



Health, safety & welfare policy
[v2-01/02/2010]

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Any further information required on relevant topics contained within this Health, Safety & Welfare Policy may be found in our Head Office company library.

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HEALTH, SAFETY & WELFARE POLICY STATEMENT

1.1

AIRSAFE UK LTD

Health and Safety Statement

AIRSAFE UK Ltd believes that high standards of health and safety performance are essential throughout all of the company's operations. AIRSAFE UK Ltd is committed to a strategy of continuous improvement that underpins the following principles.

- We will, as a minimum, ensure compliance with all applicable health and safety legislation, HSE guidance and AIRSAFE UK Ltd practices.
- We will continuously monitor, audit and seek to improve our health and safety management Systems and procedures through the setting of targets and objectives to maintain safe working environments in all places of work.
- We will identify risks to the health and safety of our workforce, contractors, visitors and members of the public at each of our sites and wherever possible, we will prevent or otherwise minimise such risks.
- We will promote and encourage the participation of all employees in the development of effective and sustainable health and safety practices, in all areas of activity, in order to inspire a positive health and safety culture throughout the whole company.

In support of this policy, the company issues a Health and Safety Document containing practices procedures and arrangements to ensure health, safety and the minimisation of risk throughout the company. This document shall apply to all operational sites within AIRSAFE UK LTD and the document will be regularly reviewed and updated.

N .Pierce

Nigel Pierce
(Managing Director)

C. Dixon

Carl Dixon
(Operations Director)

Date of last amendment 01/02/2010

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ORGANISATION

2.1

Objectives & Responsibilities

Airsafe UK Ltd regards the health and safety of its staff as being of the highest importance. It is Airsafe UK Ltd policy to seek to provide healthy and safe working conditions for all its employees. Airsafe seeks also to conduct its undertakings in such a way as to ensure, as far as is reasonably practicable, that persons not in its employment, e.g. visitors, who may be affected by our activities, are not thereby exposed to risk to their health and safety.

Airsafe UK Ltd will maintain written systems which will support its management of health and safety, which are contained within its Operating Procedures. These written systems will describe how we fulfill our Duty of Care both as an employer and within the contractual chain for the delivery of all our products and services.

Each individual employee of Airsafe UK Ltd has a duty, whilst at work, to take reasonable care for the health and safety of themselves and of any other person who may be affected by their acts or omissions at work, and to co-operate with Airsafe UK Ltd to ensure that all legal obligations are met.

The line of formal responsibility for this Policy begins with the Directors, who accept full responsibility for ensuring its implementation.

OBJECTIVES

The Health and Safety at Work Act 1974 states that:-

"It shall be the duty of every employer to prepare and, as often as may be appropriate, revise a written statement of his/her general policy with respect to the health and safety at work of his employees and the organization and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all its employees."

The objectives of this policy are:-

- a) To promote standards of health, safety and welfare that comply fully with the terms and requirements of the Health and Safety at Work Act 1974 and all other relevant statutory provisions and Approved Codes of Practice. / Regulations
- b) To identify hazards, evaluate risk, ensure that all relevant hazards and risks are addressed, control measures are in place, and hazards, risks and controls are reviewed by regular audit.
- c) To provide a healthy and safe workplace by ensuring that systems, equipment and methods of work are maintained to protect employees and others, including visitors and contractors, insofar as they come into contact with foreseeable work hazards, and to provide and maintain means of access to and egress from the workplaces which are, so far as is reasonably practicable.
- d) To ensure the safety and absence of risks to health, so far as is reasonably practicable, in connection with the use, handling, storage and transport of articles and substances.
- e) To provide and maintain a healthy and safe working environment for the employees, with adequate facilities and arrangements for welfare.
- f) To provide such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of employees and other persons using the premises of Airsafe UK Ltd.
- g) To develop among the employees an awareness of safety issues generally and of individuals responsibility for health and safety at all levels.
- h) To bring this Policy to the attention of all employees, and notify them of its periodic review and revision, as is necessary.

RESPONSIBILITIES

- a) The line of formal responsibility for this Health and Safety Policy begins with the Directors. It is the responsibility of all employees to assist the Directors ensuring implementation of the Policy in the areas they manage and control on matters affecting health, safety and welfare.
- b) All employees will give consideration to health and safety arrangements, including the need for health and safety training during induction of new employees and on-going training for other employees as their needs are identified. Matters not resolved at staff meetings will be reported to the Directors.
- c) All employees have a responsibility to take reasonable care of their own safety and for that of others, and to co-operate with their employer to ensure they comply with their statutory duties, to observe the relevant safe systems, procedures and methods of working. To use, where appropriate, the protective clothing or equivalent provided and to report hazards, that they personally cannot eliminate, to the Directors so that action can be taken.
- d) The Directors are responsible for monitoring standards and to this end will arrange to carry out an annual safety audit covering all safety systems or procedures and other safety aspects. The Directors are also responsible for providing safety information, liaising with HSE and Environmental Health Departments, advice on methods of accident prevention and adequacy of safe systems.
- e) The organizational chart is shown in Appendix I.

2.2 Organisation

- a) All employees will be instructed in their duties and the standard of training that will be necessary to achieve safe working. Retraining will take place as required to ensure that the required protection of health and safety standards are maintained. All new employees will receive health and safety induction training within their first weeks employment with Airsafe UK Ltd.
- b) There will be emergency procedures covering fire and evacuation and there will be a nominated Incident Officer responsible for procedural instructions (see Operating Procedures).
- c) The design, construction and the operating maintenance procedures will be to acceptable health and safety standards and inspections/tests will be carried out regularly to verify compliance with required standards, regulations and codes of practice.
- d) During working hours there will be, where possible, at least one qualified First Aider available and Airsafe UK Ltd will provide adequate and appropriate first aid equipment and facilities.
- e) All reasonable practicable steps will be taken to ensure that visitors, in particular contractors, are made aware of company procedures, and are given relevant information appropriate to their activity and requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999.
- f) Employees have a duty to report all accidents and abnormal occurrences (see Operating Procedures), which shall be recorded in the accident book and reported to the Directors, in order to identify the cause and prevent recurrence.
- g) Employees will be supplied with personal protective clothing which should be worn as the situation demands.
- h) The Directors will consult with employees on health and safety matters through regular channels of communication, or by any other means appropriate to the requirements of the Health and Safety at Work Act 1974.

ARRANGEMENTS FOR MAKING POLICY EFFECTIVE

The methods used to generate and maintain safe systems of work are defined in the Airsafe UK Ltd Operating Procedures. These procedures define the systems that are to be used to ensure safe working.

CONSULTATION

The Directors have the major responsibility in law for employees` health and safety and must therefore make decisions and give instructions on actions to be taken.

Consultation will take place to an extent and at a level appropriate to the matter under consideration, which shall be conducted informally at the workplace.

INVOLVEMENT

Safety is not exclusively the responsibility of management. All employees have the responsibility in law to avoid endangering themselves, their colleagues and visitors and to co-operate with management on health and safety matters. It is Airsafe UK Ltd Policy to encourage employees at all levels to regard health and safety as a matter of common concern. All employees are able to raise safety issues with the Directors which fulfill their functions under The Health and Safety (Consultation with Employees) Regulations 1996. These regulations include making representations to management on general and specific matters affecting the health and safety of employees at the workplace and to encourage cooperation at all levels in the organization in promoting safer working methods and a safer workplace.

It shall be the aim of Airsafe UK Ltd to promote interchange of health and safety information throughout the organization, and to seek continuous improvement in our health and safety performance.

AMENDMENTS AND REVISION

The Directors shall be responsible for arranging the issue of amendments as necessary to this Policy and for its periodic review and revision in accordance with requirements.

N.Pierce *N Pierce*

Managing Director

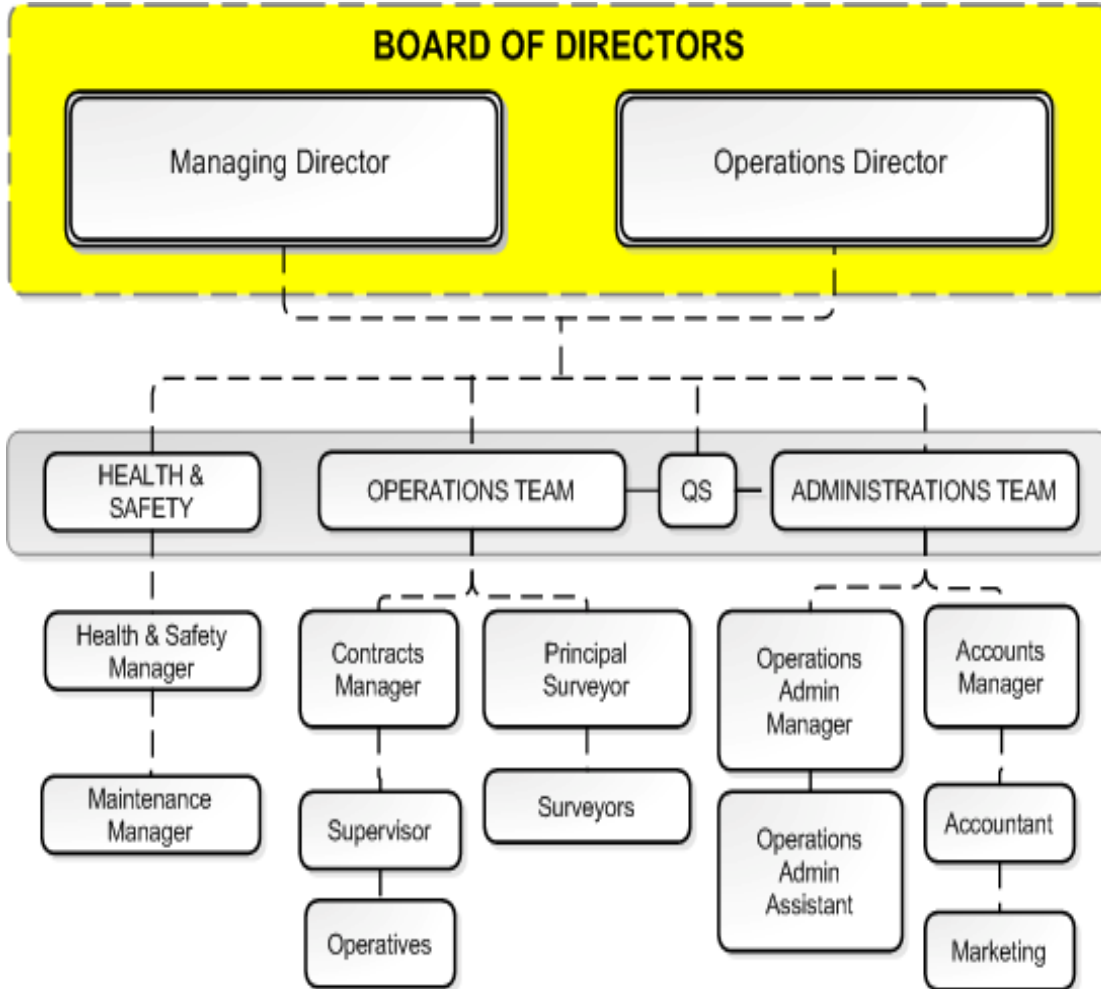
01.02.2010
Date

C. Dixon *C Dixon*

Operations Director

01.02.2010
Date

Company Structure



3

ARRANGEMENTS

3.1

Consultation with Employees

The Health and Safety (consultation with employees) regulations 1996 require all Employers to consult with their Employees who are not represented by Safety Representative under the 1977 Regulations (Safety Representatives and Safety Committees Regulations.)

The Company recognises the importance and benefits to be gained by consultation with our employees.

Consultation directly with employees is to be the responsibility of the Health and Safety Co-ordinator who will ensure that consultation takes place in good time on matters relating to Employees Health and Safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of our business then the Company would recognise the rights of Employees or groups of Employees to elect one or more persons to act as their representative or the purpose of such consultation.

As an Employer we undertake to make available to Employees, information that is within our knowledge that is necessary to enable our Employees to participate fully and effectively in any consultation we may have.

Matters for consultation would include (This is not an exhaustive list)

Health and Safety Issues

Job description

Contracts of Employment

Personal Issues

3.2

Communicating the Health and Safety Policy

The Company has established a comprehensive Health, Safety and Welfare Policy in compliance with current legislation. Within the Policy all levels of management within the Company have general responsibilities and where applicable, specific duties for hazardous activities. Of necessity, it is a large, working document and as such it is impractical and unnecessary for everyone to read it. However, all the relevant sections for ensuring your health and safety will be communicated to you and, where applicable, written safe systems of work and assessment will be provided, together with appropriate training and safety equipment.

On official notice boards you will see displayed the Company's General Health and Safety Policy Statement. This statement is based on work related accident and ill health prevention and is required for compliance with health and safety legislation. It is very important that you understand and comply with the statement.

To enable the Company to fulfil their legal obligations, your co-operation, assistance and involvement is of the utmost importance.

You have legal duty to:

- Co-operate with the Company on all Health and Safety related issues;
- Ensure your Health and Safety and that of others, and be accountable for your actions;
- Not interfere with or misuse anything provided in the interest of health and safety
- Report accidents, incidents, defects in the health and safety systems or anything which might cause danger.

For your own health and safety you **MUST** follow the code of conduct. Any deviation from it may lead to personal or Company prosecution by the enforcing authority and may necessitate appropriate disciplinary procedures against an individual, by the Company.

To implement the Health, Safety & Welfare Policy, the Company is required to identify hazards and take effective measures to reduce and control the risks. Your suggestions and experience will be an important contribution in determining the actions necessary to achieve this.

Finally, please follow the guidance provided within this booklet and advise the Company of any Health and Safety problems.

3.3

Company Occupational Health Plan

The Company has appointed a person **Mr. S Skidmore** to investigate, plan and co-ordinate our occupational health requirements.

The prevention of occupational disease

The Control of Substances Hazardous to Health (COSHH) Regulations requires the Company to prevent or, where this is not reasonably practicable; adequately control the exposure of employees to hazardous substances. The Company are therefore responsible for preventing work-related ill health.

Employees' health may be put at risk by exposure to hazardous substances or agents (e.g. toxic chemicals, skin irritants, radiation) or by poor workplace design or working practices (e.g. manual handling of excessive / awkward weights or repetitive movement of particular muscles, causing strains).

All management should take pro-active measures to identify potential health risks within the workplace, without waiting until employees complain of ill health.

