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HEALTH AND SAFETY POLICY AND PROCEDURES



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- Lead a competent advisory service to monitor and co-ordinate all health and safety issues;
- Ensure that all health and safety policies and procedures are in compliance with statutory and other requirements;
- Ensure that all accidents, conditions, incidents and dangerous occurrences are investigated and reported accordingly. This will include reviewing proposed changes to procedures to prevent recurrence, maintaining accident statistics and identifying trends;
- Champion new safety related initiatives to the Managing Director;
- Monitor measure and audit implementation of the safety management system;
- Provide information, supervision, communication and training within the organisation, write policies, procedures or other articles in accordance with statutory or legal requirement;
- Ensure that all statutory assessments (Risk, COSHH, Manual Handling, DSE, Noise, Fire Risk etc.) are conducted and recorded;
- Ensure that all staff receive health and safety induction training, additional and/or specific health and safety training where applicable and records are maintained.

Employees

All Employees:

- Should enact their legal duty to take reasonable care for their own health and safety and that of others that may be affected by their acts, or their failure to act;
- Are required to co-operate with the company on matters of health & safety;
- Have a legal duty not to interfere with, or misuse, anything provided in the interests of health, safety or welfare;
- Work in accordance with any training or instruction given;
- Report all accidents and near misses within 24 hours;
- Follow any safety arrangements and rules established for their protection;
- Make use of any safety or protective equipment or devices supplied;
- Report deficiencies and dangers to their Line Manager or representative. Full and detailed identification of responsibilities throughout the ALB Brickwork Ltd organisation is shown in the Policy;
- Are required to support the companies Health and Safety culture;

Procedures

Accident and Incidents

This procedure complies with the requirements imposed by the Health and Safety at Work etc Act 1974. The Management of Health & Safety at Work Regs 1999 as amended, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The word Incident in this document is used to include accidents, near misses and other events that are a significant threat to people, property, environment or the continuity of business.

ALB Brickwork Ltd will endeavour to prevent undesirable incidents wherever it can and to respond promptly and professionally should they arise. ALB Brickwork Ltd will report all relevant incident information electronically within agreed timescales.
Health and Safety Policy and Procedures v1



Significant incidents will be investigated and brought to the attention of management. Corrective and preventative actions will be recorded electronically and where appropriate escalated for positive improvement of ALB Brickwork Ltd activities.

Contractor Management

For the purpose of this procedure a contractor is any individual/company who is employed directly by ALB Brickwork Ltd.

Only where work cannot be done “in house” and requires a specialist function, or where resource is short, the use of competent contractors should be considered. Once the need of a contractor is identified the personnel involved in the appointment process of contractors must ensure that before they allow contractors to start work they have fully assessed the safe working practices of the contractor. From an operational perspective Line Managers must:

- Scope and assess the work required;
- Assess the contractor via the defined route;
- Agree, maintain and review a list of approved contractors;
- Ensure that the risk assessments and method statements provided by the contractor are suitable and sufficient;
- Ask for additional information where required, for the assessment of suitability of risk assessments and method statements;
- Inform the contractors of any site specific hazards or specialist equipment;
- Arrange site induction where appropriate;
- Provide/Agree on the level of supervision required i.e. via ALB Brickwork Ltd or contractor supplied;
- Monitor the work on a regular basis;
- Maintain appropriate records and keep them for a minimum of 6 years;
- Ensure the safety of others who may become affected by activities arising from Contract Work e.g. members of the public, client or other contractors working near the site and must not be exposed to harm.

Risk Assessments and Method Statements

ALB Brickwork Ltd staff must ensure that they obtain and appropriately assess the method statement/risk assessment for any work activity involving the use of contractors. Risk Assessments are a statutory requirement for all work and no work must be undertaken without the submission of a risk assessment. Generic risk assessments may be undertaken by contractors providing minor work, which is generic in nature e.g. fixing a tap. changing a lock. However, in non-office areas, construction areas or work which could be considered major in nature as defined by the Notification to Work Procedure, or where complicated and various tasks are undertaken Safe Systems of Work must be identified prior to the commencement of work.

Any contractors that do not appear on the list of approved contractors must not be used in any circumstances. However in emergency situations and with due consideration of local knowledge, non-approved contractors may be used under the authority of the Managing Director. (This is an exception rather than a rule.)

Assessing Contractors

The approval of assessment of contractors should be made by the Managing Director.

Any contractors that have had previous convictions or no insurance must not be used in any circumstances.

Assessing Risk Assessments/Method Statements

Risk Assessments/Method Statements must be specific to the work being undertaken and submitted for review prior to commencement of work.

Contractor Safety Checks

As a minimum requirement, ALB Brickwork Ltd are required to carry out frequent Contractor Safety Checks to ensure that they are working in a safe manner.

Care Of Substances Hazardous to Health

This procedure outlines the requirements imposed by the Health and Safety at Work etc, Act 1974. The Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations (COSHH).

The Control of Substances Hazardous to Health Regulations requires the following before considering any work involving the use of hazardous substances:

- The risks to health from hazardous substances used in or created by activities in the workplace must be assessed;
- Work which could expose employees or others to hazardous substances must not be used without first considering the risks and the necessary precautions and what else is needed to comply with COSHH;
- Employees must be prevented from being exposed to hazardous substances. Where preventing exposure is not reasonably practicable, it must be adequately controlled. A suitable and sufficient assessment must be completed and appropriate controls put into place;
- Control measures must be used and maintained properly and safety procedures are followed;
- If necessary, the exposure of employees to hazardous substances must be monitored. Appropriate health surveillance must be carried out where the COSHH Risk Assessment has shown it is necessary or specific requirements are set within the COSHH Regulations;
- Where necessary, plans and procedures to deal with accidents, incidents and emergencies involving hazardous substances should be prepared;
- Employees must be provided with suitable and sufficient information, instruction and training.

