

ATRIUM ACCESS LIMITED

**HEALTH & SAFETY
POLICY**

Issue and Revision Control:

The Safety Director is responsible for the control of this document.
Any revisions due to legislation changes or annual reviews must be recorded below.

Revision Control:

Section	Rev.	Description of Change	Approved	Date

Re-distribution of this document to members of staff must be identified in the issue control table

Issue Control:

Issue	Reason for Issue/Re-Issue	Approved	Date
0	First Edition	Ian Bellis	24/4/2015
1	Annual Review	Ian Bellis	3/5/2016
2	Annual Review	Ian Bellis	5/5/2017
3	Annual Review	Ian Bellis	11/5/2018

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Introduction

Atrium Access Limited will endeavour to conduct its business in such a way as to avoid harm to its Employees and all others who may be affected directly or indirectly by its activities.

This Health & Safety Policy document outlines the responsibilities and arrangements of the company, for ensuring the health and safety at work for all employees and contractors. The aim is to help all concerned to work safely and avoid accidents by providing a framework within which a safe method of work can be established. It is therefore important that each and every employee and contractor read the advice given here before commencing work in the Company.

Accident prevention is mainly common sense, tidiness and forethought, but safety within our Company does require constant vigilance and care. Remember that a little planning and thought can save a great deal of trouble and regret. Always seek expert advice when in doubt.

You are required to sign and return the declaration issued with this Policy stating that you have read the policy and are satisfied as to your and the Company responsibilities with respect to health and safety.

This policy will be reviewed annually and supplementary information distributed to all employees and contractors of the Company. Suggestions for inclusion, corrections and revisions for future editions of this policy should be sent to the safety manager.

SECTION 1

HEALTH & SAFETY POLICY STATEMENT

HEALTH AND SAFETY POLICY STATEMENT

To ensure, so far as is reasonably practicable, the health, safety and welfare of our Employees and Contractors while they are at work and of others who may be affected by their undertakings, and to comply with all the relevant legislation.

To ensure the principles of health and safety are clearly understood throughout the company Atrium Access Limited, we will be committed to:

- Ensuring that there are arrangements put into place for the effective planning, development and review of this health and safety policy.
- Ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the Company.
- Protecting the safety and health of all Employees & Contractors within the Company by preventing work-related injuries, ill health, disease and incidents.
- Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribe.
- Ensuring that Employees and their representatives are consulted and encouraged to participate actively in all elements of the Health and Safety Policy.
- Provide the necessary information, instruction and training to Employees and others, including temporary Employees to ensure their competence with respect to health and safety.
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of Employees. Expert help will be sought where the necessary skills are not available within the Company.
- Liaise and work with all necessary persons to ensure health and safety and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.

The ultimate responsibility for Health and Safety within Atrium Access Limited lies with the Safety Director.

- The Safety Director will be responsible for the annual review of the Health & Safety policy to ensure its continued suitability.
- The Safety Director will review, sign and date the Health and Safety Statement annually, and bring it to the attention of all Employees.

We recognise that safety is the responsibility of everyone and is not just a function of management. Employees will have specific duties and responsibilities to comply with the letter and spirit of the policy. Employees have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and to co-operate to achieve the standards required.

The Company will in consultation with our Employees and their representatives set out in writing a commitment to ensuring that our health and safety policy will be:

- Specific to the Company and appropriate to the nature of our activities.
- Concise, clearly written, dated and made effective by the signature of the Safety Director.
- Communicated and readily accessible to all persons at their place of work.
- Reviewed for continuing suitability and made available to relevant external interested parties, as appropriate.

Signature:*Ian Bellis*..... Date:11/5/2018.....

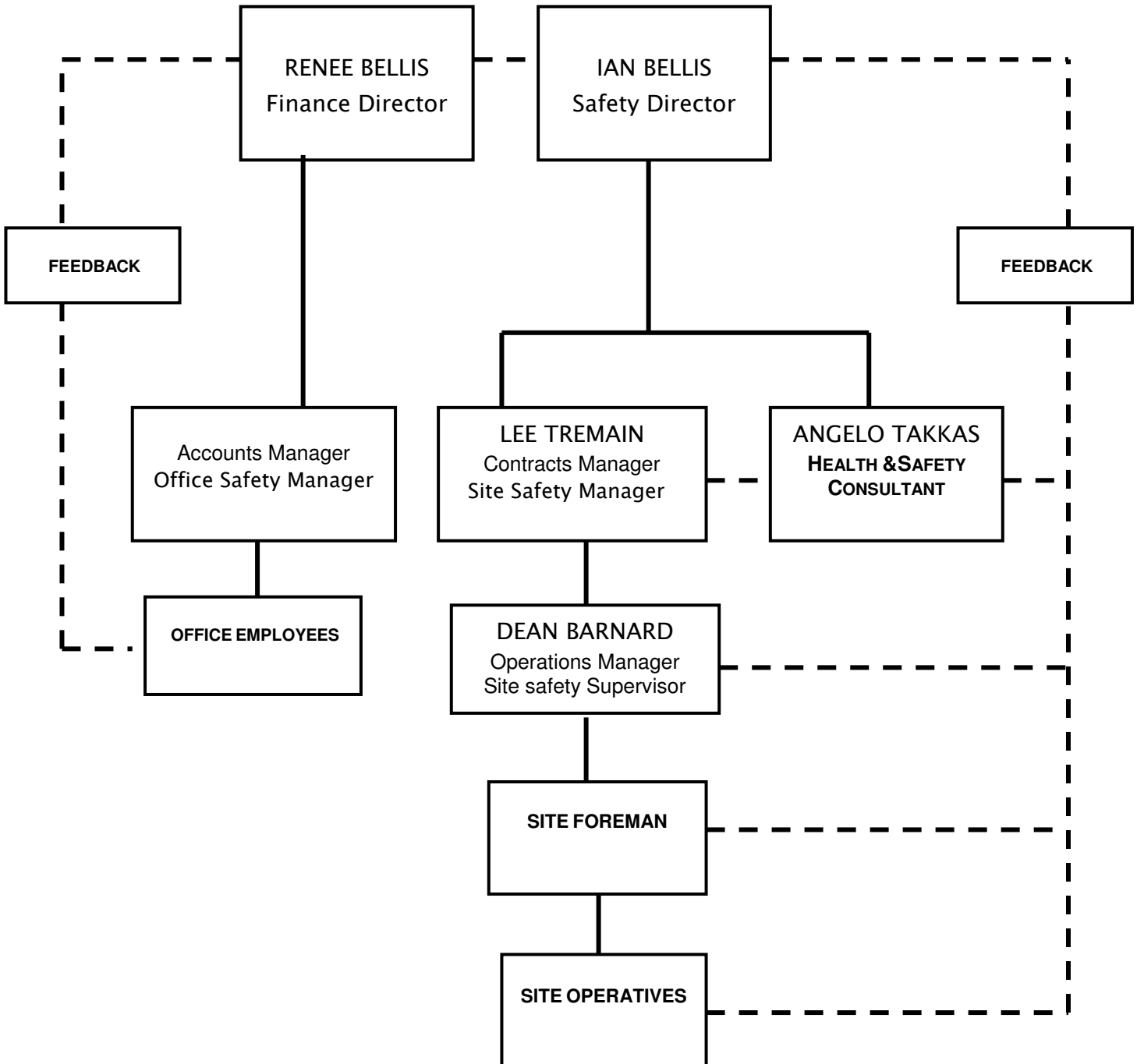
Name: **Ian Bellis**

Safety Director

SECTION 2

HEALTH & SAFETY RESPONSIBILITIES

HEALTH & SAFETY ORGANISATION CHART



General Responsibilities

The following individual posts have been allocated general health and safety responsibilities within the terms of our Policy:

- Safety Director
- Safety Managers
- Safety Supervisors
- Employees

They will also be required to monitor their areas of control as well as the performance and activities of subordinates to ensure that acceptable standards are maintained.

The Safety Director is responsible for ensuring;

- The commitment to improving health and safety in the Company and to demonstrate this by the priority which is given to safety issues, and by their own behaviour
- The objectives outlined within our Health and Safety Policy are fully understood and observed by persons under your control.
- Responsibilities for health and safety are clearly defined and allocated/delegated to the appropriate levels within the Company.
- The health and safety policy is regularly reviewed and amended as necessary and any changes are brought to the attention of all persons under your control.
- The health and safety policy is brought to the attention of all Employees under their control, and ensure that they are made aware of all hazards and the means of controlling those hazards

The Health & Safety Managers and Safety Supervisors are responsible for ensuring;

- They make a commitment to improving Health and Safety and demonstrate this by the priority which they give to safety issues, and by their own behaviour
- That Employees and Contractors are adequately trained, instructed and informed and providing a suitable level of supervision
- The allocation of work is in accordance with the level of training
- That defective equipment is reported and taken out of use
- Employees are informed of their responsibilities, encouraged to report accidents, near-misses and defects, and suggest improvements
- Carrying out regular inspections of the workplace and ensuring that correct work procedures are adhered to
- They assist in the investigation and recording of accidents and near-misses

Employees shall;

- Take reasonable care of their own health and safety and that of others who may be affected by their actions
- Co-operate with management to meet the employer's legal duties and work in accordance with Company procedures
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare and refrain from actions (or inactivity) which might endanger themselves, or others
- Demonstrate their commitment by their behaviour and co-operate in the investigation of accidents and incidents
- Use all equipment safely, including that provided for their personal protection and report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so
- Comply with all safety instructions or procedures and not undertake any tasks that they are not trained for
- Report to management any defects in equipment or other dangers immediately, or as soon as it is safe to do so

Health and Safety Assistance

To assist the Company in their undertaking we have appointed Health & Safety Risk Services Limited as Health and Safety Consultants to provide competent advice and guidance.