Many health risks can be eliminated or controlled by improved engineering or changed work practices. Where control measures are necessary their effectiveness must be monitored.

We aim to ensure that all company documentation is read understood and adhered to at all times

Fitness for work: placement and rehabilitation

Physical status, ill health and disability can influence an individual's ability to perform safely and effectively at work and in some circumstances can put the individual, other employees or even the public at increased risk of injury or illness.

Some jobs require certain standards of fitness and health. In such cases the standards should be set in advance and applied consistently in assessing candidates for recruitment, transfer or return to work after illness.

Information, instruction and training

Information, instructions and training come into all aspects of occupational health but they are sufficiently important to be considered in their right. Proper instruction and training in working practices can go a long way towards solving some occupational health problems, and are legal requirements under the COSHH regulations

The review of needs

Assessment

The first stage of any review is to question critically your own knowledge of the risks and requirements of the work process. This will establish whether there are or may be any unmet needs. This assessment will highlight areas of inadequate control or, more commonly, uncertainties about the nature of risks or the adequacy of procedures.

3.4

Policy Arrangements for Health & Safety Training

Senior management need to know enough about Health and Safety matters to determine priorities and assess the performance of people further down the management line. It is important that there is consultations with supervisors and others because without it there will be little genuine commitment to safety. Managers should examine the Health and Safety training needs of individuals at regular intervals; keeping a record of training will help this.

Senior management need to make sure that a responsible and professional attitude is exhibited at all times and via supervisors to all other employees. It should be made clear that failure by employees at any levels to obey safety rules will be taken very seriously. This commitment to Health and Safety, together with commitment to training is given in the current Company Safety Policy.

Health and Safety training for managers and supervisors is essential. They have a key responsibility for maintaining a safe working environment. They need to realise that they are accountable for the safety of those under their control. Supervisors in particular have the task of spotting hazards and investigating accidents and near misses. They must be trained to identify unsafe systems of work and to put them right. This is encompassed within their annual training

For new employees induction training should describe:

- The company;
- The organisation which has been set up to manage health and safety
- The particular hazards of the workplace;
- The major principles of safe working practice so that employees can begin work safely

Induction training may have to take the form of individual tuition. The extent of such training will vary between individuals depending on existing competence. The training need should always be assessed. This is particularly important with young employees and others new to the company. It should never be assumed that appropriate or effective training has been given. It is equally important to assess the outcome of training to make sure that people are competent in the areas in which they have received training.

The Company rules and practices for safe working must be clearly explained so that employees are in no doubt as to what is expected of them. Written reference material should be provided wherever practicable. Safety training should be integrated into specific job training, particularly where unfamiliar equipment or processes are being used. The provision of relevant safety training for people taking on additional responsibilities and those responsible for training others not to be overlooked

The Company Safety Policy, including the organisation and arrangements for its implementation, together with any formal training plan, should be brought to the notice of all employees.

Training will help people gain the necessary skills, abilities and knowledge to make them competent in the health and safety of their job. This is covered with independent annual training

3.5

Procedures for the Management of Health and Safety at Work

All levels of the Company management are to be fully conversant with these requirements and to produce risk assessment for their specific areas.

Risk assessment – assess the risk to our employees and any others who may be affected by our undertakings in accordance with the Management of Health & Safety at Work Regulations 1999.

In particular management shall:

Ensure that all relevant risks and hazards are addressed

A. Identify all hazards

- i. By identifying hazards, i.e. those aspects which have the potential to cause harm e.g. equipment used, work practices, electrical etc.
- ii. By complying with specific acts or regulations in order to identify hazards;
- iii. By assessing the risk from the identified hazards (if there are no hazards there are no risks)
- iv. By ensuring all aspects of the work activity are reviewed;

B. Address what actually happens in the workplace or during the work activity within the area of responsibility

- i. By ensuring actual practice does not differ from the work procedure as this is frequently a route whereby risks creep unnoticed;
- ii. By assessing the non-routine operations, e.g. maintenance operations, loading and unloading, changes in production cycles;
- iii. By assessing interruptions to the work activity which are frequent causes of accidents.

Look at management of such incidents and the procedures to be followed?

Ensure that all groups of employees and others who might be affected are considered e.g. office staff, night cleaners, maintenance staff, security guards, visitors or anyone affected by our activities

Identify groups of workers who might be particularly at risk, for example, young or inexperienced workers; lone workers; any disabled staff.

C. Take account of existing preventive or precautionary measures;

They may already reduce the risk sufficiently in terms of what needs to be done to comply with relevant statutory provisions. But are they working properly? Does action need to be taken to ensure they are properly maintained?

Ensure that any control measures that need to be implemented are communicated to all those persons who are deemed to be at risk.

D. Risk assessment regarding new expectant mothers

We are required to undertake a risk assessment of any process of working conditions or physical, biological or chemical activity to ensure the Health and Safety of women of child bearing age and to new expectant mothers of that of her baby, and to those who have recently given birth or are breast feeding.

Where risk remains, we shall:

- Change the employee's hours
- Change the conditions of work to eliminate the risk
- Offer alternative work

Definitions and applicability

"Given birth" means "delivered a living child or after 24 weeks of pregnancy, or a still born child"

"New or expectant mothers" means "an employee who is pregnant, who has given birth within the previous 6 months; or who is breast feeding"

Details of risk assessment

The level of detail in a risk assessment should be broadly proportionate to the risk. The purpose is not catalogue every trivial hazard, nor is management expected to be able to anticipate hazards beyond the limits of current knowledge. A suitable and sufficient risk assessment will reflect what it is reasonably practicable to expect employers to know about the hazards in their workplaces. The format for all such risks assessments is provided within the policy.

Preventive and protective measures

The preventive and protective measures that have to be taken following the risk assessment depend upon the relevant legislation – covering particular hazards or sectors of work – and the risk assessment . In deciding upon the measures, the company shall apply the following principles.

It is always best if possible to avoid a risk altogether, e.g. by not using a particular dangerous substance or article if it is not crucial to the business;

Combat risks at source, rather than temporary measures. Thus, if the steps are slippery, treating or replacing them is better than providing a warning sign;

Wherever possible, adapt work to the individual especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view in particular to alleviating monotonous work and work at a predetermined work rate. This helps reduce possible adverse effects on health and safety;

Take advantage of technology and technical progress, which often offers opportunities for improving working methods and making them safer;

Risk prevention measures need to form part of a coherent policy and approach having the effect of progressively reducing those risks that cannot be prevented or avoided altogether, and which will take account of the way work is to be organised, working conditions, the working environment and any relevant social factors;

Give a priority to those measures which protect the whole workplace and all those who work there, and so yield the greatest benefit; i.e. give collective protective measures priority over individual measures;

Employees need to understand what they are to do;

The avoidance, prevention and reduction of risks at work need to be an accepted part of the approach and attitude at all levels of the organisation and to apply to all its activities, i.e. the existence of an active health and safety culture affecting the organisation as a whole needs to assured.

Health and Safety Arrangements

Senior management are responsible for:

Planning: Adopting a systematic approach which identifies priorities and set objectives. Whenever possible, risks are eliminated by the careful selection and design of facilities, equipment and processes or minimised by the use of physical control measures;

Organisation: Putting in place the necessary structure with the aim of ensuring that there is a progressive improvement in health and safety performance;

Control: Ensuring that the decisions for ensuring and promoting health and safety are being implemented as planned

Monitoring and review: Like quality, progressive improvement in health and safety can only be achieved through the constant development of policies, approaches to implementation and techniques of risk control.

Health and Safety assistance

The Company will, if deemed necessary, enlist the help or support from outside the organisation.

External services employed will be appointed in an advisory capacity only. They will be specialists or general consultants on health and safety matters contracted to fulfil specialist monitoring or assistance.

Senior management solely responsible for ensuring that those they appoint to assist them with Health and Safety measures are competent to carry out whatever tasks they are assigned and given adequate information and support to complete this. In making their decision management should take into account the need for:

- A knowledge and understanding of the work involved. The principles of risk assessment and prevention, and current Health and Safety applications.
- The capacity to apply this to the task required by the employer which might include identify Health and Safety problems, assessing the need for action, designing and developing strategy and plans, implementing these strategies and plans, evaluating their effectiveness

and promoting and communicating Health, Safety and Welfare advances and practices.

Procedures for serious and imminent danger and for danger areas

The company will establish procedures to be followed by any worker if situations presenting serious and imminent danger arise. The aim has to be to set out clear guidance on circumstances when employees and others at work should stop work and how they should move to place of safety. In some cases this will require full evacuation of the workplace. In other cases it might mean some or the entire workforce moving to a safer part of the workplace

The procedures may need to take account of responsibilities of specific employees. Some employees or groups of employees may have specific tasks to perform in the event of emergencies. These are identified within our current standard procedures manual

Information for employees

The risk assessment will help identify information which has to be provided to employees under specific regulations, as well as any further information relevant to risk to employees' health and safety. Relevant information on risk and preventive and protective measures will be limited to what employees need to know to ensure their health and safety.

The information must be capable of being understood by the employees to whom it is addressed. This should take account of their level of training, knowledge and experience. Special consideration should be given to any employees with language difficulties or with disabilities which may impede their understanding. For employees with little or no understanding of English or who cannot read English, employers may need to make special arrangements. These could include providing translation, using interpreters, or in some cases replacing written notices with clearly understood symbols or diagrams.

Co-operation and co-ordination

Our obligations under the Health and Safety at Work Act are towards any one who may put at risk our activities. Where our activities and that of other employers and self-employed people interact, for example if we share that our workplaces, we will need to co-operate with each other to ensure that our respective obligations are met. This will be achieved by agreeing with other concerned parties arrangements that are required to meet compliance prior to the work commencing.

Capabilities and Training

Training –

Training is an important way of achieving competence and helps to convert information into safe working practice. It contributes to the organisation's health and safety culture and is needed at all levels, including our senior management.

The risk assessment and our training co-ordinator will determine the level of training needed for each type of work as part of the preventive and protective measures. This may include basic skills training, specific on the job training and training in health and safety on emergency procedures

New employees are to receive basic induction training on Health and Safety, including arrangement for first aid, fire and evacuation. Particular attention should be given to the needs of young employees. The risk assessment should indicate further specific training needs. In

some cases, training may be required even though an employee already holds formal qualifications.

Changes in an employee's work environment may cause them to be exposed to new increased risks, requiring further training. The need for further training should be considered when:

- Employees transfer or take on new responsibilities. There may be a change in the work activity or in the work environment.
- There is a change in the work equipment or system of work in use. A significant change is likely to need a review and re-assessment of risk, which may indicate additional training needs. If the change includes introducing completely new technology, it may bring with it new and unfamiliar risks. Competent outside advice may also be needed.

Refresher training

An employee's competence will decline if skills (e.g. in emergency procedures) are not used regularly. Training therefore needs to be repeated periodically to ensure continued competence. Information from personal performance monitoring health and safety checks, accident investigations and near miss incidents can help to establish a suitable period retraining.

Employees' duties -

Employees have a duty to take reasonable care of their own health and safety and that of others who may be affected by their acts of omission at work. At all times, employees should use correctly all the work items provided by the employer, in accordance with their training and the instructions they receive to enable them to use the item safely.

Employees' duties also include co-operating with their employer to enable the employer to comply with statutory duties for health and safety. The company and those we appoint to assist us with our health and safety matters need to be informed without delay of any work situation which might present a serious or imminent danger. The danger could be to the employee concerned or, if it results from the employee's work, to others. Employees shall also notify management of any shortcoming in the health and safety arrangements even when no immediate danger exists, so that management in pursuit of their duties can take such remedial action as may be needed.

Guidance provided by Health and Safety Executive. The full requirement can be found in the management of health and safety at work regulations 1999

3.6

Providing a Safe Place of Work

The following excerpts from regulations have been summarised to give a brief overview of various factors. Further details or clarification can be provided on request.

(The Company will provide a safe place of work by ensuring, SFARP) Management is tasked to provide a safe place of work by ensuring:

Maintenance of equipment and devices – the workplace and all equipment and devices used on our premises are properly maintained.

Ventilation – that ‘effective and suitable provision’ is made to ventilate every enclosed workplace and that an effective audible or visual device is fitted to warn of failures in ventilation.

Temperature in indoor workplace – that a ‘reasonable’ temperature is maintained inside the workplace. Thermometers will have to be placed inside the workplace to enable people to determine the temperature. Generally this temperature should exceed 16°C unless much of the work involves severe physical effort in which case the temperature should be at least 13°C.

Lighting – our premises and workplace have suitable and sufficient lighting. So far as is reasonably practicable, this should be by natural light. Emergency lighting will have to be provided if people are exposed to danger in the event of failure of the artificial lighting.

Cleaning and decorating - the surfaces of all the floors, walls and ceiling of our workplace must be capable of being cleaned or re-decorated. Drains must be kept clean and waste material not allowed to accumulate – unless in suitable containers.

Room dimensions and space - the regulations requires that every workroom area, height and unoccupied space where people work does not risk there health, safety or welfare. (Each employee at his workstation should have at least 11 cubic metres of space not counting any height in excess of 3 meters)?

Suitability of workstations – workstations will have to be suitable for the people working there and any work that is likely to be done there. Workstations should provide protection from adverse weather, enable a person to leave swiftly in an emergency, ensure that any person cannot slip or fall.

Floors – floors are to be properly constructed and maintained. Floors are not to have holes, slopes or uneven surfaces which are likely to cause danger to any person; they are to be kept clear from obstructions and from any article or substance which may cause a person to slip, trip or fall; and have an effective means of drainage provided where necessary.

Facilities of falling objects – the prevention of person falling from a height likely to cause injury; being struck by falling into a tank, pit or structure that contain a dangerous substance. Effective measures must be taken to prevent unauthorised persons entering danger areas that who are allowed entry are suitably protected.

Glazing – every door, gate, wall or partition which is transparent shall be marked to show it is present. All glazing were applicable will comply with current legislation Many accidents occur when people walk into glass.

Openable window etc - no new workplaces, or modified existing workplaces, should be designed or constructed so that any window skylight or ventilator which causes a danger when

being opened, closed or adjusted. All Company windows are to be checked for compliance and modified accordingly.

Ability to clean windows - every building window or skylight on our premises should be fitted with suitable devices, where necessary, allow them to be cleaned safely. This Regulation will only apply to any new workplaces or modifications of existing places.

