



HEALTH AND SAFETY POLICY

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Section 1.0 Policy

Section 1.1 General Statement of Intent

We believe that:

Pursuit of high standards of Health, Safety and Welfare is an integral part of efficient management in all industry.

Site safety and operational efficiency are fundamental to the efficiency and profitability of the company.

Legislation relating to Health, Safety and Welfare will be treated as the minimum standard to be applied to all work undertaken by the company, its employees and contractual staff.

Management will ensure that every operative aims to achieve the highest standard of Health, Safety and Welfare that are reasonably attainable in the circumstances.

All practical advantages will be sought from joint consultation on Health, Safety and Welfare.

Suitable training, instruction and information on Health, Safety and Welfare will be given to all employees.

All employees have a duty to the company and themselves to take all reasonable steps to ensure that they or other persons are not put at risk due to actions that they carry out on behalf of the company.

Any employee failing to comply with the Company's Health, Safety and Welfare policy may be summarily dismissed.

Employees are encouraged to actively participate in improving the company's Health, Safety and Welfare by submitting suggestions for improving standards

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Section 1.2 General Statement of Policy and Procedure for Health and Safety in the Work place

The promotion of Health and Safety in the work place is a mutual objective of both the company and its employees, to ensure that all the functions and duties are carried out in a manner, which will not cause risk to the health and safety of other employee's or members of the general public affected by our undertakings.

It is the Company's policy to take all reasonably practicable steps to secure:

The provision and maintenance of safe and healthy working conditions, safe equipment and systems of work for all its employees, and the provision of such information, training and supervision as is necessary for this purpose. The collection and appropriate dissemination of up-to-date information on health hazards and risks associated with the use of substances encountered in its work activities.

Whilst the company will make every endeavour to meet its legal obligations, it must be emphasised that each employee has a legal responsibility for ensuring the health and safety of others who may be affected by his/her work activities including clients, visitors, contractors and members of the general public within the boundaries of the company's premises.

It is the responsibility of all persons employed by the company to acquaint themselves with and abide by the safe procedures contained in this document. The policy will be amended and updated to take account of business changes, methods, growth and personnel as necessary. In addition the policy will be reviewed annually. Due consideration will be given to consultation with employees affected before any changes are made.

For and Behalf of: CHURCHES FIRE SECURITY LIMITED



Managing Director:

Date: November 2011

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Section 2 HEALTH AND SAFETY ORGANISATION

Section 2.1 Overall Responsibility

Responsibility for the overall safety of the organisation is:

Name: Mr P Topley	Position: Managing Director
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The Managing Director, through delegated Managers is responsible for the Health and Safety policy and will make sure that sufficient resources are provided to achieve the Company's objectives.

It is the Managing Directors responsibility to:

Make sure that assessments of risks to Health and Safety take place and that appropriate policies and procedures are established, implemented and monitored.

Make sure that all staff that has responsibilities within the Health and Safety organisation is competent and properly trained to carry out their functions effectively.

Make sure that the operation of the Health and Safety policy is monitored and that audits are carried out.

Consider recommendations made by the nominated competent persons and ensure appropriate action is taken.

Make sure that all employees are aware of their own responsibilities for Health and Safety at work, and that they are properly informed and trained in relevant Health and Safety matters.

Whilst the responsibility for the policy lies with the Managing Director active management of its implementation is the duty of Managers and those staff with specific responsibilities for Health and Safety

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Section 2.2 Management Responsibility

The following Managers will apply the policy:

Name: Mr D Fay	Position: Operations Director
Name: Mr B Dumper	Position: Technical Director
Name: Mrs L Hayes	Position: Human Resources Director
Name: Mr S Burns	Position: Finance Director

Managers are responsible for the operation of the policy in all relevant aspects of the work place.

Specifically, Managers are to:

Make sure that they and all their staff understand and implement the Company's Health and Safety policy.

Make sure that a Safety Officer/Officers are appointed at their premises to take responsibility for the co-ordination of the Company wide Health and Safety policy.

Make sure that risk assessments are carried out and that Health and Safety procedures are established, implemented and monitored.

Make sure that Health and Safety inspections are carried out to check that Health and Safety procedures are being followed and are effective. To this end, all Safety Officers must confirm annually that the Company's arrangements for Health and Safety at work are being implemented in their area.

Make sure that Health and Safety matters raised by members of staff are resolved. If a matter is not resolved it may be passed to the Health and Safety Officer for discussion.

All employees have a responsibility to co-operate with the Managers to achieve and maintain a healthy and safe place of work. All employees are also required to take reasonable care of themselves and others.

If a hazard or unsafe method of working is seen by an employee and cannot be put right, the matter should be reported to a manager listed above.

The consultation procedure for this company is by: Regular staff meetings.

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Section 2.3 Employees Responsibilities

It is the responsibility of all staff to:

Take reasonable care of their own and others Health and Safety.

Make sure they know the Company's Health and Safety Policy by reading the relevant Health and Safety information provided and displayed.

Make sure they understand the organisational arrangements for compliance with that policy.
Co-operate fully with the Company in the implementation of such procedures.

Report any accident, near miss, dangerous incident or potentially hazardous situation or working practice to their Manager or Safety Officer.

Section 2.4 Health and Safety Assistance/Competent Persons and their roles

The organisations Health and Safety Officer will advise of any changes in Health and safety legislation relevant to the company's activities.

The Health and Safety Officer is responsible for the management of the Health and Safety Policy and co-ordinates the Company communication and information on Health and Safety matters.

He/she is responsible for:

Undertaking research and developing policies for specific areas of risk to Health and Safety.

Keeping abreast of all developments in Health and Safety law, regulations, codes of practice etc. and reviewing the Company's Health and Safety policy in the light of such developments.

Co-ordinating the training of Health and Safety matters. Such as:

- a) Legal requirements and developments in Health and Safety.
- b) How to undertake risk assessments.
- c) How to monitor Health and Safety and undertake audits.

Maintaining accident and health statistics and monitoring trends.

Developing the annual Companywide Health and Safety Plan.

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Section 2.5 Health and Safety Advice

For additional support and advice in undertaking all aspects relating to Health and Safety initiatives, the up keep of existing procedures, policies and assessments and the assurance of meeting statutory obligations to legislation, the company retains the services of:-

Chris Sibley NEBOSH 6.2 (Grad IOSH)
Environmental Safety Management Ltd
23 Grant Road
Farlington
Portsmouth
Hampshire
PO6 1DU
Tel 07834 924015
E-Mail: info@esmsafety.com

Section 3 HEALTH AND SAFETY ARRANGEMENTS

Section 3.1 Accident Reporting

The following personnel are responsible:

Name: Mr D Fay	Responsibility: Technicians
Name: Mr B Dumper	Responsibility: Overall
Name: Mr s Inez Chandler	Responsibility: Office Staff

Procedure

This procedure defines the Companies requirements for the reporting and investigation of accidents, injuries, and damage and near miss incidents. It will also define responsibilities/ level of investigation required from personnel and identifies relevant documentation to be used and maintained.

The purpose of investigation is to provide information from injury/incident experience, which can be acted upon and learned from to prevent recurrence as an intrinsic part of the Companies Safety Management System.

This procedure has been developed in order to satisfy and assist with the legal obligations and requirements of:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (R.I.D.D.O.R) 1995

Definitions:

Notifiable Injury

Any injury sustained by an individual on site or due to work practices as specified by R.I.D.D.O.R. 1995, namely, "Time Loss" and "Major Specified" injuries.

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Time Loss Injury

Any injury sustained by an individual, which results in their inability to perform their normal job, function or is absent from work as a result of the injury for more than three days. This does not include the day of the injury but can include non working days. This means that injured personnel brought in on light duties will still be considered notifiable. Reportable to the local Health & Safety Executive (H.S.E.) office on form F2508 within ten days of the injury becoming notifiable.

Major Specified Injury

Any injury sustained by an individual who is categorised under the criteria in schedule 1 of R.I.D.D.O.R. 1995. (E.g. any bone broken above the fingers / toes, any amputation, dislocation of shoulder/ hip / knee / spine, admission to hospital for more than 24 hours, loss of sight (temporary or permanent, etc.)). Immediately reportable to the H.S.E. by telephone and to be followed by form F2508 within ten days.

Dangerous Occurrence

Any incident experienced in the work place, which is categorised under the criteria in schedule 2 of R.I.D.D.O.R. 1995. (E.g. failure of lift / hoist / crane / etc., failure of closed pressure system, electrical short circuit, failure of breathing apparatus, collapse of scaffolding, etc.). Immediately reportable to the H.S.E. by telephone and to be followed by form F2508 within ten days.

Lost Time Injury

Any injury sustained by an individual, which results in their inability to perform their normal job function or is absent from work as a result of the injury for less than three days. Not notifiable to the H.S.E.

Treated / Minor Injury

Any Injury sustained by an individual whilst at work and treated by a First Aider. Where the individual returns to work (R.T.W.), this is classified as a Minor Injury. Not notifiable to the H.S.E.

Near Miss Incident

Any incident which occurs which has the potential to cause harm or damage.

Accident / Incident Reporting - (General)

Employee's Responsibilities

All injuries sustained by Churches Fire Security Ltd personnel and sub-contractors as a result of work practices are required to be reported to and treated by a qualified First Aider. The first aider will record the details of the injury and treatment on the prescribed Accident Report form. Elements of this form will be referred to the manager responsible for the individual for information and subsequent investigation.

All Near Miss Incidents are required to be reported to individual's immediate supervisors

All reported injuries and Near Miss Incidents will be monitored by the Manager/Supervisor and investigated at an appropriate level. Accidents/incidents will be notified to the H.S.E. as required by R.I.D.D.O.R. 1995.

Recording of Accident / Incidents and Responsibilities for Subsequent Investigation

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Accidents/Injuries

Following treatment, all treated injuries will be recorded on the prescribed "Accident Investigation" form. This form is split into two elements:

Page 1 - Accident report and treatment record, undertaken by the First Aider

Page 2 – Managers Accident Investigation pro-forma, including Managers comments and actions to prevent a repercussion.

The Injured person must report the incident and (if possible) assist the First Aider to complete all sections of Page 1 of the form. The form must be signed and dated by the First Aider completing the report. The original copy will be removed from the file and sealed in an envelope for the attention of the Manager for investigation purposes. Should the injured person require a copy of the Accident Report, then a photocopy may be provided by the Manager.

