



Baxi Heating UK Ltd General Statement of Policy Health, Safety & Welfare at Work

June 2021

Foreword by Karen Boswell OBE Managing Director - Baxi UK & Ireland

At Baxi UK & Ireland we make time for safety. The products we make are subject to rigorous testing and the highest standards of safety. Our approach is that all accidents are preventable, and success is benchmarked against zero harm to our colleagues and customers.

We take personal responsibility for safe products, services and working environments and together we will ensure the effective leadership of health, safety & welfare throughout our company. Your safety, together with the safety of all our customers, colleagues and everybody who comes into contact with our products, services, and sites, is our highest priority.

We integrate health & safety into decision making, project initiation and risk management processes within our business as part of our continuous improvement.

Whilst ultimately the final level of responsibility for implementing our Health, Safety & Welfare Policy rests with our Executive Leadership Team, every employee is asked to take an active role in implementing the policy effectively by making time for safety. I remind all employees of the importance of safeguarding the health, safety & welfare of themselves and others by co-operating fully in the measures the Company takes to meet the standards outlined in this statement. Safety is our highest priority.



Karen Boswell OBE
Managing Director
Baxi UK & Ireland

June 2021

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Health, Safety & Welfare Policy Statement

We take very seriously the moral and legal responsibility to protect employees and third parties affected by our operations, and to operate our business effectively by endeavouring to prevent accidents and incidents to people and property and to generally promote the wellbeing of our employees.

We aim to achieve the highest standards of Health & Safety in order to minimise risks to employees and the public when they come into contact with our products and services. As a minimum, the Company will comply with all current legislation concerning Health, Safety & Welfare and we will attain this by attaining the health & safety standards laid out in the relevant Guidance Notes*, together with the co-operation of all our employees.

Continual improvement in the area of Health, Safety, and Welfare is supported by the measurement of performance by internal and external Health & Safety auditing and reporting. Additionally, management will periodically review this policy, particularly if there are major organisational changes, new legislation, or serious incidents.

The Objectives of our Health, Safety & Welfare Policy

- Satisfy Health, Safety & Welfare requirements through an effective Company management system.
- Reduce the incidence of personal injury and occupational illness.
- Minimise loss caused through property damage, fire and security incident.
- Provide effective Health, Safety & Welfare training for all employees.
- Ensure that adequate resources are made available to meet these objectives.
- Ensure that Health & Safety is an agenda item at the monthly Executive meetings.
- Ensure everyone understands their role and expected behaviour.
- Ensure that the arrangements are effective and reviewed on a regular basis to ensure that they remain suitable for the needs of the business.
- Ensure that a Health & Safety Plan is produced as part of the Company's Business Plan.

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Safety roles and responsibilities