Traffic routes - that pedestrians and vehicles can circulate around the workplace in a safe manner. Where possible, routes are to be segregated and marked accordingly.

Traffic routes - that pedestrians and vehicles can circulate around the workplace in a safe manner. Where possible routes are to be suggested and marked according.

Doors and gates - they are suitably constructed and that all such doors and gates do not injury people if they slide, move vertically or are powered. An emergency stop control must be provided for any powered gate or door which can be operated manual if the power fails, and, where any door or gate may be pushed from either side, a clear view of the side must be provided.

Sanitary conveniences - suitable and sufficient sanitary conveniences are provided in readily accessible places for all people working on our premises. These shall be in rooms which are adequately lit and ventilated, kept clean, in an orderly condition and properly maintained. Separate rooms for men and women are provided except where convenience is in a room intended for use by one person, and it has a door which can be secured from the inside.

Washing facilities - adequate washing facilities, including showers, where necessary, are provided if required by the nature of the work, or for health reasons.

Drinking water - an adequate supply of wholesome drinking water is provided and maintained for all persons at the workplace. Where the water is not supplied through a jet, cups must be provided.

Accommodations for clothing - suitable and sufficient accommodation is provided for people's outdoor and any special clothing which is worn at work but not taken home. These should be in a suitable location and properly maintained in accordance with company procedures and facilities.

Facilities for changing clothing - where people are required to wear special clothing and cannot change elsewhere, suitable and sufficient facilities are provided for people to change clothing. There should be separate facilities for men and women and properly maintained.

Seating - where people can do there work effectively sitting down, suitable and sufficient seating must be provided. The seat must be suitable for the person and the job and where necessary a footrest must be provided.

Facilities for rest - where necessary for reasons of health or safety, suitable and sufficient furnished restrooms are provided for employees, where practicable. Suitable arrangements to protect no-smokers from discomfort caused by tobacco smoke' and suitable facilities are also to be provided for pregnant women and nursing mothers to rest.

Facilities for eating meals – where necessary for reasons for health or safety, suitable and sufficient facilities must be provided and maintained for people to eat meals at the place of work. All contracts are assessed at the time of tender to allow for welfare mobile welfare facilities if required

3.7

Smoking Policy

OBJECTIVES:

Smoking is regarded as the largest single cause of preventable ill health in the United Kingdom today and accounts for 50 million working days lost each year.

115,000 people in the UK are killed by smoking each year (18% of all deaths).

It is estimated that one in six deaths are attributable to smoking that means 543 preventable deaths.

Smoking for the purpose of this policy is defined as the smoking of cigarettes, cigars and pipes and any reference to cigarettes in this policy is deemed to include this latter definition for smoking.

Faced with these statistics Airsafe UK Ltd has a duty to promote a healthy environment and to lead by example.

The aim of this policy is to establish no smoking as normal practice within the offices of Airsafe UK Ltd and within any company vehicles..

RESPONSIBILITIES:

The over-riding principle in this policy is that there will be no smoking allowed in the offices of Airsafe UK Ltd or within company vehicles.

Management:

Implementation and maintaining this policy will be the function of the Directors.

Staff:

No smoking will be the normal practice for all staff on any part of the Airsafe UK Ltd office or company vehicle. Staff who smoke will be offered assistance in stopping by initial subsidised therapies and a smoking cessation course.

Tenants and Visitors:

No smoking will be the normal practice for all visitors in the office of Airsafe UK Ltd.

ORGANISATION:

All advertisements for new posts must incorporate reference to Airsafe UK Ltd being a "smoke free" organisation and all new staff must be informed by the Directors at interview of the requirements of the policy.

In addition, all new staff will be reminded of the policy on induction.

This policy will be acknowledged and upheld by all staff. Should there be clear abuse of this approach managers will be expected to deal with inconsistencies initially on an informal counselling basis. If there is repeated abuse formal disciplinary action will be taken.

Monitoring the implementation and effectiveness of this policy will be the responsibility of the Directors.

AMENDMENTS AND REVISIONS:

The Directors shall be responsible for arranging the issue of amendments as necessary to this policy and for its periodic review and revision in accordance with requirements to ensure a safe working environment

3.8

Fire & Emergencies

1. Objectives

It is a mandatory requirement that in the event of an outbreak of fire, irrespective of its size or whether it can be extinguished using fire extinguishers or other local fire fighting equipment, that the alarm must be raised and the Fire Service summoned, thus ensuring that all personnel are alerted and evacuated to a safe place and also that professional fire fighting and rescue resources are made available as quickly as possible. In the event that the evacuation alarm is sounded, it is a mandatory requirement that all personnel including visitors and contractors, evacuate and proceed to a designated safe assembly point where a roll call will be carried out.

2. Scope

The emergency management procedure in the event of fire at Airsafe UK Ltd. ?

Responsibility

Employees

- For taking any visitors or contractors to the assembly point.
- For roll call of staff and visitors.
- For reporting to the Incident Officer.

Incident Officer **Nigel Pierce: Deputy – Sean Skidmore**

- For managing the incident for Airsafe UK Ltd.
- For liaising with the Emergency Services
- For informing neighbour companies

Method

The person who discovers the fire shall immediately: -

- a) Raise the Alarm without delay by breaking the break glass at the nearest call point
- b) Dial 999 and request the Fire Brigade.
- c) Seek assistance, and if without risk, attempt to extinguish / control the fire using fire extinguishers or other local fire fighting equipment if trained to do so

When the alarm is raised all persons in the building, including visitors and contractors, shall evacuate, and proceed in an orderly manner to the designated assembly point which is identified as the front car park

NOTE

If required nominated personnel will assist disabled visitors to exit the building.

Fire extinguishers are situated throughout the building.

Fire doors must be kept shut and exits must be kept clear at all times.

Because of the risk of being overcome by smoke or fumes, a person must not attempt to fight a fire by him/herself, hence the need to first seek assistance.

All personnel shall evacuate to the designated safe Assembly Point situated on the front car park outside of the main entrance.

Plans of the "local" area showing the location of the assembly point and groups required to assemble are prominently displayed throughout the building.

The Incident Officer shall be responsible for taking a prepared "Roll" of employees names who are required to assemble and identify the names and probable location of any unaccounted person (the latter by questioning fellow workers etc), details of which should be passed to the Emergency Services.

Any visitors or contractors will be accounted for.

No attempts shall be made to search for missing persons. Searches will only be carried out by the Fire Brigade.

In the event that the assembly point is affected by the emergency i.e. downwind of smoke/fumes, the Incident Officer shall direct assembled persons to an alternative safe place which shall be largely determined by wind direction. The Incident Officer will also ensure that neighbouring companies are informed of the fire.

The completed Roll Calls shall be passed to the Emergency Services.

Staff shall only re-enter the building when given the all-clear by the Emergency Services. Fire drills will be carried out on a regular basis

3.9

First Aid

1. Objectives

The Health and Safety (First Aid) Regulations 1981 requires employers to provide such equipment and facilities for enabling first aid to be rendered to employees in the event that they are injured or become ill at work. The objective of this Order is to define Airsafe UK Ltd First Aid service and procedures to ensure compliance with these regulations.

2. Scope

Suitably equipped First Aid boxes will be maintained in the office which will be controlled by a qualified First Aider. The nominated name of the First Aiders for Airsafe UK Ltd is displayed throughout the building.

3. Responsibility

Directors

Overall responsibility for ensuring that adequate first aid service is available to all persons employed at Airsafe UK Ltd.

First Aider

To attend an approved training course, typically they are of four day duration covering a wide range of techniques from simple medical treatment to dealing with an emergency (eg resuscitation.) The course ends with an examination after which the successful trainee is awarded a current certificate valid for three years. First Aiders who hold current certificates and are due for re-certification shall attend approved Refresher Training Course.

4. Method

First Aid Box

A First box is positioned in the reception office. In addition each vehicle has a first aid box on board

Reporting of Injuries

- All injuries sustained at work MUST be reported to the First Aider.
- First Aid treatment will be carried out at the First Aid Box station.
- First Aid assistance is obtained as follows:

Reporting Treatment

Treatment of injuries will be reported in accordance with Airsafe UK Ltd Operating Procedure "Reporting and Investigating Accidents/Diseases".

Amendments and Revision

The Directors shall be responsible for the amendment and periodic revision of this Procedure.

5. Records

<u>Reference</u>	<u>Title</u>	<u>Location</u>	<u>Period</u>	<u>Responsible</u>
N/A	Accident Book	Office	Indefinitely	First Aider
F2508	Accident	Safety File	Indefinitely	Partners

All Reportable incidents will be reported in line with current legislation

3.10

Accident Reporting & Investigation

Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)

It is the policy of Airsafe UK Ltd to report all injuries, diseases and dangerous occurrences in accordance with RIDDOR 1995 via the appointed person **Mr S Skidmore**

The legal requirements of these regulations require the responsible person to notify the relevant enforcing authority and subsequently send a report of fatal and certain non-fatal accidents arising out of or in connection with work, of certain specified diseases contracted by person at work and of certain specified dangerous occurrences

To comply with these requirements the procedure for reporting, investigation and record keeping upon discovering a reportable injury, disease, dangerous occurrence or an injury connected with work which results in the employee being (unfit for) or away from work for more than 3 days, the appointed person shall:-

1. Notify the enforcing authority by phone immediately with all relevant information
2. File a report using form (F2508) and submit to the following:-
 - By phone - 0845 300 9923 (08.30 – 17.00)
 - By fax - 0845 300 9924 (any time)
 - By internet - www.riddor.gov.uk (any time)
 - By email - riddor@natbrit.com
 - By post - Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

All within 10 days.

3. If a doctor notifies the Company that one of its (our) (past) employees is suffering from a reportable disease then a form (2508A) must be completed and sent to the enforcing authority using the methods mentioned in section 2.
4. By establishing the cause of any accident, injury, ill health or dangerous occurrence a full investigation will be carried out to prevent reoccurrence and to apply corrective action.
5. Records are to be kept for at least 3, and are as follows:-
 - Date and method of reporting
 - Date, time and place of the event
 - Personal details of those involved

- Brief description of the event or disease
6. Enter all details into the accident log book.
 7. Provide information to the department of social security on all accidents and injuries where industrial benefits are to be claimed.

Please see examples of reportable accidents, incidents and events in HSE leaflet (HSE 31 Revised) available from Health and Safety Managers Office.

3.11 COSHH

Control of Substances Hazardous to Health Policy

To enable the Company to comply with its duty we have appointed a person to undertake the COSHH duties listed within this policy.

Part I – Policy

It is the intention of the Company to secure the health and safety of all person so far as is reasonably practicable from the hazards in the use, handling storage, disposal and transportation of all substances, by assessing the risk to prevent or control any ill health effects or accidents arising from or out of any such activities.

The Company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risk, the recommendations of the employees undertaking the task will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

Part II – Organisation/Responsibilities

Each level of management is directly responsible for ensuring that persons within their control are not injured or adversely affected by substances.

This will be accomplished by identifying hazardous substances and assessing the associated risk from them together with the processes they are used in or derived from, and then implementing such safety measures to reduce, control or eliminate the risk at source.

Management is to ensure that no substance is brought into use without the relevant safety data being available for assessment. This includes all samples obtained from salespersons. Additionally, the person responsible for purchasing is to ensure that NO NEW substances are purchased, unless approval has been gained from the appointed person.

The Appointed Person Shall:

Instigate and plan meeting to initiate/ further the progress of the COSHH project band brief, instruct and co-ordinate the efforts of all persons involved with the project.

Provide reports to senior management on progress, requirements and problems associated with hazardous substances.

Review the COSHH policy and procedures on a regular basis to ensure it is modified in compliance with current legislation and Company practices.

Ensure that all levels of management receive adequate training in the recognition of substance hazards and assessing the risk derived there from using the documentation and procedures listed within the policy.

Provide materials, equipment and guidance for the completion of an inventory and initial survey of all operations where hazardous substances are used.

Review the inventory and initial assessment to identify those substances which will require further in-depth assessment

From the preliminary assessment identify substances and contact the appropriate supplier/manufacturer to obtain the safety information required for the COSHH assessment.

Co-ordinate the in-depth assessment, discuss and review the options available for those tasks that can be eliminated or where: safer alternatives; segregation of substances/person by distance, screening or time; dilution; air injection and extraction; Personal Protective Equipment (PPE) and hygiene methods can be used.

Research, recommend to senior management suitable/safer methods and personal protective equipment appropriate for the task. Trial and ensure adequate information, instruction and training is provided prior to bringing such equipment or substances into use.

Provide guidance on risk reductions by using safe systems for those tasks which cannot be completed without PPE and Respiratory Protective Equipment.

Provide specific information, practical instruction and training for management and all employees on safe handling storage, use and transportation, together with written/pictorial guidance cards and other training media applicable to the task.

Ensure individual managers and supervisors give specific and adequate instructions, practical demonstrations and training to their employees on safe measures in dealing with emergency situations e.g. spillage, fire and contamination of persons, property of the premises together with written procedures and emergency equipment.

Maintain records of assessments, training and equipment for inspection. These records can be either written or stored electronically on a computer providing they are immediately available to the safety inspectorate.

Identify areas beyond the capacity and training of the Company; recommend external professional assistance for assessment, monitoring and health surveillance.

Part III – Arrangements

The appointed person is to ensure that other person visiting the site/ premises who are required to use hazardous forward prior to arrival at site COSHH assessment for the materials to be brought onto Company premises where unsafe practices are viewed, contractors are to be reminded by Company management and supervisors of their responsibilities under the regulations where in the opinion of Company management unsafe practices are being used by contractors, they are to inform them to cease work until a safer alternative is agreed upon.

The Company is responsible for ensuring the health of all persons, including visitors and contractors. Management is to ensure pro-active measures are implemented to prevent any significant exposure to any substance which may damage their health.

The Company will, where practicable and/or applicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by the tasks they will be required to undertake. This will be in accordance with current legislation. Additionally, where practicable the Company may use job rotation to limit exposure or as an interim measure where any ill health effects are detected.

Where any person suffers ill health or is involved in an accident, they must immediately report it to the appointed person. All such information will and must be kept in the strictest of confidence.

Management will ensure that any ill health, accidents/incidents are investigated and subsequent action implemented to prevent recurrence and all persons concerned, informed of those actions.

Female employees are to report pregnancy as soon as possible to alert management to ensure any continued exposure, albeit low, will not be hazardous to her health or that of the unborn child. Where any doubts exist, management must seek expert advice immediately.