Managers Responsibilities

On receipt of the Accident Report, it is the responsibility of the Manager (or designate) to investigate the accident in conjunction with the first aider of the injured person. All sections of the Accident Investigation Report on the reverse of the Accident report must be completed, including any further information deemed relevant. A manager must sign and date the form where applicable.

Note: It is the responsibility of the First Aider to immediately consult with the manager (or designate) if an employee has been advised to have time off or is placed on "light duties" as a result of an accident at work.

If the injured person is advised by the first aider/ manager to seek medical attention from either the hospital or a doctor then the first aider and relevant manager should arrange transport for the injured party or summon an ambulance. If the injured person is advised to return home then assurance that the injured person will not be left alone must be confirmed.

On receipt of the Accident Report, the manager (or designate) will assess the severity of the incident in order to determine the course and level of investigation required and whether the incident is notifiable under R.I.D.D.O.R. 1995. In the course of investigation it is the responsibility of the Manager to acquire and collate all relevant information pertaining to the accident.

The Manager will co-opt any personnel to assist with the investigation and sequester any equipment / information deemed necessary.

From this investigation, the Manager (or designate) will generate either, a short summary Investigation Report (Minor Injuries) or a full report regarding the accident (Notifiable Injuries). In both instances, the reports will provide conclusions as to why the accident occurred and recommend remedial actions to prevent recurrence.

On completion, the Manager (or designate) will distribute the report to whoever is deemed necessary by involvement / responsibilities. E.g. Safety Consultants, insurers etc.

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Section 3.2 Alcohol and Drugs

The Company wants to provide a safe and healthy working environment for all its employees. This can be put at risk by those that misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

This policy, which applies to all employees, aims to:

Promote the health and well being of employees and to minimise problems at work arising from the effects of alcohol or drugs.

Identify employees with possible problems from the effects of alcohol or drugs at an early stage.

Offer employees known to have alcohol or drug related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of Company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

The Company will:

Advise all staff of the risks of alcohol or drug abuse.

Establish policy rules relating to an employee who is found or admits to misuse of alcohol or drugs.

The effects of alcohol or drugs at work can create serious health and safety risks, therefore the following guidelines should be followed:

Do not come into work under the influence of alcohol or drugs.

Do not bring alcohol or non-prescribed drugs on to Company premises.

Check with your doctor or pharmacist about the side effects of prescribed medications.

Even some "over the counter" medications can seriously affect your physical or mental capabilities. Check with your pharmacist about possible side effects.

Never drive or operate machinery if alcohol or drugs affect you.

Ask your doctor for guidance and advice on sensible limits of alcohol consumption.

Offer support to colleagues who you suspect of suffering from alcohol or drug abuse.

Ask for assistance if you feel that matters are beyond your control.

Alcohol should not be consumed during lunchtime or working hours.

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The Company will provide enough information to make sure that all employees:

Understand the dangers associated with the effects of alcohol or drugs at work and the Company policy regarding this.

Understand the Company procedures that will be adopted where there is found to be deterioration in work performance from the effects.

Understand the legal consequences of their actions.

Section 3.3 Asbestos

Churches Fire Security Ltd has a duty under the Control of Asbestos Regulations 2006 to ensure that we prevent exposure of our employees to Asbestos-Containing Materials (ACM's).

The company will do everything that is reasonably practicable to ensure that the prevention of exposure is maintained but where this is not possible then the exposure will be controlled to the lowest possible level.

Churches Fire Security Ltd will undertake assessments in to the likelihood that persons will be exposed to ACM. The assessments will include a description of the precautions that will be taken to control the asbestos and protect workers and others who might be affected by this work.

In order to achieve this Churches Fire Security Ltd will follow the following guidelines:

Through asbestos surveys we will find any possible ACM's in the Churches Fire Security Ltd facilities and will also require our clients to provide a suitable survey prior to commencement of works by our engineers in their facilities.

We will call in a specialist to advise on the nature of the material by sampling and identification.

We will record the location and all relevant detail regarding to ACM

Employees are advised that if they are working in an environment where they believe an ACM is present or uncover a substance that they believe could be asbestos they are to stop work immediately and inform the contract manager, client's representative.

We will assume that the material in question does contain asbestos fibre until we have received strong evidence that it doesn't.

An assessment of the likelihood of an ACM being disturbed will be undertaken in order to decide what action needs to be taken to manage and control the potential risk of exposure.

Churches Fire Security Ltd will ensure that information relating to asbestos is readably available to anyone, including employees and contractors whom whilst undertaking tasks might come into contact with ACM's. This information will include typical location and condition of asbestos and the potential risk to their health if they disturb it.

Key factors will be:-

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To have had visibility or information relating to the Asbestos survey of the facility
 The information gathered on the location, amount and condition of the ACM
 To stop work immediately if unsure of the nature of any materials that could be asbestos and advise the contract manger and the facility representative immediately
 If the ACM is in a position where it is likely to be disturbed
 Whether work undertaken near to the ACM is likely to disturb it
 The number of people who will use the area

Responsibility for the management of Asbestos

Mr D Fay	Operations Director
Mr B Dumper	Technical Director
External Advice	The Asbestos Group

Section 3.4 Building Security

The Company will make every effort to secure its physical assets and to protect staff from intruders. Staff should also be aware of other Company security initiatives, such as the Computer Security Policy and the Policy Statement. These policies outline the procedures to protect the Company’s buildings and contents.

Section 3.5 Contractors

Procedures for Contractors and Sub Contractors

This Procedure is designed to help prevent accidents and damage to health or property. It covers many topics, such as:

- | | |
|---------------------|--------------------------|
| Health & Safety Law | Accident Reporting |
| Use of Vehicles | Means of Access & Egress |
| Lifting Operations | Harmful Substances |
| Noise | Dangerous Work |
| Personal Protection | Fire Precautions |

You are required to read it thoroughly and ensure that you and your employees understand the requirements and agree to abide by them.

You will be required to sign the attached undertaking to state that you will do this.

Legal Status

This Procedure has been developed to enable Churches Fire Security Ltd (and vicariously their Contractors / Sub-contractors) to comply with their duties under the Health & Safety at Work Act etc. 1974, Management of Health & Safety at Work Regulations 1999, Construction (Design & Management) Regulations 2007 and Control of Substances Hazardous to Health Regulations 2002.

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Churches Fire Security Ltd will use this procedure as evidence in any legal proceedings resulting from an incident involving Contractors / Sub-contractors which causes injury, loss or damage to people, plant, equipment or property.

Further advice

If you have read this Procedure and do not understand any part of it, please ask for assistance from Churches Fire Security Ltd Safety Officers or the Directors.

Introduction

Churches Fire Security Ltd is anxious to minimise the risk of injury and damage as far as is reasonably practicable, therefore;

Before any contractor or sub-contractor is allowed to carry out work on behalf of Churches Fire Security Ltd, the contractor or sub-contractor must understand their statutory duties applicable to the work they have agreed to carry out.

The contractor must understand his common law duties to both his employees, to Churches Fire Security Ltd and their employees, and the probable consequences of any breach of such duties.

Churches Fire Security Ltd safety rules must be observed at all times by contractors, sub-contractors and their employees.

It is the responsibility of the contractor to ensure that all his employees, his sub-contractors and their employees, whilst engaged in Churches Fire Security Ltd under taking are acquainted with this Procedure and any of our approved Churches Fire Security Ltd Safe Working Practices, which are relevant to the work.

To ensure that contractors and/or sub-contractors understand their obligations they are required to read this Procedure and sign and return the undertaking attached hereto. The Procedure shall be deemed to be incorporated into, and form part of, the contract between Churches Fire Security Ltd and the contractor. 'Permits to Work' must be obtained in circumstances indicated within.

Insurance

The Contractor shall indemnify and hold harmless Churches Fire Security Ltd against any claim, damage, loss or expense in respect to personal injury, damage to property or any loss (whether caused by negligence or not) which may arise out of, or is connected with, or in consequence of the carrying out completion or maintenance of work of which may arise from a breach by the contractor, sub-contractor or their servants or agents (whether or not in the course of their employment) of any of the provisions of this Procedure. Nothing herein shall impose any liability upon the contractor for negligence on the part of the Churches Fire Security Ltd or its servants or agents.

The contractor shall be liable for loss and/or damage to the works (which shall include work executed and all material intended for, delivered to and placed on or near to the works) resulting from any causes whatsoever.

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Before commencing on any new contract, the contractor's senior representative / supervisor on site must:

Contact the Churches Fire Security Ltd site manager in order to:

Have the site of operation defined and consult with a director / manager prior to any re-location of operations.

Arrange to attend a Churches Fire Security Ltd Safety Induction informing of site Emergency / Safety procedures and specific permits to work and/or safety procedures, which will apply.

Be informed of the facilities available to the contractor's employees.

Obtain permission and all necessary 'Permits to Work' prior to commencement of work. Churches Fire Security Ltd should be notified before delivery of any materials in order that storage facilities can be arranged.

You are reminded that you are responsible for your employee welfare facilities, unless it has been agreed by a Churches Fire Security Ltd director/manager to share facilities.

The following welfare facilities will be available if agreed by the director/manager: Certified First Aiders, Washing and Sanitary Facilities, Mess rooms.

The contractor is required to make its employees available for any training which Churches Fire Security Ltd considers is necessary in order for your employees and sub-contractors to perform their duties in safety, alongside other works at the contractor's/sub-contractor's expense. All Contractors & Sub-contractors employees are to attend a site-specific Safety Induction briefing prior to the commencement of work.

The Contractor is required to supply a copy of their Safety Policy to Churches Fire Security Ltd Safety Officers and copies of all relevant project specific safety documentation.

Common law obligations

The Contractor and his sub-contractor must take reasonable care first to ensure their employees are safe, in and about their work and secondly that all other persons who may be affected, for example, that they must provide safe means of access, working places and systems of working, competent workmen, adequate supervision and adequate plant and appliances in good order and safe condition.

Statutory obligations

It is the duty of the contractor to fully understand the statutory instruments, orders and regulations relating to the work he or his sub-contractors are engaged upon.

Contractor's attention is particularly drawn to the following statutory provisions:

The Health and Safety at Work act etc 1974

Management of Health and Safety at Work regulations 1999

Workplace (Health Safety and Welfare) regulations 1992

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Provision and Use of Work Equipment regulations 1998

Control of Substances Hazardous to Health regulations 2002

The Control of Asbestos at Work regulations 2006

The Electricity at Work regulations 1989

The Noise at Work regulations 2005

The Construction, (Design and Management) regulations 2007

The Working at Heights regulations 2005

The Lifting Operations and Lifting Equipment regulations 1998

The Reporting of Injuries, Diseases and Dangerous Occurrences regulations 1995

Note: It must not be assumed that all relevant legislation is mentioned here.

