



Health & Safety Policy 2008

Statement of Intent

We shall meet our responsibilities under the Health and Safety Act at Work Act 1974, The Management of Health and Safety at Work Regulations 1999 and other relevant legislation. Our aim is to prevent accidents and ill health and we are supported by an external advisory service (Safety Measures Ltd.). We take all reasonable steps to protect the health, safety and welfare of staff and others who may be affected by our activities, by implementing safe operating procedures and safe systems of work to eliminate foreseeable hazards.

In order to ensure full legal compliance and achieve the highest possible standards in health and safety High Access Solutions Ltd will, so far as is reasonably practicable:

- Provide and maintain safe plant and systems of work
- Ensure safety in the use, storage, handling and transportation of all articles and substances
- Provide information, instruction, training and supervision for all staff
- Maintain a safe working environment including access and egress
- Provide adequate welfare facilities
- Provide necessary measures, systems and procedures to continually maintain and improve the health, safety and welfare of all staff and others affected by our activities
- Provide adequate means of communication on health and safety throughout the organisation
- Investigate all accidents and near miss situations
- Keep under constant review the health and safety performance of the organisation

Any harmful impacts on the environment, which may result from our activities will be eliminated or minimised. All staff and contractors are required to comply with measures put in place to ensure the safety and welfare of themselves and others who may be affected by their work activities.

High Access Solutions Ltd recognise that the full cooperation of all staff and contractors is vital if this health and safety policy is to be effective. We will endeavour to make staff and contractors aware of their own and our responsibilities regarding health and safety matters.

High Access Solutions Ltd will provide adequate resources to ensure that its legal obligations are satisfied. The Director named below is responsible for overseeing all health and safety matters, and will ensure that all staff and contractors:

- Work towards excellence in health and safety
- Comply with the health and safety policy, and co-operate in its application

Arrangements are in place and procedures agreed to implement the requirements of this Policy.

Signed: 
Paul Forster: Operations Director
Date: 1st April 2008

Your Partnership with Safety



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Organisation

1.1 Director Responsibilities

Directors

Paul Forster (Operations Director)

The Director is responsible for ensuring that the Policy enables the Company to fulfil its legal duties and to manage its activities so that standards of health and safety are continuously improved.

They will periodically inspect conditions and review the health/safety performance to ensure that the policy is adequately resourced, effective and is developed to meet changing legal responsibilities.

They will ensure that the policy and associated procedures are audited annually, acting in association with Safety Measures Ltd., as competent advisors for all health and safety matters (as defined by the Management of Health and Safety at Work Regulations 1999). This audit will be carried out to ensure compliance with minimum legislative standards and industry best practice.

It is their specific task to:

- Set health and safety objectives
- Allocate sufficient resources to achieve legal compliance and to manage health and safety on a day to day basis
- Provide management and performance information
- Audit, review and up-date this Policy annually, when major staffing changes occur, or when new plant/equipment/work activities are introduced
- Demonstrate personal commitment to the Policy in regular contact with staff, contractors and clients.

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1.2 Nominated Person

Nominated Person

Paul Forster – Operations Director

The key tasks of this role are to promote “ownership” of this Policy by all staff and contractors across the Company, support Project Managers, Site Supervisors, site operatives, and liaise effectively with the enforcing authorities (e.g. Health and Safety Executive, Environmental Health Department, Environment Agency) and the Company’s professional health and safety advisers. Successful achievement of these tasks is crucial if the arrangements listed in this document are to be implemented successfully.

Paul will ensure that staff, contractors and suppliers are kept aware of their individual responsibilities and have an understanding of health and safety management, commensurate with their duties and the risks encountered in their day to day work.

It is the specific task of Paul Forster to ensure that:

- All staff and contractors receive adequate supervision, training, instruction and information
- An effective and positive channel of communication exists between staff and the Director responsible for health and safety
- All work carried out, and all plant, machinery and equipment complies with the Health and Safety at Work Act Etc. 1974, the Management of Health and Safety at Work Regulations 1999, The Provision and Use of Work Equipment Regulations 1998 Lifting Operations and Lifting Equipment Regulations (LOLER) 1998 and the New Schedule 7 WAHR 2005 Working at Height Regulations.
- All staff receive information and training (and re-training when necessary) in all aspects of their work
- First Aid facilities are in place in accordance with current Regulations, and responsible persons are appointed as first-aiders
- Statutory notices, abstracts etc. are displayed as required and all Statutory and Company Registers are provided and used
- Periodic Statutory tests, inspections and maintenance of premises and equipment are carried out where applicable
- Fire precautions and appliances are in place and are tested/maintained/kept up to date with the latest legislative requirements
- Suitable personal protective equipment and clothing is issued where necessary and that staff understand the need for it and use it as instructed
- Any defective plant, equipment or structure is promptly isolated and that nothing hazardous to health and safety continues in use