Communication

The responsibilities identified above shall be communicated to all Employees in line with operating procedure internal and external communication.

The management will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.

Atrium Access Limited communicates with its employees orally or in writing, in the form of directions and statements from the Safety Director. Communication may also come in the form of directives, this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

- All employees are expected to co-operate with the safety Director/Manager and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.
- Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Consultation

The management of Atrium Access Limited sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of health and safety meetings involving staff representation, the health and safety manager and safety director as is deemed necessary.

This arrangement does not preclude any employee from requesting such a meeting.

The purpose of Safety meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely.

It is the opinion of the management of our company that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below:

Job Title	Name
H&S Director	I. Bellis
H&S Manager	R. Bellis
H&S Manager	L. Tremain

Workplace Inspections

It is the policy of our company to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 and the Construction (Design & Management) Regulations 2015.

The Safety Director and Health & Safety Managers will conduct regular inspections of the workplace. In addition, inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

SECTION 3

SAFETY INFORMATION

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3.1 CODE OF CONDUCT – GENERAL H&S RULES

The Code of Conduct set out below is designed to cover the main areas of the required standards of behaviour and performance. The code includes Company Rules, which all Employees are required to comply with, and examples of misconduct which the Company normally regards as Gross Misconduct. A breach of the Company Rules will render an employee liable to disciplinary action in accordance with the Disciplinary Procedure. An instance of Gross Misconduct may render an employee liable to dismissal without notice.

The Company Rules and the examples of misconduct are not exhaustive. Employees are under a duty to comply with the standards of behaviour and performance required by the Company, and to behave in a reasonable manner, at all times.

General Health and Safety Rules

- Report unsafe conditions to your immediate supervisor
- Promptly report all accidents/injuries/incidents to your immediate supervisor
- Dress properly. Wear appropriate work clothes, gloves, and shoes for manual handling tasks.
- Operate machines or other equipment only when all guards and safety devices are in place and in proper operating condition.
- Keep all equipment in safe working condition. Never use defective tools or equipment. Report any defective tools or equipment to the safety manager.
- Do not leave materials in aisles, walkways stairways, work areas, or other points of access or egress.
- Practice good housekeeping at all times.
- Training on equipment is required prior to unsupervised operation.
- Compliance with all Regulations and Rules and all Company health and safety policies and procedures is mandatory.
- Properly care for and be responsible for all personal protective equipment (PPE). Wear or use any such PPE when instructed to do so.

3.2 WORKING ENVIRONMENT – HOUSEKEEPING

Employers have a duty to provide and maintain a safe working environment. Employees can play an important part in this.

Housekeeping

General

- Do not rush about, this causes accidents.
- Do not run in the workplace.
- Don't fool around. Horseplay causes accidents.
- Do not rush around blind corners, especially if you are pushing or carrying a load in front of you.

Waste and rubbish

- All work areas should be kept clean and in a tidy condition.
- Accumulations of waste and rubbish can cause slip, trip and vermin problems. There is a legal requirement to remove accumulations of rubbish on a daily basis
- If you cause any rubbish or waste or spill anything on the floor, YOU are responsible for clearing it up.
- Use the appropriate bins remembering that some rubbish has to go into dedicated bins for waste removal purposes.

Spillages

- If you cause a spillage, take the appropriate steps to clean it up.
- If you come across a spillage, don't just leave it for someone else to fall over it.
 - Take whatever action is necessary to clear it up.
 - Tell your manager,
 - Warn staff,
 - Barrier off the area.

Obstructions

- Never cause an obstruction to any gangway, fire exit, fire point, first aid box or any area where someone might need emergency access.
- Don't allow gangways to be obstructed by items projecting onto them.
- Close all filing cabinet drawers.
- Close doors behind you.

Storage

Ensure that all items are stored in their correct location.

Don't leave things lying about; do not overload cabinets, drawer's etc;

Do not place articles on the top of filing cabinets, cupboards etc.

Two areas of particular importance are:

- Slips and trips
- Working at height

Slips and trips

Slips and trips are the most common cause of major injuries at work. They occur in almost all workforces. 95% of major slips result in broken bones and they can also be a precursor of other accident types such as falls from height.

Remember:

- Keep walkways clear
- Avoid trailing cables
- Report worn flooring
- Use of unsuitable footwear

Working at height

Falls from height are the most common cause of fatal injury and the second most common cause of major injury to employees. The Working at Height Regulations require employers have a duty to carry out risk assessments, avoid working at height wherever possible, provide safe platforms and arrest systems (if necessary) and ensure that staff are appropriately trained.

For the majority of employees, working at height involves the use of leaning ladders or step-ladders. Here are a few safety tips:

Leaning Ladders set-up

- Do a daily pre-use check (include ladder feet)
- Secure ladders
- Ground should be firm and level
- Have a strong upper resting point (not plastic guttering)
- Floors should be clean and not slippery

Leaning Ladders in-use

- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Ladder angle 75 – 1 in 4 rule (1 unit out for every 4 units up)
- Always grip the ladder when climbing
- Do not overreach
- Do not work off the top three rungs

Stepladders set-up

- Daily pre-use check (feet included)
- Ensure there is space to fully open
- Use any locking devices
- Ground should be firm and level
- Floors should be clean and not slippery

Stepladders in-use

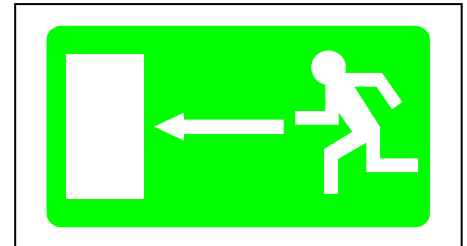
- Short duration work (maximum 30 minutes)
- Light work (up to 10 kg)
- Do not work off the top two steps (top three steps for swing-back/double-sided stepladders) unless you have a safe handhold on the steps
- Avoid side-on working
- Do not overreach

3.3 FIRE

Fire safety at work is always vitally important. You should make sure you know what to do to prevent a fire in the workplace and your means of escape if a fire does break out.

You should:

- Know what action to take on discovering a fire or hearing the fire alarm and the arrangements for calling the fire brigade. Read your “Fire Action Notice”.



- Know the evacuation procedures and assembly points.

- Familiarise yourself with escape routes and fire exit signs. Never obstruct escape routes, gangways or passages.

- Know the locations and types of fire extinguisher available and how to use them.



- Report any instances of increased risk.

- Keep fire doors closed to stop the spread of fire, heat and smoke.

- Not smoke anywhere within the premises

- Report any thoughts you may have on reducing risk.

- Remind yourself on a regular basis of fire safety issues.



- Set a personal example of good fire safety.

Types of Fire Extinguishers

There are several types of fire extinguisher available and your place of work should have sufficient types and numbers suitable for the risks present.

Water extinguishers - Red body or Red Body with Red Label

- Used for general types of fire involving paper, wood, cardboard, etc. - 'Class A fires'.
- These extinguishers must not be used for fires involving electricity or flammable liquids or for fat fires.
- They are operated by aiming the nozzle at the base of the fire. The fire is extinguished using a sweeping action. As progress is made, the jet is directed progressively higher until the fire is out.

Carbon Dioxide extinguishers - Black body or Red body with Black Label

- Carbon dioxide extinguishers are mainly used for fires involving electrical equipment 'Class C fires', but to some degree can be effective on other fire types.
- Carbon dioxide extinguishes flames by depriving them of oxygen. As with most extinguishers, the jet should be aimed at the base of the fire but care should be taken to ensure that the flames are driven away from you.
- It should be remembered that gas makes a loud noise when the extinguisher is used getting louder as it empties
- The gas coming out of the nozzle is very cold and often freezes like snow.
- Care must be taken to ensure that the skin does not come into contact with the gases as cold injury can occur. Always hold the nozzle at the correct place, taking care not to put your fingers near or over the end. Do not hold the black horn if a rigid pipe and horn is fitted.
- Squeeze the trigger in bursts to extinguish the flames.
- Although carbon dioxide is not poisonous, it will decrease the amount of oxygen in the air so should not be used in a confined space or suffocation may result. Likewise, it should not be directed at persons.





Dry Powder extinguishers - Blue body or Red body with Blue Label

- Normally these are used for flammable liquid fires
- They can be used for Flammable Gas fires 'Class C fires' however it is not advisable to extinguish gas fires unless the gas supply can definitely be shut off (or a serious explosion risk may be created) – it is recommended you leave this type of fire to the Fire Services.
- They can also be used for paper, wood, cardboard, etc. 'Class A fires'.
- They should be used in a similar way to water by directing the nozzle at the base of the fire. The flames are then forced down and away from you.
- Be careful when using powder extinguishers in a confined space as the dust can form clouds which can be difficult to see through and may affect breathing.
- Some specialised powders are for flammable metals 'Class D fires' and should be used as directed on the extinguisher

Foam extinguishers (including Aqueous Film-Forming Foam (AFFF)/Spray foam) - Cream body or Red body with Cream Label

- Foam extinguishers are ideal when used on a contained burning liquid as 'Class B (I) fires. If used correctly, they form a blanket over the liquid preventing oxygen reaching the liquid, thereby extinguishing the flames.
- Correct operation is essential, as the foam has to be directed to the sides of the container allowing it to fall onto the liquid and spread across the surface.
- N.B. If directed at the surface it will usually sink.
- Foam can also be used instead of water. AFFF is frequently is considered a suitable replacement for water.