It is the contractor's/sub-contractor's duty (under the Health & Safety at Work Act 1974), to provide adequate information to Churches Fire Security Ltd on any foreseeable hazards likely to be encountered as a result of the performance of the contract. (Such information will take the form of; Method statements, Risk assessments and C.O.S.H.H. data where relevant, and will be provided at the contractor's/sub-contractor's own expense, and will be available at all times whilst on site).

Reporting of Accidents

Churches Fire Security Ltd may wish to investigate all accidents that occur during their undertakings and expect the co-operation of the contractor and his employees in ascertaining the true cause in an effort to prevent re-occurrence.

All accidents, injuries and dangerous occurrences must be reported to the Churches Fire Security Ltd Manager / Supervisor following treatment from the designated First Aider.

Accidents mean any injury to personnel, damage to property/equipment, or event, which could have led to such an occurrence.

All time loss accidents involving personal injury causing more than three days' absence from work must be notified to the Site manager /supervisor.

Accidents and dangerous occurrences must be reported to the enforcing authority (i.e. HSE) in accordance with "The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (R.I.D.D.O.R.)".

Personal Protective Equipment

The Contractor is reminded that he has a duty under the Health and Safety at Work Act 1974 to provide Safe Systems of Work to its employees. To this end the contractor shall comply with all relevant

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statutory provisions and Codes of Practices in providing employees with all necessary personal protective equipment. *i.e. Overalls, head protection, ear protection, eye protection etc.*

Churches Fire Security Ltd policy for the wearing of head protection requires Contractor's and sub-contractor's personnel to wear adequate and suitable head protection when specified

Grade 1 Eye protection must be worn whilst operating (or Grade 2 eye protection whilst within the vicinity of) processes where eye injury is foreseeable.

Ear protectors must be worn in areas of high noise levels.

Personal respiratory protective equipments must be worn in areas of high vapour, fume or dust content.

Contractor's employees *must* wear appropriate steel toe capped protective footwear whilst engaged in Churches Fire Security Ltd undertakings on site.

Any equipment supplied by Churches Fire Security Ltd will be charged at cost and deducted from the relevant contractor's invoice.

Use of Churches Fire Security Ltd Equipment

Contractors must provide all their own tools, plant and equipment necessary to the satisfactory performance of the work in hand, such equipment must be in safe working order and relevant inspection certificates will be available at all times whilst on site.

Use of the Churches Fire Security Ltd equipment is not permissible without the written authority of a manager and only in exceptional circumstances will this be allowed.

Security

Churches Fire Security Ltd reserves the right to take all appropriate security precautions to protect its own interest and especially reserves the right to stop and search all contractors' employees', vehicles etc., at any time, should they deem this necessary.

All entries onto sites must be authorised by Churches Fire Security Ltd appointed manager. Contractors must report to Churches Fire Security Ltd manager on each attendance.

On all occasions contractor/sub-contractor personnel are to sign in and out of sites using Churches Fire Security Ltd systems for accounting for personnel. It may be necessary for contractor/sub-contractor personnel to also sign in / out with the client's / site owners systems for accounting for personnel.

Occasionally contractor/sub-contractor personnel will be required to be issued with an identity pass for use during their period of work within sites. Failure to return any issued Churches Fire Security Ltd passes will incur a charge being levied upon the contractor's / sub-contractor's company(s).

At the end of shift or completion of each contract, contractors/sub-contractors must provide a status report regarding their works to the Churches Fire Security Ltd Manager on site.

Vehicle movement

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All contractor vehicles are required to comply with the Road Traffic Act at all times and any restrictions imposed by Churches Fire Security Ltd /Clients/Site owners.

Within the boundary of its property Contractors must comply with the specified Speed Limits for the site.

The contractor shall ensure that all loads are properly secured before movement takes place.

Reversing of lorries particularly within buildings is prohibited unless the driver is assisted by a "banksman" whilst doing so.

Infringement of any of the site traffic rules will result in prohibition of future entry. At all times pedestrians are to have 'right of way'.

Care must be taken to avoid obstructing other site transport.

Where specified, contractor's vehicles must only park in the 'Designated Contractors' parking areas.

Vehicles must be properly taxed and insured and have a current MOT certificate if required.

Use of site services

In no circumstances may a connection be made to any service without having first obtained the permission of the Churches Fire Security Ltd manager / supervisor.

All work involving electrical installations, tools or equipment, must be carried out strictly in accordance with IEE Regulations.

Work in any place where there is risk of persons coming into contact with live electrical equipment or could become live, may not be commenced without the permission of Churches Fire Security Ltd Manager/Supervisor.

Safe Systems of Work, Permits to Work and Lock out Procedures will be agreed and established and operations closely observed to ensure all necessary precautions are complied with.

No work shall be carried out in the vicinity of overhead electrical services without the authority of Churches Fire Security Ltd Manager/Supervisor.

Overhead work

No work shall be carried out in any building until effective precautions have been taken to ensure the safety of persons below to the satisfaction of the Churches Fire Security Ltd Manager/Supervisor.

Prominent notices warning of overhead work must be erected where appropriate, and the area fenced off where the Churches Fire Security Ltd Manager/Supervisor consider necessary.

Roofs, Lofts and Ceilings

The contractor's employees are not allowed on any roof, ceiling space void or loft without the authority of Churches Fire Security Ltd Manager/Supervisor.

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Crawling boards must be used and adequate precautions must be taken to prevent employees falling. Where deemed necessary by Churches Fire Security Ltd Manager/Supervisor these may be supplemented with fall arrest equipment.

Contractors shall ensure that precautions are taken to prevent damage to the roofs, ceilings etc.

All equipment, waste materials and / or rubbish are removed from roofs, ceilings etc. at the end of each shift.

Any door leading on to roofs may be required as an escape route in the event of fire and shall not be obstructed.

Ladders and Scaffolding

The contractor shall ensure that all ladders used are in a safe condition and are used in accordance with accepted safe practice and relevant legislation.

All erection of scaffolding must be carried out by qualified scaffolders and must comply at all times with statutory provisions including those relating to periodic inspection.

Tower Scaffolding may be erected under the supervision of a certificated competent person and must comply at all times with statutory provisions including those relating to periodic inspection.

The Use of "Scafftags" as a method of confirming inspections is recommended.

Pressure Vessels

Any pressure vessel brought onto a Churches Fire Security Ltd site must comply with the provisions of the Provision & Use of Work Equipment Regulations 1998 and the Pressure Equipment Regulations 1999 as regards construction and examination and an appropriate Test Certificate must be available at all times whilst on site.

Hotwork

Hot work Permits to Work must be obtained from the Churches Fire Security Ltd Manager /Supervisor for the use of any cutting, welding, heating, and force curing apparatus. In all circumstances hot work must be avoided and all alternative methods that might be reasonably applied considered before resorting to hot works.

A competent firewatcher who will be provided by the Contractor performing the hot works and equipped with an appropriate fire extinguisher will monitor all hot works. (Where the Contractor cannot provide this, a request in advance of the work commencing must be made Churches Fire Security Ltd Manager/Supervisor, who will make arrangements for provision, which will be charged at cost and deducted from the relevant contractor's invoice.

A boundary search must be completed by the fire watcher and hot workers prior to the commencement of work, significant work breaks (i.e. meal breaks) or shift hand over to ensure all combustible materials are removed to prevent ignition by heat transfer.

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Any equipment liable to be damaged or that is a fire risk and cannot be practically moved, will be adequately protected and visited at regular intervals.

The firewatcher's boundary search does not absolve the hot workers of their duty to perform their boundary search.

The firewatcher is to have no other duties assigned to him whilst they are involved in acting as a sentry to hot work. Assistance to the hot workers may be performed by firewatcher providing it is in the immediate area of hot work operation and adequate vision and control can be maintained over the said operation.

Areas where more than one hot work process is occurring may be covered by one firewatcher, providing that they can maintain adequate control and vision over those processes.

On the suspension of hot work, whether for meal break, end of shift or completion of work, the fire watcher is to remain in the area and monitor the 'cooling back' of the work for a period of not less than 1 hour. Once he has satisfied himself that the work area is cool and there is no risk of post ignition, they may leave the area.

If for any reason the firewatcher has to leave the area, all hot work must cease and the hot workers remain in the area until the work area is cool or the firewatcher returns.

Where any person has reason to believe that there is danger from flammable materials, liquids, gas or vapour they must stop all hot work and report the incident to the Field Manager / Supervisor to monitor the area before work is permitted to resume.

Machinery, Equipment guarding

No guards or fencing may be removed from any tools, machinery or plant without the authority of the Churches Fire Security Ltd Manager / Supervisor. On no account will the removal of any guarding be authorised in order to continue normal working.

Guards shall not be removed whilst the machinery is in motion and they must be properly replaced and secured when work is completed and before the machine is re-started.

All relevant statutory provisions must be observed when it is necessary to examine, lubricate or adjust machinery in motion with guards removed.

Cranes, Hoists and lifting equipment

Lifting operations or equipment, e.g. cranes, lifting gear, hoists may only be performed/operated by competent persons.

Where the contractor provides his own equipment (whether owned or hired) then the relevant Certificates of Competencies for personnel and Test/Inspection Certificates must be available on the site. The contractor shall comply with all the relevant statutory provisions.

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All lifting operations will be performed in accordance with specific risk assessment & method statements to the task.

Excessive noise levels

The Noise at Work Regulations 2005 gives statutory guidance on occupational levels of exposure. All employers have a statutory duty to their employees to take all reasonable practicable steps to reduce noise at source to below 80 dB (A), and where noise levels are at 85 dB (A), ensure that designated Noise Control Zones are clearly marked with Noise Hazard Signs.

ALL PERSONNEL WORKING INSIDE A "NOISE PROTECTION ZONE" MUST WEAR ADEQUATE AND SUITABLE EAR PROTECTION EQUIPMENT.

Contractors must make an assessment of noise levels created by his work activities.

The contractor must take all reasonable steps to ensure that his employees are provided with suitable personal hearing protectors which, when properly worn, can reasonably be expected to keep the risk to hearing to below 80dB(A)

Noise levels due to contractor's equipment must be kept to a minimum and must not exceed 80 dB (A) unless all appropriate precautions have been agreed with the Churches Fire Security Ltd.