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- All hazards to safety or health are eliminated where possible and risk is minimised as far as is reasonably practicable; that persons at risk are advised of any precautions to be taken and that records of inspections are kept and remedial action taken as required
- Contractors and visitors receive all necessary information and supervision to enable them to comply with legal requirements, their contractual obligations and Company rules
- Advise the Company on matters of health and Safety
- Liaise with Safety Measures Limited on matters of health and safety when relevant
- Conduct an annual review of the Company's health and safety performance
- Review any safety notices or advice from the HSE and act where necessary
- A culture of "good safety is good business" is adopted by all sections of the Company

1.3 Project Managers

All projects will be managed by an appointed Project Manager appointed by Paul Forster. The Project Manager will then appoint a Site Supervisor to manage the day to day operation of each project.

The Project Manager will;

- Work in a manner which does not jeopardise his own safety or the safety of anyone affected by his acts or omissions
- Ensure that a site specific Risk Assessment is completed prior to the commencement of the project
- Produce a Method Statement for the project
- Ensure that safe systems of work are in place on the project
- Liaise regularly with the Site Supervisor to ensure clear communication on matters of health and Safety
- Ensure that all accidents and incidents (including near misses) are recorded and investigated
- Ensure that any CDM related documentation is prepared prior to the work commencing
- Ensure that all staff are adequately trained and certified to the relevant levels
- Ensure that all equipment has been inspected within the required frequency and is adequate
- Ensure that local emergency services have been identified and that the Site Supervisor is aware of local emergency arrangements

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- Ensure that adequate first aid facilities and fire protection are available to staff and contractors
- Ensure relevant equipment (including first aid equipment) is readily available
- Constantly set a good example regarding health and safety

1.4 Site Supervisor

A Site Supervisor will be appointed for each project and will liaise with the Project Manager on that particular project. The Site Supervisor will always be a level 3 Rope Access operative, (Rope Access contracts only), and will always be a trained first aid appointed person. The Site Supervisor will be responsible for the upkeep and maintenance of his own particular first aid kit and should inform the Project Manager when it is in need of replenishment. The Site Supervisor will

- Work in a manner which does not jeopardise his own safety or the safety of anyone affected by his acts or omissions
- Ensure that the Project Manager is informed of the progress of the project on a regular basis
- Ensure that the Project Manager is informed of any accidents or near misses that occur
- Ensure he is fully conversant with the requirements of this Health and Safety Policy
- Ensure all staff on the particular project act in a manner which does not jeopardise their own safety or that of anyone affected by their acts or omissions
- Ensure that he and all High Access Solutions Ltd staff work in accordance with control measures identified in the Risk Assessment process and Method Statements
- Familiarise himself and ensure all High Access Solutions Ltd staff are familiar with individual site safety arrangements
- Ensure the Method Statement is strictly followed
- Inform the Project Manager of any adjustments or alterations needed to be made to the Risk Assessment or Method Statement
- Ensure all work equipment is suitable for the individual task
- Ensure all work equipment has been inspected within the required frequency
- Ensure that the immediate work does not pose a significant risk to the health and safety of staff
- Ensure that all operatives are fully aware of the tasks that they are to carry out
- Ensure regular communication on health and safety between himself and other staff members on a particular project

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- Act as a route on health and safety between operatives and management
- Ensure that all equipment provided in the interests of health and safety is suitable, used in the correct manner and stored correctly
- Set a good example regarding health and safety in general
- Accompany the HSE inspector on any visits when required and ensure compliance with any notices issued
- Cooperate with the Director and Safety Measures Limited on all health and safety related issues

1.5 Employee Responsibilities

Staff will:

