

Health & Safety Policy

AssetWorks (TGUK)

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Table of Contents

| | |
|---|----|
| AssetWorks (TGUK) Health and Safety Policy Statement..... | 4 |
| Introduction | 5 |
| Aims and Objectives..... | 5 |
| Processes..... | 6 |
| Management and Responsibilities | 9 |
| AssetWorks (TGUK) Premises | 12 |
| Emergency Processes | 13 |
| Fire and Explosion..... | 15 |
| Accident Reporting..... | 16 |
| First Aid | 17 |
| Personnel | 18 |
| Display Screen Equipment | 20 |
| Electricity..... | 21 |
| Workplace Transport..... | 24 |
| Manual Handling..... | 24 |
| Risk Assessments | 26 |
| Noise..... | 27 |
| Health & Safety Performance Measurement | 28 |
| Young workers..... | 29 |
| Environment..... | 30 |
| Working at Height..... | 31 |
| Working on Customer Sites | 32 |
| Working Alone..... | 33 |

Working on Vehicles 34

Working on the Public Highway 35

Workplace Equipment..... 36

Personal Protective Equipment..... 37

Hazardous substances 38

Construction (Design and Management) 39

Appendix A – H&S Information 40

Health and Safety Information 40

Appendix B – Fire Safety Policy 41

Appendix C – Emergency Plan..... 42

Appendix D - COSHH Regulations..... 43

AssetWORKS

Health and Safety Policy Statement

It is the company's policy to safeguard the health, safety, and welfare of its employees at work, its customers and any others who may be affected by its activities. The directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions, which are safe, healthy and comply with all statutory requirements and codes of practice.

The company will, so far as is reasonably practicable, pay particular attention to:

- The provision and maintenance of office, IT equipment and systems of work that is safe and healthy.
- Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instruction, training, and supervision to ensure the health and safety at work of employees and others.
- The control of the place of work maintaining it in a safe condition.
- The provision of a safe means of access to and egress from the place of work.
- The maintenance of a working environment that is safe, without risks to health and provides adequate facilities and arrangements for welfare at work.

All staff should make sure that their responsibilities are understood. You should have regard for your own safety at all times and avoid dangers to other members of staff or members of the public.

Executive responsible for health and safety:

Marko Hrankovic

Group Leader

Version 32, dated February 2023

INTRODUCTION

This Policy describes the way in which health and safety is managed within AssetWorks (TGUK). It is essential that there is a high level of safety awareness and statutory compliance. The Board recognises both the moral and legal duty to look after the health and safety of their employees at work, customers and any others who may be affected by company activities. There is also a "duty of care" to give advice and assistance, if necessary, to customers to enable them to meet the same health and safety criteria.

AIMS AND OBJECTIVES

AssetWorks is concerned to create a health and safety culture dedicated to eliminating accidents at work and absenteeism due to work related ill health. This will contribute to the physical and mental wellbeing of our staff members, to the benefit of themselves and their families as well the Company. It is also concerned with ensuring that, always, the Company is compliant with health and safety legislation.

The primary objectives are:

- To ensure compliance with relevant statutory health and safety legislation.
- To ensure effective management of risk throughout Company work activities.
- To ensure effective communication of health and safety related issues
- To ensure regular and effective reviews at management level of the health and safety system.

PROCESSES

Health and Safety Policy

This Health and Safety Policy details the way in which the Company fulfils its responsibilities towards people, in both the spirit and the letter of the law. The Board of Directors are committed to ensure that the Health and Safety Policy not only complies with statutory requirements but also demonstrates the concern of the Company for its staff members, its customers, its suppliers and contractors and all other persons including members of the general public with whom it has contact. The executive responsible for health and safety ensures that the Policy is reviewed at intervals not exceeding 12 months.

Organisation

Health and safety is the responsibility of all staff within AssetWorks and the target is to create a positive culture which ensures involvement and participation at all levels. This is achieved by health and safety induction and safety awareness training and maintained by effective communications and regular reviews. The aim is not simply to avoid accidents, but to educate, motivate and empower people to work safely.

The management team are required to:

- lead by example
- ensure the clear allocation of health and safety responsibilities
- provide adequate supervision, instruction, and guidance
- involve staff members in planning, implementation, and review
- encourage two-way communication on health and safety issues

Planning and Implementation

The Health and Safety Policy and procedures are based on risk assessment methods to minimise the risks created by work activities and to set objectives for risk reduction.

The management team are required to:

- establish procedures to ensure compliance with statutory legislation
- regularly assess the training needs throughout the company and provide the required training, either in-house or externally, in the most effective manner.
- maintain all documentation required to ensure compliance with legal or contractual requirements
- set health and safety objectives

Reviews and audits

The health and safety system is subject to regular reviews and audits and reports are given to the Board.

The review process will include an examination of risk assessments and the effectiveness of any control measures put in place.

In the case of accidents, injuries and incidents, the causes will be analysed and control measures reviewed.

Any absenteeism due to work related illness will be assessed and any control measures taken to improve occupational health standards reviewed.

All audit reports will specify any appropriate corrective or preventive actions required together with a timescale for implementation. Corrective actions will be subject to review.

Managers also monitor their staff to ensure that their competency is sufficient and that they are working in a safe manner.

Reports

The Office Manager will report at least annually to the Group Leader. This report will include all significant issues raised in audits carried out during the previous period.

The Group Leader will review, with the Office Manager, periodically throughout the year, the overall Company performance in relation to accidents/ incidents and training and health and safety awareness.

Employee involvement

Health and Safety is an agenda item at management meetings and any issues raised are recorded and the Office Manager is informed. Feedback from all members of staff is encouraged.

Communication to staff is via email and online updates.

Control of health and safety documentation

The Health and Safety Policy is controlled and amended by the Office Manager. In accordance with company policy on sustainable working practices, hard copy documents are not generally issued but the information is made available to all staff via the document management system.

The QHSE Manager retains the following records:

- Copies of all accident/incident reports including RIDDOR forms F2508 when applicable
- Copies of all risk assessments and follow up actions.
- Minutes of review meetings
- Copies of all reports submitted to the management team
- Copies of all audit reports.

Statutory Health and Safety Records

All statutory health and safety records are maintained by the Office Manager. These include:

Fire files

This DocMan project file contains the documentary evidence relating to the inspection of fire extinguishing equipment, fire exits etc along with file copies of notices detailing evacuation routes, emergency exits, fire alarm test procedures, evacuation procedures etc. for our offices.

Publications

A list of the publications that are held in the health and safety department can be found in the Health and Safety plus Environment project folder on the document management system.

