

# **The Acorn Group**

## **HEALTH AND SAFETY AT WORK etc ACT 1974**

**November 2022**

# Health & Safety Policy

## Statement of Intent

1. The Acorn Group (hereinafter referred to as 'The Company') recognises its health and safety duties under the Health and Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999, the Work at Height regulations 2005 and any subsequent and accompanying protective legislation. The General Manager responsible for Health & Safety, Stephen Allen, recognises that he has a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and current codes of practice.
2. The Company will, so far as is reasonably practicable:
  - a) Provide and maintain of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment.
  - b) Provide information and instruction as may be necessary to ensure the health and safety of its staff members and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensure the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances, glass & associated glazing materials and equipment.
  - d) Make regular assessments of risks to staff members and
  - e) Take appropriate preventative/protective measures following such assessments.
3. In order that the Company can achieve those objectives, it is important that staff members recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and other persons. Staff members should also co-operate fully with the Company, its clients or anyone else concerned with, and to ensure that their obligations are met.
4. All staff members of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work etc Act 1974, and the Management of Health and Safety Regulations 1999 and any other applicable legislation, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all staff members is drawn to the attached safety rules and procedures as well as those safety rules and procedures in force at our non-domestic clients premises. Staff members should recognise that failure to comply with health and safety obligations can lead to dismissal from their employment. In the case of serious breaches, such dismissal may be instant without prior warning.
5. This policy and associated documents has been prepared under section 2(3) of the Health and Safety at Work etc Act 1974 and binds everyone, staff members and visitors alike. We request that everyone respects this policy, a copy of which can be obtained on request.



Stephen Allen

POSITION: General Manager

'The Competent Person' Responsible For Health and Safety

DATE: April 2022

## RESPONSIBILITIES

The Company has responsibilities under health and safety legislation towards:

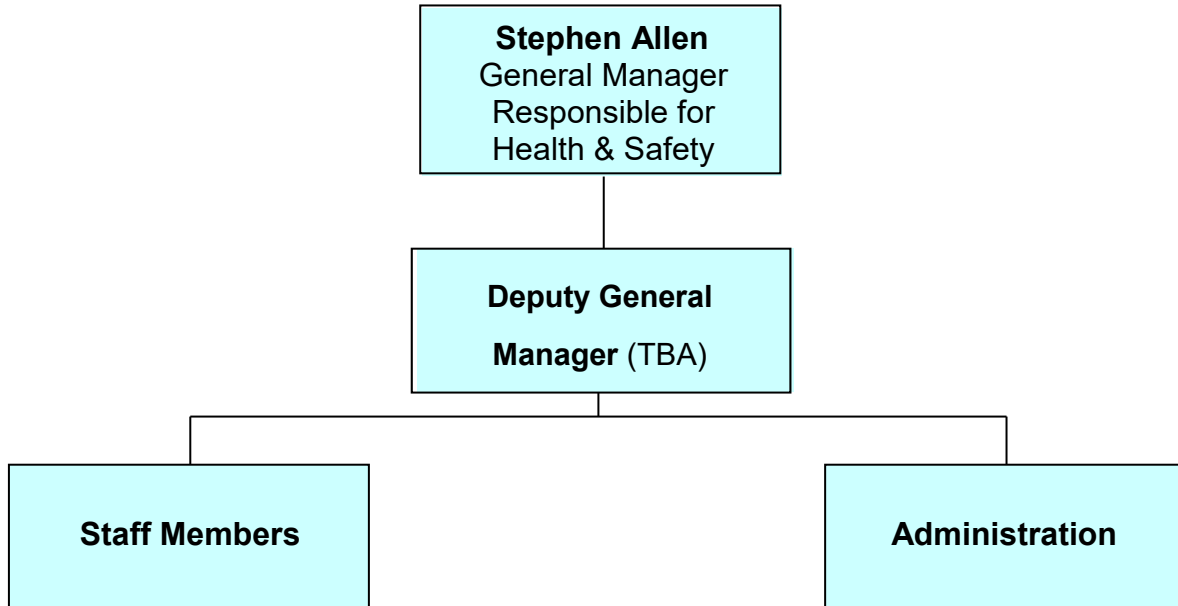
- Staff members
- Customers, visitors and the local community
- Members of the public
- Contractors
- In fact, ANYONE affected by its operations