Where appropriate health surveillance will be used to monitor certain individuals subject to activities where known adverse health effects can occur or have been identified.

Any substance which is required to be used on other employer's premises/sites must be accomplished by COSHH assessment unless it is small spray or tube etc which has the safety precautions clearly marked upon it.

Certain chemicals and substances when stored together may produce a violent reaction. All substances are to be stored in accordance with the manufacturers' recommendations and legal requirements.

Other Hazardous Substances

Flammables are provided for within the fire policy. Asphyxiates, mercury, asbestos and radiation etc, are not substances subject to the COSHH regulations, but are governed by particular safety legislations

3.12

Guidance to Employees on Preventing Ill Health from Dust and Chemicals

The government has made acts and regulations to ensure persons whilst at work do not suffer from adverse health effects. These require employers to evaluate, control and monitor any process which may damage your health. These Regulations are known as the Control of Substances Hazardous to Health Regulations or 'COSHH'. Under these Regulations, duties are also placed on YOU to co-operate with management to secure your health by following instructions and correctly wearing and using safety equipment.

The Company has gone to great trouble and expense to ensure your safety. This safety code is a reminder of good practice and common sense, but can never be substitute for your own knowledge and experience.

REMEMBER, nobody wants to be dressed from head to toe in protective equipment, but ensure you are wearing the correct protection (even for short exposures) at the right time. Don't think that because you cannot see vapours and minute particles that they cannot harm you. It is these that penetrate deep into your lungs and other organs that cause the most damage.

Points to remember for continued safe health

NEVER Smell chemicals to try and identify them

ALWAYS protect **ALL** skin from chemical contamination and burns. Don't forget your feet, chemicals may soak through your footwear and poison or burn you. Remember also that your hair is open to harm from chemicals or harmful dusts.

ALWAYS protect the mouth and nose. (Respiratory and internal organs from damage)

ALWAYS wear overalls, hats, dust coats, aprons etc but do not wear them to the canteen or take them home for washing.

ALWAYS read and follow safety and warning instructions on labels and safety information that is provided for you.

NEVER use chemicals etc unless you understand how to use them safely – **IF IN DOUBT, ASK!**

NEVER pour contaminants down the sink or drains.

NEVER mix chemicals

NEVER pour chemicals into unlidded, unmarked or unsuitable containers.

ALWAYS return chemicals to their safe storage area after use

NEVER breathe in fumes or dust. If you start coughing wheezing or feel light headed or unwell, in any way, **STOP** what you are doing, get help, and report it.

NEVER carry solvent soaked rags in bare hands or in pockets.

NEVER smoke eat or drink in a dusty or chemical environment

ALWAYS wash hands before using the toilet, smoking or consuming food/drink.

ALWAYS Replace container lids/ tops between applications and when not in use. (To prevent the chemical from escaping or being spilled)

BEWARE flammable materials such as solvents, gases and dust. Do not use them in any area where sparks or ignition sources are present. Have an appropriate extinguisher nearby.

BEWARE of spills, report them immediately and use the emergency procedure.

DON'T put yourself or others in danger.

ALWAYS follow the instructions of supervisors and managers. It is there job to know how to deal with chemicals. The golden rule will always be –

IF IN DOUBT, ASK!

DO use barrier creams and, where appropriate, cotton inner gloves with specialist outer gloves.

Remember: Don't **BE FRIGHTENED** of using chemicals or working in dusty or hazardous areas. **BE CAUTIOUS!** Find out about the hazardous of your job and then protect yourself against them.

3.13

Asbestos Removal

WORKING WITH ASBESTOS

RESPONSIBILITIES

Asbestos Contracts Manager

Upon award of a contract, it is the Asbestos Contract Manager's responsibility to carry out the following:-

- (a) Liaise with client in order to compile an appropriate 'Plan of Work' which would consist of method statements, drawings, risk assessments, emergency procedures, Health and Safety Plans and Files (where applicable). On larger contracts the Health and Safety Advisor may fulfil some of these duties.
- (b) Appoint a suitably trained Supervisor to manage the works once on site.
- (c) To carry out the monthly performance checks on all respirators and record the findings.
- (d) Ensure that all respirators are subjected to a 6 monthly check by a third party.
- (e) Ensure that all equipment has an up to date DOP and electrical test certificate.
- (f) Carry out regular site visits to ensure that the supervisor's are carrying out all necessary duties.
- (g) Upon receipt of the daily exposure records employees, the Asbestos Contracts Manager must compile the results into 12-week summary to ensure that each employee's exposure does not exceed the action level: these findings should be recorded and held in the employee's personal file.

Health and Safety Consultant

The Health and Safety Consultants duty is to visit all sites where are being undertaken and carry out internal site audits to ensure that the Company standards are being adhered to.

Supervisor

Upon commencement of the contract the Supervisor will be the main point of contact on site for the client / client's representative. The supervisor's duties are detailed below:-

- (a) Prior to start of works, ensure that the method statement(s), drawing(s) and risk assessment(s) etc. have been read fully and understood. These documents should be kept readily available on site at all times, the Supervisor should also ensure that all site operatives read and have understood the paperwork, all operatives on each contract must then sign the Work Order document on the front to confirm their understanding, it is the Supervisor's responsibility to ensure that all site operatives have signed the order.
- (b) Each Supervisor has a file that is taken to every site, which includes the asbestos Licence, Waste Carriers Licence, Insurance details, Medical Certificate, Face Fit Certificate, Training Record and Certificates, Company Health and Safety Policy, Company Asbestos Procedures, COSHH Assessments, Accident Report Forms and Fault Report Forms. The Supervisor must ensure that all information kept within this file is up to date.

- (c) The Supervisor must oversee all works on site and give necessary guidance and operatives.
- (d) Complete daily exposure records for all employees on each contract and hand in to the office each week.
- (e) Maintain daily-recorded checks of respiratory protective equipment.
- (f) Maintain daily-recorded checks of equipment
- (g) Maintain daily-recorded checks of decontamination unit.
- (h) Maintain daily-recorded checks of the enclosure / enclosures.
- (i) Make and record any necessary minor amendments to the method statement(s), drawing(s).
- (j) The Supervisor must obtain the site folders from each operative (contains medicals, face fits and training certificates) and keep them available for inspection throughout their time on site.
- (k) Keep company vehicles in order (vans and decontamination units).
- (l) Report PPE and equipment faults to management immediately.
- (m) Keep first aid kits in order and inform the office when any replacement items are required.
- (n) Upon completion of works the Supervisor must ensure that the client / client's representative signs the Job Satisfaction slip at the bottom of the works order.

Operatives

Each operative must co-operate with the Site Supervisor, ensure that they hand in their Site Folder to the Supervisor for the job, and retrieve it upon transfer to another site. Assist the Supervisor in carrying out the daily checks for their respirator. Carry out all works in accordance with the Works Order, Method statement, Drawings and Risk Assessment. Report any problems immediately to their Supervisor.

Health and Safety Officer

- (a) Details of safe systems of work, rules and procedures are communicated to all relevant persons with suitable records kept.

ASBESTOS-GENERAL DESCRIPTION

Asbestos, which is taken from the Greek language for "not quenchable", is the name given to a group of 6 fibrous mineral silicates found naturally in many parts of the world, which is formed over millions of years by crystallisation under the influence of volcanic explosion. The basic six types fall into two classes of asbestos minerals and they are as follows.

i.) **SERPENTINE**

The serpentine class is where the polymeric form is an extended sheet, wrapped around itself that is usually curved (serpentine). The only member of this group is *Chrysotile*, which is more commonly known as white asbestos. This asbestos type is a magnesia based silicate.

ii.) **AMPHIBOLE**

The amphibole class consists of a polymeric structure of the silicates silicon-oxygen bonds forming long, thin straight fibres. This asbestos type is an iron based silicate. Members of this group are:-

- (a) Amosite, commonly known as Brown asbestos
- (b) Crocidolite, commonly known as Blue asbestos
- (c) Anthophyllite
- (d) Tremolite
- (e) Actinolite

Chrysotile (white), Amosite (brown) and Crocidolite (blue) asbestos was widely used within the UK for various applications within the construction or refurbishment of offices, factories and even domestic premises. As well as being used within the fabric of a building or plant therein (boilers etc); it was also used within services and consumer goods.

The main usage or purpose of asbestos has been for thermal and acoustic insulation, fire resistance and as a fibrous strengthening agent within other products. It is quite often mixed with other materials to act as a matrix, but also can be encountered in "raw" form as a sprayed coating (limper/flock).

The latter is usually blue or brown asbestos and used as fire protection on steelwork and concrete.

As part of bonded product it is not usually hazardous unless damaged, interfered with, worked upon or manipulated in some way, whereupon asbestos fibres may be released into the atmosphere.

Where the content of asbestos is not known by analysis or survey has been undertaken by the client and there is insufficient evidence in order to assess the type of ACM (asbestos containing material), then it will be treated as other than Chrysotile alone and full asbestos shall be enacted.

Legislation

There is a great deal of legislation applicable to asbestos removal. It comprises various acts, regulations, approved codes of practice, and guidance notes. These rules fro employees in no way supersede this legislation but have taken into account their requirements.

The principal items of legislation applicable are as follows:-

Acts

Health and Safety at Work Act 1974

Environment Protection Act 1990

Water Industry Act 1991

Environment Act 1995

Pollution Prevention and Control Act 1999

Regulations

The Control of Asbestos Regulations 2006

Control of Substances Hazardous to Health Regulations 2002

Hazardous Waste Regulations 2005

Regulations (cont)

Carriage of Dangerous Goods (Classifications, Packaging and Labelling) & use of Transportable Pressure Receptacles Regulations 1996

Carriage of Dangerous Goods By rail Regulations 1996

Carriage of Dangerous Goods by Road Regulations 1996

Carriage of Dangerous Goods by Road (Driver Training) Regulations 1996

Chemicals (Hazard Information & packaging For Supply) Regulations 2005

Confined Spaces Regulations 1997

Contaminated Land (England) Regulations 2000

Controlled Waste (Registration of Carriers & Seizure of Vehicles) Regulations 1991

Environmental Protection (Duty of Care) Regulations 1991

Health and Safety (Fees) Regulations 2006

Manual Handling Operations Regulations 1992

Lifting Operations and Lifting Equipment Regulations 1998

Management of Health and Safety at Work Regulations 1999

Control of Noise at Work Regulations 2005

Personal Protective Equipment at Work Regulations 1992

Provision and Use of Work Equipment Regulations 1998

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Special Waste Regulations 1996

Transport of Dangerous Goods (Safety Advisors) Regulations 1999

Waste Management Licensing Regulations 1994

Workplace (Health, Safety and Welfare) Regulations 1992

Work at Height Regulations 2005

ACOPS (Approved Codes of Practice), Guidance and information

L143 Working With Materials Containing Asbestos

HSG 247 The licensed Contactors Guide

HSG 248 The Analyst Guide

HS (G) 210 Asbestos Essentials: Task Manual

HS (G) 213 Introduction to Asbestos Essentials

EH57 The Problems of Asbestos Removal at High Temperatures

HSG 264 The Survey Guide

IND (G) 223 Managing Asbestos in Workplace Buildings

IND (G) 255 Asbestos Dust Kills: Keep Your Mask On

IND (G) 264 Selecting Respiratory Protective Equipment for Work with Asbestos

IND (G) 288 Selection of Suitable Respiratory Protective Equipment for Work with Asbestos

IND (G) 289 Working with Asbestos in Buildings

HEALTH AND MEDICAL SURVEILLANCE

The inhalation of asbestos fibres will result in a build up of asbestos within the lungs, together with the possibility of tissue penetration.

Irreversible medical effect may result with the person concerned developing asbestos related diseases, such as asbestosis, or other various forms of cancer. In addition to thoracic (lung) cancer, there is a form of cancer known as mesothelioma, this being a tumour affecting the lining of the lung or stomach.

Smoking coupled with the inhalation of fibres is known to greatly increase the risks.

Experts medical opinion tends to differ as to the duration and degree of exposure involved with these diseases. However, there is no doubt as to the potential health hazards of asbestos and

therefore the absolute need to compliance with requirements and the use of all protective measures.

Medical surveillance of employees is a legal requirement of the Control of Asbestos Regulations 2006 and should be carried out every three years with the records being kept by the company for at least forty years.

The Company will ensure that the requirements are met and the employees will be required to undergo medical examinations at least once every two years and prior to commencing at work with asbestos.

The employee will be issued with a copy of his medical attendance certificate. This must be kept in a safe place. Records, as required, will be kept by the Company.

ASSESSMENT OF WORK

The Company will produce written asbestos assessments for each contract. These will include a specific job method statement of working and incorporate these working rules. Copies will be given to each Foreman and relevant information and instructions arising from the operatives.

A copy of asbestos assessment and method statement will be kept on site for the duration of the contract.

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT

The following protective clothing and equipment will be provided and must be worn when working in an environment where there may be, or there will be exposure to airborne fibres.

Respiratory Protective Equipment (RPE)

RPE used on each individual job will be specified on the relevant asbestos assessment.

All the RPE used will confirm to the standards as listed within the HSE documentation as listed in section 6.2. All RPE will be CE marked as required and in good working order.

Operatives will be given instructions on the use, fitting and basic maintenance of any RPE provided during regular training sessions.

Before use all operatives will ensure that all the equipment has been properly cleaned/decontaminated in accordance with the manufacturer's instructions and that the Inspection/Service Record is up to date – Monthly inspection is the minimum requirement.

All equipment must be checked for signs of visible damage and repaired or brought to the attention of the Foreman/Contracts Manager as soon as possible for external repairs to be arranged.

In case of a positive pressure respirator a flow rate test will be carried out. For all full face or orin-nasal respirators a negative pressure or "collapse" test is to be carried out. Filters will be made freely available and pre-filters should be changed on a frequent basis.

Under no circumstances should a defective respirator be used for any reason

Overalls

These will be one piece overalls which can be securely fastened at the front to the neck (zip), will have no external pockets and will be elasticated at the cuffs and ankles. The overalls will have elasticated hoods.

Overalls to be worn in the work area, for preparation and for transiting will be Type 5&6, colour coded and clearly defined within the method statement for each contract.

Normally: - Transit.....White (disposable)
Preparation....Blue (disposable)
Removal.....Red (disposable)

Footwear

Footwear used will be either Rigger boots, Wellington boots. Disposable overshoes are only to be allowed during transit procedure. When utilising Rigger boots or Wellington boots, employees must ensure the trouser leg of the overalls is placed outside the boot.