The contractor must inform the Churches Fire Security Ltd Manager/Supervisor of any High Noise Operations to be undertaken by his firm.

Fork lift trucks

The use of forklift trucks by untrained personnel is strictly forbidden. On arrival on site, contractor/sub-contractors personnel required to drive forklift trucks must be certificated as competent. 'Certificates of competence of all operators will be available at all times whilst on site. Churches Fire Security Ltd owned or leased forklifts must not be used without the permission of a Churches Fire Security Ltd Manager / Supervisor.

All forklift trucks brought onto Churches Fire Security Ltd sites must be free of mechanical defects.

The carrying of passengers is STRICTLY FORBIDDEN. When the forklift truck is parked; the forks must be lowered fully to the ground position. The forklift truck must only be driven with the forks in the lowest position possible.

Demolition Work

In every case Demolitions work will come under the Construction, Design & Management Regulations. All aspects of the method of work and any safety precautions to be observed shall be submitted to and approved by Churches Fire Security Ltd before work commences.

Cartridge Tools

These tools must not be used on Churches Fire Security Ltd sites without the permission of a director/manager. The immediate area should be evacuated until completion of the work and all

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necessary safety precautions shall be observed by the contractor, their employees and employees of his sub-contractors.

Excavations, Drains, Sewers and Underground works.

Before excavation work is commenced the contractor shall ascertain the existence and route of electric cables, drains, gas and water mains likely to be affected by the work.

The contractor shall take adequate precautions to prevent damage caused by weight or movement of contractor's plant and blockages caused by new waste material.

Excavations or openings, when left unattended and at other times when necessary for safety of persons in the vicinity shall be securely fenced or otherwise adequately protected by the contractor. All external excavations and obstructions shall be marked by an adequate number of warning lamps from one hour before sunset until one hour after sunrise.

In the interests of general safety during any excavation work, the surrounding areas shall be maintained in a tidy condition and loose material of any kind shall be kept clear of gangways and working space and not allowed to be an obstruction.

All waste earth, debris, mud, etc., from excavations shall be removed by the contractor who will ensure that floors and gangways are kept in a state, which complies with statutory requirements.

Storage and use of Flammable Liquids and Harmful Substances

Before storing paint, thinners, petrol, oils or any other flammable liquids or harmful substances, chemicals or materials, the approval of the Churches Fire Security Ltd Manager/Supervisor must be obtained.

All paints, thinners, petrol, oils and other flammable liquids, or harmful substances, chemicals or materials must have been assessed by the contractor as per the Control of Substances Hazardous to Health Regulation 2002.

The contractor must inform the Churches Fire Security Ltd Manager/Supervisor of the control measures he is using, and provide and maintain onsite copies thereof, together with relevant data sheets for all substances in use.

Oils, paints, thinners, solvents and other harmful substances or chemicals must not be disposed of down site drains, adjacent waterways or land. Care must be taken to avoid accidental contamination of drains by such materials.

Liaison must be established with the Churches Fire Security Ltd Manager/Supervisor before removal of any chemical waste which may be notifiable under the Special Waste Regulations 1996 and the Environmental Protection Act 1990.

Fire Prevention

The contractor shall ensure that no operation or activity resulting from his or his sub-contractor's operations or operation of plant or equipment can result in fire or explosion.

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All Contractors employees and sub-contractors whose duties entail entering a Churches Fire Security Ltd site shall be informed by the contractor of procedures for accounting for personnel and requirements to avoid, or minimise potentially hazardous conditions.

Such persons shall be made aware of the site emergency arrangements, alarm systems and of the Churches Fire Security Ltd evacuation arrangements for the particular area.

Contractors are responsible for the safe storage, handling and use of all compressed gas cylinders or containers delivered to them, or used by them on the Churches Fire Security Ltd sites and must at all times comply with the provisions of the Dangerous Substances and Explosive Atmospheres Regulations 2002

The no smoking restrictions for the site must be strictly observed. Any breach of these requirements will be treated as a "Gross Misconduct" offence under Churches Fire Security Ltd disciplinary code for whoever is caught smoking in a 'no smoking area', and will result in their dismissal from the site and future projects.

The disposal of rubbish, etc., by burning is strictly prohibited. This includes the 'burning out' of empty tins or containers that have contained paints, oils, solvents etc.

Oil or gas heating appliances will not be operated on Churches Fire Security Ltd sites without the permission of a Director and approval of Churches Fire Security Ltd Manager/Supervisor and the Site Manager.

Whenever work or operations may cause obstruction to, or render inaccessible any fire access, exit or stairway leading into or from buildings, authority from Churches Fire Security Ltd Manager/Supervisor must be obtained.

First consideration must be given to maintaining a safe means of egress to occupiers of any building/area/site. Where temporary alternative arrangements are approved and implemented, the temporary provisions shall be accompanied by suitable directional and exit signs and temporary lighting to the satisfaction of the Churches Fire Security Ltd Site Manager/Supervisor and at the contractor's expense.

Asbestos

Prior to any work being carried out the Churches Fire Security Ltd Director/Manager is to be consulted. Any suspect material must be assumed to be Asbestos. If asbestos is confirmed the Control of Asbestos at Work Regulations must be applied.

Site Arrangements/General Advice

Be aware of overhead activity and when possible do not work under loads being lifted.

Access to and from site must be by way of properly sited/designated walkways.

No person shall, unless authorised, or in case of necessity interfere with or remove any means of temporary lighting.

All access and all places where a person is required to work must be suitably lit.

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Contractors must remove all debris from the work area on a daily basis and in a proper manner Deposit of such debris into the UN certificated waste areas, drains and water courses where applicable is strictly prohibited.

Contractors MUST remove all unused materials to a suitable storage area on a daily basis and leave the site clean and tidy on completion of work.

Care must be taken at all times to protect personnel, the site property and work in progress from danger and any circumstances which give rise to such dangers must be reported immediately to Churches Fire Security Ltd Manager/Supervisor.

Permission must first be obtained from a Churches Fire Security Ltd Manager/Supervisor before commencing any work above or adjacent to moving plant or machinery.

Anything provided for the safety of the Churches Fire Security Ltd employees or others must not be interfered with, e.g. altering existing staging, fire alarms, fire extinguishers, etc.

Report any suspected hazards immediately to a Churches Fire Security Ltd Supervisor or employee.

If in doubt consult with a Churches Fire Security Ltd Manager/Supervisor.

Breaches of Rules

It is acknowledged by the contractor that any breach of this Procedure or any relevant statutory provision by their employees or their sub-contractors or their employees will render the contractor liable to dismissal from Churches Fire Security Ltd sites / projects, and it shall be deemed to be a fundamental breach of contract which entitles Churches Fire Security Ltd at it's election to terminate the contract without prejudice and to the right to claim damages in respect.

Section 3.6 Disabled Persons

The Company aims to provide equal opportunity for disabled applicants, and to ensure their continued employment and promotion, through training, development and practical assistance.

Staff who become disabled will receive every possible opportunity to maintain their position or retraining if appropriate.

The Health and Safety policy aims to ensure a safe and healthy environment for all employees. Staff who require extra equipment, facilities or assistance, both routinely and in an emergency will have those needs met.

This policy provides for any staff member with mental, physical and/or sensory impairment as well as progressive conditions. It is effective from the time the symptoms develop.

Staff should report any concerns regarding disability and health and safety to their manager or safety officer.

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Where health and safety concerns prove to be complex or problematic the Company, jointly with the employee, will make use of the appropriate Disability Advisory Service.

As in all Health and Safety matters, anticipating hazardous situations before they actually arise is the best way of maintaining a healthy environment.

Employees with physical disabilities may need specific safety measures in their work place, e.g. adapting machinery or equipment, relocating shelves or sockets and switches, changing lighting types and levels, provision of visual as well as audible systems of communication.

Disabled staff must ensure that their manager understands their particular needs. Where staff has learning difficulties, Managers must consider:

The amount of supervision needed in order to complete work safely.

That the Health and Safety policy and procedures are conveyed understood and carried out.

That action in the event of emergency is understood and the actions are likely to happen.

It is impossible to determine a single safe system of work to cover all disabilities. Managers and disabled staff need to develop specific guidelines appropriate to the staff member's needs.

Newly appointed disabled staff and those who become disabled will receive specific information and training on all relevant Health and Safety matters. The Company will make sure that the information is presented so that each individual understands it.

Health and Safety information will be issued in such a way that disabled staff can easily access and understand them.

If other staff is required to assist a disabled person in the course of their work or in an emergency, these staff will receive training and specific notice of their duties.

Colleagues will be advised of any specific health and safety issue that affects a disabled member of staff.

The Safety Officer will keep a record of staff, which by their disability are thought to have particular health and safety requirements.

This record will contain details of:

Any limitations the disability places on a person's ability to follow general health and safety procedures.

The extent to which changes (if any) to the work place or health and safety procedures are needed.

Details of any routine practical assistance needed from other people.

Any implications arising in an emergency - either as a consequence of the disability (for example an epileptic fit) or in the work place (for example emergency evacuation).

What action has been taken as a result of any of the above, including training?

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Section 3.7 Display Screen Equipment (DSE)

The Company will take all reasonable steps to secure the health and safety of employees who work with display screen equipment. (DSE).

Whilst it is generally recognised that you can use DSE without undue risks to health, we appreciate that some employees may have genuine reservations and concerns. The company will undertake DSE risk assessments and seek to give information and training to give a fuller understanding of these issues.

Persons at Risk

Any member of staff who uses Display Screen Equipment.

Risks can be categorised as follows:

Visual Discomfort.

Work Related Upper Limb Disorders/Repetitive Strain Injuries.

Stress Related Symptoms.

Visual Discomfort

This may include dry, running or burning eyes, blurred sight, drowsiness, headaches, difficulties with contact lenses etc.

Employees working with DSE are entitled to an eye and eyesight test when they make a request and at regular intervals determined by their particular needs.

If you wear contact lenses you may be more susceptible to visual discomfort. This is often due to a reduced blink rate as a result of increased concentration, which results in dry lenses. Poorly maintained equipment is a common cause of discomfort. Characters on the screen may be blurred requiring constant adjustment of the eye muscles.

Screens should be cleaned regularly by the user, using specific screen wipes available from the Stationery suppliers.

Any blurring of characters should be reported immediately to the relevant Supervisor/manager

Incorrect brightness or contrast adjustment can also lead to visual fatigue.

All staff should be trained and be familiar with the controls of their equipment.

b) Work Related Upper Limb Disorders/Repetitive Strain Injuries (RSI)

This refers to a great variety of symptoms, which can affect the fingers, hands, wrists, arms, elbows, shoulders or neck. Symptoms include:

Pins and needles and tingling in the fingers.

