TITLE PAGE

Prepared by:	Invicta Storage Systems Safety Advisor
Reviewed by:	ISS Management Team
Authorised by:	ISS Managing Director (Director responsible for safety)

The following document will be reviewed and amended; the next page will give details of amendments and dates of any revisions.

DATE OF REVIEW	SECTIONS REVIEWED	CHANGES/COMMENTS
April 2007 Rev01	CDM	Welfare comment with regards inclusion within CDM regulations (construction)
April 2007 Rev01	Welfare	New policy due to new legislation 1st July 2007
April 2007 Rev01	Smoke free policy included	The following sections have been amended Policy statement
April 2009	Reviewed entire document	CDM Flow chart section Section 3.10 Section 5 recording accidents data Section 9 FA Section 12 Monitoring Section 13 Noise/HAV Section 17 Records
April 2010 Rev02		Amend management structure Amend Section 11 method statements
April 2011	Reviewed entire document	Organisational structure for heath and safety management
September 2012	Reviewed entire document	Management structure amended
May 2013	Reviewed entire document	Management structure amended
November 2013	Management structure and asbestos section	Management structure amended. Asbestos section clarified ï Invicta do not undertake Asbestos works.

HEALTH & SAFETY POLICY STATEMENT

It is the policy of Invicta Storage Systems Ltd, to ensure that the working conditions are safe and healthy for their employees. The company's operations will be carried out in such a manner that the health and safety of all persons concerned either directly or indirectly are not adversely affected, so far as reasonably practicable.

The company will comply with duties bestowed on it by the Health and Safety at work Act 1974 and other subordinate legislation made possible by the act.

Directors and managers are required to promote an awareness of safety in all employees as an integral part of good management.

The above will be achieved with the health and safety management procedures, which will be reviewed annually or as and when circumstances dictate. This will then be brought to the attention of all employees to help promote active participation of all employees with safety issues.

All employees will be made aware of this policy and how it affects them, with their help the company will strive to achieve a safety culture that will benefit all. Active discussion between all staff will not only be welcomed it will be encouraged.

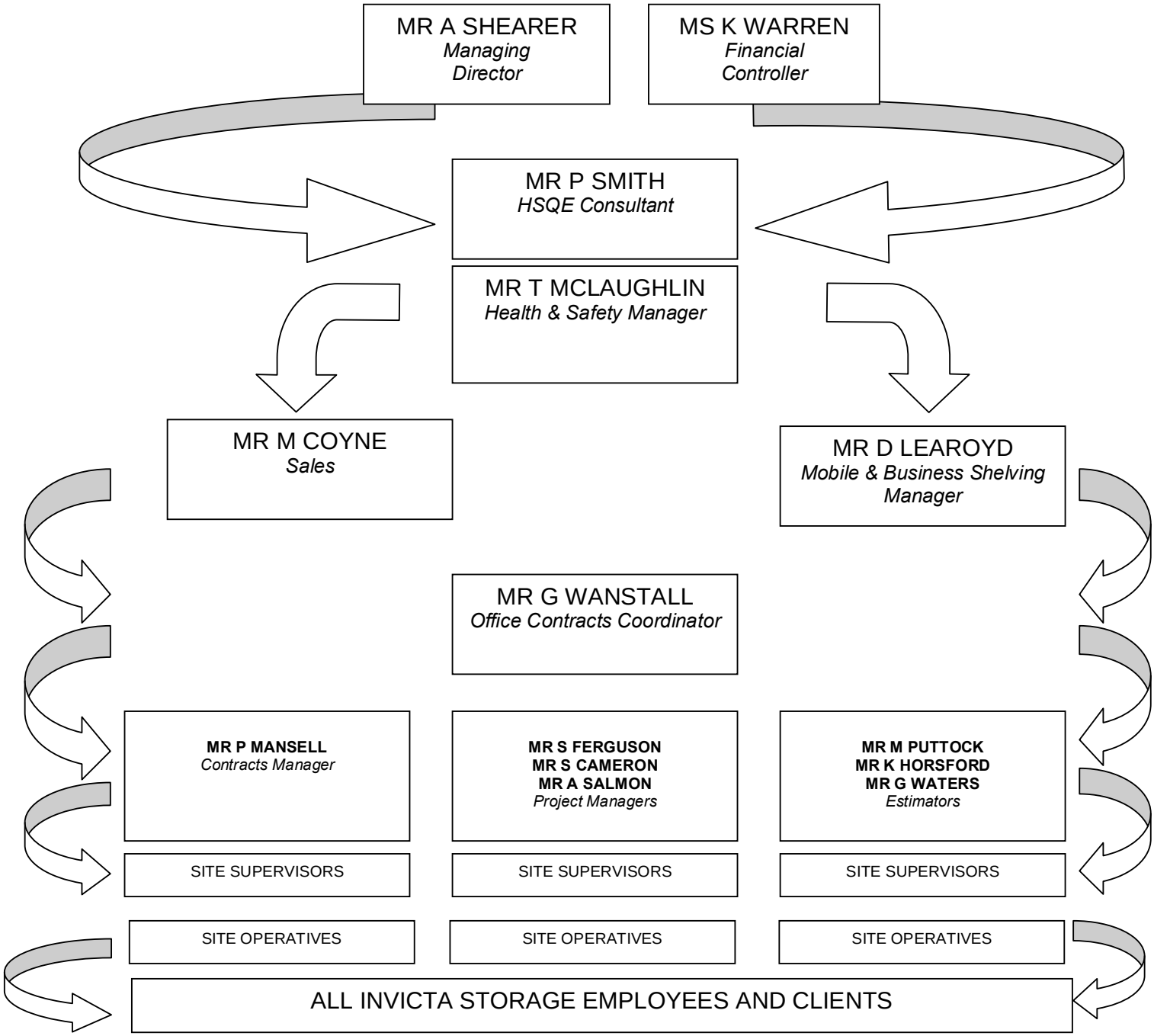
Senior management will monitor all near miss and accident records and investigate to an appropriate level with the ultimate aim to prevent recurrence and maintain a safe working environment for all employees and others who may be affected by the business activities.

The policy will be reviewed annually.

Andy Shearer
Managing Director

April 2014

INVICTA ORGANISATIONAL STRUCTURE FOR HEALTH & SAFETY MANAGEMENT



RESPONSIBILITY FOR PLANNING, OPERATION AND CONTROL OF HEALTH AND SAFETY

1.0 DIRECTORS

a) Apply this health and safety policy, monitor and control management of the policy to ensure effective implementation and improvement.

b) Set performance targets

c) Ensure that adequate resources are provided to carry out all operations with due regard to health, safety and welfare.

d) Set up consultation team for the sole purpose of improving health, safety and welfare

2.0 Division managers/contract managers/project managers/site surveyors/sales staff
design team/support staff

a) Ensure that the workplaces under their control are adequate with respect to health, safety and welfare and are effectively managed and controlled.

b) Ensure that a suitable project specific health and safety plan is provided and adequate information is provided.

c) If in control of design and specifications of projects, give adequate thought to the hierarchy of risk control i.e. design hazards out.

d) Divisional managers to provide monthly reports on the effectiveness of the management procedures.

e) Ensure that employees and sub-contractors are competent and recommend remedial measures.

f) Ensure a mechanism is in place for the consultation with employees.

g) Ensure individuals under their control are made aware of the safety precautions associated with their type of work and that their place of work is safe through the provision of induction training and toolbox talks.

h) Carry out risk assessments and help devise safe systems of work, then play a active role in reviewing and monitoring

i) Ensure that all safe systems of work are being adhered to and take effective steps to stop non-compliance.

3.0 SITE SUPERVISORS

a) Ensure that the workplaces under their control are adequate with respect to health, safety and welfare and are effectively managed and controlled.

b) Ensure that a suitable project specific health and safety plan is provided and adequate information is provided.

c) Carry out weekly inspections of the project with regards to health and safety.

d) Keep records of inspections, induction training etc in the site register, carry out toolbox talks, task briefings and site inductions.

e) Ensure that employees and sub-contractors are competent and recommend remedial measures.

f) Ensure the mechanism for employee consultation is being used

g) Liaise with client on issues about health, safety and welfare

h) Maintain means of access to and egress from their place of work, that are safe and without risk to health.

i) Make sure that all risk assessment procedures and safe systems of work are complied with.

4.0 ALL EMPLOYEES

a) Take reasonable care for the health and safety of themselves and others that may be affected by their activities at work.

b) Report on any hazards or unsafe practices to their supervisor

c) Co-operate with their supervisor or any other person so far is necessary to enable them to comply with any duty or requirement imposed on them by any statutory provision.

d) Use all tools and equipment for their work correctly and report defects.

e) Refrain from horseplay and abuse of welfare facilities.

f) Use protective clothing and safety equipment supplied.