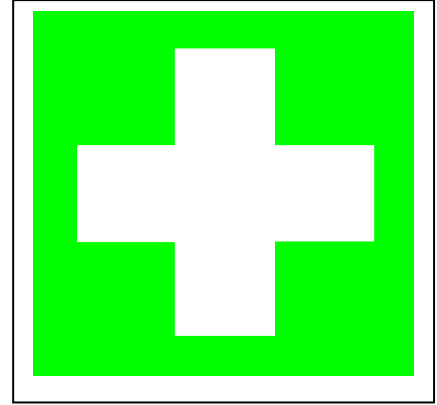
Fire Extinguisher Chart

Extinguisher		Type of Fire					
Colour	Type	Solids (wood, paper, cloth, etc)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats	Special Notes
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No	Dangerous if used on 'liquid fires' or live electricity.
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes	Not practical for home use.
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No	Safe use up to 1000v.
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes	Safe on high and low voltages.

3.4 FIRST AID – ACCIDENT RECORDING, REPORTING & INVESTIGATION

People at work can suffer injuries or fall ill. It is important that they receive immediate attention and that an ambulance is called in serious cases. First aid can save lives and prevent minor injuries become major ones. It does not include giving tablets or medicines to treat illness.

In first aid terms, an appointed person is the person who takes charge when someone is injured or falls ill, including calling an ambulance if required. They should also look after the first aid equipment e.g. re-stocking the first aid box. Appointed persons should not attempt to give first aid for which they have not been trained.



A first aider is someone who has undergone a training course administering first aid at work and holds a current first aid at work certificate. A first aider can undertake the duties of an appointed person.

Remember:

- ◆ Find out who the appointed persons or first aiders are
- ◆ Find out where the nearest first aid box is kept

FIRST AID PERSONNEL

It is a lawful requirement for an employer to provide an adequate number of suitably trained persons.

When considering your risk, the following should be evaluated and appropriate allowances made -

- The operations undertaken at the place of work,
- Your location in relation to obtaining medical assistance - response time(s),
- The number of persons employed/present at any one time,
- Holiday and or periods of sickness/absence cover,

The persons selected should be trained to the required standard by an authorised/recognised body for this purpose, either to the standard of 'First Aider' or an 'Appointed Person'.

Training should be provided through an agency approved by the Health and Safety Executive; usually the local St John Ambulance, St Andrew's Ambulance or the Red Cross provides local training courses.

The number of persons depends on the number of employees and the risks to which they are subjected. A high number of office personnel may require less cover than substantially lower numbers in engineering where the risks are likely to be greater. However, cover should be provided even for a low number. Even though the risk of an accident is low, there is always the possibility of a serious medical condition such as a heart attack, epilepsy or diabetes.

FIRST AID MATERIALS AND CONTAINERS/KITS

The details of first aid materials/supplies are stated on a preceding page.

It is general practice for a recognised and qualified person to take care of the first aid containers/kits supplied by our company.

It is good practice to have extra first aid containers/kits for the temporary replacement of an under-stocked or soiled one.

This is particularly appropriate for first aid boxes kept in vehicles.

A record should be kept of the date it was inspected and the required contents of the box.

Additional first aid materials and equipment may be required such as:

- Scissors
- Adhesive tape
- Disposable aprons
- Individually wrapped moist wipes
- Sterile eye solution (minimum 1 litre)
- Blankets
- Specific personal protective equipment for the first aid personnel attending.

ACCIDENT RECORDING

The qualified person who carries out the first aid treatment should ensure that the injured person or his representative makes the appropriate entry in the accident/incident record book (being BI 510 or similar).

A nominated Health & Safety Manager will inspect the accident/incident record books periodically and update accident statistics. This periodic review will assist in allowing formal remedial action to be taken to reduce the risk of a repeat accident.

All accidents, no matter how small, should be reported in writing in the BI 510 Accident Report Book. It is the responsibility of the injured person to ensure that this is done.

The first aider should keep a treatment register giving details of dates/times and type of treatments administered.

ACCIDENT REPORTING & INVESTIGATION

It is the policy of our company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Atrium Access Limited sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Safety Director detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer present at the company expense.

The completed report will then be submitted to and analysed by the directors of the company who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

If deemed necessary the report will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

CONTENTS OF FIRST AID KITS/CONTAINERS

Atrium Access Limited First Aid boxes should contain the following:

	Number
Leaflet giving general guidance on First Aid IND (G) 215L 1997	1
Individually wrapped sterile adhesive dressings (Assorted Sizes)	20
Sterile eye pads	2
Individually wrapped triangular bandages (Preferably Sterile)	4
Medium sized Individually wrapped sterile un-medicated wound - dressing approx. 12 cm x 12 cm	6
Large sterile Individually wrapped un-medicated wound dressing- approx. 18 cm x 18 cm	2
One pair of disposable latex gloves	1
Safety Pins	6
Individually wrapped medic-wipes	10

First aid boxes are inspected monthly and the results recorded on the appropriate form.

All deficiencies must be reported to a responsible person so that replacement items can be arranged.

CONTENTS OF TRAVELLING FIRST AID KITS/CONTAINERS

Where provided will contain at least the following:

	Number
Leaflet giving general guidance on First Aid IND (G) 215L 1997	1
Individually wrapped sterile adhesive dressings	6
Large sterile un-medicated dressing (Approx. 18 cm x 18 cm)	1
Triangular bandages	2
One pair of disposable latex gloves	1
Safety pins	2
Individually wrapped medic-wipes	5

3.5 WORK EQUIPMENT

It is the policy of our company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Atrium Access Limited will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

- Staff will be provided with adequate information & training to enable them to use work equipment safely.
- The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.
- All work equipment will be maintained in good working order and repair.
- All operatives will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate

Work equipment is almost any equipment used by an employee at work including:

- Machines such as Facsimile machines, Printers, Photocopiers, etc.
- Hand tools such as Screwdrivers, Knives, Hand saws, etc.
- Lifting equipment such as Lift trucks and Electric Hoists
- Other equipment such as Abrasive wheels, Lead welding equipment, Towers Scaffolds and Ladders.

Employer's duties include ensuring that work equipment is:

- Suitable for use, and for the purpose and conditions in which it is used;
- Maintained in a safe condition for use so that people's health and safety is not at risk;
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person and a record kept until the next inspection. You may be required to carry out and record daily inspections on certain items of work equipment.

Employers also need to ensure that people using work equipment have received adequate training for the particular equipment.

Risks created by the use of work equipment should be eliminated where possible or controlled by:

- Taking appropriate 'hardware' measures, e.g. providing suitable guards, protection devices, markings and warning devices, system control devices (such as emergency stop buttons) and personal protective equipment;
- Taking appropriate 'software' measures such as following safe systems of work (e.g. ensuring maintenance is only performed when equipment is shut down etc), and providing adequate information, instruction and training.

Remember

- Read and understand your employer's risk assessment
- Ensure that you only operate (or maintain) work equipment where you are competent to do so
- Work within any safe system of work
- Use guards at all times
- Ensure maintenance is carried out safely e.g. isolate or remove the power source

Training

Before someone uses an item of plant, machinery or equipment you must be adequately trained and in some circumstances be of a certain age.

The operator of the equipment should be trained in the hazards associated with the machine as well as in the method of operating it.

Operating

The machine must be operated in the prescribed manner and in conformance with the manual supplied by the manufacturer or supplier of the machinery.

All guards provided must be used at all times and never bypassed.

It is illegal to remove anything from the machine that is provided in the interests of safety. It is also very dangerous.

Ensure that you know how to stop the machine before starting it and how to disconnect it from its power sources, electricity, gas, air, etc. before operating it.

Report any dangerous situations you observe and do not operate the machine until the hazard has been removed.

Cleaning

Do not clean the machine without switching off ALL its power sources and ensuring the machine is stationary, has come to its proper stopping position, and cannot be accidentally re-started.

If necessary lock the controls in the off position and remove any keys that will allow re-energisation.

3.6 MANUAL HANDLING

It is the policy of Atrium Access Limited to comply with the law as set out in the Manual Handling Operations Regulations 1992, as amended in 2002.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible

General

Everyone who has to lift or carry, and that includes most employees should be trained in the correct way to do it.

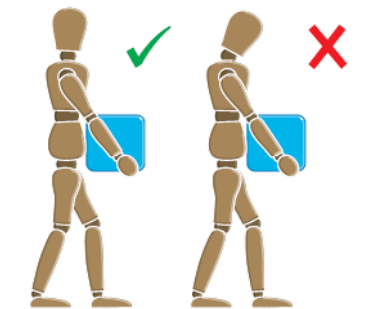
Every person should follow the guidance below when lifting or carrying.

Method

- Keep your back straight, bend the knees and lift using the strong muscles in the leg.