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Pains in the fingers, hand and wrists.

Pains in the neck and shoulder.

Swelling in the hand, fingers or wrist.

Inability to grip objects comfortably.

Numbness in the hands or arm.

The principal causes are:

Poorly laid out workstations and poor working technique.

Staying in one position for too long.

Awkward positioning of the hands or wrists.

Unsuitable equipment or furniture.

c) Stress Related Symptoms

Working with DSE may add an additional occupational stress factor to user's already experiencing stress.

Slow response times

Any problems with system response time should be directed in the first instance to the helpdesk.

Unfamiliar software

Managers and team leaders should make sure that staff receives training in all of the software they are expected to use.

Staff members should make sure they receive the appropriate training to familiarise themselves with any new software they are asked to use.

Visual and postural fatigue

Regular changes of position will relieve postural fatigue.

Regular small breaks of a few minutes every hour will relieve visual fatigue.

Repetitive data entry tasks

A good mix of work tasks to avoid prolonged DSE activity will reduce the physiological stress factor caused by this activity.

Perceived health risks arising from the use of the equipment.

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Radiation

There is no scientific proof that the levels of radiation emitted from DSE present a risk to health.

Pregnancy

There is no reason for a person who is pregnant or seeking to be pregnant to stop working with DSE. No adverse health risks have been found to arise. The Company recognises that some employees have genuine concerns, and these will be dealt with sympathetically.

Pregnant women are not required to use DSE if their doctor certifies that they should not do so on the grounds of health, irrespective of whether that relates to their emotional state of mind or their physical health. The Company will try to re-arrange their work accordingly.

All pregnant women should receive a specific work related risk assessment.
See Health and Safety Policy on New and Expectant Mothers.

Epilepsy

Working with DSE does not cause epilepsy.

The Company will carry out an assessment of each staff member's workstation taking into account the DSE, the furniture, the working environment and the individual employee.

New staff will be trained and assessed within four weeks of starting.

Self-assessments will follow any changes to the workstation - moves, introduction of new equipment or furniture. It is the responsibility of the manager or Supervisor to make sure that these assessments are completed.

Staff will be required to assist the Company in this task by carrying out assessments as and when appropriate.

All necessary steps will be taken to remedy any risks found as a result of the assessment.

Steps will be taken locally to incorporate changes of task within the working day in order to prevent intensive periods of on screen activity.

Software will be suitable to the task.

Eye and eyesight tests will be arranged for users on request.

Where a problem arises in the use of DSE, staff should take the following steps:

Inform your manager immediately

In the case of a specific health problem, seek attention from a local GP

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If the condition is not attended to swiftly the health of the employee may suffer detrimentally. Early identification and remedial action is important to ensure staff do not suffer unduly. The Company is obliged to report any diagnosed illness relating to the use of DSE to the local enforcing authority under RIDDOR '95 so it is important that staff make their Managers aware.

Managers will be sympathetic to such problems and are obliged to monitor the situation carefully.

Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances. Poor work design can cause or aggravate these conditions. Unnecessary discomfort can be avoided by following these simple precautions:

Make sure that all furniture and equipment is working correctly.

Adjust furniture and equipment so that you are comfortable when working.

Take the opportunity to vary activities, breaking up long periods of DSE work.

Use your entitlement to eye and eyesight tests.

Report symptoms of discomfort or ill health as soon as you are aware of them.

Inform your manager of any training you need in relation to effective use of software.

Do not tamper with electrical equipment - ask for assistance.

All staff will be made aware of the risks to their health and safety and will be assessed.

Assessments will be undertaken by the companies' safety officers

All staff will be trained in correct use of DSE.

The following records are to be held by the companies Safety Officers for each member of staff:

The results of workstation assessments.

Actions taken as a result of workstation assessments.

Complaints of alleged or actual DSE related ill health.

Action taken in respect of such complaints.

Training Details.

Information given to all staff.

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Section 3.8 Fire Prevention and Procedures

Fire prevention and procedures are outlined and enforced by a number of statutory regulations, the Health and Safety at Work Act etc 1974 and regulations made under that act inclusive

Other regulations that apply or may apply to the premises include:

The Regulatory Reform (Fire Safety Order) 2005

The Management of Health and Safety at Work Regulations 1999

The Electricity at Work Act 1989

Fire precautions legislation deals with general fire precautions. These include:

Means of detection

The provision of means of escape

The means of fighting fire

The training of staff in fire safety

The Fire Regulations also include a requirement to undertake an assessment of the fire risks (The term “fire risk” collectively describes both the risk of a fire occurring and the risk to people in the event of fire)

Fire Safety Management

The manager is accountable for the safety of everyone under his/her jurisdiction. Such accountability includes the requirements to communicate, inform, control, train and provide documentary evidence of compliance to the organisations own policy and where necessary, to any enforcing authority.

Prevention

Site Management and housekeeping of:

Flammable storage, combustible storage and handling, waste control, contractor/visitor control and information.

Escape

Building components:

Doors, door closure, escape route illumination, site egress and evacuation, assembly points.

Communication

Fire alarm/automatic detection system operation and maintenance, telephone system, any internal mobile, CCTV, radio systems.

Confinement

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Building services:

Plumbing, drainage, electricity, gas, fuel oil, floor and ceiling voids, fire doors/shutters/dampers, flues, ducts, chimneys, car parking and vehicle control.

Suppression

Portable fire extinguisher, provision, service and maintenance, fixed installations, deluge, sprinkler, wet riser, hose reels operation, service and maintenance.

Employee Responsibility

Employees have a legal obligation to co-operate with the employer with respect to Fire Safety Management under all current legislation

The greatest obligation employees have is to themselves and their colleagues in relation to their occupation, employment and safety.

Training and education of employees in Fire safety:

What to do in the event of fire

The safest way to leave the department or premises

The location of the various exits and fire exit routes

The location of the assembly points

The location of fire extinguishers and their use

Practical training in the operation of fire extinguishers

Smoking

Smoking is prohibited in the facility at any time.

Contractors Working

It is the role of the Department Manager to keep a watch on contractors - especially during any construction or refurbishment work.

Hot work hazards

In this context 'hot work' means the application or generation of heat during a process, other than normal business activities, which can create a fire or breathing hazard.

There are three main hazards, which pose a danger to persons and to property:

Risk of fire, either immediate or delayed combustion (from smouldering materials).

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A risk of smoke or fumes affecting a person's breathing.

Lack of visibility due to smoke or fumes creating other hazards.

During discussions between the manager and the contractor the risks must be assessed and measures agreed upon to limit them. Both parties must ensure that they are fully aware of each other's work activities, and of any hazards, and the precautions to be observed. This will include the actions to take in the event of fire.

The contractor must take care to prevent the heat or flame affecting other surrounding areas or parts not involved in the work (e.g. by shielding or insulating them).

Appropriate fire equipment must be available (at hand) and persons involved must know when, where and how to use it.

There must be a system of constant vigil by the contractor during the work operation and a system of inspection when work activity ceases for a break, at the end of the day (1 hour cool down), or on completion to ensure that there is no risk of heat build-up or delayed combustion.

Work Permits

Some hazardous activities will need to have a strict permit-to-work or hot-work permit system.

The permit system requires an appropriate management procedure to ensure its operation, monitor its use and effectiveness, for records and to detail responsibilities.

Safety Officers will make sure that any disabled people on the premises are able to identify the fire alarm signal and are able to leave the building swiftly.

The Fire Wardens are to be responsible for specific procedures in the event of fire:

Calling the fire brigade.

Ensuring that all areas of the facility are cleared of personnel.

Attempting to tackle if a fire if they assess it safe to do so.

Ensuring that a muster roll call is undertaken.

Liaising with the Fire Brigade when they arrive.

Ensuring that no one enters the building during evacuation.

It will be the responsibility of the Safety Officer to:

Regularly stage fire evacuation drills every 6 months.

Inspect all the escape routes on a regular basis.

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Arrange for the fire fighting equipment and fire warning systems to be regularly inspected and tested.

Carry out an Annual Fire Risk Assessment.

Safety Officers will brief staff with details of the local procedures and will provide training for those with specific responsibilities.

ACTIONS TO FOLLOW ON DISCOVERY OF FIRE

Raise the Alarm by operating the nearest fire alarm call point

On all occasions that a fire is discovered the fire service must be called by dialling 999.

If the fire is small, attempt to put it out by using an appropriate fire extinguisher, but only if you have had training in its use and it is safe to do so.

All persons must evacuate the building (other than those involved in tackling the fire, as appropriate)

If there are any persons with mobility or other disablement they should be assisted and escorted to the assembly point.

All persons must assemble at the evacuation assembly point, where a roll call will be taken by one of the fire wardens. All persons should remain at the assembly point.

No one is to re-enter the building for any reason whatsoever until the all clear has been given, either by the fire warden in the event of a test or the attending fire officer.

Fire Wardens should make a quick check of all areas, including walk-in-store rooms and WC's, to ensure everyone has evacuated and, on leaving, take the attendance board and visitors book to the assembly point.

ACTIONS TO FOLLOW ON HEARING THE FIRE ALARM

All persons must evacuate the building (other than those involved in tackling the fire, as appropriate)

There are any persons with mobility or other disablement they should be assisted and escorted to the assembly point.

All persons must assemble at the evacuation assembly point, where a roll call will be taken by one of the fire wardens. All persons are to remain at the muster point

No one is to re-enter the building for any reason whatsoever until the all clear has been given, either by, the Fire Warden in the event of a test or the attending Fire Officer.

Records to be kept

The Safety Officers will keep the following records in accordance with the Regulatory Reform (Fire Safety) Order 2005

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Details of fire alarm tests.

Details of emergency lighting tests

Details of fire evacuation drills.

Date of the fire drill.

Any problems identified during the drill.

Any action taken to stop the problems happening again.

Details of any unscheduled evacuations including those in response to false alarms.

Details of any training delivered.

Copy of Fire Risk Assessment.

Maintenance of Safe Means of escape e.g. Fire doors, stairs and emergency lighting.

General Fire Safety

The escape routes are checked by:

Name: Fire Wardens

The fire equipment is checked annually by the maintenance company:

Name: Churches Fire Security Limited

The fire alarms are checked weekly by:

Name: Fire Wardens

Potential Hazards

The other fire provisions are checked weekly by:

Name: Fire Wardens

All visitors are the responsibility of their host

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Section 3.9 First Aid

The Company will ensure there are enough first aiders to deal with minor accidents and emergencies at work. These staff will be trained and qualified in accordance with the law.