1.0 On receipt of clients initial enquires, director will attend site to survey the scope of works required. They will consult with the CDM Coordinator to ensure that the client has been informed of their duties under the 2007 regulations

Some of the criteria follow:

- 30 working days
- 500 person days (aggregate)

3.0 The regulations place duties on a number of parties, clients, designers, CDM Coordinator, and principal contractor.

Two documents are defined within the regulations:

- Health & safety plan (information on how the project will be built safely)
- Health & safety file (information for future works and safe maintenance)

4.0 Duties under the regulations

Client

- Check competence and resources of all appointees
- Ensure there are suitable management arrangements for the project
- Allow sufficient time and resources for all stages
- Provide pre-construction information to designers and contractors

CDM Co-ordinator

- Ensure designers comply with their duties (in particular reduction of risk)
- Ensure designer co-operate with each other with regards to health & safety issues
- Advise the client on the pre-construction health and safety plan
- Ensure the client receives advice on competence and allocation of resources by designers and contractors
- Prepare the health and safety file and deliver it to the client on completion of the project

The CDM Coordinator should play an active role throughout the life of the project, acting as a central point for communication

Designers

- Inform the client of their duties under the regulations

- Consider the hazards and risks those constructing their design may face and design to avoid those risks so far as reasonably practicable
- Ensure the design includes adequate information on health and safety
- Pass information to the CDM coordinator for inclusion in the health and safety file
- Co-operate with the CDM coordinator and other designers

Principal contractor

- Develop the pre-construction health and safety plan into a working document
- Arrange for competent and adequately resourced contractors to carry out the work (if works are sub-contracted out)
- Collate the major findings from risk assessments
- Control all activities on the project
- Inform all persons involved with the project about the risks involved
- Establish site rules necessary for the implementation of the health and safety plan
- Take reasonable steps to ensure that only authorized persons are allowed on site
- Must ensure that the following are displayed: HSWA poster, F10 and accident book
- Provide information to the planning supervisor for inclusion in the health and safety file
- Monitor and review the health and safety plan

Sub-contractors

- Provide information for the health and safety plan about the risks arising from their work
- Provide information about the steps they will take to control the risks
- Manage their work to comply with the rules in the health and safety plan and directions of the principle contractor
- Report all accidents and incidents to the principal contractor
- Provide information to their employees

Employees

- Entitled to information about health and safety during the construction phase
- Able to express their views about health and safety to the principal contractor

To allow the recording of information during a projects construction, a project register will be produced, the register will contain.

- Records of training
- Scaffold and tower inspections
- Electrical equipment inspections
- Lifting equipment inspections
- Plant inspections
- Young persons risk assessments
- Register of COSHH substances that will be present on that project
- Accident reporting information

The project health and safety plan must address the following issues

- Contain a copy of the policy statement
- Project information (what is being built)
- Risk assessment information
- Roles and responsibilities of individuals involved
- Site rules
- Accident and emergency procedures
- Welfare arrangements
- Communication
- Method statements (this may have to be a separate file)
- Monitoring and review

The above will be monitored on a monthly basis to check its effectiveness and amendments made as required.

ALL CONSTRUCTION PROJECTS

Construction (Design and Management) Regulations 2007 gives employers, the self-employed and those who control the way in which construction work is carried out various duties including:

- Safe place of work
    - Safe access and egress to places of work
    - Safe places of work with adequate space for workers
    - That people are prevented from gaining access to unsafe access or workplaces
- Excavations are safe
    - Ensure that excavations do not accidentally collapse

  - Prevent, so far as is reasonably practicable, a person from being buried or trapped by a fall of material
  - Support, so far as is reasonably practicable, the sides, roof or adjacent area to prevent a collapse
  - Provide suitable and sufficient equipment to support the excavation
  - Work on supports for an excavation only under competent supervision
  - Stop any person vehicle or equipment being near to an excavation where it is likely to cause collapse
  - Prevent any risk so far as is reasonably practicable, of injury from underground cables or services
  - Prevent persons, vehicle or plant, equipment or any accumulation of material falling into the excavation

- Fire & other emergencies

  - Provide unobstructed, properly signed emergency routes and exits to a place of safety
  - Set up appropriate emergency procedures with designated people
  - Make people on site familiar with procedures and test the procedures
  - Provide suitable signs to indicate the fire fighting equipment

- Welfare facilities

  - Provide sanitary and washing facilities with adequate supply of drinking water
  - Accommodation for clothing and changing facilities
  - Rest facilities

- Traffic routes & Vehicles

  - Organized so that vehicles and people can move safely
  - Organized so there is a separation between people and vehicles, or where this is not reasonably practicable, people are protected and warning of approaching vehicles is given
  - Vehicles can only be used where routes are free of obstructions, there is sufficient room or warning has been given to the driver
  - Suitable signs should be erected

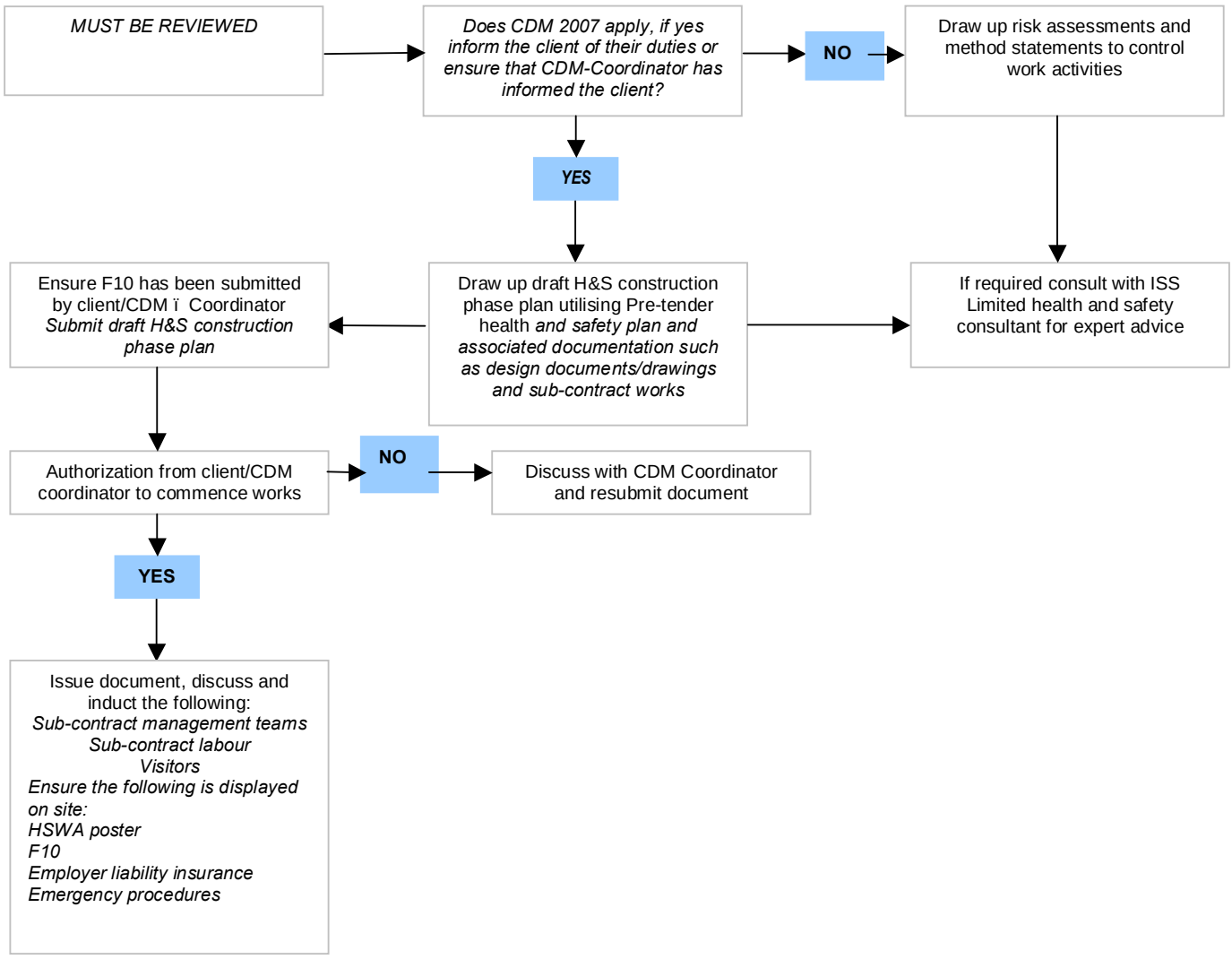
- Training, Inspection and Reports

- Construction work where training or technical knowledge is required to protect people shall only be carried out by competent people or under competent supervision
- Where the work is part of an excavation make sure it is inspected before work and at specified intervals by a competent person

The competent person must produce reports of inspections before the end of the working period

The above list is by no means complete and each project must be evaluated on its own unique characteristics

8.0 A flow chart gives a brief outline



1.0 General

The following activities are those that management has the responsibility to ensure are carried out. These are key activities and collectively form the basis of health and safety management of ISS projects regardless of value, size and complexity.

2.0 Risk assessment

There are legal requirements to carry out risk assessment, which is explicit in a number of specific regulations. Details of risk assessment procedures follow in this document.

3.0 Method statements

Where activities are of significant risk a written safe system of work must be produced and agreed prior to work commencing. Details of what a method statement should contain follow in this document.

The health and safety at work act 1974 requires the provision of a safe system of work. Where special precautions have to be taken before, during or following any potentially hazardous operation, the permit to work system will be used to increase the effectivness of the system of work. Details of the permit system follow in this document.

4.0 Safety appointments

Not withstanding line management responsibilities for managing safety, where ever possible individuals should be appointed to supervise or manage specific areas of safety. They are to be appointed in writing and trained to a level such that they can discharge these duties in a competent manner.

5.0 Health and safety plans

Where projects are deemed notifiable under CDM regulations the health and safety plan is the means by which operational activities are planned, implemented, managed and reviewed. It is a working document and must relate specifically to an individual site.