MANAGEMENT AND RESPONSIBILITIES

The latest Health and Safety Information sheet that lists responsible staff members, their location and contact number is attached to Appendix A and is displayed on the Notice Board at the Chippenham office, Wiltshire.

Executive

The Group Leader is responsible for safety in the company and will monitor the safety policy on a regular basis. The Board will be apprised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment and personal protective equipment where appropriate. Moreover, information and training for employees will be provided in order (as far as is reasonably practicable) to achieve and maintain a high standard of safety proficiency.

It is the Managing Director who reports on all health and safety issues to the Board.

Office Manager

The Office Manager has day-to-day responsibility for ensuring this policy is put into practice and reports to the Group Leader.

Full investigation of accidents will be carried out by the Office Manager under the direction of the appropriate manager with a view to the prevention of future occurrences.

Particular regard will be paid to:

- carrying out regular safety checks and audits
- checking office equipment, workstations, and methods of working to ensure they are safe and do not endanger health
- supply sufficient information, instructions, and training to enable employees to avoid hazards and contribute positively to their own health and safety at work
- inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance
- keeping up to date with health and safety matters applicable to the operations of the company

Managers

Managers have the responsibility to provide leadership and to promote responsible attitudes towards health and safety. The Office Manager will annually check that the appropriate managers are ensuring that their staff are working to the respective Method Statements. Managers must ensure that all tasks carried out in their sections are performed with the utmost regard for the health and safety of all those involved, and the staff have been deemed competent to perform the task.

Managers will also ensure that sufficient monitoring is in place to enable the competency to be assessed at least annually and that staff are working in a safe manner.

Each manager will:

- ensure that each new employee is given induction training, including the precautions and procedures appropriate to their specific jobs
- ensure that all staff are made aware of any procedures in place if they face any serious or imminent danger, and the name of the competent person(s) designated to implement those procedures
- ensure that all staff for whom they are responsible are aware of the Health and Safety Policy
- ensure that any temporary employee, before he or she commences work, shall be supplied with comprehensible information about any special occupational qualifications or skills required in order that the work can be carried out safely and also given a copy of the Health and Safety Policy.
- investigate all accidents with the assistance of the Office Manager, with a view to prevention
- ensure that good housekeeping standards are applied.

Project Managers

Project managers should take account of any particular health and safety issues relating to the project prior to initiation and then throughout the project. The Project Manager should consult with the Office Manager to ensure that any relevant Method Statements are issued, and Risk Assessments carried out prior to work at a customer site.

Site Health and Safety Representatives

Where work is carried out on a customer site, a Health and Safety Representative will be appointed, reporting to the Project Manager. The Health and Safety Representative should have the technical expertise to be able to advise on the actions required to ensure the safety of staff members working on site. The default Health and Safety Representative will be the employee's line manager.

Employees

All employees have a responsibility to do everything they reasonably can to prevent injury to themselves, their fellow employees and others affected by their actions or omissions at work. They are expected to follow company procedures and report any incidents which have or may have led to injury or damage.

All employees should ensure that they use any equipment provided in accordance with the training and instruction that they have received, inform their line manager about any serious or imminent danger, and also report any shortcomings that they see in the protection arrangements. If the manager is not available, an employee may stop work and immediately proceed to a place of safety in the event of being exposed to serious,

imminent, and unavoidable danger. Any employee who is faced with such a conflict between the demands of safety and his or her job should raise the matter as soon as possible with the line manager after the danger has ceased or has been dealt with.

Fire Wardens

The Fire Wardens duties are listed in the Fire Warden Sweep at Chippenham that can be found on the document management system.

It has been assessed that aside from the from Chippenham and Aberdeen office, no other TGUK sites require AssetWorks staff to be Fire Wardens. Staff should follow the Fire Procedures for the specific site.

ASSETWORKS (TGUK) PREMISES

Offices

TGUK operates from a number of offices throughout the country, but all adhere to the guidelines set at the headquarters at Chippenham.

All offices have a “No Smoking” policy, and any accidents are entered into the Accident book held at Chippenham and reports given to the Office Manager.

Carelessness and forgetfulness can cause accidents. All staff are expected to behave in a professional manner with due regard for health and safety issues.

All staff are encouraged to take regular breaks from VDU work and reminded that health and safety is generally common sense.

An Office workplace risk assessment is carried out annually and when there is a change of use, but all staff are reminded to be aware of any new hazards and report them to their manager.

EMERGENCY PROCESSES

On all TGUK sites, the Emergency Procedure will be on display and staff must ensure they know their respective Assembly Point.

The company has an Emergency Plan (Appendix C)

In an emergency, behave sensibly and do not put yourself at risk. The most important consideration at all times is human safety.

Accidents and injuries

In the event of an accident causing injury, you must ensure that the injured person is being cared for and send immediately for a first aider or line manager. The company first aiders and appointed persons are listed in Appendix A.

DO NOT MOVE THE INJURED PERSON.

In cases of serious injury:

- Dial the emergency services and request an ambulance
- Alert a first aider to assist the casualty
- When the emergency has passed, report the incident to your line manager and the Office Manager

In cases of minor injury:

- Alert a first aider to assist the casualty
- When the emergency has passed, report the incident to your line manager and the Office Manager

All accidents will be investigated by the line manager and the Office Manager, and steps taken to ensure that necessary action is taken to prevent recurrence.

Fire

Please refer to the Office Risk Assessment: Fire Instructions prepared for Chippenham Offices (on the document management system), or the respective procedures for other offices.

Fire exits must be kept clear from obstruction. All employees must know their evacuation route and assembly point in case of fire.

If you DISCOVER a fire:

- Immediately operate the nearest fire alarm call point in order to alert all staff. These are located next to the fire exits.

- Alert others nearby
- Evacuate the building

If you HEAR THE FIRE ALARM:

- Close all windows in your office and ensure that everyone leaves the office, closing the door behind you. Leave the building immediately by the nearest available exit, closing all doors behind you.
- You MUST leave the building as quickly as possible –take a route to the assembly point via the outside of the building, not through the buildings.
- You are responsible for any visitors you have at all times.
- **GO TO THE ASSEMBLY POINT.**
- Do not go back to do or collect something that you have forgotten. Do not assemble outside the door as this is both dangerous and hampers the entrance of the Emergency Services.
- Once at the Assembly Point, gather in groups according to your usual office arrangements so that all staff can be accounted for by the Fire Warden doing the Roll Call.
- Fire Wardens should collect the signing in registers and Visitors Book for use at the Roll Call.
- Do not re-enter the building until instructed by your Warden.
- **DO NOT DELAY FOR PERSONAL BELONGINGS.**

A fire should not prevent orderly evacuation by the normal exits

FIRE AND EXPLOSION

The risks from fire and explosion at AssetWorks premises are small provided sensible precautions are taken. The risk is greatly reduced because we are a "No Smoking" Company.