Fire House Name: Inez Chandler, Mark Pepler, Kelly Finlay	Position: Office
----------------------------------------------------------------------------	-------------------------

Peterborough Name:	Position:
-------------------------------------	------------------

The first aid box is located in:

Location: 1 st Floor Office (Fire House)

Location: (Peterborough)

The person responsible for the first aid equipment is:

Name: All First Aiders

The person responsible for reporting incidents (including RIDDOR) is:

Name: Mr D Fay

The accident record book is located in:

Location: 1 st Floor Office (Fire House)

Location: (Peterborough)

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Section 3.10 Hazardous Substances

The Company appreciates that no substance is completely safe. We will therefore take steps to ensure that exposure of staff to hazardous substances is prevented or at least controlled as far as reasonably practicable.

The Control of Substances Hazardous to Health (COSHH) Regulations 2002 provides a legal framework requiring us to assess all work, which could expose any staff member to hazardous solids, liquids, dusts, fumes, vapours, gases or micro organisms.

Use the safest substance for the job.

Safety Officers will keep a register of hazardous substances used, along with the appropriate hazard information sheet from the supplier.

All work activities involving the use of hazardous substances will be assessed and appropriate control measures will be taken where eliminating the substance is not possible.

All quantities of substances will be kept to a minimum.

All contract cleaners' materials must be kept in a locked cupboard.

The Company will provide any protective clothing or equipment required for work activities involving hazardous substances.

Special recording and handling procedures to comply with COSHH Regulations must be followed in areas assessed as medium or high risk.

The company recognises that through the undertakings of the engineers there is a potential for exposure to Biological agents, not necessarily from the task itself but incidental to it.

In recognising this, the company, will ensure that employees: -

Are advised of the biological agents they could be exposed to and the risks created by any exposure and the precaution they should take to protect themselves

Section 3.11 Induction of New Employees

All new staff will receive initial Health and Safety instruction as part of their induction. This will include the Company's Health and Safety policy and organisational arrangements. Local emergency, fire and first aid procedures will be covered in depth.

Safety officers will carry out induction training and will complete a Health and Safety Induction checklist. Copies of this will be held in an individual's personnel file. Specific training will be provided in areas of higher risk.

All staff will receive enough instruction and training for the work activity they are carrying out. It is the responsibility of the Manager to ensure this training is delivered.

Anyone identified to assist in the implementation of the Health and Safety Policy will be given the necessary training to enable him or her to fulfil his or her roles.

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Section 3.12 Information, Instruction and Training

The Company will make sure that staff, visitors and contractors receive suitable and relevant information about Health and Safety in the work place. The Safety Officer will display the following notices at all locations:

A copy of Churches Fire Security Ltd Health and Safety policy.

Certificate of employer's liability insurance.

A copy of the statutory Health and Safety Poster with the enforcing authority details.

Location and identification of First Aiders and First Aid equipment.

Information on Fire Wardens, Fire precautions and Fire Evacuation.

Any additional instruction specific to working tasks will be identified by departmental Managers and implemented accordingly.

Following Induction training specific training with regards to work related tasks and compliance to current regulation will be undertaken and refreshed when applicable

The Health and Safety Officer will record Information and Instruction programs and Training workshops on the training matrix in the Health and Safety Management System

The Company will make sure that all employees are involved in creating and maintaining an effective Health and Safety culture.

To establish and maintain standards of Health and Safety in keeping with legal requirements and Company policy.

Section 3.13 Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury at work. These injuries may often have long-term effects.

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at work.

Those at Risk

All staff involved in any sort of lifting or Manual Handling activity is potentially at risk. Identified groups at higher risk are:

Technicians, transporting and servicing extinguishers.

Warehouse staff storing and stocking.

Office personnel, moving stationary and other task related products.

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To reduce the risk of Manual Handling Injuries you should:

Allow sufficient rest and recover periods

Mix manual handling tasks with other tasks if possible

Avoid twisting where possible

Avoid stooping where possible

Avoid over stretching

Minimise how often you stretch

Acute injuries are caused by sudden movements or strain to the body.

Chronic injuries are caused by repeated actions carried out over weeks, months or even years.

The load falling onto or trapping part of the handler or someone nearby causes injuries.

The handler falling also causes injuries.

The Company will ensure that operations, which involve manual handling, are restricted.

Measures to achieve this include better design of the workplace and activities and providing automated or mechanical aids.

The Company has carried out an initial assessment of manual handling operations throughout the company to identify risky activities.

A safe system of work has been identified and is detailed below. Managers should make sure that all staff is familiar with this.

The following factors are considered during the assessment:

The task: bending and stooping, carrying distance.

The load: weight, centre of gravity, stability.

The individual: age, body weight, and physical fitness.

The working environment: space, lighting, routes.

Specific control measures will be developed for reducing the risk to the health and safety of high-risk employees.

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Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent side effects. Taking the following simple precautions can reduce these risks:

Where possible do not lift.

Make full and proper use of aids to lifting and carrying e.g. trolleys.

Store heavy items between shoulder and hip height. Where possible only store light items above shoulder or below knee height.

Use the legs and knees to bend and lift - do not stoop or bend the back.

Avoid tasks, which require stretching or twisting.

Make sure that you take regular rest breaks where manual handling activities are repetitive.

Make sure that there are no sharp, cold or hot edges, which could cause injury.

Make sure that the object is stable.

Use a team approach to appropriate tasks.

Make sure that route ways are free from obstruction.

Section 3.14 Monitoring and Auditing

The Safety officer is responsible for ensuring that the monitoring and auditing of all Health and Safety related aspects are undertaken.

Records are kept and up dated periodically to ensure that compliance and that hazard identification, risk analysis, and implementation of control is an ongoing initiative.

Health and safety performance is measured by the analysing of accident data and near miss data whilst safety auditing and inspections provide an ongoing continuous improvement indicator.

Internal procedures are used to create and administer Health and safety policy whilst external standards such as statutes, common law duties, ACOPS etc provide a source of information to ensure ongoing compliance.

Section 3.15 New and Expectant Mothers

The Company will regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy. This is to continually assess their abilities to work safely and without risk. It is therefore essential that all expectant mothers inform their manager in writing as soon as they are aware that they have become pregnant. All pregnant women will have a specific risk assessment.

For pregnant women, the following guidelines should be followed:

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You should avoid exposure to vibration, noise, temperature extremes, and poor or prolonged working postures and repetitive movements.

Manual handling activities should be avoided - this is particularly important as pregnancy develops.

Exposure to chemicals should be avoided - this is also relevant to breast feeding mothers.

Pregnancy is a changing condition and the nature and degree of risk changes as pregnancy develops. Consider the following aspects throughout pregnancy:

Morning sickness:

Backache associated with poor or prolonged posture or manual handling activities.

The increasing physical size of pregnant women may affect the amount of workspace needed and the size of chair. It may also affect a woman's co-ordination, mobility and dexterity, so hazards associated with slippery or uneven floors will need to be addressed.

Consider the evacuation routes - especially where these involve stairs or ladders.

There will be increasing tiredness as pregnancy develops. This will affect shift work or overtime. It will also be significant where long periods of concentration are necessary or where machinery is operated.

Rest facilities should be provided for pregnant and breast-feeding mothers.

Increasing size may also limit a pregnant woman's field of vision at floor level. There should be no obstructions either in the work area or along walkways.

Section 3.16 Occupational Road Safety

Health and Safety law requires employers to ensure, so far as is reasonably practicable, the health safety and welfare of all employees and to safeguard others who may be put at risk from their work activities. This includes when they are taking work related driving activities.

These requirements are in addition to the duties to the employer under the Road Traffic Act as enforced by the Police.

The company will assess all foreseeable risks to employees whose task include the driving of company vehicles, this will also include passengers in the vehicles, other road users and pedestrians.

The company is committed to promoting sound Health and safety driving practices and will implement all control measures to ensure that safety when driving is observed to eliminate or reduce the risks associated with driving tasks.

The company will ensure the vehicles are adequately maintained by competent persons to certify the safety and efficiency of the vehicle, including the correct fitting of seatbelts and air bags.

The company will ensure that the vehicle provided is adequate for the task being undertaken.

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The company will not promote the vehicle to be driven on routes that might increase the risk of accident or incident unless an adequate assessment has been made and control measure implemented.

The company will also ensure that the competency of the driver is monitored, especially young or newly qualified drivers.

Where applicable the company will promote the use of telecommunications instead of making people travel to meetings and also the use of alternative forms of transport such as trains.

The company will ensure that all drivers are aware of their responsibilities to the highway-code especially the speed limits and no undue pressure is applied to the driver to make un realistic meeting times.

Mobile Telecommunications

The company acknowledges that some employees need to remain in contact with the facilities whilst travelling by car /van.

In accordance with the Traffic act stated above and ensuring that all safety guidelines are observed communication through the use of a mobile telephone whilst driving MUST only be undertaken with a “Hands Free “ accessory compliant with current standards and legislation.

The company will promote communication to be undertaken whilst at standstill as this will eliminate any risk to potential hazards but will allow the use of the above accessory as an absolute minimum standard.
Roles and Responsibilities

Managers

It is the manager’s responsibility to ensure assessments are made of all aspects of road safety that the employee has the potential to be exposed to.

The Managers will implement control measures eliminating or reducing the risk then monitor and revise the control measures when appropriate.

Employees

It is the employee’s responsibility to ensure that they co operate with the organisation and pay particular attention to control measures.

Section 3.17 Personal Protective Equipment

Personal Protective Equipment (PPE) includes and equipment or clothing intended to be held or worn by people at work to offer protection against identified risks.

Churches Fire Security Ltd is aware that the issue of Personal Protective Equipment is used as a “last resort”, control measure, and to issue it is where the risks cannot be controlled by other means or the person can not be removed from the hazard

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Churches Fire Security Ltd are aware that operatives will, on some contracts, be exposed to hazards that can not be eliminated or reduced to a satisfactory level prior to the task being carried out and therefore (PPE) will be issued.

Personal Protective Equipment is issued free of charge to all operatives and with all new employees receiving a comprehensive safety pack on induction to the job

Churches Fire Security Ltd will ensure that through risk assessment, of the whole task, control measures will be implemented to eliminate or significantly reduce the risk to hazards. Part of the controls will include the necessity to wear the appropriate PPE.