COSHH Risk Assessment

The Health and Safety at Work etc, Act 1974, The Management of Health and Safety Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2004, impose a duty on employers to:

- carry out suitable and sufficient assessment of the risks to health caused by hazardous substances connected with work;
- identify the hazardous substances present in the workplace I.e. -
 - products which have been supplied;
 - those produced by a work activity, e.g. fumes, vapours, aerosols and waste materials;
 - and those naturally or incidentally present in the workplace, e.g. infectious agents carried by rats and pigeons.

COSHH Risk Assessments will be created, reviewed and amended annually.

Purchase of Hazardous Substances

The purchase of hazardous chemicals and substances is the responsibility of the Managing Director. Individuals may not purchase substances without prior agreement from Line Management.

A definitive list of approved substances/suppliers should be reviewed and maintained. Ad hoc purchases required for specific short term work must have an accompanying Material Safety Data Sheet or access to Data Sheets via alternative routes.

Safety Data Sheets

Prior to any purchase of substances, a Safety Data Sheet (SDS) **MUST** be obtained from the supplier/manufacturer and forwarded to the Operations Manager. If the substance is new, the Operations Manager will review the SDS and proposed activity use, complete a COSHH Risk Assessment and permit purchase of it accordingly.

Storage and Disposal

Hazardous chemicals and substances must be stored in locked cages or containers and placed in well ventilated areas, in accordance with the COSHH Assessment requirements.

Although the COSHH regulations do not deal with the Environmental impact of Hazardous Substances, ALB Brickwork Ltd consider this when carrying out their COSHH Assessments and ensure that arrangements are made for safe disposal of all substances.

Under Section 34 of the Environmental Protection Act, 'Duty of Care' duties are placed on all producers of waste.

Personal Protective Equipment (PPE)

The selection and use of PPE within ALB Brickwork Ltd will depend upon findings related to suitable and sufficient Risk Assessments.

Display Screen Equipment

This procedure sets out the procedure to be adopted for **users** when working with Display Screen Equipment (DSE).

Under the Health & Safety at Work Act etc.1974 (HASAWA) employers must make arrangements to ensure that all employees are given the necessary information, instruction, training and supervision at all times and ensure that these provisions are met.

The Health and Safety (Display Screen Equipment) Regulations, place certain duties on employers to ensure the safe use of display screen equipment (DSE). These duties include:

- Analysing (assessing) DSE workstations and ensuring any such workstations meet the minimum requirements laid down in the schedule;
- Planning the work of "users" to ensure regular breaks away from the DSE work are taken;
- Ensuring, if so requested, that people identified as "users" are provided with appropriate eye and eyesight tests, carried out by a competent person, prior to becoming "users";
- Ensuring that "users" and people intended to become "users" are provided with adequate health and safety training with regard to their workstations (also required after substantial changes or modifications are made to the workstation). For people intended to become "users" the training should be provided prior to them becoming "users";
- Ensuring "users" and "operators" are provided with adequate information regarding the health and safety aspects of their workstations, including any measures taken by the employer to meet the minimum workstation requirements and other duties under these Regulations.

Note: The requirements relating to work breaks, eyesight tests and training only apply to "users", they do not apply to "operators".

In respect of working with Display Screen Equipment ALB Brickwork Ltd will:

- Eliminate risk by suitable assessment and removal of hazard so far as is reasonably practicable;
- Control risk at source;
- Devise safe systems of work;
- Provide adequate instruction, training and supervision;
- Provide eye tests at cost to ALB Brickwork Ltd if the operative is identified as a user;
- DSE Assessments shall be stored as training certificates on ALB Brickwork Ltd Software with a suitable expiry period.

Display Screen Equipment

Any screen equipment displaying letters (text), numbers and/or graphics, regardless of the display process. The following display screen equipments **are excluded** from the Regulations:

- Vehicle or machinery cabs;
- DSE on board means of transport;
- DSE primarily intended for public use;
- Portable systems not in prolonged use.

A DSE User under the DSE Regulations is defined as an employee who habitually uses display screen equipment as a significant part of their normal work.

Who is a DSE User?

Where it is clear that use of DSE is more or less continuous on most days, the individual concerned should be regarded as a user. Where such use is less continuous or frequent, it is sensible to assume that someone becomes a "user" where a majority of the following criteria apply.

- Work often requires the use of a display screen for a continuous or near continuous period of an hour or longer;
- The display screen is used on most days, or every day;
- The worker has to transfer information quickly to or from the DSE;
- The job could not be done without being dependent on the use of DSE;
- High levels of concentration and attention are required;
- The worker has little choice about using DSE;
- In situations where an individual is not a user, the employer should still ensure the protection of employees by assessing the risks and by taking the necessary control measures based upon the ergonomic factors applicable to the use of DSE.

DSE Risk Assessments will be carried out electronically.

Driving Safely

The purpose of this procedure is to ensure that employees, who are required to drive whilst at work, do so in a safe manner.

Application of this Procedure will remove or reduce risk associated with driving whilst at work.

Responsibilities

It is the responsibility of Employees carrying out any of the activities in this document to ensure that they have read and are familiar with this document and:

- Carry out the work activities as recommended by the document;
- Check that vehicle checks are completed;
- Have a current and applicable full driving licence including the ability to tow if applicable;
- Ensure all incidents are reported.

For users of a personal car on business where mileage is claimed, the vehicle will be subject to all the checks as set out in this policy. In addition a check of the persons insurance documentation, MOT (if applicable) and the servicing of the vehicle to the manufacturers recommendations is required.

Vehicle Inspection

ALB Brickwork Ltd employees with vehicles or the responsibility for vehicles must ensure that the general condition and safety features are compliant and in good working order.

At the start of each day's driving, the driver must inspect the vehicle to ensure that it is roadworthy, including checking the vehicle has sufficient oil, water and windscreen wash and that all lights are working.

Accident Reporting

All vehicle accidents/incidents must be reported to the Operations Manager, Line managers must ensure that vehicle accidents are reported and investigated in respect of safety issues in accordance with the ALB Brickwork Ltd accident/incident reporting procedure.