Employees



Managers and Supervisors



Senior Managers and Directors

Leadership and Commitment					
Culture	You will support our health and safety culture through demonstrable accountable safe behaviours	Culture	You will always lead by example, following rules, procedures, and general safe behaviour. Maintain and challenge standards. Involve others	Culture	You will be committed to continuous health and safety improvement and developing an industry leading health and safety culture
Leadership	Your actions will always take account of your own safety, and the safety of your fellow work colleagues. You will report unsafe acts and conditions to allow them to be controlled	Leadership	You will promote safe behaviours through your actions. Take timely action on safety issues. Ensure effective control of health and safety hazards is achieved	Leadership	You must accept your personal responsibility and accountability for safety performance. Maintain active engagement on safety performance with direct reports. Provide sufficient resources
Intervention	If you witness unsafe acts or conditions you must step in – if it is safe to do so. Always do this in a positive and polite manner. Act positively when this may happen to you	Intervention	You must make colleagues aware of acceptable standards. Stepping in where required. Celebrate good safety performance, assign performance objectives to ensure continuous improvement	Intervention	You must recognise good safety performance and ensure suitable action plans are completed for areas in need of further improvement. Promote sharing of information
Policy and performance objectives					
Objectives	You should understand the safety requirements for your job role. Through H&S meetings and interactions you will have a great opportunity to contribute	Objectives	You must communicate company objectives to your direct reports and ensure they understand. Comply as a minimum level of performance with company policies and procedures	Objectives	You must involve all levels of the organisation with objective setting and communication. You must personally monitor the performance of objectives within your team
Organisation and arrangements					
Organisation	You must make sure you understand the structure of the organisation. In particular who can support you on health and safety	Organisation	You must ensure that all safety responsibilities are understood. Accountability for safety performance is determined and demonstrated	Organisation	You must maintain an effective management structure and arrangements to ensure the safety of personnel under your responsibility
Training and experience	You must not carry out tasks without training and a good understanding of the risks involved. Only operate equipment and machinery you have been trained to operate	Training and experience	You must provide the necessary resources to ensure personnel under your control receive adequate training for their role.	Training and experience	You must determine the qualifications and experience for all roles within your area of responsibility.
Competence	You must always follow the appropriate safety rules and procedures and ask for clarification if you are not sure	Competence	You must ensure personnel under your leadership are competent. You must assign SMART performance objectives for Health and Safety	Competence	Ensure only personnel with demonstrable competence are appointed. You must assign SMART performance objectives for Health and Safety
Risk Control and Management					
Workplace	You must keep your workplace and the work equipment you use in a clean, tidy and safe operating condition	Workplace	You must maintain a safe and healthy working environment for all personnel. You must inspect the workplace to maintain standards	Workplace	You must ensure resources are provided to achieve sustained safe and healthy working environment
Risk assessment	You must comply with the agreed risk assessment as a minimum level of performance. Report immediately issues in relation to any risk assessment	Risk assessment	Ensure risk assessments and safe working procedures are completed and reviewed. Agree control measures with team members. Reduce risks to acceptable levels	Risk Assessment	You must ensure a risk-based safety management system is in place and is regularly reviewed. Review the effectiveness of the system through performance monitoring
Implement and monitor					
Consult	You will be involved in the consultation process. Take part and give your point of view	Consult	You must communicate relevant parts of the safety management system to your teams. Regularly consult with others on health and safety matters	Consult	You must communicate relevant parts of the safety management system to your teams. Regularly consult with others on health and safety matters
Legal compliance	You must adhere to our safety policies and procedures to ensure legal compliance	Legal compliance	You must remain aware of the H&S legislative requirements applicable in our business	Legal compliance	You must remain aware of current legislation and assess the impact of new legislation
Incident investigation	You must report any incident which you are involved or witness immediately	Incident investigation	You must investigate all incidents to identify root cause and put in action plans to prevent reoccurrences	Incident investigation	You must review incidents and incident performance. Share learning's with others. Ensure corrective measures are achieved
Discipline	You must conduct your role in accordance with your training and procedures provided	Discipline	You must take action where H&S performance standards fall below acceptable levels	Discipline	You must take action where H&S performance standards fall below acceptable levels

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Arrangements

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NB: The reference documents listed are the minimum required to achieve the standard.
These lists are not exhaustive.

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1. Asbestos

The company will ensure a range of statutory provisions and guidance is complied with. These might include:

- that key employees have an understanding of the risks from asbestos.
- knowing where/if there is asbestos on site including within the building, spares, and equipment.
- ensuring no new asbestos comes on site.
- methods of handling asbestos in low risk/small quantities.
- the requirements for licensed work and selection of competent contractors.
- building work and refurbishment risk assessment.
- site survey.
- creation of an asbestos register.

Ref. Docs.: Control of Asbestos at Regulations 2012 ACOP L143
 Asbestos Essentials – Task Manual HSG 213
 Asbestos Essentials – Introduction HSG 213
 Free single leaflets IND(G) 223(L), Manage Asbestos

2. Competent Persons

- 2.1 The company will have access to competent health and safety assistance.
- 2.2 Designated Competent Persons will be identified by the company. The Designated Competent Person will have a good knowledge of the work activities carried out by the Company and practical health and safety experience.
- 2.3 The company will identify the mix of qualification and experience needed to undertake the role of the Designated Competent Person depending upon the complexity, size and nature of the hazards presented by the operation.
- 2.4 External Health and Safety Advisors and/or Consultants may be appointed for their specialisms.