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

### **Every Staff Member must:**

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions during their work
- Co-operate with both Company management and non-domestic clients management with regard to agreed health and safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details to their immediate supervisor as soon as possible, and in all cases before the end of the shift on which the incident occurs
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
- Use machinery, plant and equipment only when authorised and properly trained to do so
- Ensure that all safety devices, guards, fences etc. on machinery are in place and properly adjusted before setting a machine in motion, or carrying on work
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items

## Organisation for Health & Safety



**Mr Stephen Allen**  
**General Manager**

**Responsible for Health and Safety**  
**(The Competent Person)**

Stephen Allen is responsible for ensuring that the Policy enables the Company to fulfill its legal duties and is the competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers). Additionally he will manage its activities so that standards of health and safety are continuously improved. He will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

It is also the Competent Persons' responsibility to ensure that:

- Systems are in place to review and up-date this Policy annually, when major personnel changes occur, when new plant/equipment is introduced and when relevant legislation is enabled

- Health and safety objectives for the Company are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Safe systems of work are in operation, and staff members receive adequate and appropriate training
- Suitable Managers are appointed, as required, to implement this Policy on a day to day basis

The above responsibilities will be implemented in association with LHS Solicitors through the Company's membership of the Federation of Small Businesses, who will assist the Company's "Competent Person" for all health and safety matters, as defined by the Management of Health and Safety at Work Regulations 1999.

## **The person so appointed as Assistant General Manager**

He/she will be responsible for ensuring that all Health and Safety matters are dealt in the absence of the General Manager and to act with his full authority in all Health and Safety disciplinary matters.

## **THE COMPETENT PERSON**

We use both PSM and LHS Solicitors to support the Competent Person. PSM are consulted for all H&S related matters, whilst LHS solicitors (who are a free service available through our membership of the Federation of Small Businesses) would be consulted for issues within our other policies in these areas:

- a) Advice on interpretation of legal requirements
- b) Assistance with strategy for implementation within them
- c) Provide advice on the investigation of serious accidents
- d) Revision at least annually and in the light of experience or legal change
- e) Advice upon the visit of an Enforcement Officer

## **TRAINEES**

It is also the responsibility of trainees to ensure that:

- They co-operate with regard to health and safety, and do not interfere with or misuse anything provided in the interest of health, safety or welfare

- Safe systems of work are carried out at all times, using personal protective equipment where provided
- All work carried out complies with the appropriate legal and Company procedures, and to report where necessary any dangerous practice or circumstances which affect the safety of the work area

## ARRANGEMENTS

### 1. Systems and Procedures

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

Equally important is the need for constant alertness by both the General Manager and staff members in identifying and eliminating potential hazards wherever possible.

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

- Formulate and maintain safe working systems, including work carried out during any work activity
- Ensure that a full Covid-19 Risk Assessment has been undertaken in accordance with the separate RA guide, If in ANY doubt, contact the Competent Person
- Take all necessary steps to establish the causes of accidents and risks to health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical, plant or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the health and safety of staff members etc will not be affected
- Provide proper and adequate induction and training to ensure that all staff members are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the manager and staff members in matters relating to health and safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of health and safety performance
- Consult with staff members, and advise them of their legal duties and responsibilities, including the requirement to:

- Abide by safe working systems
- Make use of facilities and equipment provided for their protection
- Refrain from any act which could endanger themselves or others
- Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of health safety and welfare
- Report any known defect, which could endanger the health or safety of themselves or others
- Co-operate as far as is necessary to ensure that we meet our legal requirements
- In relation to any CDM work, we will ensure that the risks involved are managed from start to finish, engage with everyone about risks and the relevant controls necessary to manage them, provide information on how those risks are to be managed, select only the right people to undertake the work, cooperate and coordinate the works with others and communicate all relevant information effectively.

## 2. CDM Responsibilities

### Introduction

For the purposes of Construction (Design and Management) Regulations 2015 (CDM 2015), whilst working in, on and around commercial and domestic customer property, The Company is classed as a Contractor. This is because The Company, in the course of or furtherance of its work, manage, and/or control elements of construction work.

In order to comply with CDM2015, The Company has incorporated the following into this Policy.

