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TCE Transmission Ltd Health & Safety Policy

Version 2 Last Reviewed: March 2022

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SECTION ONE

GENERAL POLICY STATEMENT

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Statement of Intent

Objectives of the Policy

STATEMENT OF INTENT

TCE Transmission Ltd (TCET) are committed to achieving high standards of health and safety. The Company is aware of its obligations under the Health and Safety at Work Act 1974 and related legislation and is committed to meeting these obligations.

It is the policy of TCET Ltd to provide and maintain safe and health working conditions, equipment and systems of work for all personnel employed in TCET Ltd operations and to provide such information, training, instruction, and competent supervision as needed.

We also accept our additional responsibilities for the health and safety of other people who may be affected by our business undertakings (Clients personnel, General Public etc).

The allocation of duties for safety and the particular arrangements, which we will make to implement this Policy, are contained within the Responsibilities Section of this Policy. The person with ultimate responsibility for health and safety within TCET Ltd is the company director of TCE Transmission Ltd.

This Policy will be kept up to date particularly as the business develops in nature and size. To ensure this, the Policy and the way in which it is operated will be reviewed regularly or should the nature of the operation alter significantly or following the revision or introduction of legislation, best practice or advances in technology.

To ensure that all personnel employed by TCET Ltd understand the Company's commitment to achieving a safe and healthy work environment, copies of this policy will be made available.

The Company actively supports consultation with personnel employed by TCET Ltd on health and safety matters.

Whilst the Company readily acknowledges its statutory obligations to ensure the health and safety of personnel employed by TCET Ltd and anyone else who may be affected by our business operations, we fully expect all personnel employed by TCET Ltd to play an active role in the promotion of safety at work, to fully co-operate in the application of this Policy and all systems and procedures implemented with the intention of protecting the health and safety of all.

This Health and Safety Policy has been prepared in accordance with section 2(3) of the Health and Safety at Work Act etc 1974.



**Tony Condon - Director
TCE Transmission Ltd**

Date 09/01/2020
Version 2

OBJECTIVES OF THE POLICY

The objectives of this Policy are outlined below:

- To ensure the Company meets its statutory obligations with regards to health and safety as a minimum standard
- To ensure the safety and welfare of all employees and sub-contractors whilst at work
- To ensure the safety and welfare of all visitors and members of the public who may be affected by our business operations
- To ensure adequate facilities for the safety and welfare of all personnel employed
- To provide any / all information, instruction, training and supervision relating to health and safety of personnel employed in respect of processes, products and services
- To ensure that all equipment and the working practices for use of such equipment are safe and pose minimal risks to health
- To assess all potential risks and hazards and to ensure that any / all measures are taken to reduce such risks to an acceptable level
- To ensure the successful implementation of preventative and protective measures
- To appoint competent people to devise and apply preventative or protective measures
- To ensure that all personnel employed are aware of their obligations with regard to their own health, safety and welfare and anyone who may be affected by their acts and omissions
- To provide all necessary health and safety training for personnel employed by TCET Ltd

SECTION 2

ORGANISATION

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Company Structure

TCE Transmission Ltd

Tony Condon
Director

Employees

**Sub-
Contractors**

SECTION THREE	
RESPONSIBILITIES	
CONTENTS	Director
	Company Secretary
	Individual Employees / Sub-Contractors
	Health Safety and Environmental Advisor

Every individual has legal responsibilities in accordance with the Health and Safety at Work Act etc 1974, further expanded by the requirements imposed by the Management of Health and Safety at Work Regulations 1999 regarding Health and Safety. The following is a summary of those responsibilities.

DIRECTOR

As the Director, I ask all employees to comply to the fullest with this Policy and to accept their responsibilities to improve the health, safety and welfare of themselves and their colleagues.

I accept my role in providing health and safety leadership within the Company and will ensure that all decisions reflect the health and safety intentions as articulated in this Policy.

To this end I will:

- Lead by example
- Review regularly the health and safety performance of personnel engaged in operation on behalf of the company
- Ensure that the Health and Safety Policy reflects current company priorities
- Ensure that our management systems provide for effective monitoring of the company health and safety performance
- Keep up to date about any significant health and safety failures and the outcome of the investigations into their causes
- Ensure that I address the health and safety implications of all the operations of the company
- Ensure that health and safety management systems are in place and remain effective. Periodic audits are to be conducted on my behalf with the results being made available.



There are no short cuts to successful health and safety management. It cannot be side-lined. It must not be delegated out of sight. The clearest lesson from practical experience is that the starting point is the commitment of the management team. I believe that such commitment is beneficial and worthwhile to the future success of the company.

A handwritten signature in black ink that reads 'Tony Condon'.

Date 09/01/2022

**Tony Condon - Director
TCE Transmission Ltd**

COMPANY SECRETARY

As the Company Secretary, I support the company director to fulfil to the fullest this Policy and to accept responsibilities to improve the health, safety and welfare within the company.

I accept my role in providing assistance with health and safety leadership within the Company and will ensure that all decisions reflect the health and safety intentions as articulated in this Policy.

To this end I will:

- Lead by example
- Assist in the regular review the health and safety performance of personnel engaged in operation on behalf of the company
- Assist in ensuring that the Health and Safety Policy reflects current company priorities
- Assist in ensuring that our management systems provide for effective monitoring of the company health and safety performance
- Keep up to date about any significant health and safety failures and the outcome of the investigations into their causes
- Assist in ensuring that I address the health and safety implications of all the operations of the company
- Assist in ensuring that health and safety management systems are in place and remain effective. Periodic audits are to be conducted on my behalf with the results being made available.