Failure to report any damage, traffic accidents or offences is a disciplinary offence and may result in disciplinary proceedings.

Smoking

No smoking is **mandatory** in company vehicles, all vehicles are required to have the 'No Smoking' signage. Any Employee found smoking in a company vehicle may face disciplinary action.

Driver Safety

Driving can be an extremely stressful and demanding activity and it is necessary to carry out the following:

- Ensure that the vehicle you use is in a condition that will allow safe driving;
- It is mandatory for seatbelts to be worn by all occupants of the vehicle at all times;
- Ensure that you are fit and in a condition to allow safe driving;
- Drive defensively, concentrate at all times and anticipate the worst;
- Drive courteously, set a good example;
- You should not eat or drink whilst driving;
- Ensure that you take regular breaks throughout the journey (15 minutes in every two hours is considered reasonable or whenever you are losing concentration).

Use of Hire Cars

When using your own car for business purposes, it is expected that you will have up to date and appropriate insurance, had it serviced regularly and will have checked fluid levels, tyre pressures, tread depth etc within the recent period. When using a hire car all of these problems should have been dealt with. There maybe a check list with the car which will ask for completion of a few elementary checks. Otherwise check for obvious faults such as flat tyres, damaged bodywork, faulty lights or indicators. Make a note of any faults found and do not drive until the faults have been rectified.

When about to drive an unfamiliar car, it is advisable before starting to check:

- Where the light switches are and how the dip switch works;
- How the windscreen wipers and washers are controlled (front and rear if applicable);
- How the heater/air management system works;
- How the indicators and hazard lights are operated;
- How to access the spare wheel;
- Where the bonnet and petrol cap release levers are positioned.

Driving Emergencies

If a breakdown occurs on a motorway, pull over onto the hard shoulder and position the vehicle as far away from the road as possible. Switch on the hazard warning lights. Avoid standing behind your car. The safest place to wait for assistance is on the bank away from the car.

If you have a mobile phone use it to summon assistance, if you must walk to the emergency telephone, secure the car and walk as close to the bank as possible. If you have High Visibility clothing, it must be worn.

In the event that you experience a puncture whilst driving you must pull over to a place of safety. Under no circumstances should you put yourself at risk by replacing the punctured tyre.

Driving Alone

If you are driving alone and you feel vulnerable there a number of precautions to take.

Useful guides are available for advice on the actions to take in breakdown situations in general and if being harassed by another motorist (e.g. Suzy Lamplugh trust). A mobile phone in this situation is extremely desirable. Valuable items must be kept out of plain view, preferably stored in the boot.

Manual Handling of Loads

If you need to carry heavy loads e.g. tools, electronic equipment etc. to or from your vehicle, be aware of the risks that these can cause if they are carried for considerable distances. Even lifting heavy bags or items from car boots can cause serious strain injuries. A suitable and sufficient Manual Handling assessment must be made.

Electricity at Work

In order to ensure that work with Electricity is carried out in a safe manner the following objectives will be achieved and maintained:

- Only qualified electrical engineers/technicians are to carry out installation works and testing of fixed installations;
- All portable appliances to be inspected and tested to specified routines and periodicity.

Arrangements

Compliance with the following arrangements will ensure the achievement of the ALB Brickwork Ltd objectives.

Electrical Testing

Testing of Building Fixed Electrical Wiring must be carried out by electrically competent people. Competency is defined as people who have had training, knowledge, experience or other attributes. Fixed wiring certificates shall be stored electronically.

PAT Testing

Note: All ALB Brickwork Ltd electrical equipment is to be subject to a PAT test.

All portable/transportable equipment shall be regularly PAT tested.

All equipment once tested, will be labelled to give a unique item reference number and the date for the next test. Records shall be kept and replaced at the next test date.

Prior to use of all portable electrical equipment the following tests shall be completed;

- The case shall be checked to ensure that there are no cracks or un-insulated conductors;

- The lead shall be checked to ensure that there are no splits, abrasions or cuts exposing live conductors;
- The plug top shall be checked to ensure that there are no cracks or breakage's allowing bare electrical conductors to be exposed and that the plug top is secure.

Fire

The Regulatory Reform (Fire Safety) Order 2005 came into force on 1 October 2006 and relates to all premises, with very few exceptions. It places responsibility on those who are best placed to address fire safety and ensure that risks - which necessarily change over time - are kept under review. Under the Fire Safety Order a 'responsible person' (usually the employer, or occupier of a business or industrial premises) must carry out a fire risk assessment based on the activities being carried out within the premises. Responsible persons under the Order are required, following a risk assessment, to implement appropriate fire safety measures to minimise the risk to life from fire and to keep the assessment up to date.

From the date these Regulations came into force, it became a requirement for all responsible persons to:

- Carry out a fire risk assessment of the workplace, taking into consideration all employees and all other people who may be affected by a fire in the workplace and to make adequate provision for any disabled people; with special needs who use, or may be present in the premises. The Fire Risk Assessment shall be stored within ALB Brickwork Ltd Software.
- Identify the significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire. If five or more people are employed, it is a requirement that these significant findings are recorded; **(However it is recommended that a written record is produced on all occasions to assist with the process of ongoing reviews);**
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace;
and
- Provide information, instruction and training to employees about the fire precautions in the workplace.

ALB Brickwork Ltd carry out the following and log records electronically:

- Weekly Fire alarm tests;
- Monthly Fire extinguisher checks;
- Monthly Emergency escape lighting checks;
- Monthly Fire door and Emergency exit checks;
- Six monthly evacuation records;
- Emergency evacuation plans;
- Six monthly fire alarm servicing records;
- Annual emergency escape lighting records;
- Annual fire extinguisher servicing records.

First Aid at Work

Assessing the first aid needs of ALB Brickwork Ltd employees whilst they are working on and travelling between client sites provides an adequate review and, if necessary, provision and training, as per the requirements of the First Aid at Work Regulations 1981 (amended 2013).