Contractors must ensure:

- They do not carry out construction work in relation to a project unless satisfied that the client is aware of the duties owed by the client under these Regulations.
- They do not employ or appoint a person to work on a construction site unless that person has, or is in the process of obtaining, the necessary skills, knowledge, training, and experience to carry out the tasks allocated to that person in a manner that secures the health and safety of any person working on the construction site.
- They plan, manage, and monitor construction work carried out either by the contractor or by workers under the contractor's control, to ensure that, so far as is reasonably practicable, it is carried out without risks to health and safety.
- They comply with any directions given by the principal designer or the Principal Contractor (where appointed)

- Where a Principal Contractor is appointed, they comply with the parts of the construction phase plan that are relevant to that contractor's work on the project.
- They take account of the general principles of prevention when planning and estimating the amount of time required to complete the work or work stages;
- If there is only one contractor working on the project, the contractor must draw up a construction phase plan, or make arrangements for a construction phase plan to be drawn up, as soon as is practicable prior to setting up a construction site.
- They provide each worker under their control with appropriate supervision, instructions, and information so that construction work can be carried out, so far as is reasonably practicable, without risks to health and safety.

This must include providing workers with:

- ❖ a suitable site induction, where not already provided by the principal contractor;
  - ❖ the procedures to be followed in the event of serious and imminent danger to health and safety;
  - ❖ information on risks to health and safety identified by risk assessment, arising out of the conduct of another contractor's undertaking any other information necessary to enable the worker to comply with the relevant statutory provisions
- They do not begin work on a construction site unless reasonable steps have been taken to prevent access by unauthorised persons to that site.
  - That the requirements of Schedule 2 (welfare provisions) are complied with so far as they affect the contractor or any worker under that contractor's control.

### **3. Arrangements for Implementing Policy**

#### **3.1 Staff members Member Consultation**

Staff members Member consultation is achieved as follows:

- Audits
- Safety Notice Board
- Health and Safety Booklet



## 3.2 Training Considerations

The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless they have received adequate training to help them understand the hazards involved and the precautions to be taken. The General Manager will ensure safety training is provided and it will be incumbent upon him to ensure that 'on-the-job' training is given to new staff members members or those new to a job.

### Safety Appraisals

The General Manager recognises that each place of work is unique in terms of the nature of the work, the materials and tools that will be used and the people involved. Due to the varied types of premises in which the Company undertakes its work, a detailed action plan will be required which will be site specific.

The General Manager will ensure that prior to commencement work on any on site including both domestic and non-domestic, a safety plan specific to that site and/or a risk assessment will be prepared in consultation with other specialists where appropriate. This appraisal will identify those activities with significant risks which need to be eliminated, reduced or controlled as far as is reasonably practicable. Courses of action must be devised and implemented to avoid these hazards. A record shall be kept of such proposals, which will be reviewed regularly to ensure that they are being implemented and updated as the site progresses.

## 3.3 Fire

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

Detailed procedures for evacuations including exit routes and information on good practice are held, and communicated to all staff members during induction. Equipment checks and evacuation drills will be held at regular intervals.

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

When working at in a non-domestic clients premises, the clients Risk Assessment and ALL control measures shall have precedent over those issued at the Company's own work premises.

### 3.4 Risk Assessments

The Management of Health & Safety at Work Regulations (1999) require employers to assess the risks to workers and anyone else who might be affected by their undertaking and actions.

A risk assessment usually involves identifying any hazards present in an undertaking (whether arising from work activities or other factors e.g. the layout of the premises) and then evaluating the extent of the risks involved, taking into account whatever precautions are already in place.

The definition given in the above Regulation is as follows:

- *A **Hazard** is something with the potential to cause harm - this can include substances, machines, methods of work and other aspects of the organisation)*
- ***Risk** is the likelihood that the harm from a particular hazard is realised.*
- *The extent of the risk covers the group of people, which might be affected by the risk*
- *i.e. the numbers of people who might be exposed and the consequences for them.*

The purpose of the risk assessment is to help the employer to determine what measures should be taken to comply with the employer's duties under the 'relevant statutory provisions'. This phrase covers the general duties in the Health & Safety at Work etc Act (1974) and the more specific duties in the various Acts and Regulations associated with the HSW Act including the Work at Height Regulations 2005.

The risk assessment is there to guide the judgment of the employer as to the measures they ought to take to fulfill their statutory obligations.

The Company will review the risk assessment if there are developments that suggest that it may no longer be valid (or it feels that it can be improved).