There are no short cuts to successful health and safety management. It cannot be side lined. It must not be delegated out of sight. The clearest lesson from practical experience is that the starting point is the commitment of the management team. I believe that such commitment is beneficial and worthwhile to the future success of the company.

A handwritten signature in black ink that reads 'Tony O'Connell'.

Signed _____

Date 09/01/2022

INDIVIDUAL EMPLOYEES/SUB-CONTRACTORS

By virtue of sections 7 and 8 of the Health and Safety at Work Act etc 1974 and regulation 14(1) and (2) of the Management of Health and Safety at Work Regulations 1999 and regulation 8(2) of the Control of Substances Hazardous to Health Regulations 1999.

The following is a summary of those requirements that all employees/sub-contractors are fully expected to implement without failure or excuse:

- Comply with this Policy and all others pertaining to health, safety and welfare and co-operate with the Company to enable it to fulfil its legal obligations (see section 6)
- Report any hazard, malfunction of equipment to the site contact or to TCET Ltd Management.
- Comply with all safety instructions whether they be verbal, written or pictorial to ensure their health and safety and that of anyone who may be affected by your actions
- Dress sensibly and safely for your particular working environment or occupation (including the wearing of any necessary personal protective clothing or equipment)
- Conduct yourself in an orderly manner whilst on site and refrain from any form of horseplay
- Use all safety equipment, procedures and protective clothing provided to ensure that you are not exposed to any unnecessary risk
- Avoid improvisation of any form which could create an unnecessary risk to your personal health and safety and that of others
- Maintain all tools and equipment in good condition and report any defects
- Report accurately all accidents and near misses whether injury has occurred or not
- Attend as requested all necessary health and safety training and to fully participate in that training
- Observe laid down procedures and safe systems of work concerning processes, materials and substances (COSHH etc)
- Observe all fire evacuation procedures and smoke only in the designated areas on site
- Report any breach of health and safety rules or procedures to your supervisor.
- Refrain from the wilful misuse or intentional interference of anything provided in the interests of health, safety and welfare
- Use all training to the fullest to reduce the risk of accidents (i.e. manual handling, chemical safety etc)
- Use all machinery, equipment, dangerous substances, transport, means of production or safety device provided to you in accordance with your training
- Report any shortcomings in the site health and safety arrangements to TCE Transmission Ltd Management.

These responsibilities are incorporated as an implied term of all employees' terms and conditions of employment. I understand that failure to implement the above will result in disciplinary action being taken irrespective of cause, reason, position or intention.



Signed _____

Date _____

Name -
Position -

HEALTH, SAFETY & ENVIRONMENTAL ADVISOR

The Health, Safety and Environmental Advisor is responsible for acting as the primary source of health and safety advice TCET Ltd. These responsibilities specifically include but are not exhausted to:

- Manage the development of the Health and Safety Policy in consultation with the management team
- Supporting the accident investigation and reporting procedure
- Liaison with the Health and Safety Executive, the Company insurers and other external bodies as may be required
- Assist in the health and safety inspection programme
- Assist in identifying health and safety training needs
- Providing or advising on health and safety training
- Identifying the implications of changes in legislation or HSE Guidance at local level
- Assist in sourcing additional specialist health and safety assistance when necessary
- Advising the company in order for them to fulfil their health and safety responsibilities

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Signed _____

Date 14/01/2022

Name – Jim McCarthy
Position Health and Safety Advisor

SECTION FOUR
ARRANGEMENTS
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Fire and Emergency

Training

Hazard & Risk Analysis

Machine Safety

Dangerous Substances

Inspections and Audits

Accident Investigation and Reporting

First Aid

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Personal Protective Clothing

Noise

Manual Handling

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Working at Height

New & Expectant Mothers

Young Persons

Statutory Inspections

Display Screen Equipment

Occupational Illnesses

Asbestos

Lone Working

Vibration

FIRE AND EMERGENCY

Section 8 of the Health and Safety at Work Act 1974 states that ‘no individual shall intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety’.

TCET Ltd does not expect employees or sub-contractors to fight fires. Get out and stay out until authorised by the Incident Controller on site that it is safe to return into the building. Having stated this, employees or sub-contractors trained in the use of extinguishers may attempt to extinguish the fire (when they consider the fire small and extinguishable with one extinguisher), where there is no risk of entrapment, smoke inhalation or explosion. In all cases they should first activate the fire alarm before attempting to extinguish any fire.

The Client is responsible for identifying potential threats that may affect their business via risk assessment e.g. fire, bomb, release of toxic fumes and civil disturbance.

All employees and sub-contractors have a responsibility to ensure the health and safety of themselves and others. In relation to fire and emergency, this includes but is not exhausted to ensuring they do not block fire exits or escape routes and that they should clear or report to their site contact any obstruction they are unable themselves to deal with. This applies to both internal and external areas. The utmost importance has to be the preservation of life in emergencies.

ESCAPE ROUTES

It is the responsibility of every employee or sub-contractor to ensure that escape routes and exits are maintained clear and unobstructed.

FIRE EXTINGUISHERS

It is the responsibility of every employee or sub-contractor to ensure that fire extinguishers are not misused or removed from their identified positions. Any damage to extinguishers must be reported to the site contact immediately. Instructions for their use and suitability for differing types of fires are printed on fire extinguishers and on notice boards.

TRAINING



As part of an employer's legal duty under HASAWA 1974, all employees and sub-contractors shall have received the necessary training to ensure that they are able to do their job safely.