Ref. Doc.: Management of Health and Safety at Work Regulations 1999, Regulation 7.

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3. Construction, Design and Management Regulations (CDM)

- 3.1 Certain projects in which the company is involved will fall within the scope of the CDM Regulations. This may include maintenance/repair work, new build, installation, demolition, or machine commissioning.
- 3.2 CDM requirements are to be considered at the earliest stage of all project/contract work. Where contractors/projects fall within CDM specialist advice may be required.
- 3.3 If the construction work is expected to either last longer than 30 days or involve more than 500 person days or have more than 4 people at work, the H.S.E. should be notified using form 10rev.

All dismantling or demolition work is notifiable.

Ref. Docs.: Managing Health & Safety in Construction L144

4. Consultation/Communication

- 4.1 Each Operating Company will establish a system for the two-way communication of health and safety matters throughout the company from the Managing Director/Business Head down to the shop floor.
- 4.2 Formal regular meetings will be held involving Senior Managers and Representatives for the review of health and safety performance and the discussion of health and safety issues. Meetings will be documented, follow a standard agenda and the minutes will be circulated and be posted on noticeboards.
- 4.3 A Health and Safety law poster must be displayed at each site in a prominent position and relevant sections identifying names and addresses must be completed.

Ref. Docs.: Safety Representatives and Safety Committees Regulations 1977
 Health and Safety (Consultation with Employees) Regulations 1996.
 ISBN 07176 2493 5
 H.S.E. Books catalogue free Tel 098701 545500
 Email: hseinformationservices@natbrit.cc

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5. Contractors

A contractor or sub-contractor includes anyone undertaking work on behalf of the Company.

5.1 The company must formulate comprehensive procedures for the selection, control and monitoring of all contractors.

5.2 As a minimum the following aspects should be considered: -

- (a) Pre-vetting of contractors (competence, health, and safety management insurance coverage).
- (b) Production of method statements and risk assessments for all work carried out on behalf of the company
- (c) Meeting of contractors upon arrival at site and the provision of a documented induction, that will inform the contractors of site rules and emergency procedures.
- (d) Supervision of contractors on site.
- (e) Control of high hazard work - Permit to Work systems.
- (f) Documented monitoring of performance.
- (g) Annual review of contractor's health and safety performance whilst carrying out work at the company's premises.

5.3 The degree of control and supervision imposed upon contractors will reflect both the organisation and the type of work to be carried out.

Ref. Docs.: Managing Contractors HSG 159
 Using Contractors INDG368

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Control of Substances Hazardous to Health

6.1 The regulations require that an assessment is undertaken on any substance, which may be potentially hazardous to health. Hazardous substances must be eliminated from the workplace wherever possible.

6.2 Purchasing

When proposing to bring any substance into any Operating Company the manager responsible for its use must ensure that the material safety data sheet provided by the suppliers and a description of the process is forwarded to the “Designated Competent Person” for their approval.

No hazardous materials can be purchased without approval from the “Designated Competent Person”.

The manager or a competent person within the Department must undertake a COSHH Assessment upon approval from the “Designated Competent Person” and BEFORE the substance is used.

6.3 The risk assessment process will start with identification of the substance and its classification. This basic information will be obtained from the supplier data sheet.

There will need to be a process to file data sheets and record assessments, which have evaluated your actual use and the controls in place. This may form part of the overall Risk Assessment Procedure or be a stand-alone procedure for substances.

The end result should be the same.

Ref. Docs.: Control of Substances Hazardous to Health Regulations 2002 as amended (COSHH)
 Step by Step guide to COSHH HSG 97
 EH40/2005 Exposure levels
 Controlling Airborne Contaminants at Work HSG 258
 COSHH ACOP L5

7. Display Screen Equipment

7.1 All users of Display Screen Equipment must have their workstation assessed for compliance with regulations and guidance, which require the workstation to comply with a range of criteria.

7.2 Arrangements must also be in place to provide eye tests for employees requesting them and if they are identified as requiring corrective appliances (normally spectacles) specifically for D.S.E. work these should be provided.

