

# Health and Safety Policy



***Prepared on behalf of: -***

**Instant Crusher Spares Limited**

***By***

**Citation plc**

**February 2013**



February 2013

Instant Crusher Spares Limited  
24 Castle Park Industrial Estate  
Flintshire  
Cheshire  
CH6 5XA

Dear Sirs,

Following the completion of the questionnaire undertaken at your premises, I am pleased to submit your Health and Safety Management System together with procedures for monitoring and health and safety compliance.

Should you have any questions following the installation of this system, please remember that Citation plc are here to assist you and advice can be obtained 24 hours a day by telephoning the number shown on your helpline card. If changes in legislation are made which affect your undertaking, your Health and Safety Management System will be updated. If however, any changes occur within your business, such as new or additional premises, procedures etc. please notify Citation plc and all the necessary amendments will be made.

If at any time throughout your contract you or your company are not satisfied with the service that is being provided by Citation plc, please contact the office immediately so that the problem can be rectified.

Assuring you of our best attention at all times.

Yours faithfully,



Dave Jeffery  
CMIOSH  
Health and Safety Consultant

Personnel • Employment Law • Health & Safety  
Safeguarding your business through prevention & protection

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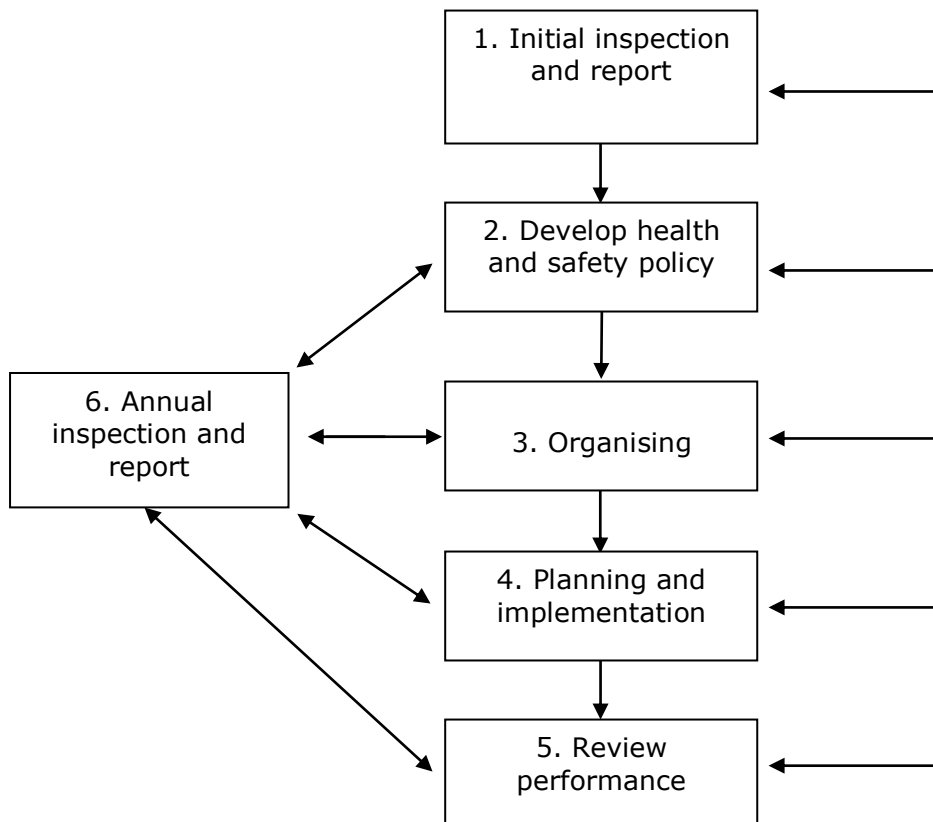
## **Health and safety management system**

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the company. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: -

- Planning.
- Organisation.
- Control.
- Monitoring and review.

This health and safety policy includes a management structure and arrangements developed for the company to ensure compliance with the law; its format enables it to be integrated with any existing management systems.

Guidance is provided to show how this policy can be used as part of an effective Health and Safety Management System to ensure compliance and control in a logical manner, by describing the service provided by Citation plc and the contributions required by the company.



The flow diagram above provides a pictorial representation of good management practises in line with the HSE's normative standards, each step is explained further overleaf.

1. Initial inspection/report – visit by consultant who will complete a questionnaire, inspect the premises and provide a written report. The report will identify the current practical, physical and procedural weaknesses in complying with regulations.
2. Policy – developed and installed to the client by a Citation plc, Health and Safety Consultant. The installation visit will include an explanation of the system, advice on how to comply with legislation and an introduction to risk assessments. The organisations 'statements of intent' contained within the policy should be signed and dated by the person with overall responsibility for health and safety.
3. Organising – the organisation structure, individual responsibilities and monitoring procedures that need to be undertaken. Management leading by example is essential to fostering a positive health and safety culture.
4. Planning and implementation – Instant Crusher Spares Limited commit to adhering to the policy arrangements including the completion of risk assessments and implementation of safe working practices.

Planning should include: -

- Elimination or reduction of risks through selection of correct equipment, facilities and processes.
  - Identifying the need, type and number of assessments to be carried out.
  - Setting of objectives and timescales.
  - Identifying personnel to be involved and level of competence.
  - Safety procedures required.
  - Implementation of control measures.
5. Review/measure performance – active monitoring of the organisation's goals and objectives will provide a status of achievement and identify where efforts need to be concentrated.

Review process should include: -

- Training undertaken and further requirements.
  - Assessments and safety procedures.
  - Effectiveness of control measures.
  - Compliance with current legislation.
  - Complaints and hazard reports.
  - Accident statistics.
  - Effectiveness of monitoring lists in policy.
  - Achievement of standards/benchmarks.
  - Compliance with regulations.
6. Annual inspection – this will be carried out by a Citation plc, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a written report will be forwarded along with any required policy amendments.



## **Introduction**

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Instant Crusher Spares Limited are effectively discharging their statutory duties by preparing a written Health and Safety Policy. A copy of the policy and associated employee handbook, which outline our health and safety arrangements and organisational structure, are held at Instant Crusher Spares Limited's main place of business.

Instant Crusher Spares Limited are aware that in order to ensure the health and safety policy is maintained effectively; it is essential that all references and information are up-to-date and accurate. Should any changes occur within the business e.g. introduction of new processes or systems etc. or, if changes occur that impact on the organisation of health and safety responsibilities, a nominated representative will liaise with Citation plc, whose Health and Safety Consultants will advise on any policy updates that are needed and arrange for such amendments to be forwarded.

The health and safety policy will be constantly monitored by management and reviewed at the time of annual inspection. In addition, arrangements within the policy will be reviewed if accident trends or the findings of any management inspections raise concerns.

In order for Instant Crusher Spares Limited to discharge its statutory duties, employees are required by law, to co-operate with 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. Instant Crusher Spares Limited encourages all employees to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.



## **Health and Safety Policy Statement**

The following is a statement of the organisation's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Instant Crusher Spares Limited to ensure so far as is reasonably practicable, the health, safety and welfare of all employees working for the company and other persons who may be affected by our undertakings.

Instant Crusher Spares Limited acknowledges that the key to successful health and safety management requires an effective policy, organisation and arrangements, which reflect the commitment of senior management. To maintain that commitment, we will continually measure, monitor and revise where necessary, an annual plan to ensure that health and safety standards are adequately maintained.

The Managing Director will implement the company's health and safety policy and recommend any changes to meet new circumstances. Instant Crusher Spares Limited recognises that successful health and safety management contributes to successful business performance and will allocate adequate finances and resources to meet these needs.

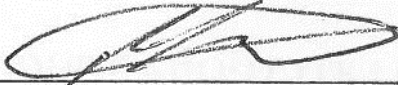
The management of Instant Crusher Spares Limited looks upon the promotion of health and safety measures as a mutual objective for themselves and employees. It is therefore, the policy of management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the organisation aims to protect everyone, including visitors and members of the public, insofar as they come into contact with our activities, from any foreseeable hazard or danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and are informed of their personal responsibilities to take due care of the health and 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 the organisation in order that it can comply with the legal requirements placed upon it and in the implementation of this policy. Instant Crusher Spares Limited will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The organisation will ensure a systematic approach to identifying hazards, assessing the risks, determining suitable and sufficient control measures and informing employees of the correct procedures needed to maintain a safe working environment.

We will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

We regard all health and safety legislation as the minimum standard and expect management to achieve their targets without compromising health and safety.

Signature: -  \_\_\_\_\_ Date: - February 2013

Position: - Managing Director Review: - February 2014



## **Environmental Statement**

Instant Crusher Spares Limited 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 issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.

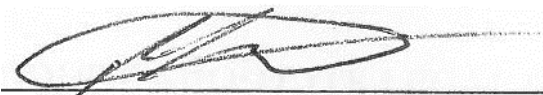
Provide for the effective use of resources by: -

- Promoting waste minimisation by recycling or finding other uses for by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the organisation's operations.

Co-operate with: -

- The 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: -



Date: -

February 2013

Position: -

Managing Director

Review: -

February 2014



## **Organisation**

Safety management structure

Nominated responsibilities

- The Managing Director
- Line Managers
- The Office Manager

General responsibilities

- Employers
- Employees
- Sub contractors and self employed

Information for employees

Joint consultation

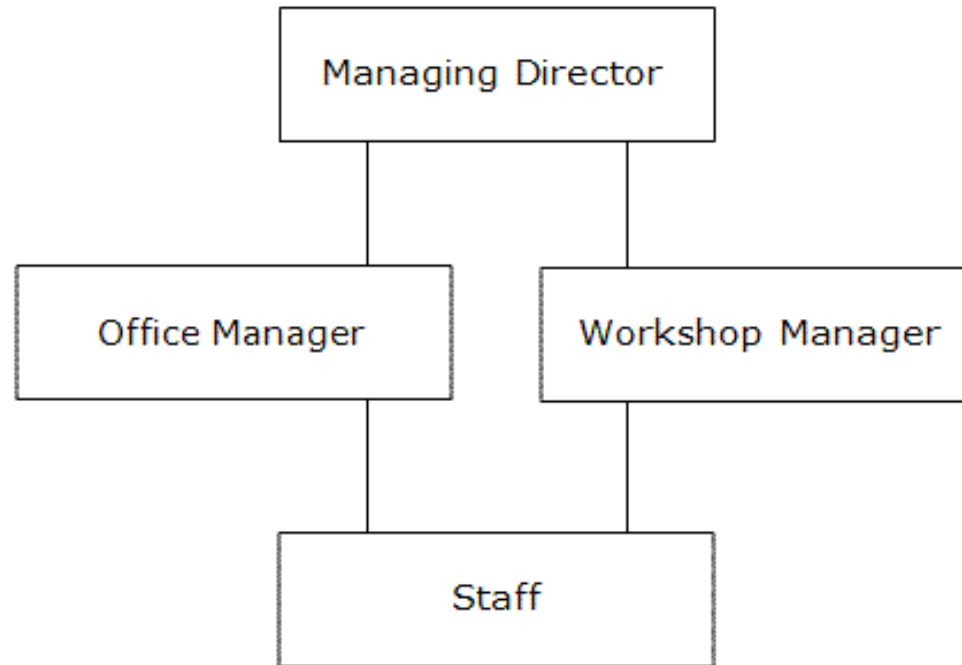
Working time Regulations

General Monitoring

- Fire
- Health and Safety Policy









## **Individual responsibilities**

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of 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: -

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- The policy is reviewed for compliance with the objectives for health and safety.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- The organisational structure is appropriate in order to manage health and safety.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the company's 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 the company.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the company and that relevant employees are informed of the significant findings of the assessments.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- A system is implemented to ensure contractors have the necessary competence and resources in order to carry out work safely on behalf of the company.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the company.
- Manual handling training is undertaken and reviewed regularly or if process change requires re-assessment.
- 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.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.

The Line Managers will ensure that: -

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- All employees fully understand safe systems of work, rules and procedures and that suitable records are kept.
- Regular health and safety audits and inspections are carried out in accordance with company's health and safety monitoring procedures.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the company's rules, safe systems of work and training required to perform their duties and work-related tasks.
- 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.
- 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.
- All health and safety issues raised by employees are recorded and investigated.
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of work equipment and services used by the company.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Safe access and egress are provided and maintained in all areas within the company.
- Relevant statutory signs and 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.
- Work that is considered to present a serious or imminent risk of injury to employees or others is stopped immediately.
- Risk assessments are compiled within the workplace.

## **Fire responsibilities**

The Office Manager will ensure that: -

- All employees receive 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 and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- The requirements for employee training in fire safety are adhered to.
- 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.
- 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.



## **Employer's 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 use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they: -

- Assess all risks to worker's health and 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.
- 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 and safety law.
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

## **Employee's responsibilities**

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of himself/herself and any other person who may be affected by their acts or omissions at work.