SPECIAL TRAINING

In some areas that involve hazardous jobs, special skills may be required. The following examples list some specialist training that may be required

- COSHH / Chemical handling
- MEWP

All employees and sub-contractors receive Health and Safety training, which includes health and safety legislation, health and safety responsibilities, hazards around the sites, first aid arrangements, emergency procedures, COSHH and manual handling.

HEALTH AND SAFETY TRAINING

TCET Ltd is committed to ensuring all levels of employees and sub-contractors have adequate training in the Health and Safety aspects of their work, taking into account their capabilities as regards to Health and Safety.

Information about safe systems of work, risk assessments, changes in policy etc. will be communicated to all employees and sub-contractors. The Health and Safety Policy will be made available for all employees and sub-contractors.

Training will be carried out at induction and thereafter on a frequent basis and may include:

- Health and Safety Policy
- Hazards / Risk Assessments
- Accident Prevention
- COSHH
- Chemical Handling

Ongoing training will include any new or changed Health and Safety arrangements.

SUPERVISION AND INSTRUCTION

TCET Ltd will provide adequate supervision. Training will be recorded, and progress assessed of each employee through the performance review systems.

SAFE SYSTEMS OF WORK

It is the Company's responsibility to comply with all relevant statutory requirements in respect of working practices and procedures. It is the responsibility of employees and sub-contractors to ensure that all tasks are carried out in a safe and responsible manner and in accordance with established practices. Written procedures where they exist, must be strictly adhered to and close attention must be paid to the careful observance of all safety precautions.

RECORDS

Adequate and auditable records will be maintained of all training provided.

HAZARD & RISK ANALYSIS

It is the responsibility of the company for introducing, monitoring and controlling a hazard analysis and risk assessment programme. They must have due regard to the nature of the activities and the size of the undertaking. The purpose of the risk assessment is to identify any measures necessary to keep employees and sub-contractors safe by virtue of regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The regulations extend a specific duty towards new and expectant mothers and those young persons above the minimum school leaving age but under the age of eighteen. Where risks to these categories of employees are identified and cannot be avoided, we will alter the working conditions or terms accordingly.

The results of assessments carried out are held by the company. These include control measures to minimise risks. It is imperative that all employees and sub-contractors are made aware of the risks presented to them during the course of their employment therefore the Company must communicate the result to all relevant employees and sub-contractors. Any changes in the risk assessments and thus alterations to the safe systems of work will be communicated.

All employees and sub-contractors are to have freely available access to copies of risk assessments for their areas of employment.

MACHINE SAFETY

MACHINERY

Machinery can only be operated by personnel who are trained in the use of the equipment or machinery they intend to use. No attempt must be made to operate any equipment or machinery which is not in a safe working order or which does not have all of its safety devices correctly installed i.e. guards, emergency stop buttons etc. It is the responsibility of the employee or sub-contractor operating the equipment to draw the attention of their site contact to any machine which is not in a safe working order or which becomes faulty during operation.

Before any piece of machinery / plant / equipment is used the operators must:

- A. Check the equipment for obvious faults or damage.
- B. Check that all guards and safety cut out switches including emergency stop buttons are in place, secure and operational

Any faults found because of these checks must be isolated and reported immediately to the site contact.

Under no circumstances must any work be carried out on machinery whilst it is in motion. Any machine likely to present a potential hazard to anyone working on it must be switched off and isolated from all sources of energy before work commences.

ELECTRICAL EQUIPMENT

In accordance with current legislation, all electrical equipment used shall be checked for electrical safety at regular intervals. No electrical equipment is to be used without first being checked by a competent and authorised electrician who will enter the equipment details into a register and attach a test results label to it.

All electrical equipment must be visually checked for obvious damage before use. Items that should be checked include:

- Plugs and sockets for obvious signs of damage i.e. cracked or burnt
- Cables flex
- The outer casing of the item



- Burning smells
- Frequently blown fuses
- Items becoming hot during use

DANGEROUS SUBSTANCES

In the function of TCET Ltd clients, substances are used that carry “hazardous” warnings on them. Many of these dangerous substances are used as cleaning agents.

ONLY Employees trained in handling substances hazardous to health are authorised to handle these substances

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

Prolonged or frequent exposure to some chemicals can create the potential for skin disorders. The use of gloves and barrier cream applied to the hands before work commences helps increase protection. Solvents have a powerful degreasing ability and under no circumstances should be used to remove chemicals from the skin. If you have an allergy to latex disposable gloves, hypoallergenic are available.

Substances Hazardous to Health are strictly controlled.

Where it is impractical to use alternatives chemicals of a less hazardous nature, or to engineer a solution to reduce handling, then as a last resort PPE, including chemical resistant aprons, face visors and gloves are to be used when handling chemicals.

Material Safety Data Sheets, are obtained from the suppliers and updated on a regular basis.

SUBSTANCE SPILLAGE

It is the responsibility of all employees and sub-contractors to avoid substance spillage. In the event that a spillage does take place, the following action must be taken:

- If the spillage is of a flammable material, do not switch on or off, any electrical equipment and do not allow any vehicle movement in the area
- If the spillage is of a toxic material, ensure that the vicinity is immediately cleared of all employees and if possible, ventilate the area by opening doors and windows
- Prevent any spillage from entering any drain or gully
- Report the spillage immediately to the appropriate site contact to coordinate the clean-up operation
- Use a spill kit to contain the spillage

INSPECTIONS AND AUDITS

In order to ensure that safety standards are maintained a system of monitoring has been developed. TCET Ltd will monitor its operatives on Clients sites and complete a checklist which is kept on record.

A full review of health and safety arrangements will be carried out on an annual basis or as and when the need arises.