The largest element of risk comes from electrical malfunction, or thoughtless use of electrical appliances. Everyone must take care and encourage safe procedures at all times.

Fire drills will take place at regular intervals.

AssetWorks (TGUK) have produced a Fire Safety Policy (Appendix B)

ACCIDENT REPORTING

TGUK adhere to the following procedure to ensure that all accidents and incidents are reported, documented, and investigated.

All accidents must be entered into the Accident Book, the sheet removed and handed to the Office Manager for Data Protection and subsequent investigation.

Reporting accidents:

- The injured person shall report the accident to their line manager and record the incident in the Accident Book (via Office Manager if appropriate). The Accident Book is located in A1 First Floor office, Chippenham
- First Aid boxes are located as per stated in Appendix A
- The line manager should ensure that the Office Manager is informed of the accident. The Office Manager will decide under RIDDOR 2013 whether further action is required, and the accident will be reported to the inspecting authority as and when necessary.

Any "near miss" incidents which occur should also be reported to your line manager and Office Manager. Any serious incident will be reported to the enforcing authority by the Office Manager.

All accidents and incidents will be investigated by the line manager and the Office Manager, and steps taken to ensure that necessary action is taken to prevent recurrence

RIDDOR

This refers to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Accidents and incidents that should be reported include death or major injury in which case, the Incident Contact Centre must be telephoned without delay. Any injury that results in the person being away from work or unable to do their normal duties for more than three days, not counting the day of the injury should also be reported.

FIRST AID

Employees will be shown the location of the first aid box nearest to their work location when they are given an office tour at their induction.

First Aid boxes are kept at the locations given in Appendix A – Health & Safety Information.

Names of First Aiders along with their office location are listed in Appendix A – Health & Safety Information.

First aid equipment is provided at each work site. The site Health and Safety Representative should advise the Office Manager if greater first aid provision is required.

First aid provision is assessed as part of the regular risk assessment and where it has been identified that a First Aider is not necessary, TGUK has an Appointed Person for the office (refer to Appendix A).

Pandemic / COVID – 19

The Covid-19 pandemic has changed the way employees work and will be a feature of work life going forward. In line with this, AssetWorks (TGUK) adhere to all policies and procedures as advised by the Government and HSE to ensure the health, safety and welfare of employees whilst working in the office and at home. Individual Covid-19 specific risk assessments have been completed for each office which detail the control measures the company have in place to minimize the spread of the virus. The assessments address the following areas.

- Office access
- Social distancing
- PPE provisions
- Managing Customers / Visitors / Contractors
- Cleaning procedures
- Hygiene: Handwashing / sanitation / facilities
- Workforce management
- Communication & training

The documents are available on the company intranet and are updated in line with changes to the Government / HSE advice. It is the Office Managers responsibility to ensure that staff are made aware where they exist and to communicate any updates / changes made to them. Any employee showing symptoms of the C-19 should not attend the office and must report it to their line manager / VBU lead and self-isolate for 7 days.

PERSONNEL

A record of the competence and training of all staff is maintained by the Human Resources department.

Recruitment

All staff are recruited on their ability to perform the role for which they are employed.

Induction

Health and safety information and training, forms part of the induction programme of every new employee. Particular attention is paid to employees who may work at customer or other sites and to employees who are defined as Young Persons in the Health and Safety (Young Persons) Regulations 1997.

Following the health and safety induction, if the employee needs initial training, a training plan will be implemented.

Training

Initial training needs are assessed at induction. Each member of staff has a full appraisal with their line manager at least once per year at which further training needs are highlighted and added to the training plan.

Task or project specific training needs are assessed by the line manager who should ensure that the required training is provided.

Information

This Health and Safety Policy is given to all new members of staff at induction and is available to all staff on the document management system.

Relevant health and safety guidelines and information sheets are also available to all staff in the Health and Safety Library accessible via the document management system, which staff are encouraged to visit regularly.

Activity specific Method Statements are available from the Office Manager.

Further information is available from the Health and Safety Executive – www.hse.co.uk

Statutory regulations and HSE publications are available from the Office

Monitoring

Managers will ensure that sufficient monitoring is in place to enable the competency to be assessed at least annually and that staff are working in a safe manner.

Disciplinary action

Any action that compromises health and safety will be treated as a disciplinary matter.

Health and safety: grievance procedure

This procedure relates only to occupational health and safety problems, disputes or grievances.

In the event of the above, employees should either orally or in writing refer the matter to the Office Manager.

If the employees are dissatisfied with the outcome or in the event of there being a danger of death, serious imminent danger or health risk, staff may stop work and immediately leave the workplace and proceed to a place of safety. The matter should be reported as soon as possible to the Managing Director who will investigate and determine what action should be taken.

After the investigation, the employee will be informed that either:

- a) the company has so far as reasonably practicable eliminated the danger and employees must resume normal working, or
- b) the company does not consider the matter constitutes a grave risk to health or safety, and employees must resume normal working, or
- c) the company will undertake further investigation and may, if necessary, obtain expert opinion. Employees will then be suspended on full pay or be transferred to alternative work whilst the investigation takes place.

Refusal to resume normal working when instructed will be a breach of company discipline. The matter will then be dealt with under the company's normal disciplinary procedure.

DISPLAY SCREEN EQUIPMENT

Using a computer or other kinds of display screen equipment can give rise to back problems, repetitive strain injury, or other musculoskeletal disorders. These health problems may become serious if no action is taken.

They can be caused by poor design of workstations, insufficient space, a lack of training or not taking breaks from display screen work.

AssetWorks assesses and reduces risk using a "DSE Self-Assessment Questionnaire" and provides the relevant information via the Health and Safety Library on the document management system.

There is scientific evidence that identifies that repeated and prolonged use of handheld devices such as smart phones and tablet computers can cause medical conditions. For this reason, it is recommended that you avoid using any such devices issued by the Company in this manner and that you adopt a good posture at all times.

ELECTRICITY

Electrical equipment:

Electrical equipment is normally safe, provided it is properly installed and regularly inspected.

The safety of other staff members and visitors should always be considered.

The following precautions should be taken even when using equipment for a short period of time:

- Electrical and telephone cords must not be allowed to lie uncovered on the floor and should be taped down, since they are major tripping hazards.
- Keep electrical supply cables and flexes away from wet areas or from where they will be damaged by being walked over or knocked when moving equipment.
- Before working on equipment for any reason the correct professional safeguards are to be observed.
- Report defective equipment to the Office Manager or ICT.
- Turn off the source before removing a plug.