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 Instant Crusher Spares Limited and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to: -

- Always follow safety rules, avoid improvisation and comply with the health and safety policy.
- Only perform work that they are qualified to undertake.
- Always store materials and equipment in a safe manner.
- Never block emergency escape routes.
- Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.
- Always wear suitable clothing and personal protective equipment for the task being undertaken.
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to: -

- Utilise all items that are provided for safety.
- Comply with all safety instructions.
- Report to management anything that they may consider to be of any danger.
- Advise management of any areas where protection arrangements require reviewing.

### **Sub-contractors/self employed personnel responsibilities**

Will be made aware of the organisation's health and safety policy, safety rules and: -

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation.
- Will comply with all instructions given by management.
- Will co-operate with our Organisation to ensure a high standard of health and safety on all contracts with which they are involved.
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties.
- Will comply with signing in and out procedures.

### **Employee information**

Information regarding health and safety law is provided in a number of ways: -

- Employees are provided with a copy of the 'Employee handbook'.
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is completed with address of the local enforcing authority, the Employment Medical Advisory Service (EMAS) etc. and names of responsible persons.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

### **Joint consultation**

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

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

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



Health and safety will 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 and safety plan.
- Occupational health issues.
- Introduction of new technology.
- Result of health and safety audits.
- Review of significant findings identified by reports produced by Citation plc.
- Completion of corrective actions.
- Review of training needs.

Citation plc along with other professional bodies will inform senior management of any relevant changes to health and safety. Management will disseminate this information to all relevant employees.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

### **The Working Time Regulations**

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: -

- Those whose place of work is distant from their home or whose places of work are distant from one another.
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons.
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes.
- Those whose work is seasonal, including tourism.
- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Information on night workers and on 'other special cases' can be obtained from Citation's Health & Safety Helpline.



**Fire "Monitoring"**

Person responsible: - \_\_\_\_\_ Frequency: - \_\_\_\_\_

Signature: - \_\_\_\_\_ Date: - \_\_\_\_\_

No	Items to be checked	Yes	No	N/A
1	Are fire fighting appliances in their designated position, and unobstructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are fire exit doors kept unlocked during occupancy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Has the fire alarm system been tested and records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is housekeeping in all areas kept to a high standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all fire doors and exit routes kept clear of obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are flammables stored away from sources of ignition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are combustibles stored appropriately? i.e. not beneath stairwells or against electrical apparatus.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Monthly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all signs including exit, fire notice and appliance usage clearly displayed throughout the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is emergency lighting tested and recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are all combustible materials and flammable substances stored in their designated areas with signs displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Have all employees been instructed on the emergency evacuation procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are all employees aware of smoking restrictions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Annually</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Has a fire evacuation drill been undertaken and recorded within the last twelve months?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Has the Fire Risk Assessment been documented and reviewed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Has all fire fighting equipment had its annual service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Instant Crusher Spares Limited

<b>No</b>	<b>Action required</b>	<b>By whom</b>	<b>Date due</b>	<b>Date done</b>	<b>Intl.</b>
<b>A copy of all completed forms must be kept on file</b>					

**Health and safety arrangements "Monitoring"**

Person responsible: - \_\_\_\_\_ Frequency: - \_\_\_\_\_

Signature: - \_\_\_\_\_ Date: - \_\_\_\_\_

No	Items to be checked	Yes	No	N/A
1	Is the Health and Safety Policy signed and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have all employees been issued with a copy of the 'Employee Handbook' and acknowledgement slips returned?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are the arrangements for joint consultation effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Have all risk assessments been completed, reviewed and copies made available to relevant staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are control measures and safe systems of work in place and being adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is first aid provision adequate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Have all accidents/incidents been investigated, recorded and reported where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all training requirements documented and reviewed where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all statutory inspections, tests and maintenance requirements undertaken and documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are procedures for the control of contractors effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Has the business changed resulting in a need to review the Health and Safety Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Instant Crusher Spares Limited

<b>No</b>	<b>Action required</b>	<b>By whom</b>	<b>Date due</b>	<b>Date done</b>	<b>Intl.</b>
<b>A copy of all completed forms must be kept on file</b>					

## **Arrangements**

Abrasive wheels  
Access and egress  
Accident reporting  
Alcohol and drugs misuse  
Compressed air  
Contractors  
COSHH  
Disciplinary rules  
Display screen equipment  
Driving at work  
Electricity  
Engineering workshop  
Fire  
First aid provision  
Gas safety  
Hazard reporting  
Health surveillance  
Hot work (welding, brazing and cutting)  
Housekeeping  
Information, instruction and training  
Leptospirosis  
Lifting equipment  
Lighting  
Lone working  
Manual handling  
Method statement  
Mobile plant and equipment  
Monitoring inspection and review  
New and expectant mothers  
Noise at work  
Occupational asthma  
Permit to work  
Personal protective equipment  
Risk assessment  
Safety signs  
Smoking in the workplace  
Stress  
Vibrating tools  
Visit by Enforcement Officer  
Waste disposal  
Welfare  
Work equipment  
Workplace transport  
Young persons





## **Abrasive wheels**

### Description

Every year, there are a number of accidents arising from the use of work equipment, including abrasive wheels. An abrasive wheel is defined as a wheel consisting of abrasive particles, bonded together using organic or inorganic substances such as resin. Other risks to health and safety, which may arise from the use of abrasive wheels, include dust, noise and vibration.

### Associated hazards

- Wheel breakage/bursting.
- Contact or entanglement with running wheel.
- Physical injury from component being ground.
- Noise and vibration.
- Dust inhalation.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that a risk assessment identifies: -

- Significant hazards and risks arising from the operation.
- Persons at risk.
- The appropriate controls to be implemented.

In addition Instant Crusher Spares Limited will: -

- Monitor the effectiveness of the arrangements.
- Review these arrangements periodically.
- Ensure that all operators are properly trained in the safe use of grinding machines.
- Ensure that the mounting and dressing of abrasive wheels is only done by appropriately trained people.
- Provide personal protective equipment including eye protection, as identified through assessment.
- Ensure that transparent screens are fitted to fixed bench or stand-mounted machines, to intercept sparks and particles.
- Maintain the floor area immediately around grinding machines in a good condition, and free from obstruction.
- Ensure that wheel guards are secured in position and properly adjusted, before the wheel is run.
- Ensure that grinding operations are carried out in such a manner as to not introduce a risk of fire.
- Monitor the maximum speed of the wheels against the RPM of the grinding machine.

Employee's responsibilities

Take care of themselves and others in work activity involving abrasive wheels and to also: -

- Follow training, guidance and instruction given, to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report to their line manager any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.

Note: - Employees are reminded that, if they find any defects or faults with work equipment, then they must: -

- Stop the work safely.
- Isolate the equipment.
- Report the defect to their supervisor.

Equipment that has been identified as "Unsafe to use" should be labelled as such and taken out of service.

## **Access and egress**

### Description

Safe access and egress includes movement of persons, equipment and vehicles into, around and out of the place of work.

### Associated hazards

- Slips, trips and falls.
- Falling objects.
- Vehicle movement.
- Uneven/obstructed floor.
- Trailing cables.
- Opening in the floor.
- Unsuitable/insufficient lighting.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- Arrangements and procedures are in place to ensure pedestrian safety and pedestrian/vehicle segregation where possible.
- 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 areas of high risk are guaranteed.
- Suitable covers are provided and are put in place over openings in the floor, or suitable safety fencing (rigid material – flexible chains not acceptable) is in place.
- Floor coverings are in good condition and free from slipping and tripping hazards.
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit with suitable handrails fitted to stairways.
- All contractors will be closely monitored to ensure that they do not hinder safe access/egress of personnel when working at the premises.
- This policy will be subject to regular monitoring and review.

### Employee's responsibilities

- Follow advice and information given by the employer in relation to safe access and egress.
- Regularly check that there is sufficient space to move about their work area freely and where necessary report any problems.
- Report any situation to the employer where safe access and egress is restricted or obstructed so that arrangements for the appropriate remedial action can be taken.



## **Accident reporting**

### Description

There are many hazards present in all workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all employees, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded.
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury.
- All members of staff are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.
- A nominated person notifies the Health and Safety Executive (HSE), using the appropriate online RIDDOR reporting form via [www.hse.gov.uk/riddor/report.htm](http://www.hse.gov.uk/riddor/report.htm), of any relevant accident, dangerous occurrence and/or instance of work related ill-health, which falls under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where: -

- A member of staff, or a self-employed person, working for or on behalf of Instant Crusher Spares Limited is killed or suffers a major injury (including as a result of physical violence).
- A member of the public or other person not at work is killed.

RIDDOR reportable instances include those described below. This list is not exhaustive and Instant Crusher Spares Limited will contact Citation plc's advice line for further guidance, support and clarification.

### Major injuries

- Fracture other than to fingers, thumbs or toes.
- Amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight (temporary or permanent).
- Chemical or hot metal burn to the eye or a injury to the eye.

- Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
- Any other injury; leading to hypothermia, heat induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

#### Over seven-day injury

This is an injury, which is not major but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

#### Work-related disease

- Certain poisonings.
- Skin disease such as occupational dermatitis.
- Skin cancer.

#### Dangerous occurrence

- Collapse, overturning or failure of load bearing parts of lifts and lifting equipment.
- Plant or equipment coming into contact with overhead lines.
- Electrical short circuit or overload causing fire or explosion.
- Collapse or partial collapse of scaffold over 5 metres high or which has been erected near water where there is the potential of drowning after a fall.

#### People not at work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital.
- A member of the public or person who is not at work has died.

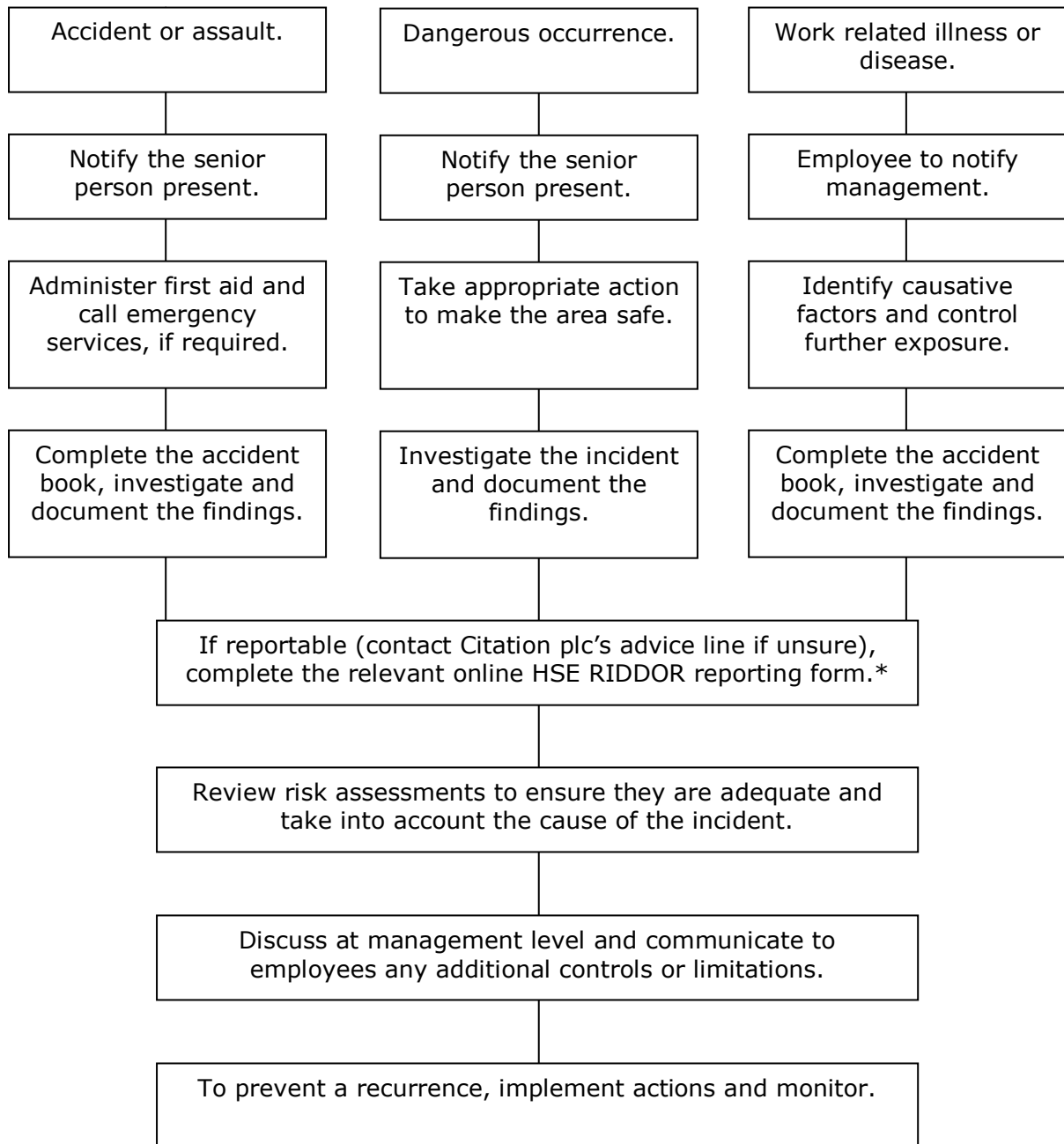
In addition Instant Crusher Spares Limited will ensure that: -

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation.
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced.
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

#### Employee's responsibilities

Any members of staff who are involved in, or aware of, an accident must follow the accident reporting procedure and inform the employers, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

### **Accident reporting flowchart**



\*Note the Incident Contact Centre telephone reporting service is only available for major injuries and fatalities on 0845 300 9923





## **Alcohol and drugs misuse**

### Description

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. In jobs where safety is paramount, such as the transport industry, any form of drug or alcohol related problem is a very serious matter and in some circumstances may be a criminal offence. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

### Associated hazards

- Impairment of co-ordination.
- Inability to drive or use equipment safely.
- Lack of awareness, judgment and sense of danger.