Ref. Docs.: Health & Safety (Display Screen Equipment) Regulations 1992
 Guidance L26
 VDUs Guidance HSG90

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8. Electrical Hazards

- 8.1 Only competent (qualified and experienced) persons should carry out work on electrical installations.
- 8.2 Live electrical working is prohibited in all circumstances unless the work is deemed essential and cannot be carried out with the circuit made dead or isolated. In these circumstances specific safe systems of work must be established and followed. Where it is unreasonable in all of the circumstances to work dead and assessment indicates it is reasonable to work live, a permit to work should be issued. The guidelines laid down in HS(G) 85 are to be adopted.
- 8.3 The company will ensure that the fixed electrical installation is inspected and tested in accordance with the Electricity at Work Regulations 1989 to ensure compliance with the 18th (or latest) Edition of the Institute of Electrical Engineers Regulations (BS7671).
- 8.4 The company will arrange for the regular inspection and test of all portable electrical appliances. Specific site rules will be established to control personal electrical appliances brought onto site by employees.

Ref. Docs.: Electricity at Work – Safe Working Practice HSG 85
 Memorandum of Guidance on Electricity at Work HSR 25
 Maintaining Portable Electrical Equipment HSG 107
 Electricity at Work Regulations 1989
 18th (or latest) Edition of the Institute of Electrical Engineers
 Regulations BS7671

9. Enforcement Agencies

- 9.1 The Designated Competent Person is responsible for liaising with enforcing authorities in all matters such as industry surveys, seeking advice, routine site visits, incident/accident and ill health investigations.
- 9.2 Any advice given by the agency will be acted upon appropriately and communicated back to the agency.
- 9.3 Where an Enforcement Notice is served on an Operating Company a copy of the relevant Notice is to be sent to the Country/Divisional Managing Director and the appropriate member of the Baxi Group Executive by the Managing Director/Business Head or Designated Competent Person as soon as they are received. Where necessary, the External Health and Safety Advisors will carry out a full investigation.

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10. Fire

- 10.1 The company must appoint a Responsible Person.
- 10.2 The Responsible Person must carry out or arrange a Fire Risk Assessment.
- 10.3 In all cases as a minimum the company must ensure that:
- (a) Suitable fire procedures are published and effectively communicated in respect of: -
 - (i) Action to be taken on discovering a fire.
 - (ii) Action to be taken on hearing the alarm.
 - (iii) Responsibility of key personnel in the event of a fire.
 - (b) Suitable fire training must be provided to employees. As a minimum this would be fire evacuation and what do in the event of any emergency. Staff with designated responsibilities should have appropriate specific training e.g., fire marshals, receptionists, and security staff.
 - (c) Evacuation drills are undertaken at all Operating Company premises at least twice a year and the results recorded.
 - (d) Adequate means of escape are provided and maintained.
 - (e) Adequate means of raising the alarm are available.
 - (f) A fire precaution logbook is provided and maintained.
 - (g) Fire call points are identified and that a recorded weekly call point test is undertaken using a different point every week.
 - (h) Suitable signs designating firefighting equipment and means of escape are provided and maintained.
 - (i) Adequate and suitable fire extinguishing appliances are provided and maintained.
- 10.4 Suitable means of fire detection and signalling needs to be provided. In the event of automatic fire detection and/or suppression these should be suitably maintained.
- 10.5 The company must liaise with local Fire Authorities regarding any changes likely to affect the means of escape at the planning stage. This must also include revisiting the risk assessment.

Ref. Docs.: Regulatory Reform (Fire Safety) Order 2005
Health and Safety (Safety Signs and Signals) Regulations 1996

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11. First Aid

Duty to provide first aid

- 11.1 The company is required to provide appropriate provision, equipment and/or facilities for the treatment of staff in the event of injury or ill health.
- 11.2 Risk assessments must be carried out to determine the hazards likely or foreseeable and to provide suitable first aid cover.
- 11.3 Although the regulations only require the Operating Company to provide cover for staff it is Baxi Group Ltd Policy to extend this cover to visitors and therefore the number of visitors to an area needs to be taken into account for the purpose of the assessment.