First aid at work covers the arrangements that must be made to ensure employees who suffer injuries or fall ill whilst at work receive immediate attention and, where necessary, emergency services are called.

First Aid aims are to:

- Preserve life;
- Protect the casualty from further harm;
- Relieve pain;
- Promote recovery;

First aid treatment does not include giving tablets or medicine to treat illness.

ALB Brickwork Ltd must assess and ensure that adequate numbers of suitable people are provided to administer first aid in the work place. Suitable people are those who have received training and hold current qualifications and any additional training that may be appropriate depending on additional workplace hazards and other situations (e.g. lone working).

It is the responsibility of Line Managers to determine adequate numbers of First Aiders in their area, considering different types of work activity, numbers of ALB Brickwork Ltd employees and distance from professional medical help.

Different work activities and work situations that must be considered include:

- Long distances from First Aid or emergency facilities;
- Employees regularly working away from employers premises;
- Maintaining mechanical equipment;
- Shift workers;
- Nature and distribution of the workforce (people at particular risk);
- Lone workers;
- Employees who work on third parties premises;
- Absence of First Aid people due to ill health or annual leave;
- High-risk areas (close contact with machinery, dangerous loads).

Consideration must be made to ensure cover is available during annual leave, sickness and shift work. Sufficient numbers of "Appointed Persons" may cover this especially in the case of mobile employees.

Qualified First Aiders and Appointed Persons should always use gloves when dealing with a First Aid incident.

LOLER

Under the Health and Safety at Work Act etc.1974 (HASAWA) employers must make arrangements to ensure that all employees are given the necessary information, instruction, training and supervision at all times and ensure that these provisions are met.

The Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) apply in all premises and work situations subject to the Health and Safety at Work, etc Act 1974 and build on the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER).

Employers have duties under these Regulations in situations where lifting equipment is used by employees at work. In addition, persons who have any control of lifting equipment, or who use, supervise or manage the use of lifting equipment also have a duty under the Regulations but only to the extent of their control.

The range of equipment covered is wide. In most cases LOLER will not apply to equipment which does not have as its principal function a use for lifting or lowering of the type associated with traditional lifting equipment.

Management Responsibilities



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The Managing Director will ensure that Policy and Procedure is appropriately communicated, understood and implemented. This will be achieved by regular audits and inspections.

The Line Manager will be responsible for the completion and documentation of suitable risk assessment prior to work commencing.

Operatives who carry out the work must use systems and equipment provided correctly and report any loss or defects to the General Manager. Any additional risks associated to the task must also be reported and risk assessments updated appropriately.

Policy Objectives

Before considering any significant work involving lifting operations, a task specific risk assessment must demonstrate that there is no safer way of completing the task. All work must be:

- Assessed for risk to the standards as far as is reasonably practicable;
- Properly planned;
- Appropriately supervised;
- Through the implementation of an appropriate safe system of work ensure the safety of people who may be exposed to risk are protected including third parties;
- Undertaken by competent people who have been suitably trained, equipped and instructed in using the appropriate ALB Brickwork Ltd work procedures;
- Ensure the safety of those affected by activities arising from lifting operations.

Risk Assessment

The Management of Health and safety at Work 1999 Regulations impose a duty on employers to carry out suitable and sufficient assessment of risk to which employees and people who may be affected by their activities are exposed. With the assistance of the Managing Director the appropriate manager must ensure that task based risk assessments are fully completed for all work activities their people carry out. This includes activities involving lifting operations. Completed assessments may be forwarded to the Managing Director for inclusion in the ALB Brickwork Ltd Safety Management System (SMS). The factors that are required to be considered in the LOLER assessment are:

- Type of load being lifted - it's nature, weight and shape;
- Risk of the load falling or striking something and it's consequences;
- Risk of the lifting equipment striking something or someone and it's consequences;
- Risk of the lifting equipment falling or falling over whilst in use and it's consequences;

Arrangements

Compliance with the following arrangements will ensure the achievement of the ALB Brickwork Ltd policy objectives above.

Definitions

- Lifting Equipment: Work equipment for lifting or lowering loads and includes its attachments used for anchoring, fixing or supporting it;
- Accessory for Lifting: Work equipment for attaching loads to machinery for lifting;
- Lifting Operation: An operation concerned with lifting or lowering of a load;
- Load: Includes a person, materials, as well as the lifting accessories and hook block;
- Examination scheme: A suitable scheme drawn up by a competent person for such thorough examination of lifting equipment at such intervals as may be appropriate;

- Thorough Examination: Means a thorough examination by a competent person and includes any appropriate testing;
- Work Equipment: Includes any machinery, appliance, apparatus, tool or installation for use at work.

Lifting of Persons

The following points must be addressed.

- Lifting equipment used for lifting people must prevent anyone using it from being crushed, trapped or stuck, or from falling from the carrier;
- Lifting equipment used for lifting persons must have devices to prevent the risk of a carrier falling;
- If a person is trapped in any carrier they should not be exposed to danger and must be capable of being freed;
- Lifting equipment for lifting persons must be thoroughly examined every six months, or at shorter intervals, if considered appropriate, or in accordance with the intervals specified in an examination scheme drawn up by a competent person.

Lifting Operations Planning

When planning lifting operations, the following must be considered:

- The load to be lifted, its weight, shape, lifting points;
- The load's current and future position including point loading of final resting place;
- How lifting equipment will be used;
- Working environment to take account of visibility, weather conditions, access, egress, proximity hazards e.g. underground services;
- Personnel availability, training, knowledge and experience.

Thorough Examination Inspection and Maintenance

All new lifting equipment must be supplied with an EC declaration of conformity, have relevant certification and be appropriately CE marked.

If the declaration is more than 12 months old the need for an initial thorough examination should be guided by when the equipment was made and likely deterioration during storage which could increase risks in use. If an examination is necessary, its extent should reflect the likelihood of failure and the actual risk which could arise from any such failure.