### Employer's responsibilities

Instant Crusher Spares Limited will: -

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees and others.
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring.
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable.
- Treat all information in the strictest of confidence.

### Disciplinary procedures

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary or capability procedures.
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal.

### Employee's responsibilities

Employees must: -

- Not attend for work at any time whilst under the detrimental influence of alcohol or drugs.
- Seek help voluntarily if they recognise they have an alcohol or drug related problem.
- Advise the employer if they are aware that a colleague has an alcohol or drug related problem that is affecting their work. This will ensure that the employee receives the necessary support and assistance needed.



## **Compressed air**

### Description

A compressed air supply, either from a cylinder or from a compressor must be treated with respect. It must never be used for blowing dust or swarf from clothing, skin or glassware or for ventilation purposes. It may only be used to clean down machinery if there is a safe working procedure in place and no other more suitable method is practical. It is particularly dangerous to direct a jet of compressed air at the body as this may introduce air into the bloodstream, produce serious eye injury, or cause a burst eardrum. Pipe connections must be appropriate for high-pressure work, standard worm driven hose clips are not acceptable for this purpose.

### Associated hazards

- At high pressure it can penetrate the skin.
- Particles or oil carried in an air jet can damage the eyes.
- Oil-coke deposits in a system can spontaneously ignite and cause an explosion.
- Vessels containing compressed air, even at comparatively low pressure, can explode violently once their integrity is compromised.
- Dirty or 'wet' air can lead to corrosion and blocked valves, which may make the system unsafe.

### Employer's responsibilities

Instant Crusher Spares Limited recognise that working with compressed air systems can be a hazardous activity if not properly controlled, to enable a safe working environment to be maintained we will: -

- Use the risk assessment process to identify all hazards and controls from those activities requiring the use of compressed air.
- Inform and instruct all employees of the hazards and controls.
- Train employees in the pre start inspection of air tools to check that the hose connections are in good condition and that the lines are free from dirt.
- Position equipment on firm and level ground and maintain clear access for its use, isolation and maintenance.
- Where required, provide sucking equipment such as vacuum cleaners for cleaning plant, equipment and surfaces instead of compressed air blowing.
- Ensure that all compressors have statutory inspections and testing conducted along with regular maintenance and servicing in line with the manufacturer's recommendations.
- Ensure all employees are informed of the disciplinary action for incorrect or unauthorised use.
- Have a system in place to ensure that any equipment that is involved in an incident is withdrawn from service pending the outcome of any investigations and will not be used under any circumstances until a competent engineer has released the equipment for use.

Employee's responsibilities

- Never use compressed air hoses to dust themselves down.
- Always isolate the main air supply before disconnecting any air tools.
- Follow the manufacturers and any specific company instructions at all times.
- Only use tools for which they are trained.
- Wear the personal protective equipment which has been provided for use with the equipment.
- Report any defects immediately and do not use the equipment until the problem has been safely rectified.

## **Contractors**

### Description

A contractor is anyone who is undertaking work on our behalf but is not a direct employee. Contractors may be employed to undertake maintenance, repairs, installation, construction, window cleaning, engineering and many other jobs. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such contracts, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract.

Thus, in any client/contractor relationship, both parties will have duties under health and safety law. Contractors are especially vulnerable and may put the client's own employees at risk.

### Associated hazards

- Contaminated land.
- Movement of site traffic.
- Excavations.
- Working at height.
- Manual handling injuries.
- Hazardous materials/substances.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that competent contractors are selected and appointed having regard to: -

- Hazards on site.
- Site rules and safety procedures.
- The need for and selection of protective clothing.
- Any special equipment required.
- Information, instruction and training.

Other issues to be addressed are to: -

- Ensure that risks associated with the work are assessed.
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress.
- Inform staff where contractors are working in their particular area.
- Manage, supervise, co-operate with and co-ordinate contractors when on site.
- Ensure that contractors provide and use safe plant and equipment and all necessary PPE.

Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed.

Contractor's/sub-contractor's responsibilities

All sub-contractors undertaking work on our behalf: -

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract.
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work.
- Must agree risk assessments and any method statements with the client before work commences.
- Must inform the client of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place.
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations.
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER).
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment, air compressors and pressure plant.
- Must report all accidents to the client immediately so that they can record the incident in the accident book.

## **Control of Substances Hazardous to Health (COSHH)**

### Description

Using chemicals or other hazardous substances at work may put peoples health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (as amended) (COSHH).

Hazardous substances include: -

- Substances used directly in work activities (e.g. paints, adhesives, cleaning agents).
- Substances generated during work activities (e.g. soldering, welding fumes).
- Naturally occurring substances (e.g. grain, dust).
- Biological agents (e.g. bacteria and other micro-organisms).

Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.

### Associated hazards

- Skin irritation.
- Asthma.
- Losing consciousness.
- Cancer.
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

### Employer's responsibilities

Instant Crusher Spares Limited recognises its responsibilities in the provision of a safe working environment in relation to the management of potentially hazardous substances and shall: -

- Identify and list those hazardous substances that are used or stored within company premises.
- Identify all work activities likely to produce or generate hazardous substances.
- Obtain hazard data sheets from suppliers.
- Identify who may be affected (e.g. employees, contractors, public).
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly if it is deemed to be no longer valid.

Where reasonably practical, the company will prevent exposure by: -

- Changing the process so that a hazardous substance is not required or generated.
- Replacement with a suitable alternative.
- Using the substance in a safer form.

If prevention is not practicable, the company will control exposure by: -

- Total enclosure of the process.
- Partial enclosure and extraction.
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance.
- Determining the need to monitor employee's exposure or if health or medical surveillance is required.
- Ensuring that control measures (e.g. ventilation and extraction) remain effective by inspection, testing and maintenance of plant and equipment.
- Recording the findings in a COSHH assessment and review the assessment regularly or if is deemed no longer valid.
- Providing a copy of each relevant COSHH assessment to those persons considered at risk.

#### Employee's responsibilities

Employees have responsibilities under COSHH Regulations, and are expected to: -

- Take part in training programmes.
- Observe container hazard symbols.
- Practice safe working with hazardous substances.
- Report any concerns to their immediate supervisor.
- Wear, use correctly and maintain any personal protective equipment provided.
- Return all hazardous substances to their secure location after use.
- Use the control measures provided properly.



## **Disciplinary rules**

### Description

Instant Crusher Spares Limited believes that health and safety is a critical factor that needs to be taken into account when running a business. To enable the company to control safety, a number of safety rules have been established. Failure to comply with these rules may result in disciplinary action.

### Employer's responsibilities

Employees of Instant Crusher Spares Limited may be dismissed for gross misconduct if, after investigation the company believes that they have acted in any of the following ways: -

- Deliberately breaking any written safety rules.
- Removed or misused any piece or item of equipment, label, sign or warning device that is provided by the company (or its agents) for the protection and safety of its employees.
- Used a naked flame in a non-designated area.

Failed to follow established procedures for the use of: -

- Flammable or hazardous substances.
- Toxic materials.
- Items of lifting equipment.
- Plant or machinery.
- Behaved in any manner that could lead to accidents or injury, including horseplay, practical jokes etc.
- Undertook any action that could interfere with an accident investigation.

Instant Crusher Spares Limited will ensure that contact is made with the Advice Line at Citation plc prior to undertaking any disciplinary action.

### Employee's responsibilities

- To take care of the health and safety of themselves and others.
- To co-operate with their employer.
- To not misuse or interfere with anything provided for health, safety and welfare.
- To report any identified hazards to their employer.
- To comply with clearly indicated and specific safety rules.
- To wear safety clothing or equipment provided.
- Conduct themselves in such a way that they do not create a potential risk of injury or danger to themselves or to anyone else.



## **Display screen equipment (DSE)**

### Description

Display Screen Equipment (DSE) based work can potentially have serious effects on health.

DSE users can experience a range of different physical and psychological health problems including eyestrain, blurred vision, headaches, and musculoskeletal problems including repetitive strain injury (RSI) and work related upper limb disorders (WRULD).

Problems are caused by a combination of badly designed jobs, equipment and work environment. However, most of these conditions are preventable by giving attention to the way in which work is organised, and providing appropriate equipment and workplaces.

### Associated hazards

- Musculoskeletal injuries.
- Repetitive Strain Injury (RSI).
- Work related upper limb disorders (WRULD).
- Visual fatigue.
- Stress.

### Employer's responsibilities

Instant Crusher Spares Limited is committed to ensuring that employees are not subjected to adverse health effects as a result of the use of display screen equipment. For the purpose of this policy, a user is defined as someone who is required to use DSE equipment for a significant part of his/her working day

Instant Crusher Spares Limited, in consultation with employees, will fulfil its obligations by: -

- Identifying all DSE users as defined by regulations.
- Reducing the risk associated with DSE use to the lowest reasonably practicable level.
- Ensuring the risk assessment process is undertaken with the involvement of the employee.
- Providing suitable work equipment and arrangements for regular breaks.
- Ensuring that all DSE users receive sufficient information, instruction and training relating to risks to health and how these can be avoided.
- Incorporating task changes within the working day in order to prevent intensive periods of on-screen activity.
- Arranging and paying for eye and eyesight tests on request by identified DSE 'Users'.
- Contributing towards corrective appliances (glasses), where recognised 'Users' require these solely and specifically for working with DSE.

Instant Crusher Spares Limited will ensure that, where required all new-starters will complete a DSE assessment questionnaire.

Where a user raises a matter related to health and safety in the use of display screen equipment, the company will: -

- Take all necessary steps to investigate the circumstances.
- Ensure appropriate corrective measures are taken.
- Advise the user of the actions taken.

Employee's have a responsibility

- To inform the employer in confidence as soon as possible if a health problem arises through the use of display screen equipment.
- To work in accordance with any advice or guidance given by the employer.
- To familiarise themselves with the contents of the relevant risk assessments.
- Request Instant Crusher Spares Limited to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

## **Driving at work**

### Description

It has been estimated that up to a third of all road traffic accidents involve somebody who is at work at the time, making work-related road crashes the biggest single safety issue for most UK businesses. Promoting sound health and safety driving practices and a good safety culture at work may well spill over into private driving, and could reduce the chances of employees being injured in a crash whilst away from work.

### Associated hazards

- The driver: - competency, training, fitness and health.
- The vehicle: - suitability, condition, safety equipment (seat belts), and ergonomic considerations.
- The journey: - routes, scheduling, time, distance, weather conditions.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- Where possible, Instant Crusher Spares Limited will give consideration to the avoidance of driving or use an alternative mode of travel, where these are reasonably practicable alternatives. If driving is absolutely necessary, risk assessments will be undertaken for all work-related driving activities in consultation with employees.
- The necessary control measures will be implemented and communicated to employees.
- Drivers are fit and competent to drive: that he/she holds a valid driving licence, is suitably insured, is familiar with the vehicle and the task, understands the risk assessment findings and control measures and has received appropriate training, as necessary.
- Drivers are properly trained, induction training will be given to new employees and further training may be provided for those employees at highest risk e.g. those with high annual mileage, poor accident records and inexperienced drivers.
- Drivers will be trained to carry out basic safety checks, and what to do in the case of breakdown, accidents or emergencies.
- Journeys will be planned. The working day is agreed between the employer and employee so that employees do not work all day then be expected to drive for long periods. Scheduling will take into account routes, time, distance and weather conditions.
- Vehicles are appropriate for the task and maintained in a clean and roadworthy condition. Privately owned vehicles will not be used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT certificate.
- Satellite navigation systems are installed to the lower corner of the screen so as to not obstruct your view.

