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**SECTION 1 – HEALTH & SAFETY POLICY STATEMENT**

The Health and Safety at Work etc Act 1974 imposes statutory duties on employers and employees. Powell Padilla Ltd (the Company) ensures that the Health and Safety Policy document is prominently displayed at the workplace and every employee provided with a copy. It is the Company's general policy to review and revise if necessary the Health and Safety document on a regular basis with respect to health and safety at work of its employees and the organisation and arrangements for the time being in force and to bring the statement and any revision of it to the notice of all its employees.

The Company will, so far as is reasonably practicable, ensure that:-

- \* The health, safety and welfare of its employees and others that may be affected by its activities are protected.
- \* It meets its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- \* The working environment of all employees is safe and without risk to health, safety and welfare and that the provision and maintenance of means of access to and egress from the working environment is safe and without risks.
- \* It safeguards employees, contractors, visitors and the public from any foreseeable hazards connected with work activities, processes and working systems in accordance with the statutory health and safety regulations.
- \* It provides information, instruction, training and supervision as is necessary to secure the health, welfare and safety of all its employees.
- \* Employees are aware of their responsibilities in respect of health, welfare and safety matters and that they participate in the prevention of accidents.
- \* It regularly audits, inspects and review activities to ensure that the Company's objectives for health, welfare and safety are being met.
- \* Adequate guidance, training and supervision are provided to employees in the use of any substances, plant, machinery and equipment and ensure that employees are safeguarded from any potential hazards.
- \* Any machinery and equipment under the Company's control is maintained and is safe for use by its employees, contractors and any other person who may be affected.
- \* Any contractors undertaking work for the Company are informed of the standards required with regard to health, welfare and safety. Contractors are to be monitored to ensure their conformance with the Company's statutory requirements.
- \* Standards comply with the statutory requirements relating to health, welfare and safety.
- \* Policies are regularly reviewed and updated and any changes conveyed to its employees.

**R Powell**  
**Director/ Operations Manager**

**May 2009**

**SECTION 2 – RESPONSIBILITIES AND ORGANISATIONAL CHART**

All employees have legal responsibilities to ensure that reasonable steps are taken to ensure their own health, wealth and safety as well as that of any other person who may be affected. The Director(s) have overall responsibility for health and safety within the Company.

1. Overall and final responsibility for health and safety is that of the **Director**:-
  
2. Day to day responsibility for ensuring this policy is put into practice is delegated to:-

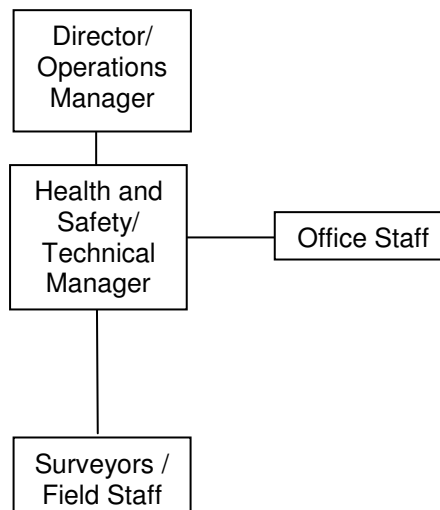
**2.1 Director / Operations Manager**

The Operations Manager has ultimate responsibility for the Health and Safety Policy and for its implementation.

**2.2 Health & Safety Manager / Technical Manager**

The health and safety Manager is responsible for:-

- Advising the Company on all matters relating to Health and Safety within the Company.
- Monitoring the Company's compliance with current and proposed Health and Safety legislation and ensure Directors take due regard of the legislation.
- Ensuring that the Quality Assurance Manager is kept updated with any changes to legislation in order that the Health and Safety can be updated and distributed accordingly.

**2.3 Organisational Chart**

### SECTION 3 – HEALTH AND SAFETY ARRANGEMENTS

Powell Padilla Ltd are committed to ensuring that all employees receive the highest standards of training to enable them to complete their day to day work activities safely and efficiently.

#### 3.1 INDUCTION

##### 3.1.1 Office Based Staff

Office based staff are inducted and provided with health and safety training on their first day of employment with the Company.

Induction of office based staff includes:-

- Welcome
- Office layout including access and egress routes, parking areas etc.
- Health and Safety Policy and location of Health and Safety library and poster.
- Accident Reporting / First Aid
- Fire and emergency evacuation procedures

##### 3.1.2 Managers / Surveyors / Supervisors

Managers, surveyors and supervisors are inducted and provided with health and safety training on their first day of employment with the Company.

