

Health and Safety Policy



Prepared on behalf of: -

Integrated Pest Management Ltd

By

Citation plc

June 2011



June 2011

Integrated Pest Management Ltd
34 Island Centre Way
Enfield
Middlesex
EN3 6FS

Dear Sirs,

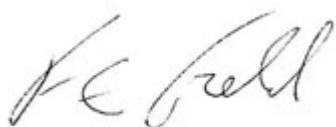
Following the completion of the questionnaire undertaken at your premises, I am pleased to submit your Health and Safety Management System together with procedures for monitoring and health and safety compliance.

Should you have any questions following the installation of this system, please remember that Citation plc is 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 undertaking, 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,



Fred Field
CMIOSH
Health and Safety Consultant

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

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Health and safety policy amendment record

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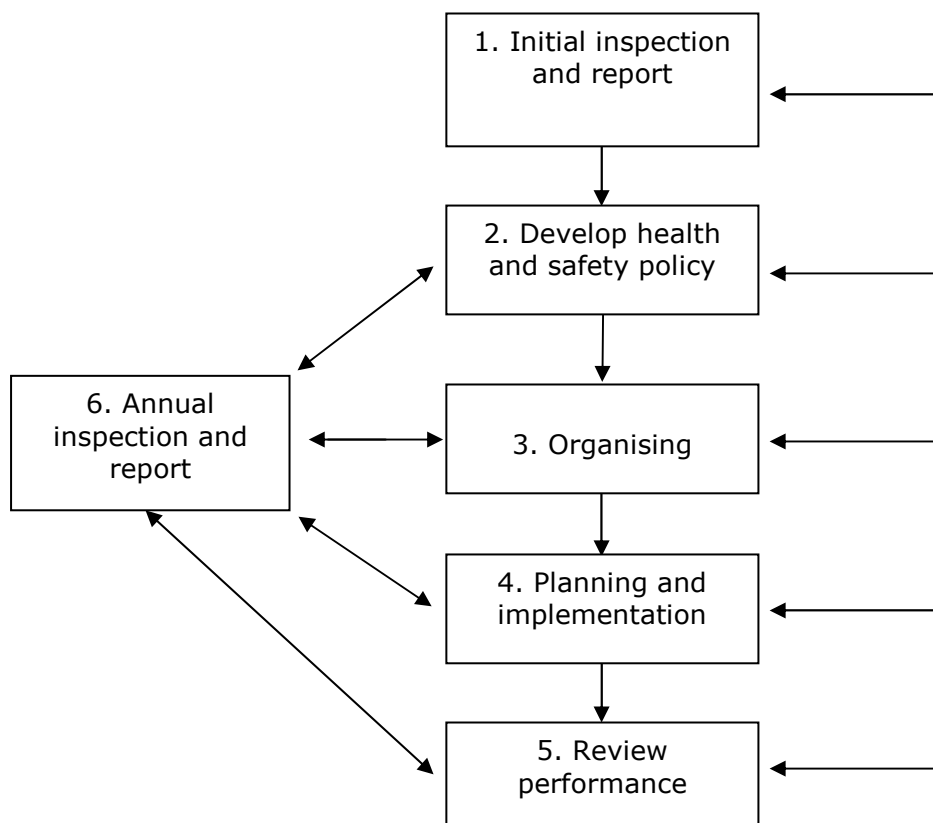
Health and safety management system

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 – Integrated Pest Management Ltd 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, Integrated Pest Management Ltd 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 Integrated Pest Management Ltd's main place of business.

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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. Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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.

Integrated Pest Management Ltd 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.

Gareth Turner will implement the company's health and safety policy and recommend any changes to meet new circumstances. Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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. Integrated Pest Management Ltd 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: - _____

Position: - _____ Review: - _____



Environmental Statement

Integrated Pest Management Ltd 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: - _____

Position: - _____ Review: - _____



Organisation

Safety management structure

Nominated responsibilities

- The Directors

General responsibilities

- Employers
- Employees
- Sub contractors and self employed

Information for employees

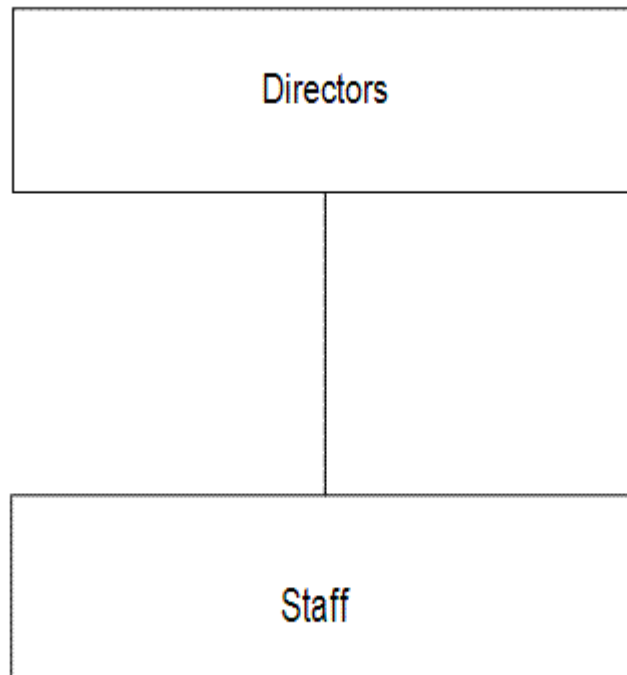
Joint consultation

Working time Regulations

General Monitoring

- Electrical
- Fire
- Office







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 Directors 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 same management standards are applied to health and safety as to other management functions.
- Health and safety is integrated into the organisation's management systems.
- Regular health and safety audits and inspections are carried out in accordance with organisation'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 organisation'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 organisation.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for 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 organisation 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.
- Joint consultations between management and employees take place as described in the policy.
- Regular health and safety meetings are held to ensure effective health and safety consultation.
- 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 organisation.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Safe access and egress are provided and maintained in all areas within the organisation.
- Relevant statutory signs and notices are provided and displayed in prominent positions.
- 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.

Fire responsibilities

The Directors will ensure that: -

- 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.
- The fire alarm and associated equipment is tested weekly and tests are recorded in the fire logbook.
- All fire-fighting equipment is tested on a regular basis as per the manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the fire logbook.
- 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.
- 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 Integrated Pest Management Ltd 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.



Electrical "Monitoring"

Person responsible: - _____ Frequency: - _____

Signature: - _____ Date: - _____

No	Items to be checked	Yes	No	N/A
1	Do the premises have an inspection certificate for the testing of the fixed electrical installation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Have all appropriate signs and notices been displayed on electrical switchgear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are electrical distribution boards and isolation switches kept clear of obstruction at all times?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is access to electrical services kept secure? E.g. doors to service cupboards and switchrooms kept locked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Has all redundant electrical wiring been made safe, removed or identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Has intrinsically safe equipment been installed, where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are devices such as Residual Circuit Breakers (RCD's) installed in high-risk areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all safety devices checked for operation, before use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Has a competent person tested the portable electrical equipment and are suitable records kept?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Have visual inspections been undertaken on portable electrical appliances?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are defective electrical appliances, replaced or removed from service until repaired by a qualified person?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Have all personal electrical appliances that are used on the Organisation's premises been inspected?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Have contractors supplied evidence that electrical equipment is fit for purpose and safe for use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are employees aware of the hazard reporting procedures and are they followed?	<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"/>
		<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"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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"/>
	Monthly	<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"/>
	Annually	<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"/>
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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Office "Monitoring"

Person responsible: - _____ Frequency: - _____

Signature: - _____ Date: - _____

No	Items to be checked	Yes	No	N/A
1	Is the area large enough to accommodate all persons and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the lighting pose a problem?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is heating and ventilation adequate for the working environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does everyone have access to welfare facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all floors and passages free from trailing cables and obstacles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are self-assessment questionnaires distributed to all employees using display screen equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are display screen assessments undertaken where necessary?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Have the recommendations identified in assessments been implemented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are display screen equipment 'Users' identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is there a procedure in place for the provision of eye tests?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are arrangements made for occupational health screening for employees?	<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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		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

No	Action required	By whom	Date due	Date done	Intl.
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Arrangements

Access and egress

- Access and egress checklist

Accident reporting

- Accident reporting - incident record
- Accident reporting - incident register

Alcohol and drugs misuse

Asbestos - for trades people or contractors who may come into contact with asbestos

Blood borne viruses

Contractors

- Approved suppliers
- Sub contractors questionnaire

COSHH

- COSHH assessment flow chart
- COSHH assessment
- COSHH inventory

Diabetes

Disciplinary rules

Display screen equipment

- Display screen assessment

Driving at work

Electricity

Epilepsy

Fire

- Fire alarm weekly tests
- Fire drills
- Fire equipment servicing
- Fire Officer visits
- Fire risk assessment
- Fire safety training

First aid provision

- First aid risk assessment
- First aid training

Hazard reporting

- Hazard detection report

Health surveillance

- Health surveillance - assessment for night workers
- Health screening questionnaire

Housekeeping

Information, instruction and training

- Health and safety management planning
- Induction checklist
- Safety training register

Ladders and stepladders

- Ladder safety flowchart
- Ladder register
- Ladder - Stepladder inspection checklist

Leptospirosis

Lighting

- Inspection, testing & maintenance of emergency lighting

Lone working

- Lone working checklists

Manual handling

- Manual handling assessment

Method statement

- Method statement

Mobile phones

Monitoring inspection and review

Noise at work

Personal protective equipment

- Personal protective equipment issue

Pest control

Portable electrical appliances

- Portable electrical appliance checklist

Risk assessment

- Risk assessment flow chart
- Risk assessment process
- Risk assessment
- Risk factor

Safety signs

Scaffolding

Smoking in the workplace

Stress

Vibrating tools

Violence and aggression in the workplace

Visit by Enforcement Officer

Waste disposal

Welfare

Work equipment

- Equipment maintenance register
- Equipment maintenance
- Equipment safety training

Working at height

- Working at height checklist
- Working at height flowchart

Young persons

- Young persons risk assessment

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

Integrated Pest Management Ltd 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.



Access and egress checklist

Area inspected _____ Date checked _____
 Name _____ Signature _____

No	Items to be checked	Yes	No	N/A
1	Are floors uneven/damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Do electric cables trail across pedestrian routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are floor coverings damaged and potentially a trip hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Do rugs/mats/carpets curl at the edges/need fixing to the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are floors slippery when dry?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are floors slippery when wet?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Do cleaning materials make floors slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Do residues build up on floor/surfaces/ground making it slippery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If response to 1-8 is "yes" further action may be necessary				
9	Are lighting levels adequate on traffic/pedestrian routes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Where there are changes in levels are they highlighted and adequately lit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Where there are level changes are handrails provided where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Do all staircases and steps have handrails where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are procedures in place to immediately clean up spillages?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	If greasy liquids are spilled is a suitable cleaning agent available and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are appropriate signs used after floors have been cleaned and an alternative bypass route provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Are articles properly stored and put away so they do not cause obstructions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are safe working procedures adopted when transporting items up or down the stairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Are ladders inspected and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are damaged ladders taken out of service at once and disposed of?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Are safe working procedures adopted when using ladders/working at height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Are openings in floors fenced off?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Do contractors include creation of slip, trip and fall hazards in risk assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Is provision of appropriate footwear e.g. in slippery areas considered in assessments?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If response to 9-23 is "No" further action may be necessary				

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

Accident reporting

Description

Hazards are present in all workplaces. Control measures put into place should reduce those hazards to an acceptable level to prevent accidents and cases of ill health. The purpose of this arrangement is to provide advice and guidance to all employees together with the 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.

Employer's responsibilities

Integrated Pest Management Ltd 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.
- Where necessary, notify the relevant authority of any accidents, dangerous occurrences and work related ill-health incidents.
- In the event of an accident or incident resulting in injury, ensure that appropriate First Aid treatment is administered.
- Ensure that all employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

A nominated person will notify the enforcing authority without delay (e.g. by telephone) if there is an accident connected with work and: -

- An employee, or a self-employed person working for or on behalf of the organisation is killed or suffers a major injury (including as a result of physical violence).
- A member of the public is killed or taken directly to hospital.

In addition Integrated Pest Management Ltd 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.

Typical reportable instances include the following, this list is not exhaustive and we will contact Citation plc's advice line for further guidance, support and clarification.

Over three-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 three days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

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.

Work-related disease

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

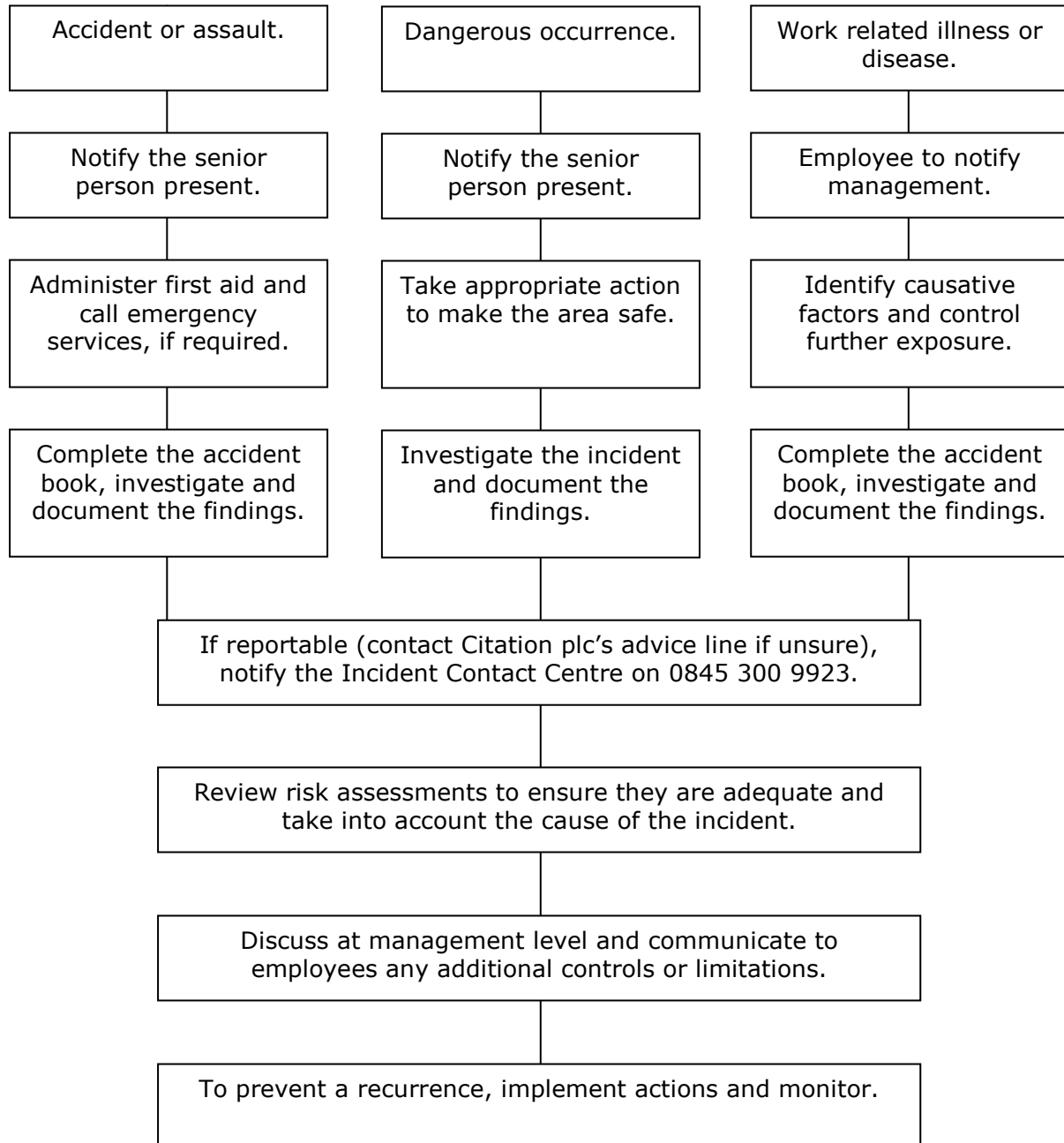
Dangerous occurrence

- 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.

