HSEP Health, Safety & Environmental Policy

Afriso Eurogauge Ltd
Unit 4, The Satellite Business Village
Fleming Way
Crawley
RH10 9NE

Issue 6 (Feb 2015)

Registration of Policy Amendments

Issue Number	Section Number and/or Appendix Name	Date of Amendment

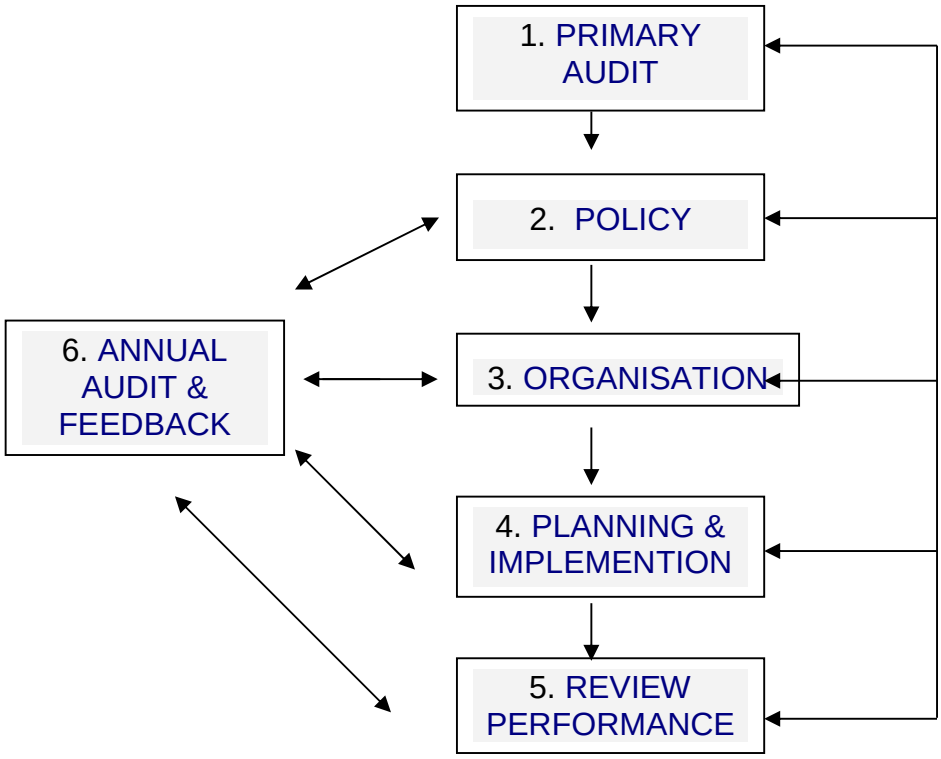
Health, Safety & Environmental Management Policy

The Management of Health & Safety at Work Regulations requires the employer to have arrangements in place to cover Health & Safety at Work. These arrangements should, where possible, be integrated within the management system that is already in place for Afriso Eurogauge. The arrangements when implemented, will depend on the size, nature and complexity of the business, and will require the following factors to be considered when integrating them into Afriso Eurogauge management system: -

Planning.
Organisation.
Control.
Monitoring and Review.

This policy includes a management structure and arrangements developed for Afriso Eurogauge to ensure compliance with the law and can be integrated within the present company management system. Including the factors mentioned above and using current Health & Safety principles and management practices, the system outlines clearly how to manage the requirements.

The flow diagram below provides an illustrative representation of good management practises in Health & Safety.



Each step is further described detailing the requirements of Afriso Eurogauge by their Risk Management team, in a logical process that should be used to implement all aspects of Health, Safety & Environmental Management planning.

1. Primary Corporate Risk Audit – This should include a physical inspection of the premises, workplace job appraisals and a review of management responsibilities.

2. A corporate liability risk report should conclude current strengths and weaknesses in business legal compliance, and any impediments and control measures that need to be addressed as a result of the risk audit findings.

3. Management Policy – The policy should outline Afriso Eurogauge policy initiatives, and management objectives on matters relating to Health & Safety at Work and that of Environmental Management and Control.

4. Company Organisation - The policy should clearly outline the responsibilities of management, employees and other key stakeholders so as to ensure that Afriso Eurogauge arrangements in place are suitable to reduce Afriso Eurogauge legal liabilities, and comply with current & proposed UK legislation

5. Planning & Implementation – Afriso Eurogauge should carry out Workplace and Environmental Impact risk assessments, and review standard safety operating procedures as required by this policy. Further guidance can be obtained from your Independent Health & Safety Risk Management Consultant and additional Health & Safety guidance will be detailed within accompanying portfolios held by the Works & Safety Manager. See appendices.

Planning should include: -

- Identifying the risk assessments required to be carried out.
- Information required for completing the assessments
- Set policy objectives/standards/benchmarks.
- Personnel/teams to be involved, and level of competence.
- Standard safety operating procedures (SOP) required.
- Time required and completion date.
- Implementation of designated control measures.

5. Review/Measuring Performance – Company personnel, as required under the arrangements in the policy, are to review and measure Afriso Eurogauge performance.

Examples of arrangements that should be reviewed are: -

- Staff training programmes, and further training needs.
- Risk assessments and Standard Safety Operating Procedures.
- Effectiveness of risk exposure control measures.
- Compliance with current & proposed UK legislation.
- Complaints and hazard/risk detection reports.
- Accident statistical analysis.
- Effectiveness of strategic & local monitoring guidelines.
- Achievement of standards/benchmarks.
- Compliance with statutory requirements, and best practices.

6. Annual/Periodic Risk Audit – Carried out by individual senior management team, as designated by Afriso Eurogauge, and incorporate all sections of the policy, including current risk and loss control arrangements in place, progress on workplace safety evaluations/assessments, and inspection of the premises & work areas.

It may be necessary to review the periodic intervals between the audit processes. This may be decided by ongoing risk appraisals.

A Risk Audit conclusion report should feedback into the management system loop any significant findings and recommendations as to ensure legal compliance, and meet the exacting standards of Afriso Eurogauge.
This management system takes into consideration the guidance of **HS (G) 65**, which details the doctrine of the Health & Safety Executive on effective safety risk management

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1.0 General Introduction

In compliance with the requirement of Section 2 (3) of the Health & Safety at Work etc Act 1974, Afriso Eurogauge are effectively discharging its statutory duties by preparing a written Health & Safety policy.

A copy of the policy, which outlines Afriso Eurogauge Health & Safety arrangements and organisational structure, is provided at Afriso Eurogauge premises along with a copy of Afriso Eurogauge staff handbooks that must be read by all employees and any other interested person who may be affected by their work activities.

In order for Afriso Eurogauge to discharge its statutory duties, employees are required by law to co-operate with the management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

The Health & Safety management system for Afriso Eurogauge is kept in the office and is available for inspection by any interested party upon any reasonable request.

Afriso Eurogauge agrees that in order to ensure that the Health & Safety policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate.

It is the responsibility of the Manager to liaise with our Health & Safety Risk Management Consultant and to ensure that suitable revisions are made that reflect changes that have taken place within Afriso Eurogauge.

The consultant employed by Afriso Eurogauge will advise on new and relevant legislation throughout the year and review all documentation on their contracted audit. In addition the policy will be reviewed if accident reports or the findings of any management inspections raise concerns.

Afriso Eurogauge encourages all employees to inform their immediate superior of any areas of the Health & Safety policy that they feel are inadequate to ensure that the policy is maintained as a true working document.

1.01 Health & Safety Policy - Management Statement

The following is a statement of Afriso Eurogauge Health & Safety policy in accordance with section 2 of the Health & Safety at Work etc Act 1974.

It is the policy of Afriso Eurogauge to ensure so far as is reasonably practicable the health, safety and welfare of all of the employees working for Afriso Eurogauge or other persons who may be affected by our undertakings.

Afriso Eurogauge acknowledges that the key to successful health, safety & environmental management requires an effective policy, organisation and working arrangements, which reflect the commitment of senior management. To sustain that commitment we will continually measure, monitor and revise where necessary an annual plan to ensure that Health & Safety standards are adequate.

The Managing Director will implement Afriso Eurogauge health, safety and environmental policy and with nominated personnel recommend any changes to meet new circumstances. The instructions will then be carried out through the designated chain of the management team, as per the policy. Afriso Eurogauge recognises that successful Health & Safety management contributes to successful business performance and will allocate adequate finances and resources accordingly.
The management of Afriso Eurogauge looks upon the promotion of Health & Safety measures as a mutual objective for themselves and their employees at all levels. It is therefore, the policy of the management to do all that is reasonably practicable to prevent personal injury and damage to property. Also Afriso Eurogauge aims to protect everyone, including all visitors, members of the public insofar as they come into contact with Afriso Eurogauge or its activities, from any foreseeable hazard of danger, and the risks associated with such tasks.

All employees have duties under the Health & Safety at Work etc Act 1974 and they are informed of their personal responsibilities to take due care for the Health & Safety of themselves and to ensure that they do not endanger other persons by their acts or omissions.

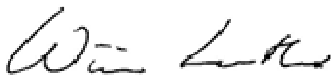
Employees are also informed that they must co-operate with Afriso Eurogauge in order that it can comply with the legal requirements placed upon it and in the implementation of this policy.

We as a responsible business will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

Afriso Eurogauge will ensure a systematic approach to identifying hazards, assessing the risk, determining suitable and sufficient control measures and informing employees of the correct procedure.

Afriso Eurogauge will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, together with providing adequate safety equipment and ensuring that appropriate information, instruction, training and supervision is given.

Afriso Eurogauge regards all Health & Safety legislation as the minimum standard and expects management to achieve their managerial targets without compromising Health & Safety.



Will Lawther
Managing Director

Date: **January 2009**	Review: **2009**
Date: **March 2010**	Review: **2010**
Date: **January 2012**	Review: **2012**
Date: **January 2013**	Review: **2013**
Date: **February 2015**	Review: **2015**

2.0 Company Organisation

Health, Safety & Environmental Management Structure

Managing Director

Marketing Manager/H & S Co-coordinator
&
Departmental Managers/Supervisors

Employees

2.01 Afriso Eurogauge Individual Responsibilities

Section 2 of the Health & Safety at Work etc Act 1974 places a duty on employers to prepare a written Health & Safety policy which will give details of the responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with legislation.

The **Managing Director** will ensure that: -

Employees have a central understanding of the main requirements of the Health & Safety at Work etc Act 1974, and any subordinate UK Health & Safety legislation made there under, and that of UK Environmental Protection legislation as applicable to Afriso Eurogauge.

All structured levels of management within the Afriso Eurogauge understand the arrangements for the implementation of the Health, Safety and Environment Policy, and the business aims and objectives involved.

Adequate physical arrangements/facilities are made available for workplace Health & Safety, including Environmental control, and that sufficient resources are made available for the requirements of health, safety and welfare provisions.

Health & Safety at Work provisions are integrated into Afriso Eurogauge Quality Assurance & Control Management systems. Afriso Eurogauge Risk Management organisational structure is appropriate in order to effectively manage Liability Loss Control, and the same management high standards are applied to Health, Safety and the Environment as to other management functions, and business objectives.

Nominated persons complete, record and review workplace environmental risk impact assessments relevant to the activities and hazards within Afriso Eurogauge, and those persons nominated communicate the significant findings of the assessments to the Managing Director, and relevant employees.

The **Manager/H&S Coordinator** will ensure that: -

He has an understanding of the main requirements of current UK Health & Safety /Environmental Protection legislation.

All levels of management within Afriso Eurogauge fully understand the arrangements for the implementation of the Health, Safety & Environmental policy, and its objectives.

The management policy is reviewed for compliance with the objectives for Health & Safety at work, and that of environmental protection. This will be done at least annually, and any major apprehensions brought to the attention of the Managing Director.

The same management standards are applied to Health & Safety at Work as to other management functions.

Periodic Health & Safety audits are undertaken in accordance with company's Health & Safety monitoring procedures. Record the audit findings, and advise senior

managers on predicted risk factors, and the necessary control measures to be adopted.

Adequate Health & Safety awareness training is provided for all employees. This shall commence on induction and include any specific training regarding company rules, safe systems of work and training required to perform their duties and work related tasks.

Qualified first aid personnel and facilities are provided to address potential hazards within Afriso Eurogauge.

Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.

All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.

Arrangements for effectual Health & Safety control are implemented. Complete, record and review workplace risk assessments relevant to the activities and hazards within departments under his jurisdiction, and ensure that relevant employees are informed of the significant findings of the assessments conclusions.

Suitable and sufficient personal protective equipment is provided for employees at no cost.

Joint consultations between management and employees take place as described in the policy. Quarterly Health & Safety meetings are held to ensure effective Health & Safety consultation with other departmental managers.

All Health & Safety issues raised by employees are recorded and investigated.

Any faulty work equipment that is identified is immediately taken out of service until repaired or replaced.

Records are compiled for statutory inspections, testing, or maintenance undertaken on all work equipment and services within the premises.

A system is implemented to ensure contractors have the necessary competence and resources in order to carryout work safely on behalf of Afriso Eurogauge. That contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.

All welfare facilities, including temperature, lighting, and ventilation levels, and first aid trained persons/facilities are adequate, and appropriate for the predicted risk exposures. Safe access and egress are provided and maintained in all areas within Afriso Eurogauge.

Relevant statutory signs and notices are provided and displayed in prominent positions.

Materials handling training is undertaken and reviewed on a 12 monthly basis or as required by risk assessment review. This will include the manual handling of loads.

All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger. All product testing will wherever possible be undertaken on de-energised plant/equipment. Where this cannot be achieved adequate safety precautions are to be provided.

Champion Health & Safety at Work on behalf of Afriso Eurogauge, and act as a central reference point for such matters. Chairs all Health & Safety meetings held on behalf of the company.

The **Departmental Managers/Supervisors** will ensure that: -

They have a basic understanding of the main requirements of current UK Health & Safety legislation, and accepted best working practices.

All levels of departmental staff within areas of their control fully understand the arrangements and objectives for the implementation of the health, safety and environmental policy. This includes the safety of service engineers working on customers sites. See 'Site Safety Manual'.

All staff under their jurisdiction fully understand company safe systems of work, safety rules and procedures and that suitable records are kept. This should include any staff working on customer's premises. The same management standards are applied to Health & Safety as to other departmental management functions.

Conduct monthly departmental Health & Safety audits and inspections in accordance with company's Health & Safety monitoring procedures. A short report should be given to the Health & Safety Coordinator for registration, and reflect the inspection findings, along with risk control recommendations.

Departmental Health & Safety training is provided for all employees under their control. This should commence at the induction stage, and include any specific H&S company rules, safe systems of work and additional training required by the employee to perform their duties and work related tasks safely.

Departmental employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book. Inform the H&S Coordinator 3 months prior to of any departmental first aid personnel requiring additional/refresher training.

All accidents / near miss incidents are investigated and recorded on an incident record form and that control measures are implemented to prevent any recurrence. A copy of all incidents should be given to the Health & Safety coordinator.

Arrangements for Health & Safety are implemented at departmental level, and that all relevant equipment safety checks are carried out, and recorded. This should include safety equipment required for use on customer's sites.

Workplace risk assessments relevant to the activities and hazards within their control will be completed, record and reviewed, and those relevant employees informed of the significant findings.

Suitable and sufficient personal protective equipment is provided for departmental employees at no cost.

Joint consultations between departmental management and employees take place as described in the policy. All Health & Safety issues raised by employees are recorded and locally investigated.

Any faulty equipment identified is immediately taken out of service until repaired or replaced.

Records are compiled for statutory inspections, testing, or maintenance undertaken on all work equipment and services within the premises.

All welfare facilities, including temperature, lighting, and ventilation levels, are adequate.

Safe access and egress are provided and maintained in all areas within Afriso Eurogauge.

Relevant statutory signs & notices are provided and displayed in prominent positions.

All electrical equipment is adequately maintained and that only suitably trained and competent persons carry out electrical work. No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.

The <u>Chartered Health & Safety Risk Management Consultant</u> will ensure that:

Managers fully understand the implementation arrangements of the Health & Safety Policy. The policy is reviewed for compliance with the objectives for Health & Safety.