The characteristics of the PPE issued will be of a specific nature in order to ensure the maximum protection taking into consideration any risks which the equipment may itself present.

In specifying and sourcing the PPE Churches Fire Security Ltd will ensure that:

It is appropriate for the risk and conditions at the place where exposure to the risk may occur

It takes into account the ergonomic requirements and state of health of the operator who will be wearing it.

It fits correctly, if necessary after adjustment

It effectively prevents or adequately controls the risks without increasing the overall risk

It complies with a relevant standard in respect of design and manufacture

Churches Fire Security Ltd will ensure that the PPE is readily available for use as and when it is required and in general each item will be issued to each employee who requires it.

Churches Fire Security Ltd will ensure that all operatives will receive information and instruction in the correct use of the PPE along with the necessity to clean maintain and store correctly

Employees have a legal duty to wear PPE when the risk for which it is provided is present

Employees will also be required to report any loss or defect to their PPE to their contract manager

Section 3.18 Violence/Personal Safety

The Company will endeavour to:

Prevent the risks to staff from violence.

Protect employees from all forms of violence wherever possible and provide aftercare should employees fall victim to violence.

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Ensure that everyone in the Company is aware of, and fulfils their responsibilities for health and safety from violence at work.

The Company firmly believes that violence to employees is unacceptable, whatever form it takes and whatever reason is given for it.

For the purposes of this policy document, the definition of violence is given by the HSE: "any incident in which the employee is abused, threatened or assaulted in circumstances arising out of the course of his or her employment."

This definition includes all forms of physical and non-physical abuse, attack, threat or assault. The Company recognises a wide range of behaviour as violent or aggressive. We appreciate that any of the behavioural activities listed below are damaging to individual employees and to Company work and we are committed to combating them.

The policy extends to all employees, whether permanent, contract, or temporary. All staff is potentially at risk. Higher risks are attached to staff that:

Work in isolation.

Work outside normal working hours.

Are required to do much travelling: journeys and accommodation.

Work in areas of known violent activity.

Are involved in inspections - likely to bring them into conflict.

Section 3.19 Welfare

Churches Fire Security Ltd have a general duty under the Health and Safety at Work etc act 1974 to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees in our employ.

Specifically Managers will ensure compliancy and adequate provision with regards to the Workplace (Health, Safety and Welfare) Regulations 1992 which outlines the provision of:

Health

Adequate ventilation.

Temperature

Lighting

Cleanliness and waste management

Working area

Workstation specification

Safety

Maintenance

Traffic routes

Falls

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Falling objects
Windows, doors gates, escalators
Welfare

Washing facilities
Drinking water
Facilities for changing
Facilities for eating

Section 3.20 Working Alone

The Company will, so far as is reasonably practicable:

Ensure that employees and contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Ensure that measures are taken to protect anyone else affected by solitary working.

The Company recognises that solitary working exposes employees and others to certain hazards. It is the intention where possible, to remove the risks from these hazards, or, where this is not possible, to reduce them to an acceptable level.

For the purposes of this policy document, the definition of the term "working alone" is:

"A person is working alone when there are no other workers present who have knowledge of the work or work place and who are available to respond effectively to unusual occurrences or emergencies."

This does not mean that a person has to be classified as a lone worker for a whole working shift. There may be short periods of the working day (even 10-15 minutes) when people are working alone.

This policy extends to all employees whether permanent, contract, temporary, consultants or any other person working in the organisation.

Those at risk

Potentially any staff member who has to work un supervised and alone, but more specifically:

Service staff including engineers
Office workers
Home workers

Risk to Health and Safety include

Lack of access to assistance in the event of emergency
Lack of access to assistance in the event of an accident
Lack of supervision
Lack of communication

Stress caused by working in isolation - lack of support

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Managers will make assessment of the risks of working alone with the individual and the assistance of the Safety Officer.

These assessments will confirm whether a person on their own can do the work safely.

This process will take account of those persons particularly at risk, the means of access and escape, the type of work being done as well as the working environment.

Particular consideration is given to:

Remoteness or isolation of workplaces

Any problems of communication

Possibility of interference (violence or criminal activity) by other people

The nature of potential injury or to health

Managers and the Health and Safety Officer will develop procedures for their staff to reduce any risks identified. This might involve changes to current working practices or Procedures.

The procedures will be reviewed regularly and revised and updated as necessary by the manager.

Each specific instance where lone working is involved needs to have its own safe working guidelines? Under the First Aid Regulations 1981, companies have a general responsibility to provide appropriate First Aid facilities. We recognise lone workers should have access to a first aid box or be able to phone for help.

Portable First Aid kits are available to you if you generally work outside a normal office environment. These are only for emergency personal First Aid and are available, with a management signature, from Office Services.

Where serious injury is foreseeable as a result of the lone working activity, procedures need to be in place for another person to administer first aid or at least organise help.

Information and Training

All staff assessed to be at risk would receive all the necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks in being involved in working alone. This training is the specific responsibility of the staff members' manager.

Training will ensure that staff are aware of their responsibilities in respect of this policy and make sure they are able to work as safely as possible.

Staff are required to follow the safe working procedures devised locally, which will include the provision of first aid, communication procedures and awareness of emergency procedures.

Records to be kept

Managers, Safety Officers and staff members will keep details of any specialist training given. This will range from simple records of verbal instructions for example, on emergency procedures to full training schedules for the safe completion of a particular work activity.

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If a certain level of medical fitness is prescribed for a solitary working activity, records should be kept of the dates and results of medical examinations and when they are next due. This is a manager's responsibility. Copies of permits to work for contractors are on site.

If a check in/call back procedure is in place, a log needs to be kept of all calls made and a person responsible for the management of this.

All staff diaries must be up to date and available to colleagues and must include details of meetings, contact names, locations and contact numbers.

Section 3.21 Work Equipment

Work Equipment Policy and Procedure

Churches Fire Security Ltd are fully aware that to undertake contracted works in our own , and in client premises will necessitate the use of a range of work equipment.

In accordance with the Provision and use of Work Equipment Regulations 1998 and ensuring that employees use work equipment safely and efficiently the following points are addressed.

- The equipments initial integrity
- The place where it will be used
- The purpose for its use
- Its suitability by design (including ergonomics)
- The energy used or produced
- The substances used or produced
- Ventilation
- Lighting
- Noise
- Dangerous parts
- Safeguards

In order to achieve this Contract Manager is responsible for ensuring:

The suitable work equipment is sourced and purchased or hired; this will be undertaken with particular attention to any applicable European Product Directives.

All operatives are trained in the use of the work equipment.

All operatives are aware of the safety precautions and the resultant actions taken by the company if these precautions are not implemented or overridden i.e. guarding, interlocks etc

Work equipment is not modified in any way and is only used for the purpose in which it is intended.

An assessment of the use, and the environment in which it will be used, will be undertaken and any additional controls such as adequate ventilation, noise control, PPE shall be implemented prior to use.

A mechanism such as a work equipment tick sheet shall be undertaken to provide a schedule of periodic inspection.

Any applicable maintenance schedules will be undertaken and a log kept

Any statutory certification of inspection shall be held and renewed where applicable.

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All operatives have a duty to advise the contract Manager of any defective equipment or equipment that on inspection appears damaged or a potential hazard and the Contract Manager will withdraw from use and have repaired or replace where necessary.

Where electrical work equipment is used the Contract Manager, where practical, will purchase or hire 110v equipment ensuring that the transformer and any associated supply leads are tested under Portable appliance schedules.

Churches Fire Security Ltd does not purchase access equipment such as scaffolding, towers or mobile elevated work platforms. This equipment is hired for the specific task as part of the contract.

On hire of this equipment the Contract Manager or site engineer will ensure that all equipment is accompanied with the appropriate documentation of certification and inspection.

All operatives using this equipment have received prior training and undergo refresh training when necessary.

In summary Churches Fire Security Ltd is aware that the a high percentage of tasks undertaken by their engineers will not necessitate the use of electrically, hydraulically or pneumatically powered equipment but will include equipment to work at height and hand tools.

The company is committed to ensuring that all equipment used by their engineers is used with competence, safely and efficiently and will ensure that all policies and arrangements relating to work equipment are reviewed periodically.

Section 3.22 Working at Heights.

Working at Height is defined as work in any place, including a place at or below ground from which a person could fall a distance liable to cause personal injury. This includes obtaining access and egress to, or from, a place of work but not a staircase in a permanent workplace.

Churches Fire Security Ltd is aware that there are specific precautions to be taken for all work at height regardless of the distance a person might fall. Hence when considering work at height Churches Fire Security Ltd will take into account the potential that someone might fall and not the distance that that fall might be

Churches Fire Security Ltd is aware of the significant hazards that are associated with temporary working at height including:

Persons falling from height

Materials falling from height, where tools and materials may fall from height causing injury to persons passing under the work area

Instability of the work area, either through incorrect set up, adverse weather conditions or structural collapse

Means of access movement, often followed by falls of persons, movement of ladders, stepladders or other means of access is a significant risk in itself

Vertigo/dizziness. Some individuals are prone to disorientation and sickness and should not be allowed to work at height.

Churches Fire Security Ltd are aware that we have a statutory duty to consider whether a task could be undertaken without working at height, but where this is not practical the Contract Manager will undertake a risk assessment which will address:

The activities that involve working at height

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The level of risk associated with working at height
 The potential for persons to fall through a distance – this could include those working on the ground that are at risk from falling into an excavation etc
 The potential for tools, materials and equipment to fall through a distance
 The need to effect an evacuation from a working area.
 When evaluating the level of risk the Contract Manager will consider
 The existing control measures
 The persons working at height and their level of skills, knowledge, experience and physical health.
 Persons not working at height but who falling objects might otherwise effect
 The nature of the task and the frequency in which it is undertaken
 The proximity of fragile surfaces
 The potential influence of changing weather conditions

From initial risk assessments Churches Fire Security Ltd’s will adopt the following strategy when having to undertake working at height:

Plan and organise the working at height
 Ensure that all personnel who are to work at height have had the relevant information, instruction and training and experience in which to be competent in undertaking the tasks.
 Having undertaken a comprehensive risk assessment all findings are discussed with personnel and controls discussed and implemented.
 Where fragile surface are present therefore creating additional and specific risks the Contract Manager will again determine if access to these areas is necessary and implement additional controls if necessary.
 Apart from the use of ladders Churches Fire Security Ltd will hire in any equipment necessary for working at height. On receipt of this equipment the hire company will be asked to produce the relevant inspection and maintenance documentation relating to the equipment.
 This will also include any means of arrest such as harnesses and lanyards.