Impermeable Gloves

Rigger type gloves may be worn during removal operations, which require hand protection for the operatives.

THE WORK AREA

The work area must be closed or sealed off to prevent asbestos dust from contaminating other areas. Where applicable all external openings such as doors, windows, vents, pipe work apertures, service ducts, etc. must be sealed. Polythene fixing battens, spray tack, adhesive tapes and poly foam will be amongst the materials used to ensure dust tight joints. Once completed and prior to asbestos test the integrity of the enclosure.

When the work area forms only a part of the building and separate enclosures have to be constructed, then existing framework and partitions may be used provided that these are sealed, overlapped where necessary and carefully checked.

The work area must be provided with triple air lock entry/exit. These will be zip type with alternative air intake or be of the flap type. Outer flaps should be weighted and positioned to facilitate the intake of air and automatic closure should a power cut occur.

Air extraction (negative pressure) equipment will be provided, wherever practicable, to the work area. This will be of size capable of creating at least 6 air changes per hour, and maintaining a minimum negative pressure of at least 3 inches WG (water gauge) or 750 Pascal's. The NPU's will be DOP and electrically tested every 6 months.

The pre-filter of the unit must be positioned within the enclosure wall so that employees can easily change it from within the work area. The remainder will be located outside the work enclosure, in a clean area.

REMOVAL OF DISPOSAL OF ASBESTOS

In all asbestos removal work it is essential to maintain the highest standards of cleanliness during and after the work has been completed.

Wherever work on any type of asbestos is undertaken, careful consideration must be given to reducing the contamination created to an absolute minimum. In this context, the careful planning of removal work to prevent contamination of surrounding surfaces will reduce the amount of cleaning necessary following work, in order to meet the highest possible standards.

This will include prior to removal of non-affected items prior to commencement where possible and sheeting over items, which cannot be removed.

During asbestos removal it must be ensured that waste and debris are cleaned up as soon as reasonably practicable, and in any event the floor, or other surfaces of the working area, must be cleaned up at least, daily.

IDENTIFICATION OF THE WORK AREA

Warning notices depicting Asbestos Area and Respirator Area must be clearly displayed. Also more general notices relating to the work being carried out should be displayed around the perimeter, stating restrictions to access. Barriers and notices wherever practicable should be set up at some distance from the work area.

Working Methods

The work will be planned to minimise airborne dust levels within the work area. The precise method used on a particular contract will be in accordance with job requirements, its location and type of asbestos materials involved, full details will be provided in the method statement.

Asbestos hand applied pipe and vessel insulation and some sprayed coatings will be removed using surfactant applied by using a commercially available system such as multi needle injection, water pressure operated system capable of delivering a measured dose of sufficient/water to each individual needle by an operator controlled manifold fed tube system.

Throughout work operations, "H" type vacuum cleaners will be used to ensure good standards of cleanliness and to prevent accumulation of loose laying materials. Dampening of the asbestos material will reduce the airborne dust levels, but care must be taken if live electrics are present.

Negative Pressure

A negative pressure of at least 3 inches WG (water gauge) or 750 Pascal's will be maintained, wherever practicable, to further prevent the escape of asbestos fibres. The equipment will be fitted with pre-filter and HEPA filter and wherever practicable will be positioned so that air taken into the work area is via the airlock and is extracted through the area, creating adequate air changes.

Pre-filters will be checked by the foreman at the beginning of every shift and as the work proceeds being replaced as necessary. The equipment will be left running for a minimum of 60 minutes after completion of the work period.

Wherever possible the filtered air exhaust will be vented, to atmosphere outside the building.

Floors, Walkways, Walls and Ceilings

When necessary, floors, walkways and ceilings will be lined with polythene to prevent contamination by asbestos. Floor lining will also facilitate the collection of loose asbestos and make final cleaning of the area easier.

Bagging and Disposal of Asbestos

Bagging and removal of waste will be affected in controlled manner, principally as an ongoing process, concurrent with the actual stripping work. As previously that it is left clean at the end of a work period.

Air will be removed from bags of waste as far as practicable, before being tied. Bags will be removed from the work area, via a bag lock where applicable once cleaned. The system will

incorporate double bagging and cleaning will normally be by vacuum methods and damp wiping.

The bagged material will be placed into a sealed and lockable skips ready for disposal. A similar procedure will be adopted when material has to be double wrapped in polythene instead of bagging.

Completion and Removal of Enclosure

Following the removal of bulk asbestos, affected items will be scrapped, wire brushes etc; prior to vacuum cleaning.

On completion of all the removal work, the whole area will be thoroughly cleaned, utilising "H" type vacuum cleaners and damp cloths prior to the work area being inspected by the Supervisor / Appointed Person.

This will be followed by independent visual inspection and air monitoring for the four-stage clearance procedure.

On receipt of satisfactory clearance, both visual and airborne fibre count of <0.010 fibre/ml, a certificate of reoccupation will be granted.

Seals and enclosures will then be dismantled, all disposal material being bagged and disposed of as asbestos waste.

All plant and equipment, having been previously cleaned and sealed will be removed from site.

ENTRY & EXIT OF PERSONNEL FROM THE WORK AREA

The following illustrates transit procedures to be used by employees.

On arrival at the site the employee enters the "clean" side of the hygiene (decontamination) facility. He will remove all domestic clothing and store neatly. He will then put on his clean respirator facemask, adjusts it and check for seal by carrying out the 10 seconds negative pressure test. On achieving a satisfactory fit he will pass through the facility to the "dirty" section, ensuring all doors are closed behind him.

Within the "dirty" section, he will put on basic underclothing, transit overalls/ footwear and couple up his power pack.

He will then proceed to the outer section of the triple air lock, where he will remove transit clothing and store it neatly. He will pass through the airlock to the inner section (nearest the work area) and put on working overalls, and footwear.

Exit from the Work Area

At the end of the working period the employee will leave the work area via the triple air lock. Before entering the airlock the employee will thoroughly vacuum off his work clothing, footwear and respirator, with a "H" type vacuum making sure to keep the suction away from filters and exhalation valve.

On entry into the inner stage of the airlock, he will carry out further cleaning of the RPE using a sponge or damp cloth. He will then remove work clothing and footwear.

He will pass through to the outer section of the airlock where he will dress in transit overalls and footwear. The employee will leave the airlock, and return to the hygiene facility.

In the “dirty” section of the facility he will remove his transit overalls, footwear and underclothing but NOT the RPE.

He then must proceed into the shower, still wearing the facemask and wash thoroughly. He must pay particular attention to the seal of the mask, hair and fingernails when showering. Remove the mask and wash thoroughly.

At regular maintenance intervals the facemask will require disinfecting.

On the leaving the shower, the employee will enter the “clean” end and redress in domestic clothing. The facemask will be left dry and arrangements made for power pack maintenance.

DO NOT SMOKE, DRINK OR EAT IN THE HYGIENE FACILITY

NOTIFIABLE WASTES – SECTION 17 CONTROL OF POLLUTION ACT 1990

Statutory Procedures to be followed by The Company, its Contractors and Sub-Contractors in the removal of, transportation, or disposal of any and all Hazardous Wastes and Materials from any and all locations. This notification is a requirement to all local authority Waste Disposal Authorities.

WHITE (PRE-NOTIFICATION COPY)

To be posted to the authority who are responsible for licensing the relevant disposal site. Before waste should be removed, 3 clear working days prior notice is required making allowance for the day posing and day of receipt by the licensing authority, in addition to discounting weekends. Waste procedures would be wise to allow 7 days total notice.

GREEN (PROCEDURES COPY)

This is to be retained by the producer for his own records for period of 3 years.

THE REMAINING 3 COPIES

I.e. orange, yellow and pink, accompany the load to the disposal site. On arrival at the disposal site, part ‘E’ is then completed and instructions given to driver where waste is to be deposited.

ORANGE (CARRIERS COPY)

To be retained on record for a period of 3 years.

YELLOW (RECORD’S COPY)

Disposal site will forward this copy back to the producer’s Waste Disposal Authority, in order to advise that the waste has arrived at its destination.

PINK (SITE COPY) To be retained at the disposal site for record purposes.

3.14 Asbestos Surveying & Sampling Policy

It is the policy of Airsafe UK Ltd that all surveying and sampling will be undertaken with the utmost of care and in accordance with HSG 264, HSG 248 and all other relevant documents; to ensure that possible disturbance and/or potential risk to the health of client or site visitors are reduced to minimum levels.

As set out in Guidance document HSG 248, dust release from asbestos sampling must be reduced to as minimum a level as is reasonably practicable, an assessment in respect of likely dust release will dictate the need for precautionary measures. These may include:

1. Isolation of the sampling
2. Appropriate cleaning process
3. Use of Personal Protective Equipment (P.P.E)
4. Wetting of material to suppress dust release

After sampling, any broken material with potential to cause airborne dust will be sealed and any remaining dust or debris will be removed by using an approved 'H Type' vacuum cleaner manufactured to BS5415 standard and in accordance PAS60/3 requirements or by simply wet wiping.

Any disposable material used in sampling, or dust created whilst sampling, will be treated as contaminated by asbestos.

Immediately after collection, samples will be placed into one bag which will then be sealed in another bag which will not release any dust when subsequently handled.

Sampling will not impair the structural integrity of the building or plant.

Air monitoring may be appropriate in certain sampling situations for reassurance purposes.

All high-level location sampling that requires the use of an extension ladder will only be undertaken when the ladder base has been securely fixed by either tying or by additional personnel.

3.15

Personal Protective Equipment

The Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Control of Asbestos at Work Regulations 2002 requires that an employer must ensure that exposure to substances hazardous to health is either prevented or where this is not reasonably practicable, adequately controlled.

For any control measure, including the use of personal protective equipment (PPE), to be effective, it must be suitable for the job requirements, correctly used and properly maintained.

2. Strategy

There shall be formal procedures for the issue, use, inspection, maintenance and storage of PPE. All personnel will be trained in the proper use of PPE and all such training will be recorded.

3. Responsibilities

All employees are responsible for the correct operation of this procedure and are responsible for the inspection and issue of PPE.

All users have a duty to wear specified PPE and ensure that it is properly worn and free from defect during use. In the event that the equipment is damaged during use, the wearer is responsible for ceasing operations and reporting to their supervisor. Issue of PPE will be recorded by the supervisor.

All users will be trained in the correct use of PPE, normally the manufacturers instructions will be sufficient to facilitate training which will be done by the Directors.

All employees are responsible for compliance with Airsafe UK Ltd Operating Procedure 13 "Asbestos Removal" and Airsafe UK Ltd Operating Procedure

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All employees are responsible for compliance with Airsafe UK Ltd Operating Procedure 13 "Asbestos Removal" and Airsafe UK Ltd Operating Procedure 14 "Asbestos Sampling."

5. Amendment and Revision

The Directors are responsible for the periodic revision of this procedure.

6. Records

<u>Reference</u>	<u>Title</u>	<u>Location</u>	<u>Period</u>	<u>Responsible</u>
Directors	PPE Issue Training Records	Office	Indefinitely Indefinitely	Directors

3.16

Manual Handling & Lifting Policy

To enable the company to comply with its statutory duty we have appointed a 'Co-ordinator' to undertake the manual handling duties listed within this policy. The appointed Co-ordinator will ensure that the Company employees must co-operate with them to ensure the discharge of this duty.

Part I – Policy

It is the intention of the Company to secure the Health and Safety of all persons from the hazards of manual handling by assessing the risk to prevent or control any health effects or accidents arising from or arising out of any such activities.

The Company recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risk, the recommendation of the employees undertaking the task will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

Part II – Organisation/Responsibilities

Each level of management and supervision is directly responsible for ensuring that person within their area of control are not injured or adversely affected by manual handling operations. This will be accomplished by identifying hazards and assessing the associated risks, by reviewing each task together with the capability, strength and physical size of the individual employee, load and workplace environment.

The appointed person shall:

Provide reports to senior management on progress, costing, requirements and problems associated with manual handling.

Review the manual handling policy and procedures on regular basis to ensure it is modified in compliance with current legislations and Company practices.

Ensure that all levels of management receive adequate training in the recognition of manual handling hazards and assessing the risk deriving there from using the Company procedures and documentation.

Provide facilities, materials, equipment and guidance for the completion of an initial and in-depth manual handling survey of all such operations.

Review the initial assessment to identify those tasks which will require further in-depth assessment

Co-ordinate the in-depth assessment and discuss and review the options available for those tasks that can be eliminated, mechanised or automated.

Research cost and recommend to senior management suitable and safe mechanical means and personal protective equipment appropriate for the task. Conduct trial and ensure adequate information, instruction and training is provided prior to bringing such equipment into use.

Provide guidance on risk reduction by using system of work for those tasks which cannot be completed without manual handling.

Provide information, practical instruction and training for management and all employees on safe lifting by an individual or team, together with written/pictorial guidance cards and other training media, applicable to the task.

Maintain records of assessment, training and equipment for inspection. These can be in written form or stored on computer, providing they are accessible at all time to the safety inspectorate.

Identify areas beyond the capacity and training of the Company and recommend external professional assistance, assessment and where applicable health surveillance.

Employees Duties

Employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report awkward, hazardous, dangerous operations; follow the training and guidance provided to prevent injury to themselves and others.

Deliveries

Co-ordinate with despatching or receiving companies to ensure that sent or delivered loads are correctly packaged, labelled with the weight, secured in strong containers or on pallets in good condition and provided in such conditions as will enable the safe removal, placement, loading, unloading and handling of the load.

Contractors, Delivery Person and Visitors

Ensure that other persons visiting the site/premises who are required to undertake manual handling activities are reminded by Company management and supervisors, of their responsibilities under the regulations when undertaking activities which may be dangerous to themselves or others.

Part III – Arrangements

Manual Handling Assessments (These will be undertaken as specified using the forms provided)

Work Routines

Where possible, in addition to the assessments and recommendations it is the Company's policy to review job procedures to intersperse manual handling with other tasks and use job rotation to reduce risks. Where this is not possible rest periods will be notified to specific persons exposed to these risks.

Preventing Ill Health

The Company will, where practicable, screen job applicants to ensure that any previous injury or illness will not be adversely affected by tasks beyond their capacity.

Health Problems

Where any persons suffers ill health or is involved in an accident, they must immediately report it to the safety manager or Company medical staff. All such information will be kept in the strictest of confidence.