Employee's responsibilities

Any employee who is involved in, or aware of, an accident at work 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





Accident investigation

Use this form to investigate all accidents that: -

- Result in an employee being absent from work for more than three days.
- Involve contractors or a member of the public.

Keep the completed report and associated documents for at least three years.

This document should also be used to investigate a near miss, in order to establish the root cause of the incident to help identify measures to prevent any possible accidents.

It is important to complete the investigation as soon as is possible after the accident, making allowance for compassionate circumstances.

Company Name and Address: -

Postcode	
Telephone	
Fax	
Contact	

Name of person injured in the accident? <i>If more than one person is involved attach details for each person.</i>	Employee	
	Member of public	
	Contractor	
When did the accident happen?	Time	
	Date	
Is this accident reportable under the RIDDOR Regulations? <i>If unsure refer to the health and safety policy for guidance or call the Citation plc helpline</i>		
Injury reportable	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Death	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Major injury	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Over three-day injury	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Work related illness	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Dangerous occurrence	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who reported the accident? When was it reported? <u>Attach copy of F2508</u>	Name	
	Time	
	Date	
	Ref	

Has the injured person's employer been notified of the accident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who notified them?	Name	
Who was notified?	Name	
	Position	
When were they notified?	Time	
	Date	

If the injured person is not an employee who is their employer or if a member of the public, their home address.		
	Postcode	
	Telephone	

About the accident: -

Where did the accident happen?		
On Company premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, provide details of area where it happened.		
Away from company premises?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If Yes, furnish details of where it happened. <i>Obtain a copy of the "Off site" First Aid Accident report. AND the "Off site" Accident Investigation report (if possible)</i>		
	Postcode	
	Telephone	

About the Injured person/s: -

What injuries were sustained? <i>Attach a copy of the First Aid Accident Report/s.</i>			
Is the person a "Young" person i.e. under the age of 18 yrs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Age
If Yes, has a "young person's" risk assessment been carried out? <i>If Yes, attach a copy</i>			
Is the person a "New or expectant mother"?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If Yes, has a "New or expectant mother's" risk assessment been carried out? <i>If Yes, attach a copy</i>			

Treatment: -

Was first aid administered?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, by whom?	Name	
What treatment was given?		
Was the person taken to hospital?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, give details including how e.g. ambulance, paramedic or private car etc.		

About the accident: -

Describe how the accident happened. <i>Use a separate page if necessary</i>		
Were photographs taken? <i>Attach copies</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were there any witnesses?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were witness statements taken? <i>Attach copies</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide details of witness. <i>Use a separate sheet if more than one.</i>	Name	
	Address	
	Postcode	
	Telephone	
Did Police attend the scene of the accident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Name and number of the attending officer	Name	
	Number	
Police Incident reference number.		

Was the person: -

Carrying out their normal working duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, what was the person doing?		
Was it in their normal working area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If no, where was the person working?		
Was the person instructed to be in that area?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, whom was the instruction given by?	Name	
	Position	
If no, why was the person in that area?		
Was the person given H&S induction training on commencement of job? <i>Attach a signed copy of the induction record</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
After induction, was the person deemed to be competent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

About the job: -

Is there a risk assessment in place for the task? <i>Attach a copy</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, has a copy been issued? <i>Attach a signed copy of the assessment</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, complete a risk assessment immediately. <i>Attach a copy</i>	Name		
	Position		
	Date		
Did the task require a safe system of work to be followed? e.g. method statement <i>Attach a copy</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, was the system being followed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, for what reason was it not being followed?			
Did the task require specific training in order to carry it out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, are training records available? <i>Attach a copy</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Did the task require supervision?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Was the person being supervised at the time?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the person have a Supervisor?	Name		
	Position		
Has the Supervisor given a statement? <i>Attach a copy</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

About the job, continued: -

Did the task require the person to operate/use machinery?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, identify the machinery that was being used.	Type		
	Serial		
	Location		
If yes, was a machine specific assessment completed? <i>Attach a copy</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, has the person been given a copy? <i>Attach a signed copy of the</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If no, complete a machine specific risk assessment immediately. <i>Attach a copy</i>	Name		
	Position		
	Date		
Did the use of the machine require a pre-start safety check to be completed? <i>If yes, attach a signed copy</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Was the wearing of PPE identified in the assessment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Was the person wearing PPE? <i>Attach a signed copy of the PPE</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Describe the PPE that was being worn.			
Was the person trained to use the PPE? <i>Attach a signed copy of the training</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

Observations

	Action required	By whom	Date due	Date done	Intl.

Investigation carried out by: -	Name	
	Signature	
	Position	
	Date	

This report has been seen by the injured person, as detailed: -	Name	
	Signature	
	Date	

Copies of this report have been circulated to: -	

Accident / incident register

Date of incident	Employee	Reported		Incident record no.	Date absent from / to
		Date	Time		



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

Integrated Pest Management Ltd 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.



Asbestos - for trades people or contractors who may come into contact with asbestos

Description

This arrangement is for organisations whose employees may come into contact with asbestos containing materials (ACMs), but who are neither Health and Safety Executive (HSE) Licensed Contractors, nor have been trained to work with such materials.

Thousands of commercial, industrial, residential, school and public buildings built or refurbished before 2000 are likely to contain asbestos containing materials. Workers engaging in maintenance, repair, refurbishment, alteration or demolition activities could be exposed to asbestos fibres which can be released from asbestos containing materials such as roofing sheets, ceiling tiles, pipe insulation or lagging.

Building surveyors, caretakers, carpenters, construction workers, demolition workers, electricians, fire and burglar alarm installers, roofers, gas fitters, heating and ventilation engineers, joiners, painters and decorators, plasterers, plumbers, shop fitters and telecommunications engineers, are particularly at risk of being exposed to asbestos containing materials. This list is neither exhaustive nor limited to any one trade or activity.

Associated diseases

- Asbestosis.
- Mesothelioma.
- Lung cancer.

These diseases can take from 15 to 60 years to develop and can prove fatal.

Organisations must not work with asbestos unless they have received specific training and where relevant, be Health and Safety Executive (HSE) Licensed Contractors.

Employer's responsibilities

- Before commencing any works, establish from those in charge of the premises, e.g. owner, occupier, principal contractor (working with the CDM coordinator), contractor or client, the location or likely location of asbestos containing materials in the premises.
- Obtain a copy of the relevant parts of the premise's asbestos register, if applicable, for the details of any asbestos containing materials or suspected asbestos containing materials.
- If there are no records of an asbestos assessment, request from those in charge of the premises to arrange for an asbestos survey to be undertaken, the survey to include the taking and analysis of samples.
- Where the presence of asbestos containing materials is suspected in domestic premises, ensure sample materials are taken and tested by competent persons prior to commencing work.
- Carry out a risk assessment of the whole task, record the findings and implement suitable control procedures.
- Document a method statement to minimise disturbing asbestos containing materials, make everyone involved aware of the system, then implement it.

- Where workers may potentially come into contact with asbestos containing materials, ensure they receive asbestos awareness training before commencing work.
- Plan for emergencies to cater for incidents of asbestos containing materials being accidentally uncovered or fibres released during works. Develop procedures to reduce exposure and prevent the spread of asbestos in these circumstances.
- Undertake regular inspections of the area both during, and on completion, of the work.

Employee's responsibilities

- Stop work if there is a suspicion that asbestos or asbestos containing materials are present.
- Not to work on materials containing or suspected of containing asbestos unless properly trained and supervised.
- Report to Integrated Pest Management Ltd any asbestos exposure or damage to asbestos containing materials.
- Follow all information, instruction and training given to prevent injury or ill health.

Blood borne viruses (BBV)

Description

We recognise that there is a potential risk of employees coming into contact with Blood Borne Viruses (BBV) such as hepatitis and Human Immunodeficiency Virus (HIV). To reduce the risks posed by these viruses we will assess the potential for exposure and introduce controls to reduce the risk.

Associated hazards

- Direct contact with infected blood or saliva.
- Contact with clinical dressings.
- Needlestick injuries.

Employer's responsibilities

- Completing a risk assessment to identify the potential for contact with BBVs. This includes First Aid Contact and accidental contact with bodily fluids.
- Ensuring that spillages are isolated and then cleared by a responsible and authorised person using suitable personal protective clothing to prevent any direct skin contact or splashes, etc.
- Providing First aider's with information about dealing with spillages and discarded needles.
- Ensure that first aid kits contain disposable gloves to protect against possible contamination when handling an injured person.
- Allowing the use of syringes within the workplace only for medical reasons (employees using syringes at work for any other reason than for treatment of a medical condition will be subject to disciplinary action).
- Making suitable arrangements for the storage and disposal of syringes that are permitted for use within the workplace.
- Taking all suitable precautions to secure the safety of employees who have been diagnosed with a BBV and those employees working in close contact with the affected person.
- Treat any information that has been given by an employee in respect of a BBV condition in complete confidence.

Employee's responsibilities

- Immediately report any spillage of bodily fluids and arrange for suitable isolation and cleaning in line with their level of training.
- Report to management in confidence, if they become aware that they are a carrier of a BBV, if it is relevant to their employment.

The risk of BBV infection is low, as direct contact with blood and body fluids does not occur regularly. Much depends on the nature of the exposure and not all exposures result in infection.



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

Integrated Pest Management Ltd 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.

Approved suppliers

Company	Address	Contact name & tel no.	Delivery instructions



Sub-contractors health and safety questionnaire

Name and address of Sub-contractor

Health and safety policy and arrangements	Yes	No
Do you employ more than five people?	<input type="checkbox"/>	<input type="checkbox"/>
If so, do you have an up-to-date health and safety policy statement?	<input type="checkbox"/>	<input type="checkbox"/>
Does the policy contain details of the organisational structure, responsibilities and arrangements for managing health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Is a copy of the policy and arrangements attached?	<input type="checkbox"/>	<input type="checkbox"/>
When was the Policy last reviewed? Please provide date.		

Accident history					
Provide numbers of ALL accident/incidents reported as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)					
Year	Fatal	Major Injury	Dangerous Occurrences	Diseases	Over three day

Enforcement history		
Have you had any of the following Enforcement Notices issued to you by the HSE or a Local Authority Enforcing Officer?	Yes	No
Improvement notices.	<input type="checkbox"/>	<input type="checkbox"/>
Prohibition notices.	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been prosecuted for a breach of Health and Safety Regulations or Environmental legislation?	<input type="checkbox"/>	<input type="checkbox"/>
If yes to any of the above, please attach details.		

Training		
Please give an outline of the health and safety training provided by yourselves over the last five years for each of the below.		
Managers:		
Operatives:		
What are your plans for training for the next 12 months?		
How do you ensure that new staff have been adequately trained?		

Competence	Yes	No
Do any staff have qualifications in health and safety?	<input type="checkbox"/>	<input type="checkbox"/>
Provide a list of staff (including senior management) and their qualifications e.g. IOSH managing safely, CSCS (use separate sheet if necessary and provide copies of training records/certificates etc.).		
Describe what experience your company and staff have gained relating to the proposed work, listing previous related work undertaken in the past 2 years. Provide on separate sheet if necessary.		
How does your company keep informed of health and safety law and industry best practice (also include participation with professional associations)?		

Consultation with staff/workers
What procedures do you have in place to consult with your employees regarding health and safety matters including those who may have little or no understanding of English?

Sub-Contracting	Yes	No
Do you sub-contract work to others?	<input type="checkbox"/>	<input type="checkbox"/>
How do you assess the competence of your sub-contractors?		
Do you supervise their work?	<input type="checkbox"/>	<input type="checkbox"/>
If not, how do you ensure that contractors perform the work safely?		

Risk assessments and safe methods of working		
Do you currently prepare the following?	Yes	No
Site specific risk assessments.	<input type="checkbox"/>	<input type="checkbox"/>
COSHH assessments.	<input type="checkbox"/>	<input type="checkbox"/>
Working at height assessments.	<input type="checkbox"/>	<input type="checkbox"/>
Manual handling assessments.	<input type="checkbox"/>	<input type="checkbox"/>
Noise and vibration assessments.	<input type="checkbox"/>	<input type="checkbox"/>
Fire assessments and plans.	<input type="checkbox"/>	<input type="checkbox"/>
Work equipment and plant assessments.	<input type="checkbox"/>	<input type="checkbox"/>
Method statements.	<input type="checkbox"/>	<input type="checkbox"/>
Others (state).	<input type="checkbox"/>	<input type="checkbox"/>
Who compiles the assessments?		
Who updates the assessments?		

How do you ensure that the information in the assessments is conveyed to all appropriate workers/staff/operatives?

Describe your arrangements for health surveillance, if applicable.

Please provide examples of all the above assessments /method statements

Plant and equipment	Yes	No
Do you regularly maintain plant and equipment including electrical equipment/ appliances?	<input type="checkbox"/>	<input type="checkbox"/>
Please provide evidence that equipment is maintained on a regularly basis.		

Emergency procedures
Please provide information of your emergency procedures.

Health and safety monitoring and advice
Provide below and where relevant, details of who gives advice on the company health and safety policy and procedures.
In-house Health and Safety Officers/advisers.
External Health and Safety Consultant.
If neither, who undertakes this role?
Please provide the name of the Director or most senior person responsible for your company's Health and Safety.

Describe what procedures are in place to audit or inspect company and off-site activities and equipment.

Who undertakes site safety audits and inspections? Please provide an example of a site audit/inspection you have completed.

What system is in place to react to the findings of these inspections?

CDM Regulations (where applicable)	Yes	No
Is your company fully conversant with the CDM Regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand your responsibilities under the Regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Do you feel you may need further help and guidance to enable your company to fulfil your duties?	<input type="checkbox"/>	<input type="checkbox"/>
What help do you require?		
What arrangements have you previously made to provide adequate welfare facilities for staff?		
How do you ensure good co-operation and co-ordination of work between people during site work?		
If you have acted as Principal Contractor under the CDM Regulations, please provide an example Construction Phase (health and safety) Plan.		
If you are a CDM co-ordinator, what arrangements have you implemented in the past to encourage co-operation, co-ordination and communications between designers?		
If you have acted as Designer under the CDM Regulations, please provide an example of a residual risk assessment.		