6.0 Supervision

Adequate supervision must be provided given the nature and complexity of the contract. Management must ensure that in addition to any ISS supervision that all sub-contractors provide suitable and sufficient supervision to help discharge their own legal duties.

7.0 Monitoring

Safety monitoring is a key activity and is carried out on a continuous basis. Site supervisors will have weekly monitoring activities, backed up by monthly monitoring carried out by senior line management. The aim is to maintain compliance with legal standards, identify trends/patterns and to improve the safety management system.

8.0 Accident/incident reporting and investigation

All accidents, incidents or other occurences must be reported immediately to ISS head office reporting directly to a director if possible. All situations must be investigated, the level of investigation will depend on the severity of the occurrence. This will help the organisation fullfil some legal obligations and help prevent recurrence. It will also be a reactive form of monitoring safety, but the company ethos will still remain a proactive stance.

9.0 Record keeping

At each work place a ISS safety register will be held for keeping statutory records. The register will form part of the monthly checks to see that all statutory obligations are being complied with.

10.0 Communication

ISS management accept that this document and health and safety management rely on good communication, all employees will have this document and subsquent H&S information conveyed to them in the following way.

1) Induction process
2) Notice board
3) Employee appraisals
4) Project risk assessment and method statement reviews
5) Task briefings
6) ISS management meetings

7) As and when deemed necessary
8) ISS operates an open door policy

The method of consultation will be direct i.e. one to one

11.0 Sub-contractor selection and assessment

The managing director will ensure that all sub-contractors are suitably vetted and assessed with regards their competence and H&S management systems in place before they commence works for ISS

Risk assessment is the key to our accident prevention strategy, it is also a requirement of the Management of Health and Safety at Work Regulations, this policy outlines the company's risk assessment system in terms of the system objectives and management of the system.

Because of the nature of the organisations undertakings, risks can be categorised in two following ways:

Generic i.e. the hazard remains the same whatever the environment

Site specific i.e. the environment has either affected the generic hazard or a hazard is present that the business has not been subjected to in the past.

The organisation utilises a specific risk assessment system to help document and control both types of risk.

Azzmet Risk assessment & method statement system

Risk Assessment System Objectives

The objectives of the risk assessment system are:

1. To ensure that all the main hazards affecting employees and other persons affected by our work activities are properly assessed for their level of risk.
2. To put in place the necessary additional control measures required as a result of the risk assessment process.
3. To ensure that the risk assessments are reviewed regularly (yearly) and take into account changes to workplaces, practices and the introduction of new technology as well as incidents or events.
4. Identify where specialist risk assessments such as COSHH, Noise etc may be required.

Risk assessment will follow the 5 step approach and incorporate the appropriate risk rating system.

The risk assessments once completed will be communicated to the staff involved in the area/activity concerned and a copy kept at workplace level.

Specialist Risk Assessments

Where specialist risk assessments are required these will be subject to a separate policy and undertaken in conjunction with any specialist support required and communicated as per the risk assessments above.

1.0 INTRODUCTION

Accurate and prompt accident / incident reporting is vital to:
Allow the review of working practices
Discharge employer/employee legal duties
Allow prompt investigation of significant incidents
Satisfy insurance requirements

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of accident reporting must consult the appropriate references listed at the end of this section.

4.0 ACCIDENT BOOK

It is a legal standard that an accident book must be located at all places of work and must be accessible to all employed there. However all entries must be witnessed by a member of ISS line management.

5.0 REPORT FORM

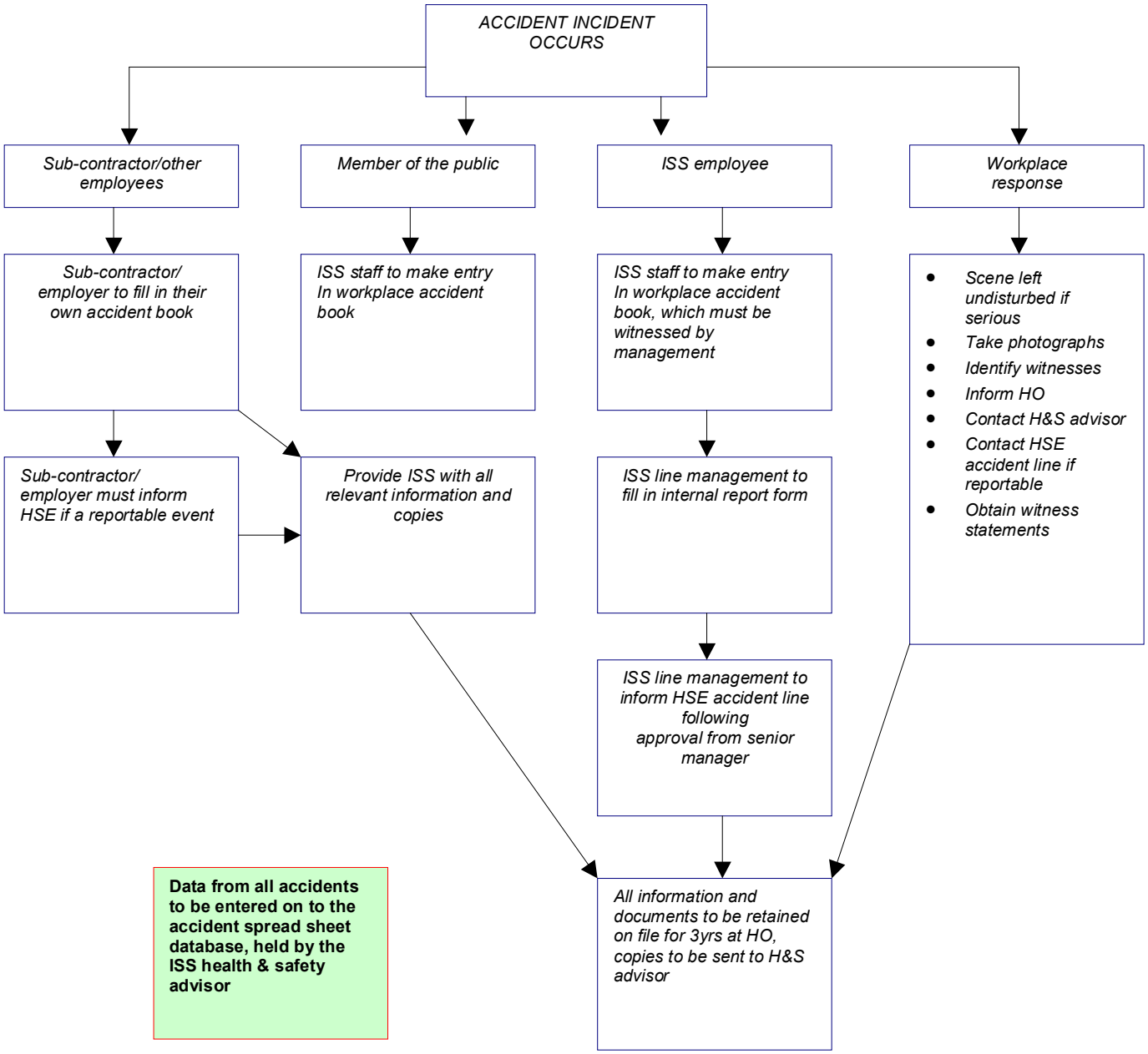
All accident/incidents must be entered on to ISS report form, example copy at the end of this procedure. The details from this form will be used for internal purposes and elements will be used to inform the Health and Safety Executive if the accident or occurrence is notifiable under the Reporting of Injuries and Diseases and Dangerous Occurrences Regulations (RIDDOR). A HSE reporting hotline is now in operation the number will be at the end of this procedure, advise can be obtained to whether it need to be reported from ISS H&S advisor.

6.0 PUBLICATIONS

HSE PUBLICATION A GUIDE TO RIDDOR 95 (AND 2013 UPDATE)

GE700 CITB PUBLICATION (AVAILABLE ON THE COMPUTER NETWORK AT HO)

7.0 WORKPLACE MANAGERS ACCIDENT REPORTING AND INVESTIGATION FLOW CHART



1.0 INTRODUCTION

Exposure to hazardous substances in the workplace affects many thousands of people.

Exposure to airborne contaminants, contact with liquids, gasses and solids can cause immediate adverse affects or may take many years to manifest.

Specific legislative controls exist in the form of the Control of Substances Hazardous to Health Regulations.

Every effort must be made to identify, eliminate, substitute or control any exposure in order to prevent ill effects from use or application.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors.

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of hazardous substances must consult the appropriate references listed at the end of this section.