- Keep objects as close to your body as you can, ensuring that where possible, the narrowest side is facing forward. Keep the head up and look for risks.



- When pushing or pulling keep your back and arms straight, tuck your chin in and use your front foot to balance you whilst you thrust with your back foot.
- Wherever possible use mechanical means of lifting.
- Use trolleys, hoists etc. when lifting or moving.
- Remember when carrying large items, you may be unable to see where you are walking. Always check your route before starting.
- Keep the heaviest part of the load to the body when lifting or carrying.
- Wear suitable protective equipment but remember that gloves which are too big may cause problems if your fingers do not reach the end. Never 'snatch' a load or drag it off a surface when lifting. If it is too heavy you will drop it or cause serious injury.

Manual handling injuries can occur wherever people are at work – on farms and building sites, in factories, offices, warehouses, hospitals, banks, laboratories, etc. Manual handling injuries are the most common reason for absence from work.

Here are some practical tips for good handling technique for lifting:

- Think before lifting/handling. Plan the lift. Can handling aids be used? Where is the load going to be placed? Will help be needed with the load? Remove obstructions such as discarded wrapping materials. For a long lift, consider resting the load midway on a table or bench to change grip.
- Keep the load close to the waist. While lifting keep the load close to the body for as long as possible. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- Adopt a stable position. The feet should be apart with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear which may make this difficult.
- Get a good hold. Where possible the load should be hugged as close as possible to the body. This may be better than gripping it tightly with hands only.
- Start in a good posture. At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- Don't flex the back any further while lifting. This can happen if the legs begin to straighten before starting to raise the load.

- Avoid twisting the back or leaning sideways especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- Keep the head up when handling. Look ahead, not down at the load, once it has been held securely.
- Move smoothly. The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.
- Don't lift or handle more than can be easily managed. There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- Put down, and then adjust. If precise positioning of the load is necessary, put it down first, and then slide it into the desired position.

Here are some practical points to remember when loads are pushed or pulled.

- Handling devices. Aids such as barrows and trolleys should have handle heights that are between the shoulder and waist. Devices should be well-maintained with wheels that run smoothly.
- Force. As a rough guide the amount of force that needs to be applied to move a load over a flat, level surface using a well-maintained handling aid is at least 2% of the load weight. You should try to push rather than pull when moving a load, provided you can see over it and control steering and stopping.
- Slopes. You should enlist help from another worker whenever necessary if you have to negotiate a slope or ramp, as pushing and pulling forces can be very high.
- Uneven surfaces. Moving an object over soft or uneven surfaces requires more force. Again, you should enlist help from another worker whenever necessary.
- Stance and pace. You should keep your feet well away from the load and go no faster than walking speed. This will stop you becoming too tired too quickly.

3.7 DSE – DISPLAY SCREEN EQUIPMENT

It is the policy of our company to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002).

Atrium Access Limited will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations.

- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.
- VDU screen users will be allowed periodic breaks in their work.
- Eyesight tests will be provided for VDU screen users on request.
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

The following points should be considered when using display screen equipment (DSE)

- Ensure that your chair is suitable and provided support for your back.
- The height should be adjustable, as should the back and back support height.
- Always set the chair to your own particular requirements.
- If your feet do not touch the ground with comfort, use a foot rest.
- Organise your work, if possible, so that you have occasional breaks away from the screen.
- Adjust the screen settings to suit yourself.
- Position the screen so that there is no glare.
- Report equipment or software faults immediately.
- Set the keyboard so that it is comfortable and use wrist supports when required.
- Use carefully positioned holders for your work when you are copy typing.
- Make full use of the equipment provided and adjust it to get the best from it and to avoid potential health problems.

Here are some practical tips:

Getting comfortable

- Adjust your chair and VDU to find the most comfortable position for your work. As a broad guide, your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure you have enough work space to take whatever documents or other equipment you need.
- Try different arrangements of keyboard, screen, mouse and documents to find the best arrangement for you. A document holder may help you avoid awkward neck and eye movements.
- Arrange your desk and VDU to avoid glare or bright reflections on the screen. This will be easiest if neither you nor the screen is directly facing windows or bright lights. Adjust curtains or blinds to prevent unwanted light.
- Make sure there is space under your desk to move your legs freely. Move any obstacles such as boxes or equipment.
- Avoid excess pressure from the edge of your seat on the backs of your legs and knees. A footrest may be helpful, particularly for smaller users.

Keying in

- Adjust your keyboard to get a good keying position. A space in front of the keyboard is sometimes helpful for resting the hands and wrists when not keying.
- Try to keep your wrists straight when keying. Keep a soft touch on the keys and don't overstretch your fingers. Good keyboard technique is important.

Using a mouse

- Position the mouse within easy reach, so it can be used with the wrist straight. Sit upright and close to the desk, so you don't have to work with your mouse arm stretched. Move the keyboard out of the way if it is not being used.
- Support your forearm on the desk, and don't grip the mouse too tightly.
- Rest your fingers lightly on the buttons and do not press them hard.

Reading the screen

- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
- Make sure the screen surface is clean.
- Software should display text that is large enough to read easily on your screen, when you are sitting in a normal, comfortable working position. Select colours that are unlikely to cause eye strain (avoid red text on a blue background, or vice-versa).
- Individual characters on the screen should be sharply focused and should not flicker or move. If they do, the VDU may need servicing or adjustment.

Posture and breaks

- Don't sit in the same position for long periods. Make sure you change your posture as often as practicable. Some movement is desirable but avoid repeated stretching to reach things you need (if this is frequent, rearrange your workstation).
- Most jobs provide opportunities to take a break from the screen, e.g. filing or photocopying. Make use of them. Frequent short breaks are better than fewer long ones.

3.8 PPE – PERSONAL PROTECTIVE EQUIPMENT

It is the policy of our company to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

- All personal protective equipment provided by our company will be properly assessed prior to its provision.
- All personal protective equipment provided by our company will be maintained in good working order.
- All workers provided with personal protective equipment by our company will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- Atrium Access Limited will endeavour to ensure that all personal protective equipment provided is used properly by its employees.



Clothing

Clothing in this sense covers the things that people wear including jewellery etc.

The wearing of some jewellery can cause hazards to people whilst at work. Hanging chains can catch in moving machinery, rings can catch when lifting or carrying, earrings can affect the fitting of earmuffs, and watches can snag on moving machinery.

Loose clothing can get caught in moving machinery or be hooked onto passing vehicles. Hanging ties/cuffs can get caught in moving machinery.

If required, wear the protective overalls provided. These not only keep your personal clothing clean, but also reduce the risk of being caught. Sometimes there is a legal obligation to wear overalls.

Issue

All personal protective equipment (PPE) is issued on an individual basis.
No one should use PPE issued to someone else

Wearing PPE

Wherever possible, the necessity to wear PPE will be reduced by removing the reason at source. Where this is not possible, or where engineering solutions may take time to implement, the wearing of PPE may be compulsory.

Disciplinary action will be taken against anyone who is not using their PPE in the circumstances for which it has been issued and when it is required.

Care of PPE

There is a legal requirement on anyone issued with PPE to take care of it and to take steps to have it maintained or replaced when necessary.

In some circumstances the only way your health and safety can be ensured is by requiring you to use personal protective equipment (PPE). The decision to use PPE is only made when other means of controlling risks have been considered and found impractical. It is a last line of defence. You will be supplied with, and trained in the proper use of, suitable PPE and have the risks and control measures involved in your work will be explained to you. You will be expected to take care of the PPE issued to you, store it safely and report any defects to a responsible person.

Here are some examples of PPE

Head Protection:

- Helmets used to protect against falls.
- Helmets used to protect against falling objects or impact with fixed objects.
- Scalp protectors (bump caps).

Eye/Face Protection:

- Safety spectacles.
- Goggles.
- Welding filters.
- Face shield.

Foot Protection:

- Safety boots and shoes.
- Clogs.
- Foundry boots.
- Wellington boots.
- Anti-static footwear.
- Conductive footwear.

Hand & Arms:

Gloves and Gauntlets (protection against cuts, temperatures, hazardous chemicals), vibration, sharp objects etc.

Clothing for the Body:

- Overalls, etc., to protect against hazardous substances.
- Clothing to protect against, cold, heat, bad weather.
- High visibility clothing.
- Life jackets and buoyancy aids

Once issued with PPE, you have a duty to wear it in circumstances for which you have been trained. You may be subject to disciplinary procedures if you do not do so.

3.9 ELECTRICITY

It is the policy of our company to comply with the law as set out in the Electricity at Work Regulations 1989.

- The company will ensure that all electrical systems and electrical equipment used shall be safe and without risk to health.
- The company will ensure that all electrical systems and electrical equipment used shall be constructed and maintained to prevent danger.
- All electrical tools operated by Atrium Access Limited staff will operate at 110v or less.

'System' includes all constituent parts (e.g. conductors and electrical equipment). Electrical equipment includes every type of electrical equipment whether it is a high voltage overhead cable or simple battery powered lamp.

All systems will require some form of maintenance, which is dependent upon the type of equipment, the dangers posed and the manner in which the equipment is used (i.e. 'use and abuse'). Portable appliances such as computers, hand tools etc will be subjected to a regime of regular inspection and /or testing.