All lifting equipment shall be subject to a thorough examination by a competent person at least every 12 months. Accessories for lifting, (whether or not they are used for lifting persons) and all other lifting equipment used for lifting persons shall have a thorough examination at least every 6 months.

An examination shall also take place each time that exceptional circumstances which are liable to jeopardise the safety of the lifting equipment have occurred.

Lifting equipment obtained from a third party must be accompanied by physical evidence of the last thorough examination and test before it is used in the new employer's premises. Lifting equipment must also be thoroughly examined to ensure correct installation and safe operation after it has been installed and before being put into service for the first time or after it has been relocated, if its safety is dependent on its installation.

Where lifting equipment is exposed to conditions that may cause deterioration likely to result in danger it must be thoroughly examined by a competent person.

Reports and Information

The person undertaking the thorough examination must notify the employer immediately of any defects that are, or could be, a danger to people and, as soon as practicable, submit a written and signed report to the employer and, if appropriate, the person hiring or leasing the lifting equipment. Where necessary the equipment **MUST** be removed from service and isolated to prevent further use. The enforcing authority must also receive a copy of any report where there is an existing or imminent risk of serious personal injury due to a defect in the lifting equipment. For lifting equipment that has been hired or leased the enforcing authority is the HSE, in other cases it is the enforcing authority for the premises.

Examination Reports

The following information should be included in a thorough examination report.

- Name and address of employer;
- Address of premises at which the thorough examination was made;
- Lifting equipment identity marks, including date of manufacture if known;
- Date of last thorough examination;
- Safe working loads, including those associated with equipment configurations;
- Where the thorough examination relates to the installation or assembly of the lifting equipment, notification of the fact and that it has been installed correctly and is safe to operate;
- Information as to whether the thorough examination relates to a 6 or 12-monthly examination carried out under an examination scheme, or an examination carried out in cases of exceptional circumstances where the safety of the lifting equipment may have been jeopardised. The report should also state that the lifting equipment is safe to operate;
- Details and identification of any parts found to be defective, including a description of the defect, where the defect is or could become a danger to people;
- Details of any necessary repairs, renewals or alterations to correct a defect. In cases where the defect may represent a danger to people the following must be included:
 1. The time in which the defect could become a danger;
 2. Details of repairs, renewals or alterations necessary to correct the defect;
 3. The latest day on which the next thorough examination must be carried out;
 4. Details of any tests if these are included in the thorough examination;
 5. The date of completion of the report.
- Name, address, qualifications and employment status of the person making the report;
- If the person is an employee then the name and address of his or her employer must be included;
- Name and address of the person signing or authenticating the report;
- Report date;

Defects noted during an inspection of the lifting equipment, which pose or may pose a danger to people, must also be notified to the employer immediately. A written record of the inspection must be made.

Employers may not use any lifting equipment notified as having a defect before the defect is corrected. In cases where the defect could become a danger, the lifting equipment may not be used after the time specified in the report (i.e., the time after which the defect is deemed by the competent person to be dangerous) until the defect is corrected.

Safe Working Loads

The Lifting Operations and Lifting Equipment Regulations 1998 requires that machinery and accessories are clearly marked to indicate their safe working loads (SWL). Most 'traditional' lifting equipment, i.e. machinery and 'conventional' accessories, should be marked with the SWL, as should other equipment which present similar risks.

Where lifting machinery and equipment has a safe working load which varies within its operating radius or is dependant upon how it is configured, it must be clearly marked or adequate information is provided to indicate to the user the corresponding safe working load. Any marking should be clearly visible or the information be readily available to the operator or user.

For lifting accessories with one SWL the value of the SWL should be marked on the accessory. Where this is not possible, a coding system should be used which allows the user to determine the SWL, examples of such systems include colour coding or attaching some form of label.

Failure of Lifting Equipment

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), place a legal duty to report any collapse, overturning or failure of load-bearing parts of lifts and lifting equipment **immediately** to the HSE incident contact centre.

Manual Handling

This procedure relates to requirements imposed by the Health and Safety at Work, etc Act 1974 (HSAWA), the Management of Health and Safety at Work Regulations 1999 and the Manual Handling Operations Regulations 1992 reinforce this requirement.

Any manual handling operation is defined as, “transporting a load and supporting of a load (including pushing, pulling, carrying, throwing, team handling, lifting whilst seated and supporting in a static posture)”. Where the effort is applied indirectly i.e. using a rope or lever, this is still classed as manual handling.

A clear hierarchy of control for manual handling operations has been established that reflect the importance of eliminating manual handling operations. They are:-

- Avoid hazardous manual handling operations, so far as is reasonably practicable;
- Assess any hazardous manual handling operations that cannot be avoided;
- Reduce the risk of injury, so far as is reasonably practicable;

Manual Handling Risk Assessment

The HASAWA and supporting Regulations impose a duty on employers to carry out suitable and sufficient assessment of risk to which employees and people who may be affected by their activities, are exposed. It is the responsibility of Line Managers to complete task Risk Assessments for all work activities their people carry out. This includes activities involving Manual Handling Operations.

Generic Manual Handling Tasks

Some work activities may be assessed and, depending on the situation, a generic Manual Handling Risk Assessment may be deemed suitable.

Example – Cleaning - If the same lifting operation is completed by the same team in the same location on a weekly basis with no other factors changing, then a generic Risk Assessment may be put in place for this location only. This must be reviewed if there are any changes made relating to the activity or location.

Maintenance

Planned and preventative maintenance on all lifting and mechanical aids and equipment will ensure the efficient and safe manual handling operations.



Mechanical Assistance

Use of mechanical aids and lifting equipment, can greatly reduce effort and improve positioning. Lifting equipment must be suitable and fit for purpose. Lifting equipment will require a suitable assessment and inspection regime – for further information refer to the Lifting Operations and Lifting Equipment Regulations (LOLER) and Provision and Use of Work Equipment Regulations (PUWER) Procedures.