Ref. Doc.: First Aid at Work ACOP L74

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12. Health and Safety Training and Induction

12.1 Each Operating Company will produce a formal documented health and safety training procedure that will include as a minimum:

- Health and Safety induction training to be provided to all full-time, part-time, and temporary employees.
- Identification of particular persons or groups, through the use of formal training needs analysis of staff who require health and safety training. Examples would include:
 - Accident investigation for line managers.
 - Health and Safety awareness for managers, supervisors, and directors
 - Risk assessment, COSHH, Manual Handling for those carrying out assessment and those who need to understand and follow them
 - first aid; and
 - forklift truck driving.

12.2 The company must have documented procedures for the identification of refresher training and this must be provided wherever necessary.

12.3 All health and safety training must be formally recorded.

12.4 Where training certificates are issued copies must be held.

13. Health Screening/Job Placement

13.1 The company must produce documented procedures for assessing the physical and mental attributes of potential employees and temporary employees as part of the selection procedure to ensure:

- (a) They are physically and mentally capable of carrying out the work.
- (b) They have no previous history of illness, which could be activated by the proposed work situation.
- (c) They do not suffer from any illness that may be aggravated by the proposed work situation.
- (d) They are not likely to be a hazard to themselves, their colleagues or the public.
- (e) Any changes in health can be monitored.
- (f) Endeavour to make reasonable adjustments will be made to work methods and/or equipment to accommodate persons with disabilities.

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13.2 Where staff are exposed to a noise hazard, the company will carry out audiometric testing.

13.3 All new starters will be provided with an audiometric test before commencing work in any Noise Hazard area within any Operating Company, to give a baseline measurement.

Ref. Docs.: Health Surveillance at Work HSG 61
 Stress at Work HSG 116
 New & Expectant Mothers at Work HSG 122
 Preventing Asthma at Work L55
 A guide to audiometric testing programmes HSE Guidance Note MS26

See also: Upper Limb Disorder – Section 25
 Vibration Injuries – Section 26

14. Health Surveillance

14.1 Where Risk Assessments/COSHH Assessments identify a need for ongoing health surveillance, this will be carried out with adequate records maintained.

14.2 The company will establish a specific procedure regarding health surveillance to address pre-employment medical screening and health surveillance. This will include the duration for which management health records are to be held.

Ref. Docs.: Health Surveillance at Work HSG 61
 Managing the Causes of Work Related Stress: A Step by Step Approach Using the Management Standards HSG 218
 New & Expectant Mothers Who Work INDG373
 COSHH Regulations 2002 ACOP L5

15. Incident Reporting and Investigation

Baxi Heating UK Ltd defines an incident as:

“Any unplanned or unexpected event that has the potential to cause injury or property damage”

It is therefore recognised that injury or property damage does not have to occur for an event to be classed as an incident. The company within the group must investigate and record all incidents/accidents.

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- 15.1 Managers will complete the Incident Report and Investigation Summary for incident reporting and investigation within twenty-four hours of any incident. These should address accidents and near miss incidents.
 - 15.2 Line Managers must investigate all incidents that occur and produce reasonably practical solutions to prevent reoccurrence.
 - 15.3 The Departmental Manager must review all incident report forms and return those incorrectly completed to ensure a full investigation is carried out.
 - 15.4 Certain incidents and instances of ill health are required to be reported to the enforcing authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) by a responsible person.
- Ref. Doc.: Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

16. Manual Handling

- 16.1 Manual handling operations are defined as any activity that requires human effort to handle or support a load. The Regulations apply to loads being supported by any part of the body, which also includes such activities as intentionally dropping, or throwing of loads. Manual handling must be considered as part of the risk assessment programme. While there are no 'safe maximum' weights as conditions and type of load affect the risk there is significant guidance on manual handling available from the H.S.E.
 - 16.2 The company will eliminate all manual-handling activities from the workplace wherever this is reasonably practicable. Where it is not possible to avoid a manual handling task, managers must ensure that a suitable risk assessment for the task is carried out.
 - 16.3 Where control measures have been established, they will be implemented within reasonable timescales. Procedures must be developed to communicate the control measures to staff, supervise the use of them and monitor its implementation.
 - 16.4 All staff who undertake manual-handling tasks will have suitable training that will be refreshed regularly, and records kept.
 - 16.5 All manual-handling assessments will be reviewed when there has been a significant change in activities, or the assessment has become invalid.
- Ref. Docs.: Manual Handling Operations Regulations 1992
L23