Electrical Safety

Any item of electrical equipment should be assumed to be live unless proved otherwise.

Circuit conductors shall not be energised unless:

- they are protected by insulation, or such other precautions taken, to prevent danger; and
- they are protected against excess currents as may be necessary to prevent danger.

Conductors (other than a circuit conductor) shall be effectively connected to earth, or other precautions taken, to prevent danger arising as a result of either the use of the equipment or a fault on the equipment.

Before commencing work on or near electrical equipment, circuits should be made dead and isolated from all points of supply and precautions shall be taken to prevent the equipment becoming live during the course of the work.

Where it is reasonable, in all the circumstances for work to be undertaken on or near live electrical equipment, then suitable precautions (see below) shall be taken to prevent injury.

1 Isolation of supply

Whenever possible, work shall be undertaken on electrical equipment which is dead and isolated from all points of supply. Where the point of isolation is remote from the site of work then a warning notice should be displayed at the point of isolation and where

possible the circuit locked off to prevent accidental or inadvertent re-energisation. Special attention should be paid to the following:

- Removal and retention of fuse links should only be used as a means of isolation when adequate precautions are taken to prevent duplicates being inserted.
- Any shutters or doors covering potentially live contacts should be closed and locked off where possible.
- Contactors should NEVER be considered as a means of isolation.
- Reliance should never be placed on control circuit isolation, switching or electrical interlocks to prevent accidental or inadvertent re-energisation of the main or other auxiliary circuits.
- Equipment enclosures may contain circuits having some source of supply different from those of the main circuits. Such circuits are not always isolated when the main disconnect is in the OFF position. These should be separately isolated or shrouded to prevent inadvertent contact whilst work is in progress.
- Where one person isolates and another does the work, the person responsible for isolating should demonstrate effectively to the other that the equipment is in fact dead and safe and that there are adequate safeguards to prevent re-energisation.

2 Safety precautions when working on or near electrical equipment

Only persons who have sufficient technical knowledge or experience such that they can avoid danger are permitted to undertake work on or near live electrical equipment, unless under direct supervision.

The neutral or protective conductor (earth conductor) of a circuit must not be disconnected with the circuit live unless a temporary bridging conductor is effectively connected first. The bridging conductor shall be of sufficient size to carry the currents expected and shall not be removed until the main conductors are effectively reconnected, or the circuit verified as being dead and isolated from the point of supply.

3 Operation of Electrical Switchgear

Before operating any switch or isolator:

- Ensure that the correct switch has been selected.
- Consider the consequences of operating the switch to ensure that a dangerous situation does not occur.
- Visually check the switch for any obvious signs of damage or stress which may cause the switch to malfunction.

4 Portable electric equipment

Portable tools should be manual, or battery operated only. When temporary lighting is required, this should run at low voltage.

WORKPLACE TRANSPORT

When driving is part of your job, you must ensure you take the following steps:

- Use seat belts at all times and ensure that any passengers also use seat belts.
- Always drive within the speed limit.
- Do not drive if you are fatigued
- Do not use a mobile phone illegally
- Do not smoke in Company vehicles.
- Do you need to drive? Have you considered alternatives such as telephone or videoconferencing or going part way by train?
- If you have to drive, have you left enough time and planned the journey with regard to the regulations?
- Check on medical fitness – e.g., eyesight
- Ensure privately owned vehicles are not used for work purposes unless insured for business.
- The HC recommends drivers should take a 15 min break every 2 hours.

You are expected to observe the Highway Code at all times.

Where appropriate, be familiar with the maintenance procedures for all vehicle systems. Details, including tyre pressures and oil type, can be found in each Company Vehicle Activity Log, along with what to do in the event of a breakdown.

All pool cars contain the following:

- First Aid Box
- Warning Triangle
- Fire Extinguisher

If staff use or notice any of these items are missing, they are to inform the Office Manager.

MANUAL HANDLING

All staff are made aware of health and safety guidelines on lifting and carrying

The main points being:

- Always plan before you lift to check that the area is free of obstructions and to see whether you need help.
- Always bend your knees and lift with your legs and not your back
- Don't lift above your shoulders or capabilities.
- Don't twist your body when carrying heavy objects.

- Ensure you have good vision when carrying large objects
- Keep your hands, feet and body part clear when unloading

Please refer to the appropriate installation guide for the lifting technique required.

RISK ASSESSMENTS

Company offices

Risk assessments are carried out at AssetWorks offices by the Office Manager or a suitable deputy. The results of risk assessments are formally presented to the senior management team and the required actions agreed.

Particular regard will be paid to:

- checking office equipment, workstations and methods of working to ensure they are safe and do not endanger health
- periodically reviewing all new and existing equipment with reference to mechanical and operational safety and, in particular, the location of all equipment bearing in mind the requirements of the workplace and the use of work equipment regulations
- providing safe arrangements for the handling, storage and movement of equipment and substances hazardous to health
- inspecting equipment such as lighting, passageways, fire alarms, fire escapes, fire extinguishers, first aid facilities and work practices on a regular basis to ensure their efficiency and maintenance

Customer sites

Where appropriate, the Project Manager, in consultation with the Office Manager will ensure that Site Specific risk assessments are carried out. These will be based on standard activity specific risk assessments. Where there are specific health and safety issues, the Project Manager ensures that all staff working on the project are aware of the relevant Method Statements, Risk Assessments, Working Guidelines and supplied with the appropriate Project handbook.

The Project Manager, with the Site Health and Safety Representative should ensure that risks are minimised.

The Project Manager will ensure that there is co-operation with the customer regarding the customer's Health and Safety Policy and procedures. This co-operation does not absolve AssetWorks from its legal obligations to members of staff and contractors under and the relevant health and safety regulations.

Method statements are requested by customers to detail how we intend to carry out the work and what safety and control measures we apply. They are based on our assessment of the risk to the health and safety of employees and others who could be affected by the work.

NOISE

Excess noise can reduce concentration and also, if excessive, cause permanent hearing damage.

The amount of noise can be assessed in the following manner:

If people (of average hearing) have to shout or have difficulty being understood by someone about 2 metres away, then noise is a problem.

At TGUK offices, we do not believe these noise levels are ever reached in normal practice and therefore not an issue.

Noise on Site

Drilling and banging noise is a common element of some installation work. If an installation is deemed to be noisy, the manager responsible shall liaise with the customer prior to work commencing to indicate the levels of noise encountered and the time period expected.