Random safety audits and consult with those managers responsible for Health & Safety are undertaken, and to provide advice and assistance to the Managing Director and Departmental Managers.

Risk reports are prepared for submission to the management team on the overall performance of Health & Safety within Afriso Eurogauge.

Training programmes are established or arranged to inform and educate all employees of their Health & Safety responsibilities and duties. This will be done in conjunction with Departmental Managers.

Training needs are identified for all employees in conjunction with department managers, and suitable training is provided and full written records are maintained.

Management are advised of the implications arising from Health & Safety /environmental legislation and codes of practice, and their application to Afriso Eurogauge activities.

Afriso Eurogauge Health & Safety workplace policy is periodically reviewed.

Risk assessments/method statements are compiled within the workplace.

2.02 Employers General Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or using equipment provided by Afriso Eurogauge. Consideration must also be given to our neighbours and the general public.

Management will ensure they: -

Assess all risks to worker's Health & Safety and bring the significant findings to the attention of employees.

Provide safe plant and equipment that is suitably maintained.

Provide a safe place of work with adequate facilities and safe access and egress.

Provide adequate training and information to all employees regardless of their position within Afriso Eurogauge.
Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner.

Provide health surveillance to employees where it is deemed necessary.

Appoint competent persons to help comply with Health & Safety law.

2.03 Employees Responsibilities

The Health & Safety at Work etc Act 1974 details two main sections which employees are required to comply with. These are: -
Every employee working for Afriso Eurogauge has a duty of care under the Health & Safety at Work etc Act 1974 Section 7 to take reasonable care of himself/herself and any other person who may be affected by his/her actions and omissions.

In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment.

Employees also have a duty to assist and co-operate with their employers and any other person as to ensure all aspects of Health & Safety legislation are adhered to.

Employees are also obliged to: -

Always follow company safety rules & safe operating procedures, avoid improvisation and comply with the Health & Safety policy.

Only perform work & operate machinery systems that they are qualified and competent to undertake.

Always store materials and equipment correctly & in a safe manner.

Never block emergency escape or pedestrian routes.

Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.

Always wear suitable clothing and Personal Protective Equipment provided for the task being undertaken.

Inform their Departmental manager/first aider of all accidents, or dangerous occurrences that occur.

The Management of Health & Safety at Work Regulations 1999 require all employees to:

Utilise all items that are provided for Health & Safety at Work.

Comply with all safety instructions, given either verbally or within documented H&S procedures.

Report to their Departmental Managers anything that they may consider to be dangerous, or may become a high risk to staff and company property.

Advise their Departmental Management of any areas where protection arrangements require reviewing.

2.05 Sub-contractors/Self employed personnel

These will be made aware of Afriso Eurogauge Health & Safety policy and safety rules, and will themselves be fully aware of the responsibilities and requirements placed upon them by the Health & Safety at Work etc Act 1974 and other relevant legislation.

Will comply with all instructions given by the Marketing Manager/H&S Coordinator of Afriso Eurogauge.

Will co-operate with Afriso Eurogauge in ensuring a high standard of Health & Safety on all contracts with which they are involved. If the standards stipulated by Afriso Eurogauge are higher than basic requirements, then they shall comply with the higher standard.

Will carry out risk assessments, and/or work method statements in relation to their activities, ensure that appropriate Health & Safety arrangements are implemented and by adequate liaison inform and co-operate as necessary with Afriso Eurogauge.

Will ensure that they sign into reception prior to undertaking any work at the premises, and subsequently sign out when leaving the premises.

2.06 Information for employees

Information regarding Health & Safety law is provided by a number of methods as follows: -

Employees are provided with a copy of Afriso Eurogauge employee Health & Safety handbook.

The approved poster "Health & Safety Law – What You Should Know" is displayed around the company. This poster will be kept in a legible condition with the address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) and the names of staff nominated by the company are entered in the appropriate spaces.

Management has access to a helpline service that will connect them to their Health & Safety Risk Management Consultant who will advise on all aspects of Health & Safety.

Management and employees have access to Afriso Eurogauge Health & Safety policy that contains all relevant information with regard to recording and monitoring.

2.07 Joint consultation with Employees

The Health & Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives under the Safety Representatives and Safety Committees Regulations.

Afriso Eurogauge recognises the importance and benefits to be gained by consultation with our employees. All information with regard to Health & Safety is communicated by means of consultation between management and employees.

It is the responsibility of the H&S Coordinator to ensure that consultation takes place in good time on matters relating to employee's Health & Safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then Afriso Eurogauge would recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purposes of such consultation.

Health & Safety will endeavour to be on the agenda of all management meetings. Items that may be included in the meeting are: -

Review of accident statistics, near misses and trends.

New legislation.

Compliance with the objectives of the Health & Safety Plan.

Occupational health issues.

Introduction of new technology.

Result of Health & Safety audits.

Review of significant findings identified by any reports produced by managers/risk assessors.

Completion of corrective actions.

Review of training needs.

If any visitors/customers raise any concerns with regard to Health & Safety, the Health & Safety Coordinator will investigate the issue and either deal with it internally, or obtain guidance from their Health & Safety Consultant. If required, senior management will request that Afriso Eurogauge external safety consultants will liaise with the local enforcing authority on Afriso Eurogauge behalf.

3.0 Health, Safety & Environmental Arrangements

3.01 Access and egress

Afriso Eurogauge is committed to providing a safe place of work and a safe means of access and egress within all parts of premises. Safe access and egress includes movement in and out of Afriso Eurogauge and safe access within the premises.

Afriso Eurogauge will ensure, so far as is reasonably possible, that: -

Articles or substances do not impede safe access and egress in the premises and that objects that may restrict safe movement within the premises are removed immediately.

Any access restrictions are adhered to, so that suitable and safe arrangements for work in confined spaces and other areas of high risk are guaranteed.

Safe systems of work are implemented in all areas where there is significant risk.

Employees are encouraged to report any situation where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.

Access equipment is regularly inspected to ensure that it is maintained in a safe condition.

The following procedures will assist Afriso Eurogauge in ensuring that safe access and egress is maintained at all times: -

No objects are to be stored on the floor or in walkways. All equipment that is no longer required will be returned to its designated storage point immediately after use.

Items of stock or equipment are not stored precariously on top of cabinets or on shelves where they could fall onto passers-by.

Inspections of walkways are conducted by management on a regular basis to ensure that they are free from obstructions.

Obsolete equipment and waste is disposed of as soon as is practicable to ensure that the workplace remains clean and tidy at all times.

Checks are regularly conducted to ensure that the flooring is suitable for purpose and is maintained in safe condition free of any damage or potholes.

All employees are advised to regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.

Ensure that all access equipment, e.g. ladders and kick-stools, are suitable for the purpose and are maintained in a safe condition.

All personnel comply with safe working arrangements in areas of high risk.

3.02 Accident injury statistics

Accident incidence and frequency rates provide a basis for calculating safety performance over a period of time. These may be compared to accident statistics recorded by outside sources such as the Health & Safety executive.

As employers we are required by law to keep records of all accidents/injuries at work and report specific injuries to the Health & Safety incident centre under the (RIDDOR) Regulations. The particular injuries that are required to be reported include fatalities, serious injuries to employees, self-employed people and the general public, along with incidents which necessitate the need for employees or self-employed people being absent from work for more than three days.

The validity of the nationwide collated accident/injury statistics rests on employers adhering to the legal requirements of reporting every incident. Some instances of under reporting, in certain industries, can lead to unfavourable injury rates in comparison with the published figures, therefore as a responsible employer Afriso Eurogauge will endeavour to report all relevant incidents.

In small businesses with a small number of employees, reportable accidents/injuries equate only to a minor proportion of the total number of actual injuries to employees. Records of more minor, non-reportable injuries may also be calculated and used to check trends over a period of time between contrasting departments. An evaluation of the information to establish the main causes of injury can assist in identifying certain risks that should be controlled to avoid future accidents.

The formula that Afriso Eurogauge use for calculating an annual injury incidence rate is:

$$\frac{\text{Number of reportable injuries in financial year} \times 100{,}000}{\text{Average number employed during year}}$$

This gives the rate per 100,000 employees. This formula does not allow for any changes in part-time employment or overtime. These calculations are per annum and will be adjusted if they cover a shorter period. Short-term rates will only be compared with corresponding periods – not the national annual rates.

The HSE calculates accident/injury incidence rates per 100,000 employees; however other industries calculate the frequency rate per million hours worked. The latter method often gives a clearer picture and avoids misrepresentation in the incidence rate calculations which can be caused by part and full time employees and overtime working.
Frequency rates can be easily calculated for any time period.

Therefore the calculation is: -

$$\frac{\text{Number of injuries in the period x 1,000,000}}{\text{Total hours worked during the period}}$$

3.03 Accident reporting procedures

The Definition of an Accident is: -

An unplanned event, which causes injury to persons, damage to property or a combination of both. i.e. a fall from height resulting in a fracture; incorrect operation of machinery leading to breakdown or damage.

The definition of a near miss is: -

An unplanned event that does not cause injury or damage, but could have done so. i.e. items falling near to personnel; short-circuits on electrical equipment.

The definition of a dangerous occurrence is: -

An unplanned incident that may not have caused an injury under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) but it had the potential to do so and must be reported to the enforcing authority.

The first priority when an accident occurs is to obtain first aid treatment for all injuries, if the incident is serious enough to warrant medical intervention The Manager will select a line and dial 999 call and request an ambulance/paramedic.

When the casualty has received suitable medical/first aid treatment details of the accident should be recorded in the accident book for future reference.

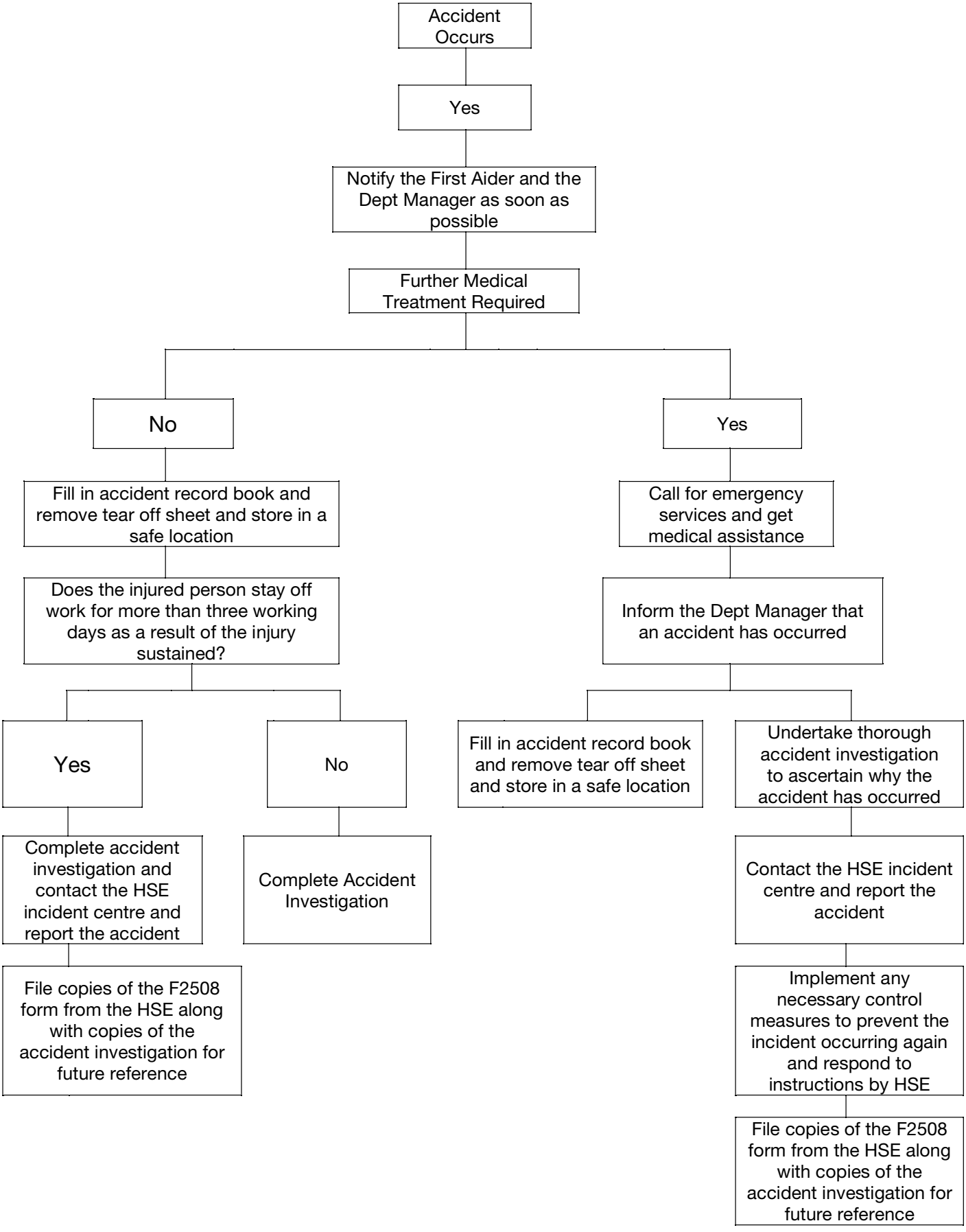
In order to determine what corrective action is necessary to prevent a repetition it is essential to isolate all contributing factors. This can only be done by an investigation. The outcome of all investigations will be communicated to all members of staff who need to take action as a result of an accident.

Accident investigations are carried out to establish the facts relating to the accident/incident not an individual's opinion. Under no circumstances are they a mechanism to apportion blame, they are merely a management tool to prevent any possible recurrence of the incident.

In order to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) it is imperative that all major accidents, reportable accidents and diseases, and dangerous occurrences are reported to the enforcing authority.

It is the initial responsibility of the Departmental Managers to investigate the accident/dangerous occurrence and report the findings to the Health & Safety Coordinator. He will contact the national incident centre immediately when necessary. If there is any doubt about reporting accidents or dangerous occurrences the Manager should contact the Health & Safety Risk Consultant for further guidance.

All accident information that is entered into the accident book must be kept for a minimum of three years, with due consideration to the Data Protection Act. All information held on a company individual should be kept within a secured area.



3.04 Infectious Diseases - Aids / HIV

There has been a great deal of concern about the spread of HIV, the virus that leads to AIDS.

Afriso Eurogauge will encourage employees who have been diagnosed as HIV positive to obtain counselling advice and support from a responsible person. Disclosure of any information will be treated in the utmost confidence and employment rights will not be affected.

Afriso Eurogauge will, so far as is reasonably possible, take all suitable precautions to secure the safety of employees who have been diagnosed with HIV whilst at work and of those employees working in close contact with the infected person.

Based upon existing research and knowledge of the virus there is very little, if any, risk of employees becoming infected with this virus through normal contact with an infected employee. However Afriso Eurogauge recognises that there is a residual risk from exposure to blood spillage arising from accidents or from exposure to contaminated syringes. Afriso Eurogauge intends to ensure that such risks are kept to a minimum. Suitable information and training will be provided to personnel regarding measures to deal with risks presented by HIV and AIDS in the workplace as and when the need arises.

Arrangements for ensuring the Health & Safety of company employees

Afriso Eurogauge will, in consultation with employee's and/or their representatives: -

Prevent employees from coming into contact with blood-spillage and make arrangements to isolate areas where blood has been spilt until it has been cleared.

Ensure that spillages are cleared by a responsible and authorised person who will use suitable personal protective clothing to prevent direct skin contact or splashes, etc.

Provide first aiders with information about dealing with spillages of blood and discarded needles during first aid training and ensure that first aid boxes contain disposable gloves to protect against any possible contamination when handling an injured person.

Allow the use of syringes within the workplace only for medical reasons (Employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action).

Ensure the privacy and safety of persons undergoing injections and maintain confidentiality of medical records and medical details at all times.

Make suitable arrangements for the storage and disposal of syringes before being permitted to be used within the workplace.

Treat any information that has been given by an employee in respect of a HIV positive condition in complete confidence.