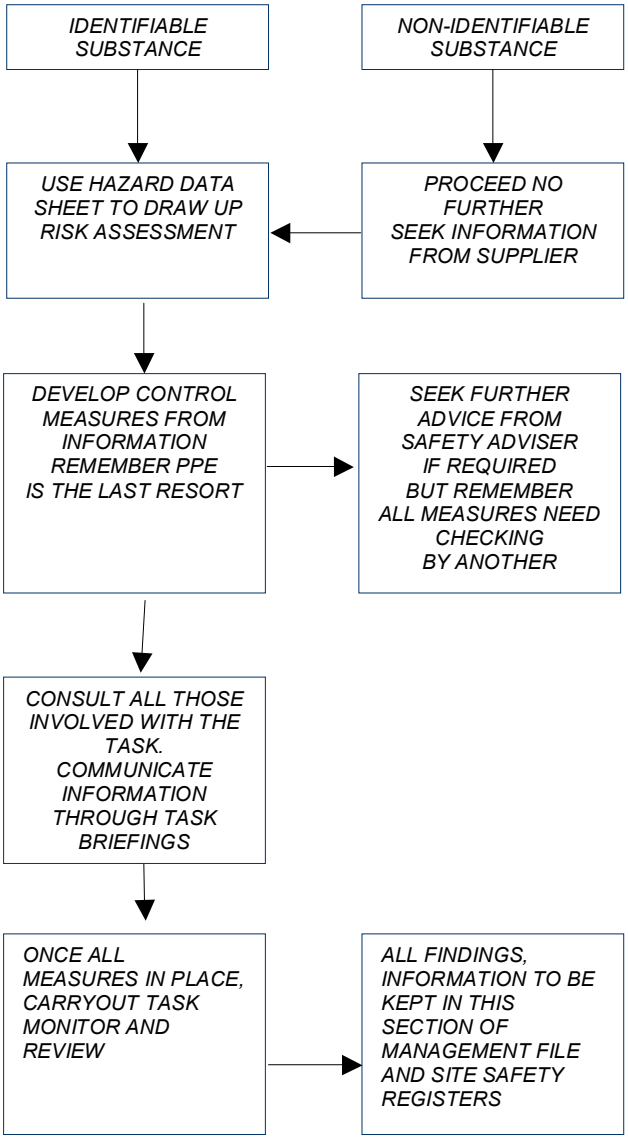
All substances used by the company, must be supplied with a hazard data sheet. This sheet will help to assess the risks of using that substance in the workplace and help to build effective control measures.

Using the hazard data sheets a COSHH assessment must be carried out, for many substances and activities this will be a once only procedure that must be monitored and reviewed for its effectiveness. Occasionally new substances may have to used or different techniques that will require new assessments to be carried out.

Once an assessment has been carried out this will form part of or could even be the safe system of work, dependant on the risk. For most substances the company uses these will be of a generic nature (they must however be reviewed once a year)

As with all risk assessments/method statements it will be communicated to all involved.

4.0 Management flow chart for substances hazardous to health



5.0 PUBLICATIONS

HSE PUBLICATION — COSHH APPROVED CODE OF PRACTICE EH40

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

Electricity is used in the workplace extensively in varying voltages and applications. It is a valuable source of energy and if used correctly is very safe. However if abused or interfered with by untrained persons it can be lethal.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors.

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of electrical work must consult the appropriate references listed at the end of this publication.

Only trained and qualified electrical contractors or engineers can carry out work on electrical systems or maintain/repair electrical equipment.

All electrical installations must comply with the current regulations and standards.
A completion/hand over certificate must be issued.

All identified sources, whether underground, surface, concealed or overhead must be isolated.

Warning signs must be displayed giving information regarding voltage and distance parameters where there is a significant risk of impact or disturbance.

Work on live equipment is not permitted

A risk assessment/method statement must be in place before any works can be carried out on an electrical installation, this will require the use of a permit to work.

No work can be undertaken within 0.5 metres of a surface or underground service using mechanical plant or machinery.

A full survey must be made of electrical services, using current knowledge, plans, utilities information and cable avoidance tools before any penetrations can be made into the ground.

All switches and distribution enclosures must be secured to prevent unauthorised access, but not compromise emergency access. They may in some circumstances be subject to a permit to work.

All electrical supplies above 110v must be suitably protected against external influences and mechanical damage, e.g. armoured type cable, conduit, or safe by location.

Electrical equipment and installations must be tested and inspected at the following maximum periods.

LOCATION	
Permanent offices fixed installations	5 years
Site offices	12 months
Permanent office equipment	12 months
Site office equipment	6 months
Site distribution systems and equipment	3 months

The above inspections and tests must be carried out if any alterations are made or before first use if this is less than the stated period. All equipment must be suitably marked with date of test/inspection and its details logged in the site register or for HO equipment in this section of the procedures.

4.0 PUBLICATIONS

HSE PUBLICATION	ELECTRICITY AT WORK REGULATIONS GUIDANCE ELECTRICAL SAFETY ON CONSTRUCTION SITES AVOIDING DANGER FROM UNDERGROUND SERVICES

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

Each project undertaken by ISS will contain unique risks related to fire and must include a site specific fire plan

An effective fire plan must be clearly written and will use drawings wherever possible to illustrate the intended methods of control.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

It may be the case that ISS will have to comply with a clients fire practice, in this instance this must be in the form of a contractual agreement.

3.0 KEY PERSONNEL

Divisional managers

- Help write project fire safety plan
- Convening liaison meetings with designers
- Update, review and disseminate information relevant to the fire safety plan
- Seek technical advise, means of access and provision of site fire plan, details of out of hours contact numbers and key holders
- Ensure the fire safety plan is communicated to all involved
- Ensure hot work permit system is implemented if required

Site Supervisors

- Weekly inspection of all fire appliances, emergency routes and access for local fire brigade
- Weekly inspections identifying changes in routes and assembly points, where necessary carry out tests of alarms and detection devices installed on site
- End of shift procedures for hot work permits and checks
- Periodic testing of equipment and evacuations
- Liaise with sub-contractors with regards to fire plan
- Keep records of all checks and inspections

- Accountability of all employees on site in the event of emergency or practice
- Promote fire safety and good house keeping at all times

As well as the above general duties the site supervisor in conjunction with all those involved with the project will look at

- Review means of access and egress to all areas of the project
- Ensure fire points and alarm operation points are strategically placed for easy accessibility
- Ensure fire fighting equipment is fully charged
- Ensure escape route signs are in position and show the correct passage of escape
- Ensure hot works have ceased, equipment removed and stored correctly
- Ensure all cylinders and flammable materials are stored correctly
- Confirm that supplies of all flammable materials are limited to only one days supply
- Combustible waste does not accumulate
- Empty flammable liquid and LPG containers are to be separated from full ones, and areas marked with appropriate signs
- Flammable liquids and LPG containers are to be stored in accordance with guidance notes referred to at the end of this procedure

4.0 STANDARD

All persons responsible for estimating, planning, procurement, management and supervision of fire prevention must consult the appropriate references listed at the end of this procedure.

An effective fire risk assessment must be produced for all sites, these must be site specific, clearly written and supported by drawings wherever possible to ensure notifications and control measures are in place prior to work commencing

If already installed, wherever possible existing fire detection systems and alarms must be kept live while work takes place. The use of existing escape routes and exits would also save time and effort if possible.

Adequate fire fighting equipment must be provided, this equipment must be tested and inspected within the last 12 months

Hot works permits must be issued to any person wishing to carry out any task involving a naked flame or equipment that produces heat/sparks

If the premises are already have a fire certificate issued, notification may be required to the fire brigade of alterations to the premises.

All projects must have a means of raising the alarm, this may be as simple as shouting or on larger sites sounders may be required.

Fire plans must be monitored and reviewed, multi-tier racking construction is ever changing the work layout, this will affect emergency escape routes and exits.

5.0 CONTENTS OF FIRE PLAN

- The organisation of and responsibilities for fire safety
- General site precautions, fire detection and warning alarms
- Site accommodation, location, construction and maintenance
- Evacuation in case of fire procedure
- Special conditions may dictate contact with local fire brigade
- Fire drills and records of
- Arrangements for storage and control of materials including waste removal
- Arrangements for issue of hot work permits
- Details and timings of fire check inspections, particularly after the issue of hot work permits
- The assessment of measures to minimise the risk of arson i.e. site security and waste removal

6.0 PUBLICATIONS

HSE PUBLICATION FIRE SAFETY IN CONSTRUCTION WORK

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

Work activities can result in significant injury to employees and others. All employers, including sub-contractors have a legal duty to provide or ensure the provision of adequate first aid facilities for their own employees.

The company must assess the levels required, which will be subject to influences like the nature of the project, availability of emergency services, injuries that could be sustained etc.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors.

3.0 STANDARD

All persons responsible for estimating, planning, procurement, management and supervision of first aid at work must consult the appropriate references listed at the end of this section.

ISS must make arrangements for at least one trained first aider for every 50 persons on site. Sub-contractors should be encouraged to supply their own first aid provision for their own employees.

ISS HO must provide one trained first aider for every 50 persons regularly employed on the premises.

Holiday cover and staff sickness must be taken into account, as cover must always be available.

Lone workers and service operatives may obtain first aid cover contractually when working on another employer's premises. When working in remote premises no other employer may be present to supply first aid cover. Employees who have received appointed persons training should undertake these operations.

Sub-contractors will be asked to prove that they have adequate cover for projects that will not have ISS standard cover.

Where FA cover cannot be provided ISS will approach the client to ascertain if their facilities can be extended to cover ISS personnel, this however must be documented.

4.0 PUBLICATIONS

HSE PUBLICATION FIRST AID AT WORK REGULATIONS

APPROVED CODE OF PRACTICE

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

A large number of lost time accidents occur as a result of no assessment of the risks involved with manual handling. Employers have a legal duty to assess all manual handling tasks and remove or reduce the need for these operations.