ACCIDENT REPORTING AND INVESTIGATION

The purpose of the system of accident reporting and investigation is to identify the root cause of injuries and accidents so that remedial action can be taken to prevent a similar accident occurring.

It is therefore important that all accidents are reported whether or not they result in injury in order to implement measures to improve safe working.

If an accident occurs the details must be recorded on the internal report forms. The person in control must then enter the details, giving as much information as possible and hand it to TCET Ltd who will carry out an investigation.

At the time of the incident / accident as much information as possible must be obtained, including statements from the person(s) involved, and from any witnesses, and diagrams / photographs of the area / equipment etc. These should also be passed to the Company.

The investigation should include an assessment of a likely re-occurrence of any similar type of accident, and recommendations for prevention of such repetition or improvements in systems / procedures. The Company will retain all investigation forms.

Consideration should also be given to obtaining CCTV video surveillance tapes, the use of video or photographic evidence, witness statements, statutory inspections, maintenance reports etc.

Any serious accident reportable under RIDDOR (Reporting of Injury, Disease or Dangerous Occurrence Regulations 1995) should be reported to the Health and Safety Executive using the online reporting facility.

All documents pertaining to an accident and the subsequent investigation remain the property of TCET Ltd and must not be released, copied or otherwise without the express prior permission of the Director.

All accidents are investigated; therefore, employees and sub-contractors should be aware that if substantial evidence is discovered which is contrary to the statement made by the employee or sub-contractor, they may be subject to a disciplinary investigation.

Should an employee or sub-contractor remain absent from work following an industrial injury, they must contact TECH-WRIGHT UK & TCET Ltd on the first day of absence. Employees and sub-contractors may if able, be requested to attend site to assist in the accident investigation during their absence. In the event that the employee or sub-contractor is unable to attend site, TECH-WRIGHT UK & TCET Ltd will make direct contact with the employee or sub-contractor to seek their consent to arrange a home visit.

FIRST AID AND OCCUPATIONAL HEALTH

In order to comply with statutory requirements, first aid facilities will be agreed for all employees and sub-contractors whilst they are on the client's premises.



HEALTH MONITORING

Every employee is asked to fill in a medical form at induction. Employees or sub-contractors who suffer from any of the following medical conditions should inform the Company so that in an emergency the appropriate treatment can be given.

- Bronchitis
- Epilepsy
- Asthma
- Heart Complaints
- Allergy to any substance
- High / low blood pressure
- Diabetes
- Giddiness / fainting

FIRST AID TREATMENT

Except in an emergency, first aid must only be administered by a qualified first aider or appointed person.

CONTAMINATION OF THE EYES

Despite the use of protective eyewear, splashes of harmful substances do sometimes enter the eyes. Any contamination of the eyes by a harmful substance must receive immediate first aid treatment. The eyes must be irrigated for a minimum of 15 minutes or as directed by the MSDS. If there is any doubt whether all traces of the substance have been removed, further medical treatment must be obtained.

INHALATION OF FUMES ETC

Fresh air is normally sufficient to remedy any feelings of nausea arising from the accidental inhalation of harmful fumes. If there are any further concerns, professional medical advice should be sought.

SUPPLIERS

Suppliers of equipment and substances etc retain their own legal obligations for the safe supply of the items supplied by themselves i.e. the Supply of Machinery (Safety) Regulations etc.

Health and Safety must be considered when purchasing new equipment, altering existing equipment or changing a system of work. All new equipment and modifications to existing equipment will conform to the required safety standards.

Particular attention must be paid to the purchase of new chemicals and ingredients, it is essential that the location, the environment and its use are considered prior to any purchasing decision being made.

Information will be obtained from the supplier about any article or substance purchase, which has a hazard classification. Information will include an assessment of the risks and appropriate precautions that need to be applied.

Assessments will be kept on record of any substances hazardous to health covered by COSHH Regulation.

Information and training about their use will be given to appropriate employees and sub-contractors and records of training kept. A COSHH data file is kept giving a list of products and suppliers, COSHH risk assessments, first aid measures and the substance data sheet.

RECORDS

The following records will be kept in the areas indicated and made available as requested by management, regulatory authorities and customers.

Monitoring Records	Nominated Sub-Contractors	40 year retention
Equipment Inspection Sheets	Nominated Sub Contractors	3 year retention
Risk Assessment	TCE Transmission Ltd	3 year retention
Accident / Treatment Records	Nominated Sub Contractors	3 year retention
COSHH Assessments	Nominated Sub Contractors	40 year retention
PPE Issue Records	Nominated Sub Contractors	40 year retention

NB – records may be retained in an electronic format

PERSONAL PROTECTIVE EQUIPMENT

TCET Ltd will ensure that suitable personal protective equipment is available to all employees and sub-contractors who may be exposed to a risk which cannot be adequately controlled by other means, which are equally effective in accordance with the Personal Protective Equipment Regulations 1992. PPE will only be used, as a last resort to protect against a risk, which cannot be controlled by engineering controls or safe systems of work.

PPE will be readily available at no charge and full training will be given to employees on:

- a) The risks, which are avoided through the use of PPE.

- b) The purpose for which it is used.
- c) The action required ensuring that it remains in good repair.

Assessments will be carried out to determine whether new PPE issued is suitable and complies with the relevant British and European Standards as appropriate. Guidance must be sought from the Health and Safety Advisor should any doubt exist as to the suitability of the equipment. Only equipment authorised by the Health and Safety Advisor should be used.