Employee's responsibilities

- Employees must follow any advice, information, instruction and training given by the employer.
- All employees who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving.
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose and is in a safe mechanical condition. This is particularly important for privately owned and driven vehicles.
- Drivers are expected to comply with traffic legislation, be conscious of road safety and demonstrate safe driving.
- It is expected that employees driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified.
- Drivers must stop after a crash or similar incident with which they are involved.
- Employees must provide to management a copy of their driving licence on request and declare any driving convictions.
- Employees must inform the employer if they become aware of any medical condition or take medication that might affect their ability to drive.

## **Electricity**

### Description

The safe management of electrical installations and equipment is essential to our business. It is therefore imperative that electrical systems and equipment are designed, constructed, selected, maintained and used with care.

### Associated hazards

- Contact with live parts, causing shock and burns.
- Faults that could cause fires.
- Fire or explosion where electricity could be the source of ignition.

### Employer's responsibilities

With regard to fixed installations Instant Crusher Spares Limited will: -

- Ensure that electrical installations and equipment are installed and maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations (as amended).
- Identify all main circuit breakers/isolators to ensure all persons understand how to isolate the equipment or building services safely in the event of an emergency.
- Have regard to the design, construction and selection of electrical equipment when purchasing such equipment for use in the workplace.
- 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.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the company's health and safety 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 i.e. they are EN/BS approved.

### Portable equipment and testing

Definition - Equipment, which is not part of a fixed installation but is able to be connected to a fixed installation, or a generator, by means of a flexible cable via a plug and socket assembly.

This 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.

Instant Crusher Spares Limited is responsible for ensuring that all portable electrical appliances are maintained in a safe condition and inspected at suitable intervals. Equipment will be marked to identify when tested and next test due date. The results of inspections shall be logged and records made available for inspection.

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.

#### Employee's responsibilities

Employees have a responsibility to: -

- Co-operate with management arrangements for electrical safety in the workplace.
- 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/lock out procedures as applicable.
- Not bring private electrical equipment onto company premises without prior authorisation from management. Any such equipment must be tested in accordance with company procedures.



## **Engineering workshop**

### Description

About two thirds of all accidents occurring in an engineering environment are caused by the movement of vehicles, materials and goods. These include slips, trips and falls and the lifting or moving of goods. Accidents and incidents of ill health can be greatly reduced by following safe systems of work and maintaining a high level of personal hygiene.

### Associated hazards

- Slips and trips.
- Collision with vehicles.
- Entanglement.
- Crushing.
- Cuts.
- Skin disease.

### Employer's responsibilities

To prevent adverse health effects Instant Crusher Spares Limited will ensure the provision of: -

- Training for employees on existing and new machinery.
- Washing facilities adequate for the number of employees in the workplace.
- Areas for eating and drinking that are separate to the general work area.
- Barrier and after-work creams.
- Storage facilities suitable for all substances used in the workshop.
- Appropriate personal protective equipment and train employees in its use.

### Lighting

This will be selected to ensure that it does not produce any glare or stroboscopic effects that can result in rotating machinery appearing stationary. Workplace lighting will be installed independent to any machinery with emergency lighting placed strategically in case of power failure.

### Guarding and interlocks

Guards and interlocks are fitted to various machines within the workshop in order to prevent access to dangerous moving parts. Under no circumstances are employees permitted to: -

- Remove guards.
- Override interlocks.
- Attempt to access moving parts of machinery that are guarded.

All vision panels that are provided in guards will be kept clean and replaced immediately if they become excessively scratched.

#### Swarf

Swarf will not be removed with bare hands. 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.

#### Gloves

Various types of gloves are provided for general use to help safeguard employees suffering cuts and chemical injuries. The wearing of gloves on some machines is not allowed (see relevant risk assessments).

Any employees breaching the above will be subject to disciplinary action.

#### Employee's responsibilities

- Don't wear rings, watchstraps or other jewellery that may pose a snagging hazard or trap substances next to the skin.
- Don't eat, drink or smoke in work areas.
- Wash with soap and water at regular intervals.
- Wear clean overalls and keep oily rags out of pockets.
- Cover any abrasions or cuts with a waterproof dressing.
- Follow guidance of the metalworking fluid supplier.
- Keep machines clean and free of debris.

## **Fire**

### Description

Fire prevention is an important obligation for all businesses. Instant Crusher Spares Limited has a responsibility for ensuring the health, safety and welfare of all employees and others who may have access to the workplace as well as adjoining businesses or premises. These general duties include safety in relation to fire hazards, both from the work processes and activities, as well as general fire safety in the workplace.

It is the policy of Instant Crusher Spares Limited to ensure that all employees, visitors, relevant persons and contractors are protected from the risks of fire. In order to achieve this, appropriate fire prevention, precautionary and evacuation measures shall be taken in compliance with the relevant fire legislation and recognised good practice standards.

### Associated hazards

- Flames and heat.
- Smoke and toxic fumes.
- Reduced oxygen.
- Collapse of buildings.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- All employees receive comprehensive induction before commencing work, to ensure that they are fully aware of all the arrangements in place to facilitate a safe evacuation.
- A fire risk assessment for the relevant premises\* is undertaken (and regularly reviewed) which clearly sets out identified control measures.

\* Note: either employers or persons in control of the premises have a duty to carry out a fire risk assessment.

- A register of employees is kept up-to-date and will be taken to the fire assembly point in the event of an evacuation.
- It takes account of people with disabilities when determining fire safety arrangements and evacuation procedures for buildings under its control.
- The requirements for employee training in fire safety are adhered to.
- A fire logbook is kept up-to-date and that it is available, on request, to the enforcement agencies.
- The fire alarm and all associated equipment is tested in line with current guidance 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 emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.

- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for information/inspection by the enforcing authorities.
- 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.

#### Employee's responsibilities

Employees are required to: -

- Practice and promote fire prevention.
- Raise the alarm on discovery of a fire.
- Report any concerns regarding fire safety to management, so that any shortfalls can be investigated and remedial action taken.
- Receive basic training in the action to take in the event of fire.
- Follow instructions and training in relation to fire safety in the workplace.
- Co-operate with management arrangements for fire prevention in the workplace.
- Accept individual responsibility to take reasonable care for the health and safety of themselves and for any other person who may be affected by their acts or omissions.

Instant Crusher Spares Limited does not expect employees to fight fires, however, extinguishing action can be undertaken if it is safe to do so and you have been trained. On no account should a closed room be opened to fight a fire.

## **Fire action**

### If you discover a fire

Immediately activate the call point.

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

The senior person present will call the fire brigade immediately by: -

- Using the phone to dial 999.
- Giving the operator the telephone number and asking for the fire brigade.
- When the fire brigade reply, give the response distinctly: -
- "We have a fire at Instant Crusher Spares Limited" and give the operator the address from which the call is being made.
- Do not replace the receiver until the fire brigade has confirmed the details.
- Call the fire brigade immediately to every fire or on suspicion of a fire.

## **On notification of a fire**

- Everybody that is affected will evacuate the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices.
- The senior person present will take charge of the evacuation and ensure that everybody is accounted for.

**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.**

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



## **First aid in the workplace**

### Description

People at work can sustain an injury or become ill and it is important that they receive immediate attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential, it can save lives and prevent minor injuries becoming major ones.

### Associated hazards

- Bodily injuries: blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls.
- Illnesses: asthma, diabetes, epilepsy etc.

### Employer's responsibilities

Instant Crusher Spares Limited will:-

- Carry out a first aid risk assessment for each workplace to identify: -
  - The level of first aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc.
  - First aid equipment and facilities.
  - Emergency procedures.
- Ensure employees are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises.
- Provide the minimum numbers of first aid personnel at all times.
- Display the names of trained first aiders and the location of first aid kits.
- Regularly monitor the contents of first aid kits and replenish stock.
- Provide training and refresher training of First Aiders and Appointed Persons.
- Dispose of contaminated waste properly.

### First aid kits in vehicles

Where at-risk employees travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

### First aid provision for non-employees

Whilst the Health and Safety (First Aid) Regulations place a duty on employers to make provision for their own employees, there is no legal responsibility towards non-employees. However, the Health and Safety Executive (HSE) strongly recommends they be included in an organisation's first aid provision. Therefore, when calculating the number of First Aiders for a workplace, the number of persons that may use or be present in the building at any one time should be taken into account.

First-Aiders are responsible for

- Undertaking a HSE approved training course and attending refresher courses annually.
- Ensuring that their First Aid at Work or Emergency First Aid at Work Certificate is kept up to date.
- Assessing the immediate situation where first aid is being applied, acting without placing themselves or others in danger and making the area safe.
- Administering first aid as required but within their capabilities. Where there is any doubt, managing the situation while waiting for medical assistance to arrive.

Appointed persons are responsible for

- Calling for the appropriate medical assistance.
- Keeping first aid signs up to date and legible.
- Ensuring first aid kits are checked regularly and contents are in date.
- Notifying the designated person if there are any entries in the accident book.

Employee's responsibilities

To reduce the risks of suffering personal injury or delay in getting treatment, employees must: -

- Co-operate with management arrangements for first aid in the workplace.
- Know the procedure for summoning help.
- Follow any guidance or instruction given, to prevent injury or ill health.
- Report any hazardous or dangerous situations to the employer.



## **Gas Safety**

### Description

Every year, a number of people die from carbon monoxide poisoning caused by gas appliances or flues which have not been installed properly or maintained. When gas does not burn properly, carbon monoxide is produced, which is poisonous.

### Associated hazards

- Tiredness.
- Drowsiness.
- Headache.
- Stomach pains.
- Nausea.
- Chest pains.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- All reasonable steps will be taken to secure the health and safety of employees and others who use or operate gas appliances. In this respect the term gas refers to mains gas, liquified natural gas and liquified petroleum gases, ie propane and butane.
- That suitable and sufficient risk assessments are undertaken in respect of gas safety.
- Gas installations and appliances are designed and installed by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations.
- That gas installations are maintained in a safe condition by carrying out annual safety checks and regular maintenance.
- That portable and transportable gas appliances are inspected and tested frequently as required (the frequency will depend on the environment in which the appliance is used and the conditions of usage).
- Safe systems of work for maintenance, inspection or testing are promoted and implemented.
- Monitoring of gas inspection, design and installation work, and the gas safety management system is carried out by competent persons.
- Contractors and persons who carry out work on gas installations and appliances are competent to do so.
- Suitable personal protective equipment is provided if required to include special tools, protective clothing and gas detection devices, and such equipment is maintained in good condition.
- Safety information is exchanged with contractors ensuring that they are fully aware of (and prepared to abide by) the company's health and safety arrangements.
- Detailed records required by the regulations and in relation to the above are maintained.

Employee's responsibilities

Employees must: -

- Co-operate with management arrangements for gas safety in the workplace.
- Not carry out repair work to gas appliances unless competent to do so.
- Follow any training, guidance and instruction given to prevent injury or ill health.
- Report any hazardous or dangerous situation to the employer.

## **Hazard reporting**

### Description

A hazard is something that has the potential to cause harm, ill health or injury, the associated risk is the likelihood that a hazard will cause harm during the course of the work activity.

### Associated hazards

- Tripping on trailing wires or loose floor coverings.
- Faulty electrical fittings.
- Unguarded edges.
- Obstructed emergency exit routes.

Near misses are hazardous incidents with the potential to cause an injury, e.g. employee tripped over a trailing cable but no injury occurred.

### Employer's responsibilities

Instant Crusher Spares Limited accepts that some of its work activities could, unless properly controlled, create hazards to employees and other people. To reduce the likelihood of injury or loss we will take all reasonable steps to reduce the risks to an acceptable level.

Consequently, Instant Crusher Spares Limited will inform employees of likely hazards by means of risk assessments, information, instruction, training and documentation.

To aid the recording of hazardous situations Instant Crusher Spares Limited have implemented a hazard reporting procedure for employees, this will encourage safety awareness in the workplace. By encouraging the workforce to use these systems, accidents should be reduced and lead to a safer working environment. In turn, this should improve the attitude of the workforce towards safety.

### Employee's responsibilities

Employees are to use the hazard reporting system as a means of communicating potentially dangerous situations or practices that may be present in the workplace; this is to be done verbally and in writing using the forms provided.

When a hazard has been identified it must be reported immediately to your supervisor. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

To use the hazard reporting procedure, simply: -

- Print and complete the 'Hazard detection report' and distribute copies to relevant staff.
- Liaise with the Office Manager, who will carry out the necessary remedial action.



## **Health surveillance**

### Description

Health surveillance is conducted by observation, communication and systematically watching for early signs of work-related ill health. Health surveillance is essential if there is an identifiable disease or adverse health effect which is related to the employees' exposure to a health risk, and a risk assessment has identified as having a reasonable likelihood of occurring under the particular work conditions involved.

It requires the implementation of certain procedures to achieve this, including simple methods (i.e. looking for skin damage on hands), technical checks (i.e. audiology tests) or more involved medical examinations.

Some hazardous substances, as referred to in the HSE's EH40 and other guidance, will require health surveillance as a condition of use.