Induction of personnel working on customer sites and office based includes:-

- Welcome
- Office layout including access and egress routes, parking areas etc.
- Health and Safety Policy and location of Health and Safety library and poster.
- Accident Reporting / First Aid
- Fire and emergency evacuation procedures
- Communication arrangements for reporting unsafe situations.
- Customer works restrictions / site rules / inductions
- Occupational health and safety in-house control
- Health and Safety hazards / precautions relating to customer sites including risk assessments, safe systems of work, method statements and permits to work.
- Company procedures for Toolbox talks and briefings
- Company documentation, for example, risk assessments, accident reporting etc.

#### 3.2 DUTY OF EMPLOYER / EMPLOYEES

Powell Padilla Ltd is committed to the provision of a safe and healthy working environment where everyone is valued, treated with respect and consulted on health and safety issues. In order to promote this commitment the following procedures will be adopted.

##### Right to stop work

Everyone on a site or in an office has the right to stop working if they feel that their health and safety is at risk. On stopping work they should ensure that the workplace is not left in an unsafe condition whereby a third party could be placed at risk. They should notify their Line Manager of the circumstances so that corrective action can be taken.

The Company has implemented the following methods of ensuring the continued health and safety of all personnel.

##### Induction

See section 3.1 above.

**Tool Box Talks**

Regular tool box talks are held with all staff thereby ensuring that any issues with regard to health and safety are raised and resolved and that all employees are aware of any changes to legislation and policies within the Company. All toolbox talks are recorded and held on file.

**Safe System of Work Briefings**

All personnel involved in work activities which have specific health and safety issues will be briefed on the safe system of work by their Line Manager. All briefings are recorded and held on file.

**3.3 TRAINING**

In accordance with the Health and Safety at Work etc Act 1974 it is the duty of the Company to provide adequate training to employees to ensure that they are able to carry out their jobs without any risk to their health or safety.

Employees are given a copy of the Health and Safety Policy on commencement of employment with the Company and are given instruction in the safety aspects of their daily work.

These include :-

- Safe working practices specific to the work and environment;
- Safe and correct use of personal protective equipment;
- Specific hazards/risks and associated controls identified in the workplace;
- Identification of individuals with specific responsibilities;
- Fire arrangements and precautions;
- Accident reporting procedures, First Aid arrangements.

Employees are also advised of their duties under Section 7 of the Health and Safety at Work etc Act 1974; these are :-

“It shall be the duty of every employee while at work –

- (a) to take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work; and
- (b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with.”

**3.4 PLANT AND EQUIPMENT**

All electrical equipment is to be PAT tested on an annual basis and the appropriate PAT testing details reflected on the equipment.

All cable to equipment must be routed safely so as not to become a trip or fall hazard.

All plant and equipment used on customer's premises are to display a current PAT and DOP (if applicable).

Scaffolding and mobile towers may only be erected, modified or dismantled by persons competent to do. Powell Padilla Ltd employees, unless trained to do so, are not permitted to use any non-hand held plant or equipment (MEWP's etc).

Stepladders are only to be used in accordance with the generic risk assessment. They are to be used in accordance with the Working at Heights regulations:-

“Every employer shall ensure that a ladder/stepladder is used for work at height only if a risk assessment under regulation 3 of the Management of Health and Safety Regulations 1999 has demonstrated that the use of more suitable work equipment is not justified because of a low risk and:

- (a) the short duration of time; or
- (b) existing features on site, which cannot be altered.”

If it is found that access equipment is inadequate then the employees Line Manager is to be informed and work is not to start until the situation has been rectified.

### 3.5 NOISE

The Noise at Work Regulations (NAWR) imposes a general duty to reduce the risk of damage to the hearing of employees from exposure to noise to the lowest level reasonably practicable. The Company undertakes to comply with these regulations as far as is reasonably practicable.

### 3.6 ELECTRICAL SAFETY

The Company shall comply, so far as is reasonably practicable, with the Electricity at Work Regulations.

The Company will ensure, so far as is reasonably practicable, that any electrical equipment within the company premises is maintained, used and be suitable to prevent danger and that any electrical equipment intended to be used outside or in other adverse environments is contracted or protected so as to be safe. The Company will ensure that all appliances have the appropriate insulation, earthing, connections and integrity of the conductors and that there are appropriate means of protection from excess current and cutting off the supply and isolating it.

The Company will ensure that only persons competent to do so carry out any works to electrical equipment.

Risk assessments are to be carried out prior to carrying out surveys in customers premises to ascertain whether equipment is 'live' and the proper precautions taken in this event.

Portable Appliance Testing (PAT) is to be carried out to all electrical equipment belonging to the Company or on the Company's premises once a year and details of the testing to be displayed prominently on the equipment. The Operations Manager is responsible for ensuring that PAT testing is carried out.

All employees have a duty to report any defects in electrical appliances or systems to their Line Manager who should then ensure that the appropriate corrective action is taken.

All employees have a duty to report any new equipment requiring PAT testing to the Technical Manager.

### 3.7 WORKING AT HEIGHTS

The Company will comply, so far as is reasonably practicable, with the Working at Height Regulations 2005 (WAHR).