Employees and sub-contractors' responsibilities regarding PPE are as follows:

- All employees and sub-contractors must use the PPE in accordance with TCET Ltd instructions.
- After use PPE should be cleaned and returned to the correct storage place.
- Any loss or defect should be reported immediately and/or replaced.

PPE will comply with the following standards:

Chemical protective clothing (liquid chemicals) BS EN 465
Dust Masks – high efficiency respirators BS EN 136, 143
Dust Masks – particulate emission, high accuracy BS893
Eye protectors – BS EN 166, 167, 168
Safety Footwear – footwear fitted with toecaps BS EN 345, 146
Gloves – rubber for electrical use BS 697
Goggles – BS EN 166, 167, 168
Hearing Protection – BS EN 352
High Visibility Clothing – BS EN 471
Industrial Gloves – BS EN 374, 388, 407, 420
Personal Eye Protection – welding BS EN 169
Protective Clothing – against cold weather DD ENV 342
Protective Clothing – against foul weather DD ENV 343
Protective Clothing – against heat BS EN 366
Protective Clothing – eye, face and neck protection – welding BS EN 175
Protective Clothing – for works exposed to heat – BS EN 531
Protective Clothing – general requirements BS EN 340
Protective Clothing – protection against liquid chemicals BS EN 369, 466, 467
Protective Gloves – against chemicals and micro-organisms BS EN 374
Protective Gloves – against cold – BS EN 511
Protective Gloves – against thermal hazards BS EN 407
Protective Gloves – general requirements BS EN 420
Protective Helmets – BS EN 397
Respirators – full masks for respiratory protective devices BS EN 136
Respiratory Protective Devices BS EN 138, 139, 269, 270, 271
Safety Helmets – BS EN 397

NOISE

Any installation or manufacturing process will result in a certain amount of noise being emitted. Engineering means are used to minimise the emitted noise, whenever practicable, as a first level of action. Should such measures not be successful in reducing noise to below actionable levels then other steps, with PPE being used as a last resort, will be taken.

Noise assessments should have been completed on client's site. The Client retains the results of the survey. Where problems have been identified, personnel should have been informed of the noise level, and measures have been introduced to limit their exposure to risk. In some areas it has found it necessary to make use of PPE compulsory as noise levels exceed actionable levels.

Signs advising personnel of the noise levels should have been displayed for their information.

Ear plugs/muffs are available to employees.

Employees and sub-contractors are reminded of their obligations to comply with noise warning signs and to adopt the appropriate action.

MANUAL HANDLING

TCET Ltd is aware that the incorrect handling of loads causes a large majority of accidents and injuries. In order to comply with the Manual Handling Operations Regulations 1992, the company supports a policy, so far as is reasonably practicable, that loads are moved by mechanical means.

As part of the Induction Training Programme, employees have safe lifting techniques explained to them. This is further supported through specific training sessions as part of their on-going training.

The Company constantly assesses working practices to ensure that the risk to employees is limited and that, should practical techniques or equipment become available. Those are introduced as soon as possible.

Employees and sub-contractors are required to attempt to eliminate the need to manually handle a load by utilising to their fullest, any mechanical means available. This includes forklift trucks, pallet trucks, trolleys, wheels etc.

Where elimination of a manual handling task is not possible, all employees and sub-contractors are required to reduce the potential for injury to the lowest possible level. They should whenever possible break down the load and conduct several journeys or seek the assistance of a colleague.

When neither of the above two steps are feasible, all employees and sub-contractors are required to conduct a self assessment based upon the following principal:

LOAD – what is the weight of the load? Are the contents dangerous, will the contents move during transit etc?

INDIVIDUAL - are you physically capable of lifting the load? Have you a pre-existing condition, which may be exasperated? If you are a female, are you pregnant etc?

TASK – what is the task and how safely can you complete it etc?

ENVIRONMENT- is the floor slippery? Is there adequate lighting, can you see where you are walking? Is the surface uneven? Are there any holes in the floor etc?

Remember the basic principles when manually handling an item – feet firmly on the floor, hip width apart. Bend the knees, keep the back straight. Keep the item in as close to the body as possible to reduce the stress loading on the body and never exceed your own physical capability. If in doubt, seek assistance.

Employees and sub-contractors are fully expected to comply with the manual handling advice given to them. Any deviation will not be tolerated. Employees must whenever possible, eliminate the need to manual handle an item by fully utilising mechanical equipment available in each area. Where this is not possible, they should seek the assistance of another person to reduce the load or reduce the weight of the item to an acceptable level within their physical ability.

CONFINED SPACES

A confined space is defined as any place including chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable risk.

In order to comply with the requirements the Confined Spaces Regulations 1997, TCET Ltd along with the Client ensures that before work commences in any confined space it must be “gas freed” with this process being carried out by a competent person trained in the use of gas detection equipment.

The procedure ensures that no person enters the confirmed space unless it has been certified as safe to enter and is in possession of the appropriate permit to work. At all times, when personnel are in any confined space, a fully serviceable set of breathing apparatus, approved by Health and Safety Executive must be kept available for rescue purpose.

A rescue person must be stationed outside the access to the confined space at all times during the work and must have been validated to use breathing apparatus by an Approved Instructor within the previous twelve months.

SLIPS, TRIPS AND FALLS

TCET Ltd accepts that slips, trips and falls are a significant singular cause of accidents within industry. To this end, all possible means will be adopted to prevent incidents of this nature.

TCET Ltd employees and sub-contractors are responsible for ensuring that spillages and debris are cleaned up immediately.