Management will ensure that ill health, manual handling accidents/incidents are investigated and subsequent action implemented to prevent recurrence and all persons concerned, informed of those actions.

Where appropriate health surveillance will be used to monitor certain individuals subject to risk activities and where ill health effects have been identified.

Pregnancy

Female employees are advised to notify management of pregnancy to ensure tasks will not cause any detrimental health effects to themselves and their unborn child. All such information will be in the strictest of confidence and as a result, changes of work or routine may have to be introduced to reduce any risk identified.

3.17

Company Policy on Confined Spaces

The Company recognises its duty to comply with the confined spaces regulations 1997.

The Company through its Directors and Senior Managers will identify the areas of work which are undertaken from the time to time that are considered to be confined spaces.

The criteria for identifying confined spaces will be any spaces of an enclosed nature where there may be a risk of death or serious injury from hazardous substances that may be encountered or dangerous conditions for example lack of oxygen.

Some of the areas we as a Company need to assess will be enclosed manhole chamber, ductwork, unventilated or poorly ventilated rooms.

Where identified as being a confined space the Company will ensure that a safe system of work is instigated prior to works commencing.

Work in confined spaces will only be undertaken by those employees of the Company who have been specifically trained to conduct work.

Where risk assessments are conducted that highlight the need for safe systems of work the Company will ensure that this information is communicated to those persons who will be engaged in the work.

3.18

Environmental Impact Policy

General Environmental Policy

It is the policy of the Company to plan, conduct and monitor its operations using the best practicable means to protect the environment from impairment.

The concepts of Best Practicable Environmental Option (BPEO) and duty of care will be implemented to establish high standards of operation in all the Company's activities.

Environmental Responsibility

All management within the Company's Health and Safety programme have the additional responsibility for ensuring the Company's policy is implemented, monitored and modified in accordance with existing and future legislation.

Operational Policy

1. Assess in advance the environmental impact of any significant new development.
2. Operate and maintain vehicles in a responsible manner providing the maximum practicable environmental protection.
3. Respect of wildlife on the premises.
4. Where possible, recycle waste and/or ensure its proper disposal.
5. The purchase of materials and supplies will be from a sustainable source wherever possible

Communication Policy

1. Make all employees aware of our environmental policy, provide suitable training to improve environmental awareness and allocate clear responsibilities.
2. Operate and update systems and procedures, as applicable, for our operation and their monitoring to ensure compliance with the policy.
3. Procedure an ongoing programme of specific environmental objectives and monitor the Company's progress.

Company Environmental Strategy

The Company will, so far as is reasonably practicable:

- a. Record raw material and energy usage, wastes and emission.
- b. Seek opportunities to turn waste into profitable by-products or to recycle and explore the possibility of more effective and economic methods for waste disposal.
- c. Encourage employees to provide suggestions for improvement.
- d. Use a registered waste disposal Company to dispose of waste to appropriate disposal sites.

- e. When using contractors, make sure they confirm to the Company's standards.
- f. Monitor performance and make sure there is regular review.

Environmental Action Programme

Our environmental action programme determines the specific objectives for environmental control, providing guidelines for the Company personnel who have the responsibility for ensuring that the objectives are met.

Management involvement – managers at all levels throughout the Company must take individual responsibility to ensure that environmental issues are considered carefully when making decisions or when:-

- Workplace involvement – all employees will be made aware of their individual responsibilities for acting in accordance with the environmental policy.
- Waste reduction and recycling – careful consideration will be given to the elimination or minimisation of waste at source and the recycling or reuse of materials.
- Waste disposal – disposal and transport of waste off site will be carried out in a reasonable manner with due regard to all environmental considerations. The Company will endeavour to minimise spillages and use only bunded tanks for the storage of fuel oil. The Company will maintain good housekeeping as part of our system of compliance
- Effects on the community – noise, odour, atmospheric emissions, traffic and other aspects of the Company's activities which can affect the local community will be controlled to the lowest practical level and will be conducted during normal working hours wherever possible.
- The Company will seek to be a good neighbour and improve the aesthetic appearance of the site, where practical.
- Complaints – the company will continue to develop the existing system for handling complaints from individuals or from local organisation and make every effort to provide an efficient and friendly channel of communication.

3.19

Noise Policy

To enable the Company to comply with its statutory duty we have appointed a person to undertake the in duties listed within the policy in accordance with the Noise at Work Regulations 2005. Who is Mr. N Pierce

The appointed person will ensure that the Company is complying with the current Noise at Work Regulation. All employees have a duty to co-operate with the appointed person to ensure compliance with the regulations and to accept personal responsibility for their own at work.

Part I – Policy

It is the intention of the Company to secure the Health and Safety of all persons so far as is reasonably practicable from the hazards of noise, by assessing the risks arising from any source of noise. Where practicable management will investigate and instigate other methods of noise reduction in preference to the use of personal protection.

Where practicable the views of all employees will be taken into consideration during any investigation of noise problems, any modification of the workplace or the introduction of safety equipment.

Part II – Organisation/Responsibilities

Management is directly responsible for ensuring that persons within their area of control are not subjected to excessive levels of noise.

This will be accomplished by identifying hazardous noise sources and assessing the associated risks from such sources together with the process they are used in or derived from and to then implement safety measures to eliminate, reduce or control the risk at source.

The appointed person will:

- Instigate and plan meetings to further progress the project and co-ordinate the efforts of other management members of the Company.
- Provide reports to senior management on progress, costing, requirements and problems associated with noise reduction measures.
- Review the policy and procedures on a regular basis to ensure it is modified in compliance
- with current legislations and Company practices.
- Ensure that all levels of management receive adequate training in the recognition of noise
- hazards and methods of noise reduction.
- The company will provide materials, equipment and guidance for the completion of an initial noise survey
- and subsequent in-depth survey where levels exceed 90db (A) in accordance with the documentation provided within the policy.
-

- Provide hearing protection against the level and frequency of the measured noise. Demarking of hearing protection zones. Provide where applicable cleaning materials to ensure the hygienic condition of the hearing protection provided. Available from?
- Co-ordinate noise surveys discuss and review the option listed within the arrangements to reduce noise to an acceptable level.
- Research and recommend to senior management suitable/safer methods and personal protective equipment appropriate for the task. Test suitability and ensure adequate information, instruction and training is provided prior to bringing such equipment into use.
- Provide information, practical instruction and training for management and all employees on the correct use of hearing protection and the maintenance thereof.
- Maintain records of noise surveys, training and equipment for inspection. Records can be written or stored electronically on a computer providing they are immediately accessible to the enforcing authority.
- Ensure that a competent person with specific technical measuring equipment is utilised to carry out the in-depth noise survey as required by the regulations.

Employee's duties

Employees must co-operate with management and use the noise control equipment provided to protect their hearing. Report defects in a safety equipment and follow the training and guidance provided.

Part III – Arrangements

Overview

Although deafness can be immediate form sudden loud noises, it is normally associated with the continual exposure to noise. Most people perception is that deafness is just a matter of asking people to speak up. This is only partially correct, as generally parts of spoken word become unintelligible. This may make normal work, social and family life more difficult. As noise induced hearing loss occurs over a period of years, frequently 5 to 10 years, many employees do not notice the gradual deterioration. Every Company employee is a valuable asset and as such we need their help to assist in the prevention of their hearing.

The Company is required to provide hearing protection when requested by the employee, and the noise level exceeds the first action level. Below this level, where any employee finds noise nuisance, stressor or distraction management will provide hearing protection in consultation with the employee and after assessing the area concerned. All areas where noise hazards exist will be notified to the exposed employees.

If normal speech cannot be understood when 1-2 metres apart then a preliminary noise survey will be undertaken. Where a reading of around 90db (A) is indicated, all such areas are to be brought to the attention of management to arrange a full noise survey.

Contractors and visitors

The appointed person will ensure that other persons visiting the premises who are required to enter noise hazard areas wear the appropriate hearing protection. Visiting contractors etc are to advise the appointed person and employees of any significant noise arising out of their

operations. Where necessary they are to be reminded by the appointed person of their responsibilities under the regulations.

The Company is responsible for ensuring the health of all persons at work including all visitors. In compliance with this responsibility management is to ensure pro-active measures are implemented to prevent any significant exposure to any noise level which may be detrimental to their hearing.

Working away from company premises

All persons who are required to work away from Company premises are to comply with this policy and take hearing protection with them. In addition, when working on other employers premises or site they are to notify management of significant noise they may produce.

Preventing ill health

The Company will where practicable screen job applicants to ensure that any previous injury, illness or hearing defect will not be adversely affected by tasks they will be required to undertake. This will be in compliance with current legislation. Additionally, where practicable the Company will use job rotation to limit exposure or as an interim measure where any ill health effects are detected.

Hearing difficulties

Where persons suffers ill health or notices deterioration in hearing they must immediately report it to the appointed person. All such information will and must be kept in the strictest of confidence.

Health surveillance

Where appropriate health surveillance will be used to monitor certain individuals subjected to activities where known noise levels may cause adverse health effects.

Noise reduction methods

Where possible the measures listed are to be planned for and used in preference to personal protection.

Machinery vibration can be reduced at source by:

- The substitution of component parts produced from different materials;
- The use of anti vibration mounts and damping to prevent resonance;
- The use of silencers baffles and noise reflecting or absorbing materials;

3.20

Display Screen Equipment

1. Objectives

The Display Screen at Work Regulations 1992 require employers to analyse workstations of employees covered by the Regulations and assess and reduce risks. It is the objective of this procedure to define the system to ensure compliance with the Regulations.

2. Scope

Workstation assessments at Airsafe UK Ltd.

3. Responsibility

The Directors will identify which members of their staff are "significant" users of Display Screen Equipment (DSE).

The Directors will arrange for an assessment of those workstations.

The assessment will recommend what action is required based on the findings of the assessment.

The Directors will ensure that the actions to aid improvement are implemented.

4. Method

The Directors will decide which of their staff are deemed as "significant" users based on the following criteria:

- (a) If the individual depends on the use of DSE to do the job, as alternative means are not readily available for achieving the same results.
- (b) The individual has no discretion as to use or non-use of the DSE.
- (c) The individual needs significant training and/or particular skills in the use of DSE to do the job.
- (d) The individual normally uses DSE for continuous spells of an hour or more at a time.
- (e) The individual uses DSE in this way more or less daily.
- (f) Fast transfer of information between the user and screen is an important requirement for the job.
- (g) The performance requirements of the system demand high levels of attention and concentration by the user, for example, where the consequences of error may be critical.

Once all users have been assessed eye tests will be available to all people who are identified as a "significant" user and the Directors will arrange for an assessment of their work station.

Eye tests will be available to employees who do not habitually use DSE as a significant part of their job but only if:

- (i) it can be proven that the use is due to increase and
- (ii) they request the test.

Employee requests for tests will be made to the Directors, if the claim is valid he will authorise the test and the employee will claim the cost back from the company.

The employee chooses which optician they wish to go to and after the examination they should attach a receipt from their optician to their Claim Form which should then be passed to the Directors.

If as a result of the eye test the optician recommends that an employee should have corrective spectacles, the optician will give the employee a letter of recommendation which has been signed and stamped. The certificate is proof for you that spectacles are required for VDU work and that the employee is entitled under the new regulations to ask the employer to pay for them.

Once the employee obtains such a letter they should submit it together with the Claim Form to the Directors for authorisation. The employee will attach copies of their forms to the Claim Form, claiming a maximum of £50.00 towards the basic cost of the VDU corrective lenses.

New employees to Airsafe UK Ltd who will work with VDUs are also entitled to receive an eye examination at the time of joining the Company. The Directors will ensure that this is carried out.

Review

Assessments shall be reviewed at maximum intervals of five years.

Amendments and Revision

The Directors shall be responsible for the issue of amendments as necessary to this procedure and for its periodic review.

5. Records

<u>Reference Responsible</u>	<u>Title</u>	<u>Location</u>	<u>Period</u>
Directors	DSE	Workstation Health & Safety	5 Years

3.21

Permits to Work

1. Objectives

Under the Health and Safety at Work Act 1974 and Common Law, employers have a general duty to provide and operate safe systems of work for all activities. The objective of this procedure is to meet these legal requirements for the execution of engineering/building work, by defining safe systems and procedures.

2. Scope

Permission to carry out engineering/building work on any Airsafe UK Ltd activity classified as high will, apart from specified exemptions, be given only by the issue of a "Permit to Work" in accordance with the following main principles:

Permits should only be used where there is a high risk and not for general works. It's unlikely you would ever need one for your site but a client may issue one for your work on their site.

Only nominated persons who have the necessary knowledge, skills and experience shall have the authority to issue and accept Permits to Work. Managing Director, Health and safety manager

The Permit to Work document will identify the scope of work, potential hazards and other relevant safety information and its use and acceptance transferred the "plant" on site from operational ownership to the control of engineering/building personnel.

By training and experience the engineering/building personnel are considered to be competent to protect themselves from basic hazards and to this end individuals are responsible for following certain published Guidance Notes.

All personnel working under any Permit to Work have an individual responsibility to ensure that its content is fully understood and that its provisions are followed.

3. Responsibility

3.1 Directors

For the operation of, and compliance with, this procedure lies with each Directors and any individual nominated authorised person.

The responsibility for compliance with the limits of, or special instructions contained in, any Permit to Work devolves on all individuals involved with the execution of work covered by the Permit.

4. Method

4.1 General

In order to ensure that engineering/building work is carried out as safely as possible there is a formal system for:

- (i) Authorisation and registration of nominated authorised persons.
- (ii) Requesting and defining work.

- (iii) Identifying the hazards and appropriate precautionary measures.
- (iv) Preparing the plant/site including mechanical/electrical isolations.
- (v) Unequivocal transfer of responsibility for the plant/site to engineering/building personnel.
- (vi) Handing back the plant/site to operational control after completion of work.