“Work at height means –

- (a) work in any place, including a place at or below ground level;
  - (b) obtaining access to or egress from such place while at work, except by a staircase in a permanent workplace,
- where, if measures required by the Working at Height Regulations were not taken, a person could fall a distance liable to cause personal injury .....

The Company undertakes to ensure that all employees are aware of and understand the following and ensure that work at height is:-

- Properly planned, including planning for emergencies and rescue;
- Appropriately supervised;
- Carried out in a manner which is so far as is reasonably practicable safe;

- The selection of work at height equipment is to be done in accordance with the risk assessment to be carried out (See Appendix 1)
- Not carried out when the weather conditions could jeopardise the health and safety of the person involved in the work;
- Working at height, including the planning and supervision thereof, is not to be carried out by any person not competent or qualified to do so; unless if the employee is undergoing training, then only if being supervised by a competent person.

The Company undertakes to ensure that, as far as is reasonably practicable:-

- Risk assessments in terms of working at heights are implemented and conformed to;
- Work at height is not carried out where it is reasonably practicable to carry out the work otherwise than at height;
- Suitable and sufficient measures are taken to prevent, as far as is reasonably practicable, any person falling a distance liable to cause personal injury;
- Sufficient work equipment is provided to minimise, so far as is reasonably practicable, the distance and consequences (and where it is not reasonably practicable to minimise the distance then to minimise the consequences) of a fall;
- Additional training is provided or take other additional suitable and sufficient measures to prevent, as far as is reasonable practicable, any person falling a distance liable to cause personal injury.

### **Risk Assessments**

- Any staff member arriving on site where working at height will be required are required to complete the Company's generic Working at Height Risk Assessment (See Appendix 1). Should it be found that the requirements for working at height are beyond the parameters set out in the risk assessment then the employee shall immediately inform his/her Line Manager and not carry out any work at height.
- Should it be found, when arriving on site, that working at height will be required by using specialist access equipment which the employee is not trained or qualified to use then the employee shall immediately inform his/her Line Manager and shall not access the equipment;

### **Working at Heights Equipment**

The Company provides step-ladders and extendable step ladders to all surveyors who may be required to carry out works at height.

### **Ladders**

The Company undertakes to ensure that :-

- Ladders are used for work at height only if a risk assessment has demonstrated that the use of more suitable equipment is not justified because of the low risk, the short duration of use or existing features on site which cannot be altered.
- All employees making use of ladders are adequately trained in the use thereof.

Any employee using a ladder shall ensure that :-

- The surface on which the ladder is to rest is stable firm and of sufficient strength to support the ladder so that its rungs or steps remain horizontal;
- The ladder is positioned so as to ensure its stability during use;
- Any suspended ladders are attached in a secure manner and so that it cannot be displaced or swing;
- Portable ladders are prevented from slipping during use either by securing the stiles at or near their upper or lower ends; or using an effective anti-slip or other effective device;
- Ladders used for access are long enough to protrude sufficiently above the place of landing to which it provides access;
- Interlocking or extension ladders are not used if its sections can move relative to each other while in use;
- Mobile ladders are prevented from moving before being stepped on;
- Sufficient safety landing areas or rest platforms are provided at suitable intervals where a ladder or run of ladders rises a vertical distance of 9 meters or more above its base.

**Working Platforms**

Only authorised and competent persons are permitted to erect mobile working platforms.

- Surfaces are to be stable and of sufficient strength to safely support the structure;
- Wheeled structures must be prevented from moving inadvertently while working at height by appropriate devices;
- Be stable;
- Be of sufficient size to allow the safe passage of persons and provide a safe working area;
- Have no gaps on the working platform through which a person could fall, or through which any material or object could fall and injure a person.

**Scaffolding**

Only authorised and competent persons are permitted to erect scaffolding.

Only authorised and competent employees are permitted to carry out work at heights on scaffolding.

**Inspection of Working at Heights Equipment (Ladders)**

The Company undertakes to ensure that all ladders are subjected to a quarterly inspection (See Appendix 2). The Technical Manager is responsible for ensuring that these inspections are carried out and recorded.

- Employees have the responsibility of ensuring that inspections are carried out on their ladders prior to each use;
- Any defects in the ladders are to be brought to the attention of the Technical Manager as soon as they are identified;
- Employees are not to use any ladders which are found to have any defect whatsoever.

**Fragile Surfaces**

The Company undertakes to ensure, as far as it is reasonably practicable, that no person at work passes across, works from or near a fragile surface;

Where it is not possible to work safely without passing across, working from or near a fragile surface then the Company undertakes to ensure that, as far as it is reasonably practicable,

- Suitable and sufficient platforms, coverings or similar means of protection are provided;
- Prominent warning notices are affixed at the approach to the fragile surface and that any persons at risk of injury are made aware of the fragile surface.