A competent person should routinely inspect the electrical system as a whole, generally once every five years. Any person who is carrying out any work on electrical systems or equipment shall be competent to do so. In most cases, this will be a qualified electrician.

All portable electrical appliances must be examined by a competent person. (E.g. Electric kettles every 6 months, Computers/fax machines every 2-4 years) Keep records of any tests performed.

To perform this internally an asset register of all portable appliance will be generated and then the date of the portable appliance test will be recorded for the particular asset.

The following check must be performed for each appliance:

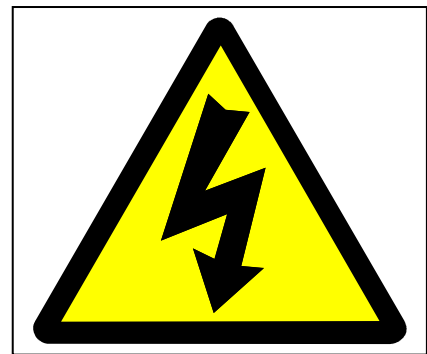
1. Electrical wire must have no kinks or cuts.
2. Electrical wire must have double insulation up to plug socket.
3. The plug should have no signs of cracks or burn marks.
4. The plug is fitted with the correct fuse.
5. The date is recorded when each appliance was checked.

The frequency of checks should correspond to the following table:

Equipment	User Check	Formal Visual Inspection	Combined Inspection & testing
Battery operated (< 20 Volts)	No	No	No
Low voltage (<50 Volts) Telephone, Desk lights	No	No	No
Desktop computers & VDU screens	No	2-4 Years	No
Photocopier & Fax machines (not hand held & rarely moved)	No	2-4 Years	No
Double insulated (Fans, slide projectors, TV's)	No	2-4 Years	No
Double insulated hand-held (Floor cleaners)	Yes	6 Months– 1 Year	No
Earthed equipment (class 1) Electric kettle & some floor cleaners	Yes	6 Months– 1 Year	1-2 Years
Cables & plugs connected to above & extension leads	Yes	6 Months–4 Years Depending on type of equipment it is connected to.	1-2 Years

Electricity can kill. It can also cause serious injury, burns, fires and other damage.

- Switch off appliances
- Unplug appliances that are infrequently used
- Only use the appliance for its intended purpose
- Use the appliance in a safe and stable position
- Check that portable electrical equipment that you use at work bears a current PAT test sticker.
- Do not place items on an electrical appliance that could cause it to overheat or obstruct cooling air supplies
- Position leads, extension leads and plugs to avoid tripping hazards.
- If you use a multi-socket extension lead, do not overload it and make sure it is fused
- One extension lead is enough! Never add a further extension lead
- Use an extension lead of appropriate length but always fully uncoil a wind-up extension lead before use



- Report any damaged sockets, light switches or other fittings and do not use them until they have been competently repaired
- Never attempt electrical repairs or alterations unless you have been trained and authorised to do them
- If you bring electrical equipment in from home it needs to be PAT tested before it is plugged in at work
- Visually check electrical appliances before use (see checklist below) and don't use any damaged items. (95% of faults on portable electrical appliances can be seen.)

Remember to switch off and unplug any appliance before you carry out the following visual checks:

Appliance

- Obvious damage to casing
- Obvious damage to grommet, sleeving or other protection at the point where the lead passes through the casing
- Obvious damage to switches
- Loose screws or other parts
- Water damage, evidence of past spills of liquid, or other contamination

Leads

- Cuts, punctures or abrasion
- Discolouration or distortion which might indicate overheating
- Hardening of the outer insulation
- Kinks
- Taped or other non-standard joints.

Plugs

- Physical damage, cracks, holes in casing, bent pins
- Discolouration or distortion which may indicate overheating
- Outer insulation layer of lead is not secured within the plug casing. In this case you may see the coloured insulation on the wires

3.10 HAZARDOUS SUBSTANCES

It is the policy of our company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

- Atrium Access Limited will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
- All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Use of hazardous chemicals

Only use hazardous chemicals if you are authorised to do so, have received adequate training in the risks associated with them and have the associated hazard data sheets available.

Only use hazardous chemicals for the task intended. Unauthorised use could result in mixed chemicals giving off dangerous fumes or undergoing a violent reaction

Storage of hazardous chemicals

Hazardous chemicals must only be stored in the containers intended for such storage. The hazard warning labels appropriate to the contents should be clearly displayed on the container.

Hazard data sheets

There must always be COSHH assessment sheets posted or available where hazardous chemicals are stored, handled, transported and or used.

These must be kept up to date and must describe the chemical, its reaction, what to do in an emergency, how to dispose of the chemical, how to dispose of the container etc.

Empty container

Containers, which have held hazardous chemicals, can be as dangerous as the chemical itself if it contains residue.

Always follow the supplier's instructions when disposing of the empty container.

Buying hazardous chemicals

The person who buys or supplies hazardous chemicals within Atrium Access Limited has a duty to obtain the necessary hazard data sheet and to ensure that it is distributed.

What are hazardous substances?

Hazardous substances include most hazardous chemicals (including waste and by-products), biological agents and any dust.

Harmful substances that employees may come across and which are covered by COSHH (Control of Substances Hazardous to Health Regulations) include the vast majority of commercial chemicals, many of which have a warning label.



Examples may include:

- Cleaning - bleach and other cleaning agents with a warning label (note that household washing-up liquid has no warning label and so is not covered)
- Building maintenance - wood dust, glues and adhesives, solvents, paints, cement and oils
- Garment cleaning – garment cleaning products with warning label
- Healthcare - medicines and biological agents (note that COSHH does not cover patients receiving medicine as part of their treatment)
- Transport – exhaust fumes, oils and fuels
- Office work/printing - printer/photocopier toner, inks, and paper dust.

When considering hazardous substances, remember: that they may come in various forms (gas, liquid, and solid), each of which may be more or less hazardous; that some may contain hazardous impurities; and that exposure to more than one substance at the same time may have additional or worse effects.

Some hazardous substances have separate specific laws covering them and are not covered by COSHH, asbestos and lead for example. Substances which are dangerous just because they are explosive, flammable, or radioactive are also not covered.

The Effects on Health

There are three main ways a substance can enter the body: inhalation (breathing it in), absorption (through the skin), and ingestion (swallowing it).

The effects on health may develop quickly (acute) and be easily seen or may take years (chronic), making linking the ill-health to the exposure difficult. The effect may develop at the area where the substance enters or comes in contact with the body (local) or it may affect unrelated parts of the body (systemic). Workers may suffer: irritation perhaps leading to dermatitis, sensitisation possibly leading to asthma, a loss of consciousness if overcome by toxic fumes, infection by bacteria, and long-term effects such as cancer. According to the Health and Safety Executive (HSE), exposure can result in "discomfort, pain, time off work and, all too often, premature retirement and early death."

Employees Duties

These include:

- Making proper use of any control measures e.g. wearing gloves, etc.
- Following safe systems of work
- Abiding by local rules
- Reporting defects in safety equipment.

Remember, if you are in any doubt about using a hazardous substance – ASK!

3.11 VIOLENCE AND AGGRESSION

Although instances of violence at work have been decreasing in recent years, personal safety remains a high priority especially for people who occasionally work alone. People who work alone should consider the following:

- ◆ Always tell someone where you are going, who you are meeting and when you expect to return
- ◆ Prepare yourself for difficult meetings by finding out everything you need to know before arriving and planning in your mind how you are going to deal with it
- ◆ Do not meet aggression with aggression
- ◆ Do not enter a building, particularly someone else's home if you don't feel comfortable or safe
- ◆ If driving, ensure you belong to a national breakdown service and that you know where you are going and how to get there
- ◆ Always check the identity of people visiting you in your own office or home. Where possible arrange not to be alone or instigate a "buddy" system where someone checks up on you
- ◆ Record the name and contact details of people you are meeting

Atrium Access Limited will not tolerate any acts of Violence, Aggression or Racism either by members of staff or members of the public.

Any such incidents will be investigated and could lead to either disciplinary procedures or reporting of the incident to the police.

3.12 ALCOHOL AND DRUGS

Alcohol

People under the influence of alcohol or drugs whilst at work are liable to either injure themselves or their colleagues.

Even a small amount of alcohol consumed at lunchtime can reduce reaction times and may cause errors of judgement when operating plant, machinery or equipment. In addition, the perception of risk can be reduced.

The “morning after” condition can also lead to serious incidents and accidents, lack of concentration and carelessness.

Drugs

The use of drugs may lead to a risk to health and safety.

Be aware that many drugs that are prescribed for medical conditions can also have adverse side effects which can be detrimental to health and safety.

The warning 'This drug causes drowsiness - do not operate machinery' is common on prescription tablets but not always heeded. There can be other effects, which can also cause a hazard in the workplace such as a feeling of cold, sweating, clammy hands etc.

Always tell your safety manager if your Doctor has prescribed drugs or medication which could affect your work performance.

Drugs do not have to be prescribed to cause side effects. Most cold cures will cause drowsiness.

Medical conditions

All medical conditions should be explained to your ‘senior’ and the First Aiders.

Any condition, which could affect your work, should be explained so that adequate measures can be taken to reduce the risk of the condition causing an accident i.e.

- Diabetes
- Epilepsy
- Angina
- Hypertension, etc.