Health surveillance records should be kept for forty years and include: -

- Surname and forename.
- Permanent address.
- Sex.
- Date of birth.
- National Insurance Number.
- Date of commencement of present employment.
- A historical record of jobs involving exposure to the hazardous substances requiring the health surveillance.

### Associated hazards

- Noise.
- Whole body or hand-arm vibration.
- Solvents, fumes, dusts, biological agents and other hazardous substances.
- Dermatitis.
- Asthma.
- Asbestos, lead or work in compressed air.
- Ionising radiation.
- Diving.

### Employer's responsibilities

Instant Crusher Spares Limited will: -

- Carry out a risk assessment to identify the health hazards within the workplace and communicate the findings to employees.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that new staff are included in health surveillance programmes.

- Ensure that staff transferring to different work activities are included in the health surveillance programme if required.
- Provide staff with relevant information and training.
- Communicate the results of health surveillance to relevant employees.
- Ensure that employees and their representatives are consulted on the need and procedures for health surveillance.
- Ensure that personal files are kept up-to-date.
- Ensure that staff attend the health surveillance programme.
- Ensure that sickness absence is monitored and employees are referred to management if the reason for absence is thought to be work-related.
- Provide personal protective equipment where required.
- Monitor and review the effectiveness of the arrangements.

#### Employee's responsibilities

Employees must co-operate with their employer on matters of health and safety. This extends to health surveillance where it has been identified as a necessary control measure or where there is a specific statutory requirement.

If an employee has a concern about their health and safety, that of others affected by their work or encounters symptoms of ill health, they must inform their manager immediately.

## **Hot work (welding, brazing and cutting)**

### Description

Hot work includes operations that involve arc, plasma and gas equipment for welding, brazing and cutting. These activities are carried out regularly throughout industry and are so widely used that people often forget about the associated dangers.

Due to the convenience and versatility of this equipment, sometimes the need for training in its use maintenance, storage and servicing is overlooked, this can only lead to problems and have a serious effect on the wellbeing of affected employees.

### Associated hazards

- Exposure to hot surfaces.
- Electric shock and burns.
- Exposure to gases generated by the process.
- Radiation.
- Fire and explosion.
- Falling equipment.

### Employer's responsibilities

As our business activity involves hot work, we will: -

- Compile and communicate to employees, the findings of risk assessments for hot work.
- Carry out COSHH assessments and ensure proper controls are in place taking into account the material being worked, the environment, the need for respiratory protective equipment (RPE) and personal protective equipment (PPE), ventilation, health surveillance and the protection of others.
- In high-risk areas, control hot work activity with a permit to work system.
- Provide suitable first aid cover and equipment.
- Consider other hazards which may be present and put measures in place to control the associated risks. Examples include exposure to toxic fumes, work in confined spaces, oxygen depletion or enrichment, work on vessels or tanks which have contained flammable, explosive or toxic materials or fires caused by sparks.
- Ensure that all welding equipment, portable extraction systems and associated ancillaries provided are subjected to a documented regime of maintenance and statutory inspection.
- Ensure that only trained operatives carry out welding and cutting operations, the training will include: - the safe use of the equipment, PPE and RPE, precautions to be taken, use of fire extinguishers, means of escape, raising the fire alarm and calling the fire brigade.
- As identified by the relevant Control of Substances Hazardous to Health (COSHH) assessments we will provide health surveillance and keep records, for at least forty years. If the business ceases to trade, its health records should be offered to the Health and Safety Executive for safe keeping.
- Monitor and review the arrangements for hot work.

Employee's responsibilities

- Follow instruction, training and guidance given by the employer in respect of safe systems of work.
- Ensure that, regulators and flashback arresters are fitted, undertake frequent checks of hoses and connections and that gas bottles are stored securely.
- Shields, screens and barriers as detailed on the risk assessment, must be used in every instance.
- Keep respiratory protective equipment (RPE) and personal protective equipment (PPE) in good order, report hazards and defects to the employer.
- Co-operate with management arrangements for health and safety involving hot work.
- Report to management any instances where you feel your health has been compromised by the work being conducted.
- Do not attempt to carry out hot work unless trained to do so.



## **Housekeeping**

### Description

Poor standards of housekeeping are a common cause of injury and damage at work and can 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.

### Associated hazards

- Fire.
- Slipping, tripping/falling over.
- Poor cleanliness.
- Dirty equipment.
- Cluttered pedestrian gangways.

### Employer's responsibilities

Instant Crusher Spares Limited will: -

- Carry out a risk assessment in relation to housekeeping within the company and introduce control measures as appropriate.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Implement steps for the maintenance, cleaning and repair of the premises.
- Train employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment.
- Inform every employee of the risks which exist.
- Re-assess housekeeping as necessary if work processes change.

### Employee's responsibilities

Employees must: -

- Co-operate with management arrangements for good housekeeping in the workplace.
- Follow any guidance and instruction given to prevent injury or ill health.
- Report to the employer any hazardous or dangerous situations.



## **Information, instruction and training**

### Description

Preventing accidents and ill health caused by work is a key priority for Instant Crusher Spares Limited. Health and safety information, instruction and training helps the company to ensure our employees are not injured or made ill by the work they do; promotes a positive safety culture, where safe and healthy working becomes second nature to everyone; and enables the company to meet its legal duty to protect the health and safety of our employees. Training isn't just about formal "classroom" courses.

### Employer's responsibilities

- Consult with relevant persons to identify the information, instruction and training required for the company taking into account the level of skills required, the risks identified in the workplace, the position of the employee within the organisation and any relevant, specific individual needs.
- Undertake a risk assessment to identify any further specific training needs.
- Provide the necessary training, taking into account the capabilities, previous training, knowledge and experience of employees.
- Ensure that the demands of the job do not exceed the employees' ability to carry out their work without risks to themselves and others.
- Prioritise information, instruction and training to ensure that any high risk needs are met first.
- Determine the most suitable method for delivery of the information, instruction and training, including the use of internal and external providers.
- Assess the suitability of the training and its effect on the employee and/or the business to enable changes, modifications or additions to be made if required.

Relevant information, instruction and training will also be provided: -

- On recruitment.
- When moving persons to another task or promotion.
- When the process, equipment or system of work is changed.
- If a review determines a refresher program is required.

Instant Crusher Spares Limited will document and maintain records of all information, instruction and training provided.

### Employee's responsibilities

- Co-operate with the company in relation to all training aspects.
- Attend any training courses that are identified as necessary.
- Follow training, guidance and instruction to prevent injury or ill health.
- Use protective and safety equipment provided.
- Report to their line manager any hazardous or dangerous situations.
- Co-operate with management arrangements for health and safety.



## **Leptospirosis**

### Description

Two types of Leptospirosis can affect employees in the UK: -

**Weil's Disease:** a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats.

**The Hardjo form of Leptospirosis:** this is transmitted from cattle to humans. Symptoms include: a flu-like illness, severe headache and vomiting.

With both forms bacteria can enter the body through cuts and scratches, through the lining of the mouth, throat and eyes. This is normally after contact with infected urine or contaminated water found in sewers, ditches and ponds.

### Associated hazards, those at risk

- Farmers, sewer or ground workers.
- Vets and abattoir workers.
- Dairy farmers or fishery workers.
- People who participate in outdoor water sports in contaminated water.

### Employer's responsibilities

In line with our other procedures, Instant Crusher Spares Limited will: -

- Carry out a risk assessment of work activities that may put staff at risk of contracting the disease.
- Take any necessary measures to remedy any risks found as a result of the assessment and inform employees of the findings.
- Consider eliminating the rat population by using pest control measures.
- Ensure staff are issued with and wear suitable and appropriate PPE.
- Introduce safe systems of work after removing PPE, for handling any animal, or any contaminated clothing or other materials, and always before eating, drinking or smoking.
- Notify the Incident Contact Centre at Caerphilly should an employee contract the disease.

### Employee's responsibilities

Employees must: -

- Co-operate with management arrangements for the prevention and control of Leptospirosis in the workplace.
- Follow information, guidance and instruction given by the employer.
- Report any incidences of ill health to the employer.
- Make full and proper use of all personal protective equipment that has been issued to them.
- Maintain a high level of personal hygiene.



## **Lifting equipment and lifting operations**

### Description

Lifting equipment is usually defined as any plant certified for lifting; this includes cranes, excavators, rigs, hoists, telescopic handlers and forklifts, and lifting accessories such as chains, slings and eyebolts. The equipment can be either hand-operated or mechanically/electrically powered and also includes lifts used for the movement of materials and/or people.

### Associated hazards

- Lifting equipment being overloaded, causing collapse.
- Equipment striking other objects or vehicles.
- Equipment coming into contact with sources of electricity.
- Failure of poorly maintained equipment.
- Equipment being used by untrained operatives.

### Employer's responsibilities

As part of our work activity involves the use of lifting equipment we will ensure that: -

- Competent people carry out lifting operations in a well-planned and supervised manner.
- All lifting equipment is thoroughly examined before being used for the first time and at regular intervals thereafter. Formal checks and servicing are recorded.
- All lifting equipment is examined in line with the manufacturer's recommendations and applicable legislation.
- Equipment used for lifting people e.g. mobile elevating work platforms, hoists and lifts are thoroughly examined every six months.
- Lifting accessories such as chains, slings, eyebolts and shackles are also thoroughly examined every six months.
- Lifting equipment is clearly marked with its safe working load.
- Relevant employees are trained in the safe use and operation of lifting equipment.

Instant Crusher Spares Limited will ensure that risk assessments are carried out to identify any significant hazards that arise from the use of lifting equipment. These assessments will be communicated to all relevant employees. When compiling assessments the following points are to be considered: -

- The type of load being lifted.
- The risk of the load or equipment falling and striking a person or object.
- The risk of lifting equipment overturning whilst in use.
- The load-bearing capability of the ground on which it is situated.

To ensure the safety of everyone, any incident involving lifting equipment will be investigated immediately and appropriate action taken.

Employee's responsibilities

All employees are responsible for the safe use of lifting equipment and should only carry out work for which they have been trained. The following controls must be adhered to: -

- Equipment should only be used for the task it was designed for, and improvisation should not be practised.
- Before use, ensure all lifting equipment and associated accessories are marked with their safe working load.
- Only use equipment and associated accessories if they hold a current test certificate.
- Use all lifting equipment in line with any manufacturer's guidance and written operating instructions.
- Follow the risk assessment and safe system of work that is applicable to the lifting operation being undertaken.
- Isolate and report any damaged, misused, non-inspected or faulty work equipment.



## **Lighting**

### Description

Providing adequate lighting levels to enable people to work is a basic necessity. Good lighting that considers physiological and psychological needs of employees will create a work environment that is welcoming, energising and productive.

### Associated hazards

- Bodily injuries.
- Slipping/falling over.
- Electrical hazards.
- Poor housekeeping.

### Employer's responsibilities

To safeguard employees and visitors from the potential hazards presented by inadequate lighting, Instant Crusher Spares Limited will: -

- Carry out an assessment of lighting in the workplace to determine whether it is suitable. This will take into account employees with visual limitations together with the needs of older people.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Train employees on how to adjust for proper lighting in their jobs to prevent visual fatigue.
- Ensure that work is carried out by natural light wherever possible.
- Take precautions against glare.
- Ensure that lights are positioned to avoid risks to health and safety (fire etc).
- Ensure that supplementary lighting is provided, as necessary.
- Ensure that safe access is provided in order to clean or replace the lights or windows.
- Develop safe systems of work for such cleaning or replacement.

The following recommended standards may be adopted by Instant Crusher Spares Limited: -

- Outdoor lighting, especially where personal security is an issue - 20 lux, constantly maintained.
- Loading bays and outdoor work areas - 50 lux.
- Work requiring limited perception of detail - 100 lux.
- Local lighting at individual workstations - 200-500 lux with no sources of glare (i.e. direct sunlight, unshaded light-bulbs etc).
- Staircases and escalators - 300 lux, lit to provide good contrast between the treads and risers of the steps.
- Cellars and storerooms - 300 lux.
- Crossing points on traffic routes - 300 lux, constantly maintained.

### Emergency lighting

Emergency lighting may be needed to illuminate an escape route in an emergency evacuation (escape lighting), or to allow continued working or help evacuation of areas deficient in natural light, should the normal lighting fail (standby lighting).

Escape lighting will be provided to: -

- Clearly indicate the escape route.
- Allow safe movement along the route and through exits.
- Ensure fire-fighting equipment, call-points and other emergency gear can be readily located and any instructions seen.

Escape lighting should come on within five seconds of the failure of normal lighting, and provide at least 1-lux luminance at floor level. While this will seem 'gloomy', it is sufficient for safe movement during an emergency. The aim is to provide a similar level of lighting as moonlight.

The area immediately outside the final exit should be illuminated, to help dispersal of those leaving the premises in a hurry during nighttime hours. For most purposes, a back-up lighting duration of between one and three hours should be satisfactory.