The following points will assist in ensuring that potential exposure to HIV is reduced to the lowest reasonably practicable level: -

All medical conditions that require drugs to be administered by the use of a syringe are reported to management.

Arrangements will be introduced into the workplace for the storage, use and disposal of syringes and similar medication.

All persons are removed immediately from the vicinity of any blood spillage arising within the workplace. The area will be quarantined until the spillages have been cleared away.

All first aid boxes will be regularly checked for supplies of equipment, including Personal Protective Equipment for use when dealing with employees diagnosed with HIV and any blood spillage.

Ensure that spillages are cleared by a responsible and authorised person who will use suitable personal protective clothing to prevent any direct skin contact or splashes, etc.

All cuts and abrasions will be suitably protected by wound dressings whilst at work, particularly in areas of food preparation.

Counselling and advice will be made available for any employee who requests the service.

3.05 Alcohol and drugs

Afriso Eurogauge realise that the consumption of alcohol or non prescribed drugs by employees can be a serious safety problem not only for the abuser, but also for their co-workers. The possession of certain non prescribed drugs is illegal within the UK, exposing the abuser to criminal charges.

Afriso Eurogauge has a general duty under The Health & Safety at Work etc Act 1974 to ensure the health, safety and welfare of all employees, Afriso Eurogauge will also be breaking the law if they knowingly allowed drug-related activities on their premises and they failed to act.

The Health & Safety Coordinator/Departmental Managers on behalf of the Managing Director are responsible for carrying out Afriso Eurogauge policy; however it is the responsibility of all Managers and Supervisors to ensure that its aims are carried out in areas under their control. This policy applies to all employees and they should have access to the full policy and be aware of any changes.

Senior Staff will be aware that the misuse of drugs or alcohol by employees might come to light in various ways. The following characteristics, especially when arising in combination, may indicate the presence of an alcohol or drug-related problem.

Unexplained and increased absenteeism.

Instances of unauthorised absence or leaving work early.

Poor time keeping i.e. lateness, especially on returning after lunch.

Unusually high level of sickness/absence for colds/flu/stomach upset.

Impaired job performance.

Dishonesty/theft.

Unusual irritability, aggression and mood changes.

Tendency to be confused and fluctuations in concentration & energy.

Accidents.

Company Procedure on Drugs and Alcohol

Employees are expressly forbidden to consume alcohol when at work or to bring it onto company premises without prior management permission. Any breach of this rule will result in disciplinary action being taken that is likely to result in summary dismissal.

Employees who misuse drugs which have not been prescribed on medical grounds will, in the absence of mitigating circumstances, be deemed to be committing an act of gross misconduct and will thus render themselves subject to the companies disciplinary procedures. This also applies to employees believed to be buying or selling drugs or in possession of unlawful (i.e. un-prescribed) drugs.

If an employee is known to be or strongly suspected of being intoxicated by alcohol or drugs during working hours, the Manager/Supervisor or nominated deputy should make arrangements for the employee to be escorted from Afriso Eurogauge premises immediately, pending further investigation.

Managers/Supervisors who feel an employee's unsatisfactory performance may be drug or alcohol related will at the first instance assess the ability of that person to work safely and act accordingly. The nature of work they do will be a significant factor in this assessment and may result in the person being removed from the workplace in the interests of safety.

It should be made clear that Afriso Eurogauge is aware that a person suffering from these problems will be dealt with fairly.

Afriso Eurogauge realise that: -

Absence for treatment and rehabilitation will be regarded as normal sickness.
That relapses may occur.
The policy will be monitored with consultation with employees and safety representatives.

All Managers and staff will be made aware of the effects of alcohol and drug misuse. All employees should also be made aware of Afriso Eurogauge procedures and information through notices, posters and leaflets will be made available.

All employees are encouraged not to cover up for employees with a drink or drug problem but to recognise that collusion represents a false sense of loyalty and will, in the longer term, damage those employees.

Individual advice should be sought, confidentially through the management structure of Afriso Eurogauge. External advice and information can be obtained through local organisations dealing with drugs and alcohol abuse.

3.06 Bomb alert procedure

There are a number of ways in which Afriso Eurogauge may be warned of a bomb on the premises; these include: -

Telephone call to Afriso Eurogauge.
Telephone call via police, newspaper etc.
Suspicious parcel.

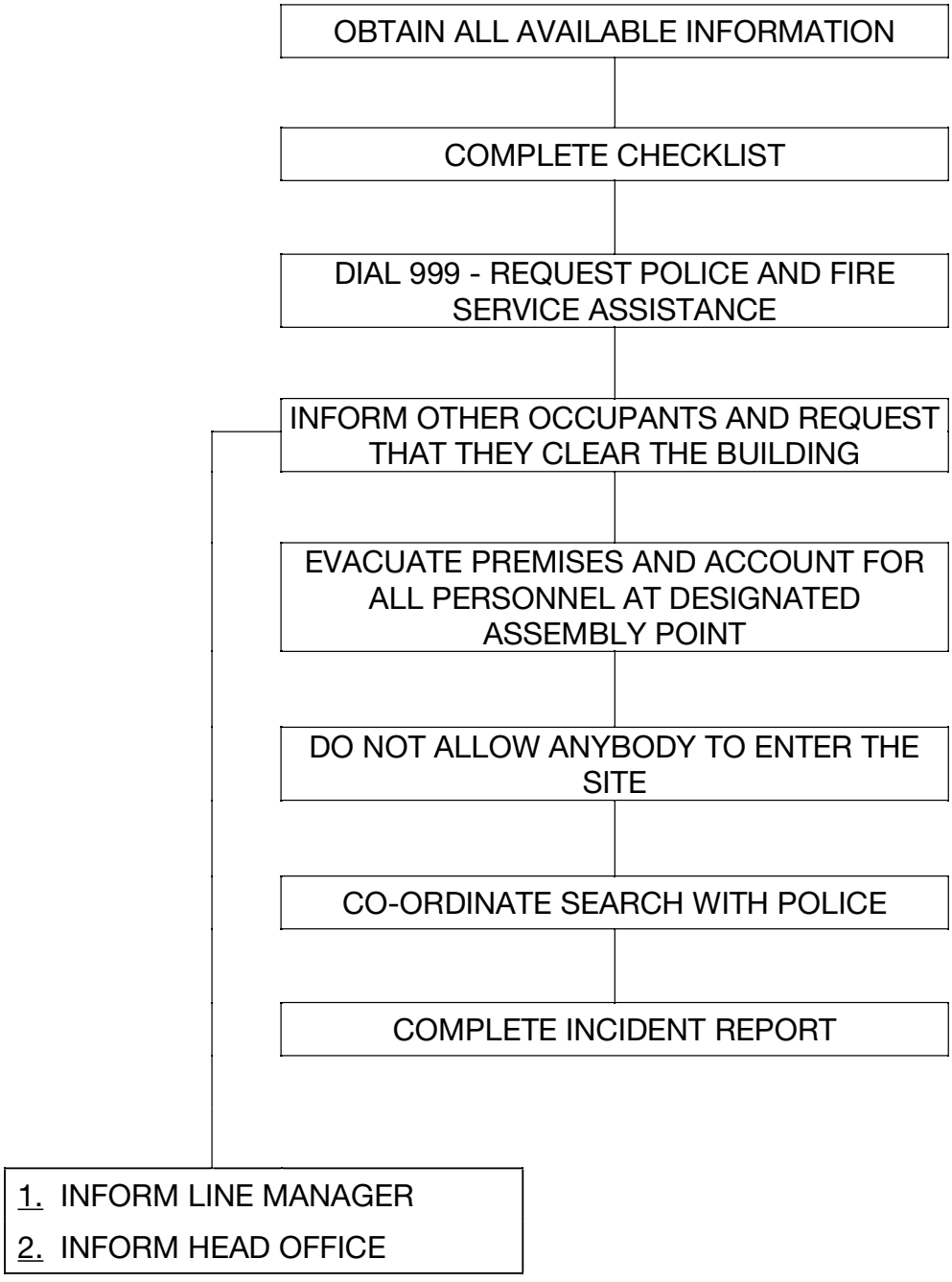
If you are the recipient of a telephone call stating that there is a BOMB at Afriso Eurogauge please follow the instructions below: -

Be as calm as possible and do not panic.
Acquire as much information by completing the bomb alert checklist.
Be as friendly and as helpful as possible.
Inform their Departmental Manager of the call and proceed to evacuate the building. DO NOT USE THE FIRE ALARM.
Select a line and dial 999. Ask for police and fire service assistance and inform them of the premises that you have received a bomb threat and give them the full address of Afriso Eurogauge.
Contact occupants of other premises at risk, and inform them that you have received a bomb threat and ask them to take the necessary evacuation action.
Check for any strange objects within your work area as you leave the building.
UNDER NO CIRCUMSTANCES TOUCH OR MOVE any item that you believe could be a bomb. Immediately inform your findings to a senior member of staff so that they can inform the police.

The Health & Safety Coordinator should meet the emergency services on their arrival and assist in any way possible.

If the threat is to premises nearby you should arrange evacuation avoiding any exits (including emergency exits) in that direction.
Leave the building by the nearest available safe exit and proceed to the assembly point.
Emergency evacuation procedures preferred by the emergency services now require all persons to evacuate to a safe distance from the location of the threat. You should follow any company instructions and proceed to a designated assembly point
You should take any personal belongings with you that may be mistaken for a suspicious package. However, you should spend no longer than 30 seconds collecting belongings.

In the event of a strange package being delivered or discovered at the premises inform a Manager and follow the above procedure.


OBTAIN ALL AVAILABLE INFORMATION
COMPLETE CHECKLIST
DIAL 999 - REQUEST POLICE AND FIRE SERVICE ASSISTANCE
INFORM OTHER OCCUPANTS AND REQUEST THAT THEY CLEAR THE BUILDING
EVACUATE PREMISES AND ACCOUNT FOR ALL PERSONNEL AT DESIGNATED ASSEMBLY POINT
DO NOT ALLOW ANYBODY TO ENTER THE SITE
CO-ORDINATE SEARCH WITH POLICE
COMPLETE INCIDENT REPORT
1. INFORM LINE MANAGER
2. INFORM HEAD OFFICE

BOMB ALERT PROCEDURE CHECKLIST

Date of call	Time of call
Received by	

NOTE EXACT WORDS USED BY CALLER

Ask caller When will bomb detonate?
Where is it located?
What will cause it to detonate?
What does it look like?
Who do you represent?
Where are you calling from?

Record your impression of the caller

The following requires opinions, perceptions and judgement - give your first impression by ticking the appropriate box: -

CALLER	MALE ADULT	MALE CHILD	FEMALE ADULT	FEMALE CHILD

AGE	PRE-TEENS	TEENAGER	20 - 40	40 - 50	50 - 60	60+

ACCENT	PRONOUNCED	SLIGHT	DESCRIPTION

VOICE	CALM	LOUD	STUTTER	DISGUISED	ANGRY	NORMAL
	HIGH	EXCITED	DISTINCT	DEEP	SOFT	SLURRED
	FAMILIAR? SOUNDS LIKE?					SLOW

BACKGROUND NOISE	STREET	T.V.	NONE	AIRCRAFT	VOICES
	MUSIC	TRAFFIC	MACHINES	RADIO	ANIMALS
	INDOORS	TRAIN			

LANGUAGE	WELL SPOKEN	FOUL	INCOHERENT	TAPED

3.07 Confined Spaces (Customer Sites)

In order that Afriso Eurogauge complies with the Confined Space Regulations, Afriso Eurogauge will undertake suitable and sufficient assessments for the work activities being undertaken on site by Service Engineers. This will be undertaken by either a site appraisal and/or by assessing the risk/s through a questionnaire and desk top appraisal. If possible mechanical means will be used to avoid entering confined spaces', however, due to the nature of the work undertaken by Afriso Eurogauge, this may be unavoidable and a well-defined safe system of work will be implemented.

Where relevant, service engineers will be trained by an approved training body to enable them to undertake: -

Safe access and egress. This includes work at height.
Breathing apparatus, emergency recovery and safety lines/harnesses.
Gas monitoring, and oxygen deficiency tests.
Accident and emergency procedures.

All work that is undertaken in confined spaces will be controlled through a **permit to work** system where a competent person inspects the working area/risk zone to ensure that the necessary safety precautions are in place. This will be the responsibility of the client/customers risk management team. Failure to endorse a permit system may prevent our service engineer from entering a confined space. A permit system dictates a disciplined control to Health & Safety, which often requires an isolation/lock off procedure to be endorsed.

3.08 Contractors working on Afriso Eurogauge premises

The Health & Safety at Work etc Act 1974, places a duty on Afriso Eurogauge, as well as the independent contractors that it employs, to protect the health, safety and welfare of staff, contractors, visitors and anyone else who may be affected when contractors are working on Afriso Eurogauge premises.

In order to ensure that competent contractors are appointed, Afriso Eurogauge will scrutinise all sub-contract companies who undertake minor work by issuing contractual H&S questionnaires which must be returned along with other relevant Health & Safety information e.g. safety policy, method statements, risk assessments, and evidence of training etc. before any work is commenced. When this action has been completed the contractors will be placed on an approved list for future consideration.

All work that is undertaken by sub-contractors will be supervised on a day-to-day basis by the Marketing Manager in order that Health & Safety standards are monitored. The overall performance of contractors will be reviewed on a regular basis by the Marketing Manager.
Individual contractors whose standards do not meet those of Afriso Eurogauge will be removed from the approved list.

After a contractor has undertaken work, the Marketing Manager will check that the work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

All electrical equipment that is brought onto the premises by contractors must be suitably marked and hold the appropriate test certificates. Where electrical equipment

is supplied by Afriso Eurogauge for use by contractors the equipment will be tested at least annually by a competent person.

All contractors working for Afriso Eurogauge must comply with the following rules: -

Suitable footwear must be worn at all times, when necessary the footwear should be fitted with toe protection. Safety goggles must be worn when cutting and drilling tools are being used. When undertaking work activities that involve working above head height suitable hard hats must be worn.

Ear defenders must be worn whilst using cutting tools and when undertaking noise related activities. If necessary the area should be cordoned off to prevent any access and exposure to unauthorised personnel.

On no account must 'hot work' be carried out without express permission of the Marketing Manager, and only then with a hot work permit. Under no circumstances are any contractors permitted to eat, drink or smoke in any other areas that are not specifically designed for the purpose. All contractors are required to seek the permission of the Marketing Manager prior to using any welfare facilities provided by Afriso Eurogauge.

Only 110-volt electrical tools are authorised for use on Afriso Eurogauge premises. When using 110-volt power tools the transformer is plugged directly into the power supply and 110-volt extension leads used where necessary.

All extension leads are checked daily for breaks and cuts and where necessary damaged extension leads are shortened or discarded. All lifting slings and lifting equipment are to be visually safety checked before use, and will have been subjected to a statutory inspection (where relevant).

All accidents/dangerous occurrences are to be reported to the Management immediately so that they can record the incident in the accident book, and an internal investigation can take place.

All electrical power tools/equipment should be in a good condition, free from patient defects and suitably tagged to show that they have been PAT tested.

3.09 Control of Substances Hazardous to Health (COSHH)

It is the intention of Afriso Eurogauge to secure the Health & Safety of all persons so far as is reasonably practicable from the hazards in the use, handling, storage, disposal and transportation of all substances, by assessing the risks to prevent or control any ill health effects or accidents arising from or out of any such activities.

Afriso Eurogauge acknowledges that no substance, as defined within the COSHH regulations can be considered completely safe. All reasonable steps will therefore be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within the statutory limits.

Afriso Eurogauge recognises that the co-operation and assistance of all staff is of the utmost importance. In assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where

practicable will be implemented during any alteration to the work environment, practices or equipment.

To enable Afriso Eurogauge to comply with the Control of Substances Hazardous to Health Regulations, we will endeavour to hold all the relevant data on the toxicity and potential hazards and risk potential of all substances used within the premises. This includes all samples obtained from salespersons. Wherever possible we will reduce risks by substitution.

Each level of departmental 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 risks 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.