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17. Monitoring the Performance of the Health and Safety Policy

17.1 Managing Directors/Business Heads will arrange for the following monthly statistics to be included in the Executive review meetings

- Incident frequency rate
- Severity rate
- Number of incidents reported to enforcing authorities.

17.2 Internal safety inspections are to be carried out on a formal basis within all the company. Inspection report forms are reviewed internally via defined communication lines (refer to Section 4 - Consultation/Communication).

17.3 Health and Safety performance is to be reviewed at Operating Company Board (or Executive team) level on a regular basis.

17.4 The Designated Competent Person will provide regular reports to the Managing Director/Business Head on how the Company is performing with respect to Health & Safety. This should include any significant successes or failures as appropriate.

18. Noise

The company is required to take action if noise levels reach certain “Action levels” as detailed below:

First action level – $L_{EP,d} = 80dB(A)$

Second action level - $L_{EP,d} = 85dB(A)$

18.1 Managers can usually make a preliminary decision on whether an assessment is needed without resorting to detailed noise measurements. As a rough guide an assessment of personal exposure will be needed if people have difficulty in being heard clearly by someone about 2 metres away or they find it difficult to talk to each other. Where there is any doubt, some representative noise level readings should be taken in the area. If this suggests any worker will be exposed to levels above the first action level a full noise assessment should be undertaken. Assessments of peak pressure are most likely to be needed if staff are exposed to loud noises from explosive sources, such as cartridge operated tools or detonators. They may also be needed where there are high levels of impact noise.

18.2 Where noise levels are suspected of creating a potential risk to health, the company will arrange for a noise assessment to be carried out in accordance with the Noise at Work Regulations 1989 by a competent person. As hearing damage may not manifest itself for many years after exposure all records of noise assessments will be kept by the company for at least 40 years as this will provide a record of long-term trends.

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- 18.3 Action should be taken wherever practical to reduce noise at source. personal protective equipment is to be used as a last resort only.
- 18.4 In the event of hearing protection being required to ensure they are suitable for the conditions and efficient at providing protection, the company must produce documented procedures that deal with the selection, provision and maintenance of equipment. Due regard must be paid to the following:
- a) the level and nature of noise exposure.
 - b) the job and working environment.
 - c) compatibility with other PPE/equipment.
 - d) the fit to the wearer.
 - e) any difficulty or discomfort experienced by the wearer.
 - f) record of user compliance and action for non-compliance.
- 18.5 If the company identifies areas where the noise levels are likely to be at or above the First action level. Staff must be provided with information, instruction, and training about the hazard, and this must include:
- a) the likely noise exposure and the risk to hearing the noise creates.
 - b) how to report defects in ear protectors and noise control equipment.
 - c) where and how ear protectors can be obtained.
 - d) the member of staff's obligations to use ear protectors at all times and the risks of not doing so.
- 18.6 All hearing protection zones must be clearly marked with control measures communicated to relevant staff, subject to ongoing maintenance and supervision.
- 18.7 All noise assessments will be reviewed at least annually or where there has been a significant change in activities, or where the assessment has become invalid.
- Ref. Docs.: Noise at Work IND(G) 362
Reducing noise at Work L108

19. Permit to Work System

- 19.1 Certain high-risk activities have to be carried out whether on a regular or irregular basis (e.g. hot work, work at height, electrical work on or near live conductors, breaking ground, entering into confined spaces, isolation of plant) by Operating Company employees and/or sub-contractors. These types of activities will be avoided wherever practical.
- 19.2 All activities of this nature will be subject to specific risk assessments and method statements.
- 19.3 Where necessary the activities will be subject to a Permit to Work system.