**Falling Objects**

The Company shall endeavour to, as far as is reasonably practicable, prevent any injury to any person by the fall of any material or object.

In addition :-

- No material or object is to be thrown or tipped from height;
- All materials and objects are to be stored in such a way that injury to any person is prevented by the collapse, overturning or unintended movement of these materials or objects.

**Danger Areas**

The Company shall ensure that where there is a risk within the workplace of a person being injured by falling a distance or being struck by a falling object then this area is clearly indicated.

**3.8 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)**

The Control of Substances Hazardous to Health Regulations 2005 (COSHH) require employers to identify, assess and prevent (or at least adequately control) exposure of their employees to substances hazardous to their health that are associated with the employers' work activities.

Asbestos, lead and substances generating ionising radiation (radioactive substances) are covered by their own specific regulations and are not included under COSHH.

Also excluded are substances that represent a danger to safety as opposed to health, eg flammable, explosive substances, etc — these should be included in the general risk assessment required under the Management of Health and Safety at Work Regulations 1999.

Employers have a duty to protect their employees, and so far as is reasonably practicable, anyone else (whether or not they are at work) on their premises who may be exposed to substances hazardous to health.

The Company Technical Manager is responsible for ensuring that an inventory of hazardous substances is prepared and maintained and that a risk assessment is undertaken annually. Employees must be made aware of hazardous substances, operating procedures and personal protective equipment.

No substance should be introduced or changed without first obtaining a hazard safety data sheet and carrying out a COSHH assessment. (See Appendix 3). A revised COSHH assessment should be carried out whenever substances, premises or systems of work change. Assessments will aim to reduce the risks progressively by:-

- Elimination
- Substitution
- Segregation
- Engineering Controls
- Personal Protective Equipment

The Company undertakes to inform, train and instruct employees in the risks to health from exposure to hazardous substances used.

### 3.9 SAFE WORK IN CONFINED SPACES

In accordance with the Management of Health and Safety Regulations 1999 (Regulation 3), the Company has a duty to carry out suitable and effective risk assessments in relation to any employee working in a confined space.

#### **A Confined Space is**

any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions, for example :-

- Closed or Storage tanks;
- Silos;
- Reaction vessels;
- Enclosed drains;
- Sewers;
- Open topped tanks;
- Furnaces;
- Ovens;

#### **Dangers from Confined Spaces :-**

The following dangers can occur in confined spaces from sources both within and without confined spaces :-

- Lack of oxygen  
which can occur where there is a reaction between some soils and the oxygen in the atmosphere; following the action of groundwater on chalk and limestone which can produce carbon dioxide; when rust forms inside steel tanks.
- Poisonous gas, fume or vapour  
which can build up in sewers, manholes and in pits connected to the system; enter tanks or vessels from connecting pipes and/or leak into trenches and pits in contaminated land.
- Liquids and gases  
these could suddenly fill the confined space or release gases into it.
- Fire and Explosion  
for example from flammable vapours, excess oxygen etc.
- Residues left within the confined space which could give off gas or vapour,
- Dust
- Hot conditions
- Fumes produced by an operation being carried out within the confined space
- Dangers could also arise from works being carried out nearby, or the inefficient isolation of plant nearby.

**Risk Assessments**

The Company undertakes to ensure that any employee required to carry out works in a confined space carries out a risk assessment of the confined space (see Appendix 4) prior to entering the confined space. Aspects to be assessed shall include :-

- The task
- The working environment
- Working materials and tools
- The suitability of the employee carrying out the task
- Arrangements for emergency rescue.

Where required, employees will be provided with adequate training in working in confined spaces.

If the risk assessment identifies the risk of serious injury then the Company undertakes to ensure that, as far as is reasonably practicable :-

- Where possible, entry to the confined space is to be avoided;
- Where entry is unavoidable then a safe system of work is to be implemented and followed;
- Adequate emergency arrangements are put in place prior to the work commencing.

**Safe System of Work**

The Company shall ensure that, as far as is reasonably practicable, the following procedures are implemented in the event of any employee being required to work in a confined space :-

- If necessary a Supervisor shall be appointed to ensure that necessary precautions are taken, to check the safety of the employee and to remain present whilst work is underway;
- Ensure that the employee has sufficient experience in working in confined spaces and that he/she has received adequate training;
- Ensure that mechanical and electrical equipment is isolated;
- Ensure that physical isolation of pipework is made if gas, fume or vapour could enter the confined space from the pipework;
- Ensure that the space is cleaned if necessary prior to any employee entering;
- Ensure that the entrance is large enough to provide easy entry and exit, especially in the case of an emergency;
- Ensure that there is adequate ventilation within the confined space. Should this not be the case then the Company shall ensure that the employee is provided with adequate breathing apparatus;
- If necessary, ensure that the air within the confined space is fit to breathe. Testing is to be carried out by a competent person using a suitable gas detector which is correctly calibrated. Continuous monitoring of the air may be required;
- Ensure that the employee is provided with any special tools and lighting which may be required;
- Ensure that emergency arrangements are in place;
- If necessary, ensure that rescue harnesses are provided to the employee entering the confined space;
- If necessary, ensure that adequate communications systems are implemented;
- Ascertain whether a 'Permit to Work' is required.