Documentation		
Please provide copies of:	Attached?	
	Yes	no
Your signed and dated company health and safety policy statement including organisation and arrangements.	<input type="checkbox"/>	<input type="checkbox"/>
Accident records for the last three years.	<input type="checkbox"/>	<input type="checkbox"/>
Training records.	<input type="checkbox"/>	<input type="checkbox"/>
Enforcement notices and prosecutions.	<input type="checkbox"/>	<input type="checkbox"/>
Examples of your quality control procedures.	<input type="checkbox"/>	<input type="checkbox"/>
Examples of your sub-contractors competence vetting system.	<input type="checkbox"/>	<input type="checkbox"/>
Examples of risk assessments relating to the proposed work.	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of equipment maintenance.	<input type="checkbox"/>	<input type="checkbox"/>
Any other documentation/brochures/questionnaires etc., which demonstrate your various company procedures and systems.	<input type="checkbox"/>	<input type="checkbox"/>

Insurance cover		
	Yes	No
Does your company have Employers Liability Insurance cover?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have Public Liability Insurance cover?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company have Professional Indemnity Insurance cover?	<input type="checkbox"/>	<input type="checkbox"/>
Please provide your insurers details and copies of current certificates.		

Additional Comments

Name of person completing form: -		Date: -	
Signature: -			

Control of Substances Hazardous to Health (COSHH)

Description

Using chemicals or other hazardous substances at work may put people's 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

Integrated Pest Management Ltd 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: -

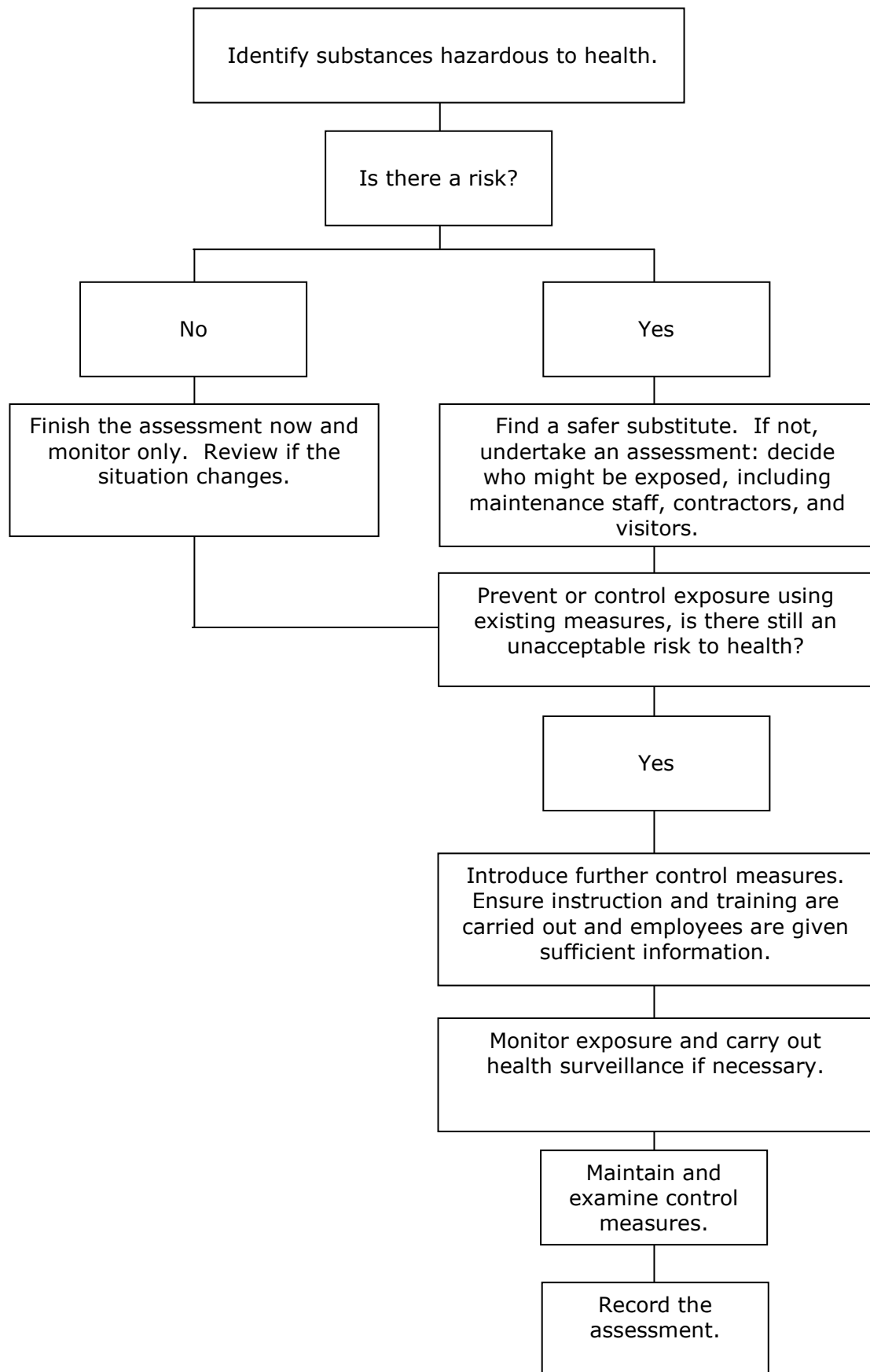
- Total enclosure of the process.
- Partial enclosure and extraction.
- Using a system of work and handling that minimises leaks, spills and escape of the hazardous substance.
- Determining the need to monitor employee's exposure or if health or medical surveillance is required.
- Ensuring that control 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.

COSHH assessment flow chart





COSHH inventory

Substance	Assessment no.	Supplier	Data sheet		Comments
			Yes	No	



Diabetes

Description

In the UK, 1.4 million people are diagnosed with diabetes mellitus. It is likely that more people have the condition, but have yet to be formally diagnosed. Diabetes is the leading cause of blindness in the country and can lead to serious complications such as heart disease, kidney failure and stroke.

For each affected employee, the level of treatment will vary greatly from individual to individual and within each individual from day to day. It may therefore be necessary to seek specialist advice.

Symptoms associated with diabetes

- Weakness, faintness or hunger.
- Palpitations and muscle tremors.
- Strange actions or behaviour where the casualty may seem confused or drunk, belligerent or may even be violent.
- Sweating.
- Pallor.
- Cold clammy skin.
- A strong pulse.
- Deteriorating level of response.
- Shallow breathing.

The person may have a warning card (medic – alert) or bracelet, sugar lumps, tablets or an insulin syringe (which may look like a pen) among their possessions.

Employer's responsibilities

Integrated Pest Management Ltd is aware that people who are diabetic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the condition.

Disclosure should help the individual in their job and facilitate help and support from management and colleagues, in this regard the company will, upon being advised of the condition: -

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances.
- Introduce the appropriate control measures to remove the risk or manage it.
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment.
- Permit employees with diabetes to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible.
- Allow more time and greater flexibility for induction training and choose the location for this carefully.

- Allow employees affected by diabetes to maintain a check on blood sugar levels throughout the day and to take regular breaks.
- Give access to a fridge or cold flask for storing insulin, if required.
- Give the employee a private area in which to check blood sugar levels.
- Support a diabetic employee by allowing the employee to access his or her G.P. or diabetic nurse during the working day.
- Establish procedures for dealing with a hypoglaecemic attack in conjunction with the affected employee.
- Allow special leave for counselling, diabetic management sessions, eye examinations or treatment.
- Identify any specific training needs of the individual.
- Make provision for diabetic employees within the arrangements for first aid, fire and emergency evacuation.

Employee's responsibilities

- To co-operate with the employer in relation to health and safety arrangements.
- Follow any training, guidance and instruction.
- Report any accident or incident to the employer.

Furthermore, diabetic employee's responsibilities include

- Alerting the employer if their condition is having an adverse effect on their day-to-day ability to work or increase the likelihood of an accident.
- Notifying the employer and the DVLA if receiving treatment with insulin or tablets where the job entails driving. Notification to the DVLA is a strict legal requirement. However, if the condition is managed by diet alone, there is no obligation to inform the DVLA.
- Co-operation with the management arrangements for health and safety.
- Following any training, guidance and instruction provided by the employer.

Disciplinary rules

Description

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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.

Integrated Pest Management Ltd 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

Integrated Pest Management Ltd 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

Integrated Pest Management Ltd, 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.

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd to arrange and pay for eye and eyesight tests where required and if the employee is identified as a user of DSE equipment.

Display Screen Equipment (DSE) – User Assessment Form

The following questionnaire is designed to allow an individual DSE user to assess their workstation/s. Where a user has answered 'No' to any question in Part B, or provided details of any health effects in Part C, the employer should investigate and assess further and/or make any workstation adjustments, if necessary.

Before completing this questionnaire please refer to figure 1 for guidance on DSE set up and seating position.

Name of Computer User:	
Department:	
Location of Workstation:	
Date of Assessment:	

Part A

General Information	
How much time is spent on the display screen per day? (Hours/mins)	

Part B

Display Screen Equipment		
Screen and Display	Yes	No
Are the characters on screen clear and easy to read?		
Is the image on screen free from flicker and movement?		
Are brightness and contrast controls adjustable?		
Can the screen be swivelled and tilted?		
Is the screen clean and free from glare and reflection?		
Is the top of the computer screen at or just below eye level?		
Keyboard	Yes	No
Is the keyboard separate from the screen?		
Can the keyboard be tilted?		
Is the keyboard easy to reach?		
Is there adequate space in front of the keyboard to rest your hands and wrists?		
Is the keyboard free from glare?		
Are all characters clear and easy to read?		
Mouse or other Pointing Device	Yes	No
Is the device comfortable to use?		
Is the device suitable for right or left handed persons?		
Can the device settings be adjusted to your personal preferences?		

Furniture		
Desk	Yes	No
Is there adequate free space on the desk for all your work?		
Is the layout of the work surface sufficient for all necessary equipment? e.g. computer, keyboard, telephone, printer etc.		
Is all workstation equipment easy to reach?		
Is there adequate space to adjust the position of the equipment in order to adopt a comfortable work posture?		
Are work surfaces in a good and stable condition?		
Is there adequate legroom under the desk?		
Is the space under the desk clear of obstructions?		
Are surfaces free from glare and reflections?		
Chair	Yes	No
Is your chair stable? i.e. does it have five moveable castors?		
Has your seat got suitable lumbar support?		
Can the height of the seat be adjusted?		
Can the height and tilt angle of the backrest be adjusted?		
Does the seat rotate easily?		
Are the seat arms detachable, if required?		
Ancillary Equipment	Yes	No
Can you sit comfortably without the aid of a footrest?		
Has a stable and adjustable document holder been provided (if needed)?		
If you are required to simultaneously use the telephone and computer do you use a hands free speakerphone or a headset?		
Can your feet touch the floor or footrest?		
If a footrest is provided, can it be adjusted?		

Environment		
Noise and Vibration	Yes	No
Are the temperature and humidity levels comfortable?		
Is there sufficient ventilation that does not cause discomfort from draughts?		
Are noise levels comfortable?		
Is there sufficient workspace?		
Is the lighting, including any specific task lighting, sufficient?		
Are you able to control the amount of natural light with blinds or curtains?		

Task Design and Software	Yes	No
Is software suitable for the tasks?		
Have you been trained to use the software?		
Are tasks organised to avoid long periods of intensive activity?		
Can you control the tasks? e.g. speed of recording data etc.		

General Safety	Yes	No
Have you been informed of your entitlement to free eye and eye sight tests?		
Are all electrical cables etc. in good condition and properly connected?		
Are cables secure and tidy?		
Is all equipment, furniture etc. safely positioned?		
Do you have adequate rest breaks?		
Are you able to take breaks at your discretion?		
Can you leave your workstation during breaks?		

Part C

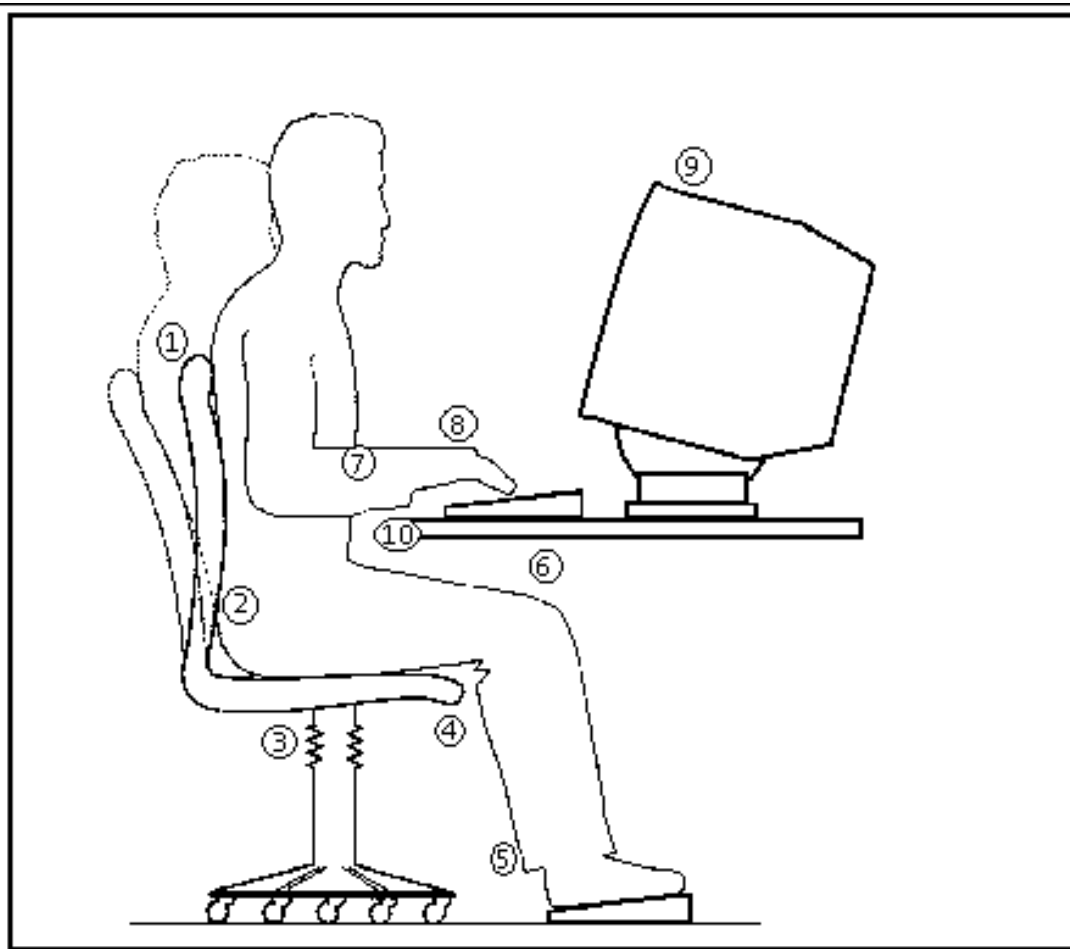
Please include any comments that you would like to make regarding your workstation or its local environment. Also note any adverse health effects experienced, e.g. aches, pains, sensory loss ('tingling' or 'pins and needles') in your neck, back, shoulders, upper limbs, restricted joint movements or grip.

Users signature:	Date:
------------------	-------

Assessor's comments, including details of any action to be taken.