### Employee's responsibilities

Employees must: -

- Report any defective lighting to the employer.
- Report any discomfort experienced as a consequence of lighting in the workplace.
- Co-operate with management arrangements for workplace lighting.

## **Lone working**

### Description

Lone workers can be anyone who works by his/herself without direct contact or supervision. Examples include: - a person working on their own in a workshop, home workers, persons working in an office on their own, persons working outside normal hours on their own and mobile or peripatetic workers.

### Associated hazards

- Accidents.
- Fire.
- Inadequate provision of rest, hygiene and welfare.
- Violence whilst at work.
- Manual handling activities.
- Transport breakdown/accident en route.
- Severe weather conditions.
- Tracing of home address through vehicle registration.
- Injury received whilst entering unsafe premises.
- Lack of adequate visibility, due to poor lighting.

### Employer's responsibilities

Instant Crusher Spares Limited realise that there may be concerns surrounding lone working, to allay these fears we will: -

- Identify all employees who are lone workers.
- Make a suitable and sufficient assessment of the risk to the health and safety of these employees and others who may be affected.
- Identify the preventative and protective measures needed, so far as is reasonably practicable.
- Ensure that mechanisms are in place to account for and trace the whereabouts of employees who work alone and that these systems are regularly checked.
- Ensure that training in interpersonal skills, managing aggression and personal safety, that emphasises prevention and the continual assessment of risk is in place and available to employees.
- Check that lone workers have no medical conditions, which make them unsuitable for working alone.
- Supervision of lone workers will be provided which will be based upon the findings of the risk assessment.
- Establish emergency procedures in consultation with employees.
- Ensure that appropriate support is given to staff following an incident.

Employee's responsibilities

Employees who are recognised as lone workers, must: -

- Co-operate with the employer by following rules and procedures designed to protect their safety as a lone worker.
- Attend personal safety training programmes as directed by the employer.
- Provide information on their whereabouts during working hours to the employer.
- Report all incidents relating to lone working using Instant Crusher Spares Limited's reporting procedure.

## **Manual handling**

### Description

Manual handling injuries can occur wherever people are at work. Manual labour, awkward postures, manual materials handling and previous or existing injury are all risk factors implicated in the development of manual handling injuries. Manual handling is defined as the supporting and transporting of a load by human effort and includes lifting, lowering, pushing, pulling or carrying.

### Associated hazards

- Sprains, strains.
- Hernias.
- Damage to the joints, ligaments, muscles and vertebrae.
- Slips, trips and falls.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- Manual handling operations that present a risk of injury are identified.
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation.
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk. The assessment will be recorded to show that it has taken place and to allow for easy review if circumstances change.
- Measures required to eliminate the risk, or reduce it to the lowest level that is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences.
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed.
- Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents.
- Staff recruited to posts involving manual handling are suitable for the work they are required to undertake, that job descriptions sent to applicants for employment include details of manual handling tasks where these are part of requirement of the post, and that staff in post continue to be suitable for the work.
- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed.

- Sufficient information about loads and environment is given to other employers who have control of workers on the premises and to self-employed contractors that will enable them to meet their responsibilities under the regulations.
- Premises outside the regular workplace at which employees may have to perform manual handling operations are taken into consideration when undertaking a manual handling assessment.
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy.

#### Employee's responsibilities

Employees involved with manual handling activity should: -

- Follow the safe system of work designed and introduced by the employer and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists.
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to the employer.
- Assist and co-operate with the process of the assessment of risk.
- Assist the employer with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to their daily work.
- Report all accidents, injuries and near misses involving handling activities – however trivial.
- Inform the employer if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to the employer.

## **Method statements**

### Description

A method statement sets out how a particular process will be carried out. It is commonly used to describe how construction or installation works will be carried out safely and will detail the possible dangers and risks associated with the project. Risk assessment findings will generally be incorporated into the method statement.

### Associated hazards

- Construction work.
- The use of hazardous substances in large quantities.
- The use of explosives.
- Lifting operations.
- Demolition.
- Potential exposure to hazardous dusts and asbestos.

### Employer's responsibilities

Following the completion of a risk assessment Instant Crusher Spares Limited may feel it necessary to also compile a method statement to further control the work activity, the statement will include: -

- Working systems and methods of control to be used.
- Arrangements for access e.g. to fragile surfaces.
- Methods for safeguarding existing structures.
- Structural stability precautions, e.g. temporary shoring arrangements.
- Arrangements for the safety of members of the public.
- Plant and equipment to be used.
- Health protection, such as the use of local exhaust ventilation and respiratory protection, where hazardous dusts and fumes could be created.
- Procedures to ensure compliance with legal requirements under, for instance, the Noise Act, Control of Lead at Work Regulations and Construction (Health, Safety and Welfare) Regulations.
- Any training needs for contractors' employees and the use of competent persons, and be brought to the attention of all employees who undertake the work.

### Employee's responsibilities

Employees must: -

- Carry out work in accordance with the method statement.
- Co-operate with management arrangements in respect of method statements.
- Report any uncontrolled hazards to the employer.
- Follow instruction, training and guidance given by the employer.





## **Mobile plant and equipment**

### Description

The use of plant and equipment such as dumper trucks, mobile elevated working platforms (MEWP's), excavators, tele-handlers, forklift trucks etc. pose serious dangers to people, structures and equipment. This equipment is used in many working environments including: - construction and demolition, installation and maintenance of utilities, materials handling, warehousing etc. As plant of this nature is normally controlled by a driver riding on the machine it is imperative that equipment is serviced and maintained in line with the manufacturer's, or 'Competent Person's' scheme of examination.

### Associated hazards

- Falling persons or materials.
- Overturning due to overloading, uneven ground, winds etc.
- Collapse of equipment.
- Moving parts.
- Collisions and contact with overhead electrical supplies.

### Employer's responsibilities

- Undertake risk assessments on the use of plant and equipment for the proposed tasks and implement suitable control procedures to minimise injury or damage to persons, equipment and structures.
- Ensure that all employees who use the equipment receive suitable and adequate information, instruction, training and supervision. Provide banksmen and signallers, where necessary.
- Equipment will only be used for the purpose it was constructed or adapted for and complies with the relevant standard including CE marking where appropriate.
- Competent persons to maintain and inspect equipment regularly and ensure suitable records are kept e.g. thorough examination of lifting equipment.
- Any defective equipment will be removed from service.
- Provide suitable and effective guarding to prevent access to dangerous parts of machinery and that guarding is regularly inspected and maintained by competent persons.
- Minimise the risk of persons or objects falling by supplying barriers, harnesses and methods for controlling access for persons, materials and equipment.
- Where applicable, suitable emergency devices such as stop controls are fitted.
- Not allow workers to be carried on mobile work equipment unless it is designed to carry persons and authorisation is given.
- Reduce the risks posed by equipment overturning e.g. provide 'roll over protection structures' (ROPS) and suitable restraining systems etc.
- Provide suitable personal protective equipment and ensure that it is used.

Approved training bodies include the Construction Plant Competence Scheme (CPCS) and National Plant Operators Registration Scheme (NPORS).

Employee's responsibilities

- Only use the equipment if trained and authorised.
- Strictly observe machine/equipment operating instructions and follow company procedures e.g. do not leave keys in unattended machines.
- Only use equipment, which has been provided and is suitable for the purpose.
- Check the equipment for defects before use and report any defects immediately. Do not use any faulty or damaged equipment.
- Never allow passengers to ride on a machine, unless it is specifically designed to carry passengers.
- Ask for a banksman if vision is restricted.

## **Monitoring, inspection and review**

### Description

There is a legal requirement to monitor and review health and safety arrangements. This enables organisations to assess how effectively risks are controlled in order to implement improvements, where required, and to develop a positive health and safety culture and safe working environment. The frequency of monitoring and review will be decided by the level of risks, competence of people, legal requirements, results of accidents and recommendations by manufacturers or suppliers of equipment.

Monitoring includes: -

- Checking compliance in following the Instant Crusher Spares Limited Health and Safety Policy, control measures stated in risk assessments and safe systems of work.
- Inspecting and testing of work equipment.
- Inspecting workplace locations and activities.
- Checking competence of workers.
- Checking the wellbeing and health of workers.

Employer's responsibilities are to: -

- Prepare and implement a plan for regular monitoring and inspection of health and safety arrangements.
- Arrange with Citation plc for annual inspections of the workplace and processes to be undertaken.
- Monitor employee's health requirements and fitness to work, where applicable, e.g. eye tests, effects of noise and vibration, general fitness etc., as required by risk assessment.
- Ensure competent persons regularly inspect, examine and test equipment, where applicable, following manufacturer's recommendations and at intervals, where set by statutory requirements.
- Regularly inspect the workplace and activities to ensure a safe working environment.
- Regularly check progress in complying with health and safety plans.
- Regularly check employee and contractor competence during work activities to ensure they are working safely and are following the requirements of the employee handbooks, instructions, etc.
- Review risk assessments at least annually, or where there has been a significant change in tasks, premises layout, equipment or personnel.
- Record results of inspections and monitoring that is undertaken, e.g. using Citation stationery templates.
- Gather and analyse data about injuries, cases of ill health (including monitoring of sickness absence records) and incidents with the potential to cause injury, ill health or loss. This data provides information about health and safety failures and gives the opportunity to learn from mistakes and to prevent recurrence.

- Take any necessary remedial actions to safe guard the health and safety of employees, contractors, public or visitors where hazards, faults, omissions, non-compliances, lack of training, unsafe activities or conditions are found through complaints, inspection, monitoring and review.
- Prioritise when, how and who implements any actions required.
- Periodically review the whole of the health and safety management system including the elements of planning, organisation, control and monitoring to ensure that the whole system remains effective and legally compliant.

#### Employee's responsibilities

Employees must: -

- Check equipment, including any personal protective equipment supplied, is safe before use.
- Co-operate with management arrangements in respect of workplace inspections.
- Follow any training, information, guidance and instruction given by the employer for checking and inspection of safe practices.
- Report any hazards or defects to the employer immediately.

## **New and expectant mothers**

### Description

Pregnancy is not an illness and whilst it is important to realise that there is a natural incidence of problems for the new and expectant mother and for her child, it is known that their health may be affected by external workplace factors.

We are committed to protecting the health and safety of all new and expectant mothers. The phrase "new or expectant mother" means a worker who is pregnant, who has given birth within the previous six months or who is breastfeeding. "Given birth" is defined in the regulations as delivered a living child or, after 24 weeks of pregnancy, delivered a stillborn child.

### Associated hazards

- Physical.
- Biological.
- Chemical.
- Psychological.

### Employer's responsibilities

To safeguard the health and safety of new and expecting mothers, Instant Crusher Spares Limited will: -

- Carry out a risk assessment to identify any actions that need to be addressed or implemented to ensure a safe working environment for new or expectant mothers. The risk assessment will be ongoing to take into account the possible risks that may occur at different stages of the pregnancy.
- Ensure that all practical measures will be taken to minimise exposure to chemicals and other potentially harmful agents.
- Provide information to employees as part of their induction and ongoing safety training of any recognised reproductive problems associated with their employment.
- Consider the possible or adverse effects to the new or expectant mother and her unborn child during the assessment of risks posed by workplace conditions. These assessments will be made available to the relevant employees.
- Request that employees report to the employer as soon as pregnancy is suspected so that any necessary advice can be given.
- Arrange for frequent rest breaks to be taken by the new or expectant mother.
- Provide appropriate facilities for expectant and breastfeeding mothers to rest e.g. rest room equipped with a comfortable chair.
- In spite of all practicable measures being taken, if the employer considers that there is an unacceptable reproductive risk to a new or expectant mother, the company will take all reasonably practicable steps to find employment for her. If satisfactory alternative employment cannot be found, the employee will be medically suspended from employment in accordance with the terms of the Employment Rights Act.

Instant Crusher Spares Limited supports a woman's right to breastfeed her baby for as long as she wants to. Under the EC Directive on Pregnant Workers and subsequent Health and Safety at Work Regulations we have a responsibility to protect the safety and health at work of pregnant workers and workers who have recently given birth or are breastfeeding.

The company will also: -

- Take positive and supportive attitudes to employees returning to work and breastfeeding.
- Assess risks to all employees, including new and expectant mothers, and do what is reasonably practicable to control those risks.
- Make available information about breastfeeding for pregnant employees.
- Wherever possible, allow appropriate flexibility in working hours, including regular breaks for employees who wish to breastfeed or to express milk.
- Ensure there is a clean, private area available with a dedicated refrigerator, for the use of breastfeeding employees.
- To make use of this protection, women must notify their employer in writing that they are breastfeeding.

#### Employee's responsibilities

Employees will: -

- Report to their employer as soon as pregnancy is confirmed.
- Follow advice and information given by the employer in relation to safe working practices.
- Report any hazardous situation to the employer so that arrangements for the appropriate remedial action can be taken.
- Use all protective or safety equipment provided by the employer.
- Co-operate with management arrangements for health and safety.