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19.4 Permit to Work systems introduced by the company must be adhered to at all times and will require the signatures of both engineers and management to confirm understanding, communication, controls, and compliance.

20. Personal Protective Equipment

20.1 Personal protective equipment is only to be used as a last resort where other control measures are not practical or in conjunction with other control measures.

20.2 When a risk assessment confirms a need for PPE the selection procedure must include:

- choice, nature of job, compatibility to other PPE in use e.g., mask making eye protection steam up.
- availability.
- maintenance and replacement.
- accommodation for equipment.
- information, instruction, and training in the correct use of the equipment and why it is specified.

20.3 Managers/ supervisors must take reasonable steps to ensure that PPE provided is used. For example, by carrying out daily compliance audits for staff in their areas.

20.4 Once provided with PPE it is an employee's duty to use it at all times.

Ref. Doc.: Personal Protective Equipment at Work Regs 1992 L25

21. Risk Assessment

21.1 General Risk Assessments will be carried out by the company as required by the Management of Health and Safety at Work Regulations 1999.

21.2 Specific assessments will be carried out in all areas where required by legislation, for example: -

- (a) The Provision and Use of Work Equipment Regulations 1998.
- (b) The Manual Handling Operations Regulations 1992 (revised).
- (c) The Personal Protective Equipment at Work Regulations 1992.
- (d) Workplace (Health, Safety and Welfare) Regulations 1992.
- (e) Display Screen Equipment Regulations 1992.
- (f) Control of Substances Hazardous to Health Regulations 2002.

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- (g) The Control of Noise at Work Regulations 2005.
- (h) Lifting Operations and Lifting Equipment (Loler) Regulations 1998.

This process in addition to complying with legislation is the cornerstone of good Health & Safety management and accident reduction.

21.3 Wherever new control measures are established they must be implemented within reasonable timescales. Existing controls must be communicated to relevant staff, supervised, and monitored to ensure compliance.

21.4 All risk assessments will be reviewed where there has been significant change in activities, or the assessment has become invalid.

Ref. Docs.: See Manual Handling, COSHH and PPE for relevant documents
 Managing for Health & Safety HSG 65
 Risk Assessment INDG 163
 Health & Safety in Engineering Workshops HSG129
 Health & Safety in Retail & Warehousing HSG 76
 Young People at Work HSG 165

22. Safe Working Procedures

22.1 The company must produce detailed procedures on the development of safe working procedures for all high-risk work activities/tasks. Wherever possible, high-risk work activities/tasks will be avoided.

22.2 Where high-risk activities cannot be avoided, written Safe Systems of Work will be produced from risk assessment and communicated to relevant staff. (On some occasions the risks may be so great that a Permit to Work procedure will result).

22.3 All safe-working procedures will be subject to ongoing monitoring, supervision, and review. Records of all monitoring and review will be kept.

23. Statutory Inspections

23.1 Certain items of plant/equipment operated by the company require statutory inspection. This includes lifting equipment, forklift trucks, boilers, pressure systems, local exhaust ventilation plant and power press guards.

23.2 An annual engineering inspection contract has been arranged which covers the company. (This inspection needs to be carried out 6 monthly for lifting accessories and passenger carrying lifts).

23.3 The company will determine which items of plant/equipment require statutory inspection/test and are responsible for ensuring: -

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- (a) All items are inspected at required intervals.
- (b) Inspection reports are readily available.
- (c) Any remedial action, which may be required, is carried out at the earliest opportunity. In some cases, confirmation to the enforcement agency will be required.
- (d) No item of plant/equipment subject to statutory inspection is operated/used unless a current inspection certificate is held.

24. Stress

24.1 Psychological stress results from an imbalance between demands on an individual and their capacity to adjust to those demands. It can occur in non-challenging and over demanding situations.

24.2 There is a strong link to psychological health to the extent to which individuals have opportunities to make decisions, which affect aspects of their lives, including their work.