The customer may give permission for the work to be carried out as required or agree an out of hours' time slot.

HEALTH & SAFETY PERFORMANCE MEASUREMENT

Accident/incident and absenteeism statistics do not provide sufficient information by which to measure the effectiveness of the Health and Safety Policy. In order to assess the performance standards both active and reactive monitoring techniques are required.

Active monitoring is the measurement of the degree to which the performance standards (i.e. those set by the Company as well as those set for the Company, either by the Customer or as a legal requirement) are being achieved. Performance is measured at site inspections and monitored by site representatives against the documented method statements.

The H&S Advisor will monitor health and safety compliance on site. Health and safety audits will be carried out by the Office Manager to ensure that site rules are enforced.

The Office Manager and H&S Advisor meet periodically to discuss site health and safety issues and any further training requirements.

Reactive monitoring is the investigation into the failure, or lack, of controls which have resulted in either accident, incident (actual or near miss), injury or illness.

Active and reactive monitoring is co-ordinated by the Office Manager.

Reactive monitoring is covered by procedures in respect of accidents and incidents.

Managers will also ensure that sufficient monitoring is in place to enable the competency to be assessed at least annually and that staff are working in a safe manner.

YOUNG WORKERS

AssetWorks are aware of the additional risks that may follow as a consequence of the employment of young workers and will take all measures necessary to minimise those risks so far as is reasonably practicable.

This will be managed through the completion of a young worker's risk assessment which once completed, will be agreed by the senior manager responsible for the young worker.

The young worker will have training on the contents of the risk assessment to ensure they are fully aware of what is expected of them, how they should work, what protective equipment, if any, they should be wearing and what processes they are prohibited from completing until they reach 18 years of age. At 18 the young person will be subject to a review which will identify if they have the maturity and skills necessary to complete the previously prohibited tasks safely. This review should be completed by their manager and agreed with the young worker at the time of the review.

The company is aware of statutory restrictions imposed upon work undertaken by young workers and will comply fully with these restrictions.

AssetWorks will ensure the known risks brought about through a lack of experience and maturity of a young worker may bring are managed through the provision of greater instruction, information, training, supervision and modified safe systems of work.

A risk assessment will be completed which specifically addresses the risks presented by the young worker, prior to them starting work. The risk assessment will identify appropriate control measures to ensure the young worker isn't exposed to risks, which are greater than to more experienced staff members.

If the risks cannot be reduced through reasonable controls, the young person will be prohibited from completing the work until a safe system can be identified.

The company recognises that training, coupled with correct supervision, is particularly important for young workers because of their relative immaturity and unfamiliarity and as such, will provide suitable and sufficient training, supervision and access to learning resources.

The company will take all appropriate actions to ensure the young worker has had all training and is sufficiently supervised to complete their work safely.

ENVIRONMENT

This organisation believes that responsible stewardship of the natural environment is essential for business efficiency and success.

AssetWorks (TGUK) have produced an Environment Policy, which is available to all staff at their induction and can be found on the company document management system.

WORKING AT HEIGHT

Avoid working at height wherever possible.

Always consider alternatives to using a ladder. A risk assessment must show that the task is low risk and of short duration, or that there are site features that mean other equipment is not appropriate.

All staff on site must wear safety hats when anyone is working at height.

Staff should make themselves aware of any overhanging hazards before starting work.

Carry tools in a shoulder bag or holster attached to a belt so that you have both hands free.

Never throw objects or materials from a height.

Work at height on vehicles should preferably be carried out from a Depot gantry or scaffolding tower, following the appropriate health and safety requirements. Ladders are not to be used to access the roofs of vehicles.

Scaffolding may only be erected by competent persons who hold a current scaffolding license.

When using ladders, ensure that the ladder is strong enough for the job and in good condition. Rest the foot of the ladder on a firm level surface and angle the ladder so that the bottom will not slip outwards - 4 units up to each one out from the base. Wherever possible, secure the top and foot of the ladder.

Where the foot cannot be secured, a second person should stand facing the ladder with both feet on the bottom rung, each foot as far apart as possible on the rung, and both hands on the stiles.

The person footing the ladder should remain in position described until the person using the ladder has descended to at least the half waypoint.

Management shall ensure that they comply to "The Work at Height Regulations 2005" when assigning staff to tasks.

All staff who are asked to work at height are recommended to read "Height Safe – Work at height" which can be found in the Health and Safety Library on the document management system.

WORKING ON CUSTOMER SITES

At times, employees are required to work on customer sites.

AssetWorks (TGUK) have a method statement, Working on Customer Sites, which details how we intend to carry out the work.

It is a requirement of every manager to ensure that staff are familiar with the safety hazards of their job.

If staff are required to work on a customer's site for more than a couple of hours, a site-specific risk assessment and site survey should be carried out.

On larger projects this will form part of the Project Handbook, that shall include any Site-specific rules and notification whether there is customer site induction training required.

All accidents, no matter how minor and near misses are to be reported to the line manager and Office Manager, who will initiate an investigation.

Staff should be familiar with the means of escape should an emergency occur and know the fire drill in the environment where they are working

Alcohol or illegal drugs are not permitted at any place of work. Offenders will be evicted from site and not permitted to return.

Vehicles should be parked in designated areas only; do not block pedestrian access

Personal Protective Equipment must be used as set out in the relevant risk assessment and appropriate method statement.

All work will be carried out in compliance with relevant health and safety regulations, in particular the Electricity at Work Regulations 1989 and the Provision and Use of Work Equipment Regulations 1998.

WORKING ALONE

It is not the policy for company employees performing manual tasks to work alone on the company premises or on the customer's site; however, occurrences do sometimes arise demanding this practice be applicable.

In the following circumstances, working alone should not be considered. If the need should arise, it is the line managers' responsibility to ensure that the risk is managed:

- Employees working on or maintaining moving machinery
- Employees working on electrical equipment
- Employees working with chemicals
- Employees working on ladders or scaffolding

Special consideration should be given to the following groups:

- Employees who have a hearing condition
- Employees who are diagnosed as being epileptic
- Employees who are diagnosed as being diabetic
- Employees who are taking prescribed medication
- Employees with physical disabilities
- Employees with asthma

Employees who are allowed to work alone have a responsibility to act in such a manner that they do not put themselves or colleagues at risk.

All solitary workers on AssetWorks (TGUK) business outside normal working hours shall contact a colleague at the start and finish of the job.

Should the estimated completion time be exceeded, the contact should investigate and if necessary, raise the alarm.

Solitary workers during normal business hours shall contact the department office at the end of the working day.