**3.10 MANUAL HANDLING**

The Company undertakes to, as far as is reasonably practicable, comply with the Manual Handling Operations 1992 (as amended) act by avoiding the need for manual handling operations which could involve a risk to any employee.

Where this is not reasonably practicable the Company will assess the risks arising from the manual handling operation and reduce the risk to as low a level as is reasonably practicable. Risk assessment is at the centre of the management of manual handling activities (See Appendix 5).

**Employers' Duties**

Under regulation 4, where a hazardous manual handling operation cannot be avoided, a thorough assessment will be undertaken.

Assessments will:-

- be suitable and sufficient, i.e. they must look at the complete handling operation and have anticipated all reasonably foreseeable factors
  - be carried out by a competent person
  - be kept up to date and revised when a significant change occurs, or in the light of experience
  - be recorded (at least the significant findings) in a retrievable medium,
- except when:-
- the handling operation is simple, obvious and easily repeatable; the risks can be shown to be insignificant; the handling operation is low-risk and short-lived and the time taken to compile a record can be shown to be disproportionate.

Following the assessment, under regulation 4(1)(b)(ii), measures will be introduced to reduce the risk of injury to the lowest level reasonably practicable, including the provision of suitable training and information to employees. The employer's duty to avoid manual handling or to reduce the risk of injury is determined by reference to what is reasonably practicable. This duty can be satisfied if the employer can show that the cost of any further preventive steps would be grossly disproportionate to the further benefit from their introduction.

The Company will ensure that, as far as is reasonably practicable, employees make full and proper use of any system of work intended to reduce the risk of injury from manual handling activities.

### 3.11 LONE WORKING

The Company recognises its statutory duties insofar as there is an obligation on the Company to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees.

Lone workers are defined as those who work by themselves without close or direct supervision and the Company undertakes to ensure that risk assessments (See Appendix 6) are carried out where there is a need for lone working (this includes employees carrying out surveys of properties on their own where there may not be anyone else present).

Risk Assessments will include the following :-

- Can one person perform the work safely;
- Is any specialised training required;
- Is the person medically fit and suitable to work alone;
- Are the security arrangements adequate;
- Are emergency procedures in place in the event of the worker becoming ill, having an accident;
- Is there a requirement for the lone worker to remain in contact with a dedicated person whilst lone working.

If it should be found that any of the requirements of the risk assessment are not met then the lone worker is to discontinue work and advise the Technical Manager / Line Manager without delay in order to have the situation rectified.

### 3.12 VISUAL DISPLAY UNITS – WORKSTATION ENVIRONMENT

The company will ensure that, as far as is reasonably practicable, wherever display screen equipment is used, a suitable and sufficient assessment of these workstations is carried out.

- The assessment will be carried out by the Quality Assurance Manager or other person designated by the Quality Assurance Manager and shall identify and evaluate the risks and what action to take (See Appendix 7).
- The user will have an informed input into any assessments, as only the person using the workstation is in a position to comment on such matters as personal comfort.
- If a workstation is shared it will be assessed for all those who use it. In this policy a workstation comprises:
  - Display screen equipment;
  - Optional accessories to the DSE;
  - Peripheral items at the workplace such as disk drives, telephone, printer or lamp;
  - Work surface, chair and other furniture;

- The environment in the immediate vicinity.
- The company defines a DSE user as “an employee who routinely uses display screen equipment as a significant part of his/her work”.
- The company will provide DSE users with information on risks to health and safety and on measures taken to protect them, these include time off with pay for regular eyesight screening and allowances for corrective appliances.
- When a new workstation is to be used, a new analysis of the workstation will be completed by the Quality Assurance Manager.
- If there is a significant change in the work process of an existing workstation, a new analysis will be completed by the Quality Assurance Manager.
- The pattern of work will be arranged so that breaks can be taken before the onset of fatigue. The timing of the break is more important than its length; breaks or changes of activity should be included in working time.
- Employees should vary their workload at the screen, short, frequent breaks are more satisfactory than occasional, longer breaks: e.g., a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be better than a 15 minute break every 2 hours; if possible, breaks should be taken away from the screen;