Directors and Managers within the company should be aware and sensitive to such issues including:

- Job Content – overload or underload in terms of work amount or difficulty.
- Work organisation – shift work patterns; long, unsociable, or unpredictable hours.
- Organisational style – lack of communication; limited participation and support.
- Work roles – ambiguity or conflicting demands.
- Interpersonal relationships – unresolved conflicts; various forms of harassment or bullying.
- Career structure- under-promotion and limited opportunities for advancement; poor pay.
- Physical environment – psychological effects of excessive noise, extremes of temperature; inadequate lighting and space, and poor ergonomic design; anxiety associated with dangerous working conditions and lack of information about risks to health.
- Home-work interface – conflicting demands associated with child-care and other responsibilities; access to safe and convenient transport; problems associated with geographical relocation; the impact of home-based problems on work.

25. Upper Limb Disorders

25.1 The company must be aware when carrying out risk assessments that prolonged poor posture during work activities or highly repetitive work

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using the same muscles can result in discomfort, which if not identified and treated can become debilitating.

25.2 Factors that should be considered are:

- Workstation design to suit the operator (Good ergonomic design)
 - Employees understanding the importance of specified methods
 - Reducing 'exposure' time on difficult jobs
 - Establishing an open complain procedure that will be investigated and acted upon.

Ref. Docs.: Work related U.L.D. HSG 60
 Seating at work HSG 57

26. Vibration Injuries

26.1 The company must be aware that prolonged use of a range of hand tools can result in the above condition.

26.2 Badly maintained or designed powered hand tools should be identified.

26.3 When purchasing new tools vibrations levels should be considered.

26.4 The company should establish an open complaints procedure that will be investigated and acted upon.

Ref. Docs.: Hand & Arm Vibration L140
 Hand & Arm Vibration advice for employees IND(G) 175(L)
 Supply of Machinery (Safety) Regulations 1992 amended
 Vibration Solutions – Practical Ways to reduce the risk of Hand/Arm
 Vibration injury. HS(G) 170

27. Visitors

27.1 Specific controls and procedures will be formulated by the company to ensure adequate vetting and control of visitors.

Acceptance of a visitor/consultant/contract to site signifies responsibility for their Health & Safety whilst they are on site. If the individual is to be left alone then appropriate site induction and familiarisation must be given.

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28. Work Equipment

- 28.1 All work equipment provided for use by employees and/or third parties will be suitable for the task and maintained in good order.
- 28.2 The company will establish a documented system of monitoring and supervision to ensure that work equipment is well maintained and used correctly. For example, by establishing a documented planned preventative maintenance programme for all work equipment, operators carrying out documented guard inspections before each shift and line managers observing safe operating procedures during workplace inspections.
- 28.3 Safety critical equipment/devices where its failure could result in significant injury should be identified and appropriately inspected.
- 28.4 All new machinery brought into the company must be guarded in accordance with recognised standards (BS5304 and BSEN292), be provided with a Certificate of Conformity and display a CE mark
- 28.5 New machinery standards should be specified before purchase but are subject to internal documented safety assessments upon delivery, during commissioning and prior to final handover. The assessments must take into account the following:
- Guarding standards.
 - Noise emissions.
 - Ergonomics and the potential for work related upper limb disorders.
 - Potential harmful liquids or substances in the process.
 - Electrical safety.
 - Analysis of maintenance and setting up procedures.
 - Compliance with specific legislation.
 - Mobile work equipment.

Ref. Docs.: Provision and Use of Work Equipment Regulations 1998
 ACOP L22
 Buying new machinery D.T.I. INDG 271
 Electromagnetic Compatibility 1992/94
 Supply of Machinery (Safety) Regulations 2008, as amended by the
 Supply of Machinery (Safety) (Amendment) Regulations 2011

29. Workplace

- 29.1 A safe workplace will be provided and maintained at all times.
- 29.2 Where employees are working on third party premises, adequate arrangements will be made to ensure a safe workplace so far, as is practicable.

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29.3 The company will establish a system of inspection, monitoring and supervision to ensure that a safe workplace is provided at all times.

This will include sanitary and washing facilities, space, temperature, and cleanliness.

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