Manual handling is covered by the Manual Handling Regulations and covers all tasks that involve the following:

- Lifting
- Putting down
- Pushing
- Pulling
- Carrying
- Moving

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARD

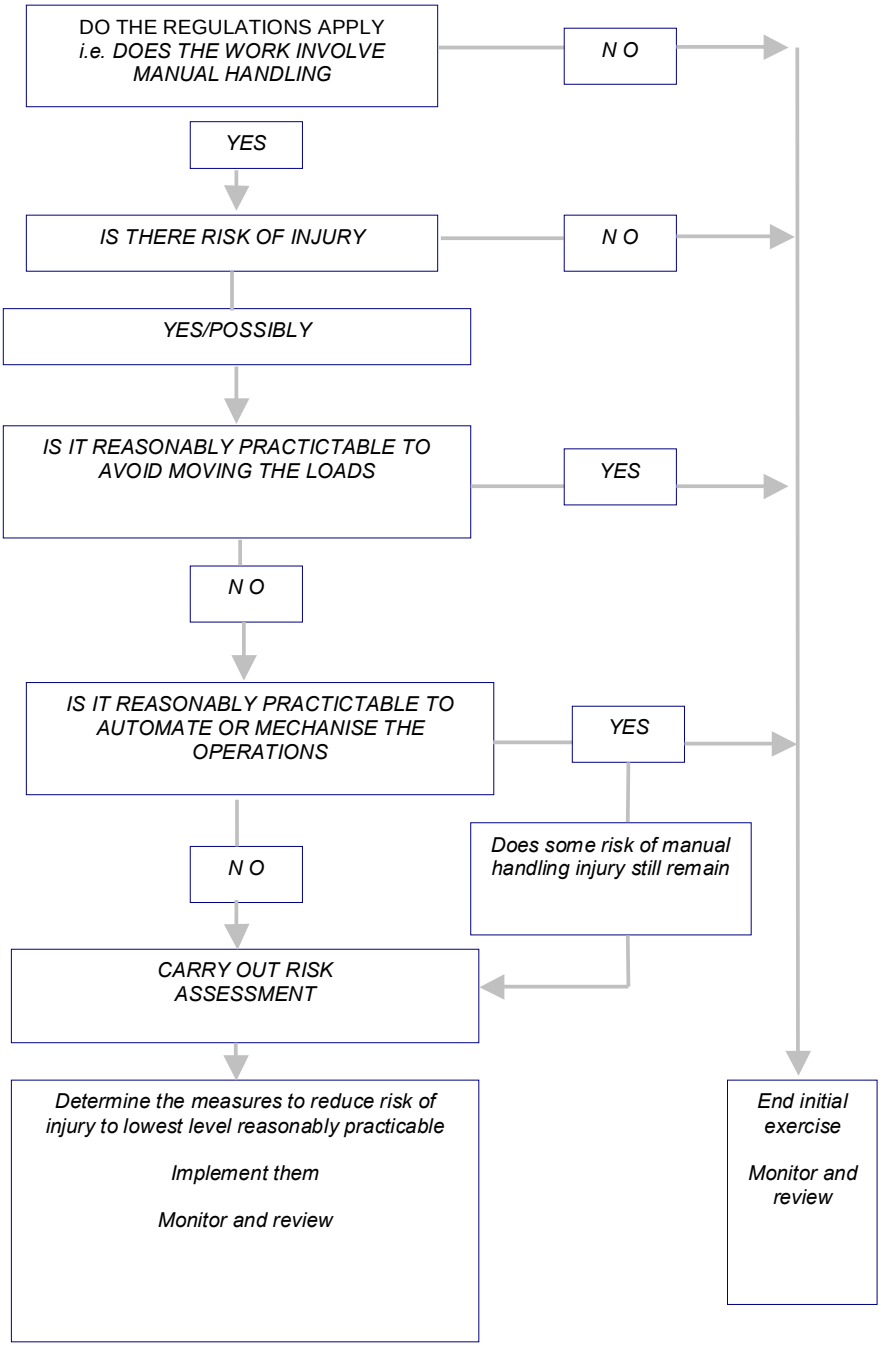
All persons responsible for estimating, planning, procurement, management and supervision of manual handling operations must consult the appropriate references listed at the end of this procedure.

Within HO premises a director in conjunction with the safety advisor will assess manual handling operations, the aim being to remove or reduce the risk they pose.
This may be achieved in the first instance by reducing the weight/shape/volume of the loads or by employing mechanical means e.g. sack barrow.

On projects designers should take the lead role and aim to design out the need for manual handling tasks. This should be a team effort and involve all persons involved in the project. From the designers drawings/assessments the project team will draw up systems of work that reduce the risk.

Sub-contractors must provide copies of risk assessments to the project team for approval, the aim being for the project team to co-operate with sub-contractors to reduce the risks involved to all.

4.0 MANUAL HANDLING FLOW CHART



1.0 INTRODUCTION

A method statement is a document that provides clear and concise instructions and information as to how an operation or task can be safely undertaken. The method statement is a vital link in the safety management chain.

2.0 SCOPE

This procedure to all ISS related works that are deemed of a high enough risk to need a more stringent control measure. This also applies to sub-contractors and any operations they undertake on an ISS project.

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of a method statement must consult the appropriate references listed at the end of this procedure.

There are a number of steps involved in the production and implementation of a method statement. A sample method statement precedes this procedure.

Where method statements are produced externally i.e. sub-contractor, ISS management must identify and record the significant hazards and risks related to each specific activity. Care must be taken to also identify hazards posed by other activities which may affect the work e.g. vehicle movements, work being carried overhead, welding in close proximity etc.

Co-operation with sub-contractors is vital in developing effective method statements. Sub-contractors must be given adequate time to develop their method statements and must receive enough information coupled with assistance if required.

4.0 CONTENT

Whether a ISS method statement or sub-contractors, they must contain the following information:

4.1) DETAILS OF SITE work to be under taken company name, line management, number of operatives involved etc.

4.2) RISK ASSESSMENT IDENTIFICATION the author must include those details supplied to him by ISS in addition to any risks identified by his own assessments

4.3) SKETCH/PLANS where possible a simple sketch or plan should be included. This will make it easier to communicate the method to the workforce.

4.4) EQUIPMENT details of work equipment to be used and materials required listing details of any trained operatives required for safe use.

4.5) METHOD OF WORK this is the safe method and not just how the work will take shape. Look at the sequences of how things should go together. Does how a rack is built affect its stability etc? How are these sequences controlled are they designed in to the construction or do they require supervision.

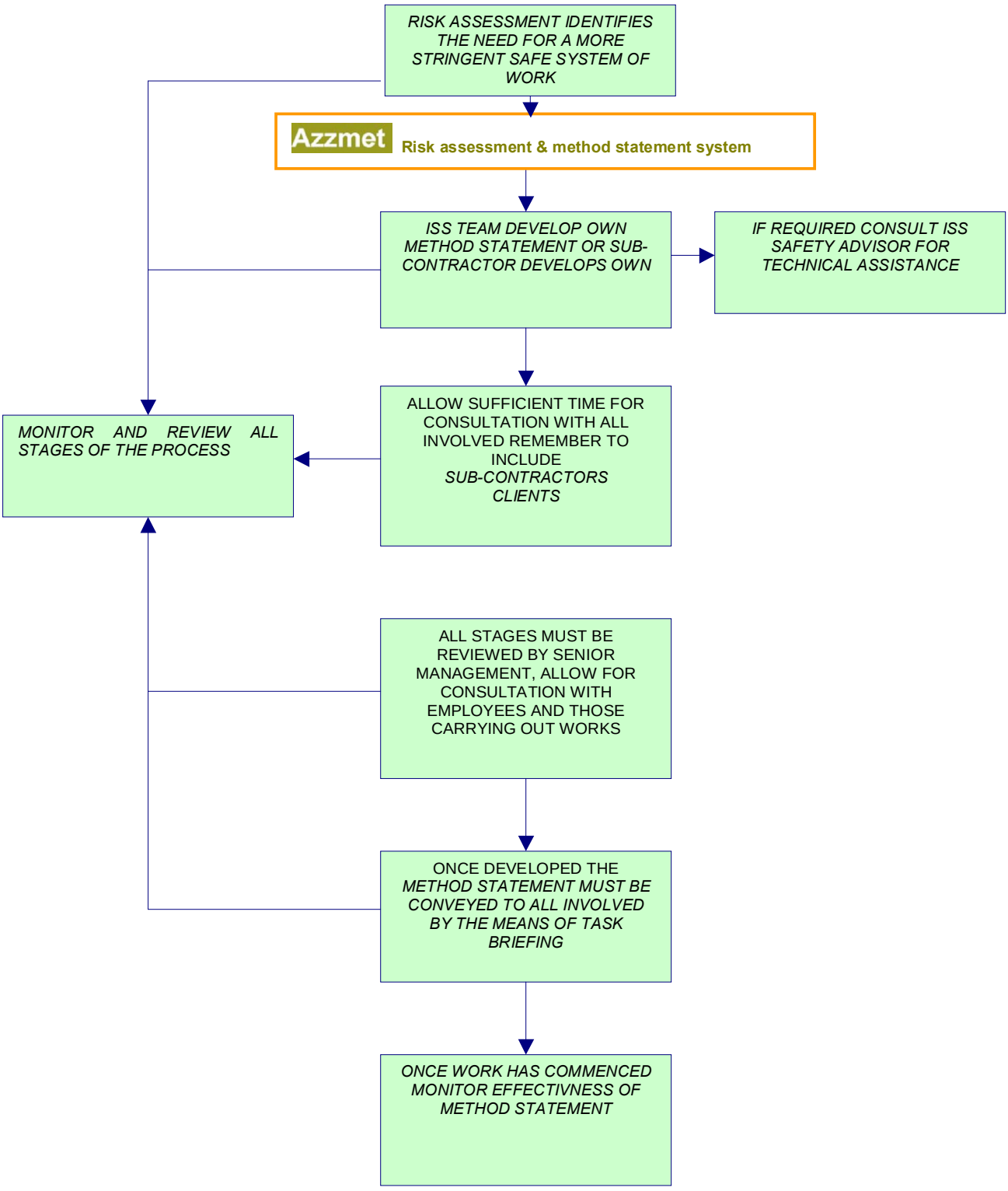
4.6) TRAINING evidence of training of operatives, it must also show that the method statement will be part of the training in the form of a task briefing.