Assessor's name:	Signature:
Date:	Date of re-assessment:

Figure 1. Seating and Posture for Typical Office Tasks



1.	Seat back adjustability.
2.	Good lumbar support.
3.	Seat height adjustment.
4.	No excess pressure on underside of thighs and backs of knees.
5.	Foot rest, if needed.
6.	Space for postural change, no obstacles under desk.
7.	Forearms approximately horizontal.
8.	Minimal extension, flexion or deviation of wrists.
9.	Screen height and angle should allow comfortable head position.
10.	Space in front of keyboard to support hands/wrists during pauses in keying.

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

Integrated Pest Management Ltd will ensure that: -

- Where possible, Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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.

Integrated Pest Management Ltd 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.

Epilepsy

Description

Epilepsy is defined as having repeated seizures, which start in the brain. A brief disturbance to the brain's normal electrical activity causes the nerve cells to fire off random signals. The result is like an electrical storm that causes a temporary overload in the brain.

There are many different kinds of seizure. Some end in seconds while others may last several minutes. People affected might lose awareness of what is happening or where they are during a seizure and they may lose consciousness altogether. Each person's experience of epilepsy is unique.

Recognition of minor epilepsy

- Sudden 'switching off'; the casualty may be staring blankly ahead.
- Slight and localised twitching or jerking of the lips, eyelids, head or limbs.
- Odd 'automatic' movements such as lip smacking, chewing, or making noises.

Associated hazards

Some jobs can carry considerable risk to a person who has frequent seizures and their colleagues. These can include working: -

- At heights or underground.
- Near open water.
- On heavy, unguarded machinery or driving.
- With hot ovens or open fires with high voltage / open circuit electricity.

Employer's responsibilities

Integrated Pest Management Ltd is aware that people who are epileptic may not wish to reveal their health problem. However, workplace adjustments can only be made if the individual is willing to let the employer know about the disability. Disclosure should help the individual in their job and facilitate help and support from management and colleagues.

Integrated Pest Management Ltd will: -

- Carry out a risk assessment of each job (including lone working) to determine whether there are any significant health and safety risks, taking into account individual circumstances such as epilepsy.
- Introduce the appropriate control measures to remove the risk or manage it.
- Meet the cost of making reasonable adjustments, depending on the nature of the adjustment.
- Permit employees with epilepsy to organise their work area and work time themselves, except in exceptional cases where it is operationally impossible.
- Allow more time and greater flexibility for induction training and choose the location for this carefully.

- Establish procedures for dealing with a seizure in conjunction with the affected employee.
- Allow special leave for counselling, management sessions, or treatment.
- Identify any specific training needs of the individual.
- Make provision for epileptic employees within the arrangements for first aid, fire and emergency evacuation.

Employee's responsibilities

- Co-operate with the employer in relation to health and safety arrangements.
- Follow any training, guidance and instruction.
- Report any accident or incident to the employer.

Employees suffering from Epilepsy have an additional duty to

- Alert the employer if his/her epilepsy is having an adverse effect on his/her day-to-day ability to work.
- Where necessary, to inform the employer if the condition could increase the risk of an accident at work.
- If part of your job includes driving, to notify the employer and the DVLA if receiving treatment or tablets. Notification to the DVLA is a strict legal requirement.
- To follow any training, guidance and instruction provided by the employer.

Fire

Description

Fire prevention is an important obligation for all businesses. Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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

Integrated Pest Management Ltd 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.

Integrated Pest Management Ltd 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 notify the senior person present.

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 Integrated Pest Management Ltd" 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.



Fire alarm weekly tests

Date	Time	Call point		Result / details of faults	Person carrying out test	Fault cleared		Signature
		Zone	Location			Yes	No	



Fire drills

Date of drill	Name of drill co-ordinator	Time of drill	Evacuation time taken	Remarks	Signature



Fire equipment servicing

Date	No of extinguishers serviced					Engineer's signature	Remarks
	Water	Foam	Powder	CO ₂	Blanket		



Fire Officer visits

Date of visit	Name of officer	Comments and/or advice given	Action required	Action completed		
				Date	Name (print)	Initials



Model fire risk assessment

Company Name			
Address of premises (premises being assessed)			
Name of Responsible Person		Signature	
Name of person undertaking the assessment		Signature	
Date of assessment		Review Date	

Additional Considerations	Yes / No N/A	Comment
Is the workplace/premises subject to a separate licensing scheme? e.g. Sports Grounds, Special Events, Entertainment etc.		Review content, reference additional documentation and ensure compliance with existing licence or certificate conditions.
Are there any specific site conditions imposed by the Enforcement Authorities due to the work activity, stored substances, assessed hazards/risks etc?		Review content, reference additional documentation and ensure compliance with existing site-specific conditions.

Step 1 - Identify fire hazards

1.1 Potential Sources of Ignition

Hazard	Yes / No N/A	How is the risk controlled?
Is smoking permitted?		
Does work involve a source of heat? e.g. welding, incineration or cooking		
Are light bulbs or fittings near to combustible materials?		
Is there any faulty or misused electrical equipment (include wiring on machinery and the use of multi-point adaptors)?		
Is there a risk of static electricity?		
Is the heating system in a satisfactory condition & maintained by a competent person?		
Are portable/radiant heaters used?		
Are there adequate measures to reduce the assessed risk from arson?		
Are there sources of mechanically generated sparks or friction?		
Are hot surfaces present?		
Are there any other sources of ignition present? e.g. naked flames		

1.2 Combustible materials and structural features

Hazard	Yes / No N/A	How is the risk controlled?
Are there highly flammable materials used or stored in the workplace? e.g. paints, oil based solvents, adhesives etc.		
Are there flammable gases present? e.g. acetylene, butane, Calor gas or LPG		
Do walls/ceilings have combustible coverings or linings? e.g. decorations/displays made of hardboard, plastic tiles or flock wallpaper		
Are flammable substances stored in appropriate containers?		
Is combustible waste correctly managed and disposed of? e.g. paper, dust, off-cuts etc		
Are there any sources of stored oxygen? e.g. oxygen cylinders or oxidizing chemicals		
Does the workplace include any features that could promote rapid spread of fire, heat or smoke? e.g. suspended ceilings, wall voids or wedged open fire doors		
Are there any obstructions/unusual features that could block exit routes? e.g. spiral staircase		
Are there any adjacent tenants, premises or facilities that may present an additional risk?		
Are procedures in place to control any changes or the introduction of additional hazards to the workplace?		

1.3 Sources of ignition and combustible materials

Additional Control Measures		Priority	Person Responsible	Completion Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Step 2 - People at risk

2.1 People at risk

Hazard	Yes / No N/A	How is the risk controlled?
Are there persons e.g. employees, visitors or contractors working in areas of high fire risk?		
Are there persons working alone or in remote areas? e.g. contractors or security staff		
Are employees particularly at risk as a result of the work they undertake?		
Is there a likelihood that large numbers of people will be present who are unfamiliar with the premises and emergency arrangements? e.g. social event or seminar		
Can all employees react quickly to a fire or an alarm?		
Are there any persons at heightened risk that may need personal assistance to evacuate the premises? e.g. young children, disabled persons or those with sensory impairments		
Are all those that may be affected by a fire made aware of the emergency procedures? e.g. employees, visitors or contractors etc		
Could a fire have an impact on other occupants, tenants or those in the vicinity? e.g. neighbours and shared premises		
Are there any (temporary or other) sleeping facilities on the premises? Consider those with hearing impairment		

2.1 People at risk

Additional Control Measures		Priority	Person Responsible	Completion Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Step 3 - Evaluate required fire measures

3.1 Fire detection & warning

Procedure	Yes / No N/A	How is the procedure applied?
Are arrangements in place for detecting a fire? e.g. fire, heat, smoke detectors or monitoring of isolated areas		
Are arrangements in place to provide suitable warning in the event of fire? e.g. sounders, strobes or personal alerts		
Can all occupants easily recognise the evacuation warning signals? e.g. those with hearing, mobility, sight impairment, sleeping or in a noisy working environment		
Will the detection arrangements/equipment give sufficient early warning to enable the affected persons to escape in good time?		
Is automatic fire detection and alarm provided where people sleep on the premises?		
Is automatic fire detection provided where fires may develop unnoticed? e.g. loft, voids or external storage facilities		
Have electrically powered fire detection and warning systems been installed by competent persons to the relevant standards?		

3.2 Means of escape

Procedure	Yes / No N/A	How is the procedure applied?
Do escape routes lead to a place of safety? e.g. away from traffic routes		
Are there sufficient exits for the number of people present in the workplace (consider public access, social function/seminar etc.)?		
Are escape routes free of obstructions? e.g. stacked items or parked vehicles		
Can all fire safety signs and fire exit signs be clearly seen and understood?		
Where necessary do fire exit doors open in the direction of escape?		
Are all internal and external fire doors clearly labelled and have sufficient rating? e.g. FD 30 has a 30 minute fire rating		
Are fire escape routes, corridors, staircases and safe refuges protected where necessary?		
Are escape routes of adequate width for the number and type of occupants using them? e.g. max occupancy and wheelchair users		
Are fire doors and their self-closing devices maintained by a competent person and in good working order?		
What is the agreed evacuation time taking account of reaction time? e.g. can all occupants get to the assembly point/place of safety within two to three minutes?		

3.2 Means of escape

Procedure	Yes / No N/A	How is the procedure applied or monitored?
Taking account of reaction time, can people in high-risk areas reach a place of safety or point where more than one exit route is available, in one minute or less?		
Taking account of reaction time, can people in areas with only one escape route, reach a place of safety or point where more than one exit route is available, in one minute or less?		
Can the alarm be raised without anyone being placed at risk? e.g. call points sited on exit routes		
Are door fastenings simple to open without the need for a key?		
Do fire doors shut fully when closed?		
Do doors fitted with automatic releases operate when the alarm system is activated?		
Are escape routes adequately signed, including the running man pictogram?		
Are escape routes adequately lit?		
Where necessary is escape/emergency lighting sufficient?		
Are adequate escape provisions made for people with special needs?		

3.3 Provision of fire-fighting equipment

Equipment	Yes / No N/A	How is the equipment controlled?
Is suitable and sufficient fire-fighting equipment provided? e.g. of the correct type, location and number Please refer to the attached chart "Types of Fire Extinguisher"		
Are portable fire extinguishers, fire blankets suitably located?		
Is fire-fighting equipment sited on exit routes or adjacent to exits?		
Have sufficient numbers of employees been trained and competent in the use of fire-fighting equipment?		
Is fire-fighting equipment clearly visible and are fire instructions clearly displayed?		
Has all fire safety equipment been regularly checked and maintained by competent persons in accordance with manufacturer's recommendations?		

3.4 Evaluation of fire detection, warning, escape and fire fighting equipment

Additional Control Measures		Priority	Person Responsible	Completion Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Step 4 – Records, emergency plan and training

4.1 Fire emergency plan & training

Emergency plan content	Yes / No N/A	How is the plan communicated?
Are arrangements in place for calling the Fire Service and other relevant persons? e.g. premises owner, responsible person or tenants		
Are evacuation procedures for those at heightened risk in place? e.g. disabled		
Have the evacuation procedures been communicated to all staff and affected parties?		
Who will liaise with the emergency services? e.g. fire marshal or responsible person		
Has information been provided to the emergency services regarding rescue and fire fighting (in respect of any special risks involved in the workplace)? E.g. storage of chemicals or compressed gases etc		
Is training carried out regarding the Fire emergency plan?		
Have you designated and signed the Evacuation Muster/Fire Assembly points?		
Are persons trained and nominated to ensure the buildings or site is clear? e.g. fire marshal duties to include a "sweep" of designated areas		
Are persons trained and nominated to ensure a roll call is taken at muster/fire assembly point?		

4.1 Fire emergency plan & training

Emergency plan content	Yes / No N/A	How is the plan communicated?
Has a person been nominated to take the visitor's book (if applicable) to the muster/fire assembly point?		
<p>Has a diagram of the premises/site been completed?</p> <p>The diagram should include as appropriate: -</p> <ul style="list-style-type: none"> Fire alarm zones Occupied areas/rooms Essential structural features Location of fire fighting equipment Fire alarm panel and call points Location of control valves for fire systems Location of main services isolation points Escape routes and designated fire exits Designated fire refuges/places of safety Muster/fire assembly points Locations of any hazardous substances, including compressed gases Location of communications system Where known, any underground rooms, voids or drains Overhead and underground cables/services <p>and</p> <p>Any other identified risk that is felt to be appropriate</p>		

4.1 – Fire emergency plan & training

Additional Control Measures		Priority	Person Responsible	Completion Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Step 5 – Review

Name of Responsible Person		Position	
Planned Review Date		Actual Review Date	
Review Considerations	<p>This Fire Risk Assessment should be reviewed annually or following:</p> <ul style="list-style-type: none"> Recommendation of the “responsible person” or Enforcement Authorities Serious Fire Incident, including arson and vandalism Change of working practices or use of premises Change of occupancy or tenant activity Increase in occupancy (e.g. type or number) or work shift patterns Structural alteration Change in volume and type of stored combustible/flammable materials Introduction of new work equipment or processes Change in neighbouring premises/activities that may affect the assessed hazard/risks <p>and</p> <p>Any other significant or material change to the previous assessment details</p>		

5.1 Fire training matrix

Trainer		Attendees	Fire induction training	Fire alarm recognition	Evacuation procedure	Raising the alarm	Alerting the fire service	Fire assembly points	Identifying fire hazards	Understand causes of fire	Understand spread of fire	Action upon discovering a fire	Use of fire extinguishers	Duties of the Responsible Person	Duties of the Fire Marshal	Fire risk assessment	Fire monitoring and checking	Record keeping/fire log book
Location																		
Date																		
Review																		

Fire safety training

Date of training	Names of employees attending	Type of appliance/s used	Name of training officer	Employee signature in confirmation of understanding



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

Integrated Pest Management Ltd 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.

First aid risk assessment

Current number of first aiders and level of training:

Approximate number of people working within the organisation:

Approximate number of staff at work outside normal hours (inc weekends):

Approximate number of employees in working hours:

Distance to nearest medical centre:

Travel time?

Distance to nearest major hospital with A & E facility:

Travel time?

Maximum distance to location of existing first aid kits:

List incidents over the last 12 months:

List specific hazards in the area e.g. slips and trips, work at height, plant or machinery, moving objects, electricity, radiation, chemicals, dust, manual handling?

Hazard

Location

Do manufacturers safety data sheets or product labels specify any first aid requirements?

Product

Requirement

Are there hazards or health concerns for which an extra first aid kit or specialised treatment is required e.g. chemicals, potential for burn, eye injuries, field trips?

Recommendations:

Consider all of the above, assess the first aid requirements for the work area/activities and ensure all recommendations are completed within the agreed timescales.

Contents of first aid kit(s):

Number and location of first aid kits:

Number of first aider(s) and level of training required:

Additional recommendations:

Name:

Signature:

Date:

Date of re assessment:

First aid training

Name	Type of certificate and training organisation	Pass date	Date of refresher training			



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

Integrated Pest Management Ltd 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, Integrated Pest Management Ltd will inform employees of likely hazards by means of risk assessments, information, instruction, training and documentation.