Afriso Eurogauge has appointed a competent person to complete all Control of Substances Hazardous to Health (COSHH) assessments. This person is responsible for providing progress reports to senior management, including any additional requirements to reduce exposure and any health problems associated with hazardous substances. They are also responsible for providing adequate training in the recognition of substance hazards and assessing the risks.

It is the Managements responsibility to ensure that contractors visiting the premises, who are required to use hazardous substances, provide copies of their COSHH assessments for the materials they are to use prior to arrival at site.

Where hazardous substances are used by female members of staff it is essential that they report if they are pregnant to their departmental Manager as soon as possible to ensure any continued exposure, albeit low, will not be hazardous to their health or that of their unborn child.

The Health & Safety Coordinator has overall responsibility for ensuring that the departmental COSHH lists are kept up-to-date and that any changes are notified to the appointed person as soon as possible by submitting an amended listing. A copy of each relevant COSHH Risk assessment will be held within the Health & Safety file and a copy will be provided to all those persons considered to be at risk.

Where unsafe practices are detected, individuals are to be reminded by their Departmental Manager of their responsibilities under the COSHH regulations. Where, in the opinion of company, management contractors are using unsafe practices, they are to inform them to cease work until a safer alternative is agreed upon.

Afriso Eurogauge approach to the COSHH Regulations is to: -

Familiarise itself with the legal requirements.

Identify and list what substances are used within Afriso Eurogauge.

Ensure a vigorous purchasing policy, whereby the purchase of substances is always accompanied by a material safety data sheet. In the case of new substances, the Management will acquire a data sheet for assessment prior to authorising the substance on site.

Assess the risks to health from working with the substance, and introduce all the necessary control measures to safeguard all employees and other persons who may be affected by Afriso Eurogauge undertakings.

Decide what additional precautions may be required.

Implement the precautions that have been decided.

Monitor the precautions that have been implemented and introduce any technique/procedure that would improve safety.

All employees have a duty under the COSHH Regulations to: -

Take part in chemical safety training programmes.
Read and understand container labels.
Practice safe use and safe operating procedures.
Report any hazard or defect to the departmental manager.
Use personal protective equipment as provided.
Always use chemical engineering controls where supplied.
Return all hazardous substances to their secure location after use.

COSHH Do's and Don'ts

Do

Read the product label and any other information provided so that you understand the hazards of the job before you start work.

Wear the required personal protective clothing and equipment until the job is completed.

Make sure the personal protective equipment is well maintained and fits properly.

Make sure all containers are closed when you are not using them.

Keep your work area clean and tidy.

Clean all minor spillages as they occur.

Follow all safety instructions on the storage and transportation of chemicals.

Report all accidents or dangerous incidents, however minor.

Do Not

Taste chemicals or touch them with your bare hands.

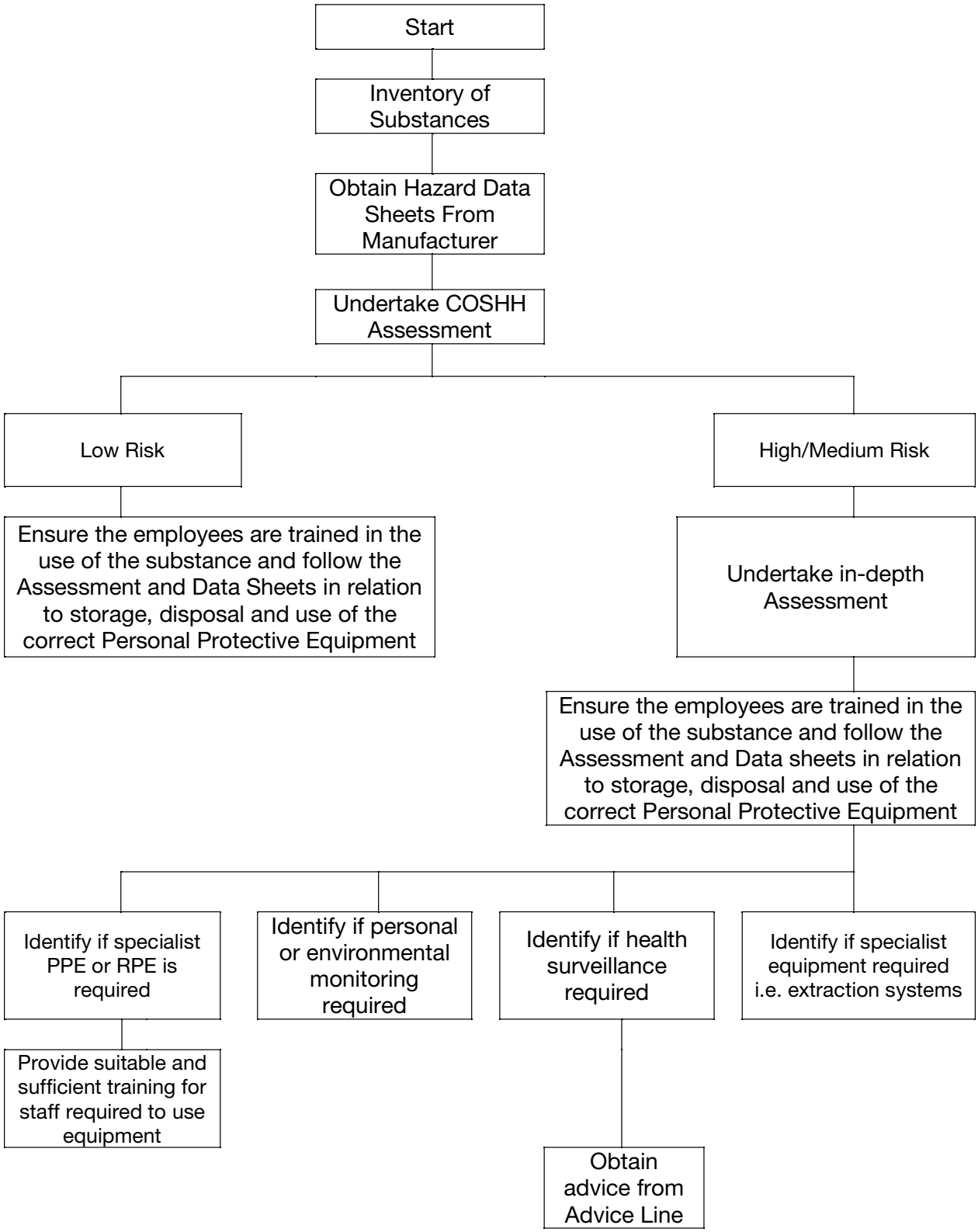
Try to identify chemicals by their smell.

Smoke or drink in the workplace.

Leave unmarked chemicals around - label as original container.

Be afraid to ask questions.

COSHH Assessment Flow Chart



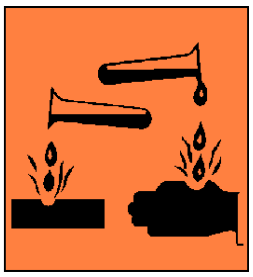
Labelling of containers

Environmental

Explosive

Toxic

Corrosive



Harmful

Flammable

Oxidising

ALL HAZARD WARNING LABELS ARE ORANGE IN COLOUR

Labelling of chemicals

It is important to ensure that all chemical labelling on containers that are used within Afriso Eurogauge are clear and concise to ensure that risks to staff are reduced to the minimum.

Containers that are used to hold a temporary preparation need not be labelled. However it is advisable to mark the container with a suitable marker pen in order to determine what is contained within the vessel.

Any container used to store hazardous preparations will be identified with the appropriate warning symbol(s) and warning phrase. Due to lack of space on smaller containers i.e. 125ml or less it may not be possible to write the warning phrase, therefore this may be omitted.

It is a legal requirement of the Chemical (Hazardous Information and Packaging) Regulations (CHIP) to ensure that all chemical substances that are supplied be correctly labelled. Therefore any chemical substances that are delivered to Afriso Eurogauge without appropriate documentation must be rejected and returned to the supplier. Guidance on what labelling is required can be obtained from the hazard data sheet supplied with the substance.

3.10 Disciplinary rules

Afriso Eurogauge believes that Health & Safety is a critical factor that needs to be taken into account when running a business. To enable Afriso Eurogauge to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. Employees may be dismissed for gross misconduct if after investigation Afriso Eurogauge believes that they have acted in any of the following ways: -

Deliberately breaking any written safety rules.

Removed or misused any piece of equipment, label, sign or warning device that is provided by Afriso Eurogauge (or its agents) for the protection and safety of its employees.

Used a naked flame in a no smoking area.

Failed to follow laid down procedures for the use of: -

Hazardous substances, or toxic materials.

Items of lifting equipment.

Wearing of personal protective equipment/clothing

Behaved in any manner that could lead to accidents, including horseplay, practical jokes etc.

Undertook any action that may interfere with an accident investigation.

3.11 Display screen equipment (DSE)

All reasonable steps will be taken by Afriso Eurogauge to secure the Health & Safety of employees who work with display screen equipment.

It is the intention of Afriso Eurogauge to ensure, so far as is reasonably practicable, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of DSE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns.

Afriso Eurogauge will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the co-operation of all members of management and staff.

Management are directly responsible for ensuring that persons within their area of control are not subjected to adverse health effects from the use of display screen equipment and for compliance with the arrangements stated within the policy.

Afriso Eurogauge will: -

Ensure that all those at risk complete the display screen equipment (DSE) self-assessment form for each workstation operated by that employee, taking into account the type of DSE provided, the furniture provided, the working environment and the employee. The completion of this form shall be regarded as mandatory for all desktop computer workstations.

Take all necessary measures to reduce any risks found as a result of the assessment.

Take steps to incorporate changes of tasks within the working day, in order to prevent intensive periods of on-screen activity.

Review software to ensure suitability for the task and provide any additional training necessary.

On request from the user arrange for an eyesight test and for the free supply of any corrective appliances (glasses) where specifically required for working with DSE.

Advise existing employees and all persons applying for work with DSE, of the risks to health and how these are to be avoided.

Where required all new-starters will complete a DSE assessment form.

Where a user raises a matter related to Health & Safety in the use of display screen equipment, the Departmental Manager will: -

Make a comprehensive investigation of the circumstances.

Ensure corrective measures are taken as appropriate.

Advise the user of the actions taken.

Where a health problem arises through the use of display screen equipment, the user must inform the Departmental Manager as soon as possible. Under no circumstances is it the intention of Afriso Eurogauge to pry or obtain any information regarding the personal medical condition or other private details of DSE Users.

Each employee who uses display screen equipment will be given training in all areas necessary to enable them to work without risk to health.
All staff who are required to operate computer equipment must familiarise themselves with the contents of the relevant risk assessments. All workstations that are provided with visual display screen equipment are risk assessed and the results are recorded and retained by the Health & Safety Coordinator.

<u>User</u>

An assessment will be carried out to determine whether or not an employee who works on display screen equipment is a user. A user is someone who habitually uses the equipment as a significant part of his or her work e.g. an alternative means to do the job is not available and continuous spells at the workstation of an hour or more are encountered. Incorrect positioning of the computer screen equipment can lead to

physical problems. When employees are sitting at a workstation, it is important that they sit correctly as failure to do so may lead to poor posture or muscle strain. The upper body is most comfortable when: -

The back is supported correctly.

The operator's head is upright.

Operators have their upper arms hanging in a relaxed position at their sides as shown in the diagram below.

3.12 Safe use of Electricity

All reasonable steps will be taken to secure the Health & Safety of employees who use, operate or maintain electrical equipment. Afriso Eurogauge acknowledges that work on electrical equipment can be hazardous and it is therefore the intention of Afriso Eurogauge to reduce the risks so far as possible.

The implementation of this policy requires the co-operation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and Afriso Eurogauge will then take the necessary measures to investigate and remedy the situation.

Management is directly responsible for ensuring that persons within their control are not injured by electrical wiring or equipment used within their areas of responsibility. This will be accomplished by performing pre-use visual checks identifying hazardous activities, reporting defects, (for rectification by qualified persons), providing safe systems and, where necessary, permits to work to control any such hazardous tasks.

Afriso Eurogauge will, in consultation with its employees: -

Ensure that electrical installations and equipment are installed in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations as amended. At the time of this publication the 17th edition was in force.

Maintain the fixed installation in a safe condition by carrying out routine safety testing. Ensure that all electrical testing s carried out in accordance with the accepted safety methods. This will include safety warning notices, and tripping blocks.

Ensure that the fixed main electrical installations which are within the factory are checked on average every three years to ensure compliance with the regulations and, where required, repaired or modified accordingly. Consideration will also be given to our property insurers recommendations

All main circuit breakers/isolators will be marked and identified to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.

Inspect and test portable and transportable equipment as frequently as required.

Promote and implement a safe system of work for maintenance, inspection and testing. Ensure that employees who carry out electrical work are trained and competent to do so. All test work will be conducted de-energised at source wherever possible.

Where this cannot be achieved, adequate electrical safety precautions will be undertaken for work on live equipment.

Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) Afriso Eurogauge arrangements.

Provide suitable personal protective equipment as necessary, maintain it in a good condition and replace damaged or lost items as necessary.

Ensure that all tools and equipment are suitable and adequate for electrical working that is they are EN/BS approved.

Employee's duties

All employees must co-operate with management; use the protective and safety equipment provided; not endanger themselves or others; report hazardous or dangerous operations; follow the training and guidance provided to prevent injury to themselves and others; comply with safety rules and use work permits where applicable.

Private electrical equipment must not be brought onto company premises without prior authorisation from the appointed person. Where written permission is granted it will be on condition that all such equipment may be tested in conjunction with Afriso Eurogauge electrical safety policy.

Portable appliance testing

Definition

Equipment which is not part of a fixed installation but is, or is intended to be, connected to a fixed installation, or a generator, by means of a flexible cable and either a plug and socket or a spur box, or similar means. It includes equipment that is either hand held or

hand operated while connected to the supply, or is intended to be moved while connected to the supply.

The Management through the Departmental Managers is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. The results of the inspections completed are to be recorded in the Portable Appliance Register.

Inspection and testing

Portable electrical appliances will only be used for the task that they are intended and the lead will be suitably positioned to prevent any damage or entanglement or introduce a trip hazard.

The Health & Safety Executive have issued the following guidance for offices and low risk environments.

Equipment/ Environment	User Checks	Formal Visual Inspection	Combined Inspection & Testing
Battery operated (less than 20 volts).	No	No	No
Extra low voltage (less than 50 volts AC) e.g. telephone equipment, low voltage desk lights	No	No	No
Information technology e.g. desktop computers, VDU screens	No	Yes 2-4 years	No if double insulated – otherwise up to 5 years
Photocopiers, fax machines: not handheld. Rarely moved	No	Yes, 2-4 years	No if double insulated – otherwise up to 5 years
Double insulated equipment, Not handheld. Moved occasionally e.g. fans, table lamps, slide projectors	No	Yes, 2-4 years	No
Double insulated equipment: handheld e.g. some floor cleaners	Yes	Yes, 6 months – 1 year	No
Earthed equipment (class 1) e.g. electric kettles, some floor cleaners	Yes	Yes, 6 months- 1 year	Yes, 1-2 years
Cable (leads) and plugs connected to the above	Yes	Yes 6 months- 4 years depending on the type of equipment it is connected to	Yes 1-5 years depending on the type of equipment it is connected to

Experience of operating the maintenance system over a period of time, together with information on faults found, should be used to review the frequency of inspection. It should also be used to review whether and how often equipment and associated leads

and plugs should receive a combined inspection and test. Any defective equipment will be removed from use until such time as it can be repaired, with remedial action being recorded.
All items of equipment that cannot be repaired will be withdrawn from use. Under no circumstances will any makeshift or temporary electrical repairs be made on any electrical equipment.

3.13 Safety within Engineering/ Mechanical Assembly

About two thirds of all accidents occurring in the engineering environment are caused by the movement of vehicles, materials and goods in, around and out of workshops. These include slips, trips and falls and the lifting or moving of goods. It is therefore Afriso Eurogauge policy to implement suitable safe working procedures to reduce the likelihood of an accident occurring within the organisation.