- Take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- Familiarise themselves with the contents of this policy
- Co-operate with regard to agreed health and safety arrangements and procedures, be proactive in assessing the Company's day to day health and safety performance and put forward suggestions for improvements where appropriate
- Not interfere with, or misuse, anything provided in the interest of health, safety and welfare
- Report all safety hazards, defects, accidents and near misses, however minor, to the Site Supervisor or immediate Supervisor
- Assist their Nominated Person in their day to day management of health and safety
- Keep personal tools and equipment in good condition
- Maintain work equipment (including all equipment provided in the interests of health and safety) in a suitable condition and ensure it is used in accordance with manufacturer's recommendations
- Ensure all equipment is stored correctly when not in use
- Maintain a tidy work area at all times
- Suggest ways in which safety and health can be maintained or improved
- Inform their immediate Supervisor of any medication that they may be taking which could possibly affect their ability to work in a safe manner or react with any treatment they may receive in the event of an accident

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Arrangements

2.1 Health and Safety Management

The Director will ensure that funding is available on a constant basis to ensure a safe working environment.

Paul Forster will ensure that this Health and Safety Policy is reviewed on an annual basis or when any significant changes are made.

Health and Safety information will be communicated to the workforce on a regular basis by Paul Forster. This will be done by issuing memo's at regular intervals.

Individual employee files will be maintained by Paul Forster to ensure that training is provided where necessary. The files will remain under constant review. A training audit will be carried out on an annual basis.

An open door policy is in place regarding health and safety and this is communicated to staff during the induction stage.

Safety Measures Limited has been appointed to act as our Competent Person and will keep us up to date regarding changes to health and safety legislation. A Health and Safety check will be carried out on an annual basis and a report generated which will identify areas where resources should be targeted.

2.2 Risk Assessment/Method Statement

As required by The Management of Health and Safety at Work Regulations 1999, significant hazards will be identified and recorded, and the associated risks assessed.

Written assessments will include:

- **Manual Handling**
- **Work Equipment and Machinery Operation**
- **Electricity**
- **Workplace and Delivery Transport**
- **Transport and pedestrian segregation**
- **Working at Heights**
- **Maintenance and Cleaning**

This is not an exhaustive list.

Risk Assessments will identify circumstances where health surveillance will be appropriate. The requirement for such surveillance extends beyond exposure to substances hazardous to health. Generally, there will be a need if:

- There is an identifiable disease or health condition related to work activities
- There is a valid technique for its identification

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- There is a likelihood that the disease or condition may occur as a result of our work activities
- The surveillance will protect further the health of our staff

Risk Assessments have been completed on all tasks that staff working for High Access Solutions Ltd will be involved in. Paul Forster has ensured that the Project Manager has carried out these assessments and has ensured that relevant control measures have been introduced accordingly.

Risk Assessments are carried out whenever any new working procedure or work equipment is introduced to the organisation. Risk Assessments are reviewed on a continuous basis or when there are any significant changes to working practices or equipment.

No activity will be undertaken without a Risk Assessment being carried out in advance.

A Method Statement is prepared for each individual project which details all working practices and control measures. Relevant staff members are identified with special responsibility for health and safety.

All Site Supervisors will be issued with a detailed site pack that details all tasks and activities to be carried out with copies of the Risk Assessment and Method Statement. The Site Supervisor will go through the site pack with all staff.

2.3 First Aid

First aid arrangements are in place at the organisation as per The Health and Safety (First Aid) Regulations 1981 (as amended 1999).

First aid arrangements have been developed by Risk Assessment and measures introduced accordingly.

First aid arrangements on site are as follows;

All level 3 Rope Access operatives are trained as Appointed Persons for First Aid. On all Rope Access works at least one level 3 Operative will be in place. All High Access Solutions Ltd transport vehicles are equipped with a First Aid Kit.

In addition to our own arrangements first aid arrangements on site will be supplied by the Principal Contractor. All staff will familiarise themselves with first aid arrangements during induction.

In the event of an accident High Access Solutions Ltd staff will report directly to the qualified first aider, whether this is High Access Solutions Ltd staff or Principal Contractor staff and ensure any injury is treated. The injury must then be recorded using the recognised recording procedure detailed in the following section.

Paul Forster is the appointed person at the office. Any person injured whilst at the office should report to Paul in the first instance. The first aid box at the office is located in the main office. Paul will provide first aid treatment and will record the details of the incident.

If you have not received training in the administering of first aid do not attempt to administer anything more than the most basic first aid measures. In the event of an emergency summon help from a qualified first aid trained person or in relevant cases dial the emergency services on 999.

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2.4 Accident Recording and Reporting

The reporting of accidents is a vital part of the management of health and safety. It allows the organisation to identify through statistical analysis accident trends. This allows for the targeting of time, money and other resources in the effort to reduce accidents. It is also a legal requirement that High Access Solutions Ltd welcomes.