### 3.5 Method

Risk assessments are to be undertaken by the General Manager or the Assistant General Manager using the current Risk Assessment forms. Once completed, this information will be disseminated to the Client if applicable and relevant staff members and the master filed for future reference. The Health & Safety Advisor will, if required, provide additional assistance.

When undertaking actual works at a Clients premises, all reviews to the initial risk assessments will be undertaken using the same form.

### **3.6 First-aid**

The Health and Safety (First-Aid) Regulations 1981 will be complied with and the recommended number of persons will be trained and certificated to the necessary standard.

The First Aid attendant's name and location must be clearly denoted on or near the First Aid box in the general offices of the Company. Similar information will be clearly posted in the offices of non-domestic Clients.

Details of the First Aider will be displayed on the notice board for the benefit of all staff members and visitors to the offices of the Company, and brought to the attention of all new staff members at their Induction stage.

The General Manager or his deputy will check stock levels of items required under the Regulations at regular intervals. Where staff members are working away from Company premises, each Company vehicle is equipped with a suitable First Aid box.

The General Manager will maintain a register of certificated First Aiders, and will ensure that a minimum level of cover is provided at all times at the Company premises.

### **3.7 Accident Procedure**

Details of all accidents will be recorded in the Accident Book located in the general office of the Company. Where such accidents occur whilst working at domestic Clients premises, the Accident book in the Company vehicle should be used. Where the incident occurs at a non-domestic Clients premises the Clients own Accident book should be used. In any event, details of ALL incidents including 'near-miss' incidents should be reported to the General Manager for appropriate investigation. Staff members are required to assist with any investigation. The requirements of RIDDOR will be followed in respect of any reportable accident or dangerous occurrence (see below).

### **3.8 Statutory Notification of Accidents/Dangerous Occurrences**

When a major injury or dangerous occurrence has occurred, the HSE Incident Control Centre will be notified immediately by the General Manager or his Deputy and the on-line incident report form will be completed at <https://www.hse.gov.uk/riddor/report.htm>. Where a fatal injury, or one of the specific injuries as detailed on the HSE website at <https://www.hse.gov.uk/riddor> has occurred, this will reported directly to RIDDOR on 0345 300 99 23, Monday to Friday 0830 to 1700. For out of hours reporting, use: <https://www.hse.gov.uk/contact/contact.htm#out-of-hours>. The other parties that need to be notified as soon as possible are, Alcumis PMS, and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE Incident Control Centre under Regulation 8 by the General Manager or his Deputy using the form at: <https://www.hse.gov.uk/riddor/report.htm> or directly by telephone on 0345 300 99 23.

All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as the Company's safety advisors, Alcumis PSM may give advice and guidance in such investigations.

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

### **3.9 Engineering and Maintenance**

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

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

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

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

### **3.10 Electricity**

The General Manager will arrange for electrical equipment, in particular the charging leads for portable equipment, to be properly maintained and be safe for normal use. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

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

Staff members will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal mains operated electrical apparatus is not to be used in connection with the Company's work without prior permission.

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

### **3.11 Display Screen Equipment**

A specific assessment will be carried out in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

The following procedures will be followed:

- 1) "Users" of display screen equipment shall be individually identified by the General Manager who will be responsible for collating self-assessment forms and assisting where necessary.
- 2) The General Manager shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare.
- 3) "Users" shall be entitled to request an appropriate eye and eyesight test. Where "Special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by The Company.

### **3.12 Control of Substances Hazardous to Health (COSHH)**

The purpose of this section of the Policy is to ensure that the Company and its staff members meet their joint and individual responsibilities under the COSHH Regulations 2002 (as amended 2004).

It is also to ensure that following a thorough assessment of all substances, adequate controls are established in respect of the ordering, receipt, storage, use and disposal of any substance identified as hazardous to health.

#### **Method**

The General Manager will identify all substances which are present in the workplace and which are either used or stored on the premises. An assessment will then take place using a C.O.S.H.H. Assessment Form. It will include the following evaluations:

- a) The risk to the health of individuals arising from the use or storage of these substances
- b) Reduce the risk to health by the replacement of a substance with a less hazardous or non-hazardous substitute where practicable.
- c) Where a hazard remains, to introduce procedures and controls to minimize the risk to health and provide appropriate protective equipment.
- d) Ensure that all staff members and those working at the location are informed about potential hazardous substances and instructed in the precautions to be taken when coming into contact with these substances.