## **Noise**

### Description

Hearing damage caused by exposure to noise at work can be permanent and incurable. Hearing loss is usually gradual due to prolonged exposure to noise. The damaging effects of noise are related to the level of noise the ear receives and the duration of the exposure.

### Associated hazards

- Hearing damage/loss.
- Tinnitus.
- Acoustic shock.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values: -

#### **Lower exposure action values: -**

- Daily or weekly exposure of 80dB(A)
- Peak sound pressure of 135dB(C)

#### **Upper exposure action values: -**

- Daily or weekly exposure of 85dB(A)
- Peak sound pressure of 137dB(C)

There are also **Exposure Limit Values (ELV)** which must not be exceeded: -

- Daily or weekly personal noise exposure of 87dB(A)
- Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

### Employer's responsibilities

Due to the nature of our work activity, employees may be exposed to excessive noise levels. To control this Instant Crusher Spares Limited will: -

- Identify work equipment and workplace areas where there may be a risk of noise exposure and if necessary, engage the services of a competent person to carry out a noise risk assessment.
- Identify those employees and other workers, who are likely to be at risk from noise exposure particularly new and expectant mothers and young workers.
- Not expose employees above the exposure limit values (ELV).
- If the lower exposure action values are being exceeded make appropriate hearing protection available to employees.
- If the upper exposure action value is being or likely to be reached or exceeded: -
  - develop and implement a formal action plan to reduce the risk to as low as reasonably practicable.
  - minimise the noise at source, e.g. modify equipment.

- reduce noise exposure times, e.g. by task planning, job rotation.
- isolate noisy areas, e.g. with use of sound proofing.
- designate hearing protection zones, using specific signage (e.g. as shown below), restrict access and ensure that appropriate hearing protection is being worn in these areas.



- Purchase work equipment with the lowest noise levels, where reasonably practicable.
- Regularly inspect and maintain work equipment including personal protective equipment (PPE).
- Provide employees with information, instruction, training and supervision on noise, including its effects on health, control measures, safe systems of work, maintenance of equipment, health surveillance and hearing protection.
- Record the findings of noise assessments, including those for which no action was required.
- Regularly monitor and review the assessment. Undertake further noise measurements, if necessary, particularly where new equipment or processes, or layout of the workplace change.
- Provide hearing checks for all employees who are regularly exposed to noise levels above the upper exposure action value, or to those who, e.g. have prior partial hearing loss. Maintain records of any hearing checks undertaken.
- Identify any likely detrimental health effects arising from synergistic effects or interaction between noise and other agents e.g. vibration.

### Employee's responsibilities

To minimise the risks posed by exposure to excessive noise levels, employees will: -

- Comply with signs and notices that identify hearing protection zones.
- Wear hearing protection where its use is mandatory. Use, keep clean and store hearing protection as instructed and as trained to do. Report any faults of the hearing protection to management.
- Use the controls provided e.g. screens or dampers and report any defects.
- Co-operate and attend for hearing checks where required.
- Report any noisy areas or equipment to management.



## **Occupational asthma**

### Description

Instant Crusher Spares Limited recognises that occupational asthma is the most frequently reported occupational respiratory disease in Great Britain. To reduce the risks from occupational asthma the company will assess the potential and introduce controls to reduce the risk to an acceptable level.

### Associated hazardous substances include

- Isocyanates.
- Flour/grain dust.
- Wood dusts.
- Latex.
- Solder flux.
- Animals.
- Glues or resins.

### Employer's responsibilities

To maintain a safe working environment for all employees and others who may be affected by our working processes, Instant Crusher Spares Limited will: -

- Identify the hazards – The safety data sheet and product labels may assist. The risk phrase R42 “may cause sensitisation by inhalation” indicates a need to complete a full COSHH assessment.
- Decide who may be harmed and how.
- Evaluate and monitor the risks - special attention should be paid to the potential of the substance being released into the air.
- Implement controls that will prevent the exposure of employees (and others) to substances with the potential to cause occupational asthma.
- Where relevant, set out procedures for responding to a confirmed new case of asthma, which may be occupationally related.
- Report any, GP diagnosed, notifiable disease to the enforcing authority.
- Provide suitable health surveillance and maintain records for all employees exposed or liable to be exposed to respiratory sensitisers.

Communicate appropriate information, instruction and training to all persons who may be exposed to substances hazardous to health, this will include: -

- The typical symptoms of asthma.
- The nature of any substance used by the company likely to cause occupational asthma.
- Information on the nature of sensitisation i.e. once sensitisation occurs it may be permanent and the likely effects of further exposures.
- The importance of reporting asthmatic symptoms and details of the actual reporting procedure.

Employee's responsibilities

- To comply with the information, instruction and training provided.
- Wear all personal protective equipment (PPE) as instructed.
- Report to the Office Manager if they believe they may have any symptoms relating to asthma.

Sensitisers are unpredictable, it is estimated that only 5-25% of individuals will actually become sensitised. Sensitisation may occur after times of exposure varying from months to years. These arrangements will be implemented and are intended to reduce the risk as low as reasonably practicable.

## **Permit to work**

### Description

A permit to work system is an advanced formalised development of the method statement, and is usually introduced where the following criteria exist: -

- High risk activities.
- Required precautions are complicated.
- Where the activities of different groups of workers or multiple employers need to be co-ordinated to ensure safety of ALL concerned.
- The work areas normally requiring a permit to work system are Confined space entry, excavations, hot works and high voltage electrical works.

### Associated hazards

Typically, activity that involves the following issues would normally be controlled with a permit to work system, this includes: -

- Fire resulting from hot works.
- Asphyxiation, drowning, burns, etc., from confined space working.
- Crushing, drowning and asphyxiation in excavations from ingress of materials or water.
- Electrocutation, shock, burns from inadvertent contact with electricity.
- Falls through fragile roofs.
- Any other situation that standard systems or risk assessment do not adequately control.

### Employer's responsibilities

Instant Crusher Spares Limited will: -

- Provide written safe systems of work for all operations where there is a significant risk of injury or where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented a substantial risk remains.
- Identify all such processes and ensure that suitable written systems are produced, employees trained and records kept.
- Instruct employees in the safe system of work and keep records of training.
- Monitor and review the systems that have been introduced.

### Employee's responsibilities

Observe and understand the rules and report any circumstances to management, which prevents compliance with the system or undermines its effectiveness. Employees are encouraged to make suggestions during the formulation of written systems or suggest any improvements.



## **Personal protective equipment**

### Description

Personal protective equipment (PPE) is to be supplied and used at work wherever there are risks to health and safety that cannot be adequately controlled in other ways. PPE will only be used as a last resort when preventative or other control measures cannot be applied.

### Associated hazards

- Bodily injuries: - blows, cuts, impact, crushing, stabs, cuts, grazes, scalds, falls from height.
- Health hazards: - dust, fumes, vapours, gases, bacteria, viruses, fungi.
- Noise.
- Vibration.
- Slipping/falling over.
- Electrical hazards.
- Non-ionising radiation.

### Employer's responsibilities

Instant Crusher Spares Limited will provide protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken to secure the health and safety of employees who use PPE.

It is the intention of the company to ensure, through the proper use of PPE, that any risks are reduced to a minimum.

Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. Instant Crusher Spares Limited will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

In addition, Instant Crusher Spares Limited will: -

- Carry out an assessment of proposed PPE to determine whether it is suitable.
- Train employees in the safe use of PPE and inform them of any residual risks.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effectively used together as they are separately.
- Arrange for adequate accommodation for correct storage of the PPE.
- Implement steps for the maintenance, cleaning and repair of PPE.
- Maintain and replace PPE that has been provided to meet a statutory obligation, as necessary, and at no cost to the employee.

Employee's responsibilities

Employees must: -

- Make full and proper use of all PPE that has been issued to them.
- Inspect all PPE before use to ensure that it is suitable, clean and undamaged.
- Report any defective PPE to the employer.
- Report any discomfort or ill health experienced as a consequence of wearing the equipment.
- Not undertake any work unless the correct equipment is being worn.
- Store PPE securely at all times.

## **Risk assessment**

### Description

In many workplaces there are risks, which may affect the health and safety of employees. A properly conducted risk assessment is an important step in protecting employees and business, as well as complying with the law. In many instances, straightforward measures can control risks, and whilst the law does not expect employers to eliminate all risks, they are required to protect people so far as is reasonably practicable.

### Associated hazards

- Physical, chemical and/or biological agents.
- Working conditions and processes.
- Manual handling activities.
- Exposure to infectious diseases.
- Work-related stress.
- Long working hours.
- Workstations and posture.
- Other workplace hazards.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that: -

- Employees undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process.
- Identify all hazards with the potential to cause harm to employees and others who may be affected by our undertaking.
- Evaluate the probability and severity of potential injury or damage.
- Identify the options for eliminating, reducing or controlling the identified risks and taking the necessary action.
- Provide employees with any additional training identified within the risk assessment process as being a necessary control measure.
- Review the risk assessments annually, where they may no longer be valid, or where there has been a significant change in work activities or processes.
- Keep records of the significant findings of the risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to the work activity.
- Provide employees and employees of other employers working on the premises with comprehensive and relevant information on risks, preventative and protective measures, emergency procedures and competent persons.

Employee's responsibilities

Employees must: -

- Co-operate with management arrangements in respect of workplace risk assessments.
- Follow any training, information, guidance and instruction given by the employer.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to the employer immediately.
- Make full and proper use of any PPE provided.



## **Safety signs**

### Description

Safety signs include the use of illuminated signs, hand and acoustic signals (e.g. fire alarms), spoken communication and the marking of pipe work containing dangerous substances. Traditional signboards such as prohibition and warning signs may need to be supplemented to comply with more specific legislation e.g. photo luminescent signs for fire exits and fire-fighting equipment.

Instant Crusher Spares Limited will provide specific safety signs whenever there is a risk that cannot be avoided or controlled by other means, for instance by engineering controls and safe systems of work. Where a safety sign would not help to reduce that risk, or where the risk is not significant, there is no need to provide a sign.

All safety signs are colour coded and each colour has a meaning, for example: -

- White circle with red edging and a diagonal line indicates **PROHIBITED** for example, 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 would normally contain a black pictogram.
- Green signs identify or locate safety equipment as well as marking emergency escape routes.

### Employer's responsibilities

The company acknowledge that signs must comply with the regulations, however where necessary we may design specific signs to maintain a safe environment.

It is our policy to ensure that any signs that 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.

### Employee's responsibilities

- Familiarise yourself and comply with any signs and notices that are displayed.
- Bring any defects to the employer's attention.
- Follow safe operating procedures.
- Wear relevant personal protective equipment as identified.



## **Smoking in the workplace**

### Description

Second-hand or passive smoking has now been shown to cause lung cancer and heart disease in non-smokers. In addition, tobacco smoke is a cause of discomfort and irritation to many people, particularly those suffering from respiratory illnesses such as asthma.

Instant Crusher Spares Limited will comply with statutory duties in respect of smoking in the workplace and in particular, fulfil obligations to assess the risk associated with smoking in the workplace. Effective measures to prevent or control any ill health effects or accidents arising from such activity will be applied.

### Associated hazards

- Health risks including stroke, cancers and heart disease.
- Fire damage to building and associated risks to those in and around the premises.

### Employers responsibilities

Instant Crusher Spares Limited will take all reasonable steps to ensure that employees and visitors are aware that all premises and company vehicles are legally required to be smoke free. To do this we will: -

- Display 'no-smoking' signs at entrances to the premises and in vehicles.
- Ensure that nobody smokes in our smoke free premises or vehicles.
- Communicate information and instruction to employees and visitors.
- Monitor and review effectiveness to ensure compliance.

### Employee's responsibilities

In accordance with Instant Crusher Spares Limited's arrangements, employees will: -

- Comply with verbal, written and signed instruction given by the employer
- Co-operate as far as is necessary to enable compliance with the requirements for non-smoking
- Not smoke whilst on company premises or in designated company vehicles.



## **Stress**

### Description

It is Instant Crusher Spares Limited's policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. We recognise that our personnel are the organisation's most valuable assets and that any problem associated with work-related stress is a management duty.

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 stresses that the company aim to address.

Through the risk assessment process, Instant Crusher Spares Limited will continue to identify hazards and assess all mental and physical risks to health and 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. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -

- Under challenged.
- Promotion prospects.
- Racial or sexist remarks.
- Personal relationships with other employees.
- Travelling.
- Job satisfaction.
- Harassment and confrontation.

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 a colleague about the problem face to face, as it might be this relationship that is the cause. It is our policy that all employees can approach management to raise concerns relating to stress. All conversations will be addressed in the strictest confidence and we will try and assist any individuals suffering from stress.



## **Vibrating tools**

### Description

Vibration White Finger (VWF) is the most common symptom of Hand-Arm Vibration Syndrome (HAVS) and is frequently associated with operating road drills, compactors, power hammers, angle grinders, polishers, strimmers, chain saws, etc. The first sign of VWF is often when fingertips become white, or numb.