Metalworking Fluids

Management will endeavour to supply fluids integrated with biocide agents. To prevent adverse health effects of handling these substances, including the proliferation of legionella, all employees must ensure they: -

Have good standards of personal hygiene

Do not wear rings, watchstraps or other jewellery, which may trap fluid next to the skin and be difficult to clean away.

Do not eat, drink or smoke in work areas.

Wash with soap and water at regular intervals. Use an after work cream after each washing and drying.

Wear clean overalls and keep oily rags out of pockets.

Cover any abrasions or cuts with a waterproof dressing.

Don't store fluids outside – frost or strong sunlight can damage fluid mix and lead to contamination.

Don't use fluids beyond their normal working life.

Don't allow lubrication oil to contaminate metal working fluids.

Don't add too much biocide – this may increase risk of skin sensitisation or respiratory problems.

Follow guidance of the metalworking fluid supplier, and the risk assessment conclusions (COSHH)

Top up the metalworking fluid in accordance with suppliers recommendations.

Keep machines clean and free of debris.

Material Swarf

Material swarf must not be removed with bare hands. All employees are advised to use a brush or other tool where automatic removal is not provided. Under no circumstances will compressed air be used to blow swarf away. Where swarf has to be handled, suitable gloves will be used and consideration given to arm protection where appropriate.

Guarding and Interlocks

Guards and interlocks are provided on various pieces of machinery within the workshop/assembly environments in order to prevent access to moving parts of the machinery, which have the potential to cause harm. Under no circumstances are employees permitted to: -

Remove guards.

Override interlocks.

Any employees breaching the above will be subject to disciplinary action. All vision panels that are provided in guards will be kept clean and will be replaced immediately if they become excessively scratched.

Machinery fencing arrangements will comply with any current BS/EN standards along with machinery systems being affixed with the CE conformity mark. We also recognise that this alone does not mean legal compliance. Therefore the Provision and Use of Work Equipment Regulations will be adhered to as a minimum standard.

The hierarchy of machinery guarding will be:

Fixed systems
Interlocking arrangements (fail to minimum hazard mode)
Automatic systems
Trip devices

We recognise that in the interests of effectual Health & Saf**ety** at Work a combination of these controls may be required.

Lighting

Care will be taken when lights for the factory environment are chosen to ensure that they provide sufficient light and do not produce any glare or stroboscopic effects as this may result in rotating machinery appearing stationary. All lighting will be connected to a separate electrical phase other than the machinery.

3.14 Fire precautions and emergency evacuation procedure

The company Health & Safety Officer will ensure that: -

All employees have received comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place during the evacuation procedure.

A register of employees is kept up-to-date at all times. This register must be available for inspection at all times by the fire authority, and will be taken to the fire assembly point in the event of an evacuation to ensure that all persons working on and visiting the premises are accounted for.

A fire logbook is kept up to date with all relevant records relating to fire safety and ensure that it is made available for inspection by the local authority fire brigade.

The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.

All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.

A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.

Any automatic fire detection equipment is tested according to current guidelines and the tests are recorded.

Any emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

A fire risk assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be identified.

All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the local authority fire brigade.

A regular check is made to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

Afriso Eurogauge does not expect employees to fight fires. However, extinguishing action can be undertaken if it is safe to do so. On no account should a closed room be opened to fight a fire.

Re-entering the building is strictly prohibited until the incident control officer from the emergency services declares that it is safe to do so. **Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building**.

Employees should report any concerns regarding fire safety to management, so that Afriso Eurogauge can investigate and take any remedial actions that may be necessary. The hazard detection form can be used for this function.

Fire Action

If you discover a fire: -

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire (if trained to do so) with appliances provided but without taking personal risks.

The **Senior Manager** on the premises will contact the fire brigade immediately by telephone by: -

Lifting the receiver, select a line and dial 999.

Give the operator Afriso Eurogauge telephone number and ask for the fire brigade.

When the fire brigade replies give the response distinctly: -

"We have a fire at Afriso Eurogauge" and give the operator the address.

Do not replace the receiver until the fire brigade has repeated the address.

Call the fire brigade immediately to every fire or on suspicion of a fire.

On hearing the alarm for a fire or notification of a fire: -

Evacuate the building by the nearest available exit and proceed to the assembly point.

The Marketing Manager or in his/her absence the Senior Manager on site will take charge of any evacuation and ensure that no one is left in the building.

Use the nearest available exit

Do not stop to collect personal belongings

Do not re-enter the building until told to do so by the senior fire officer

Record keeping

The following records must be kept: -

Details of maintenance checks of fire fighting apparatus and warning and detection equipment.

Records of fire alarm tests and practice evacuations.

A copy of the safety evacuation plan.

Records of all information, instruction and training provided.

Fire prevention

All electric equipment will be maintained in a safe condition and be cleaned to ensure that dust etc does not block up the ventilation points.

The use of electrical extension leads will be kept to the minimum and they must not be channelled through doorways unless adequately protected from damage.

Electrical faults must be reported to your management as soon as possible.

At the end of the working day electrical equipment must be turned off, unless there is an operational reason to keep the equipment running.

3.15 First Aid at Work

First aid kits provided both at our premises, and on site, and will only contain items that the first aider has been trained to use. They will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas and information has been detailed in the employee handbook, giving the names of first aid trained staff and the location of first aid equipment.

After all accidents, details must be recorded in the accident book, which is located in the Sales office and is completed by the first aider. For it to ensure compliance with data protection legislation the completed accident book forms will be removed and locked within a secure area.

If employees or their representatives wish to inspect individual records, they can contact management who will request them to be made available for inspection from the Managing Director.

First aiders are qualified personnel who have received training and passed an examination in accordance with Health & Safety executive requirements. First aiders will be provided with re-training at regular intervals in order to ensure that their skills are maintained
Management is responsible for determining the level of first-aid cover required by undertaking a risk assessment taking fully into account the accident rate and predicted risk exposures within Afriso Eurogauge.

ALL accidents, no matter how small, must be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is followed: -

Seek medical attention from Afriso Eurogauge first aider or appointed person.
The names of the first aiders or appointed persons are written on the first aid notices, which can be found in prominent locations around Afriso Eurogauge.

All first aid incidents will be recorded by the person administering first aid treatment. The records will include the name of the casualty, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given.

The following arrangements should be followed in order to ensure that suitable and sufficient provision of first aid personnel and equipment are available at the workplace: -

First aid personnel must inform their departmental manager when their training certification period is nearing expiry, (3 months prior to expiry) or if they wish to be taken off the approved first aiders list.

Management must ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.

Management must ensure that easy access to first aid equipment is available at all times.

Professional medical assistance must be summoned where necessary.

Ensure that details of all accidents are reported and entered into the accident book and any major injuries must be reported to the Marketing Manager for investigation.

3.16 Safety for gas & pressurised cylinders

Compressed gases present several hazards. Labels written on the cylinders and on the material safety data sheets supplied, inform you about the hazardous properties such as toxic, flammable or oxidizing. In addition to the gas hazard, compressed gas cylinders pose other hazards such as manual handling.

Every employer must determine that compressed gas cylinders under his/her control are in a safe condition. It is Afriso Eurogauge policy to undertake a visual inspection before use and when the cylinders are returned to the storage area. It is important that all gas cylinders are treated with care regardless of the gas. Any gas under pressure can explode if the cylinder is improperly stored or handled.

Employees using or handling such cylinders should comply with the following rules:

Always store cylinders in their designated location and ensure that they are not likely to be struck by another object. It is important to ensure the area is well ventilated and away from any source of heat, naked flame or direct sunlight.

Always store cylinders in segregated areas according to the gas type with oxidizers being stored at least 20 feet away from flammable gases.

Never permit any cylinders to be dropped or allowed to fall. To combat this all gas bottles will be stored in an appropriate rack in an upright position.

Before the gas is used, install the proper pressure-reducing regulator on the valve. After installation, verify the regulator is working, that all gauges are operating correctly and that all connections are tight to ensure that there are no leaks. When you are ready to use the gas, open the valve with your hands. Never use a wrench or other tool. If you cannot open it with your hands do not use it!

Before moving any cylinder, ensure all valves are closed and the regulator removed.

Always be aware of the contents and handle in accordance with the relevant COSHH assessment.

Always use the correct connections (hoses, clamps etc).

Always turn off valves after use.

Report any damage to cylinders or attachments.

In the event of a fire it is essential that the emergency services know of the location of all cylinders.

It is company policy to ensure that all members of staff responsible for handling gas cylinders and equipment have adequate knowledge of the gas and the precautions to be taken in the event of an emergency.

The Gas Safety (Installation and Use) Regulations and related legislation, & guidance require standards of competency and care which seek to ensure that everyone is protected from injury, fire, explosion or other damage arising from work on a gas installation, fittings or appliances. Therefore Afriso Eurogauge will only employ competent Gas Safe registered engineers to undertake work on gas appliances, fittings or to install new gas appliances.

All gas appliances will be periodically serviced to ensure that it is safe for use at all times and an appropriate service certificate will be retained on file for future reference.

Wherever possible Afriso Eurogauge will ensure that the servicing engineer will suitably mark the appliance with the date of the service for ease of identification.

Where necessary, appliances and meters will be adequately protected and guarded to prevent access by children or unauthorised persons.

3.17 Hazard detection & reporting procedures

To encourage safety awareness in the workplace, a hazard reporting system is in place to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it will be reported immediately to departmental management. It is the management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times. The workforce is encouraged to use this system, which will improve the attitude of the workforce towards Health & Safety and will aid Afriso Eurogauge in consulting with our employees.

If a hazard is detected individuals or management will: -

Complete a Hazard Report Forms.

Liaise with management who will carry out the necessary remedial action.

Near miss

Near misses are accidents that nearly or could possibly occur, e.g. potholes, trailing cables or faulty equipment. These need to be reported when they happen so that action can be taken to put them right. They also need to be recorded (this can be done at a later stage) even if the problem is put right immediately. A near miss can be recorded in the following
way: -

To record a near miss staff should contact their Departmental Managers and explain the incident/s, location and type of problem. They in turn will ensure that the correct remedial action is undertaken.

3.18 Health surveillance

Afriso Eurogauge considers Health and Welfare at Work as paramount. It is Afriso Eurogauge aim to create an environment which is free of occupational risk, occupational illness and to encourage a culture of health and fitness for staff. We aim to achieve this with the help, involvement, contribution and commitment of all members of staff. If the company consider it appropriate we will arrange for biological and medical screening for relevant staff.

It is company policy to compile a voluntary basic health questionnaire with all members of staff to identify if they have any physical or medical conditions that could be adversely affected by undertaking work activities on behalf of Afriso Eurogauge. This will compliment the requirements of the Human Rights & Data Protection Acts.

If Afriso staff become aware of any practises, procedures or systems that Afriso Eurogauge can improve or which are adversely affecting their health, they are advised to contact their Departmental Manager.

If any employee has any concerns about their health or if any answered questions show that further medical surveillance is required, then Afriso Eurogauge will send the employee to a designated company doctor for the appropriate medical examination.

3.19 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can often create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Afriso Eurogauge believes that there is a need for a high standard of housekeeping within all its premises and to achieve this: -

All workplaces will be inspected on a regular basis by a senior member of staff and any areas failing to comply will be documented and the remedial action taken.

All floors will be cleaned on a regular basis and waste bins emptied at least daily. Under no circumstances will any waste receptacle be permitted to overflow at any time.

The Health & Safety Coordinator and Department Managers recognise that it is their responsibility to ensure that areas under their control are maintained to a high standard of housekeeping at all times. To ensure that a satisfactory standard of housekeeping is achieved they will: -

Check that the workplace is free of hazards at the beginning of the working day.

Ensure that articles are put away as soon as possible after use.

Ensure that spillages are cleaned up immediately.

Ensure that no objects, filing cabinets etc are permitted to protrude into walkways.

Ensure that waste materials are properly stored and are removed on a regular basis.

Ensure that unusual or extra-large items or objects are cleared away as soon as possible.

Ensure that no items are stored beneath workstations or any other location that is not a recognised storage location.

Check that the workplace is tidy at the end of the working day and all equipment etc is returned to the designated storage area.

3.20 Information, instruction & training

The Health & Safety at Work etc Act 1974 places a duty on employers, so far as is reasonably practicable, to provide information, instruction and training to all employees to ensure their health, safety and welfare whilst at their place of work.

Senior Management are required to have sufficient knowledge about Health & Safety matters in order to determine priorities and assess the performance of subordinate members of staff. It is therefore important that there is consultation with supervisors and others because without it there will be little genuine commitment to safety.

Managers should examine the Health & Safety training needs of individuals at regular intervals and where necessary send them on the appropriate course to ensure that they are competent to undertake their job in a safe manner.

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 level to obey safety rules will be taken very seriously. This commitment to Health & Safety, together with a commitment to training, is given in Afriso Eurogauge policy statement.

Health & Safety training for managers and supervisors is essential as they have a key responsibility for maintaining a safe working environment. It is important that they appreciate their accountability for the safety of those under their control. Supervisors have the task of spotting hazards and investigating accidents and near misses. Therefore they will be trained to identify unsafe systems of work and to put them right.

Safety training is an important issue and if approached correctly it will be cost effective and reduce accidents at work.

The Management of Health & Safety at Work Regulations requires employers to provide training to employees: -

On recruitment.

When moved to another task or promoted.

When the process, equipment or system of work is changed.

These Regulations require all levels of employees to be trained, including directors, senior management, line managers and supervisors.

UK Regulations also require employers to review all training requirements on a regular basis to take into account any new or changed risks. All training must be undertaken during normal working hours.

All employees to Afriso Eurogauge will receive basic induction training in the following aspects of health, safety and welfare: -

Location of toilets, washing facilities and canteen.

Action in the event of a fire. Fire drill procedure.

Types of and uses of fire extinguishers.

Location of the accident books and the reporting procedure.

Major chemical hazards, symbols of exposure and the precautions needed.

Location of the first aid facilities and the names of the first aiders.

Signing IN and OUT procedure.

Importance of tidiness and good housekeeping.

Departmental and company Health & Safety rules, and safe systems of work as applicable to their individual duties. These will be determined through the risk assessment process.

The induction training will commence on the first working day for the new employee, so that they are familiar with Afriso Eurogauge basic health, safety and welfare procedures. When this is not practical, induction training must be completed before the new employee is exposed to any hazards or associated risks within their place of work.

The Departmental managers are responsible for ensuring all department personnel are given adequate training specific to their job roles to enable them to carry out their work safely and with the minimum of risk. This includes ensuring that information is given about specific hazards, precautionary measures and risks relating to activities within their departments.

All training will be recorded and retained on each individual employees personnel file for future reference.

It is Afriso Eurogauge' policy to ensure all employees are suitably trained to implement the Health & Safety policy as well as being trained to undertake specific tasks.

3.21 Legionnaires disease

The Approved Code of Practice for "The control of legionella bacteria in water systems (L8)" applies to the control and prevention of legionella bacteria. An assessment must be conducted for all organisations where water is used or stored and where there is a means of creating and transmitting water droplets that may be inhaled, possibly causing a foreseeable risk of exposure to the bacteria.

A water system includes all plant/equipment and components associated with that system, e.g. all associated pipe work, pumps, feed tanks, valves, showers, heat exchangers, quench tanks, chillers etc. It is very important that the system is considered in its entirety.

Afriso Eurogauge will take all reasonable steps to identify potential legionella hazards in the workplace and will endeavour to prevent or minimise the risk of exposure to such hazards. (See 3.13 metalwork coolant fluids)

Where employees are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a senior member of staff so that Afriso Eurogauge can take the appropriate measures to eliminate or reduce the risk.

A suitable and sufficient assessment will be undertaken where necessary to identify and assess the risk of exposure to legionella bacteria from work activities and water systems on Afriso Eurogauge premises. The assessment will be completed by a person who is competent to do so, normally a water treatment specialist.

As far as practicable, water systems will be operated at temperatures that do not favour the growth of legionella. For example 60°C is recommended for hot water storage and either above 50°C or below 20°C for distribution (care will be taken to protect people from exposure to very hot water). All water storage tanks will be fitted with secure lids and will be regularly inspected for corrosion, scale deposition and build up of bio-films and sediments.