WORKING ON VEHICLES

All staff involved with vehicle installations are required to read and follow the guidelines in the MPT 1362 Code of Practice for the installation of mobile radio and ancillary equipment in land-based vehicles.

All installations should follow the appropriate Working Guidelines where applicable.

Before starting the installation, establish that there are no fuel leaks. If a fuel leak is identified, the installation must NOT continue, the vehicle must be moved outside and the customer notified immediately.

Do not attach any wire or cable to the fuel feed pipe or use a common hole through a bulkhead.

The controls, displays and cabling of installed equipment should never obscure nor obstruct instruments or vehicle controls, neither should their operation distract the driver.

When taking supply from a 24 volt "floating system" always use a suitable converter providing DC isolation, i.e. no DC continuity between battery and 12 volt output. After fitting the converter, check that the isolation has been maintained. Do not take a 12 volt tap from any 24 volt or higher system.

Before drilling a hole, the installer must check what is located behind the material to be drilled and carry out the drilling in such a way that prevents damage. Care must be taken to avoid petrol tanks, fuel lines, brake pipes and battery cables etc. In the case of double skinned panels, the installer must check that it is safe to drill through both skins.

Ensure that all holes and cuts in materials are de-burred and all sharp edges removed. Holes drilled through panels which may allow dirt or water through must be sealed with a waterproof flexible sealant. Holes through which cables pass should be fitted with a grommet.

Ensure that you have no loose clothing - ties, shirt cuffs etc. which could become caught if the engine is running.

WORKING ON THE PUBLIC HIGHWAY

At times, employees are required to work on the Public Highway.

AssetWorks (TGUK) have a method statement, Working on the Public Highway, which details how we intend to carry out the work.

Management follow the guidelines as provided by the Code of Practice "Safety at Street Works and Road Works".

All installation sites will be risk assessed and a site survey produced, which each employee will reference.

A Generic Risk Assessment exists for Working on the Public Highway, which should cover the majority of the sites.

For exceptional circumstances, a Site-Specific Risk Assessment will be produced. It is the line managers' responsibility to ensure that staff are made aware where these exist.

An annual review is taken by the Office Manager that all their staff are working to the latest documentation

WORKPLACE EQUIPMENT

To ensure that all items of work equipment used by our staff on our premises are of the required standard and are in a safe working condition, they must be supplied, either directly or through a hire company.

Workplace equipment belonging to AssetWorks (TGUK) shall be logged in a register maintained by the administration team.

Machinery

Machinery is to be used only with the correct supplied protective measures.

If you are unfamiliar with a piece of machinery or a tool, do NOT use until you have been fully instructed by an experienced operator.

Aerials

There is a risk of electromagnetic radiation from communication aerials. Wherever possible, communication aerials on company premises should be mounted outside.

If the aerial is to be used inside this should be as a temporary measure and the aerial should be at least 50cm from normal working positions of staff.

Tools

Employees will be issued with any tools required by specific contract working conditions prior to commencement of the task.

It is the responsibility of the line manager to ensure that their staff are provided with the appropriate tools, and to check that they are being maintained.

PERSONAL PROTECTIVE EQUIPMENT

All PPE shall be logged in a register maintained by administration.

All employees and sub-contractors will be issued with personal protective clothing (PPE) required by specific contract working conditions prior to commencement of the task.

It is the responsibility of the line manager to ensure that their staff have been provided with the appropriate PPE, and to check that it is being maintained.

Please remember that PPE is a last resort as regards hazard control, and all other measures, elimination, reduction, isolation, and control measures should have already been considered for the task.

HAZARDOUS SUBSTANCES

Very few hazardous substances are used within the company and there are no procedures that produce dust in other than very small quantities.

The sorts of substances currently used are:

- White spirit
- Alcohol based cleaning fluid
- Acetone based cleaning fluid

All the above are used in very small quantities for cleaning, for example on swabs. Care must be taken in the use of the above substances and the introduction of any other hazardous substances should be reported to your line manager and the Office Manager.

The Control of Substances Hazardous to Health Regulations 1999 (COSHH) are outlined in Appendix C, but are listed below:

What COSHH requires

Complying with COSHH involves:

- assessing the risks to health arising from work;
- deciding what precautions are needed;
- preventing or controlling exposure;
- ensuring that control measures are used and maintained;
- if necessary, monitoring exposure and carrying out health surveillance; and
- ensuring employees are properly informed, trained and supervised.

If any employee is unsure in the use of any substance with their work, then they should notify the Office Manager.

CONSTRUCTION (DESIGN AND MANAGEMENT)

General

The legislation for construction design and management 1994 came into force in March 1995. The legislation details the actions necessary for the control of health and safety on construction, installation or demolition projects.

This has now been superseded with the Construction (Design and Management) Regulations 2007, which came into effect on 6 April 2007.

Project team

The client appoints a **CDM co-ordinator**, who has to assess the competence of the **Principal Contractor** and the provisions they have made with respect to matters concerning health and safety issues of a project.

They also prepare the pre-construction information.

The client selects the **Principal Contractor** who is responsible for making suitable arrangements with respect to the health and safety for all persons whether, employed by the **Principal Contractor**, sub-contractors, the client's staff or members of the general public.

The **Principal Contractor** shall prepare the construction phase plan.

The **Principal Contractor** is also responsible for the selection of sub-contractors. For each sub-contractor used a method statement must be submitted to the **Principal Contractor** detailing how they propose to undertake their activities and the health and safety provisions they require or enforce.

AssetWorks involvement

AssetWorks (TGUK) work on CDM projects in the RTPI arena as either the Principal Contractor or as a sub-contractor.

The company supports three method statements:

- Working on Customer Sites
- Working on the Public Highway
- Working on Radio Base Sites

Each has a corresponding generic and site-specific risk assessment.

Site Management

AssetWorks (TGUK) personnel will follow specific site rules as laid down by the customer or Principal Contractor. Sites are to be managed in a controlled way.

APPENDIX A – H&S INFORMATION

HEALTH AND SAFETY INFORMATION

The Mill, Staverton

| Title / Role | Name | Ext |
|-------------------------------------|----------------|------|
| Managing Director | Tim Porter | 2354 |
| Office Manager | Rachel Ball | 2217 |
| First Aiders | Rachel Ball | 2214 |
| | Stephanie Ward | |
| First Aiders (appointed persons) | James Newton | |
| | | |
| | | |
| | | |
| Fire Wardens | James Hastings | 2228 |
| | Mike Cartmell | 2237 |
| | James Newton | 2233 |
| | Claire Sidhu | 2218 |
| | Rachel Ball | 2217 |
| | | |

- **First Aid boxes located in: A1, First Floor**
- **Accident Book located in: A1, First Floor**

APPENDIX B – FIRE SAFETY POLICY

AssetWorks (TGUK) Limited is a responsible employer that takes fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Precautions (Workplace) Regulations 1997 (as amended). These include the provision of a safe place of work where fire safety risks are minimised. Due to its importance, this fire safety policy also forms part of our overall Health and Safety Policy.