### 3.13 ACCIDENT PREVENTION / REPORTING

- All accidents must be reported even if no injury or damage occurs.
- Accidents without injury or damages are classed as a near miss or dangerous occurrence and need to be investigated using the appropriate form (See Appendix 8) which should prevent recurrence with more serious consequences.
- Accidents involving damage to property only are also classed as a near miss or dangerous occurrence and can have implications in repairs, replacement, and insurance claims. There are laid down procedures for reporting of injuries, diseases and dangerous occurrences under the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 ( RIDDOR).
- It is a requirement that fatal accidents, major injuries, and dangerous occurrences are notified immediately by telephone to the HSE and reported within 10 days on form F2508 which can be downloaded from the HSE web site. The form F2508A is used for the reporting of occupational diseases such as hepatitis and legionnaires disease. Accidents occasioning absence of longer than three days should be reported to the HSE within 10 days as should specified dangerous occurrences.  
The regulations require that a record of specific details should be kept. In the case of reportable accident or dangerous occurrence, the following details should be kept:
  - Date and time;
  - Name and occupation of the person affected ,including the nature of the injury or condition;
  - Place where it happened;
  - Brief description of the circumstances.
- In the case of a reportable disease, the following details must be kept:-
  - Date of diagnosis of the disease;
  - Occupation of the person affected;
  - Name of the disease.
- A record of all injuries must be put in the accident book which is kept at the Company's main office and recorded on the appropriate form. All records will be kept for at least 3 years.
- The records will be analysed by the Technical Manager/Quality Assurance Manager at regular intervals to identify any problem areas requiring attention
- All accidents will be investigated thoroughly and if serious photographs and witness statements will be taken as soon as possible after the event Appropriate measures will be taken, as far as is reasonably practicable, to prevent recurrence.
- Procedure to be followed in the event of a serious accident is:-
  - Move nothing if further injury or danger is likely.

- Call a first aider and/or an ambulance.
- Inform the Technical Manager or Quality Assurance Manager who will take charge and :-
  - Ensure the area is made safe before work recommences;
  - Take full statements from people concerned and witnesses;
  - Inform next of kin if appropriate;
  - Inform HSE if required;
  - Fill out the accident forms and book;
  - Inform the insurance company if necessary.

### 3.14 FIRST AID

The Health & Safety (First Aid) Regulations require that the company shall provide First Aid equipment and facilities adequate to numbers employed and circumstances in which they work. The risk assessment has identified Powell Padilla Ltd as a low risk environment and therefore the Company does not require qualified first aiders.

In the absence of qualified first aiders the Quality Assurance Manager has been appointed to :-

- take charge when someone is injured or falls ill, including calling an ambulance if required;
- Ensure that first aid equipment, including first aid equipment kept in company vehicles, is adequate and properly stocked

The Quality Assurance Manager (appointed person) will not attempt to give first aid for which they have not been trained.

The Company will provide all surveyors /field staff with adequate first aid boxes, including eye wash, which are to be kept in their vehicles at all times.

The surveyors / field staff will advise the Quality Assurance Manager if any of the first aid equipment is used and requires replacing.

### 3.15 FIRE PREVENTION

The Company undertakes to, as far as is reasonably practicable, safeguard its employees and all persons on company premises from death or injury in the event of a fire or associated explosion. The Company will ensure that :-

- Escape routes are clearly marked;
- Fire fighting equipment is in place, is regularly serviced and maintained and all employees are trained in the use thereof;
- Employees are made aware of escape routes, emergency gathering points and receive adequate training in evacuation procedures.
- All company vehicles will be supplied with a fire extinguisher and employees trained in the use thereof.

### 3.16 WELFARE

The Company undertakes to ensure that suitable and adequate welfare facilities are provided and maintained in an efficient state and ensure that they fulfil the requirements of the relevant health and safety requirements.

### 3.17 SUB-CONTRACTORS

Any sub-contractors working on the Company's premises shall comply with the Company's health and safety procedures.

The Company undertakes to ensure that any sub-contractors are made aware of any special requirement of the company's health and safety procedures.

### 3.18 PERSONAL PROTECTIVE EQUIPMENT

The Company will issue all Surveyors with personal protective equipment in order to provide for the protection against risks to the health and safety of the surveyors where the risks cannot be controlled by other more effective means. This includes site safety footwear, high visibility clothing, gloves, hearing protection, a hardhat, eye protection, type 5/6 disposable cover suits and boots, RPE as listed in 3.18.1 below.

All surveyors are to undertake face fit tests in accordance with legislation at the Company's cost and expense.

All employees attending sites, whether working on site or visiting site, are required to conform the sites requirements.

Employees are responsible for the care and maintenance of the PPE issued to them and shall report any defects without any delay to the Technical Manager.

Employees are responsible for the maintenance and care of the masks issued to them.

The Technical Manager is responsible for ensuring that quarterly maintenance checks are carried out on all RPE (See Appendix 9).