3.22 Workplace Lighting

Afriso Eurogauge regards the provision of a safe and well-lit working environment as fundamental to the health, safety and the well being of all members of staff and visitors to the premises.

All reasonable steps will be taken to ensure that lighting is adequate for the task being undertaken and suitable provisions will be made to ensure that light is provided in the event of an emergency.

Lighting is an important environmental criteria, which makes a safe and effective working environment for the workforce.

In order to ensure that it does not adversely affect working conditions, employees are instructed to follow the precautions outlined below: -

Report failures of lighting or any defects observed to a responsible person.

Request additional lighting if existing lighting is not sufficient for the task.

Do not place portable lighting equipment (such as lamps) in such a position that it will impede access or interfere with other persons or property.

Keep the workplace tidy and do not let items accumulate on window sills.

Care will be taken when lighting is being chosen so that there is sufficient lighting, which does not produce glare or a strobe effect. Any stroboscopic effect can make rotating machinery appear stationary and therefore create a hazard for the machine operator.

General recommended luminance values are:

Office – 500 Lux
Assembly (fine work) – 1000 Lux
Storage areas, and plant rooms – 200 Lux
Machinery & Drawing areas – 750 Lux

3.23 Lone working (Service Engineers)

Employers are responsible for the health, safety and welfare at work of their employees and for the Health & Safety of those affected by that work. These responsibilities cannot be transferred to employees who work alone or without close supervision. It is therefore Afriso Eurogauge duty to assess risks to lone workers and take steps to avoid or control the risk where necessary. This is predominantly for service engineers working on site, to which we recognise we retain vicarious responsibility. (See 3.07 & 3.08).

There is no general prohibition on working alone; however the general duties under the Health & Safety at Work etc Act 1974 apply. There will be some cases where there are specific stipulations that at least two people must be involved in the work and which specify that a safe system of work must be followed due to the risks involved.

The work to be carried out by the lone worker will always be assessed to identify hazards, the risks involved and to ensure that appropriate control measures are implemented to eliminate or adequately control the risks. A risk assessment will be conducted for all work that is carried out by employees who are considered lone workers and the results recorded. Where the risk assessment determines that arrangements would not be adequate to ensure that the work can be done safely by one person, then alternative arrangements providing help or back-up must be devised.

The establishment of safe working arrangements for solitary workers is no different from organising the safety of other employees; however, solitary workers face particular problems that must be taken into account when developing these arrangements.

The following are factors that are taken into account when assessing the risks to the person whilst working alone: -

Is the person medically fit and able to work alone. Ensure that the person has no medical condition that makes them unsuitable for working alone.

Does the workplace or the work, present a specific risk to the lone worker, e.g. lifting heavy weights or handling hazardous chemicals.

Would women or young workers be especially at risk if they worked alone.

Can all equipment or substances involved in the work be handled safely by one person.

What training is required to ensure that the employee has sufficient knowledge to ensure that work can be carried out safely.

Is there specific legislation that prevents the work being carried out by a single person.

Is there a risk of violence to the lone worker.

Is there safe access and egress which can be used by one person

Finally, employers should set limits on what can or cannot be done safely when working alone. Training should ensure that the employees know these limits and are competent to deal with emergencies. The employees are to be informed of the results of any assessment on the work to be carried out and of their responsibilities under Health & Safety Regulations.

3.24 Maintenance/Facilities Management

The Provision and Use of Work Equipment Regulations (PUWER) emphasise the general duties that are written in the Health & Safety at Work etc Act. The regulations apply to all work equipment, including second-hand, hired, leased or privately owned equipment when used at work.

In order to comply with the regulations Afriso Eurogauge will: -

Ensure that all work equipment is maintained and kept in good working order and where necessary a written maintenance log kept up to date.

Ensure that all work equipment is provided with a suitable means of isolation to ensure that the electricity or other sources of energy can be switched off when maintenance work is being undertaken.

Ensure that when equipment is isolated it cannot be reconnected to the power supply if it will expose the maintenance engineer to risk to his/her health or safety.

Ensure that all persons who maintain, supervise or manage maintenance work are competent to do so.

Provide comprehensive Health & Safety information relating to specific equipment and where necessary written information about the maintenance requirements for the machinery/equipment.

It is Afriso Eurogauge aim so far as reasonably practicable, to take all practical steps to safeguard the health, safety and welfare of all employees who are required to maintain work equipment along with any other person who may be affected by the task.

Afriso Eurogauge, after consultation with all managers and relevant members of staff will: -

Undertake suitable and sufficient risk assessments, identifying how equipment should be isolated prior to carrying out any maintenance work.

Undertake suitable and sufficient risk assessments, identifying how heavy parts of machinery are required to be moved or when anyone is required to travel into any dangerous areas to undertake the task (e.g. Working on the roof of the premises etc).

Undertake suitable and sufficient risk assessments, of all hazards presented if and when guards are removed from any machinery.

Implement the appropriate measures for the protection of anyone undertaking maintenance operations when the assessment has indicated that the task involves significant risk to health or safety.

Supply all necessary personal protective equipment that is required to be worn when the maintenance work is being undertaken.

Ensure that all staff are fully aware of reporting procedures so that a responsible person can be informed of any problems or implement any necessary remedial action.

Afriso Eurogauge will provide relevant employees with all the necessary information, instruction and training as far as reasonably practicable to safeguard the Health & Safety of the maintenance engineers and any other members of staff who are required to undertake maintenance activities.

It is the responsibility of management to ensure that all maintenance activities are undertaken by suitably qualified persons and the tasks are adequately supervised.

3.25 Manual handling events

It is the intention of Afriso Eurogauge to secure the health & safety of all persons from the hazards of manual handling by assessing the risks to prevent or control any ill health effects or accidents arising from or arising out of any such activities.

Afriso Eurogauge recognises that the co-operation and assistance of all staff is of the utmost importance. When assessing the risks, the recommendations of the employees undertaking the tasks will form an important part of the assessment and where practicable will be implemented during any alteration to the work environment, practices or equipment.

Manual handling injuries account for over a quarter of all reported injuries to the HSE each year and statistics show that they are one of the most common causes of absence through work related injuries. Afriso Eurogauge will avoid the need for employees to undertake manual handling operations wherever possible. However, where this is not possible a risk assessment will be undertaken for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

An assessment of all manual-handling activities will be carried out by suitably competent persons. Where risks are identified these will be reduced to the lowest reasonably practicable level and then effectively managed so as to avoid injury so far as is reasonably practical. When the assessment has been completed, details will be recorded and updated when changes take place or if a reportable injury is sustained.

The assessment of manual handling tasks includes lifting and putting down, pulling and pushing, transporting a load and supporting a load in a static position. The

load may be moved or supported by hands or any other part of the body, for example the shoulder. Manual handling also includes the intentional dropping of a load and the throwing of a load, whether into a receptacle or from person to person. The application of human effort for a purpose other than as stated does not constitute manual handling.

Employee's duties

In addition to the duties placed on employees under Section 7 of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations require all employees to use the equipment provided by the employer. This Regulation states that employees should follow any system developed by an employer for safe manual handling operations.

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.

Manual handling should not be attempted if the individual believes that they should not be carrying out lifting due to reduced physical capacity because of ill health or pregnancy etc.

Wherever possible the departmental managers should co-ordinate deliveries with suppliers to ensure that they are correctly packaged and labelled with the weight where appropriate. Where possible the delivery person should deliver the consignment to the area where it is to be used or stored to eliminate any unnecessary handling by staff.

Where it is not possible to eliminate or control the risks to employees by mechanical means (as required by the Manual Handling Regulations), it will be essential that employees adopt safe lifting techniques at all times by: -

Planning the lift.

Thinking about where the load is to be placed.

Using equipment available to assist you (trolleys etc).

Ensuring the pathway is clear of obstructions.

Seeking assistance if you feel it is necessary.

Adopting a good posture.

Standing with feet apart to ensure a well-balanced solid base.

Bending the knees and keeping your back straight.

Ensuring a firm grip.

Changing grip smoothly if required.

Not jerking! Carry out the lift smoothly.

Moving the feet, not twisting the trunk when turning.

Keeping the load close to your body.

Putting down the load and then sliding it into its desired position.

Employee's must: -

Report any personal conditions that may be detrimentally affected by the manual handling activity.

Comply with all instruction and training that is provided for undertaking manual handling activities.

Ensure that their own Health & Safety is not put at risk when undertaking any lifting and handling operations.

That they use all equipment that has been provided in order to reduce manual handling activities.

Report all injuries or incidents to the Departmental managers as soon as possible to ensure that the correct details of any injuries suffered are entered into the accident book.

Request additional help when undertaking manual handling activities when there is a risk that an injury may occur if the task is undertaken by one person.

3.26 Mobile telephones

Regulation 104 of the Road Vehicles (Construction & Use) Regulations 1986 makes it an offence for a person to drive a motor vehicle if he cannot have proper control of the vehicle. This legislation has permitted the introduction of a new Regulation, effective from 1st December 2003; it is a specific offence to use a hand-held phone, or similar device, when driving. The penalty is a £30 fixed fine that can increase to £1,000 on conviction in court (£2,500 for drivers of goods vehicles, buses or coaches).

In order to ensure the safety of all members of staff hands free kits will be provided for all members of staff who are supplied and required to use mobile telephones whilst working away from Afriso Eurogauge premises.

Under no circumstances are members of staff permitted to use handheld telephones or any similar hand-held device e.g. Personal Data Assistant (PDA) or Palm Pilot while driving. The prohibition also applies when stopped at traffic lights or during other hold-ups that may occur during a typical journey when a vehicle can be expected to move off after a short while.

To comply with the legislation it is important that the phone is sat in a cradle (not resting on a seat or in a pocket) fitted in a position that would not distract you from the road during use.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands free kits: -

Only use the phone when it is safe to do so.

Understand how your phone operates and utilise the one touch speed-dial facility.

Only acknowledge incoming calls on a hands free system, where answering is automatic or one touch button.

Only use short responses and indicate that you will return the call when it is safe to do so.

Where possible delay making outgoing calls whilst travelling.

General use of Mobile Phones

Only use the mobile phone when it is essential to do so and do not use the phone any longer than is necessary.

Do not press the telephone to your ear or the side of your head; try to leave a gap between your ear and the handset if possible.

When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

3.27 New and expectant mothers at work

The Management of Health & Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed the assessment must also cover risks specific to new and expectant mothers.

When an employee notifies Afriso Eurogauge in writing that she is pregnant, has given birth within the last six months or is breast-feeding and after taking normal precautions a significant risk to her health remains then Afriso Eurogauge will: -

Temporarily adjust her working conditions and/or hours of work, if this is not reasonable or will not reduce the risk Afriso Eurogauge will;

Offer her suitable alternative work, or if this is not feasible;

Suspend her from work (with paid leave) for as long as necessary to protect her and the child's Health & Safety.

All female employees are instructed within their contracts of employment that they must inform Afriso Eurogauge management as soon as they are aware that they are pregnant to enable the appropriate control measures to be implemented.

When any work involves dealing with members of the public there is a risk of contracting the rubella virus (German measles), it is advisable for all staff that are planning a pregnancy to check their immunisation prior to trying to conceive. Screening for the immunity is routinely checked in antenatal clinics.

3.28 Noise and Hand Arm Vibration

a, Noise

Noise is commonly defined as unwanted sound and can lead to permanent damage and illness when individuals are exposed to high noise levels that are very loud or prolonged. Injury can be total loss of hearing or reduced hearing, making it difficult to distinguish words clearly which may be made worse due to tinnitus (ringing in the ears).

The Health & Safety at Work, etc Act 1974 requires all employers to provide a safe working environment, however the Noise at Work Regulations impose additional duties on employers. These define specific action levels based on personal daily noise exposure levels.

The Regulations require that the risk of damage to hearing is reduced therefore it is company policy to reduce the noise levels to the lowest levels that are reasonably practicable.

Afriso Eurogauge will achieve an understanding of this risk by undertaking a noise assessment and determining the noise levels. As a result of the assessment, management will aim to reduce the noise levels to the lowest possible and where necessary adequate training and instruction will be provided for all employees who may be exposed to high noise levels.

Where the noise levels exceed the first action level as defined within the Noise at Work Regulations, hearing protection will be made available for all employees. However it is company policy to advise all employees to wear the protection. Where the level of noise reaches the second and peak action levels all employees and other contractors in the area will be instructed that hearing protection must be worn.
Due to the nature of the business Afriso Eurogauge will not normally be required to undertake regular noise exposure assessments. However when any activity is likely to pose a significant noise hazard the necessary precautions and monitoring procedures will be implemented.

b, Hand Arm Vibration Syndrome (HAVS)

Where tasks involve the use of tools that are commonly associated with vibration, we will reduce the exposure wherever by proven market technology.

It is not considered a significant risk given our business operations, however this protocol will form part of our business risk prevention programme. Vibration White Finger (VWF) is the most common symptom of Hand- Arm Vibration Syndrome (HAVS), and is frequently associated with road drills, compactors, power hammers, and chain saws. HAVAS can damage blood cells, thus reducing the blood supply, and also injure the nerves in the hand/fingers causing permanent damage. The symptoms are usually set off by the cold, and the first sign is frequently an occasional attack when the fingertips become white, or numb.

Afriso Eurogauge are committed to reducing this aspect of risk exposure, and will conduct a suitable tool risk/health analysis, as to identify possible health trends, and to all take reasonable precautions to reduce exposure to HAVS. Typical risk reduction measures will include:

The provision of suitable warm clothing, i.e. gloves and coats for prolonged exposure within a cold climate.

Assessing the suitability of the tool at the purchase stage, as to ensure that not only the calculated vibration is minimal, but also the right tool is provided for the right job, which should reduce the vibration magnitude, and avoid the need to grip tools more tightly.

Encouraging breaks for prolonged work when using plant and equipment that produces high vibration.

Ensuring that all tools are maintained through a planned maintenance scheduling system, and any patent defects should be reported to the department manager. Promoting active Health & Safety awareness training, and vibration hazard consciousness for staff.

Removing defective tools from service, until they have either been repaired or replaced. Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.

Taking initial steps to assess, and reduce the vibration levels of the vibratory tools, including inspection of resilient mounts/flanges, and the provision of, anti-vibration gloves for use by all staff potentially exposed.

3.29 Personal hygiene

It is company policy to ensure that there is a good standard of personal hygiene within Afriso Eurogauge. Adequate washing facilities are provided which include hot and cold running water, soap and towels where employees are in contact with hazardous chemicals.

All members of staff are instructed to follow the subsequent personal hygiene practises: -

Cover all cuts and abrasions with a waterproof dressing. Fresh cuts need to be washed and dressed immediately.

Use protective clothing as required and wash hands after removing it.

Wash hands prior to eating, drinking, on completion of work and before and after using the toilet facilities.

Eat only in designated areas and not to wear contaminated clothing in these areas.

Keep all areas clean at all times.

Follow the documented procedures when dealing with blood, vomit, faeces etc.

Always to wash their hands after handling chemicals or after undertaking cleaning activities etc.

Never to take any food or drink into any plant rooms where hazardous chemicals are stored.

3.30 Personal protective equipment (PPE)

Afriso Eurogauge will compile full user risk assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to members of staff e.g. gloves, aprons, eye protection etc. It is company policy to only use PPE as a last resort when preventative or other control measures cannot be applied.

Afriso Eurogauge will provide all appropriate PPE at Afriso Eurogauge expense and will replace any item when it becomes damaged or unserviceable.
All PPE will conform to current BS/EN standards and the requirements of the Personal protective directive, as implemented within UK law through the Personal Protective Equipment Regulations, and the EC directive regulations.

All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for having any damaged or defective equipment replaced.

Afriso Eurogauge will compile detailed records for all equipment that is issued along with details of any training that has been given.

All employees should always: -

Use all PPE that is supplied to them correctly, and if required subjected to a fit test.

Inspect PPE before use to ensure that it is suitable, clean and undamaged, and free from patent defects.

Report defective PPE to their immediate superior.