Disciplinary matters

Remember that it will be a disciplinary offence to present yourself for work under the influence of alcohol or drugs.

Disciplinary action may well be taken if you fail to disclose any permanent or temporary condition caused by medicines or illness that could affect the health and safety of yourself or others.

It could also be a breach of legislation for which action could be taken

3.13 SAFETY SIGNS AND SIGNALS

Our company will comply with the legal requirement to provide signs in certain circumstances in line with the Health and Safety (Signs and Signals) Regulations 1996.

Notices & posters

There is a legal requirement to provide and display certain statutory notices including the “Health and Safety law’ poster.

These are displayed in the workplace, as is our Employers Liability Insurance certificate.

Fire signs

Fire signs detailing the means of escape from our premises are displayed over every exit door leading from our premises. The outside of the final exit doors are marked to indicate that they are a means of escape route from the premises and so have to be kept clear at all times.

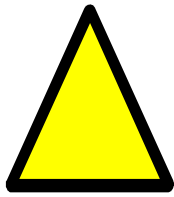
There are fire procedure notices posted around the premises and at every fire point detailing the action to take should a fire occur or the alarm sound.

Each fire point is marked with a sign detailing what each fire extinguisher is to be used for.

Hazard and information signs

There is a legal requirement to ensure that the signs can be seen, so they must not be obscured and must be kept clean at all times.

Types of signs



Warning Signs (Hazards)

This type of sign warns of hazards and will be displayed wherever a hazard is likely to exist.



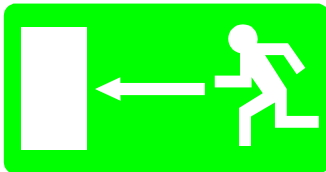
Prohibition Signs (Must NOT do)

This type of sign is posted where something is prohibited. Failure to conform to this could result in a serious accident, disciplinary action, or prosecution.



Mandatory Signs (Must do)

This type of sign is posted where something must be done; PPE to be worn, route to be followed, etc.



Emergency Escape, or First Aid, Signs

This type of sign indicates what action is required in an emergency.



Fire Fighting Equipment Signs

This type of sign indicates where fire fighting equipment is located.



Road Traffic Signs (Hazards)

This sign shows Road Traffic warnings.

3.14 RISK ASSESSMENTS

It is the policy of our company to comply with the law as set out in The Management of Health and Safety Regulations 1999 (MHSW).

Atrium Access Limited will endeavour to ensure that it makes a suitable and sufficient assessment of:

- The risks to health and safety of our employees, to which they are exposed whilst they are at work.
- The risks to health and safety of person's not in employment but arise out off or in connection with works or undertakings carried out by the company.

Atrium Access Limited will ensure that all risk assessments are developed using competent persons and adhere to the following legal requirements:

- Identify all the hazards associated with the operation and evaluate the risks arising from those hazards (taking account of relevant Acts and Regulations)
- Record the significant findings if more than five persons are employed (even if they are spread across two or more locations)
- Identify any group of employees (or single employees as the case may be) who are especially at risk
- Identify others who may be specially at risk e.g., visitors, contractors, members of the public
- Evaluate existing controls, stating whether or not they are satisfactory and if not, what action needs to be taken. This should include training and information provisions
- Judge and record the probability or likelihood of an accident occurring as a result of uncontrolled risk. Also record the 'worst case' likely outcome
- Record any circumstances arising from the assessment where serious and imminent danger could arise
- Identify what information is needed for employees on the risks to their health and safety identified by the assessment, the precautions to be taken and any emergency arrangements
- Provide an action plan giving information on implementation of additional controls, in order of priority and with a realistic timescale.

The Risk Assessment is also required to be maintained. This means that significant change to a process or activity, any new process, activity or operation should be subject to Risk Assessment and that if new hazards come to light then these should also be subject to Risk Assessment.

In addition, the Risk Assessment should be periodically reviewed and updated. The frequency of review depends upon the level of risk in the operation and should normally not exceed ten years.

It may be found useful to carry out review of Risk Assessment as part of Safety Policy review as the two activities are closely linked.

If a serious accident occurs in the organisation or elsewhere but could happen in the organisation, and where a check on the Risk Assessment shows no assessment or a gap in assessment procedures, then a review is necessary.

3.15 WORKING AT HEIGHTS

It is the policy of our company to comply with the law as set out in The Working at Height Regulations 1995, as amended by the Work at Height (Amended) Regulations 2007.

Atrium Access Limited will, so far as is reasonably practicable, prevent anyone falling.

- The company will avoid work at height where possible.
- The company will use work equipment or other measures to prevent falls where working at height is unavoidable.
- Where the risk of a fall cannot be eliminated the company will use work equipment or measures to minimise the distance or consequences of a fall, should one occur.

As a duty holder Atrium Access Limited will ensure:

- All work at height is properly planned and organised.
- All work at height takes into account any weather conditions which could increase the risk.
- That all operatives required to work at Height are suitably trained and competent.
- That the work at height area is suitably safe.
- All equipment used for work at height is inspected and suitably maintained.
- Any risks from fragile surfaces are properly controlled.
- Any risks from falling objects are properly controlled.

Scaffolding

All scaffolding will be erected in strict accordance with the Health and Safety Executive and BS EN 12811 requirements.

Atrium Access Limited will ensure the following apply to any scaffold construction:

- The scaffolding is erected by competent people who have attended recognised training courses
- Any modifications to the scaffold are performed by a competent person
- Adequate toe boards, guardrails and intermediate rails must be fitted to prevent people or materials from falling.
- The scaffold must rest on a stable surface and uprights should have base plates with a timber sole plate if necessary
- The scaffold has safe access and egress
- Work platforms should be fully boarded with no slip or tripping hazards.

- The scaffold should be sited away from or protected from traffic routes so those vehicles do not damage it.
- The scaffold should be properly braced, secured to the building or structure.
- Overloading of the scaffold should be avoided
- The public must be protected at all stages of work
- Regular inspections of the scaffold must be made.
- All scaffolding will be fully netted to avoid falling of materials or tools

Mobile Scaffolding

Atrium Access Limited from time to time may utilise mobile scaffold towers for some external and internal works.

- Only competent and trained personnel should select, erect and dismantle mobile scaffold towers.
- Prior to erection survey the area for overhead obstructions considering the work to be performed
- The Tower must be tied to a rigid structure if exposed to windy weather conditions
- The Tower must be constructed on a firm and level surface
- The maximum height to base ratios must never be exceeded.
- The working platform must be boarded, fitted with guardrails and toe boards.
- The working platform must never be overloaded.
- The tower should be inspected for damage before each use.

3.16 CONTROL OF ASBESTOS AT WORK

It is the policy of our company to comply with the law as set out in the Control of Asbestos at Work Regulations 2012.

- As a duty holder Atrium Access Limited will ensure that it manages asbestos in any premises that is occupied.
- Before work commences on any commercial premises our company will ensure that an asbestos survey has been performed and any areas of risk from asbestos are eliminated.

Projects undertaken by Atrium Access Limited involve exposure to substances containing asbestos. Atrium Access Limited does not hold a license to work with asbestos and it will therefore employ specialist sub-contractors for works of this type if required.

It is the policy of this company to avoid any works involved with the exposure / removal of asbestos in any format. This company will contract removal of asbestos to a licensed contractor after seeking advice from its nominated competent person.

It is the policy of this company to minimise any such exposure, both to employees, contractors and to those who may be affected by their work.

No employees of the Company shall damage, remove or otherwise work with or on asbestos materials until a proper assessment of the risks of such work has been carried out.

Location, Identification and Isolation of Asbestos

Where the asbestos is to be removed, the work will be carried out in accordance with asbestos procedures and relevant legislation / statutory provisions.

We will request copies on any survey and identification assessments for the detection of asbestos in the workplace.

Work on Asbestos

Work on asbestos shall be carried out only by those trained and experienced in the work, and where necessary, other than cement or composite products, licensed by the Health and Safety Executive.

3.17 NEW OR EXPECTANT MOTHERS + YOUNG PERSONS

New or Expectant Mothers

It is the policy of Atrium Access Limited to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk.

Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible she will be suspended from work on full pay.

Young Persons

It is the policy of Atrium Access Limited to comply with the Management of Health & Safety at work regulations 1999: Provisions relating to Young Persons.

In addition to the general risk assessment, a further assessment of risk to young persons will be conducted before work commences. Young persons will not be employed in areas that could pose a significant risk to their health & Safety due to lack of experience or absence of awareness of existing or potential risks.

Where young persons over the school leaving age are employed in areas that could pose significant risk, the following will apply:

- The work is necessary for their training.
- A competent person will supervise the young person.
- The risk will be reduced to the lowest level that is reasonably practicable.

3.18 CONTROL OF NOISE AT WORK

Noise

It is the policy of Atrium Access Limited to comply with the law as set out in the Control of Noise at Work Regulations 2005. Atrium Access Limited will endeavour to reduce the risk of hearing damage to their employees to the lowest level reasonably practicable.

Specific action will be taken at certain action values

- The level of exposure to noise of our employees averaged over a working day or week.
- The maximum noise, (peak sound pressure) which any employees are exposed to in a working day.