All accidents and incidents will be reported using the Company's reporting procedure as per the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995 and the Data Protection Act 1998.

Paul Forster is responsible for the completion of F2508/F2508a forms where necessary. All accidents/incidents on site should be reported to the Site Supervisor, who will record details of the accident/incident in a notebook. If necessary this will be transferred to the official designated accident book when practical to do so. Paul Forster holds the designated accident book and will be responsible for its safe keeping and updating. All accidents/incidents occurring at the office should be reported to Paul Forster as soon as is practicable.

RIDDOR reportable accidents and dangerous occurrences will be reported to the HSE Reporting Centre by:

- phone 0845 300 9923
- fax 0845 300 9924
- e-mail riddor@natbrit.com

If the accident etc. is reported by phone, the operator will give an incident number. This will then be recorded in the Accident Book and quoted in any subsequent correspondence relating to the incident. The RIDDOR reporting centre will take details of the incident and they will produce the Form F2508 and they will send a copy Paul and the injured person.

There are a number of reasons why it is essential that all accidents/incidents (including near misses) be recorded and reported if required by RIDDOR. These include:

- A legal requirement to report certain injuries, diseases and dangerous occurrences
- Insurance Company requirements to notify them and keep details for possible future claims
- Department of Social Security requirements to record details of all accidents in the workplace Accident Book
- To help the Company to monitor its health and safety performance

The following practical steps should be taken selectively in the event of an accident or near miss:

- Without endangering yourself, ensure that the casualty is made as safe as possible from further harm
- Call the First Aider (if appropriate)
- Make the area as safe as possible, without endangering yourself
- If practical, do not move any material or equipment involved; if this is not possible, take a note of quantities and location of tools, equipment etc. involved

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All accidents will be investigated in order to:

- Establish the cause
- Determine the extent of injuries and damage

If any member of the public, visitor or uninvited visitor is involved in an accident or is injured, details must be entered in the Accident Book.

Paul Forster will investigate all significant accidents in order to identify causes and resulting remedial action to be taken.

2.5 Training

The provision of training is of the utmost importance to High Access Solutions Ltd. Staff will be expected to carry out certain tasks only after relevant training has been delivered.

All staff will be given general induction training upon joining the organisation. This training will be delivered by Paul Forster and will be delivered within one week of a person joining the organisation.

Training needs will be reviewed on a continuous basis; by the Director in consultation with Project Managers. Training needs will be assessed to ascertain what training is required by staff members.

The results of regular Risk Assessments will also determine what training is required.

Training will be carried out both in house and by external companies. All training will be recorded and certified where relevant.

Staff carrying out work at height will be trained to the relevant IRATA standard and will complete work that each level allows. All Site Supervisors are trained to IRATA level 3, (On Rope Access contracts).

Where Mobile Elevated Work Platforms (MEWPs) are used only operatives with up to date certificates will be allowed to operate them.

No vehicles or equipment will be operated by any member of staff unless they have been fully trained and given the appropriate information.

A record of all training will be maintained by Paul Forster in individual employee files.

Refresher training will be provided as and when required.

All staff will be expected to cooperate fully with Paul Forster in order to ensure that training requirements can be satisfied. If an employee feels that he is in need of training he should raise it with his Supervisor or Paul Forster directly.

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2.6 Fire Arrangements

Fire arrangements on site will be determined and implemented by the Principal Contractor. All High Access Solutions Ltd staff will cooperate fully with the Principal Contractor in ensuring fire arrangements are adequate.

All High Access Solutions Ltd staff will undergo a full site induction and familiarise themselves with fire arrangements prior to carrying out any work on site.

Any issues with the fire arrangements can be communicated to the Site Supervisor who will liaise with the Project Manager or with the Principal Contractor representative directly.

No member of staff should take it upon themselves to interfere with equipment provided in the interests of fire protection in any way.

The operation of fire fighting equipment should only be carried out if full training has been delivered beforehand.

Fire protection arrangements in the office will be the subject of a full assessment and arrangements will be based on control measures. The fire Risk Assessment will be reviewed on an annual basis or when significant changes are made.

Fire fighting equipment has been provided and is situated at various locations around the office and fire notices and directional signs are also in place. All fire exits are kept clear at all times and Paul Forster carries out a daily inspection to ensure this is the case.