To aid the recording of hazardous situations Integrated Pest Management Ltd 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 a Director, who will carry out the necessary remedial action.



Hazard detection report

To be completed for all identified hazards.

Report Number

1. Report. *To be completed by person identifying the hazard.*

Name _____

Date _____ Time _____

Reported to _____ Verbally Yes ☐ No ☐ Written Yes ☐ No ☐

Description of Hazard. *(Details of machinery / equipment involved, location etc.)*

Has any action been taken to eliminate the hazard? Yes ☐ No ☐

Signed _____ Position _____

2. Action. *To be completed by Department Manager / Supervisor.*

Hazard verified Yes ☐ No ☐

Date _____ Time _____

Action to be taken to eliminate the hazard. *(State changes in systems of work etc.)*
(Interim Precautions.)

Action to be taken by _____ Completion Date _____

Signed _____ Position _____

3. Financial Approval. *To be completed by Senior Management where costs exceed departmental authority.*

The necessary expenditure is approved Yes ☐ No ☐

Signed _____ Position _____

4. Completion. *The remedial action described above is completed.*

Completed by _____ Date _____

Signature of person verifying work has been completed satisfactorily _____

Copy – Retained by Employee.

Copy – Retained by Department Manager / Supervisor.

Copy – Retained by Senior Manager.



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

Integrated Pest Management Ltd 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.

Health assessment for night workers

Under the Working Time Regulations you are classed as a night worker. You are entitled, if you wish, to a free health assessment to ensure that you are suited to working at night.

If you wish to have a free health assessment, please complete all the boxes below. If you do not wish to have a free health assessment, please complete the box at the bottom of this form. All the information you provide will be kept confidential.

Have you suffered from or do you have, any of the following health conditions?	Yes/No
Diabetes where treatment with insulin injections on a strict timetable is required.	Yes/No
Any heart or circulatory disorder affecting physical stamina.	Yes/No
Any stomach or intestinal disorder such as ulcers, or conditions where the timing of a meal is particularly important.	Yes/No
Any medical condition affecting sleep.	Yes/No
Any chronic chest disorder where night-time symptoms are troublesome.	Yes/No
Any medical condition requiring regular medication on a strict timetable.	Yes/No
Any other health factors that might affect fitness for work.	Yes/No

If you have answered "Yes" to any of the above you may be asked to see a doctor or nurse for further assessment. Please provide the name and address of your family doctor.	
Doctor's name	
Address	

Name		Department	
Job title			
Signed		Date	



Health screening questionnaire

(Private & Confidential)

This form should be completed by the employee and returned to your employer.

The information provided on this form will be used by the organisation to determine if it is safe for you to undertake a work task or if the activities that you are required to undertake will exacerbate any pre-existing medical conditions. The form will be handled in strict confidence and all information stored according to the requirements of the Data Protection Act.

Based on the information provided, we may need to seek advice from a doctor, or occupational health specialist. It may also be necessary for you to regularly attend health surveillance during your employment if determined by the company risk assessments or medical practitioner. Advice regarding fitness for work will be accessible to management in general terms, however, detailed clinical information will not be revealed without your consent.

If further information is required from your doctor or health specialist, this will only be obtained with your written consent.

SECTION A. Personal Details	
Surname:	Forename/s:
Address:	
Tel no:	Email:
Name and address of personal doctor:	
Position:	

SECTION B. Job involves	
<input type="checkbox"/> Regular manual handling/lifting duties	<input type="checkbox"/> Regular overseas Travel
<input type="checkbox"/> Human blood, tissues, fluids	<input type="checkbox"/> Regular Display Screen Equipment (DSE) usage
<input type="checkbox"/> Respiratory sensitisers or allergens	<input type="checkbox"/> Latex materials
<input type="checkbox"/> Use of isocyanate based products	<input type="checkbox"/> Food handling
<input type="checkbox"/> Regular vehicle driving activities (incl. fork lift trucks)	<input type="checkbox"/> Regular night shifts
<input type="checkbox"/> Working at height	<input type="checkbox"/> Lead
<input type="checkbox"/> Ionising radiations	<input type="checkbox"/> Vibrating equipment
<input type="checkbox"/> Noisy environments	<input type="checkbox"/> Other hazards (please state):-

SECTION C. Health history	
Do you have, or have you previously had, any of the following health conditions?	Yes/No
<ul style="list-style-type: none"> Giddiness, fainting attacks, epilepsy Mental illness, anxiety or depression Recurring headaches Serious injury or operations Serious hay fever, asthma or recurring chest infections Recurring stomach or bowel trouble Recurring bladder trouble 	<ul style="list-style-type: none"> Stroke, heart trouble, high blood pressure or varicose veins Diabetes Skin trouble Ear trouble or deafness Colour vision or eye trouble not corrected by glasses or contact lenses Back or muscle/joint trouble Hernia or rupture
How many days have you been absent from work in the last three years because of illness or physical injury?	_____ days
Are you currently taking any prescribed medication?	Yes/No
If you answer "yes" to the above questions, you may be asked to see a doctor or nurse for further assessment.	

SECTION D. Disabilities	
Do you have any disabilities that affect the following?	Yes/No
<ul style="list-style-type: none"> Standing Walking Climbing stairs Lifting Using your hands Driving a vehicle Working at heights Climbing ladders Working on staging 	
If you answer "yes" to the question, you may be asked to see a doctor or nurse for further assessment.	

SECTION E. Declaration	
I confirm that to the best of my knowledge and belief, the above information is correct. I understand that any failure to disclose information could lead to a re-assessment of my general fitness, which could ultimately lead to the termination of my employment.	
Name (BLOCK CAPITALS):	Date:
Signature:	

Employer's comments, including details of any actions to be taken:	
Employers signature:	Date:

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

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd. 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.

Integrated Pest Management Ltd 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.



Health and safety management planning

Arrangements	Name of person(s) responsible	Target date	Date completed	Comments on performance



Health and safety induction

Name of employee:	
Date employment commenced:	
Date training commenced:	

Management – has the employee been: -	Yes/No	Initials	
		Trainer	Employee
Given a copy of the company's health and safety policy to read?			
Informed about the company's risk assessments?			
Informed about the company's COSHH assessments?			
Issued with copies of all assessments that have been completed to read?			
Informed of who their immediate Supervisor is and to whom they should report to in their absence?			
Instructed as to what machinery or equipment they are permitted to use or operate?			
Instructed about the company's grievance procedure and about disciplinary action that may result from any breaches of health & safety legislation?			
Advised about all aspects of the Health & Safety at Work etc. Act 1974 that affect them and to which they must comply?			
Returned the signed acknowledgement slip from the Employee Handbook?			
Instructed about the importance of knowing who is on the company premises?			
Informed about the importance of not inviting unauthorised personnel onto the company's premises?			

Fire – has the employee been: -	Yes/No	Initials	
		Trainer	Employee
Instructed about the company's fire procedure?			
Advised of the location of the fire evacuation assembly point?			
Advised of the location of all the emergency exits?			
Made aware of the location of the alarm activation points?			
Shown the location of fire fighting appliances?			
Advised of which type of fire appliance to use in the event of a fire?			
Has the employee been advised on how to operate the various fire extinguishers?			
Has the employee been advised on the day and time when the fire alarm is tested?			
First aid – has the employee been: -			
Instructed on who the company's First Aider is and where they can be located?			
Informed about the location of the first aid kit?			
Instructed about the importance of reporting all accidents?			
Made aware of the location of the accident book and informed of who completes the details in the book?			
Told about notifying the company if they are off work due to an accident at work?			
Defect reporting – has the employee been: -			
Made aware of their duty to visually inspect all work equipment prior to use?			
Instructed on the defective equipment policy operated within the company?			
Has the employee been instructed on how to use the hazard detection book and where it is located?			

Personal protective equipment	Yes/No	Initials	
		Trainer	Employee
Has the employee been issued with the personal protective equipment that he / she is required to wear?			
Has the employee been trained in the use of any specialist equipment?			
Has the employee signed the personal protective equipment register?			
Has the employee been informed about the cleaning requirements for the personal protective equipment?			
Has the employee been informed about the procedure operated within the company for obtaining replacement equipment?			
If catering clothing is provided have employees been instructed on the locations where the clothing may be worn?			
Has the employee been instructed in the correct procedure for storing the personal protective clothing?			
Food hygiene (if relevant)			
Has the employee been informed about the importance of food hygiene and the importance of washing their hands?			
Has the employee been informed about the cost of poor food hygiene in relation to the company and themselves?			
Has the employee attended a food hygiene course?			
If the answer to the above question is no, has the employee been informed of when they will be sent on a course?			
Has the employee been informed about bacteria and instructed about high-risk foods?			
Has the employee been informed about cleanliness in all working areas?			
Has the employee been instructed on the wearing of jewellery at work?			
Has the employee been instructed about reporting ill health to the management as soon as it is apparent?			
Has the employee been instructed about safety in the kitchen and associated areas?			
Has the employee been informed about the Hazard Analysis Critical Control Point (HACCP) System that is being operated?			

Welfare	Yes/No	Initials	
		Trainer	Employee
Has the employee been advised on entrances/exits to be used?			
Has employee been advised on parking arrangements?			
Has the employee been instructed on the location of the toilet and washing facilities?			
Has the employee been informed about the location of the staff rest room?			
Has the employee been instructed on where they can obtain hot and cold drinks?			
Has the employee been informed about the facilities provided for heating food?			
Has the employee been informed about the areas in which they are permitted to smoke?			
Has the employee been informed about the location where they can store their personal clothing and property?			
Machinery and equipment			
Has the employee been given instruction on any specialist equipment that they are required to operate?			
List details of the machines / equipment that employees are trained to operate below.			
Type of equipment			

Name of instructor:	
Signature:	
Date:	
Name of employee:	
Date:	

Safety training register

Employee:	Occupation:
Department:	Start date:

Type of training and level	Date	Training organisation or In-house instructor	Employee signature	Trainer signature



Ladders and stepladders

Description

A third of all reported falls from height incidents involve ladders or stepladders, many injuries are caused by inappropriate or incorrect use of equipment.

By conducting a risk assessment it may be determined that ladder use is acceptable for work of short duration (between 15 and 30 minutes) and low risk, providing three points of contact can be maintained whilst working from the ladder or steps.

Associated hazards

- Failure of the ladder itself, causing persons or equipment to fall.
- Items falling from the ladder.
- Users over-reaching or stretching from the ladder.
- Overloading of the ladder.
- The ladder slipping and falling due to not being correctly secured.
- Faulty equipment.
- Inappropriate use of ladders.
- Manual handling when using ladders.

Employer's responsibilities

All reasonable actions will be taken by Integrated Pest Management Ltd to ensure the safety of employees who work with ladders.

Integrated Pest Management Ltd will, in consultation with employees and their representatives: -

- Carry out a risk assessment of work activities involving the use of ladders.
- Take all necessary measures to reduce any risks found as a result of the assessment.
- Ensure that all ladders supplied are of good construction, sound material and are suitable for the tasks to be performed.
- Ensure that all ladders used are clearly identified, regularly inspected and maintained.
- Maintain a records system, which identifies each ladder and logs each inspection, repair and maintenance procedure undertaken.
- Provide appropriate information and training to employees who use ladders, including additional information and training where the ladder is used in a high-risk environment or in a way, which increases the risks involved.
- Ensure ladders are stored in a way that does not lead to warping, defects or reduction in strength.
- Implement a reporting system, so that any concerns, problems, risks or defects encountered while using the ladders can be reported to a responsible person and the appropriate action taken.

Safe use of ladders

- Ladders should be appropriate for the job and not exceed 9 metres in length.
- Ladders should comply with British/European Standards. Domestic equipment should not be used.
- Ladders must be undamaged and free of paint or any other coating which could hide cracks or splits.
- Ladder stiles must be undamaged and unbent.
- Wood should be free of warping or splitting.
- Metal ladders must be free from corrosion, sharp edges or dents and rungs free from distortion.
- Footpads must be in good condition.
- Ladders should have slip-resistant rubber or plastic feet.
- Ladders must be free of missing/loose rungs.
- Ladders should be regularly inspected and defective ladders removed from use.
- If ground conditions are poor, ladder feet should be tied into stakes in the ground, with a large flat wooden board as a base.
- During use, ladders should extend at least 5 rungs (1.05m) past the landing point or above the highest rung on which feet rest.
- Ladders should be positioned one metre out at the base for every four metres in height.
- Ladders should be secured at the top or if this is not practicable, ladders should be secured near the bottom or weighted or footed to prevent flipping.
- The overlap for extension ladders should be up to 5m closed length 2 rungs, 5-6m closed length 3 rungs, and over 6m closed length 4 rungs.
- There should only be one person on the ladder at any one time.
- Employees should be trained to transport tools in a shoulder bag or wear a tool belt. Consider the use of a gin wheel or other lifting equipment.
- Employees should be fully trained in ladder use.
- Never use ladders near power lines or in strong winds.

Safe use of stepladders

- Stepladders should be of robust construction and in good condition.
- Any retaining cords or straps must be of equal length and in good condition.
- Any metal braces between the legs must be locked into place.
- Legs of stepladders must be opened fully when in use.
- All legs need to be firmly and squarely placed on a solid level surface.
- The stepladder should be positioned close to the work to prevent over-stretching.
- The stepladder should be placed at right angles to the work if the work could cause sufficient force to make the stepladder unsuitable if used sideways.