The values are:

- Lower exposure action levels
 - Daily or weekly exposure of 80db
 - Peak sound pressure of 135db
- Upper exposure action values.
 - Daily or weekly exposure of 85db
 - Peak sound pressure of 137db
- The exposure limit values
 - Daily or weekly exposure of 87db
 - Peak sound pressure of 140db

At the lower exposure action level, the company will:

- Carry out a noise assessment.
- Provide employees with ear protection at their request.
- Provide information and training to employees regarding the risks to their hearing, what they can do to minimise these risks, proper use of protective equipment and their rights and obligations under the Regulations.

At the upper exposure action level, the company will:

- Reduce employees' exposure to noise as far as is reasonably practicable by means other than providing ear protectors (e.g. by fitting silencers to machinery);
- Provide all employees who are likely to be exposed to the upper exposure action level with ear protection;
- Designate areas where people are likely to be exposed to the upper exposure action level as 'ear protection zones'.

Employees have a responsibility to:

- Wear ear protectors in any area where the upper exposure action level is reached and any time you are working in a designated ear protection zone.
- Ensure that all protective equipment provided is properly used and looked after.
- Report any defective equipment to the Safety Manger.

Not to exceed the noise exposure limit values, taking into account any reduction in exposure provided by hearing protection

3.19 CONSTRUCTION DESIGN MANAGEMENT

Good management of health & safety on site is crucial to the successful delivery of a construction project.

Duties of a Commercial & Domestic Client

As the principal contractor, Atrium Access Limited may be required to follow the approved code of practice as identified by the Health & Safety Executive (HSE) under Construction (Design and Management) Regulations 2015 and will undertake its duties to perform the following:

The **Safety Director** will:

- Appoint Designers, Principal Designers (PD) and a Principal Contractor (PC)
- Provide the PC with the pre-construction Information and relevant surveys (Asbestos, etc.)
- Ensure a H&S file is prepared ready for handover at the completion of the project
- Notify the HSE if the project will last longer than 30 working days and have more than 20 workers simultaneously on project or exceed 500 person days.
- Ensure the PC has developed a Construction Phase Plan and established adequate welfare facilities before works commence
- If the clients dispose of its interest in the structure the client must provide the H&S File to the person who acquires the client's interest in the structure.

Principal Contractor

As the principal contractor the Atrium Access Limited will follow the approved code of practice as identified by the Health & Safety Executive (HSE) under Construction (Design and Management) Regulations 2015 and will undertake its duties to perform the following:

The **Contracts Manager** will:

- Ensure the Commercial Client (CC) is aware of their duties
 - Principal Designer appointed
 - HSE notification before works commence if applicable
- Ensure the Domestic Client (DC) is aware of their duties
 - Principal Designer (PD) appointed (written agreement in place) to perform DC duties
 - If no PD appointed then PC will take on DC duties & Architect will be PD
 - If PD appointed but DC wants PC to manage project then PC will take on DC duties
 - HSE notification before works commence if applicable

The **Project Manager** will:

- Manage all H&S issues related to construction phase.
 - Construction Phase plan
- Ensure the construction phase is properly Planned, Managed, Monitored and Resourced.
 - Competent site management appropriate to risk & activity
- Ensure every contractor on project is provided with information about the project and that sufficient time is allowed for planning.
- Ensure safe working, co-ordination and co-operation between contractors.

- The construction phase plan
 - Is prepared before construction work begins
 - Communicated to contractors affected by it.
 - Implemented
 - Kept up to date as the project progresses.
- Satisfy ourselves that the designers & contractors engaged are competent & adequately resourced.
- Ensure suitable welfare facilities are provided from the start of the construction phase.
- Take reasonable steps to prevent unauthorised access.
- Provide information from the plan to contractors in time for them to plan their work and identify the minimum amount of time which will be allowed for planning and preparation before their work commences.
- Liaise with the Principal Designer on design carried out during construction phase.
- Where necessary consult with the contractor before finalising any part of the construction phase plan relevant to the work being performed.

The **Site Manager** will:

- Prepare and enforce any necessary site rules
- Provide the Principal Designer with any information relevant to the health & safety file.
- Ensure all workers have been provided with suitable health & safety induction, information & training.
- Ensure the work force is consulted about health & safety matters
- Display the project notification.
- Give reasonable directions to any contractor in order to comply with duties under CDM 2015 regulations
- Identify to each contractor any information relating to their activity which is likely to be required by the Principal Designer for inclusion in the Health & safety file.
- Ensure every worker is provided with:
 - A suitable site induction
 - Information and training in relation to the work being performed
 - Any further information and training required for any particular work to be performed without undue risk.

CONSTRUCTION PHASE PLAN

Atrium Access Limited will include the following information within the construction phase Health & Safety Plan:

- Description of project
 - Project details
 - Location
 - Timescales
 - Contact details of relevant persons
 - Existing information on premises.

- Management of work
 - Management structure and Responsibilities
 - Monitoring & Reviewing safety performance
 - Liaison on site
 - Consultation with workforce
 - Exchange of design information
 - Handling of design changes
 - Selection & control of contractors
 - Exchange of H&S information
 - Site Security, Induction, Training & Rules
 - Welfare & First aid
 - Reporting and investigation of accidents or near misses
 - Production & approval of Risk assessments and Safe systems of work
 - Fire and emergency procedures.

- Arrangements for controlling significant site risks.
 - Delivery and removal of materials or work equipment
 - Dealing with site services
 - Accommodating adjacent land use
 - Stability of existing, temporary or new structures
 - Preventing falls
 - Work with or near fragile materials
 - Control of lifting operations
 - Maintenance of Plant & Equipment
 - Work on excavations and poor ground conditions
 - Work on wells, tunnels or underground
 - Work on or near water where there is a risk of drowning
 - Work involving diving
 - Work in a caisson or compressed air working
 - Work involving explosives
 - Traffic routes and segregating pedestrians from vehicles
 - Storage of materials and work equipment
 - Other relevant significant risks
 - Removal of Asbestos
 - Dealing with contaminated land
 - Manual Handling
 - Use of hazardous substances
 - Reducing noise and vibration
 - Work with Ionising radiation
 - Exposure to UV radiation
 - Other relevant significant health risks

- Health & Safety file
 - Layout & format
 - Arrangements for collection and gathering
 - Storage of information

Contractor

As the contractor the **Project Manager** of Atrium Access Limited will follow the Approved Code of Practice (ACoP) as identified by the Health & Safety Executive (HSE) under Construction (Design and Management) Regulations 2015 and will undertake its duties to perform the following:

The **Contracts Manager** will:

- Ensure the Commercial Client (CC) is aware of their duties
 - Principal Designer appointed
 - HSE notification before works commence if applicable
- Ensure the Domestic Client (DC) is aware of their duties
 - Principal Designer (PD) appointed (written agreement in place) to perform DC duties
 - If no PD appointed then PC will take on DC duties & Architect will be PD
 - If PD appointed but DC wants PC to manage project then PC will take on DC duties
 - HSE notification before works commence if applicable
- If there is only one contractor on the project then Manage all H&S issues related to construction phase.
 - Construction Phase plan

The **Projects Manager** will:

- The construction phase plan
 - Is prepared before construction work begins
 - Communicated to operatives affected by it.
 - Implemented
 - Kept up to date as the project progresses.
- Ensure that anyone employed or engaged by Atrium Access Limited is Competent, Adequately resourced and Safe from the start of their work on site.
- Ensure the work to be performed is properly Planned, Managed, and Monitored
- Ensure every contractor appointed or engaged to work is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site.
- Provide workers under the control of Atrium Access Limited with the necessary information, including relevant work of other contractors and a site induction (when not provided by Principal contractor) to allow them to undertake their work safely and report problems or respond appropriately in case of an emergency.
- Ensure that any design work undertaken by Atrium Access Limited complies with the HSE ACOP regulation 11 (Duties of Designers).
- Ensure Atrium Access Limited is complying with the Welfare facilities (Schedule 2) requirements and their Duties relating to Health & Safety on construction sites (Part 4 of the regulations) in relation to the work undertaken.
- Ensure safe working, co-ordination, co-operation with other contractors and that the workforce is consulted on matters affecting their health & Safety.
- Obtain specialist advice where necessary when planning high risk work.

When the project is notifiable:

The **Project Manager** of Atrium Access Limited will ensure the company does not commence works until:

- The names of the Principal Designer and Principal contractor have been provided
- A copy of the construction phase plan and F10 notification have been provided
- The relevant part of the construction phase plan has been reviewed and be satisfied with its content

The **Site foreman** of Atrium Access Limited will ensure that the following are performed:

- Co-operate with the Principal contractor, Principal Designer and others working on the project or adjacent sites.
- Inform the Principal contractor of risks to others generated by the work to be performed.
- Provide details of any subcontractor to be used in relation to works being performed.
- Comply with any relevant rules within the construction phase plan and reasonable directions from the Principal contractor.
- Inform the principal contractor of any problems with the plan or risks identified during the works that will have a significant implication on the management of the project.
- Inform the principal contractor about accidents and dangerous occurrences immediately.
- Provide any necessary information for the Health & Safety file.