4.7) COMMUNICATION it must identify whom is in charge, what happens in an emergency, what happens if there are problems etc.

5.0 MONITOR/REVIEW

They must be vetted by a senior manager or if any doubts arise contact the safety adviser.

6.0 METHOD STATEMENT FLOW CHART



Method statements on the AZZMET system			
2.01	Height to width rules Racking Systems	2.22	Column Guards and Safety Barriers
2.02	Pallet Racking to 6m Manual Construction	2.23	Heavy Duty Cantilever Racking **(SEMA)**
2.03	Pallet Racking to 20m Mechanically Assisted	3.01	Height to Width Rules Shelving Systems
2.04	Pallet Racking over 20m	3.02	Single Tier Shelving
2.05	Pallet Racking to 30m Bolted	3.03	High Rise Shelving Over 3.6m
2.06	Drive-in Pallet Racking	3.04	Mobile Shelving **(SEMA)**
2.07	Push Back Pallet Racking	3.05	Multi-tier Shelving Floors
2.08	Live storage Pallet Racking	3.06	Cantilever **(ISS)**
2.09	Pallet Racking on Mobile Bases	3.07	Dismantling
2.10	Racking Floors and Walkways	3.08	Expo 4 shelving
2.11	Pallet Racking Accessories	3.09	Long span Shelving
2.12	Floor Based Guide Rails	3.10	Mobile Shelving **(ISS)**
2.13	Replacing Adjusting Adding or Removing Beam Levels	3.11	Staircase Installation
2.14	Dismantling Pallet Racking	3.12	Troax Musca mesh
2.15	Replacing Upright in Bolted Frame	4.01	Partitioning
2.16	Replacing Frames	4.02	Suspended Ceilings
2.17	Replacing Bolted Frame Bracing	5.01	Durasteel (MEWPS)
2.18	Replacing Welded Frame Bracing	5.02	Durasteel (Scaffolds/Mobile Towers)
2.19	Cutting Off Floor Fixings		
2.20	Floor Mounted Crane Aisle Rails		
2.21	Aisle Portal Suspended Guide Rails		

7.0 RECORD

Method statements must be filed in the project health and safety plan (because of their size this may have to be a separate file) or if a non-notifiable contract, with the project register.

8.0 PUBLICATIONS

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

INTRODUCTION

The company has a legal obligation under The Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, that the workplace under its control is safe and without risk to health, as an integral part of good management.

A monitoring scheme has been devised which should produce a systematic evaluation of health and safety performance on site.

The scheme is a management tool to ensure that the site safety performance remains within acceptable limits. The monitoring therefore is carried out by site management, with the overall objective of strengthening the self-regulatory aspect of management.

1.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors.

2.0 STANDARD

All persons responsible for site supervision and management must consult the appropriate references at the end of this procedure

The site supervisor will carry out informal inspections on a daily basis, however this inspection regime is risk based and should it be required a documented process will be followed on a weekly basis as follow, the proforma inspection sheet can be located on the AZZMET system.

The safety advisor will carry out periodic site inspections, which will look for compliance with this procedure and its effectiveness, requirement for these inspections & frequency is entirely risked based.

The findings of these inspections will also form part of project team meetings to help design hazards out of current/future projects.

Inspection forms are available on the Azzmet **Risk assessment & method statement system**

3.0 PUBLICATIONS

HSE GUIDANCE	HSG65 SUCCESSFUL HEALTH AND SAFETY MANAGEMENT CHAPTER 5 (MEASURING PERFORMANCE)

1.0 INTRODUCTION

Noise/HAV can be both damaging in terms of health and an intrusion into the individuals environment. The degree of damage or nuisance is related to the frequency, type and exposure to its source.

There are a number of legislative requirements and every practicable means must be taken to control the effects that noise can have.

2.0 SCOPE

This procedure applies to all JB Specialist Refurbishment related works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of works that may require noise management must consult the appropriate references listed at the end of this procedure.

Carry out a risk assessment to identify all hazards associated with noise/HAV specific to that particular contract. This may require a detailed noise survey to be carried out by a competent person.

Take note of the following areas:

- Consider using alternative methods or less noisy equipment
- Minimize the exposure
- Plan how you will manage or remove hazards identified in the risk assessment
- Remember ear protection is the last resort
- Where practicable, ensure noise zones are managed by being well defined, signs displayed and compliance enforced

With regards to hand arm vibration, all persons using equipment will receive training through toolbox talks regards the following:

1. Symptoms
2. Preventative measures
3. Types of equipment used by the business that pose a risk
4. Record keeping

All equipment will have a HAV sheet produced specifying safe usage

- The site manager will ensure that all equipment use is logged per person within the site diaries to monitor exposure times.

PUBLICATIONS

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

The purpose of this procedure is to ensure that occupational health issues arising from activities within the company are managed effectively. Occupational health management is often thought difficult due to numerous factors such as:

a) Reference to the medical profession and its terminology
b) It can be perceived as a violation of the employees rights
c) It requires long term planning and implementation
d) It can be seen as a means of discrimination

Any company or individual within the organisation with a responsibility for occupational health must ensure that employee confidentiality is of the paramount importance. The objective of occupational health management is to prevent employees suffering ill health as a result of their work activities. It is not intended to use it as a means of discrimination.

It is important to attempt to fit the task to the employee, not the employee to the task.

2.0 SCOPE

This procedure applies to all ISS related works, although the company has no direct control over sub-contractors procedures for occupational health. Contractors will be encouraged to take a proactive approach to this subject.

3.0 STANDARD

All persons responsible for estimating, planning, procurement, management and supervision of occupational health must consult the appropriate references listed at the end of this procedure. Because of the nature of occupational health consultation with the safety advisor will be required and the services of an occupational health specialist where necessary.

Current legislation requires a risk assessment to identify where medical screening and/or health surveillance is required; this should include staff selected for night work.

Protect people at risk through substitution of hazardous substances for safer ones, control measures or as the very last resort PPE.

Keep and maintain individual health records as appropriate

Consult qualified persons (i.e. occupational health specialist) when required

Arrange monitoring for hazardous substances when required

Where appropriate an occupational health questionnaire should be completed by staff deemed to be at risk

4.0 PUBLICATIONS

GE700 CITB PUBLICATION (AVAILABLE ON THE COMPUTER NETWORK AT HO)

1.0 INTRODUCTION

Where risks exist which cannot be removed completely or reduced to an insignificant level, PPE may need to be issued and used. PPE are devices designed to protect individuals against potential harm i.e. helmets, high visibility garments, safety harnesses, hearing protection, cold/wet weather clothing, eye protection etc.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for estimating, planning, procurement, management and supervision of PPE must consult the appropriate references following this procedure.

Employers have a duty to supply, free of charge suitable PPE as necessary to all their employees. Sub-contractors have the same duties and will be informed of this fact and this will be checked for compliance.

PPE risk assessments should be undertaken for significant and unusual risks and the control measures identified will be applied, supervised and monitored.

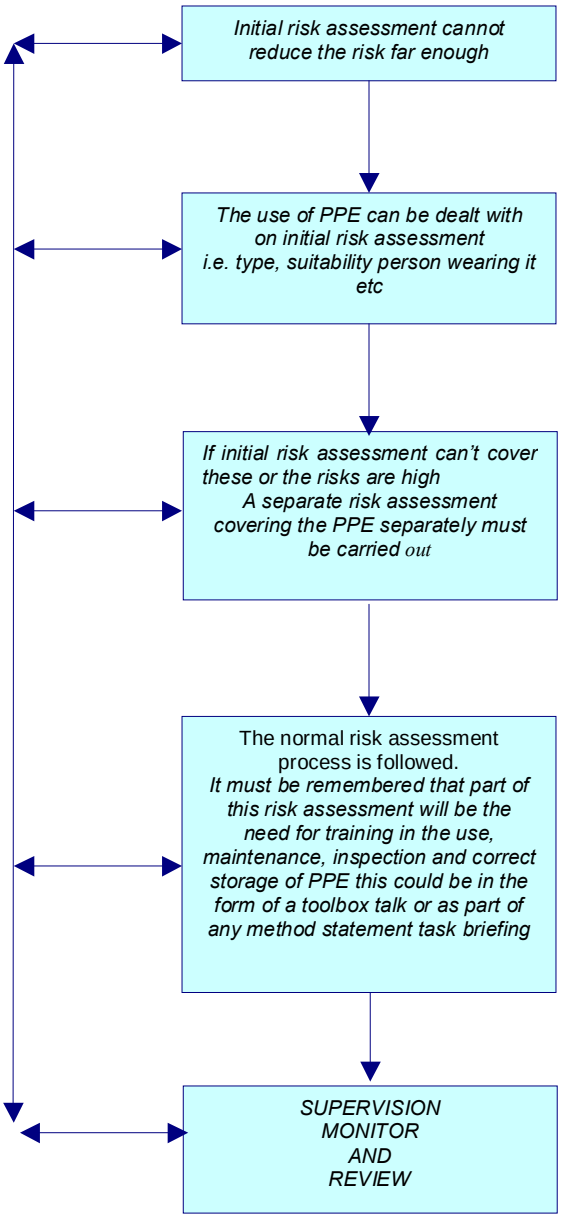
All operatives and staff on ISS contracts will wear as a minimum, high visibility vests or jackets, head protection and protective footwear.