New and Expectant Mothers

This Procedure covers female employees who are a new or expectant mother. In other words, women who have notified their employer that they are pregnant, or have given birth, within the previous six months.

Risk Assessment

Whilst any employee does not have to inform ALB Brickwork Ltd that they are pregnant or a nursing mother, other than for maternity pay and leave purposes, until ALB Brickwork Ltd receive written notification they are not obliged to take any action other than that resulting from the normal risk assessment requirement.

Risk assessments during pregnancy should be conducted throughout as there may be changes as the pregnancy progresses.

If any risks are identified the employee must be informed directly or through their Line Manager. This should include involvement in what is being proposed to reduce, remove or control the risks.

The Risk assessment will be carried out electronically.

Personal Protective Equipment

This procedure applies to employees who require Personal Protective Equipment whilst carrying out their respective duties and tasks. Similar standards should be expected of Contractors.

ALB Brickwork Ltd will provide, where necessary, or where it has been identified by a relevant Risk Assessment (RA) and at no cost to the employee, all relevant Personal Protective Equipment (PPE). Where costs are incurred on the grounds of cosmetic or personal preference then the employee will meet these additional costs.

Before considering any work activity and selecting any item of personal protective equipment, a task specific risk assessment must demonstrate that the hierarchy of risk control has been considered and there is no practical alternative to the PPE selected. All PPE must be:

- Considered as a last solution, after all other controls have been considered and found to be unsuitable;
- Fit for purpose so far as is reasonably practicable;
- Approved to Community European (CE) standards and legal requirements;
- Stored so as to ensure that when next used the equipment is fit for purpose;
- Selected to ensure that no greater harm results from the use of PPE.

PPE shall be stored safely and maintained in accordance with manufacturer's instructions to ensure that the equipment complies with its original specification.

Personnel shall sign to confirm the receipt of items of PPE using the PPE register and records of issue shall be held on file.

PUWER

The Provision and Use of Work Equipment Regulations 1998 (PUWER)

The Regulations require that equipment provided for use at work is:

- Is suitable and fit for purpose;

- Is inspected and maintained in a safe condition to pre-determined regimes;
- Is used by people for whom the equipment is provided;
- Has suitable levels of information, instruction and training available;
- Conforms to CE and/or British standards;
- Is assessed for levels of risk as far as is reasonably practicable;
- Has correct isolation systems in place;
- Accompanied by suitable safety measures, e.g. protective devices, markings, warnings.

Definitions

Work Equipment: Is defined as any machinery, appliance, apparatus, tool or installation for use at work whether exclusively or not.

Examples include both manual and power driven equipment, hand tools, hammers, knives, handsaws; drills, circular saws, photocopiers, dumpers, air compressors, computers, lift trucks, vehicle hoists, lifting equipment, ride on and powered mowers, ladders, portable equipment, measuring devices, access equipment etc.

Items not covered include: privately owned cars, livestock, substances such as acids, alkalis, slurry, cement, structural items, walls, stairs, roofs, fences, small office stationery items such as staplers and hole punches.

Inspection:

- A. Visual examination;
- B. Thorough examination.

Both of the above examinations to be carried out by a competent person.

A competent person is: *one who has the necessary skills, knowledge, experience and other attributes in the inspection, usage and maintenance of the equipment used. They will need to have the necessary practical and theoretical knowledge to recognise any defects and their significance to the prevention of danger during work.*

Use:

Includes any activity that may be associated with the work equipment, such as starting, stopping, programming, setting, transporting, repairing, modifying, maintaining, servicing and cleaning.

The regulations demand that users of work equipment, their supervisors and managers be provided with information, instruction and training covering use of the work equipment.

Responsibilities

Line Managers

Will ensure the correct use of work equipment provided and raise any safety issues relating to the correct use or function of the work equipment.

- They will complete and review associated documentation;
- They will review levels of competency within their teams and that equipment used is fit for purpose and well maintained;
- They will ensure that up to date details of inspections, faults found and any remedial repairs are recorded and kept in a log covering work equipment.



Employees

Must use work equipment in accordance with the manufacturers or other instructions, information and training provided. Carry out a visual inspection prior to use and where appropriate carry out recorded annual inspections to identify any losses or defects that must be reported to supervisors and managers.

Purchase of Equipment

ALB Brickwork Ltd will only purchase equipment from approved suppliers. Before purchase of any work equipment consideration will be given to:

- Suitability,
- The environment it is to be used,
- The process for which it will used

Equipment Selection and Assessment

Equipment is only to be used for the tasks they were designed to do.

New equipment should comply with applicable European Standards and have the CE mark as appropriate.

The assessment should be retained for the life of the equipment plus three years and be available to the equipment user.

Maintenance

All work equipment will be maintained on a regular basis as per the manufacturer's instructions and will be recorded in a Check List for low risk equipment.

The Line Manager will also ensure that up to date details of inspections/faults found and any remedial repairs are recorded and retained until the next inspection.

Inspection

Operators (visual) inspection, routine inspection and thorough inspection will be carried out as required in the manufacturers instructions and be subject to a minimum inspection regime.

Equipment found to be faulty must be withdrawn from use immediately and marked appropriately. Where repairs are necessary these must be completed and re-inspected before returned to use. Equipment that cannot be repaired must be destroyed and the inspection records endorsed.

Where the safety of equipment depends on installation this must be inspected by a competent person to ensure it is safe for use. Inspection must take place:

- After installation and before use for the first time;
- After assembly at a new location;

Any equipment which is unsafe must be removed from service with immediate effect.

If the equipment is provided for common use on site such as a scaffold, it must be established who is to take responsibility for inspections and ensuring that it complies with regulatory requirements.

Information Instruction and Training

Users and supervisors of work equipment must have available to them adequate H&S information and where appropriate any specific written instructions pertaining to the use of the equipment. Items of information might cover conditions and methods of use, foreseeable abnormal instructions and any conclusions drawn from previous experience of using the work equipment.