4.2 Outline of the System

- (a) The Directors shall appoint Authorised Persons who have the necessary knowledge, skills and experience and have been trained in the principles of this procedure.
- (b) Unless specifically exempted, all requests for engineering/building work shall be made using a Permit to Work. Prior to the commencement of work, the Authorised Person shall satisfy him/herself that the scope and location of work is adequately defined and then ensure that the plant/site is as safe as practicable.
- (c) The Authorised Person shall then identify the hazards associated with the work and record these in the Hazard Data section.
- (d) If the work involves working in an enclosed space i.e. the lift shaft or requires access to the roof then the Access Certificate on the reverse of the Permit needs to be completed identifying precisely what work is to be carried out and what extra safety precautions need to be taken.
- (e) The Authorised Person will ensure that such preparatory work as is necessary and possible to make the plant/site safe for the issue of the Certificate is carried out. They must satisfy themselves that the work, the work boundaries and safety implications of any other work likely to be carried out in the vicinity is adequately described on the Certificate. They must satisfy themselves by personal inspection that the conditions stipulated on the Certificate have been achieved
and that the work may proceed safely.
- (f) The responsibility of the plant/site is then formally transferred to engineering/building personnel by completion of the handover and accepting section of the Permit to Work, thus giving permission for the work to commence.
- (g) The Permit to Work shall be displayed at the source of work, for the duration of the work. The purpose of displaying the Permit is to make it available to all personnel involved with the work and provide a means for operational personnel to check the status of plant in terms of handover.
- (h) Engineering/building personnel are responsible for working safely at all times and to this end must comply with the specified precautions.

When the work is completed and the plant/site is safe to resume operation, responsibility for the plant/site is transferred back to operational personnel by completion of the hand-back and acceptance section of the Permit to Work. The issue of Permits to Work and the handing over, acceptance and hand-back of plant can only be carried out by nominated Authorised Persons.

Permits to Work are kept for reference purposes for a minimum period of five years.

Auditing the Competence of Authorised Persons

It is the legal responsibility of the Directors to keep under review the competence of Authorised Persons under their control.

The auditing of Permits to Work will be carried out by suitably qualified people, usually other authorised persons.

At an appropriate time the auditor will make an unannounced visit to the area of work controlled by a Permit and carry out the audit as laid down below.

- (a) Proceed to the work area and observe the work in progress paying particular attention to any conditions specified on the Permit.
- (b) By questioning personnel carrying out the work, establish whether they are aware of any conditions referred to in (a) above. This is best carried out by "freezing" the job, thus enabling discussions to take place with the involved personnel. It is not expected that the relatively short duration of the audit will significantly affect the task in hand. The audit sheet indicates the areas which the discussion and investigations should cover.
- (c) Comment on the standards found and ensure follow up of any adverse findings. Records of audits are kept for reference purposes for a minimum period of five years.

Authorised Persons who can issue Permits to Work

Nigel Pierce
Carl Dixon

Records

<u>Reference Responsible</u>	<u>Title</u>	<u>Location</u>	<u>Period</u>
Directors	PTW	Office	5 years
Directors	PTW	Office	5 years

3.22

Selection of Sub-contractors

1. Objectives

The Health and Safety at Work Act 1974 places a duty on every employer to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at Work of all his employees.

The Health and Safety at Work Act 1974 also places a duty on every employer to ensure, so far as is reasonably practicable, the Health, Safety and Welfare at Work of anyone else who may be affected by the work which Airsafe UK Ltd carry out. This means we are jointly responsible for any work carried out by our Sub-Contractors.

2. Scope

This procedure defines the health & safety criteria for the selection of Sub-Contractors for Airsafe UK Ltd.

3. Responsibility

Directors

- To prepare a specification against which the Sub-Contractor can tender.
- To select appropriately qualified Sub-Contractors.
- Maintain a Preferred Supplier List.
- To amend and periodically review this procedure.

4. Method

Sub-Contractors will be asked to supply Airsafe UK Ltd copies of the following:-

- Any relevant insurances.
- Relevant qualifications.
- Health & Safety Policy.
- Environmental Policy.
- Name of their Competent Health & Safety person.
- An example Risk Assessment.
- How many accidents were recorded in the last 12 months.
- What health & safety training they have undergone.
- Examples of previous works carried out

The above processes will be monitored on an annual basis

3.23

Equal Opportunities Policy

The Company's objective is to maintain operational standards so that all its employees and employment applicants are treated equally irrespective of race, sex, sexual orientation, religion, disability, age, marital status or ethnic origin. Employees are instructed to ensure the following:

- There shall be no discrimination in respect of race, sex, sexual orientation, religion, disability, age, marital status or ethnic origin.
- Promotion, training and development shall be determined on capability and merit only.
- All employees have personal responsibility for the practical application of this Policy, which applies to the treatment of customers, suppliers and the general public as well as to fellow employees.
- Any employee, manager, supervisor and director that is involved in recruitment, promotion or training has specific responsibility for the practical application of this Equal Opportunity Policy.
- In the event that an employee considers he/she has been unfairly discriminated that employee should refer to the Company's Grievance Procedure as provided by the Company.
- Any employee or director who has been determined to have committed an act of unlawful of discrimination shall be subject to disciplinary action according to the Company's Disciplinary Rules and Procedures.
- If there is any doubt about the terms of this Policy or the application thereof an employee should consult Daniella Lord-Griffiths or their direct Manager as soon as possible.

3.24

Working at Height

All work at height undertaken by Airsafe UK Ltd will be in accordance with the Working at Height Regulations 2005. By suitably trained personnel

Scaffolding

Scaffolding will only be erected, altered or dismantled by trained competent and certified scaffolding contractors. A "hanging over" certificate must be obtained.

The scaffold should be inspected weekly by a competent person (or whenever it is substantially altered or adversely affected by i.e. high winds) and results recorded

Tower Scaffold

The manufacturer's instruction for erection, use and dismantling must be followed.

The tower must be vertical and the legs should rest properly on firm level ground.

The wheels and outriggers must be locked with the breaks facing outwards.

Use base plates for stability if the tower is not being used.

Use internal ladders to get to and from the working platform.

Edge protection (guard rails and toe boards) must be used when a person could fall more than 2 metres.

Tie the tower rigidly to the structure it is serving if:-

- (a) the tower is sheeted
- (b) it is likely to be exposed to strong winds
- (c) it is used for grit blasting or water jetting
- (d) heavy materials are lifted up the outside of the tower
- (e) the tower base is too small to ensure stability for the height of the platform

Tower scaffolds should be inspected in the same way as other scaffolds and results recorded.

Ladders

Ladders are only suitable for light work so make sure that:-

- (a) the work can be reached without stretching
- (b) the ladder can be fixed to prevent slipping
- (c) a good hand hold is available
- (d) three points of contact are maintained at all times

Ladder check list

Check that:-

- (a) the styles are not damaged, buckled or warped, no rungs are cracked or missing and safety feet, if fitted, are not missing
- (b) do not use make shift ladder or carry out make shift repairs to a damaged ladder
- (c) do not use painted ladders
- (d) the ladders should be angled to minimise slipping outwards, the ladder needs to be “one out for every four up”
- (e) both feet are on a firm footing and cannot slip
- (f) the top of the ladder rests against a solid surface and if the ladder is more than 3 metres long, or is used as a way to and from a work place, it must be fixed at the top, or if this is not possible at its base
- (g) if the ladder cannot be fixed a second person foots the ladder while it is being used
- (h) the ladder should extend at least 1.5 metres above any landing place where people will get on and off unless some other hand hold is available

Roof Work

Roof work must only be undertaken by person who are trained, competent and certified to carry out the work.

A safe system of work must be established, taking into account:-

- (a) the hazards and degree of risks involved
- (b) experience of workforce
- (c) training and supervision
- (d) necessary precautions

Fragile Roofs

No person must pass across or work on, or from material which would be liable for fracture if their weight applied to it and from which (if it is so fractured) they might fall more than 2 metres, unless crawling ladders, boards or duck boards must be used. The ladders and boards must be securely supported and if necessary, secured to prevent slipping.

Where it is impracticable to comply with these requirements safety harnesses equipped with fall-arrest systems, safety netting or air beds must be used.

3.25

Safety Signs

The Company will comply with all current requirements of the Health and safety (safety signs and signals) Regulations 1996, and will display in appropriate places, all the necessary signs which provide health and safety information.

All signs will be suitable for their position, i.e. plastic, metal or laminated wherever practicable, a pictorial symbol in addition to the safety instruction.

The signs provided will be of the mandatory, prohibition, safe condition and warning types in the approved colour, sizes and geometrical shapes.

Other signs, labels, marking and notices will be displayed in accordance with health and safety legislation.

All employees will be informed of the different types of safety signs and the need to comply with the health and safety instructions they display at all times.

3.26

Work Equipment

The Company will ensure so far as is reasonably practicable that only approved machinery; tools and equipment will be supplied for use at work. Where new machinery has been designed for a work purpose, the manufacturer will be made aware of all Company legislative requirements so that the item will be designed to function in an entirely safe manner.

All employees will be informed, instructed and trained on safe working with machinery and given all necessary details of safety procedures and systems of work.

The Company will take necessary steps to assess:-

- (a) Machinery operations, control systems and servicing access requirements.
- (b) The position of the machinery and its layout with regard to defining a non-access zone
- (c) Specific safety features such as guard and isolation procedures
- (d) Suitability of machine adjustment procedures.
- (e) Maintenance and cleaning arrangements.

All reasonable steps will be taken to rectify any deficiencies noted and to control any risks identified.

Records will be kept of maintenance schedules and reports, and of training given to employees.

The Company will extend its policy 5 to all equipment provided by the employees and used at work.

Employees will be encouraged to report any defects or shortcomings in the use of tools and equipment, and to co-operate with the Company in all aspects of machinery and equipment used at work.

The Provision & Use of Work Equipment Regs 1992 have been amended by the 1998 regulations, and the associated Approved Code of Practice.

The Lifting Operations & Lifting Equipment Regulations 1998 and the associated Code of Practice are applicable to all the organisations having lifting equipment.

Work Equipment Continued

LLB5/652 – SAFE USE OF WORK EQUIPMENT –
(PUWER 1998 – ACOPs & GUIDENCE)

LLB5/653 – SAFE USE OF LIFTING EQUIPMENT –
(LOLER 1998 – ACOPs & GUIDENCE)

Lifting Operations & Lifting Equipment

All lifting equipment used at work will also be “work Equipment” as defined in the Provision and Use of Work Equipment Regulations.

The Company will ensure that lifting equipment on site will have:

- (a) A driver (operator) who is trained and experienced in the operation of the type of equipment used and that all certificates are up to date.
- (b) Through Examination (within the last 14 months)
 - Test and through examination (within the last 4 years)
 - Through examination of the lifting gear (within the last 6 months)
- (c) An Automatic Safe Load Indicator is fitted (when able to fit more than 1 tonne) and is in good working order.
- (d) The Safe Working load is marked on all lifting equipment. Where equipment has multiple configurations marking or information must be provided to indicate the safe working load in each configuration.

The Company will also ensure that all reports received after thorough examinations of equipment by a competent person, the lifting equipment will not be used until defects are remedied.

Records will be retained for at least 2 years or the receipt of the next report, whichever is the longer.

WORK EQUIPMENT CONTINUED

Mobile Elevated Work Platforms (MEWP)

Before using MEWP'S the Company will ensure a risk assessment has been carried out and brought to the attention of employees.

The Company will also ensure that:

- (a) Who ever is operating the platform is fully trained and competent.
- (b) The work platform is provided with guardrails and toe boards.
- (c) It is used on suitable firm and level ground. Where necessary the ground will be prepared in advance.
- (d) The tyres are properly inflated
- (e) Any out riggers are extended and chocked as necessary before rising platform.
- (f) Everyone knows what to do if the machine fails with the platform raised.
- (g) The MEWP is not operating close to overhead cables or other dangerous machinery.
- (h) A knuckle, elbow or arm should not be allowed to protrude into a traffic route when working with vehicles.
- (i) The MEWP will not be moved with the platform in the raised position unless the equipment is especially designed to allow this to be done safely.
- (j) The limitations will be checked in the manufacturer's handbook before taking onto unprepared or sloping ground.

3.27

Abrasive Wheels

Abrasive Wheel means any power-driven abrasive wheel, cylinder, disc, cone or saw used for grinding or cutting operations.

Suitable and sufficient instruction and training will be given to persons who use, mount and dress abrasive wheels. The person can then be appointed to mount ONLY the class of wheel the training covered.

Training will cover the following areas:

- (a) Hazards arising from the use of abrasive wheels and precautions which should be observed.
- (b) Method of marking wheels as type and speed.
- (c) Method of storing, handling and transporting abrasive wheels
- (d) Method of inspecting and testing abrasive wheels to check for damage
- (e) The functions of all components used with abrasive wheels, flanges, washers, brushes and nuts used in mounting, knowledge of the correct and incorrect method of assembling all components, correct balancing of abrasive wheels.
- (f) Proper method of dressing an abrasive wheel.
- (g) Adjustment of the rest of an abrasive wheel.
- (h) Requirements of The provision and Use of Working Equipment Regulations.

Person under the age of 18 are prohibited from using or operating abrasive wheels

3.28

Hot Work

The Company recognises that where alterations and repairs involving Welding, Brazing, Cutting or similar operations using applications of heat are known as “hot works”.

There are special risks associated with this work when undertaken on plant, tanks, vessels or pipelines that have contained any explosive or flammable substance.

The company also recognises that risk assessments are carried out and a Hot Work Permit to work system introduced, where necessary, to reduce the risks.

All persons involved in hot works will be fully trained and fully aware of the risks involved prior to any works commencing

3.29 Grievance

1. Objectives

This procedure is designed to provide employees who consider that they have a Grievance with an opportunity to have it examined promptly and effectively to ensure resolution at the earliest opportunity.

2. Scope

The scope of this procedure applies to all employees of Airsafe UK Ltd.

3. Definition

A grievance is defined as a complaint about an issue that affects the employee in the course of their duty, or their statutory rights under employment legislation, and which cannot be, or has not been resolved through informal channels.

A Supervisor is defined as an employees immediate reporting officer.

4. Responsibility

Supervisor/Directors

To act promptly in accordance with the procedure and to act with integrity and objectivity, seeking to establish the facts and apply the procedure equitably at all stages.

Administrator/Human Resources

To provide independent help and advice to employees instigating the procedure and Supervisors in carrying out the procedure. To be involved at every stage of the process, facilitating any decisions taken, and ensuring the procedure is correctly applied.

To monitor application of the procedure and to report variations from it to the Directors.

All Employees

Any employee with a grievance has a positive duty to use informal channels to give line Management the opportunity of settling the matter. Where an employee considers it cannot be/has not been resolved through informal channels it then becomes a grievance and the employee has a responsibility to instigate and follow this procedure.