### 3.18.1 RPE (Respiratory Protective Equipment)

#### Care And Use Of Respirators

The exact level of exposure that causes asbestos-related diseases is unclear. But we do know that the more asbestos fibres breathed in, the greater the risk to health. That is why it is important that everyone who works with asbestos should take the strictest precautions to reduce exposure to asbestos fibres as low as reasonably practicable, and in any case to a concentration which is below the relevant control limits. This will include choosing the right respiratory protective equipment (RPE) for the job, checking that it is fitted correctly before each use and ensuring it is maintained in good condition.

#### Fit Checking of RPE

Respiratory protective equipment will only provide the expected level of protection to the user if, each time it is worn, care is taken to fit the respirator so that an effective seal is formed between the face and the seal. Each time the respirator is worn, the fit should be checked following the manufacturer's instructions. This usually involves adjusting the strap position and tension (and the nose seals of disposable respirators) before blocking off the filter and inhaling strongly to create a negative pressure inside the respirator. The mask should collapse inwards. If any leakage is detected, adjust the position of the mask and/or the tension of the straps. Retest. If a seal cannot be obtained, do not use this mask.

#### Face Mask Fit and Testing

The performance of face masks depends on achieving a good contact between the wearer's skin and the face seal of the face mask. As people's faces have a range of shapes and sizes, it is unlikely that one particular type or size of RPE face mask will fit everyone. Inadequate fit will significantly reduce the protection provided to the wearer. To make sure that the selected face mask can provide adequate protection for the wearer, a fit test should be carried out. There are two types of fit test that can be carried out. These should not be confused with the fit check, a procedure to verify that a good seal has been obtained each time the respirator is used.

#### Do Not Modify Any Form of RPE Without the Knowledge and Consent of the Manufacturer

#### Type And Specification Of Respirators To Be Used

- Positive pressure (sabre phantom) full face mask fitted with (BS EN 147 / 12942) rc350 main filters & pfp81 pre filters for inspection within live enclosure.
- Negative pressure (sabre phantom) half face mask, fitted with (BS EN 140 / 143) rc250 main filters for inspection during preparatory work.

#### Maintenance Arrangements For RPE And Other Equipment To Be Used Negative Pressure Fit Test

This test should be carried out by each employee prior to entering the designated respiration area. The employee having donned the RPE closes off the filter inlet or

squeezes in the breathing tube to prevent air passage and holds his breath for about 10 seconds. The facemask should collapse slightly and stay in that position until the consultant exhales.

#### **Positive Pressure Fit Test**

This test is carried out following the negative fit test. The employee closes off the exhaust and exhales. The mask should inflate slightly.

#### **Cleaning Of R.P.E**

It will be the responsibility of each employee to take care of his RPE and keep it clean. The following should be actioned wherever necessary: -

- Prior to leaving the work area the RPE must be thoroughly wiped down with a wet cloth.
- Prior to cleaning remove filter or cover according to type: either disconnect cartridge and block off, or remove filter holder and store in the appropriate place, or dispose of filter and clean filter holder, taking care to prevent water ingress.
- Thoroughly clean off the exterior of the facemask and remove.
- The RPE should be left to dry on the allocated pegs.

Employees to undertake daily inspections of personal face masks.

Filters are to be changed as necessary and disposed of as asbestos waste.

### **3.18.2 Other Personal Protective Equipment (PPE)**

The following paragraphs provide guidance on the type of PPE that should be worn for different activities. Coveralls should be worn by employees whenever a risk assessment indicates there is a possibility of contamination with asbestos fibres. Disposable coveralls are favoured as there are few laundries now accepting asbestos –contaminated items for washing. It is also easier to double bag disposable overalls and dispose of them as asbestos waste either on site where there are facilities, or at base. Coverall material must be sufficiently strong and robust to withstand abrasive physical contact and damage from crawling, kneeling and climbing in the demanding environment of a removal site. The coveralls must also limit the penetration of fibres through intact material. Type 5 category 3 disposable coveralls provide an acceptable standard and should be used.

Entry into enclosures for inspection carries the potential for asbestos exposure and contamination of clothing. Enclosures have not yet been shown to be asbestos free. Indeed, in many cases, remedial action is required before clearance is obtained. In addition, dust-raising activities will be performed and the employee may also have to crawl, kneel and climb, causing potential scuffing or tearing of clothes as well as contamination. Therefore employees should not wear domestic clothing under coveralls. Employees should wear overshoes or Wellingtons or similar. Gloves may also be worn. Where full decontamination is likely to be necessary, two pairs of disposable coveralls should be worn. One first pair of coveralls can be removed in the airlock and disposed of as asbestos waste on exiting from the enclosure. The second pair can be used to transit between the airlock and the hygiene facility.

#### **Entry into “live” enclosures**

Employees should be dressed in appropriate clothing for entry into enclosures where elevated asbestos levels are likely and full decontamination procedures will be necessary. The RPE and PPE will consist of full face piece powered respirators with P3 filters, disposable undergarments, disposable coveralls (including transiting coveralls if required) and Wellingtons or other similar lace less cleanable footwear. Gloves may also be worn.