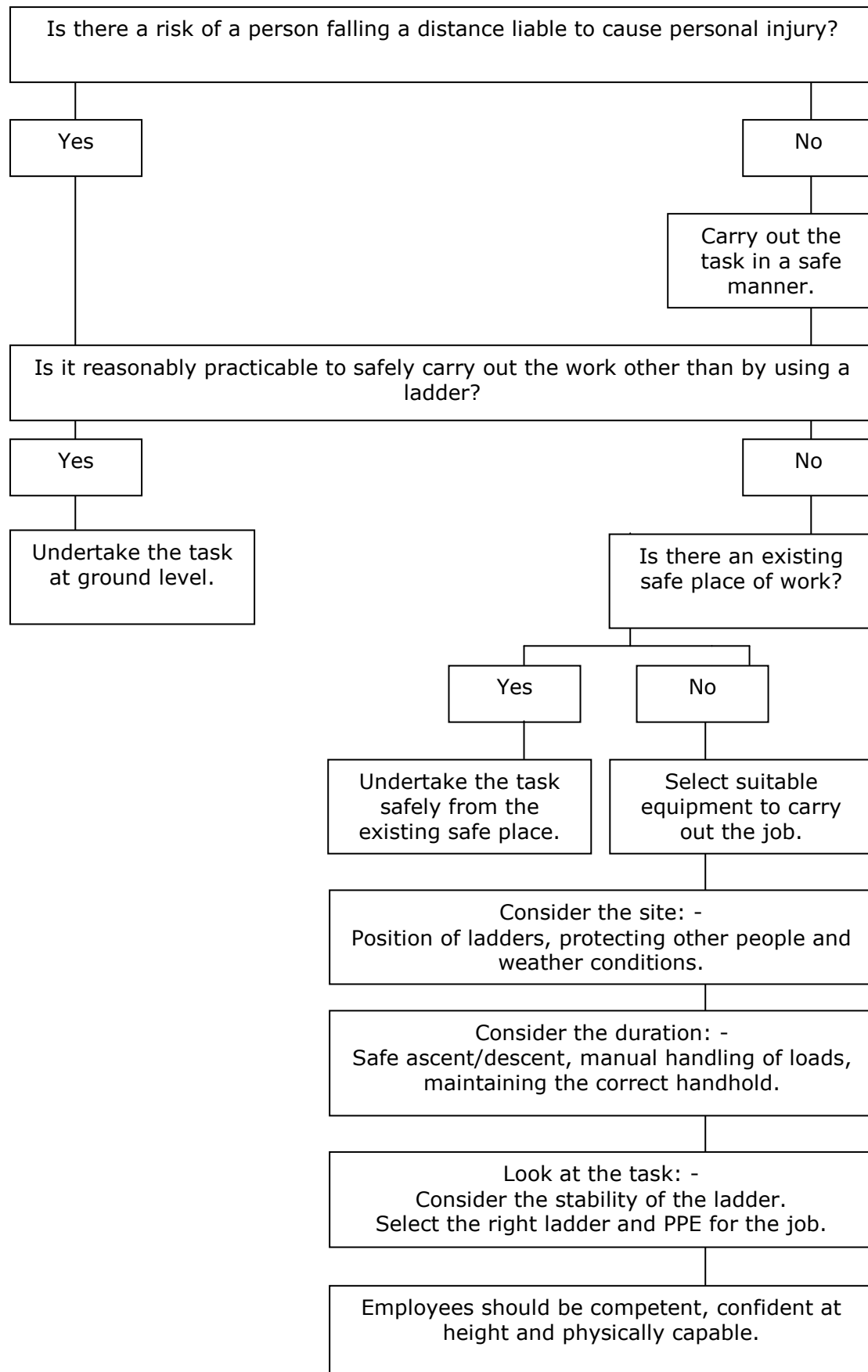
- The top tread should not be used unless it has been designed as a platform with a secure handhold.
- When in use, the knees should be kept below the top of the steps for support and stability.
- Only one person should use the stepladder at any one time.
- The stepladder should be located or measures taken to prevent the stepladder from being struck by doors, vehicles etc.

Employee's responsibilities

- Follow instruction, training and information provided by the employer on the safe use of ladders.
- Check whether the type of work activity requires the use of a ladder; establish whether the ladder is suitable for the task and match the ladder to the job.
- Ensure the ladder is in good condition; check that it has been inspected and stored correctly; any repairs have been carried out correctly; that it has been regularly maintained and that it is free from defect, of good construction and of sound material.
- Report any defective ladders to the employer immediately.
- Make use of any personal protective equipment provided by the employer.
- Advise the employer of any health issues, which may affect the ability to work at height.



Ladder safety flowchart





Ladder register

Ladder number	Class	Inspection date	Inspected by

Industrial

Class 1 BS2037: 1994 Duty Rating 130Kg (20.4st)

Maximum vertical static load 175Kg (27.5st)

This standard applies to products being used in an industrial environment and for heavy duty and relatively high frequency use.

Trade

BS EN131 is the European Standard, which now covers the previous Class 2 British Standard

Maximum permissible load 150Kg (23.5st)

This standard covers the product being used in a light trade environment.

Domestic

Class 3 BS2037: 1994 Duty Rating 95Kg (15st)

Maximum vertical static load 125Kg (19.5st)

This standard applies to products being used in and around the home.

These products are designed for low frequency use.



Ladder / stepladder inspection checklist



Ladder type:	Ladder location:	Ladder identification:
Inspection undertaken by:		Date of inspection:
Indicate ladder specification: Class 1: maximum vertical static load 175Kg (27.5st). <input type="checkbox"/> BS EN 131: maximum vertical static load 150Kg (23.5st). <input type="checkbox"/> Note: Class 3 domestic use ladders are not to be used in the workplace.		

Item:	Yes	No	N/A
Are ladders clean, free of grease, mud and paint etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are rungs secure, not bent, cracked or missing and free from excessive wear?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stiles free of wear, distortion, decay, corrosion, cracks, or splits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stiles or rungs free from any splinters or sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are tie-rods, rivets or screws free of decay, corrosion, damage or distortion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are stays and brackets secure and not damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ropes cords, pulleys, hinges in good condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ladder feet intact, in good condition and free from grease and dirt?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Where fitted, are handrails in good condition and securely fixed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder correctly stored when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder protected from damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the ladder secure, to prevent unauthorised use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Actions from inspection:	Completed by:	Date:

Equipment that fails must be taken out of use immediately and prominently labelled until it can be repaired or disposed of.



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, Integrated Pest Management Ltd 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.



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, Integrated Pest Management Ltd 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 Integrated Pest Management Ltd: -

- 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.

Inspection, testing & maintenance of emergency lighting

Date of inspection / test	Date of maintenance	Location	Comments	Signed by competent person



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

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd's reporting procedure.

Lone working checklist - employer

Are employees who make lone visits: -

- Fully trained in strategies for the prevention of violence?
- Briefed about the area where they work?
- Aware of attitudes, traits or mannerisms, which can annoy clients etc?
- Been given all available information about the task from all relevant sources?

Have they: -

- Left an itinerary?
- Made plans to keep in contact with yourself, colleague or other person?
- The means to contact you if necessary - even when the main switchboard may not be in use?
- Got your home telephone number (and you theirs), or have other arrangements been made for contact?
- A sound grasp of your preventive strategy, the safety policy and any staff protection procedure?
- Authority to arrange an accompanied visit, security escort or use of an alternative means of transport if necessary?

Do they: -

- Carry forms for reporting incidents, or are they aware that the forms should be completed ASAP after an incident?
- Appreciate the need for this procedure?
- Use them?
- Know your attitude to premature termination of visits?
- Know how to control and defuse potentially violent situations?
- Appreciate their responsibility for their own safety (and that of others if so accompanied)?
- Understand the provision for their support by your organisation?

Lone working checklist - employee

Have you: -

- Received all the relevant training about violence to staff?
- A sound grasp of Integrated Pest Management Ltd's safety policy and staff protection procedure?
- A clear idea about the area into which you are going?
- Arranged to take an escort or use an alternative means of transport, if necessary?
- Made appointments?
- Left your itinerary and expected departure/arrival times?
- Told a colleague or manager about a change of plan?
- Arranged for contact if your return is overdue?
- Risk assessed the visit with the employer - could there be potential for personal assault?

Do you carry: -

- Or are you aware of where the forms to record and report "incidents" are?
- A personal alarm and mobile phone? Do they work? Are they handy?
- A bag/briefcase that suggest you have money or valuables with you? Is this wise where you are going today/tonight?
- Out of hours telephone numbers etc to summon help?

Can you: -

- Be certain your attitudes, body language etc won't cause trouble?
- Defuse potential problems and manage aggression?

Remember the three V's of visiting: vet, verify, vigilance

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

Integrated Pest Management Ltd 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.

Manual handling assessment

Operations and employees covered by this risk assessment:

Location:

Ref no:

Section A - Assessment checklist

The task(s) – Do they involve?

Yes

No

Holding away from the trunk

☐
☐

Twisting

☐
☐

Stooping

☐
☐

Reaching upwards

☐
☐

Large vertical movements

☐
☐

Long carrying distances

☐
☐

Strenuous pushing or pulling

☐
☐

Unpredictable movement of loads

☐
☐

Repetitive handling

☐
☐

Insufficient time for rest or recovery

☐
☐

A work rate imposed by a process

☐
☐

The load(s) – are they?

Yes

No

Heavy

☐
☐

Bulky/unwieldy

☐
☐

Difficult to grasp

☐
☐

Unstable/unpredictable

☐
☐

Harmful to touch (sharp, hot, etc)

☐
☐

The working environment – are there?

Yes

No

Constraints on posture

☐
☐

Poor floors

☐
☐

Variations on levels

☐
☐

Hot/cold/humid conditions

☐
☐

Strong air movements

☐
☐

Poor lighting conditions

☐
☐

Individual capacity – does the job?

Yes

No

Require unusual capacity/strength

☐
☐

Pose a hazard to those with a health problem

☐
☐

Pose a hazard to pregnant / expectant mothers

☐
☐

Require special information / training

☐
☐

Other factors, e.g. is movement hindered by clothing or PPE? Is team lifting involved? etc

Section B	Yes	No
Can the operation be avoided/mechanised/automated at reasonable cost? If yes, state actions to be taken to achieve this in Section E.	<input type="checkbox"/>	<input type="checkbox"/>

[illegible]

Section D - Overall assessment of risk	Low <input type="checkbox"/>	Med <input type="checkbox"/>	High <input type="checkbox"/>
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Section E - List what further action is necessary to control the risk	Person responsible	Completion date
Assessor's name:	Date:	
Signature:	Review date:	

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 Integrated Pest Management Ltd 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.



Method statement

1. Method statement intent and introduction

2. Location of works

3. Description of works

4. Plant and equipment

5. Related documentation and assessments

6. Location and protection of any services/facilities affected by works

7. Foreseeable adverse effects and their control

8. Safety precautions

9. Monitoring systems

10. Further information/observations

Method statement prepared by:

Signed

Date

Mobile telephones

It is an offence for a person to drive a motor vehicle if they cannot have proper control of the vehicle.

Since February 2007, Section 26 of the Road Safety Act set the fixed penalty for using a hand-held phone while driving at £60 and three penalty points. The same penalties apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

In order to ensure compliance Integrated Pest Management Ltd will provide hands-free kits to members of staff who are required to use mobile telephones whilst working away from the premises.

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

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

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

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

- Only use the phone when it is safe to do so.
- Understand how your phone operates and utilise the one-touch speed-dial facility.
- Only acknowledge incoming calls on a hands-free system, where answering is automatic or one touch button.
- Only use short responses and indicate that you will return the call when it is safe to do so.

Whenever possible, drivers should delay making outgoing calls whilst travelling.

General Use of Mobile Phones

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

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

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



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 Integrated Pest Management Ltd 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.

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 Integrated Pest Management Ltd 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.

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

Integrated Pest Management Ltd 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. Integrated Pest Management Ltd 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, Integrated Pest Management Ltd 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 effective 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.

Personal protective equipment issue

Employee:

Department:

Occupation:

Type of PPE provided	Training	Date supplied	Employee's signature	Replacement date	Employee's signature



Pest control

Description

Pests can be divided into three groups: - rodents, insects and birds. They can enter the building via open doors and windows as well as gaps in building structures, looking for warmth, food and shelter. Unfortunately they can spread disease, viruses, bacteria and parasites so any infestation requires urgent action. Pests also cause damage to premises and equipment by their habits, for example burrowing and gnawing.

Associated hazards

- Bacterial contamination (bacteria on the pest or in droppings).
- Physical contamination (droppings, eggs, hair and dead bodies).
- Cross contamination (bacteria left on surfaces and utensils).
- Chemical contamination (poor and uncontrolled use of insecticides).
- Damage to premises.

Employer's responsibilities

Integrated Pest Management Ltd will ensure that: -

- Pests cannot gain entry to premises by ensuring that all airbrick openings are covered with mesh screens, all doors will fit closely to the apertures and will be kept shut when not being used, all holes around the premises i.e. around pipes, areas of access to roof voids and wall cavities will be filled.
- Where flying pests become a problem, that fly screens are fitted over windows.
- Premises are kept clean and in a good state of repair, including pipes and drains.
- The exterior of the premises will be kept clear of overgrowing vegetation.
- Good storage procedures will be followed and regular stock rotation will be employed to identify any pest activity that may be present.
- All spillages and food debris will be cleared away immediately to ensure that a good standard of housekeeping is achieved at all times.
- Where required, the services of an approved company providing pest control measures are taken as soon as possible following evidence of infestation.
- Any pesticides used are approved for use under the appropriate legislation and appropriate assessments carried out for their use.
- Provision of adequate waste receptacles that are regularly washed and disinfected.

Employee's responsibilities

- Ensure windows and doors are kept closed when not in use.
- Cleaning schedules are followed and premises are kept clean and tidy.
- All spillages and food debris will be cleared away immediately to ensure that a good standard of housekeeping is achieved at all times.
- Not to allow waste receptacles to overflow, especially those in external areas.
- Good storage procedures will be followed and regular stock rotation will be employed to identify any pest activity that may be present.
- Inform the employer of any evidence of infestation.
- Not interfere with any measures taken by the employer to control pest infestation.

Portable electrical appliances

Description

Portable electrical appliances are found in most workplaces and include power tools, portable lighting, computer equipment, kitchen appliances, portable heaters and equipment such as cable extension leads. Where equipment is powered from the mains electrical supply there may be a significant electrical hazard that will need to be specifically controlled.

Associated hazards

- Shock or burns.
- Uncontrolled start up of equipment.
- Fire or explosion.
- Trips and falls.

Employer's responsibilities

- Undertake a risk assessment for using the applicable portable electrical appliance for the task required and implement suitable safe systems of work to control the risks.
- Ensure that trained and competent persons undertake the work.
- For equipment connected to power sources either use "double insulated" or earthed cables and ensure cables are protected against damage.
- Ensure that equipment is regularly maintained by following the manufacturer's instructions.
- Ensure users visually check equipment before and during use.
- Regularly undertake, by trained appointed persons, formal visual inspections of the equipment including inspection of the plug and its assembly.
- Carry out combined inspection and testing by electrically competent persons at frequencies required by the risk assessment. A register of such inspections will be kept.
- Remove from use or arrange for the repair of any appliance that fails any inspection, test or other checks.
- Where required by risk assessment, provide additional precautions such as suitably robust residual current devices (RCD's), 110v reduced voltage equipment, etc.
- Ensure that the power supply is within the operating range of the appliance.
- Ensure that, where provided, guards and protective covers are in place and kept in good condition.

Employee's responsibilities

- Visually check the equipment before and during use looking for signs of faults, overheating or damage to the equipment including to the wiring, plugs, casing and any guarding.
- Immediately stop work if faults are found and report any defects to the supervisor.
- Do not carry out any repairs or adjustments to equipment unless trained to do so.
- Take care of the equipment that has been provided.
- Disconnect the equipment from the supply before making any adjustments.
- Ensure that equipment is plugged into the correct supply by an approved method, do not attempt to use a makeshift temporary connection.