Employees' duties

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

Communication

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are not left alone unless they are aware of, and familiar with, all available escape routes.

Procedures

We have introduced the following procedures in order to maintain high standards of fire safety.

A fire risk assessment has been undertaken which will be reviewed annually. However, more frequent reviews will occur if there are changes that will impact on its effectiveness. These may include alterations to the premises or new work processes.

- The fire evacuation procedures will be practised annually.
- Training will be provided as necessary to any staff given extra fire safety duties.
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and available escape routes.
- All escape routes will be clearly signed and kept free from obstructions at all times.
- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager.
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g. emergency lighting

APPENDIX C – EMERGENCY PLAN

Purpose of this document

- To ensure staff know what to do in the event of an emergency.
- To ensure the workplace can be safely evacuated.
-

Instructions

AssetWorks (TGUK) has Emergency Procedures posted on site.

Generic Emergency Procedures are stated in the Health and Safety Policy.

These procedures are detailed in the Fire Instructions, which are provided at the H&S Induction training and accessible via the document management system/ email.

At the H&S Induction training the following instructions are provided:

- Identification of key escape routes and Assembly Point.
- Fire-fighting equipment provided
- The duties and identity of employees who have specific responsibilities (Appendix A of H&S Policy).

APPENDIX D - COSHH REGULATIONS

Current Legal Base

The principal legislation which applies is the Control of Substances Hazardous to Health (COSHH) Regulations 1999 (S.I. 1999 No 437). COSHH requires employers to weigh up the risks to the health of their employees arising from exposure to hazardous substances and to prevent, or where this is not reasonably practicable, adequately control exposure. Employers might also have to monitor employees' exposure to a hazardous substance and place them under health surveillance.

Key Message

Hazardous substances used in the workplace can harm employees' health if exposures aren't properly controlled and can add to the unnecessary and preventable burden of ill health.

Unless the right precautions are taken, exposure to hazardous substances can threaten the health of employees and others who may be exposed to them. COSHH provides a legal framework to protect people against these health risks and sets out the essential precautionary measures that employers and employees must take.

What hazardous substances does COSHH cover?

COSHH covers the following hazardous substances which can cause ill-health:

- substances in any form which can be hazardous by inhalation, ingestion, absorption, or injection through the skin or by contact with the skin or mucous membranes.
- substances or mixtures of substances classified as dangerous to health under the current Chemicals (Hazard Information & Packaging) [CHIP] Regulations. Many dangerous substances, though not all, are listed in The Approved Supply List - Information approved for the classification and labelling of substances & preparations dangerous for supply (part of the CHIP Regulations)
- substances with occupational exposure limits - listed in HSE's publication EH 40 Occupational Exposure Limits
- biological agents (bacteria and other micro-organisms), if directly connected with the work or if exposure is incidental, such as farming or healthcare;
- any kind of dust in a specified concentration;
- any other substance which has comparable hazards to people's health, but which for technical reasons may not be specifically covered by CHIP e.g., some pesticides, medicines, cosmetics or substances produced in chemical processes.

Although the Regulations apply to virtually all substances hazardous to health, the nature and extent of the action that is required to be taken depends almost entirely on the risks that are present in the individual work situation.

COSHH does NOT apply to:

- asbestos and lead, which have their own regulations;
- substances which are hazardous only because they are radioactive, asphyxiants, at high pressure, at extreme temperatures, or have explosive or flammable properties;
- biological agents if they are not directly connected with the work and outside the employer's control, such as catching a cold from a workmate.

What COSHH requires

Complying with COSHH involves:

- assessing the risks to health arising from work;
- deciding what precautions are needed;
- preventing or controlling exposure;
- ensuring that control measures are used and maintained;
- if necessary, monitoring exposure and carrying out health surveillance; and
- ensuring employees are properly informed, trained and supervised.

Assessing the risks

Work must not be carried out which could expose employees to hazardous substances without first considering the risks and the necessary precautions.

Assessment includes:

- looking to see which hazardous substances are present;
- thinking about the risks they present to people's health;
- where there are significant risks, determining how much and how often the substance is used and how hazardous is it;
- whether it is an irritant;
- deciding the action needed to prevent exposure or reduce it so far as is reasonably practicable, taking account of the costs.

If there is no risk to health or the risk is trivial, no more action is needed.

If there are health risks, then employers must consider what else needs to be done to comply fully with COSHH's requirements.

Preventing or controlling exposure

Employers must ensure that the exposure of employees to hazardous substances is either prevented or adequately controlled. If it is reasonably practicable, exposure must be prevented by changing the process or activity so that the hazardous substance is not required or generated; or replacing it with a safer alternative; or using it in a safer form, e.g., pellets instead of powder. If prevention is not reasonably practicable, exposure should be adequately controlled by one or more of the measures (e.g., total enclosure of the process) outlined in the Regulations

For those substances which have maximum exposure limits (MELs) or occupational exposure standards (OESs) and are in a form in which they can be inhaled, the meaning of adequate control is set down in the Regulation itself at 7(6) and 7(7). There is further elaboration in the general Approved Code of Practice (ACOP) at paragraphs 36 and 37. For all other substances, the standard for adequate control is set out in the general ACOP paragraphs 38 and 39. It is the standard or level at which nearly all the population could be exposed repeatedly, day after day, without adverse effects on health. In some of these cases, adequate control can be described in terms of a set of working practices or procedures which are known to produce the desired level of protection, without reference to numerical standards. These could be specific operating instructions for a particular item of plant or a particular process. In other cases, instead or as well, there might be enough information in trade or suppliers' literature or in textbooks to adopt a numerical standard as the indicator of adequate control for (usually) airborne contaminants. Otherwise, the basic principles of occupational hygiene should be applied in relation to what is known about the nature of the substance and the nature and degree of exposure.

For a carcinogen (a substance which may cause cancer) special requirements apply. Exposure to carcinogenic substances should always be reduced to as low a level as is reasonably practicable (see the Carcinogens ACOP para 10), because there is no known safe level of exposure.

So far as is reasonably practicable, the prevention or adequate control of exposure must be secured by measures other than the provision of personal protective equipment (PPE). This means that process, engineering, procedural and personal controls should always take precedence over PPE and they should always be used to the greatest extent that they reasonably can be, towards achieving adequate control.