### **3.19 WORK RELATED ROAD SAFETY**

The Company is committed to reducing the risks faced by employees when driving whilst at work. Employees are required to ensure that :-

- Mobile telephones are not used whilst in control of a motor vehicle, this includes the use of hands free equipment;
  - The vehicle is safe to drive and employees must undertake safety checks daily before driving the vehicle, these include checking the oil and coolant, brake fluid levels, indicators and hazard warning lights, brakes, handbrake, lights, tyres, windscreen washers and wiper and a general walk around to check for damage.
  - Vehicle are not driven at speed in excess of the speed limit;
  - Regular breaks are taken when carrying out long journeys;
  - The Technical Manager is to be made aware of any penalty points on licences.
  - The Technical Manager is to be advised of any defects to the vehicle.
- The Company shall ensure that company vehicles are serviced and maintained as set out in the manufacturers handbook.

### 3.20 **NO SMOKING POLICY**

The Company has adopted a No Smoking Policy throughout all company buildings and company vehicles and all employees and visitors to the premises or drivers and passengers in company vehicles are to adhere to this policy.

Breaches of this policy could lead to disciplinary action being taken.

Smoking on clients premises is not allowed.

### 3.21 **ALCOHOL AND DRUGS**

The Company has adopted a No Alcohol or Drugs policy throughout all company buildings and company vehicles.

Alcohol is not to be brought onto the premises or on site without the express permission from the Technical Manager / Quality Assurance Manager.

Recreational drugs are not allowed on the premises or on any employees person whilst carrying out duties for the Company.

Drugs prescribed by a doctor or over the counter should be kept secure.

Any employee found contravening this section could face disciplinary action.

### 3.22 **WORKING ENVIRONMENT AND WORKPLACE**

The Company undertakes to ensure that workplaces meet the health, safety and welfare needs of all members of a workforce, including people with disabilities, this includes ensuring that :-

- All areas are made accessible for disabled persons;
- The workplace is properly ventilated;
- The workplace is kept at an acceptable temperature;
- Lighting is sufficient to enable people to work and move about safely

### 3.23 **HEALTH AND SAFETY REVIEW**

The Company is aware of the importance of reviewing the health and safety policy and associated procedures and undertakes to ensure that these are achieved by means of periodic updates.

### 3.24 **HEALTH AND SAFETY DOCUMENTS AND RECORDS**

The Health and Safety policy main document and relevant appendices, risk assessments etc are filed on the Company computer server and are write protected to ensure that the documents cannot be tampered with. The Quality Assurance Manager has ultimate control of the documentation / files and shall, in accordance with the External Safety Advisor, ensure that the documents are kept up to date, any changes in legislation noted and that employees are in possession of the most current version of documents.

Hard copy risk assessments etc are filed in the relevant files which are kept in the Technical Managers office.

**3.25 ASBESTOS REMOVAL MANAGEMENT/INSPECTION**

Asbestos removal management/inspection will be carried out in accordance with the procedures laid down in document D/V3/003/030409 (Refer Appendix 10) and the relevant Health and Safety guidance documents.

**3.26 ASBESTOS SURVEY PROCEDURES**

Asbestos surveys will be carried out in accordance with the procedures laid down in document P/V7/Section 0.22/0001/Dec06 (Refer Appendices 12, 13, 14, 15) and the relevant guidance documents (MDHS100).

## APPENDICES

Appendix 1	Risk Assessment Work at Height Using Ladders	R/V1/Section 0.22/0010/Jan 05
Appendix 2	Monthly Ladder Checklist	R/V2/Section 0.21/0007/Dec 06
Appendix 3	Risk Assessment COSHH	
Appendix 4	Risk Assessment Confined Space Work	
Appendix 5	Risk Assessment Manual Handling	R/V2/Section 0.12/0005/June 01
Appendix 6	Risk Assessment Lone Working	
Appendix 7	Risk Assessment VDU and Workstation	R/V2/Section 0.12/0006/June 01
Appendix 8	Report of Accident, Injury, Or Dangerous Injury Occurrence	R/V2/Section 0.12/0006/June 01
Appendix 9	RPE Checklist	R/V2/Section 0.21/0008/April 05
Appendix 10	Asbestos Removal Management/ Inspection Procedures Manual	D/V3/003/030409
Appendix 11	Asbestos Survey Procedures Manual	P/V7/Section 0.22/0001/Dec06
Appendix 12	Method Statement Type 1 Asbestos Survey Investigation	R/V8/Section 0.22/0004/Feb07
Appendix 13	Method Statement Type 2 Asbestos Survey Investigation	R/V3/Section 0.22/0011/Feb07
Appendix 14	Method Statement Type 3 Asbestos Survey Investigation	R/V3/Section 0.22/0013/Feb07
Appendix 15	Survey Risk Assessment	R/V5/Section 0.22/0007/May02