Any PPE must be type approved, be suitable for the task/wearer and conform to EN and CE requirements.

The employees have a responsibility to wear all equipment provided for them, take reasonable care of the equipment and inform their line management of any damage or defects.

The key factor to the effectiveness of PPE is supervision, operatives must be encouraged to wear it and non-compliance dealt with firm but fairly.

4.0 PPE IDENTIFICATION FLOW CHART



5.0 PUBLICATIONS

HSE PUBLICATION PERSONAL PROTECTIVE EQUIPMENT AT WORK GUIDANCE ON THE REGULATIONS

GE700 CITB PUBLICATION (AVAILABLE ON THE HO COMPUTERNETWORK

1.0 INTRODUCTION

The use of plant and equipment in the work place that is not maintained or is used by untrained persons could result in an unsafe condition or act.

Strict legislative controls are required by the current Provision and use of Work Equipment regulations and its accompanying regulations Lifting Operations and lifting Equipment Regulations

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of mechanical plant and equipment must consult the appropriate references listed at the end of this procedure

All non-mechanical equipment must be suitable for the task, be inspected before use and only used by trained persons

All mechanical plant must be maintained to the manufacturer's recommendations and records kept. Trained competent personnel must only carry this out.

All operatives of self-propelled mechanical plant must be trained to the industry or trade standard. Proof of their training must be kept in the site register, a photocopy is fine for this purpose, it must show clearly the training provider, issue number, date of training and expiry date.

All self-propelled plant must be accompanied with relevant maintenance, inspection and test certification, which will be filed in the site register.

All lifting equipment must be accompanied with its relevant test certificates, maintenance records before use. They then must be inspected and tested at the appropriate intervals (legal standard) which are as follows

Thorough examination

- Every six months for lifting equipment used for people
- Every twelve months for all other lifting equipment

- Every six months for lifting equipment accessories e.g. chains or hooks

Weekly inspections should be carried out on all mechanical equipment especially that which carries personnel. A report form will be filed in the site register for this purpose, which will be completed by the site supervisor.

Operatives must carry out daily before use inspections.

All self-propelled plant and equipment with slewing or reversing capability must have all-round visibility. Mirrors/reversing aids provided must be maintained and replaced immediately, items which are damaged, will be brought to light by the daily ôbefore useô inspection.

Where the need arises for plant to reverse, a specific risk assessment must be carried out to consider the measures needed to control these operations, which is as follows:

- Eliminate reversing altogether
- Reduce reversing to the minimum
- Adequate visibility
- Safe system of work
- Warning devices
- Supervision and training

4.0 PUBLICATIONS

HSE PUBLICATION	PROVISION AND USE OF WORK EQUIPMENT GUIDANCE ON THE REGULATIONS
	LIFTING OPERATIONS AND LIFTING EQUIPMENT GUIDANCE ON THE REGULATIONS

GE700 CITB PUBLICATION (AVAILABLE ON THE HO COMPUTER NETWORK)

1.0 INTRODUCTION

Record keeping is an essential part of the organizations business and no less important are the records that are required to be kept legally for health and safety purposes. Therefore records and their management can and often do, play a large part in satisfying the enforcing authorities that ISS is discharging its legal and moral duties in this respect.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of record keeping must consult the appropriate references listed at the end of this procedure

Records of health and safety matters in the following list must be kept in an appropriate format both during and after the life of a contract. Further information on record keeping can be obtained from the company health and safety advisor.

- Accident book
- Accident report/investigations
- Risk assessments for: COSHH, MANUAL HANDLING, ASBESTOS AND LEAD
- Inspection reports for: monitoring, safety advisor inspections, scaffold/tower inspections, electrical equipment, lifting equipment/accessories, plant/equipment and vehicles.
- Medical reports for: asbestos, hazardous substances and lead
- Meeting minutes where health and safety is on the agenda
- Training records for: induction, toolbox talks/task briefings, on site training, certificates of training and copies of ID cards

The following documents can be found on the Azzmet **Risk assessment & method statement system**

Fork lift daily inspection	**Method statement register**
Harness checklist	**MEWP daily inspection**
Hot works permit	**Method statement amendment**

Induction register	PAT test register
Safety inspection	Signing in register
Toolbox talk register	Work at height inspection
Daily work record	Daily diary
Materials return record	Labour returns record
Information request sheet	Confirmation verbal instruction
Accident statistics (ISS Database)	

4.0 PUBLICATIONS

GE700 A CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

Setting up site without prior planning could result in costly moves or alterations later on. Proper consideration must be given to this activity before arriving on site. The standards required by enforcing authorities are now more stringent than ever before and getting standards right will benefit all involved.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors.

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of the site setup must consult the appropriate references listed at the end of this procedure.

The following activities must be addressed and the minimum legal requirements met:

- Access for personnel and vehicles/plant
- Canteen facilities
- Rest facilities
- Drinking water and hot water
- Changing and storing clothing
- Fire and security/fencing hoardings
- House keeping and waste management
- Safety documentation, notifications and signage
- Lighting, heating and ventilation
- Office space (if required)
- Storing hazardous materials and materials
- First aid provision

Consultation with the client is vital on all the above issues, some facilities may be able to be provided by the client and all will have an impact on their business.

Local emergency information will be required, nearest A&E, local police station and nearest fire station. This information must be posted for all employees to see and would form part of induction training.

4.0 PUBLICATIONS

HSE PUBLICATIONS	HEALTH, SAFETY AND WELFARE REGULATIONS GUIDANCE FOR NON-CONSTRUCTION SITES
	CONSTRUCTION HEALTH SAFETY AND WELFARE REGULATIONS GUIDANCE

GE700 CITB PUBLICATION (AVAILABLE ON THE HO COMPUTER NETWORK)

1.0 INTRODUCTION

The management of waste products requires careful consideration and planning. Waste products are categorised according to the risk and should be separated into defined groups before leaving the workplace.

Those who create waste, store or transport waste have specific legal duties imposed upon them by current legislation.

2.0 SCOPE

This procedure applies to all related ISS works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of waste management must consult the appropriate references listed at the end of this procedure.

All ISS divisions are recommended to register with the local authority as a registered waste carrier (this allows small quantities of waste to be transported in works vans).

Adequate skips must be planned for and provided on site to store the accumulating waste. It may be necessary to provide specific skips for hazardous, flammable and special waste.

Plan ways of reducing waste on your contract and consider segregating materials and reduce the amount spent on skips/waste removal.

Where using waste removal firms ensure registration documents are inspected and that you are given the conveyance note.

4.0 PUBLICATIONS

GE700 CITB PUBLICATION (AVAILABLE ON THE HO COMPUTER NETWORK)

1.0 INTRODUCTION

Fire kills many people every year and destroys millions of pounds worth of property. Fire and damage from smoke are all too familiar to all industries. Most fires in the workplace are preventable either by elimination or strict management control. Because of the very nature of work that ISS specialise in, the company and its employees must consider the risks involved.

The designers can eliminate the use of sources of heat, by specifying alternative methods of fixing, cutting and jointing.

Strict controls in the form of hot work autherisation, fire and smoke detection and fire fighting equipment are essential.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARD

All persons responsible for the estimating, planning, procurement, management and supervision of hot works must consult the appropriate references listed at the end of this procedure.

Every effort should be given to eliminating any work involving a naked flame, electrical arc or heat/spark generating equipment. Where there is no reasonable alternative method, a safe system must be adopted which will include the use of a hot work permit. The requirement of the permit must be complied with.

Persons undertaking hot works must have a dedicated fire extinguisher readily available and not rely on the general-purpose fire fighting equipment already in position on the contract.

It is imperative that all areas where hot works have taken place and then stopped, should be revisited by a responsible person one hour after the hot works has ceased to ensure that there is no risk of post work combustion.

Fuel gas cylinders must be disabled or removed from any buildings when not required and not left inside any building overnight.

- Gas cylinders must be stored in proper enclosure that is suitably identified.

- Gas cylinders must be kept vertical and secured.
- Oxygen cylinders must not be stored with gas cylinders
- Gas cylinders must not be stored in unventilated freight containers or storage units, unless designed specifically for gas storage and signed appropriately.
- All gas cylinders must be fitted with flashback protective devices

Arc welding connectors and clamps must be in good condition to maintain electrical safety.

Welding screens must be used to protect other persons from the effects of ultra violet light or intense light

Risk assessments must be carried out for the use of PPE.

4.0 PUBLICATIONS

HSE PUBLICATION	FIRE SAFETY ON CONSTRUCTION SITES

GE700 A CITB PUBLICATION (AVAILABLE ON THE HO COMPUTER NETWORK)

1.0 INTRODUCTION

Welfare arrangements in the workplace are often disregarded or provided as a very basic provision.