'Suitable' PPE should be capable of achieving adequate control for the time that the wearer is exposed to the hazardous substance. This means that it must be appropriate to the substance, to the job, the environment, and the wearer, and comply with the Personal Protective Equipment (EC Directive) Regulations 1992.

Adequate washing facilities may be an important control measure, particularly where exposure by ingestion, skin contact or transfer of contamination is foreseeable. Clothing accommodation and facilities for eating and drinking may also be necessary control measures. Paragraphs 46 - 49 of the General ACOP provide further details.

COSHH applies to any pesticide which meets the definition of a substance hazardous to health in regulation 2.

In the UK, before a pesticide can be sold, supplied, stored, used, or advertised it has to be approved under The Control of Pesticides Regulations 1986 (as amended) (COPR) or the Plant Protection Products Regulations 1995 (PPPR). Approval is granted by the

Ministers of the government departments signatory to the regulations. The registration process is carried out by the Ministry of Agriculture, Fisheries and Food (MAFF) - Pesticides Safety Directorate and the Health and Safety Executive (HSE). Non-agricultural pesticides i.e. those for use in wood preservation, surface biocides, insecticides for use in public hygiene areas and antifouling products, and rodenticides [as of April 2000] are the responsibility of HSE. MAFF is responsible for agricultural pesticides, such as those used in farming, market gardening, horticulture, forestry, food storage practice, animal husbandry and to control other vertebrates.

COPR conditions of approval are normally carried on the pesticide label. Where products are approved for professional use this should also be stated. The methods of control set out in the conditions of approval are usually restricted to prescribing the personal protective equipment to be worn when handling and using the pesticide. Rarely engineering controls may be specified, but detailed process and procedural controls and other controls such as substitution are not specified under COPR. This produces an area of conflict with COSHH, where regulation 7(2) requires, so far as is reasonably practicable, that measures other than personal protective equipment should be used to secure the prevention or adequate control of exposure.

Guidance on the application of COSHH to pesticides is given in the Fumigation ACOP and also in the Pesticides ACOPs.

Ensuring that control measures are used and maintained

Employees are required to make proper use of control measures and to report defects, and employers must take all reasonable steps to ensure that they do so. Employers must also ensure that controls are kept in efficient working order and good repair. Engineering controls and respiratory protective equipment must be examined and, where appropriate, tested at suitable intervals.

Monitoring exposure

The concentrations of hazardous substances in the air that workers might be exposed to should be measured ("monitored") in certain circumstances e.g., where there could be serious risks to health if control measures failed or deteriorated.

Occupational exposure limits (OELs) (threshold limits for concentrations of hazardous substances in the air) are approved by HSE and have legal status under COSHH. A list of current OELs can be found in the HSE publication EH 40/99: Occupational Exposure Limits 1999. The two types of limits are maximum exposure limits (MELs) and occupational exposure standards (OESs). MELs are set for substances which may cause the most serious health effects such as cancer and occupational asthma, and for which safe levels cannot be set or where safe levels may exist but control to those levels is not reasonably practicable.

An OES is set for less hazardous substances and at a level that is not likely to damage the health of workers exposed to it by inhalation day after day (based on current scientific knowledge).

Health surveillance

Where the assessment has shown this is necessary (COSHH sets specific requirements) health surveillance must be carried out. This might involve examinations by a doctor or trained nurse. In some cases, trained supervisors could, for example, check employees' skin for dermatitis, or ask questions about breathing difficulties where work involves substances known to cause asthma. Simple records must be kept of any health surveillance carried out and the health record kept for at least 40 years.

Ensuring employees are properly informed, trained and supervised

COSHH requires employers to provide their employees with suitable information, instruction, and training about:

- the nature of the substances they work with or are exposed to and the risks created by exposure to those substances;
- the precautions they should take.

Employers should give them sufficient information and instructions on:

- control measures, their purpose and how to use them;
- how to use personal protective equipment and clothing provided;
- results of any exposure monitoring and health surveillance (without giving people's names);
- emergency procedures

Publications

Reference materials available include:

- General ACOP entitled 'Control of Substances Hazardous to Health';
- HSE booklet, 'A step-by-step guide to COSHH assessment';
- HSE publication EH40/99 - 'Occupational Exposure Limits';
- HSE guidance booklet - 'Monitoring strategies for toxic substances'.

Approved Codes of Practise:

- General COSHH ACoP, (Control of substances hazardous to health) and Carcinogens
- ACOP (Control of carcinogenic substances) and Biological agents ACoP (Control of biological agents) Control of Substances Hazardous to Health Regulations 1999, L5 ISBN 0 7176 1670 3.
- Other COSHH Publications
- COSHH: a brief guide to the Regulations (INDG136 rev 1) HSE Books 1999.

- COSHH Essentials: Easy steps to control chemicals HSE Books 1999 ISBN 0 7176 2421 8.
- A step-by-step guide to COSHH assessment (HSG97).
- 7 steps to successful substitution of hazardous substances (HSG110) HSE Books ISBN 0 7176 0695 3.
- Health surveillance under COSHH: Guidance for employers HSE Books ISBN 0 7176 0491 8 (formerly ISBN 0 11 885447 X).

Definitions

Within the regulations, the following definitions apply:

- **"fumigation"** refers only to operations in which fumigant gases are formed;
- **"maximum exposure limit" (MEL)** is a prescribed occupational exposure limit in relation to a specified reference period, and substances with such limits attract special consideration as regards the control of exposure (see regulation 7(6) and paragraph 36 of the General ACOP). The substances, the limits and the appropriate reference periods are listed in EH 40/99 , together with the approved methods for calculating exposure in relation to the reference periods; and
- **"occupational exposure standard" (OES)** is an approved occupational exposure limit in relation to a specified reference period. Substances with an OES are also specifically addressed in the requirements for the control of exposure (see regulation 7(7) and paragraph 37 of the general ACOP). The substances, the reference periods and the standards which have been approved are also listed in EH 40.

Abbreviations

| | |
|-------|---|
| ACOP | Approved Code of Practice |
| CHIP | Chemicals (Hazard Information & Packaging) |
| COPR | Control of Pesticides Regulations |
| COSHH | Control of Substances Hazardous to Health |
| HSE | Health and Safety Executive |
| MAFF | Ministry of Agriculture, Fisheries and Food |
| MEL | Maximum exposure limit |
| OEL | Occupational exposure limits |
| OES | Occupational exposure standards |
| PPE | Personal Protective Equipment |
| PPPR | Plant Protection Products Regulations |