We fully expect employees and sub-contractors to take reasonable care of their own health and safety. To that end, they should always ensure that they pay particular attention to spillages and debris they may encounter on the floor when moving about and to take the appropriate action. Employees and sub-contractors must not run or rush about premises and must take additional care when ascending or descending stairs. Any handrails must at all times be used.

WORKING AT HEIGHT

WORKING AT HEIGHT – GENERAL

TCET Ltd accepts that some tasks will be required to be undertaken whilst working at height (this also includes ground level where there exists a risk of falling i.e. down a manhole or excavation). In the main, this will include the use of ladders, scaffolds and other items such as cherry pickers, scissor lifts. Where possible a MEWP should be used. The principals of the Work at Height Regulations must always be implemented in accordance with the hierarchy as contained within the regulations. In summary, this requires whenever possible that the task be conducted in such a manner as it eliminates the necessity to work at height and due consideration should be given to design of areas which require work at height to be undertaken. No working at height is permitted unless the Sub-Contractor is able to demonstrate proficiency at this task, and the necessary inspection records for both fall protection / arrest equipment and equipment in use and a suitable and sufficient risk assessment has been conducted.

Equipment must be inspected by a competent person before allowing access to equipment designed for working at height.

LADDERS

- All ladders when in use shall be secured at the lower and upper resting place, or, where this is not possible, secured by a person standing on the bottom rung. They shall rest on a firm level base and be prevented from swaying.
- Intermediate fixings should also be used where ladders exceed 4 metres.
- No ladder may be used where it spans a distance of 9 metres or more unless intermediate landing places are provided.
- No ladder may be used unless it extends 2 metres above the stepping off point.
- Steps to trestle ladders must be fitted with an effective device to prevent the back support from spreading.
- Apart from trestle ladder, the distance between adjacent rungs must be no more than 255mm (10in) centre to centre.
- The use of existing permanent ladders provided for access to platforms and walkways do not require permits.

SCAFFOLDS AND MOBILE ELEVATING WORK PLATFORMS (MEWPS)

It is the responsibility of employee and sub-contractors to ensure that adequate precautions are taken when working at heights. Where work cannot be done safely from the ground, a properly maintained scaffold or MEWP shall be used. Where possible a MEWP should be used.

Scaffolds

- Mobile scaffold towers or scaffolding must only be erected and used by trained personnel. Evidence of competence is required.
- Prior to use, a competent person will inspect all scaffolding and record the results of any such inspection. Scaffold registers must be maintained daily and be kept available for inspection.

- Ensure that signs are displayed in prominent positions, warning others that work is being performed above. Barrier off the area around the platform.
- Ensure the work platform is fitted with effective guard rails and toe boards and ensure it is kept tidy and free from trip hazards.
- A Temporary Hard Hat Area is to be established in the immediate surrounding area.

MEWPs

- MEWPs must only be operated by competent trained persons who hold a current IPAF card. Evidence of competence is required.
- Prior to use, the operator will inspect the MEWP for any defects or problems. If any issues are found the MEWP should be taken out of service while the necessary repairs are made.
- Personnel using a MEWP must wear a harness with a short work restraint lanyard, secured to a suitable manufacturer-provided anchorage point within the basket, and a hard hat.
- The platform should be used on firm and level ground. Any temporary covers should be strong enough to withstand the applied pressure. Before use, check for localised ground features which may lead to overturning (e.g. trenches, manholes and uncompacted backfill).
 - Check that the MEWP is suitable for use within the work area and consider current weather conditions.
 - Ensure the work platform is fitted with effective guard rails and toe boards and ensure it is kept tidy and free from trip hazards
 - Ensure that signs are displayed in prominent positions, warning others that work is being performed above. Barrier off the area around the platform.
 - MEWPs should not be operated close to overhead cables or other dangerous machinery. No part of the arm must protrude into a traffic route.
- Check for any overhead structures which may be a hazard to the operator.
- Outriggers must be extended and chocked before raising the platform. Spreader plates may be necessary – check the equipment manual.
- If using a MEWP to install materials, the weight and dimensions of the materials should be checked. Consider any manual handling and load distribution issues.
- A Temporary Hard Hat Area is to be established in the immediate surrounding area.

WOMEN OF CHILD BEARING AGE

All women of child bearing age should be carefully selected for the type of employment they are being considered for. In some circumstances, this may result in a situation of positive discrimination arising. Positive discrimination is permissible on the grounds of health and safety in accordance with Section 2 of the Health and Safety at Work Act 1974. To ensure that this issue is correctly addressed and to prevent negative forms of discrimination from arising, risk assessments should identify if the task is suitable for women of child bearing age giving due consideration to the potential that the employee may become pregnant and remain unaware of it, in some circumstances, for long periods of time and to the potential effects of exposure to the elements within the working environment and the nature of the task to which they are employed.

A new and expectant mother is defined as someone who is pregnant or has given birth within the last six months (including having given birth to a still borne child) or who remain breast-feeding.

Once an employee has identified that they are pregnant, they should provide TCET Ltd with the appropriate certificate issued by either their General Practitioner or Midwife confirming pregnancy. TCET Ltd should carry out a specific risk assessment as soon as is practical.

Should a risk be identified, the Company will eliminate that perceived risk by allocating alternative duties to the employee. Where this is not possible, subject to the limitations in employment law, the mother will be suspended on full terms and conditions until such time as the perceived risk is eliminated or no longer considered significant.

The new or expectant mother should be supplied with a copy of the assessment together with any information and a signed receipt held in the employees personnel file.

