd.
- Report all incidents of physical and verbal abuse (threatened or actual).
- Record details of incidents in compliance with company procedures.
- Contribute towards reviews by nominated managers concerning any incidents in which they have been involved.
- Suggest precautionary measures involving changes in the layout of the work environment that can reduce risk.
- Advise the Line Manager of any perceived risks involved in work activities.

SUPPORT FOR EMPLOYEES SUBJECTED TO ABUSE

- T&R Fire Protection Ltd takes a serious view of any incidents of physical and verbal abuse against its employees and will support them if assaulted, threatened or harassed.
- The first concern of managers after an incident is to provide appropriate debriefing and counselling for affected employees. Depending on the severity of the incident this counselling may be undertaken by trained professionals.
- The Line Manager will assist victims of violence with the completion of the formal record of the incident and where appropriate will report the incident to the police.