An electronic fire alarm system is in place and can be heard at all areas of the office. The alarm system is tested on a monthly basis by Paul Forster to ensure its continued effectiveness.

On hearing the alarm you should leave the building by the nearest exit and make your way to the fire assembly point at the front of the building. You should then telephone the emergency services.

If you discover a fire you should raise the alarm by breaking one of the fire alarm call points if it is safe to do so. You should then attempt to put out the fire if it is safe to do so and if you have had the training to operate the fire fighting equipment.

At no time should you put yourself in any possible danger when attempting to raise the alarm or attempting to put out a fire.

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2.7 Work Equipment

All work equipment purchased, hired or used by High Access Solutions Ltd will fully comply with the relevant legislation. The Provision and use of WAHR 2005, Working at Height Regulations, Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998, The Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc Act 1974 will be fully considered before work equipment is purchased, hired or used in any way by the organisation.

All work equipment will be used in accordance with manufacturer's guidelines and only after relevant training has been delivered.

Relevant work equipment (including harnesses) will be checked and dated at relevant times. Any equipment requiring a test and date stamp that does not have one should not be used.

Each person is responsible for ensuring that they have the correct equipment for each individual task before they leave the office.

The Site Supervisor will monitor the work being carried out to ensure that all work equipment is used in the correct manner and is not modified or abused. The Site Supervisor will carry out regular checks of any power tools being used by High Access Solutions Ltd staff.

All work equipment should be adequately stored in the provided bags, when not being used. Harnesses and other equipment should not be left lying round unattended.

Any work equipment fitted with a guard shall not be operated if that guard is removed for any reason.

Any portable electrical equipment used by High Access Solutions Ltd will be tested on a regular basis as part of an ongoing portable appliance testing regime.

No new equipment will be introduced into the organisation (either at the office or on site) unless a full Risk Assessment has been carried out on the effects and benefits of the equipment.

All portable electrical equipment used on site will be 110 volt unless special arrangements have been made beforehand with the Principal Contractor. All electrical equipment used by our staff will be supplied by us. Staff will not bring their own electrical equipment onto site.

When using electrical equipment ensure that the following procedure is followed:

- Unwind cable fully
- Check the condition of the cable
- Check the joint between plug and cable
- Check the condition of the plug
- Set up and use equipment as per manufacturer's instructions

Any defects on work equipment must be reported to Paul Forster or to the Site Supervisor or Project Manager.

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2.8 Personal Protective Equipment (PPE)

Paul Forster will ensure that all staff are supplied with relevant personal protective equipment. An assessment of PPE needs has been carried out and relevant PPE has been issued where appropriate.

A record of what has been issued and maintenance records will be kept by Paul Forster.

Each individual staff member is responsible for ensuring that the PPE he has been issued with is kept in good condition and is stored correctly when not in use. Each individual is responsible for the general upkeep and maintenance of his PPE and should not use any PPE that he discovers to be damaged or unsuitable in any way.

The Site Supervisor is responsible for ensuring that all relevant PPE is used by individual High Access Solutions Ltd staff on site.

Any equipment issued by the Principal Contractor must be accompanied by relevant safety assurances (e.g. testing tags, certificates etc.). The user must be fully conversant with the operation and correct use of the PPE. Where necessary a full Risk Assessment must be carried out prior to the use of the PPE.

2.9 Safe Systems of Work

Where necessary, as defined by the Risk Assessment process a written safe system of work will be employed.

The safe system of work will be developed by the Site Supervisor, Principal Contractor and Project Manager. Detailed instructions will be passed onto individual staff members by the Site Supervisor.

Where necessary a permit to work system will be employed. This will be managed by the Principal Contractor and the Site Supervisor, with details being passed onto individual staff members as appropriate.

2.10 Manual Handling

The Manual Handling Operations Regulations 1992 lay down specific requirements on an employer. High Access Solutions Ltd welcomes these requirements and will fully comply with them.

One of the principal requirements of the above legislation is the requirement to remove the need for manual handling where practicable to do so. High Access Solutions Ltd will implement this requirement and will remove the need for manual handling by changes in working methods or by the introduction of mechanical aids wherever possible.

All significant manual handling activities will be the subject of a Risk Assessment with identified control measures being put into place. This will take into account where activities including lifting, pushing, pulling or supporting any load takes place.

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All effort will be made to minimise the weight of loads and the risk of injury for all manual handling tasks. Staff receive general advice on safe lifting techniques at the induction stage and this will be reissued on an annual basis.