YOUNG PERSONS

After reaching Minimum School Leaving Age, a young person must be in part-time education or training (such as apprenticeship or traineeship) until they are 18. If it is identified that a young person may be employed, TCET Ltd will ensure that all risk take into account the assessments specific factors for young people and that the contents of the risk assessment are explained clearly to the young person.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

TCET Ltd Management will also consider and take necessary precautions regarding:

- the layout of the workplace
- the physical, biological and chemical agents the young person will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

Young people have different employment rights from adult workers and are subject to protections in relation to the hours they can work. TCET UK Ltd Management will ensure that they adhere to all regulations.

If any doubt exists regarding the suitability of an under 18 operating a certain item of machinery, advice should be sought from the Health and Safety Executive.

PERMITS TO WORK

A permit to work is a formalised safe system of work. It is operated fundamentally when there is a high degree of foreseeable risk. Where a potentially hazardous activity is identified, no employee or sub-contractor will be authorised to work unless they are in possession of a Permit to Work signed by a competent person and/or that a task-specific dynamic risk assessment has been conducted. A Permit to Work will only be issued when it is confirmed that the work cannot be carried out in any other manner and only then, once the competent person is satisfied that a dynamic risk assessment has been thoroughly carried out and a safe system of work developed. Employees and sub-contractors must adhere to any Permit To Work system already in place on the client's premises. If no system is implemented at the client's site, the employee or sub-contractor should use the TCET Ltd Permit To Work forms.

Certain work activities that may require a Permit to Work include:

- Hot work
- Work on high voltage electrical systems
- Any work where a safety guard, device, system or circuit has been removed or over-ridden
- Work in a confined space
- Working at height etc.

In no circumstances shall employees or sub-contractors operate on any client site without authority. Where any doubt exists, the employee or sub-contractor must seek clarification from TCET Ltd who will liaise with the client regarding activities necessitating the issue of a Permit and/or a dynamic risk assessment.

Any risk assessment must include details of dangerous machinery, hazardous substances etc. and where appropriate, any impact the activity may have on the environment.

Before leaving the site, the following conditions apply. It is the responsibility of the employee or sub-contractor to ensure that:

- All equipment used to isolate the working area is removed
- All screening material is removed
- All waste is removed or disposed of in accordance with the client's waste policy
- The area is swept free of debris

STATUTORY INSPECTIONS

All statutory inspections must be conducted within the legislative or insurance required period.

Lifting Equipment – Unless there is an 'examination scheme' specifying other intervals, thorough examinations should be conducted every:

- 6 months, for lifting equipment and any associated accessories used to lift people
- 6 months, for all lifting accessories
- 12 months, for all other lifting equipment

Equipment used for working at height - any equipment used for working at height must be accompanied by an inspection certificate which should be checked prior to the equipment being put to use in accordance with the Work At Heights Regulations 2005.

Portable electrical appliances – the period of inspection of portable equipment varies depending upon the classification and nature of the equipment. Guidance can be sought from the Institute of Electrical Engineers Regulations.

DISPLAY SCREEN EQUIPMENT

Display Screen Equipment (DSE) may appear harmless enough but as many office workers know, when used incorrectly they can cause suffering.

Headaches, eyestrain and aches and pains in your hands, wrists, arms, shoulders and back can also result from workstations that are not properly designed or used. This procedure is designed to assist employees in designing workstations to avoid these problems by ensuring equipment and workstations are used correctly.

DEFINITIONS

The following definitions apply to this section

- Display Screen Equipment – includes personal computers, word processors and screens. It is not just the screen that presents a risk, the keyboard, desk and even the chair need to be considered when organising a safe working environment.
- Users – a display screen ‘user’ is someone who habitually uses DSE for the purpose of employer’s undertakings as a significant part of their normal work.
- Operator – a display screen ‘operator’ is a self-employed person or contractor who habitually operates the machine on behalf of an organisation who may not necessarily be their employer.
- Workstation – the term used to cover the DSE, accessories, disk drive, printers, chair and the immediate work environment around the DSE.

In accordance with the Display Screen Equipment Regulations 1992, TCET Ltd will:

- Conduct a suitable and sufficient risk assessment of the risks which employees may be exposed to
- Provide free eye and eye sight tests and upon request and when necessary, provide special corrective appliances deemed appropriate by an optician to the cost of £50 or an equivalent value of £50 cash (upon receipt of an invoice confirming that the corrective lenses are required for computer work) to habitual users who require corrective lenses for computer work
- Provide health and safety training
- Provide information
- The I.T. Department will provide any necessary training required to operate Company approved systems and software

Additionally, each employee is responsible for ensuring:

- They plan their work so that there are frequent changes in activity or breaks at least once every 50 minutes. These breaks can be to complete other tasks.

- Notifying the management immediately they suspect that the workstation, computer or equipment is defective
- Reporting any flickering of the characters on the screen, keeping the screen free from dirt, grime and finger marks which may distort the characters
- Using the brightness control on the screen to suit the light conditions in the room and to make use of equipment such as window blinds when required.

OCCUPATIONAL ILLNESSES

Employees and sub-contractors must inform TCET Ltd of diagnoses of certain occupational diseases where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

The Health and Safety Executive will complete any report required under RIDDOR regulations.