Report any discomfort or ill health when wearing the equipment to the Departmental manager.

Not undertake any work unless the correct equipment is being worn, and in date for test (where relevant).

Store PPE correctly at all times.

3.31 Workplace Risk assessments

Afriso Eurogauge accepts that some of its activities could, unless adequately controlled, create risks to employees and others.
Therefore in order to comply with the Management of Health & Safety at Work and to safeguard the health, safety and welfare of employees and others, Afriso Eurogauge will take all reasonably practicable measures to reduce those risks to an acceptable level.

This is achieved by undertaking suitable and sufficient Risk Assessments for all work activities undertaken within Afriso Eurogauge.

The aim of the risk assessment process is to: -

Identify hazards associated with Afriso Eurogauge undertaking and any hazards associated with the premises.

Identify any person who may be affected or injured by the hazards.

Identify and implement appropriate control measures to eliminate or reduce the hazards to a safe level.

Nominated personnel will complete risk assessments for all work activities undertaken by Afriso Eurogauge and will strive to ensure that the documentation is reviewed if circumstances change. It is company policy to ensure that all persons who are required to compile the assessments attend an appropriate training course to ensure they are competent to undertake risk assessments.

The training that is given to employees will enable them to: -

Identify all hazards associated with Afriso Eurogauge activities.

Identify when generic assessments are not appropriate, due to the lack of control measures that would only be determined by a site-specific assessment.

Enable them to implement the necessary control measures prior to anyone being placed in danger due to the hazard.

Document the assessment process to enable the control measures to be disseminated to all relevant people.

The management will ensure that all employees and other interested parties are informed and instructed of the risks to which they may be exposed, in order that the work activities be completed in a safe manner as documented in the assessment.

Afriso Eurogauge will not employ or accept as a work placement any young person unless an assessment has been undertaken outlining any hazards to which they will be exposed.

When the assessment is completed particular attention will be given to the following areas: -

The inexperience and lack of awareness of risks along with the immaturity of the young person.

The layout of the working environment and the workstation where the young person is required to work.

The nature, degree and duration of exposure to any physical, biological and chemical agents to which the young person will be exposed.

The type and use of work equipment that is required to be operated along with the way that it is handled.

The extent of the Health & Safety training which is provided, along with details of any additional training that is required to be undertaken.

Management Procedures to follow when Completing Risk Assessments

Step 1

Look for the hazards. Ignore the trivial and concentrate on the significant hazards that could result in serious harm or affect several people. List any hazards in column 1 of the assessment form.

Step 2

Think about the people who might be harmed and how, taking into account people who may not be in the workplace at all times, e.g. cleaners, visitors, contractors etc. List the people who may be harmed in column 2 of the assessment form.

Step 3

In column 3, risk factor, assess the likelihood of the event actually occurring and the severity of the event if an accident were to occur. When this has been determined, calculate the total by multiplying the probability and the severity to decide whether the risks are designated as low, medium or high-risk activities.

Step 4

Decide whether the existing precautions are adequate or whether further precautions are required to be implemented. Ask the question, “Can I eliminate the hazard?” If not, “ How can I control it?” List all the controls that are in place in column 4.

Step 5

List in column 5 the action you require to implement in order to adequately control the risk.

Step 6

Review your assessment at regular intervals. At the same time assess any new process that is introduced into Afriso Eurogauge. It is important to ensure all assessments are recorded and distributed to the necessary people.

Risk Assessment Guidance Sheet.

Column 1. Significant Hazards. (Examples)

Slipping – Tripping Hazards
Fire
Chemicals
Moving Parts of Machinery
Ejection of Materials
Noise
Electricity
Storage of Goods and Materials
Dust
Fumes
Manual Handling
Pressure Systems
Poor Lighting
High/Low Temperatures
Violence to staff (Robbery etc)

Column 2. Who Might be Harmed. (Examples)

Office staff
Maintenance staff
Contractors
Visitors
Machine operators
Cleaners
Members of the public (customers)
Security staff

Column 3. Risk Factor.

See Risk Matrix Chart

Column 4. How is The Risk Controlled? (Examples of Control measures)

Information, Instruction, Training
Safe Working Procedures
Statutory Inspections (Portable Electrical Equipment, Lifting Equipment, Air Receivers etc)
Guarding
Provision of Personal Protective Equipment
Routine Inspections & Checks

Column 5. What Further Action is Necessary to Control the Risk?

List any further actions that are required to improve the control measures in place and reduce the risk to a greater extent.

All actions noted in this column should be given a realistic timescale based on the following criteria: -

Magnitude of the Risk. (Life Threatening etc)
Availability of Parts and Equipment

Down Time
Financial Constraints

Column 6 Completion and Review Date

6 or 12 months hence or if there is any significant change within the working process.

Note 1.

If you find that something needs to be done, ask the question: -

Can I **get rid of the hazard** altogether?

If not how can I **control the risks** so that harm is unlikely?

Note 2.

The object of the exercise is to look for the significant hazards associated with our business

Anticipate the risk and take action to eliminate the risk

Standard operating procedures (SOP).

To support the Risk Assessment programme, it may be necessary to produce standard operating procedures to promote and develop safety at work. These procedures will be brought to the attention of all relevant staff, and form part of the Risk Auditing strategy. Departmental SOP's will be held by the appropriate departmental managers to act as a central datum of safety reference.

3.32 Safe use of compressed air

Compressed air equipment is found in many work situations and is an everyday feature of working life. There are a vast number of ways it can be used which are plainly unsafe. It is Afriso Eurogauge policy to ensure that no employee use any compressed air to clean machines due to the fact that the pressure is high enough to blow particles into the eye, ears or skin of people nearby. It is far safer to clear away swarf or dust with a brush and it is just as effective.

Under no circumstances will any employees use compressed air to dust themselves down as high-pressure air can cause injuries to the eyes, ears, nostrils and rectum. If the air enters a scratch or puncture wound in the skin, however small, it can cause the limb or affected part to swell to alarming proportions and is accompanied by severe pain. If it forces its way into the bloodstream it can make its way into the small blood vessels of the brain, burst the vessels and cause death. When used to dust workers hair, compressed air may enter the body through minute punctures in the scalp or enter the ears and cause perforation of the eardrums. Clothing offers no protection. Therefore if any employees are found using an airline to blow themselves down they will be suspended pending a disciplinary hearing.

General horseplay with the compressed air line can be the cause of serious injuries, consequently compressed air must be handled with care. Horseplay with the hose, however innocently it may begin, may end with the most disastrous consequences.

3.33 Safety of persons with disabilities

Afriso Eurogauge has a responsibility to ensure that all persons who visit Afriso Eurogauge are safe at all times. In order that this is done effectively the Managing Director through the Management will ensure that any disabled customers are protected from everyday hazards within Afriso Eurogauge, as well as more urgent issues such as emergency evacuation.

It is in the interest of disabled visitors to inform Afriso Eurogauge prior to their visit in order that any special arrangements can be made.

While it is Afriso Eurogauge policy to make all premises as accessible as possible, at Afriso Eurogauge the Health & Safety Coordinator is responsible for ensuring that disabled people are safely evacuated in the event of an emergency. Where this is not possible due to the disabled person being located above ground floor level, a member of staff should ensure that they are taken to the nearest refuge point and remain with them as long as possible or until relieved by a fire officer.

Afriso Eurogauge will aim to make as many rooms as accessible and safe as possible for disabled visitors. Where this is not reasonably possible an appropriate decision will be taken based upon Afriso Eurogauge disability policy.

The management will ensure that all staff are aware of their responsibilities in making certain that disabled visitors are safe at all times and where necessary provide additional awareness training to staff.

3.34 Health & Safety signs

It is important that all staff take notice of all warning signs at work, as they are in place to safeguard people's Health & Safety. Therefore it is Afriso Eurogauge policy to follow all guidance within the Health & Safety (Safety Signs and Signals) Regulations. All safety signs are colour coded and each colour has a meaning, e.g.: -

White circle with red edging and a diagonal line indicate **PROHIBITED,** e.g. No Smoking.

Blue signs indicate that it is **MANDATORY** to carry out an action such as the wearing of personal protective equipment.

A triangular sign with black edging and a yellow background indicates **WARNING** of a Hazard and should contain a black pictogram.

Green signs identify or indicate the position of safety equipment as well as marking emergency escape routes.

Afriso Eurogauge acknowledge that signs must comply with the regulations. Where necessary Afriso Eurogauge will design the signs to maintain a safe environment.

Where there is a risk to Health & Safety that cannot be controlled by any other means signs will be displayed.

It is company policy to ensure that any signs which are provided for safety reasons are: -

Maintained in a good condition.

Positioned in the correct location.

Explained to all members of staff to ensure that they are aware of the meaning of the signs and the correct actions to be taken.

3.35 Safe use of ladders and stepladders

Every year many people are injured, some fatally, whilst using ladders. More than half the accidents occur because ladders are not securely placed and fixed and of these many happen when the work is of 30 minutes duration or less.

It is Afriso Eurogauge policy that the use of ladders will only be considered as a last resort, e.g. where the use of scaffolding or mobile access equipment is not reasonably practicable.

A ladder is a simple and versatile tool, irrespective of its type. Planning work before it is commenced can substantially reduce the risk of accidents. Therefore, it is Afriso Eurogauge intention to ensure all possible control measures are introduced.

The term “ladder” covers all portable ladders, extension ladders and stepladders that are used to gain access and egress from a place of work. However it is important to ensure that it is maintained on a regular basis to ensure its condition does not deteriorate.

Ladders should be of good condition and sound material and of adequate strength for the purpose for which they are used, therefore: -

All ladders will be inspected once every three months and the inspection recorded in the ladders register.

After ladders have been inspected, they will be labelled to signify that they are safe for use until the next inspection.

All ladders which are defective at the time of inspection will be withdrawn from service.

All ladders will be stored in suitable locations and it shall be the responsibility of the management to ensure that all ladders issued are in a safe condition.

Do not erect

On sloping ground.
On top of moving objects.
In high wind.
In front of a door which may be opened.
Against a slippery or unstable surface.
At a shallow angle or used horizontally as a plank or bridge.
Leaning to one side.
At too steep an angle.

Do not

Use tools or do jobs requiring two hands while standing on a ladder, always keep one hand on a rung.
Drop things from a ladder.
Straddle from the ladder to a nearby foothold.
Allow more than one person up a ladder at a time.
Rest tools or implements against the base of a ladder.
Use a ladder which is too short.
Use a defective ladder.
Use a makeshift ladder.
Splice or lash ladders together.
Leave tools or objects on rungs unless properly hooked-on.
Over reach (generally always keep hips within the stiles).
Overload a ladder or support it with a plank bearing on a rung.
Slide down a ladder.
Carry sheets of material, especially if it is windy.

Always

Ensure the base of the ladder is set 1m out for every 4m of vertical height or at an angle of 75°.
Only use authorised equipment.
Make an effort to tie the ladder in position, preferably at the top and bottom.
Make sure the ladder projects well above the level at which workmen stand or climb off and in any case not less than 1m, and provide a suitable hand hold.
Ensure sufficient overlap between stages of extension ladders.
Check support hooks are properly engaged.
Use a bracing board for windows and similar openings.
Use a bag on a rope or a belt to carry things - so leaving hands free for climbing.
Secure all doors likely to foul a ladder.
Use two hands in climbing a ladder.
Use one hand to hold on while working on a ladder.
Have a mate to guard the base, where appropriate.
Make sure footwear is in good condition and soles are clean.
Make sure rungs are clean.
Carry ladders with end high enough to clear people's heads.
If the ladder rises 9 metres or more ensure there are suitable and sufficient rest platforms.

LADDER SAFETY CHECK LIST

General	
Are there any loose or missing steps or rungs?	YES/NO
Are there any cracked, split, worn or broken stiles, braces, steps or rungs?	YES/NO
Are stiles twisted or distorted?	YES/NO
Is each ladder clearly identifiable?	YES/NO
Stepladders	
Are there any loose or bent hinge spreaders?	YES/NO
Are stops on hinge spreaders broken?	YES/NO
Are there any broken, split, or worn steps?	YES/NO
Are there any loose hinges?	YES/NO
Extension ladders	
Are there any loose, broken or missing extension locks?	YES/NO
Are there any defective locks that do not seat properly when ladder is extended?	YES/NO
Positioning and use of ladders	
Are ladders positioned on a firm level surface?	YES/NO
Are ladders firmly secured at the top or if not possible, at the bottom? If neither is possible, is the ladder 'footed'?	YES/NO
Are ladders set at the correct angle?	YES/NO
Are ladders inspected for defects before and after use?	YES/NO
Are defects reported immediately and then taken out of service until repaired or replaced with records kept?	YES/NO

3.36 Smoking in the Workplace (No smoking within enclosed areas)

This is a no smoking company. Smoking is the main cause of preventable disease and premature death. It is now recognised that smoking not only affects the smoker but also effects non-smokers through passive smoking, i.e. where non-smokers inhale smoke from other people's cigarettes.

Under section 2 of the Health & Safety at Work Regulations, all employers must protect the health of employees and provide a healthy and safe working environment. Therefore it is the aim of Afriso Eurogauge to implement a suitable policy to control smoking within areas under their control.

Afriso Eurogauge have implemented a strict no smoking policy which is enforced through disciplinary action.

Afriso Eurogauge permits smoking in designated outside areas only.

Breaches of the above will be dealt with through education and counselling. As a last resort if counselling and negotiation fail, staff who refuse to observe the policies will be subject to normal disciplinary procedures.

All visitors and contractors are expected to abide by the policy and it is the responsibility of all members of staff to instruct them of Afriso Eurogauge requirements as necessary.

3.37 Stress in the workplace

It is Afriso Eurogauge policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate in so far as is reasonably practicable.

The Health & Safety Executive has defined Health & Safety as both the physical and mental wellbeing of all persons employed by Afriso Eurogauge. We recognise that our personnel are Afriso Eurogauge most valuable assets and that has a duty to address any problem associated with work-related stress.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stress that Afriso Eurogauge aims to address.

Through the risk assessment process, Afriso Eurogauge will continue to identify hazards and assess all mental and physical risks to Health & Safety with the objective of reducing them, as far as is reasonably practicable.

The main problem with stress is the self-realisation that we are actively suffering from it! Others affected by our stress symptoms tend to shy away from broaching the subject as it may be construed as interference or just being nosy.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. But, there may be one single event or set of circumstances that combine to provide the additional stress overload.

Some examples are: -

Possible environmental contributors

Noise.

Temperature.

Overcrowding.

Humidity.

Possible work related contributors

Deadlines.

Overworked.

Under challenged.

Change.

Promotion prospects.

Racial or sexist remarks.

Personal relationships with superiors and other members of staff.
Travelling.

Job satisfaction.

Harassment.

Confrontation.

Likes and dislikes.

Stress counselling can often have a stigma that it is only for the 'weak' or 'mentally ill'. However, the reverse is actually true.

It may be difficult to talk to the direct line manager about the problem face to face, as it might be this relationship that is the cause, Afriso Eurogauge have a policy that all members of staff can approach a senior member of staff and raise any concerns relating to stress.

All conversations will be addressed in the strictest confidence and the manager will try and assist individuals suffering from stress to deal with the problem.

3.38 Safe stacking and storage

Suitable and sufficient storage facilities will be provided for all materials, equipment and spare parts used or supplied by Afriso Eurogauge.

All storage facilities will be designed so as to reduce the amount of manual lifting, and carrying as low as reasonably practicable.

Appropriate racking will be provided by Afriso Eurogauge and will arrange for its erection to be undertaken by competent engineers. All employees are advised not to dismantle, alter or otherwise interfere with any racking and under no circumstances are they permitted to erect or use any temporary or makeshift racking.

It is the responsibility of the manager of goods in/dispatch to ensure that safe working loads are clearly displayed on all the racking. It is also his responsibility to

undertake periodic visual inspections on the racking to identify if there are any damaged uprights, displaced horizontals and missing support bars.

All members of staff are advised that they must not overload the racking at any time and it is the responsibility of the management to ensure that items of stock are stored safely at all times.