Portable electrical appliance checklist

Location of equipment _____	Date checked _____
Appliance description _____	ID no. _____
Name _____	Signature _____

No	Items to be checked	Yes	No	N/A
	Plug			
1	Is the plug free from burn or scorch marks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the correct size fuse fitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the plug free from damage both internally and externally?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are the wires securely attached to the correct plug terminals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the cord held securely in the plug top?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Is the plug top BSEN approved with semi-insulated pins?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is there any contamination inside the plug?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is the plug correct for the environmental conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Flex			
9	Is the flex free from damage with no taped joints?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is the flex free from contaminating materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is the correct size of flex fitted to the appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are three wires present for Class 1 equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Appliance			
13	Is the appliance free from damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are all screws to the casing present and tight?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are all switches and controls functioning correctly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Is the handle secure and free from sharp edges?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is the appliance free from contaminating materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Is the appliance free from moisture or damp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Does the appliance have an identification tag or can it be easily distinguished?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Is the earth wire firmly connected, if a class 1 appliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

Integrated Pest Management Ltd will ensure that: -

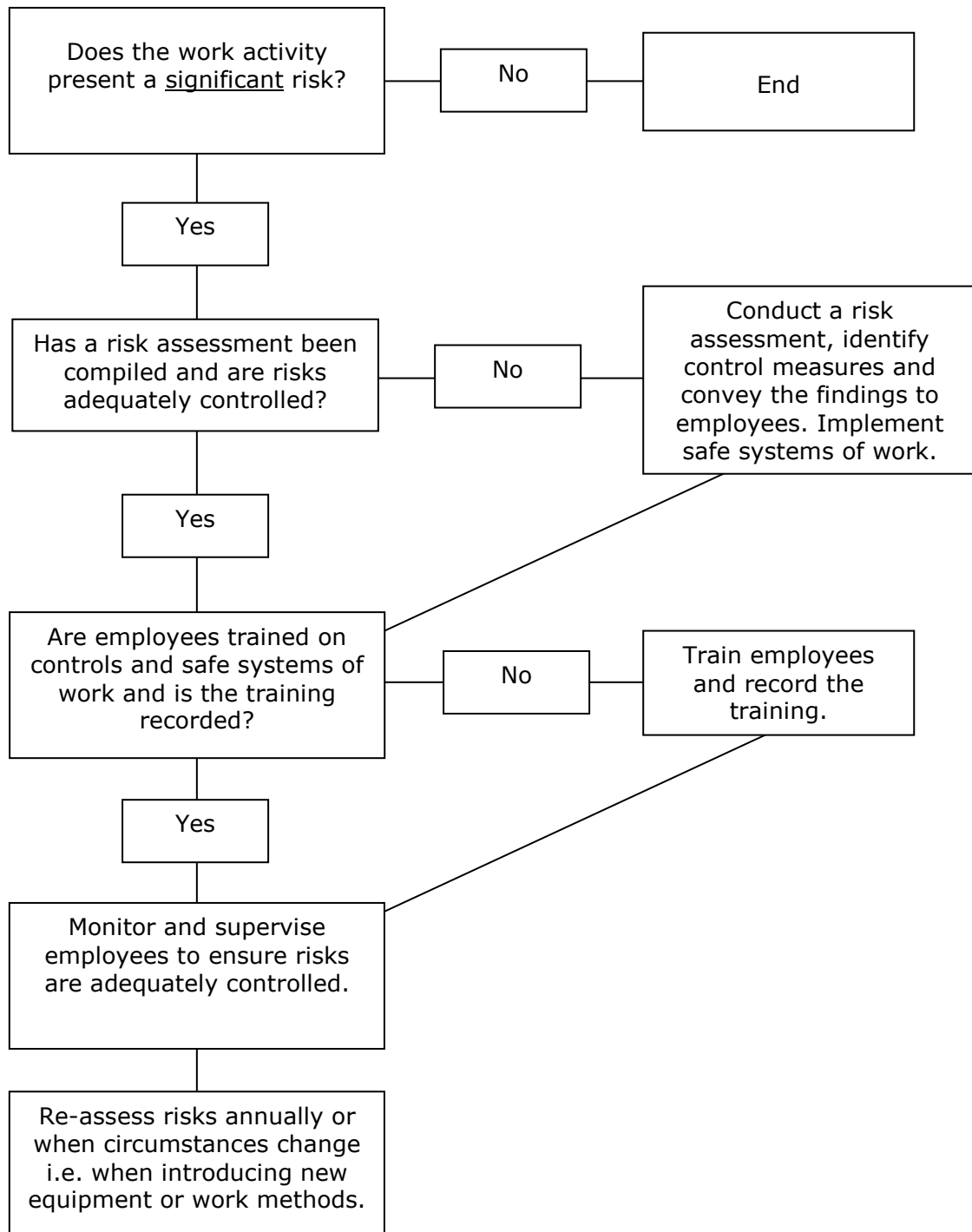
- Employees undertaking risk assessments are competent to do so, having undergone suitable training in the risk assessment process.
- Identify all hazards with the potential to cause harm to employees and others who may be affected by our undertaking.
- Evaluate the probability and severity of potential 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: -

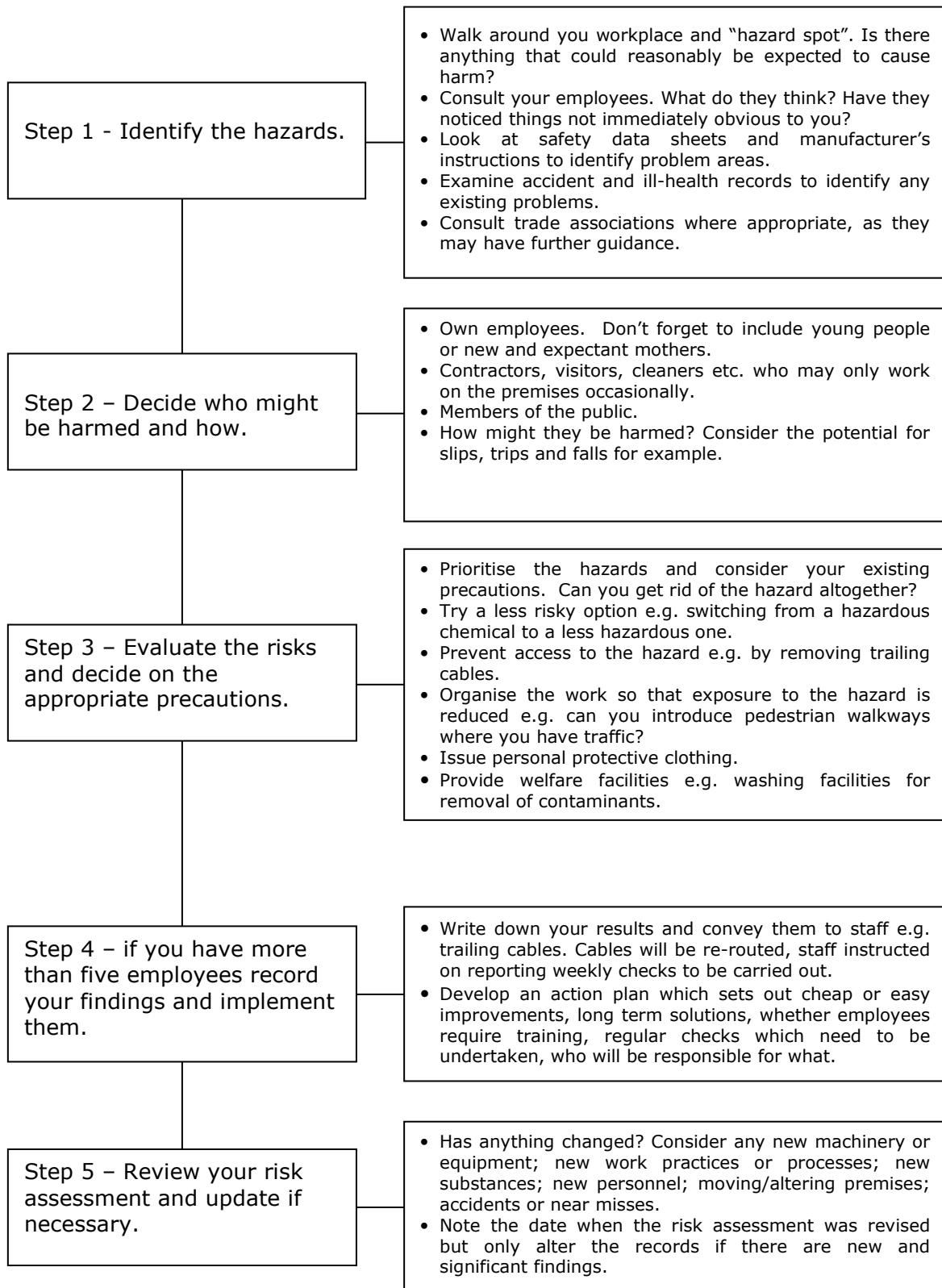
- Co-operate with management arrangements in respect of workplace risk assessments.
- Follow any training, information, guidance and instruction given by the employer.
- Comply with any control measures laid down within risk assessments.
- Report any hazards or defects to the employer immediately.
-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

Risk assessment flow chart





Risk assessment process







Risk assessment

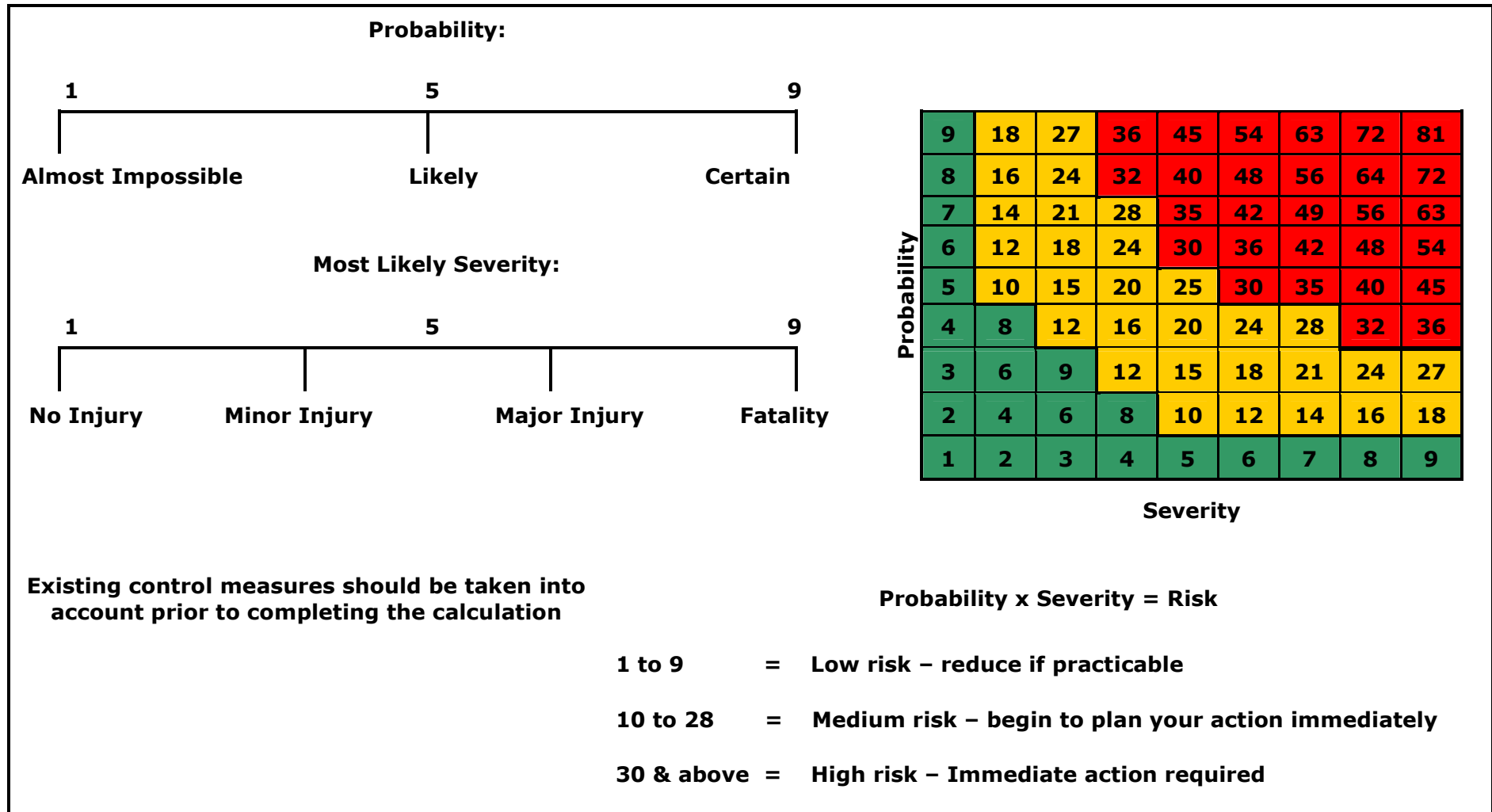
Company: _____ **Task/ Operation:** _____

Location: _____ **Ref No:** _____

	 Significant Hazard	Who Might Be Harmed?	 How Is The Risk Controlled?	Risk Factor (P x S)																													
1																																	
2																																	
3																																	
4																																	
5																																	
Additional hazard:																																	
Overall Risk Factor :																																	
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p style="text-align: center;">Probability</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">7</td> <td style="width: 20%; text-align: center;">9</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Almost impossible</td> <td></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Likely</td> <td></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Certain</td> </tr> </table> <p style="text-align: center;">Severity</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; text-align: center;">1</td> <td style="width: 20%; text-align: center;">3</td> <td style="width: 20%; text-align: center;">5</td> <td style="width: 20%; text-align: center;">7</td> <td style="width: 20%; text-align: center;">9</td> </tr> <tr> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">No injury</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Minor injury</td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Major injury</td> <td></td> <td style="border-top: 1px solid black; border-bottom: 1px solid black;">Fatality</td> </tr> </table> </div> <div style="width: 50%;"> <p>Key to Risk Factor</p> <table style="width: 100%;"> <tr> <td style="width: 20%;">1 to 9</td> <td style="width: 20%;">= LOW Risk</td> <td style="width: 60%;">– reduce if practicable</td> </tr> <tr> <td>10 to 28</td> <td>= MEDIUM Risk</td> <td>– begin to plan your action</td> </tr> <tr> <td>30 +</td> <td>= HIGH Risk</td> <td>– immediate action required</td> </tr> </table> </div> </div>					1	3	5	7	9	Almost impossible		Likely		Certain	1	3	5	7	9	No injury	Minor injury	Major injury		Fatality	1 to 9	= LOW Risk	– reduce if practicable	10 to 28	= MEDIUM Risk	– begin to plan your action	30 +	= HIGH Risk	– immediate action required
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10 to 28	= MEDIUM Risk	– begin to plan your action																															
30 +	= HIGH Risk	– immediate action required																															

Hazard No.	List What Further Action Is Necessary To Control The Risk	Person Responsible	Completion Date
1			
2			
3			
4			
5			
Identified Additional Hazards			

Assessment compiled by: _____ **Date of assessment:** _____
Signature: _____ **Date to review further actions:** _____
Position: _____ **Assessment review date:** _____





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.

Integrated Pest Management Ltd 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.



Scaffolding

Description

Fixed or mobile scaffolding is versatile and highly adaptable. Selected and installed correctly, scaffolding provides a useful means of access and a safe working platform. In line with the 'Work at Height Regulations' hierarchy of control, scaffolding is a preferred method for working at height, however the use of scaffolding is not risk free.

Associated hazards

- Falls of persons.
- Falling materials.
- Collapse of scaffolding structure.