Employers Duties

In accordance with the Control of Noise at Work Regulations 2005, the Management of Health and Safety at Work Regulations 1999, the Control of Substances Hazardous to Health Regulations 2002, Health and Safety (Display Screen Equipment) Regulations 2002, the Manual Handling Regulations 1992 and the Personal Protective Equipment at Work Regulations 1992, the Company will conduct the following:

- Review on a regular basis, the control measures in place to eliminate, reduce or control any identified significant risk
- Provide suitable and adequate health and safety training (where applicable)
- Review the design of workstations and rotation systems (where applicable)
- Provide suitable and sufficient personal protective clothing (where applicable) to control exposure
- Provide a service whereby employees can report symptoms immediately
- Provide health surveillance to those employees assessed as being exposed to a risk

Employees and Sub-Contractors Duties

All employees and sub-contractors have a legal obligation to take reasonable care of their own health and safety and to co-operate with their employer to enable statutory provisions to be complied with. To this end, all employees will:

- Implement and comply with all safety instructions whether they be verbal, written or pictorial and use to their fullest, any training provided
- Wear protective clothing and ensure its maintenance, storage and defect reporting
- Report immediately to TCET Ltd any suspected symptoms of illness
- Maintain a high degree of personal hygiene, ensuring that hands, wrists and forearms are washed and dried effectively on a regular basis

ASBESTOS

TCET Ltd will achieve compliance with the Control of Asbestos at Work Regulations 2012. As employers, we have a statutory duty to protect our employee and sub-contractors, and so far as is reasonably practical, anyone else (whether or not they are at work) who may be exposed to asbestos. All personnel should have completed a UKAS approved asbestos awareness course.

Site Surveys

The client will ensure a site survey is conducted by a UKAS accredited organisation for the purpose of conducting a survey on site with the intention of locating any asbestos, the type of asbestos and its condition. A copy of the asbestos register and site map depicting the known locations of asbestos will be provided following the inspection. If the activity involves working in or near any area containing asbestos materials, this must be factored into any risk assessment and the appropriate control measures put into place to prevent accidental exposure.

Information

The client has a duty to share the information regarding the location of asbestos. Information should be imparted to employees and sub-contractors.

Work on Asbestos

Work on asbestos by employees and sub-contractors is prohibited. If any maintenance work is required, it must only be undertaken by a UKAS accredited company who will be responsible for notifying the HSE in writing at least 14 days before the work is due to start. Details of the information required is contained at Schedule 1 of the Regulations. Any work undertaken is subject to the Regulations, a suitable and sufficient risk assessment and the issue of a Permit to Work.

In the event that you cause or suspect accidental damage and possible exposure has taken place, you must immediately evacuate the area and contact the site contact and TCET Ltd, who in liaison with the Client will arrange for a specialist company to attend site to assess the damage, to undertake air sampling and provide advice before the activity can re-commence. Under no circumstances must work continue until this three-stage process has been completed and agreed.

Health Surveillance

Any employee exposed to asbestos fibres will be subject to medical surveillance undertaken by an approved physician. The records of such surveillance is to be retained for a minimum period of 40 years. A certificate will be issued by the Physician confirming examination. Any employee required to attend such a medical is legally obliged to attend.

LONE WORKERS

Tasks that are often or normally carried out by one person must be identified and carefully considered when the risks of the hazards involved in the task are analysed. Four factors must be taken into account when considering lone workers and during the risk assessment process:

1. The risks involved – high risk activities will always require more than one person (e.g. working at height)
2. The competence of the individual – apprentices, trainees and inexperienced workers must have an appropriate level of supervision; constant, close supervision may be required in some cases

3. The provision of emergency support – consideration must be given to procedures in the event of an accident or violent attack against the lone worker (eg provision of communications to summons assistance. If the individual is unable to provide first aid to themselves, it could be construed as a breach of the Health and Safety (First Aid) Regulations.
4. The provision of communication systems – this can be via several methods ranging from simple mobile telephone, radios etc to more complex methods such as movement indicators. It is important that both the 'base location' and the lone worker are able to communicate to provide advice and support if necessary.

VIBRATION

Vibration can essentially be broken in to two groups; whole body vibration and hand arm vibration and can be the result of exposure to excessively:

- Building vibration perceptible to occupiers
- Whole body vibration of people in vehicles (FLT's on poor un-even surfaces) etc and certain industrial processes and
- Hand arm vibration of people operating certain tools (hand grinders, drills etc) or machines

The consequences of exposure can lead to the person developing:

- Carpal tunnel syndrome as a result of repetitive twisting or gripping movements of the hand during the use of vibrating hand tools such as drills, hand grinders etc
- Motion sickness (kinetosis) characterised by pallor, sweating, nausea and vomiting
- Musculoskeletal disorders may result from back pain from driving over un-even road surfaces or driving off road, prolonged sitting or jumping out of the vehicles
- Vibration white finger (episodic blanching) of the fingers and thumbs resulting from poor circulation which will be made worse by exposure to cold conditions

Information regarding vibration levels should be sought from the manufacturers / suppliers of the equipment in accordance with the Supply of Machinery (Safety) Regulations.

Any task thought to expose the employee to a degree of vibration will be assessed by a specialist third party to verify the vibration exposure level.

Until vibration levels have been assessed and verified, it should be assumed that a degree of vibration exposure exists therefore the following procedures should be implemented:

- Rotation of employees to reduce the exposure period
- Provision of personal protective clothing to maintain / aid the effective circulation of blood (NB anti-vibration gloves should not be relied upon; their effectiveness is currently subject to scrutiny and further advice will be provided once more detailed information is released)
- Advice regarding smoking cessation
- Evaluation of the design of hand tools to lessen the vibration and to reduce the strength of grip and amount of force needed

SECTION FIVE

ADVICE AND CONSULTANCY

HEALTH AND SAFETY EXECUTIVE

Dependant on the location of TCET Ltd operations, see link below to HSE Regional offices

<http://www.hse.gov.uk/contact/maps/index.htm>

EMPLOYMENT MEDICAL ADVISORY SERVICE

As above

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