### **Responsibilities**

It is the responsibility of the General Manager to ensure that they know the hazards present under their control. They must establish and maintain control procedures for the ordering, receipt, storage, usage and disposal of hazardous substances. They must ensure that appropriate protective equipment is provided and used by those persons exposed to a substance identified as hazardous to health.

It is the responsibility of the General Manager to regularly review the range of potential risks in their area or responsibility. Where new substances arrive on site, a full assessment of the risk from these substances must be made. The assessment will examine the risk of ingestion (if swallowed), inhalation (if breathed in), absorption (contact with the skin) and exposure.

The General Manager is required to communicate details and information of hazardous substances to staff members, contractors and visitors. They will ensure that all those whose duties include contact with hazardous substances are adequately trained in the safe handling of those substances.

Secondary responsibility under the COSHH regulations falls on the following persons:, namely:

### **All other staff members and visitors**

These individuals must be fully trained in the safe handling, storage, usage and disposal of hazardous substances. They have a duty to report any person or persons who fail to comply with the Policy and Procedures applicable under the COSHH regulations.

### 3.13 Manual Handling

In order to secure the health and safety of its staff members the Company proposes, so far as is reasonably practicable, in consultation with all staff members and their representatives to: -

Carry out an initial assessment of manual handling operations throughout the Company to identify risky activities (see section on Risk Assessment) and endeavor to eliminate these risky manual handling activities wherever practicable: -

- a) By removing the need for the operation
- b) By automating or mechanising the operation

Where manual-handling activities cannot be eliminated, appoint suitably qualified assessors to carry out detailed assessments of the risks considering in each case the task, the load, the working environment and individual capability.

Put in place a system of measures to reduce the risks associated with remaining operations based upon the results of the assessments, concentrating upon changes to the task, the load and the environment.

Ensure, wherever possible, that loads including those loads delivered from outside the company are marked with sufficient information to facilitate safe handling.

Provide general training on the principles of manual handling for all staff members engaged in such activities, outlining the risks to health and how they might be avoided.

Provide specific training on manual handling where the assessment indicates it is necessary.

Ensure that allocation of manual handling operations takes account of the individual circumstances of the worker concerned.

Review the assessments should conditions change.

#### Information and Training

The Company will give sufficient information, instruction and training as is necessary to ensure the health and safety of workers carrying out manual handling of loads.

Self employed contractors and contractors working for another employer will be reminded of their responsibilities under the regulation and given sufficient information about the loads to enable them to meet their responsibilities.

### 3.14 Personal Protective Equipment

Where necessary, when items of protective equipment are issued, sufficient instructions and training must be given to ensure persons know when, where and how to use this equipment. All identification, issue and monitoring of P.P.E shall be the responsibility of the General Manager.

1. All personal PPE will be issued and signed for on request as determined by wear and tear or lost items.
2. Eye protection must always be readily available on all sites and operatives must wear this protection in all operations specified in accordance with the Personal Protective Equipment Regulations 1992.
3. Where there is any dust present in any quantity which could be injurious to any person, approved dusk masks or respirators shall be worn, and where any dust is in large quantities or greatly injurious, or where harmful vapour or fumes exist, respirators shall be worn.
4. Gloves/gauntlets must be available to be issued to persons involved in any work that can result in their hands being injured or infected in any way. Where necessary, barrier creams, etc. should be available for use by persons when required.
5. Where there is excessive noise on site, which cannot be effectively silenced, a sufficient quantity of suitable ear defenders must be issued, with facilities for storage and cleansing.
6. All items of protective equipment must comply with British Standards and the CE mark for European Standards.
7. Management must at all time set an example in the wearing of protective equipment.

### 3.15 Premises

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999.

Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.



### **3.16 Contractors**

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

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

Where contractors are to carry out work on client's premises on behalf of the Company, they will be asked to provide evidence of health and safety competence in advance. Copies of Risk Assessments, COSHH assessments, Method Statements, or similar documentation. This must be submitted and approved by General Manager as confirmation that risks to health and safety are being properly managed. All contractors will report to the General Manager prior to commencing ANY work.

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

### **3.17 Visitors**

The member of staff members responsible for the visitor is also responsible for that visitor's safety and welfare, and will ensure that all health and safety rules and procedures are followed.