Employer's responsibilities

Integrated Pest Management Ltd will: -

- Undertake a risk assessment for the work and ensure that alternative methods to working at height are considered. If work has to be performed at height then the most suitable work equipment will be selected.
- Compile a documented safe system of work describing the steps to control the risks during the work. This will include a scaffold assembly, use and dismantling plan drawn up by a competent person, which will be available to relevant persons until completion of the dismantling process.
- Ensure the design, erection, modification and dismantling (or in part) of a scaffold structure will only be undertaken and supervised by trained and competent persons following manufacturer's instructions and the requirements of TG20 - A Guide to Good Practice for Scaffolding with Tubes and Fittings.
- Ensure that scaffolds are suitable, supported and tied correctly and have sufficient strength and rigidity.
- Control the risk of falling objects and people, through the correct use and installation of guardrails, intermediate rails, toe boards, airbags, sheeting, netting and harnesses where appropriate.
- Ensure that users of the scaffold are trained and that visitors and the public are protected from scaffolding operations.
- Ensure that a sufficient number of warning signs are displayed to prevent access to danger zones whilst scaffolding is not being used.
- Provide a safe means of access and egress for the use of scaffold and prevent unauthorised access onto the scaffold.
- Ensure working platforms are suitably boarded and the risk of slipping and tripping is minimised.
- Protect the scaffold and workers from overhead cables, vehicles, and other obstructions.
- Ensure a competent person inspects the scaffold after installation, substantial alteration, events that affect its stability and where applicable, at intervals not exceeding seven days.
- Maintain inspection reports on site until the work is complete.

- Monitor excavations in the vicinity of scaffolding to prevent subsidence that could lead to collapse.
- Compile a suitable emergency plan and provide adequate emergency equipment.
- Prevent the use of scaffolding if it is exposed to strong winds.
- Not exceed the load bearing capacity of the scaffold.
- Provide hand-over certificates, where applicable.

Employee's responsibilities

- Report to management any faults or damage to the structure.
- Follow site rules, manufacturer's instructions and approved safe methods of working with scaffolding.
- Never carry out adaptations to any scaffold without full permission of site management.
- Stop work if it is not safe to continue.
- Keep the scaffold platforms clear of unnecessary materials, equipment and debris.
- Keep to a minimum the amount stored on a platform and never allow materials to exceed the guardrail height.
- Do not overload the scaffold.
- Always remove unwanted items from the scaffold at the end of each working day.
- Never throw any item from a scaffold. Follow the method described in the risk assessment or other safe system of work.
- Never use a bandstand, trestle or hop-up to gain additional height.

Tower scaffolds (mobile access towers)

- Adhere to the manufacturer's guidance for the safe working height of the equipment ensuring that the maximum height to base ratio is not exceeded.
- Check that wheels are locked or base plates suitably supported when the scaffolding is being used.
- Move mobile scaffolds by pulling or pushing the base, avoiding obstacles and ensuring that no person or equipment is on the platform.
- Ensure safe distances are kept between the tower and hazards such as overhead power lines, particularly whilst the tower is being moved.
- Ensure mobile scaffolds are only used on ground that is firm and level.
- Only move the tower scaffold if a competent person is supervising the operation.

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.

Integrated Pest Management Ltd 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

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd'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 Integrated Pest Management Ltd'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, Integrated Pest Management Ltd 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/s² A (8)** (e.g. 2.5 metres per second squared over an 8 hour working period).

Exposure Limit Value (ELV) is **5.0 m/s² 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

Integrated Pest Management Ltd 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.

Violence and aggression

Description

Integrated Pest Management Ltd recognises the difficulties in managing violence and aggression at work and aims to put in place steps to identify and minimise risks to support employees and monitor incidents to help address any potential problems.

The Health and Safety Executive's definition of work-related violence is any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. Employees whose job requires them to deal with the public can be at risk from violence.

Associated hazards: -

- Physical attacks.
- Verbal abuse.
- Low morale.
- Depression.
- Stress.

Employer's responsibilities

Integrated Pest Management Ltd will: -

- Carry out a risk assessment in respect of the potential for violence in the workplace. This will be undertaken in consultation with employees and their representatives, where appropriate.
- Instruction and training regarding violence at work will be given to staff on induction and during other workplace training sessions.
- Record all physical and verbal threats to staff.
- Classify all incidents in accordance with HSE's guidelines, using headings such as place, time, type of incident, potential severity, who was involved and possible causes. The company will investigate all complaints, which relate to violence at work.
- A risk evaluation will be taken which takes into account the level of training and information provided, the environment and design of the job. The significant findings of the assessment will be recorded.
- If there is a violent incident involving employees, we will provide them with full support, including debriefing, time off work and legal help, where necessary.
- Should an employee request a transfer to other duties, such a request should be considered sympathetically, taking into account all the circumstances.
- Report the matter to the Police at the employee's request.
- Establish monitoring arrangements and if a violent or aggressive incident occurs, risk assessments will be reviewed immediately to take into account the circumstances surrounding the incident to prevent or minimise the risk of a further occurrence.

Employee's responsibilities

Employees will: -

- Attend appropriate training sessions if they are deemed to be at risk at work from violence or aggression.
- Report any incidents of violent or threatening behaviour to the employer.
- After any violent incident, employees are advised to complete an incident report form regarding the event. This form outlines who has been involved along with details of the situation that lead to the incident occurring.
- Co-operate with management arrangements for dealing with violence and aggression at work.

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

Integrated Pest Management Ltd 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

Integrated Pest Management Ltd 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 Integrated Pest Management Ltd 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

Integrated Pest Management Ltd 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.

Equipment register

[illegible]



Equipment maintenance

Equipment type	
Identification no.	
Location	

Maintenance / service details: -

Date	Work completed	Company / internal dept	Signature



Equipment safety training

Machine _____ Location _____

No	Items to be demonstrated/discussed	Yes	No	N/A
1	Talk through relative risk assessment for task being undertaken.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Clean and tidy floor area, free from debris, off cuts or anything that presents a trip hazard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Wearing of PPE e.g. boots, goggles and restrictions on glove use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Pre start check completed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Use of jigs and push sticks discussed and demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Use, operation and setting of guards demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Correct and safe start up procedure demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Correct and safe shutdown procedure demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Emergency stop procedures explained and demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Awareness of hazards associated with high speed moving parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Safe handling of cutting tools demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Manual handling or loading procedure demonstrated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Storage of materials to be worked with and finished product.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	How to load and feed machine.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	The requirement to report defective equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you had any previous experience working with this machine?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has the safe operation and use of the machine been adequately demonstrated?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Were you given the opportunity to raise questions and are you confident in being able to operate the machine safely?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you understand the importance of following safe systems of work?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Trainee _____ Signed _____

Trainer _____ Signed _____

Date of training _____ Review date _____

No	Action required	By whom	Date due	Date done	Intl.



Working at height

Description

Falls from height remain the single biggest cause of workplace deaths and one of the main causes of major injury. A place is at height if a person could be injured falling from it, even if it is at or below ground level. Work includes moving around at a place of work, but not travel to or from, a place of work. The regulations place duties on employers, the self-employed and any person who controls the work of others, these people become "Duty Holders".

Associated hazards

- Falls from equipment and structures.
- Falling objects.

Employer's (Duty Holder) responsibilities

To prevent exposure to the hazards associated with work at height, Integrated Pest Management Ltd will: -

- Avoid work at height where possible.
- Conduct a risk assessment to identify the hazards and the controls necessary to complete the job in a safe manner.
- Do all that is reasonably practicable to prevent anyone falling.
- Ensure that all work at height is properly planned and organised.
- Ensure that all work at height takes account of weather conditions that could endanger health and safety.
- Ensure that those involved in work at height are trained and competent.
- Ensure that the place where work at height is done is safe.
- Ensure equipment for work at height is properly inspected.
- Ensure the risks from fragile surfaces are properly controlled.
- Ensure the risks from falling objects are properly controlled.

Employee's responsibilities

- Comply with training for working at height.
- Only use the height access equipment identified in the risk assessment.
- Make use of any personal protective equipment provided by the employer.
- Follow safe systems of work devised by the employer.
- Report any accidents, incidents and near misses to the employer.

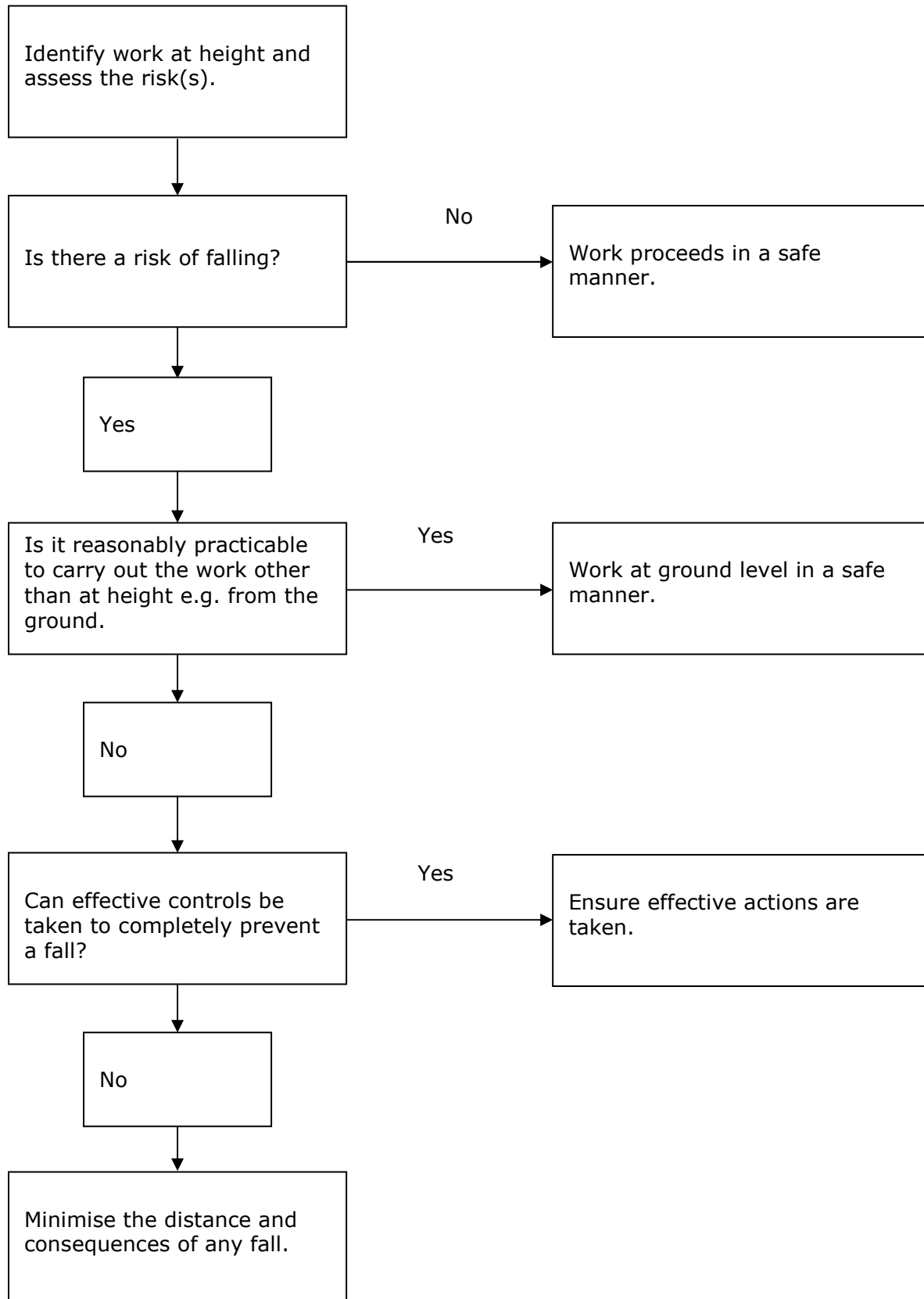


Work at height checklist

No	Items to be checked	Yes	No	N/A
1	Has the job involving working at height been planned and risk assessed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a safe method of access to work at height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is equipment appropriate, maintained, tested and used as intended?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are there any fragile/unsafe areas where work is being carried out at height?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do barriers/other edge protection prevent falls from open edges of buildings/gangways?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Where persons are working within 2m of an unprotected edge is there adequate protection? E.g. handrail at least 1100mm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Are holes/openings securely fenced off/provided with fixed, clearly marked covers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are all ladders in good condition/sound construction?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are ladders secured near the top even if in use for a short time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are ladders not secured at the top secured near the bottom/weighted/footed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Do ladders rise at least 1.05m above their landing place/highest rung used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are ladders positioned to avoid danger from vehicles/overhead cranes/electricity lines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Are ladder stays/similar devices used to avoid placing ladders against fragile supports? e.g. plastic gutters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Are ladders positioned on a firm and level footing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Are ladders regularly inspected/maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Do fixed ladders passing through floors have guarded openings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Do fixed ladders of more than 2.5m height have safety hoops at intervals of 900mm?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Can the work be done from ground level?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are employees adequately trained and instructed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Is there adequate supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Have employees seen risk assessments relating to their work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Are ladders the appropriate equipment for the job or is another means of access safer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Work at height flowchart





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

Integrated Pest Management Ltd 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, Integrated Pest Management Ltd 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.

Integrated Pest Management Ltd 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.

Young person risk assessment

Company Name:			
Address:			
Contact number:			
Name of supervisor:			
Young person's name:			
Date of Birth:			
Organisation arranging placement:			
Contact name:		Contact no:	
Date of assessment:		Review date:	
Assessor:		Signature:	

Hazard – please mark relevant boxes with the risk rating or N/A					
L – Low Risk M – Medium Risk H – High Risk					
Mechanical		Temperature		Manual handling	
Violence		Repetitive strain injury		Hazardous substances	
Lighting		Access ladders		Falling objects	
Electrical		Waste storage		Training deficiencies	
Fire		Work equipment		Heat, cold, noise	
Radiation		Asbestos		Working hours	
Vibration		Forklift trucks		Computer use	
Other:					

	Yes	No	N/A
Has the young employee/student's age and date of birth been recorded?			
Is the young person between 16 and 18yrs old?			
Is the young person (child) of compulsory school age (under 16 years)?			
If yes have his/her parent(s) or guardian been consulted and informed about the company's health and safety arrangements?			
Have the Local Authority set any guidelines for the employment of children?			
Has an employment permit been issued by the Local Authority to enable a child to be employed?			
Does the individual have a disability that may affect their ability to carry out work safely?			
Have all employees/students been briefed on the company policy on lone working?			
Has the young employee been briefed on the company policy on violence and robbery?			
Does the young person work alone?			

	Yes	No	N/A
Is there a risk of violence or robbery?			
Has a mentor/supervisor been appointed to be responsible for the young person during working hours?			
Is the young person expected to collect and carry cash?			
Have all employees been instructed to report all incidents and near misses of violence/abuse/robbery?			
Where young persons work alone, has an emergency procedure been developed?			
Are all incidents, accidents, dangerous occurrences and near misses properly recorded, investigated and monitored?			
Does the young person work for two or more days or nights in a row?			
If yes, is the young person given an uninterrupted period of 12 hours rest in every 24 hour period worked?			
If yes is the young person given two days' rest in each week worked?			
Is the young person's daily working time more than 4.5 hours?			
If yes, is the young person given a break of 20 minutes for every 4.5 hours worked?			
Have risk assessments been amended or developed for the employment of young persons e.g. manual handling, COSHH, DSE?			
Is there a defined training programme and schedule for young persons?			
Is health and safety included in the company's induction of new employees?			
Has a review date been set for this risk assessment?			

Description of work activity:		
Recommended actions:		Date completed:
1		
2		
3		
4		
5		
Person responsible for this action/s:		