For HAVS there are prescribed legal Exposure Action Values (EAV) and Exposure Limit Values (ELV) where: -

- EAV is the amount of daily exposure (8 hours) to vibration which if reached or exceeded, employers are required to take action to reduce the risk.
- ELV is the maximum amount of vibration an employee may be exposed to in any single day (8 hours).

The legal values and levels for HAVS are: -

Exposure Action Value (EAV) is **2.5 m/s<sup>2</sup> A (8)** (e.g. 2.5 metres per second squared over an 8 hour working period).

Exposure Limit Value (ELV) is **5.0 m/s<sup>2</sup> A (8)** (e.g. 5.0 metres per second squared over an 8 hour working period).

### Associated hazards

- Damage to blood cells.
- Reduced circulation.
- Nerve damage to the hands/fingers.
- Loss of manual dexterity, grip, strength, etc.

### Employer's responsibilities

Instant Crusher Spares Limited will: -

- Assess the risks to employee's health from use of vibrating tools.
- Determine if employees are likely to be exposed above the specified EAV and if they are: -
  - introduce control measures to eliminate the risk or reduce the risk to as low as is reasonably practicable.
  - provide health surveillance to those who continue to be exposed above the EAV.
- Determine if employees are likely to be exposed above the specified ELV and if they are, take immediate action to reduce their exposure below the ELV.
- Provide information, instruction and training to employees with regards to the health risks and the action to be taken to reduce these risks.
- Keep records of risk assessments, control measures and health surveillance.
- Regularly review the vibration risk assessment.

Typical risk reduction measures will include: -

- Considering alternative work methods that eliminate or reduce exposure, e.g. mechanisation or automation.
- Assessing the suitability of the tool before purchase, to ensure that the calculated vibration emitted is the lowest possible and suitable for the required tasks.
- Ensuring that wherever possible, anti-vibration devices are incorporated within the tool design, taking into consideration current technology.
- Ensuring that all tools are maintained through a planned maintenance scheduling system.
- Not allowing the use of blunt consumable items, e.g. abrasive wheels, breakers, drill bits, etc which increase the force needed and the time taken to carry out the work.
- Improving the design of working areas/workstations to reduce loads on arms, wrists, etc. caused by poor posture.
- Using systems to reduce the amount of force operators need to grip tools.
- Introducing rotas to limit time employees are exposed to vibration, i.e. use several short periods instead of continuous periods.
- Providing protective clothing to keep employees warm and dry as this encourages good blood circulation. Gloves can be used to keep hands warm but should not be relied upon to provide protection from vibration risk.
- Encouraging the reporting of equipment faults and removal of defective equipment from use until repaired or replaced.
- Encouraging regular breaks where equipment which produces high vibration levels is used.

#### Employee's responsibilities

Employees using hand held power tools capable of contributing to HAVS and VWF should be aware of any possible risk they may inadvertently be working under and should always: -

- Look for tingling and numbness in the fingers.
- Watch for and report if fingers go white or are very painful.
- Report any loss of manual dexterity.
- Report any loss of strength in the affected parts.
- Use low vibration equipment.
- Ensure that consumable blades, drill bits, etc. are not worn.
- Avoid over gripping tools.
- Keep fingers and hands warm.
- Reduce the amount of time spent using vibrating equipment.



## **Visit by an Enforcement Officer**

The Health and Safety at Work etc. Act 1974 and associated legislation conveys powers on inspectors who are appointed by the relevant enforcing authority, in order that they ensure statutory requirements are being complied with.

Most dealings with those on whom the law places duties (employers, the self employed, employees and others) are informal - inspectors offer information, advice and support, both face to face and in writing. They may also use formal enforcement mechanisms, as set out in health and safety law, including improvement notices where a contravention needs to be remedied and prohibition notices where there is a risk of serious personal injury, or ultimately prosecution.

Non-compliance can lead to prosecution but this is always seen as the last step in the process, except for: -

- Failure to comply with an Improvement or Prohibition Notice.
- Breach of the law that has significant potential for harm, regardless of whether it caused an injury.
- Reckless disregard for the health and safety of workers or others.
- Repeated breaches of legal requirements where it appears that management is neither willing nor structured to deal adequately with.
- Substantial legal contravention, where there has been a serious accident or a case of ill health.

### **Employer's responsibilities**

Instant Crusher Spares Limited recognises the importance of co-operation with enforcement officers. For this reason, it is imperative that all relevant documentation associated with our business and work activity is maintained and kept up-to-date. Such documentation includes: -

- This health and safety policy.
- All relevant risk assessments.
- Induction and training records.
- Maintenance, test and inspection records.
- Health records.
- Emergency plans etc.

### **Employee's responsibilities include: -**

- Not obstructing any reasonable request made by an Enforcement Officer.
- Complying and co-operating with requests by the officer.
- Follow instruction and guidance given by your employer.



## **Waste disposal**

### Description

This arrangement covers the general waste generated by the company in the carrying out of workplace activities but not those related to the disposal of waste food by retail premises.

### Associated hazards

- Build up of combustibles presenting a fire hazard.
- Health hazard due to possible vermin infestation.
- Poor housekeeping presents a tripping hazard.

### Employer's responsibilities

Instant Crusher Spares Limited will: -

- Identify all waste that has the potential to be removed from the premises.
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely.
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided.
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste.
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from the company premises.
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference.
- Instruct all employees in the correct disposal of waste and maintain records of instruction and training on file.

### Employee's responsibilities

- To dispose of waste as instructed.
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal.
- Not to climb onto skips or other waste receptacles.
- To inform management if waste receptacles are full and need emptying.
- Not to remove items from waste receptacles and take or use for personal use.



## **Welfare**

### Description

The provision of welfare in the workplace should be taken seriously; it applies to all areas including the common parts of shared buildings, private roads and paths on industrial estates, business parks and temporary worksites.

Welfare provisions will also be provided for those people who are not employees but may use the premises on an infrequent basis e.g. visitors and contractors.

For disabled persons it may be necessary to specifically make parts of the workplace accessible for their use e.g. toilets, washbasins, doors, passageways etc.

### Employer's responsibilities

We have responsibility to assess and provide, adequate welfare facilities for employees and other persons using the premises and take account of the general working environment to include: -

- Ventilation.
- Indoor temperature and the impact of working in hot and cold environments.
- Lighting.
- The provision of adequate room and space in which to complete the work activities.
- The safe and frequent removal of waste and the cleaning of the workplace.
- The provision of suitable workstations and seating for the activity being undertaken.

Assessing the safety requirements of the workplace with regard to: -

- The floors and traffic routes providing suitable standing for vehicles and persons.
- The position, integrity and visibility of transparent windows, doors, gates etc.
- The safe use and maintenance of lifts and equipment to move persons.
- Sanitary conveniences and washing facilities.
- The provision of potable drinking water.
- Accommodation for clothing and changing facilities.
- Providing suitable facilities to rest, drink and eat meals away from sources of contamination.

### Employee's responsibilities

The welfare facilities provided and maintained by Instant Crusher Spares Limited are for the benefit of all employees and visitors. Employees have a responsibility to use the facilities in a proper manner and not damage or misuse any equipment that is provided.

Personal responsibility should be taken for clearing your own waste and cleaning any utensils when eating or drinking on the premises. Any damage or defects should be reported immediately to enable attention and repair.



## **Work equipment**

### Description

The definition of work equipment is wide and includes machinery, apparatus, equipment, installations and tools. Therefore items as diverse as tractors, photocopiers, laboratory equipment and apparatus, soldering irons and scalpels are included. Scaffolding, access equipment and safety devices etc are also considered to be work equipment.

### Associated hazards

- Dangerous/rotating parts of machinery.
- Ejection of materials.
- Rupture or disintegration.
- Fire, overheating or explosion.
- Unintended discharge of gas, liquid, vapour or other substance.
- Excessively hot or cold surfaces.
- Failure of safety controls on powered equipment.
- Dangers from instability, poor lighting or poor maintenance.

### Employer's responsibilities

Instant Crusher Spares Limited appreciate that some items of work equipment can pose a significant risk if not used in line with the manufacturer's instructions, maintained properly or stored in a correct manner. To control exposure to the hazards presented by work equipment we 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 and isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records will be kept of all inspections.
- Ensure that work equipment is selected which is suitable, by design, construction or adaptation, for its intended purpose in its particular place of use and is suitable for the process and conditions of use.
- Ensure that work equipment is subject to proper maintenance carried out by persons competent for the work. The complexity and frequency of maintenance will vary with the type of equipment and its conditions of use. Planned preventative maintenance may be necessary. Wherever possible maintenance will be in accordance with manufacturers' instructions.

Where a risk assessment has identified a potential significant risk of injury from the installation or use of work equipment we will arrange for a suitable inspection (which may include test) to be carried out by a competent person.

Employee's responsibilities

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided by the employer.
- Only use the equipment that they are trained on.
- Take reasonable care of themselves and others who may be affected by their actions.
- Co-operate with the employer in the management arrangements for the provision and use of work equipment.
- Seek the permission of the employer before bringing any personal items of equipment to work where it is intended that they be used by either themselves or others as part of work activities.
- Make full and proper use of any personal protective equipment provided by the employer.



## **Workplace transport**

### Description

The effective management of workplace transport is crucial as the potential risk is great, especially where pedestrians and vehicles mix.

The management of workplace traffic falls into three distinct categories: -

- Managing external traffic movement.
- Managing internal traffic movement.
- Managing pedestrian traffic.

Accidents can occur when vehicles collide with other structures but the main concern is avoiding contact between pedestrians and vehicles as this accounts for hundreds of fatalities each year and many more serious injuries. All persons who operate vehicles in the workplace must be medically fit and trained in the safe operation of the vehicles they will be using. The vehicles must be maintained in a safe condition with regular checks being carried out by the operator and a competent service engineer.

### Employer's responsibilities

Instant Crusher Spares Limited will ensure that suitable controls are in place to safeguard employees, visitors and contractors from the hazards associated with the following: -

- Internal and external vehicle movements.
- Reversing vehicles.
- Site layout.
- Loading and unloading procedures.
- Falls from vehicles.
- Parking.
- Pedestrian movement.

To do this Instant Crusher Spares Limited will compile suitable risk assessments for all areas under their control along with good housekeeping, monitoring and inspections of the workplace this should make for a safer working environment.

### Employee's responsibilities include

- Being vigilant and conscious of the presence of pedestrians and other vehicles.
- Following instructions from management.
- Adhering to signs and procedures relating to direction, speed, parking, reversing, loading and unloading etc.
- Reporting to management any defects or fault with the practises in place.
- Notifying management of any condition, medical or otherwise, that may have an impact on their entitlement or ability to drive safely.



## **Young persons**

### Description

Most young people cannot wait to get their first job, be it a paper round, shop work or dog walking. But some young people may be unaware of the hazards the workplace may hold.

There are specific legal requirements and restrictions, on those who employ young people (and even more so, children).

A young person is defined as anyone under 18 years old.

A child is anyone who has not yet reached the official age at which they may leave school, just before or just after their 16th birthday (often referred to as the minimum school leaving age (MSLA)).

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

### Associated hazards

Some young people may be at particular risk because of: -

- Their lack of awareness.
- Unfamiliarity with their surroundings.
- Being physically or psychologically less suited to certain tasks.
- Their lack of skills and training.

### Employer's responsibilities

Instant Crusher Spares Limited will complete a risk assessment specifically relating to the employment of young people before employing them. The risk assessment will give particular consideration to the: -

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks.
- Health & safety training to be given to the young person.
- Extent of exposure to any chemical, biological or physical agents.
- Nature and layout of the work area.
- Types of equipment, methods of use and work activities to be undertaken.

Where a child is to be employed, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.)

If young people were considered in previous risk assessments then there will be no requirement to repeat the process, except as part of the normal review/revision of risk assessments.

In addition, Instant Crusher Spares Limited will ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations. A young person will not be expected to do any of the following: -

- Work beyond their physical or psychological capabilities.
- Perform work which involves harmful exposure to radiation.
- Perform work which involves risks to health from noise, vibration or extreme heat or cold.
- Perform work which involves harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects or those causing genetic damage or harm to an unborn child.

Instant Crusher Spares Limited will also: -

- Ensure adequate training and supervision is provided to enable the young person to undertake their job safely.
- Provide and train in its use, whatever personal protective equipment is needed to safeguard the employee e.g. ear and eye protection, helmet and footwear etc.
- Introduce health checks if there is a danger of ill health arising from the work.

#### Employee's responsibilities

Employees must: -

- Co-operate with management arrangements for young people in the workplace.
- Report any hazards to the employer.
- Follow any guidance, information, instruction and training given by the employer.

Young people must: -

- Ask the employer or senior member of staff if unsure about anything.
- Make full and proper use of all PPE that has been issued to them.
- Not undertake any tasks unless they have been trained.
- Report any hazards or defects to the employer or a senior member of staff.