SITE PREPARATION

Atrium Access Limited will:

- Ensure welfare & office facilities are in place
- Ensure site security is established
- Ensure fire fighting equipment is in place
- Ensure first-aid facilities are available
- Install all necessary information signs
- Establish storage facilities for materials
- Perform site induction
- Communicate & enforce site rules
- Post fire & emergency procedures
- Post HSE notification
- Review any site surveys
- Identify hazardous materials (COSHH Sheets)
- Identify maintenance hazards (Asbestos, Lead, etc)
- Ensure initial site documentation is in place

INDUCTION PROCESS

Atrium Access Limited will ensure a site induction is performed to all site operatives to cover the following:

- Site Method Statement
- Site Rules
- Safety organization
- Site attendance procedures
- Site security
- First aid accident/ill health reporting
- Site emergency procedures: fire etc
- Hazardous locations/no go areas
- Alcohol policy/drug abuse
- Welfare arrangements
- PPE (Personal Protective Equipment) to be worn/used
- COSHH Risks
- Manual handling risks
- Working at heights
- No altering or moving any parts of any scaffolds or working platforms
- Excavation safety
- Safety Work Permit requirements

- Housekeeping
- Good working practices
- Incoming live Site services

SITE DOCUMENTATION

Atrium Access Limited will ensure the following documentation is established and retained on site at all times:

- Site Surveys
- Construction Phase H&S Plan
- Site specific Method Statement
- HSE Notification (F10)
- Fire/emergency safety Plan
- Fire safety diagram
- Emergency contact list
- Accident book
- Site induction register
- Contractor method statements
- Operator & Plant certification
- Risk assessments
- Work permits issued
- Waste transfer notes
- Site visitor book
- Tool/Plant Register
- Site inspection documentation

SUBCONTRACTORS

Atrium Access Limited will expect all subcontractors to perform the following:

General Requirements: To carry out their works efficiently and safely and strictly in accordance with the requirements of The Health & Safety at Work Etc., Act 1974 and all other statutory requirements, Approved Codes of Practices. To produce safety procedures for their operations incorporating their own Company's Safety Policy.

Carry out a Risk Assessment: For the works that they will be engaged in outlining the hazards associated with the works and detailing the safety provisions required.

Safe Method of Work Statements: Are required to be produced and submitted to Atrium Access Limited detailing the Method of Work and the Safety Precautions that will be required to be taken in accordance with the Risk Assessment.

Workforce involvement: Sub-Contractors are required to assist Atrium Access Limited when requested in pre-planning arrangements for works where their experience and knowledge of their trades would benefit in hazard and risk elimination or reduction to the practicable minimum.

COSHH: Provide full COSHH Assessment information on any hazards associated with equipment or materials they use before starting work for the Company.

To Appoint a Safety Supervisor: Who will ensure that all works are carried out in accordance with the works safety procedures and to observe all Atrium Access Limited rules and regulations and encourage good safety practice when undertaking their work.

First Aid and Welfare Facilities: To set-up and maintain an efficient and adequate system of first aid and welfare facilities for their employees unless shared welfare facilities are provided by others.

Working Relationship: To maintain good, safe working relationships with Atrium Access Limited Managers and employees, the Clients, the Principal contractor and fellow Sub-Contractors, etc., to ensure that their works are controlled and co-ordinated so that they do not result in hazardous conditions for other persons who may be working in the same area or nearby vicinity.

Co-operation: To co-operate with Atrium Access Limited Management, the Safety Advisor and the Client's personnel in the furtherance of their duties. To maintain good working relationship with safety representatives and safety committees established in accordance with current legislation.

Competency of Personnel: To ensure that work is carried out by suitable and competent operatives and to ensure that they are properly supervised and trained.

Site Safety Induction: Atrium Access Limited requires all employees of Sub-Contractors to receive Safety Induction before they start work.

Discipline: To reprimand and discipline any of their employees who are careless in regard to their own or others safety. (**Note: Atrium Access Limited will not hesitate to instruct the removal from works of offenders**).

Personal Protective Equipment and Clothing: To provide appropriate protective clothing and safety equipment and to ensure that their employees use both clothing and equipment at all times when required by Law.

Statutory Registers and Forms: To complete all statutory registers and forms.

Reporting Hazards and Accidents: To report all hazards to Atrium Access Limited Management and to report all accidents encountered by their employees in conjunction with Atrium Access Limited accident reporting policy and in accordance with the requirements of the RIDDOR Regulations 2013 to the Health & Safety Executive where required.

3.20 HEALTH SURVEILLANCE

It is the policy of Atrium Access Limited to comply with the Management of Health and Safety at Work Regulations 1999 - Regulation 6.

In appropriate circumstances the health surveillance of staff will be required. The areas of particular surveillance relevant to Atrium Access Limited will be Respiratory, Skin, Noise and Hand Arm Vibration. Health surveillance is a process involving a range of strategies and methods used to systematically detect and assess the early signs of adverse effects on the health of workers exposed to these health hazards; and subsequently acting on the results.

Health surveillance will be performed to:

- To protect the health of your employees;
- To make sure you are complying with the Legal requirements for a safe workplace;
- To detect any adverse health effects at an early stage;
- To evaluate your control measures;
- Information may be used for detection of hazards and assessment of risk.

The criteria for conducting Health Surveillance will be:

- There is an identifiable disease or other identifiable adverse health effect;
- The disease or health effect may be related to exposure;
- There is a likelihood that the disease or health effect may occur;
- There are valid techniques for detecting indications of the disease or health effects.

Simple methods will include:

- Simple skin surveillance: looking for skin damage on hands from using certain chemicals;
- Simple respiratory surveillance: asking employees to fill in a respiratory questionnaire to assess whether they have developed any breathing problems from substances they work with.
- Checks for hearing and vibration white finger assessments.

Technical methods may include:

Spirometry tests: A lung function test to assess the capability of the lungs in gaseous exchange.

This will detect any underlying damage to the lungs, such as occupational asthma or other respiratory diseases.

Audiometry tests: A hearing test, which will assess any hearing defects which may have been caused by exposure to noise at work.

In addition to the above there may be a requirement for medical examinations, urine tests or blood tests depending on the work activities and the employees' exposure to various substances or hazards.

It may be necessary to carry out a Noise Assessment or air sampling to determine whether these tests are required. These are normally carried out by an Occupational Hygienist although the sampling can be performed by competent persons in the workplace if they have had appropriate training and have the proper equipment.

The introduction of health surveillance will be determined by the following:

Once a Risk Assessment has been completed all hazards and health hazards should be identified in the workplace.

The following steps are important prior to any health surveillance being carried out:-

- 1) Determine what the health hazards are;
- 2) Identify who might be at risk from exposure;
- 3) Decide what to do to prevent harm to health e.g.:
 - Remove hazard altogether;
 - Reduce risk by changing the way work is done or use other controls;
 - Provide protective equipment as a last resort.

If risks still remain once we have completed the above, further steps to protect employees will need to be taken. We will determine if any of our employees at risk from:

- Noise;
- Hand Arm Vibration;
- Respiratory disease;
- Skin disease or irritation;
- Eye irritation, or;
- Kidney or liver damage.

In order to determine the risks, we will examine the full work process and what employees are exposed to. This must be identified in the Risk Assessment.

The main areas of concern are:

- Hand Arm Vibration
- Asbestos
- Noise

How will we carry out health surveillance and who will be responsible?

In its simplest form, health surveillance involves employees checking themselves for signs or symptoms of ill-health, but these self-checks can only be carried out where they are part of wider health surveillance programme. They will only work where employees have been properly trained on what to look for and know to whom to report symptoms. An example would be employees noticing soreness, redness and itching on their hands and arms, where they work with substances that can irritate or damage the skin.

A responsible person will be trained to make basic checks such as skin inspections for first signs of redness and could for example be the Health and safety manager for the section.

For more complicated assessments such as fitness medicals for specific jobs, lung function tests, hearing tests etc, an Occupational Health Nurse can perform the assessment and do various examinations. Some jobs may only require the employee to fill in a questionnaire, which can be screened by the Occupational Health Nurse. This is normally done for new employees to ensure their fitness for the type of occupation but can also be done periodically for jobs with specific hazards.

For more complicated procedures, an Occupational Health Physician may be required.

Common Examples of Health Surveillance	
Tasks	Type of surveillance
DSE Use	Vision Screening Muscular Assessment Workstation Assessment
Drivers	Occupational Health Assessment
Manual Handling work	Occupational Health Assessment or questionnaire
Noise	Hearing test if exposure at levels of 80Db or above
Vibration	Self reporting examination or questionnaire + Occupational Health examination if required
Asbestos, lead, compressed air	Occupational Health Assessment
Substances Hazardous to Health: Chemicals, vapours, solvents, fumes Dusts, gases, aerosols Biological agents	Varies depending on substance: Self reporting Occupational Health Assessment Respiratory function tests Skin surveillance Blood test Urine tests
Ionising Radiations	Dosimetry Personal monitoring
Laser users	Eye examination
Confined spaces – use of respirators	Occupational Health Medical
Pregnant workers	Occupational Health Assessment or questionnaire
Night work	Occupational Health Assessment or questionnaire

Health Records

Atrium Access Limited will ensure that Health Surveillance records for personnel, details of the substances/operations information, safety controls, exposure times and working hours are kept for a minimum of 40 years.

SECTION 4

DECLARATION

HEALTH AND SAFETY POLICY

I have read the Health and Safety Policy and fully understand the health and safety arrangements and my responsibilities and obligations to ensure their compliance.

I understand that persistent disregard of the rules; regulations and recommendations may lead to Disciplinary action.

.....

(Print Name)

.....

(Signature)

.....

(Date)