Staff are informed that they must report any defects to the management if any are observed or suspected so that the appropriate action can be undertaken.

Departmental managers and supervisors will ensure that any employee who is required to access areas of the racking which is above floor level does so with the correct equipment i.e. steps, stairs, ladders or (where appropriate) scaffolding.

The departmental managers and supervisors will ensure, in particular, that no employee requiring access to racking does so by climbing up or standing on the racking. Safety steps are the preferred means of access for placing and retrieving goods.

However, in cases where the use of ladders is necessary or unavoidable, the department manager will ensure that no employee mounts a ladder unless it is first either adequately secured or footed by another employee so as to prevent slipping.

3.39 Violence at work

It is unlikely that the staff from Afriso Eurogauge will be subjected to violence and aggression from customers using Afriso Eurogauge facilities. However it is important to ensure that the health, safety and welfare of all employees are maintained at all times.

It is therefore company policy to compile a suitable assessment of the risks to staff as it may vary. When the assessment has been compiled safe systems will be implemented to reduce the likelihood of any physical or mental ill treatment by or from employees or any individual visiting the premises.

Afriso Eurogauge will not tolerate any form of bullying, verbal or physical, and will take the appropriate action to prevent it occurring or, where necessary, discipline any members of staff found guilty of any intimidation.

As part of Afriso Eurogauge training regime instruction regarding violence at work will be given to staff on induction and at team-training sessions. The training will include: -

Awareness of causative factors liable to lead to aggression and how to influence those factors.

Recognition of the signs and symptoms of potential violence, which may be averted by understanding the situation and being able to cope with it in a more confident manner.

Raising the awareness of the appropriate actions if confronted by a violent situation.

Briefing managers and other staff of the essential role of training in the handling of these types of situations.

The level of training will largely depend upon the likelihood of such harm arising out of specific hazards, activities of the individual and environment and the level of responsibility of management and supervision to prevent such occurrences. It is company policy to investigate all complaints regarding violence at work and strict confidentiality will be maintained wherever possible.

All members of staff are instructed to contact their immediate manager to alert them of confrontational situations. After any violent incident, staff are advised to complete an incident report form regarding the event.

This form outlines who has been involved along with details of the situation that lead to the incident occurring.

In the event of an armed robbery, staff are instructed not to offer any resistance but comply with the demands of the aggressor(s). Preserving the life and safety of all persons is of paramount importance.

Assistance is to be sought from other members of staff and the police as soon as it is safe to do so. Where possible staff should try and remember as many details as possible about the persons and if possible identify any vehicle they may depart in, together with the licence number.

Whilst it is always an individual's choice on how they dress, Afriso Eurogauge should always consider any effects that this may have on their safety and the risks to which they are exposed.

3.40 Visits from enforcement officers

The Health & Safety at Work etc Act 1974 conveys certain powers on Inspectors who are appointed by the relevant enforcing body, in order that they ensure the relevant statutory requirements are being complied with.

Afriso Eurogauge recognises the need to co-operate with enforcement officers once they have produced satisfactory identification. For this reason, it is important that all required documentation be maintained and kept up-to-date. Such documentation will include this Health & Safety policy, relevant risk assessments and emergency plans etc.

Where necessary our Health & Safety Risk Consultant can help liaise with the enforcing authority on behalf of Afriso Eurogauge to ensure that Health & Safety issues and concerns are dealt with promptly and correctly.

3.41 Welfare

Afriso Eurogauge will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

Afriso Eurogauge will aim to comply with these Regulations by: -

Providing a reasonable temperature in all workplaces during opening hours that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.

Ensuring suitable and sufficient lighting is provided, that is, so far as is reasonably practicable, natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.

Keeping the premises clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily.

Providing windows and doors that are made from safety material or protected against breakage. They shall also be appropriately marked to make them apparent.

Providing adequate toilet facilities that are cleaned on a regular basis and have hot and cold running water, soap and towels or other suitable drying facility. In the case of water closets used by women, suitable means will be provided for disposal of sanitary dressings.

Providing adequate wholesome drinking water that is readily accessible and appropriately marked.

Providing somewhere that employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.

3.42 Working safely with tools, plant and machinery (See 3.13)

It is Afriso Eurogauge policy to ensure that all equipment used complies with the Provision and Use of Work Equipment Regulations (PUWER).

Wherever there is any significant risk to Health & Safety due to the work equipment Afriso Eurogauge will: -

Undertake full risk assessments for the equipment that is being used and issue copies of the assessments to all operatives along with the people who may be adversely affected by the equipment.
Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on the employee's personnel file.

Ensure that all necessary safety controls are in place such as guards, isolation switches etc.
Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.
All machinery systems are to have adequate safety control mechanisms in place which will incorporate emergency off controls, isolation facilities, all of which will take into consideration current EU/UK statutory requirements and technical standards of acceptability.

3.43 Young persons at work

The Health & Safety Executive classify all people under the age of 18 years of age, as a young person including children under the age of 16. This definition applies to students, trainees and children on work experience and classify them as employees regardless of the number of hours worked or the period of employment.

Current legislation requires all employers to undertake risk assessments for all employees; this includes young workers who may be working on Afriso Eurogauge premises. When the assessment has been completed the employer must implement suitable and sufficient control measures to ensure that the risks are controlled.

Young workers are particularly at risk of injury in the workplace due to their lack of awareness of potential hazards, immaturity and inexperience.

Children under the age of 13 years of age are prohibited from any form of employment, however children between 13 and the Minimum School Leaving Age (MSLA) can undertake work experience schemes approved by local education authorities. If Afriso Eurogauge offers placements to students, trainees or children they will be treated as employees and will be provided with the same Health & Safety protection as any other employee. Before engaging any young employees Afriso Eurogauge will complete specific risk assessments, these will include: -

The fitting out and layout of the workplace and the location of where the individual will work.
The type of work equipment that will be used and how it is to be handled.
How various work and processes being undertaken are organised.
The extent of training that has been provided or that will need to be provided to the individual concerned.

Before any young persons are employed or they are offered work experience, Afriso Eurogauge will notify the school, parents/guardians of the key findings of the risk assessments and the control measures that have been implemented to reduce the likelihood of an injury occurring. All young people who start work with Afriso Eurogauge will receive suitable training in order that they can undertake the work task safely without putting themselves or others at risk. All training will be assessed on a regular basis to ensure that the key instructions have been understood. Afriso Eurogauge views this training as a bare minimum and will ensure that the individuals are fully supervised at all times to ensure that they are competent to carry out the task.
In addition to the normal Health & Safety records that are documented relating to work activities, the following information will be kept with regard to young persons.

Specific risk assessment records for the tasks that young people within Afriso Eurogauge are required to undertake.
Details of training and information that has been given to the young person along with records to show that the individuals have accomplished an acceptable standard of competence.

Where the young person has not reached minimum school leaving age a record will be kept of any correspondence and information that is communicated to the parents/guardian.

3.44 Environmental Management Policy Statement

Afriso Eurogauge recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this we will establish sound environmental management by: -

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements and monitor performance by regular review.

Considering any environmental liability issues in the decision making process.

Developing a relationship with suppliers and contractors so that all stakeholders recognise our joint environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Provide for the effective use of resources by: -

Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.

Promoting the efficient use of resources, energy and fuel throughout Afriso Eurogauge operations.

Co-operate with: -

The local communities in which we operate.

The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

Signature: Will Lawther

Position: **Managing Director**

Date: **May 2008**

Review: **2013**

3.45 Environmental Impact Assessments

Afriso Eurogauge will wherever required assess the environmental impact of all new processes and a formal statement of any significant risk will made to the Managing Director who has ultimate responsibility for Environmental matters.

Risk assessment of environmental aspects is intended as a quick, simple process to identify any aspect(s) of the activities that have a potential environmental risk.

An assessment should take account of the following under normal and emergency conditions;

a) Emissions to air.
b) Releases to Water.
c) Waste Management.
d) Contamination of land.
e) Use of raw materials and other natural resources (Water, fuels, energy. etc.)
f) Other local environmental and community issues. (Noise, odour, dirt, vibration, visual impact and eco systems.).

While guidance on risk rating may be taken from the section below best judgement is the key for assessments. If there is any doubt that the assessed environmental rating is anything other than LOW it shall be rated as potentially significant and passed for the Director with responsibility for Environmental matters to arrange a formal evaluation.

Results from all assessments shall be recorded and passed with any back-up information to the Director with responsibility for Environmental matters for inclusion in the appropriate register.

In addition to the effects on the environment directly from company activity, Assessments of indirect aspects are to be encouraged. These may typically include:

a) Demands made on or by suppliers and customers.
b) Services to the company.
c) Waste product(s) from company activity.
d) Contractor's waste.

Flow diagrams of the process/work activity showing material and energy inputs/sequence, processing/outputs of product and waste streams as a result of the activity are useful assessment tools for some processes and should be considered.

For some aspects a site map may prove a useful basis for the recording of assessment findings.

It is important to ensure that complexity is kept to the minimum consistent with ensuring that all potentially significant impacts are identified.

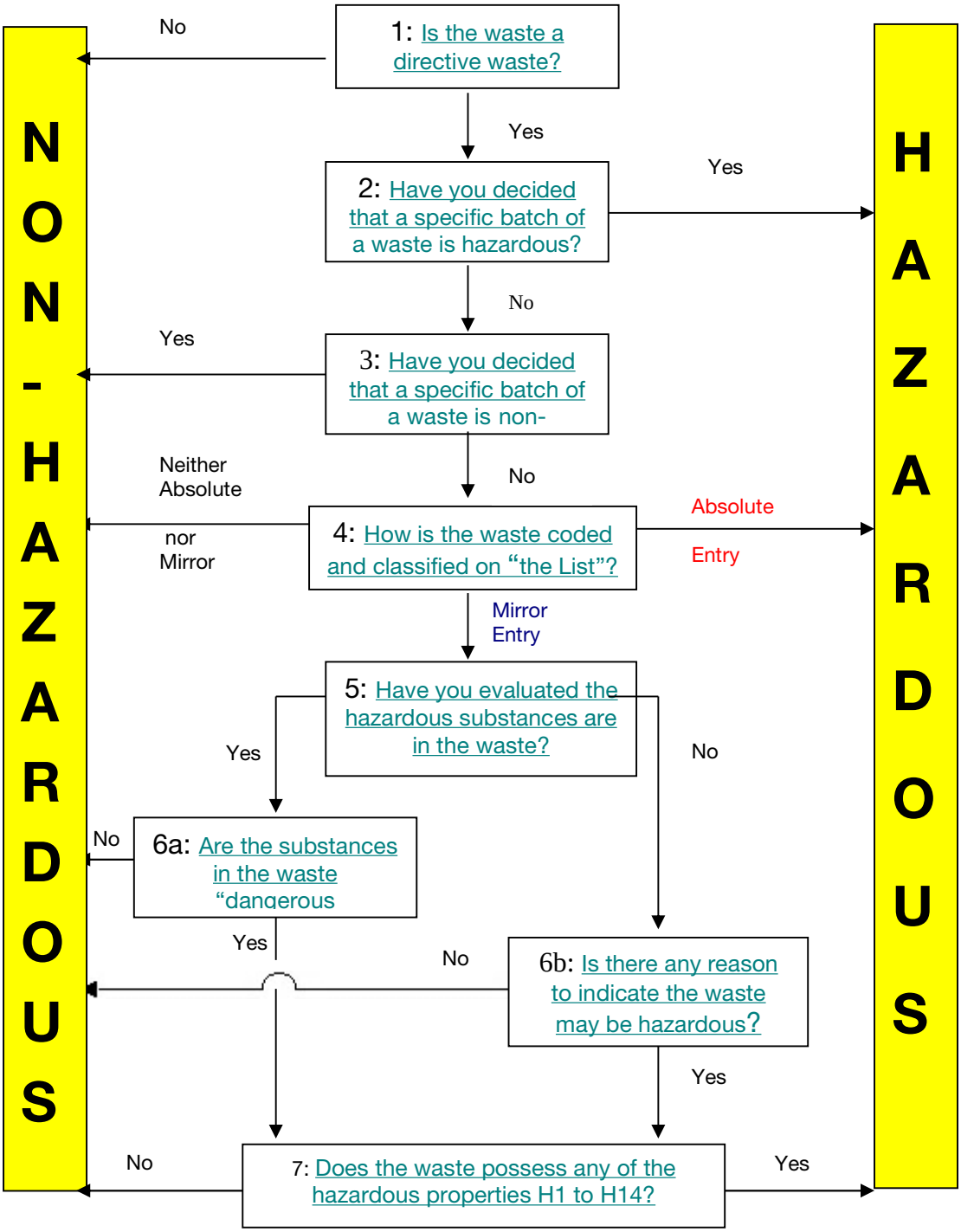
3.46 Controlled/Hazardous waste & its safe transfer/disposal

To ensure that Afriso Eurogauge comply with environmental legislation it is essential that all waste be correctly disposed of. It is therefore where necessary the company's policy to register themselves as waste producers, and establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.

All waste such as paper and cardboard items should be placed in bin liners and disposed of in the general waste skips that are provided. Where possible all cardboard should be flattened to enable ease of movement.

All chemical substances that are required to be disposed of will be stored in their original containers until an authorised waste disposal company can remove them from Afriso Eurogauge premises. Copies of the waste transfer notes will be held on site for a minimum of two years for future reference.

Hazardous Waste - Assessment Methodology



3.47 Energy conservation & recycling of materials

As well as environmental control, energy conservation has long been recognised by Afriso Eurogauge as an effective way businesses can reduce running costs by reducing energy loss and waste.
The environmental and waste reduction assessments should identify those areas where energy and waste can be minimised to enable the management of Afriso Eurogauge put into place a structured business plan for capitalising on the savings that can be made from energy conservation.

Our **six** key essential and practical considerations, which are worthy of Afriso Eurogauge business deliberation, and will underpin our business energy conservation policy, are: -

1. The most eco friendly and cost effective method to dispose of controlled waste, this including where appropriate, special waste.

2. Recycling of some waste can often result in the development of raw materials, e.g. the recycling of paper, tin and plastic materials. Waste for recycling can often result in the waste being collected free of charge by the customer, thus saving on waste transfer and removal costs. Afriso Eurogauge will endeavour to recycle materials, and reduce waste by 5% annually.

3. Plan for the use of enhanced technology for energy conservation. There are an abundance of heating and lighting sources available, which can operate on reduced energy consumption. Afriso Eurogauge will endeavour to use energy conserving devices, e.g. low wattage lamps, temperature control regulators (including door shutting control), and water maintenance programmes to reduce energy, heat, and water waste.

4. The Management of Afriso Eurogauge will always endeavour to implement energy conservation and auditing plans for ensuring heating, lighting and water are not subjected to misuse & abuse.

5. Encourage all staff employees to actively participate in Afriso Eurogauge energy conservation policy. This participation is essential for us to succeed in this high saving business scheme, aimed at reducing our high energy overheads and participating in our community

6. Endorse the principles of good Environmental Management, Prevention, and Control, as appropriate to contribute to the financial success of Afriso Eurogauge Core Business.

3.48 Environmental Risk Monitoring

An Afriso Eurogauge audit review guide with an inclusive list of all the characteristics that could possibly arise during the audit/review. Areas covered by the audit should include: This review will be undertaken as required by new technology and substance restrictions and at least annually.

1. Legislation and regulatory requirements
2. Feedback from previous incidents or failures
3. Environmental effects/processes/products/risk areas
4. Environmental management practices and procedures
5. Annual energy expenditures

Environmental management and procedures should include the policy and organisation including environmental awareness and training as an essential component in the dynamics of environmental protection. The activities of outside contractors will reflect badly on the company if detrimental environmental impacts occur. It is there for essential to consider staff and third party involvements.

The types of audit will vary, and generally depend on the following:

1. Type of audit
2. Personnel involved
3. Auditors e.g. internal or external
4. Audit objectives
5. Baseline data/standards
6. Documents required
7. Timescale involved

The audit guide depends on the use to which it will be put. The whole organisation will be audited including the plant and processes thereby the audit guides will contain all the relevant environmental aspects, and be flexible enough to deal with each department activities.