When considering working with ladders Churches Fire Security Ltd will ensure that:

The work is short duration and involves only light work
 Three points of contact can be maintained at all times
 The work only requires one hand to be used
 The work can be reached without stretching
 The ladder will be fixed to prevent slipping
 A good handhold is available
 The ladder is safe to use and is regularly inspected (The Churches Fire Security Ltd tools and ladder inspection sheet will be used (See Health and Safety System))

Churches Fire Security Ltd are committed to ensuring that working at height is only undertaken where absolutely necessary and will continue to review these tasks and evaluate any technical advances that reduce the risk to employees

Section 3.23 Working with Electricity

During the course their activities some engineers will need to access electrical panels in order to:
 Fault find on electrical circuitry inside a fire alarm panel or
 Gain access to a means of power interruption (e.g. fuse board) in order to isolate a panel to be diagnoses or replaced etc.

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In most cases the client's competent persons will perform the latter but in cases where Churches Fire Security Ltd operatives are called upon to undertake these tasks only competent electricians will be permitted.

The Electricity at Work Regulations 1989 is the principal legislation relating to electrical testing activities. Regulation 4 (3) requires that " work on or near to an electrical system shall be carried out in such a manner as not to give rise, so far as is reasonably practicable, to danger.

Regulation 14 places a strict prohibition on working on or near live electrical conductors unless:

- a) It is unreasonable for the equipment to be dead
- b) It is reasonable for the work to take place on or near the live conductor
- c) Suitable precautions have been taken to prevent injury

Injury can occur when live electrical parts are exposed and can be touched, or when metal work, which is supposed to be earthed, becomes live at a dangerous voltage.

The likelihood of touching live parts is increased during electrical testing and fault finding when conductors at dangerous voltages are often exposed.

Preventing Electrical Hazards

The company believes that electrical accidents appear to be caused by a combination of three possible factors- unsafe equipment and/or installation, workplaces made unsafe by the environment, and unsafe work practices. There are various ways we can protect people from the hazards caused by electricity. These include: insulation, guarding, grounding, electrical protective devices, and safe work practices. Before employees prepare to work with electric equipment they are to check the insulation before making a connection to a power source to be sure there are no exposed wires. The insulation of flexible cords, such as extension cords, is particularly vulnerable to damage.

General Precautions

Before work is carried out the supply or plant and equipment should be disconnected and locked out. No one should enter enclosures without locking the main circuit breaker in the OFF position and ensuring that all poles of the breaker are open. For voltage systems a formal system of work such as a Permit to Work be adopted and warning notices must be displayed at the points of isolation.

Working Live

Precautions must be taken to prevent people approaching dangerously close to live high voltage conductors. This will normally mean that any work on high voltage equipment is undertaken only after all the above precautions have been taken. There are, however, some special situations where by the use of appropriate tools, apparatus and precautions, work on live high voltage conductors may be permissible while the people involved are at a safe distance.

Guarding

Live parts of electric equipment operating at 50 volts or more must be guarded against accidental contact. Guarding of live parts may be accomplished by:

Use of permanent, substantial partitions or screens to exclude unqualified persons;

Entrances to rooms and other guarded locations containing exposed live parts must be marked with conspicuous warning signs forbidding unqualified persons to enter.

Insulation

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Insulators-such as glass, mica, rubber, and plastic-are put on conductors to prevent shock, fires, and short circuits.

Employees must ensure they always stand on a dry insulating surface capable of withstanding the voltages that can be encountered. Hands, shoes and the floor of the area where the test is carried out must be dry. Tasks should not be made under conditions that could affect this precaution.

Circuit Protection Devices

Circuit protection devices are designed to automatically limit or shut off the flow of electricity in the event of a ground-fault, overload, or short circuit in the wiring system. Fuses, circuit breakers, and ground-fault circuit interrupters are three well-known examples of such devices.

Employees will ensure that all plant and equipment is supplied with a protection device such as a 30mA RCD in order to afford the above protection.

Tools.

To maximise their own safety, an employee should always use tools that work properly. Tools must be inspected before use, and those found questionable, removed from service and properly tagged. Tools and other equipment should be regularly maintained. Inadequate maintenance can cause equipment to deteriorate, resulting in an unsafe condition.

Tools that are used by employees to handle energised conductors must be designed and constructed to withstand the voltages and stresses to which they are exposed.

Rubber matting specified to insulate

De-energising Electrical Equipment.

The accidental or unexpected sudden starting of electrical equipment can cause severe injury or death. Before ANY inspections or repairs are made—even on the so-called low-voltage circuits-the current must be turned off at the switch box and the switch padlocked in the OFF position. At the same time, the switch or controls of the machine or other equipment being locked out of service must be securely tagged to show which equipment or circuits are being worked on.

Training

To ensure that they use safe work practices, employees must be aware of the electrical hazards to which they will be exposed. Employees will be trained in safety-related work practices as well as any other procedures necessary for safety from electrical hazards.

Safe Work Practices

Employees and others working with electric equipment will use safe work practices. These include: de-energising electric equipment before altering or making repairs, using electric tools that are in good repair, using good judgement when working near energised lines, and using appropriate protective equipment.

Employees will not work alone when working on circuits where shock hazards may exist. A nearby person should be told that such measurements are to be made and he should know what action to take if there is an accident.

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Section 3.24 Young People

The Company is aware that young people are not experienced in a working environment. As a consequence we have an additional duty of care. The Company will therefore assess and document the additional risks and the measures needed to ensure the Health and Safety of young people.

We are aware of the statutory restrictions imposed on work undertaken by young people and comply with those restrictions. Young people will receive the raised level of information, training and supervision needed so that they can work safely.

Those at risk

Anyone under the age of 18

Pupils and young people on training schemes

Young people on placement from school or college

Risks to health and safety

General inexperience of the working environment

Lack of knowledge

Possible immaturity

We have a responsibility to carry out risk assessments for young people. We must undertake the assessment before the young person starts and should consider:

The inexperience and therefore lack of awareness of risk of the young person

Health and Safety training to be given.

The nature and layout of the work area

The types of equipment and work activities to be undertaken

A young person should not be expected to do any of the following:

Work beyond their physical or mental capabilities

Work involving exposure to chemicals or radiation

Work involving risks to health from noise, vibration or temperature extremes

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Section 4 RISK MANAGEMENT (ANNEX)

Section 4.1 Risk Management (principal)

Churches Fire Security Ltd recognise that some activities at work, unless properly controlled, create risks to members of staff. We will therefore, take all reasonable measures to make these risks as small as possible.

The Management of Health and Safety at Work regulations 1999 require us to carry out suitable and sufficient risk assessments of activities undertaken at work. We must record the results and advise staff what the risks are and how they are controlled. This section of the policy aims to guide those responsible through the process of assessing risk, prioritising risks and developing local Health and Safety Plans.

Section 4.2 Guide to assessing risks

Risk is essentially a combination of three factors:

The number of people that could be affected

The severity of likely injuries that persons could suffer

The likelihood of harm actually occurring.

The overall risk can be determined using the following formula:

Risk Rating = Severity x Likelihood

The overall risk rating score will provide an indication as to the level of risk associated with work activities and will help to decide whether the risk is 'acceptable'. It can also be used to prioritise actions to enable resources to be directed to control activities that pose the greatest risk.

When assessing the severity of harm that could occur, the likely outcome of the accident should be considered. For example, a trailing cable across a walkway is likely to cause a minor injury although if the cable were at the top of stairs then the likely injury would be 'major'. Similarly, when assessing the likelihood of an accident occurring, the assessor should concentrate on what is likely, not what is possible.

Existing control measures should be evaluated to identify whether they are sufficient to control the risk. If control measures have been stipulated for a work activity, it should be ascertained whether those measures are actually being implemented as planned. This will require both observation and questioning of employees. It is often found that insufficient training has been given or that procedures, although understood, are not being implemented due to a lack of management control. The assessor should also assess the impact of the severity or injury on first-aid requirements.

The activities should be risk assessed as follows according to the criteria set out in the table below.

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Risk Rating Score													
Number of People Affected	Severity of Injury		Likelihood of Occurrence										
1 – 5 Persons	Delay/Trivial Injury	1	Highly Unlikely 1										
5 – 50 Persons	Minor Injury	2	Unlikely 2										
50+ Persons	Lost Time Injury	3	May Happen 3										
Public/Vulnerable Persons	Major Injury	4	Likely 4										
	Fatal	5	Highly Likely 5										
Score*	Action to be Taken												
Less than 5	Risk is low. Action is required to reduce the risk, although low priority. Time, effort and cost should be proportional to the risk												
5 to 10	Risk is medium. Action required soon to control. Interim measures required in the short term.												
10 to 15	Risk is high. Action required urgently to control risks. Interim measures required in the short term. Significant effort, time, etc may have to involve some considerable effort and time to control												
<p>Notes:</p> <p>If the public or vulnerable persons could be affected by the works activities, the appropriate weighting should be applied.</p> <p>Negligible injuries include bumps, small cuts, abrasions etc.</p> <p>Minor injuries include those injuries that could result in time off work etc.</p> <p>Major injuries include broken limbs, injuries to eyes, asphyxiation etc.</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;">Improbable</td> <td>Probability close to zero</td> </tr> <tr> <td>Remote</td> <td>Unlikely</td> </tr> <tr> <td>Possible</td> <td>Could occur sometime</td> </tr> <tr> <td>Likely</td> <td>Not surprised that it will happen</td> </tr> <tr> <td>Certain</td> <td>Most likely to happen. Not 'if but when'</td> </tr> </table>				Improbable	Probability close to zero	Remote	Unlikely	Possible	Could occur sometime	Likely	Not surprised that it will happen	Certain	Most likely to happen. Not 'if but when'
Improbable	Probability close to zero												
Remote	Unlikely												
Possible	Could occur sometime												
Likely	Not surprised that it will happen												
Certain	Most likely to happen. Not 'if but when'												
* If the score is low due to effective control measures being in place, action must be taken to ensure that those measures remain in place.													

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As a general rule, if the risk rating score is 10 or less, it is unlikely that any further action will need to be taken apart from reviewing the assessment. If the cost of eliminating or significantly reducing the risk is small, however, consideration should be given to taking some action. All pertinent factors should have been considered before the risk is dismissed as trivial. If the number of people affected or the severity of injury is high and the only reason that the overall score is low is due to the effectiveness of the control measures that are in place, then action must be taken to ensure that those measures remain effective.

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