Employees who use work equipment, supervise or manage its use must receive adequate training in the work methods involved and any associated H & S risks.

All requests for training must be made formally. Competent preferred suppliers will deliver approved training in a timely and cost effective way. On completion of training, central records and training details will be added to personnel files.

Hazards & Protection Measures

The provision of safe equipment is an essential part of PUWER. Equipment must, where necessary, be fitted with safety devices or protected against failure. Measures must be taken to ensure that access to dangerous parts of machinery is prevented, such as using the hierarchy of controls.

Hierarchy of Control:

1. Fixed enclosing guards (most effective option);
2. Other guards or protection devices;
3. Protection appliances (jigs, push sticks etc.);
4. Information Instruction and training.

Hazards

Examples of common hazards are shown below:

- Ejected or falling objects;
- Rupture or disintegration of parts of the work equipment;
- Fire or overheating of the work equipment;
- Unintended or premature discharge of any article or any gas, dust, liquid, vapour or other substance produced, used or stored in the work equipment;
- Unintended or premature explosion of the work equipment or any article or substance produced or stored in it.

Protection from the above hazards should not to be prevented by provision of PPE alone. Information, Instruction & Training and Supervision must be implemented. Measures to minimise the effects of the hazard as well as to reduce the risks must also be taken.

Protection Measures

Guards and protection devices must be:

- Suitable;
- Of good construction, sound material and adequate strength;
- Be maintained in an efficient state, efficient working order and good repair;
- Not increase health and safety risks;
- Not be easily bypassed or disabled;
- Be at a sufficient distance from the danger zone;
- Not duly restrict the view of the operating cycle of the machinery;
- Be constructed or adapted to allow the fitting of replacement parts and maintenance work.

Control Systems

The provision, location, use and identification of control systems and controls on work equipment, relates to the starting or significantly changing, the operating conditions, stop controls, emergency stop controls and general control systems.

All controls for work equipment (a control is the manual actuator that the operator touches i.e. a button, foot-pedal, knob or lever) should be clearly visible and identifiable, including appropriate marking where necessary.

All work equipment must have a means of isolation from sources of energy. It must be clearly identified and readily accessible. Reconnection must not result in risks to the H & S of the operator.

Generally the above requirements will be met by the manufacturer of new equipment; however, the controls on older equipment should be reviewed.

Warning Notices & Operating Signs

All work equipment must have clearly visible markings where appropriate. They must be unambiguous, clearly perceived and easily understood. This is an important point to note on visual inspection.

RIDDOR (Accidents, Incidents, and Near Misses)

RIDDOR requires the specified responsible person to report certain defined, work-related accidents or incidents to the enforcing authority. In summary, the accidents or incidents that are required to be reported include:

- all fatalities;
- accidents resulting in any of the specified "major injuries";
- certain defined work-related diseases;
- certain dangerous occurrences such as building collapses, gas explosions, etc;
- accidents resulting in employees being off work for more than seven days. This includes any days they would not normally be expected to work such as weekends, rest days or holidays but excludes the day of the incident;
- Injuries to non workers.

The deadline by which an over seven day injury must be reported is 15 days after the accident.

Risk Assessment

The Management of Health and Safety at Work Regulations 2002 ("Management Regulations").

These require an employer to make a suitable and sufficient assessment of the risks to health of its employees, namely the risks to health and safety of its employees to which they are exposed to while at work. The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct by him or his undertakings.

Risk Assessment is required of all activities managed by ALB Brickwork Ltd which could cause harm to people so suitable and sufficient precautions (control measures) are put in place. The assessment will determine if more should be done to prevent harm to anyone. An assessment of significant risks must be carried out prior to attempting any work place task or activity. A risk assessment may also be made of a workplace environment or general condition (e.g. working during pregnancy).

Risk assessment is one of the cornerstones of the ALB Brickwork Ltd Safety Management System, the company will ensure that an assessment of risk is carried out for the work-based tasks and activities prior to the activity taking place. Control measures will be put in place before the tasks and activities are carried out, reducing the risk of harm so far as is reasonably practicable.

Before commencing work tasks and activities, a risk assessment will have demonstrated that a safer way of completing the task is not necessary. The objective is that each activity or task will:-

- Be assessed for foreseeable risks;

- Be properly planned;
- Be appropriately supervised;
- Be carried out to a safe system, to ensure, as far as is reasonably practicable, the safety of all people who may be exposed to risk or affected by the activities;
- Be undertaken by competent people who are suitably trained, equipped and instructed;
- Use the appropriate ALB Brickwork Ltd work procedures, or those of a competent contractor.

ALB Brickwork Ltd shall adopt a generic and specific risk assessment approach.

Description

- Generic – A general assessment of a specified task at numerous similar locations;
- Site Specific – A more detailed assessment of a site specific or task specific hazard;
- Other – Activities that require a specific risk assessment such as DSE, Manual Handling.

When conducting a risk assessment, consideration must be given to people who are at particular risk. For example:

- a certain level of fitness or physical capability may be required to do the task (e.g. climbing ladders);
- young/inexperienced people (including apprentices and graduates);
- those recovering from illness or accidents;
- people with conditions such as colour blindness;
- expectant or new mothers may be at particular risk.

Review of Risk Assessments

Generic risk assessments will be reviewed at least annually. If there are any changes to the work place, task or activities these should be recorded.

Also, following any accidents or incidents, a review of any associated risk assessments will be carried out.

Training

The training requirements of all individuals to carry out their work safely are assessed and provided in accordance with the ALB Brickwork Ltd Training Procedure. Minimum standards of safety management training are defined in the training matrix. Monitoring and recording of all internal and external Health and Safety training provided will be undertaken.