### **3.18 Visiting other locations**

Staff members are required to take all reasonable precautions to ensure their own health and safety when visiting other locations such as client premises. They are required to observe the safety procedures of the host organisation, and to avoid any hazardous situation.

### **3.19 Company Transport**

Company vehicles shall only be driven by "authorised drivers" who hold a valid driving licence. Authorised drivers of company vehicles are responsible for the serviceability of the vehicle and should immediately bring to the Company's attention any defect/s they discover.

All road traffic accidents and dangerous occurrences must be reported immediately to the General Manager.

### **3.20 Smoking Policy**

The Company acknowledges that second-hand tobacco smoke is both a public and work place health hazard and have therefore in line with current legislation, have adopted a total 'no smoking' policy inside the office premises.

#### **Aims of the Policy**

The policy seeks to:

Guarantee a healthy working environment and protect the current and future health of staff members members, customers and visitors.

Guarantee the right of non-smokers to breathe in air free from tobacco smoke.

To comply with Health & Safety Legislation and Employment Law.

Raise awareness of the dangers associated with exposure to tobacco smoke.

Take account of the needs of those who smoke and to support those who wish to stop.

#### **Restrictions on Smoking**

Smoking is not permitted in any part of the premises, entrances or grounds at any time, by any person regardless of their status or business with the company except in designated smoking areas.

Smoking is not allowed at entrances and exits, in corridors, toilets, or refreshment areas.

This policy shall also apply when working inside both non-domestic and domestic client premises.

#### **Visitors**

All visitors, contractors and service companies are required to abide by the above policy. Staff members members are expected to inform customers or visitors of the no-smoking policy. However they are not expected to enter into any confrontation, which may put their personal safety at risk.

## Vehicles

Smoking is not permitted in company vehicles or any vehicles being used on company business at any time.

### 3.21 Asbestos

In the event of asbestos being found or is suspected whilst working at a clients premises, work will immediately stop in that area and the matter will be reported to Stephen Allen. Under normal circumstances the suspected asbestos should not be touched, except to wet it, and all persons advised to keep away from it. The client will be advised to approach a specialist company who will determine the next course of action. That will be dependent on the result of any analysis of the asbestos. Work will be halted in that part of the client's premises until the client gives the 'all-clear' in writing. Staff members should therefore remove all tools and work materials from the affected area.

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

### 3.22 Noise at Work

Following the introduction of the latest legislation on noise in the workplace (Control of Noise at Work Regulations 2005) the Company will:

- Identify areas where noise levels exceed 80dB(A) now known as the Lower Exposure Action Value (LEAV)
- Carry out a suitable and sufficient Risk Assessment identifying the source(s) of noise and personnel who may be affected
- Make hearing protection available for staff members
- Draw up an action plan specifying what needs to be done to protect staff members
- Wherever possible, reduce the noise to as low as reasonably practicable by engineering methods or changes to the process

If the noise levels exceed 85dB (A) now known as the Upper Exposure Action Value (UEAV), the company will:

**3.22.1** Provide hearing protection to any employee exposed

**3.22.2** Designate and identify the area as a "Hearing Protection Zone"

**3.22.3** Restrict access to this area.

If required, The Company will inform staff members of the nature of the risk from exposure to noise, the current limits under the Regulations, the value of any measurements taken and the availability and provision of hearing protection.

If the wearing of hearing protection is unavoidable, the company will ensure that the noise level to the wearer does not exceed 87dB(A) Known as the Exposure Limit Value (ELV)

### **3.23 Working at Height**

The company recognises and accepts its responsibility under the Working at Height Regulations 2005 and shall as far as reasonably practicable ensure: -

- All work at height is properly planned and organised
- All work at height takes account of weather conditions that could endanger health and safety.
- Those involved in work at height are trained and competent
- The place where work at height is to be undertaken is safe
- Equipment for working at height is appropriately inspected
- The risk from fragile surfaces are properly controlled and the risks from falling objects are properly controlled
- Take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations 1999

**Revision Record**

Revision Number	Date	Revision Details
X	January 2017	First Issue
1	February 2018	Addressed syntax issues and a spelling mistake
2	May 2019	Revised No Smoking section
3	September 2019	Corrected spelling mistake and tidied up page number errors
4	April 2020	Added reference to Covid-19 R
5	April 2021	Revised and updated CDM references
6	November 2022	Updated errors in legislation dates & revised CDM references