5 **Method**

Stage One

If an employee has a grievance, this should be set out in writing using the Grievance Reporting Form available from Human Resources. A copy should be delivered to both their Supervisor and the HR Department in a sealed envelope clearly marked "Confidential".

The Supervisor and the HR Department should record the date of receipt on the Grievance Reporting Form.

The HR Department will make arrangements to meet with the employee and the Supervisor.

This meeting should take place within five working days of receipt of the Grievance Reporting Form. The purpose of the meeting will be to hear the grievance in full, to establish the facts and to determine an agreed way forward.

The HR Department and the Supervisor will interview other parties as deemed appropriate where this will assist in establishing the facts or in resolving the issue. This may include interviews with witnesses and/or those cited in the grievance. These interviews should take place within five working days of the meeting at which the grievance is heard.

After establishing all the facts the HR Department and the Supervisor will prepare a response to the grievance. This will be in writing on the Grievance Reporting Form and will be explained to the employee at a further meeting with the HR Department and the Supervisor to be held no later than ten working days after receipt of the Grievance Reporting Form.

Following receipt of the response the employee will be required to inform the HR Department within five working days whether they consider the matter has been resolved. This should be done on the Grievance Reporting Form. If they indicate that the grievance has not been resolved, or that the Grievance Procedure has not been correctly applied, then the HR Department will instigate Stage Two of the Procedure.

Stage Two

The HR Department will make arrangements to meet with the employee and the relevant Director. This meeting should take place within five working days of the date the employee indicated that Stage Two of the procedure should be invoked. The purpose of the meeting will be to hear the grievance and to review the response given by the HR Department and the Supervisor.

The Partner and HR Department will undertake any further interviews deemed necessary to arrive at a decision. These will take place within five working days of the meeting with the Director. The decision of the Partner will be recorded on the Grievance Reporting Form and will be explained to the employee at a further meeting with the HR Department and the Director to be held no later than ten working days after Stage Two of the procedure has been invoked.

Following receipt of the response the employee will be required to inform the HR Department within five working days whether they consider the matter has been resolved. This should be done on the Grievance Reporting Form.

If they indicate that the grievance has not been resolved, or that the Grievance Procedure has not been correctly applied, then the HR Department will seek agreement of the employee and the Directors to refer the matter to an outside arbitrator such as ACAS. Their role will be to hear both parties and make a decision. In agreeing to use an outside arbitrator both parties will commit to accept their decision as final and binding.

Grievances Involving Managers in Chain of Command

If an employee has a grievance with their Supervisor or with a manager within the chain of command in their department, they may raise their grievance in the first instance with the HR Department who will carry out Stage One of the procedure. Stage Two will be carried out by a Director.

Should the grievance be with a Senior Manager, Stage Two will be carried out by the Chief Executive and Stage Three by the Chairman of the Board. This will also apply where the Line Manager is a Senior Manager.

Should the grievance be with a Director, Stage Two will be carried out by the other Director.

Representation

The employee may be accompanied at all stages by a representative or colleague if they so choose. They will be asked to indicate on the Grievance Reporting Form who this will be to facilitate arrangement of meetings however they will be entitled to change the person nominated at any stage by notifying the HR Department in writing.

Grievances Raised by a Group of Employees

A group of employees wishing to raise a grievance common to the group should elect a spokesperson to represent the group throughout the process. The spokesperson will instigate and follow the procedure outlined on behalf of the group and will be responsible for communicating the results to the employees in the group.

Time Limits

The time limits set out in this procedure are designed to give a prompt response to an employee's grievance and to ensure that any adverse effects of the grievance are minimised.

The HR Department will be responsible for ensuring that actions are completed within the timescales identified. It is recognised that in exceptional circumstances it may not be practical to meet the deadlines (due to absence, sickness, annual leave etc.) Where this is the case the employee will be informed in writing by the HR Department and an alternative date offered. The HR Department may offer the employee alternative representatives where this will avoid unnecessary delay in the process. This will be subject to agreement of the employee.

Role of the HR Department

The HR Department will normally be involved at all stages of the procedure.

Fraud/Wrongdoing

If during the course of, or as a result of, a grievance investigation there is a suspicion that fraud or wrongdoing has taken place this should be reported to the Directors. They will be responsible for investigating the allegations and taking whatever appropriate action is necessary in line with company procedures.

Disciplinary

If during the course of, or as a result of, a grievance investigation it appears that an employee or group of employees have been involved in an activity that contravenes disciplinary rules, action will be taken in accordance with the company's disciplinary procedure.

6. Records

The Grievance Reporting Form will be maintained by the HR Department along with any associated documentation. This will be maintained separately from the employees personal file and the information will not be used in employment decisions regarding the employee.

3.30

New and Expectant Mothers

1. Objectives

The Management of Health and Safety at Work (Amendment) Regulations 1994 requires employers to carry out a specific risk assessment where women of child bearing age or new or expectant mothers may be at risk.

Also the Management of Health and Safety at Work Regulations 1999 places a duty on employers to provide suitable facilities for pregnant women or nursing mothers to rest.

It is the objective of this procedure to define Airsafe UK Ltd system to ensure compliance with the Regulations.

2. Scope

The aim of this procedure shall be to make a suitable assessment of Airsafe UK Ltd activities which may place pregnant employees at risk.

If the risks to new or expectant mothers identified by the risk assessment cannot be controlled by the measures employers are obliged to take under other health and safety legislation, then the employer must, where it is reasonable to do so, alter the working conditions or hours of work of these women if doing so would avoid the risk.

3. Responsibility

Employees

for ensuring the Directors are informed of their condition as soon as is reasonable.

Directors

for ensuring that all manual handling activities for the employee have been assessed and recorded.

for initiating follow-up action to correct the observed risks.

for ensuring that the employees right for discretion is not compromised.

for ensuring that a Workstation Assessment has been carried out for the employee

for ensuring that all aspects of "risk" associated with the job have been identified and controlled.

Office Administrator

for ensuring that the appropriate Site Managers are notified.

to ensure that written notification (Form MATB1) of the employees condition has been received.

for ensuring that the employee's right for discretion is not compromised.

4. Method

The employee is responsible for informing the Office Administrator of their condition.

The Office Administrator will inform the Directors.

The Directors or Office Administrator, in conjunction with the employee, will carry out an assessment of their job and workstation in order to remove/reduce any elements which may create a risk to the pregnancy.

The Directors or Office Administrator will also consider any driving activity associated with the job.

NB Exemptions to not wear a seatbelt whilst driving on Airsafe UK Ltd business will only be granted on the production of a Doctor's certificate.

The Office Administrator will monitor the progress of the employee and will ensure the receipt of Form MATB1 in line with Airsafe UK Terms and Conditions.

5. Records

Reference	Title	Location	Period	Responsible
	MATB1 (available only from Doctor of Midwife)	Office	3 years	Office Administrator

3.31

Risk Assessments and Method Statements

1. Objectives

Under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and Common Law Airsafe UK have a general duty to provide and operate safe systems of work for all activities. The objective of this Procedure is to meet these legal requirements and ensure that suitable and sufficient risk assessments are carried out where people are exposed to significant risks.

2. Scope

The aim of this procedure shall be to make a suitable assessment of any hazardous operations that cannot be avoided and reduce the risk of injury as far as is reasonably practicable.

Records of assessments will be maintained by the Directors.

3. Responsibility

Directors

- For ensuring that all activities where people are exposed to significant risks are assessed and recorded.

- For initiating follow-up action to correct the observed risks.

4. Method

Site Work

Before work commences the Directors will prepare pre-tender Health and Safety Plans and Method Statements where appropriate and these will be supported by Risk Assessments. The Directors in conjunction with employees & its sub-contractors, shall identify all hazardous operations within their area of responsibility.

Where the Company is deemed to be the principal contractor, the Company through its site management will develop the Health and Safety plan so that it addresses the issues which are relevant to Health, Safety and Welfare matters associated with the project.

The Health and Safety plan will illustrate how Health and Safety will be managed during the construction phase and will give details of how information and instruction will be passed to and received from all persons affected by the works.

Information received from the Company's Contractors Co-ordinator will be included in the construction phase Health and Safety plan to enable the Site Management to plan and management to plan and monitor works being undertaken by any Sub- Contractor we may use.

Information will also be included regarding welfare arrangements and emergency procedures. Site Health and Safety rules and relevant Health and Safety standards where appropriate will also be included particularly where standards above the minimum statutory requirement are deemed necessary by the company or the client.

The plan will also identify the necessary levels of Health and Safety training required for those working on the project and arrangements for project specific awareness training where necessary.

The arrangements for monitoring compliance with all current Health and Safety legislation will also be an integral part of the construction phase Health and Safety plan, along with details of how the views of workers on Health and Safety issues relating to the project will be co-ordinated.

Where the company are not deemed to be principal contractor for a particular project, the company will through its managers provide all the necessary information required by the principal contractors to assist him in fulfilling his role.

The Site Manager will be responsible for ensuring that all the relevant information required by Planning Supervisor is made available to him to permit the Health and Safety file to be complied with. Such information which is known or could be ascertained by making reasonable enquires and which it would be reasonable for any contractor to know in order to understand how he can comply with any requirements placed upon him in respect of welfare by or under the relevant statutory provisions.

The appointment of the principal contractor and the planning supervisor will be reviewed on a regular basis and if the competence of appointed persons proves unsatisfactory those appointments will be terminated.

For projects that **DO NOT** fall within the scope of the CDM Regulations prospective contractors shall complete PART ONE of the contractors health and safety assessment form.

For projects that **DO** fall within the scope of the CDM Regulations prospective contractors shall complete PART ONE and PART TWO of the contractors health and safety assessment form.

For projects that **DO** fall within the scope of the CDM Regulations prospective contractors shall complete PART ONE and PART TWO of the contractor's health and safety assessment forms.

The Directors may wish to call on an external consultant for additional advice.

Office

The Office Administrator in conjunction with employees shall identify all hazardous operations within their area of responsibility.

The Office Administrator will complete a risk assessment record before the commencement of any work.

Where the hazards cannot be combated they will be referred back to the Directors.

Amendments and Revision

The Directors shall be responsible for the amendment and periodic revision of this procedure.

5. **Records**

<u>Reference</u>	<u>Title</u>	<u>Location</u>	<u>Period</u>	<u>Responsible</u>
Directors	H&S Plan	Office	Indefinite	
Directors	Method Statement	Office	Indefinite	
Office Administrator	Risk Assessment	Office	Indefinite	

3.32

Lone Working

1. Objectives

There is a legal obligation as an employer under the Health and Safety at Work Act 1974 to ensure the Health, Safety and Welfare of persons at work. This involves the provision of a safe place of work and to have reasonable and practical systems to monitor the well-being of persons at work.

There is also a legal obligation under the Management of Health and Safety Regulations 1999 for employers with five or more employees to assess the risks to workers and record the significant findings.

It is the objective of this procedure to identify lone workers and specify the procedures for monitoring their safety at work.

2. Scope

It is felt that one worker situations will not normally arise for personnel during normal office hours. *Normal office hours are from 08.00 to 18.00. The building will be opened at 07.45 to allow for personnel arriving earlier and will normally close at 19.00 hours.*

Personnel working overtime are considered to be at greater risk, it is not unusual for individuals to work in isolation with little or no contact with other employees, therefore it is deemed necessary that there are formal procedures for monitoring the well-being of all personnel working overtime.

3. Responsibility

3.1 Directors

- For ensuring compliance with the provision of this procedure.

3.2 All Employees

- Individual responsibility to comply with the provision of this procedure.

4. Method

4.1 The person responsible for opening the offices in the mornings must ensure they lock themselves in the building until such time as other staff arrive. They must not attempt any work which might jeopardise their safety, ie lifting heavy equipment.

4.2 In the event of any personnel required to work overtime, they should inform their immediate manager and also complete the necessary documentation.

4.3 The names of personnel working overtime will be handed to the Administrator in advance who will control a central register. All personnel working overtime must identify the location of this register and in the event of an emergency requiring evacuation, the register will become the roll call.

NO PERSONNEL WILL BE ALLOWED TO REMAIN IN THE BUILDING ALONE.

4.4. In the event of no-one else working overtime the Administrator will inform the relevant line manager who must make alternative arrangements for completing the work.

4.5 In the event of no other member of staff remaining in the building the Administrator will inform the remaining person and request they vacate the premises. The last two people leaving the offices will be responsible for securing the building.

4.6 Personal Alarms

Staff who request one will be issued with a personal alarm.

4.7 Amendments and Revisions

The Directors are responsible for the issue of amendment and periodic revision of this procedure.

5. **Records**

There are no records.

3.33

Visitors

The Company recognises its responsibility to ensure, so far as is reasonably practicable, the health safety and welfare of Non-Employees whilst on Company premises.

Adequate arrangements for the control of visitors on premises not only ensure their Health and Safety, but also ensure the Health, Safety and Security of all Employees on the premises.

The control of visitors on working sites, or example construction is of particular importance.

Visitors should be accompanied wherever possible or if unaccompanied should be warned of danger areas or foreseeable risks.

Unlawful Visitors

The Company's duty of care is extended by the Occupiers Liability Act to include unlawful visitor's e.g. trespassers (intentional or unintentional) particularly children.

The law states that "The occupier has a duty to take such care as is reasonable in the circumstances for the safety of a trespasser if he is aware or should have been aware of the existence of the danger and if he knows that the trespasser may come into the vicinity of the danger".

There is an extra duty of care to children and special consideration for their safety should be given particularly on construction sites. Adequate fencing or similar means or security should be provided together with the positioning of warning notices in prominent locations.

Where there are derelict properties these should be boarded up, services made safe and warning notices displayed.

I have read and fully understood this Company Health, Safety and Welfare Policy and am aware of my responsibilities under the Health and Safety at Work Act 1974, and any other relevant Regulations and Legislation I must comply with whilst in the employment of Airsafe UK Ltd – The Asbestos Solution People.

All existing employees are to read the amended sections listed below and sign to confirm.

NAME	SIGNATURE	POSITION	DATE

Date of last amendment: 01/01/2011

Date of last policy review: 01/01/2011 – Reviewed by
Nigel Pierce- Managing Director (BOHS)
Sean Skidmore-Health & Safety Manager (BOHS, IOSH, NEBOSH)

Amendments to following sections:-

- Section 2 – Company Structure
- Section 3 – Health & Safety Duties

Note: Any further training and information required for these amendments is ongoing.

Nigel Pierce
N Pierce
 Managing Director
 Airsafe UK Ltd