Young Persons in the Workplace

The Health and Safety at Work etc. Act 1974 applies to virtually all workplaces and employers have a duty under section 2 to ensure the health, safety and welfare of employees at work so far as is reasonably practicable. This duty is owed to employees individually, not collectively. Section 3 places a very similar duty on employers to ensure the health and safety of non-employees (young persons) who may be at risk from the employers work activities. Section 7 places a duty on employees to ensure their own health and safety and to ensure that their actions do not put anyone else at risk. As young persons are potentially more likely to be unaware of the dangers present without being aware of the possible consequences adequate supervision is a mandatory requirement.

The Management of Health and Safety at Work Regulations 1999 as amended support the general duties laid down under the HASAW etc. Act and also contain significant requirements in relation to young persons. This is to undertake a risk assessment of the work activities and premises and to take into account such risks to young persons such as landings, stairways, atriums and other such places, which could attract young persons, which may become 'detached' from their parents or guardians supervision.

Before considering bringing young persons into the workplace, a specific risk assessment regarding the young and inexperienced must be completed. All requirements must:

- Assess risks to all young people under 18 years of age as far as is reasonably practicable before they enter the premises;
- Ensure that the risk assessment takes into account their psychological or physical immaturity, inexperience and lack of awareness of existing or potential risks;
- Be appropriately and adequately supervised;
- Implement an appropriate safe system of work to ensure the safety of people who may be exposed to risk;
- Ensure that risk assessments are undertaken by competent people who have been suitably trained, equipped and instructed in using the appropriate work procedures;
- Ensure the safety of those affected by activities arising from young persons in the workplace;
- Inform the line manager/parent/guardian of any child and/or young persons of compulsory school age of the key findings of all risk assessments and the control measures that they must introduce before the young person(s) is allowed onto the premises;
- Take account of the risk assessment in deciding whether young persons should be prohibited from certain work activities/work areas.

Risk Assessment

The Health and Safety at Work etc. Act 1974 and supporting Regulations impose a duty on employers to carry out suitable and sufficient assessment of risk to which employees and young persons who may be affected by their activities are exposed. It is the responsibility of each Line Manager to complete task assessments for all work activities their people carry out, this includes activities involving both parent/guardian. Assessments are to be completed electronically.

Definition

- **Young Person:** Is anyone under 18 years of age,
- **A Child:** Anyone who is not over the compulsory school age, they have not reached the official age at which they may leave school. This is generally referred to as the minimum school leaving age (MSLA).

Working at Heights

This procedure outlines the ALB Brickwork Ltd requirements imposed by the Health and Safety at Work Act etc. 1974. The Working at Height Regulations 2005. The Management of Health and Safety at Work Regs 2003 reinforces this requirement, the Provision and Use of Work Equipment Regulations 1998 (the Construction (Health Safety and Welfare) Regulations 1996 and the Workplace (Health, Safety and Welfare) Regs 1992.

Elimination of risk is the key factor in all work activities.

From the outset of all prevention is the primary goal. Working methods will take full account of this by ensuring adequate Risk Assessment. Suitable equipment and appropriate levels of information instruction, training and supervision will be given to all employees who are required to work at height.

Working at Height

Ladders/Stepladders should only be used for access, egress and short duration work, (Maximum of 15 minutes work at a single position before it is moved). Ladders and Stepladders must be for industrial use and not DIY ladders.

Competent Persons

A competent person is one trained in the inspection, use and maintenance of the equipment with the necessary practical, theoretical knowledge, and other attributes, ability to recognise any defects and understand their significance and the prevention of danger during work.

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Inspection of Access Equipment

All inspection reports must be endorsed with the appropriate access equipment's unique identification number. Formal inspections shall be undertaken at regular intervals not to exceed the following:

- All other equipment e.g. ladders/Stepladders – 12 months.

All equipment must be inspected at the prescribed time and the results must be recorded on an inspection report form for ladders/Stepladders.

Equipment purchased henceforth must be tested strictly in accordance with manufacturer instructions. Line Managers must be informed when new access equipment is purchased for addition to the local asset register and future testing.

Equipment found to be faulty must be withdrawn from use immediately and marked appropriately. Where repairs are necessary these must be completed and re-inspected before returned to use. Equipment that cannot be repaired must be destroyed and the inspection records endorsed.

Use of Ladders/Step Ladders

Ladders are not to be used as a long term working platform. Persons using ladders must have received appropriate information and instruction and a record of this training must be logged. Where ladders are in use they must be securely tied at the top or footed prior to use. The feet of a portable ladder shall be prevented from slipping during use by securing the stiles at or near the upper or lower ends by an anti-slip device or any other arrangement of equivalent effectiveness.

The use of Stepladders is permitted provided that a suitable Risk Assessment is carried out prior to work commencing. Careful consideration on the selection and use of stepladders must be given in context to the task being carried out. Ladders and Step Ladders must be for industrial use and not DIY ladders.

Falling Objects

Suitable provision must be made to prevent people, equipment, material or other items from falling.

No material or object shall be thrown or tipped from height where it is liable to cause injury.

Materials and equipment must be stored in such a way as to prevent risk to any person from the collapse, overturning or unintentional movement of the materials or equipment.

Working Alone

During periods of working alone it is essential that Line Managers know where you are working.

Discipline

Breaches of health and safety rules will be handled through the Company Disciplinary procedure in the same manner as any other breach of company rules.

Resources

General policy and procedures for H&S matters will be the responsibility of the Managing Director. Provision of adequate resources for the execution of these will be the responsibility of the Managing Director.

Communication




Management at all levels are responsible for putting in place arrangements for the distribution of safety related material, for consultation with and for the provision of feedback from their teams relating to procedures, work practices, equipment, emergency situations, changes and incidents.

Performance Measurement

The Managing Director will be responsible for completing Health and Safety audits, based on agreed Health and Safety Standards. Reports identifying areas of non-compliance and weakness will be completed by the Managing Director.

The Managing Director will hold accident report details and statistics.

The Managing Director will discuss accidents and incidents reports that have occurred in the workplace as reported. Feedback and actions from these discussions will be recorded and discussed.

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04/01/2021	Initial Issue	Managing Director 	1
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04/01/2023	Initial Issue	Managing Director 	1