You should not attempt to carry out any manual handling task if you feel that it is beyond your capabilities or it may put you or anyone else at risk.

2.11 Vehicles

In line with the requirements of the Transport Act 1968 and the Drivers Hours (Goods Vehicles) (Keeping of Records) Regulations 1987 High Access Solutions Ltd will ensure that Company vehicles are only driven by "authorised drivers" who hold a valid driving licence.

Safety belts must be worn in all road vehicles. Authorised drivers should immediately notify any vehicle defect to Paul Forster or the Site Supervisor. Road traffic accidents and dangerous occurrences must be reported immediately.

A full and detailed Risk Assessment for the use of Company vehicles has been carried out and is available for inspection.

A number of light goods vehicles are used by High Access Solutions Ltd on a regular basis for the delivery of personnel and materials to site. These vehicles will be the subject of a regular inspection regime by individual drivers at the beginning of each day.

Any change which may affect the driver's ability to drive e.g. certain health conditions, prescribed medication or driving conviction etc. should be reported to Paul Forster as soon as is practicable.

2.12 Mobile Phones

Mobile phones are provided to various members of staff, particularly staff who are expected to carry out lone working duties.

Mobile phones should not be used when driving any vehicle unless a hands free kit is used. This includes making/answering calls or using the text message feature supplied.

2.13 Display Screen Equipment (computer workstations)

Staff identified as "Users", as defined by the Health and Safety (Display Screen Equipment) Regulations 1992, have received an individual Assessment of their workstation and their work environment. Significant risks will be recorded, practical remedial measures taken where appropriate, and "Users" given information and guidance on recognised good practice. Paul Forster is responsible for carrying out workstation assessments and for giving advice/information to "users" as required to maintain compliance.

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2.14 Premises

Environment, welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be given to the general fabric, temperature, and ventilation, purity of air and water supplies, lighting and sanitary conveniences. A programme of regular premises inspections will be undertaken by Paul Forster and any remedial action required taken immediately.

In particular, floor surfaces will be kept clean and dry and a policy of clearing spillages immediately will be in place.

2.15 Control of Substances Hazardous to Health (COSHH)

The Regulations impose a duty on employers to identify all substances in use and to assess the risk to their staff and others from the substance, considering its use and the quantities involved.

A “Substance Hazardous to Health” includes:

- those listed in the current “CHIP” list and/or carrying a hazard warning symbol (see below)
- a substance with an occupational exposure limit (OEL) for reference see HSE document EH 40
- a biological agent
- any dust, if present in a significant concentration
- any other substance with comparable hazards to health

Details of control measures are listed in the COSHH Assessments.

High Access Solutions Ltd will comply with the requirements of the COSHH Regulations 2002 and related legislation. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated risk. There will be regular assessments and monitoring to ensure that this is achieved. No hazardous substance will be used unless a full assessment has been carried out and all appropriate risk control measures are in place.

This includes identifying all substances in use and assessing the risk to staff (and others) from the substance, taking into account the manner in which it is used and the quantities involved.

Substances covered by the COSHH Regulations 2002 will typically be denoted by warning symbols as shown below:



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The risk associated with using a substance must be assessed by carrying out a systematic review and considering:

- Specific substance being used
- Quantity being used
- Its form i.e. liquid, dust, solid or vapour
- How can it harm? I.e. by inhalation, skin contact, absorption through the skin, ingestion
- Who will be exposed to the risk and for how long?
- Can a less hazardous substitute be used?

Staff will be trained and instructed in the use of any hazardous substance. This includes identifying all substances in use and assessing the risk to staff (and others) from the substance, taking into account the manner in which it is used and the quantities involved. Health surveillance for respiratory issues will be carried out for staff as required by substances in use and emissions.

At the present time very few hazardous substances are used by the organisation. Substances that are used include household cleaning items. These are used in small quantities and have been assessed for suitability. All relevant control measures are in place.

2.16 Alcohol and Drugs

The misuse of alcohol and drugs can adversely affect an employee's ability to carry out a task in a safe manner. Alcohol and illegal drugs should therefore not be consumed or brought onto our premises or onto the premises where we are carrying out any work.

Any employee found with alcohol or illegal drugs on their person or is found to be under their influence whilst at work will face disciplinary action and possible dismissal. This also applies to any employee found to be misusing any substance(s) that has a detrimental effect on their standard of work or general conduct.

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