Occupational illness and disease is regularly attributed to poor welfare facilities.

2.0 SCOPE

This procedure applies to all ISS related works undertaken directly or by sub-contractors

3.0 STANDARDS

All persons responsible for estimating, planning, procurement, management and supervision of welfare facilities must consult the appropriate references listed at the end of this procedure.

The following are to be installed and serviced from first day of occupation. If however contractual arrangements can be made with the client to use their facilities this will be far better.

- Suitable provision will be required for rest and hygienic consumption of food and water.
- Means of boiling water
- Flushing toilets with toilet paper to include provision for female employees including sanitary disposal.
- Wash basins large enough to immerse forearm, with hot or warm running water, soap and towels.
- An area for changing, storing work clothes (drying of work clothes if conditions dictate).

All welfare provisions will be maintained in a clean and hygienic condition

The walking route to the welfare facilities should be so situated that persons may gain safe access from either the pedestrian gate or parking areas.

All accommodation and welfare units must be suitability lit, heated and ventilated and be kept in an acceptable standard of cleanliness.

4.0 PUBLICATIONS

HSE PUBLICATION	HEALTH, SAFETY AND WELFARE REGULATIONS GUIDANCE
	CONSTRUCTION HEALTH, SAFETY AND WELFARE REGULATIONS GUIDANCE

GE700 A CITB PUBLICATION (AVAILABLE ON THE HO COMPUTER NETWORK)

SMOKE FREE POLICY

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to secondhand smoke and to assist compliance with the Health Act 2006.

Exposure to secondhand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and nonsmokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of ISS Limited that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. The policy shall come into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with the managing director, however, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.
Appropriate ónо smokingôsigns will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

NONCOMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

HELP TO STOP SMOKING

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text óGIVE UPôand your full postcode to 88088 to find your local NHS Stop Smoking Service.

1.0 Introduction

Racking/interior works will by its very nature involve work at height, working at height now has its own legislation, The Working at Height Regulations which highlights that any fall regardless of height can cause severe injury or even death.

The risk of falling will exist for both short and long term projects. Control measures on the construction phase will conform to the hierarchy of risk control as described in the WHR.

2.0 Scope

This procedure applies to all INVICTA STORAGE SYSTEMS LTD related works undertaken directly or by sub-contractors.

3.0 Standards

All persons responsible for estimating, planning, procurement, management and supervision of working at height must consult the appropriate references listed at the end of this procedure.

All work at height must be covered by risk assessment and be backed up by a method statement, which must be communicated to all persons involved prior to work commencing. The hierarchy of risk starting with can the works be carried out buy another method.

Measures that protect all those involved with the works will be adopted wherever possible and control measures that protect just individuals will only be utilised as the very last resort.

All work regardless of height must have a provision to prevent falls if this cannot be achieved then fall arrest systems will the absolute last resort.

All plant and equipment associated with the method to prevent falls must be suitable for the intended use and in good working order.

All persons using and/or relying on any such equipment or plant must be suitably trained in its use and maintenance.

WHR require that equipment such as scaffolds/towers must be inspected every 7 days, after major alterations, occurrence/damage or after adverse weather conditions.

All self-propelled/rider equipment e.g. MEWPs, hoists etc. must be tested and examined in accordance with the relevant legislation.

Test and examination documents must be confirmed as current before taking into use on site.

All persons operating self-propelled/rider operated equipment
Competent trained personnel must construct all towers, if they remain in situation for more than seven days, they will be subject to a formal inspection routine.

4.0 PUBLICATIONS

HSE PUBLICATIONS	CONSTRUCTION HEALTH, SAFETY AND WELFARE REGULATIONS GUIDANCE
	HEALTH SAFETY AND WELFARE REGULATIONS

GE700 CITB PUBLICATION (AVAILABLE ON HO COMPUTER NETWORK)

1.0 INTRODUCTION

The management of Health and Safety Regulations protects Young persons. These regulations require employers to specifically assess risks prior to the engagement of young persons and to review as circumstance change.

A young person is anyone under the age of 18 years old

A child is anyone under the legal school leaving age.

Children between 13 years of age and the legal school leaving age cannot be employed on any works ISS carries out on site, unless on a local authority organised visit or work experience.

2.0 SCOPE

This procedure applies to all ISS related works carried out directly or by sub-contractors.

3.0 STANDARD

All persons responsible for management and supervision of young persons at work must consult the appropriate references listed at the end of this procedure.

No young person or child will be permitted on any ISS project or premises unless a suitable and sufficient risk assessment is produced.

- And appropriate insurance cover has been arranged

- The school/college, parents or guardians have received and consented in writing to the risk assessment and its provisions

- That a copy of the risk assessment is available for inspection at ISS premises or site

- That the young person is fit and has made known any drug dependency, allergy or condition that may jeopardise their well being

That PPE is issued and training given for intended use given

- That the young person is suitably inducted and under constant supervision
- That all reasonable precautions are taken to ensure that the young person is kept out of danger
- That the young person is not exposed to harmful substances, adverse temperatures, noise and vibration
- Ensure a record is made in the site register of the young persons presence on site

4.0 PUBLICATIONS

HSE PUBLICATION MANAGEMENT OF HEALTH AND SAFETY AT WORK

1.0 INTRODUCTION

Working with asbestos products can be extremely hazardous. Asbestos is a known carcinogen and the inhalation of asbestos fibres can be life threatening. Asbestos sampling and removal is a high-risk activity and must only be undertaken by approved specialists. ISS do not undertake any asbestos removal works either licensed or non-licensed. All employees will receive awareness training in line with CAR 2012.

Asbestos can be found in many places including the following; boilers, pipework, fire protection, thermal and acoustic insulation, ceiling and floor tiles, roof sheets and cladding etc.

2.0 SCOPE

This procedure applies to all related works undertaken by ISS storage systems their sub-contractors and service providers.

3.0 STANDARD

3.1 All persons responsible for the estimating, planning, procurement, management and supervision of works must consult the appropriate references held at HO.

3.2 ISS management shall ensure that they are furbished with the clients Asbestos register prior to any works commencing. If this documentation is not available sufficient financial resource should be allowed for a fully intrusive survey in any tender in the event that the Client fails to do so.

3.3 Only a registered asbestos contractor with the appropriate license or a UKAS approved laboratory must be used for the sampling and removal of asbestos bearing materials.

3.4 Work must not commence until positive analytical results are received and appropriate control measures are put in place.

3.5 Asbestos waste is classified as special waste and must be disposed of accordingly.

3.6 Following asbestos removal, works must not be restarted until an independent UKAS approved laboratory provides a clean air certificate.

3.7 All ISS personnel will receive specific training regards asbestos and the hazards associated with the material and what to do should they discover any material they are unsure about within the fabric of a building/structure.

1.0 INTRODUCTION

This document defines the processes for ensuring that all staff achieve a level of competency on the basis of education, training, skills and experience to adequately discharge the duties required by their position.

The contents of this document is focused on information, instruction and training defined within the Health & Safety At Work Act 1974. However this section deals with vocational training.

2.0 SCOPE

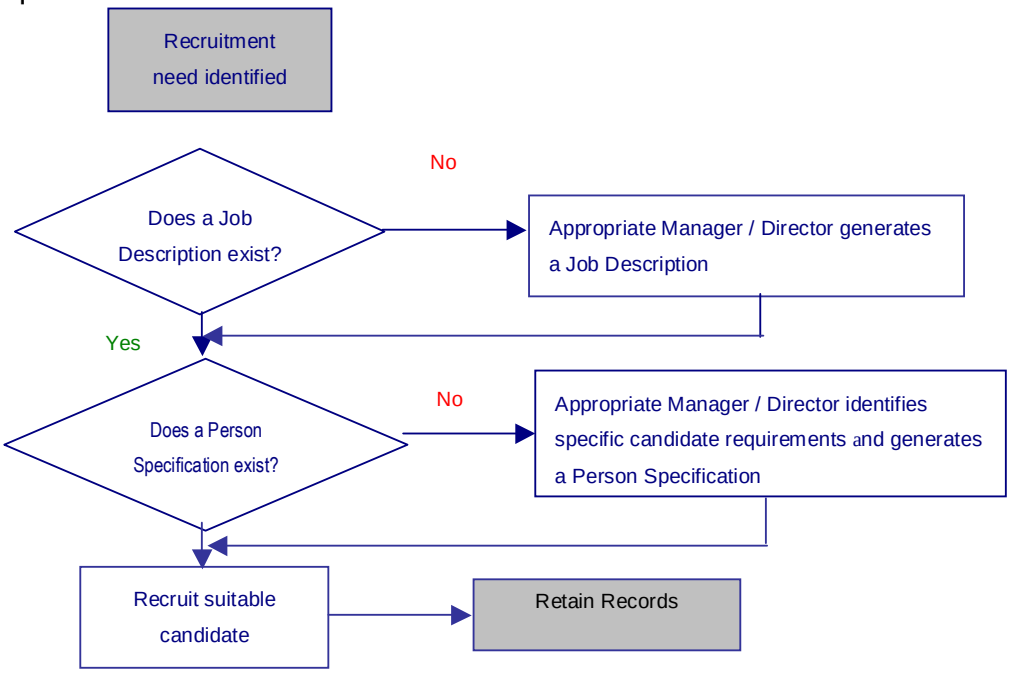
All staff performing work that effects

- The quality of the products and services provided
- Health & safety requirements
- Environmental requirements

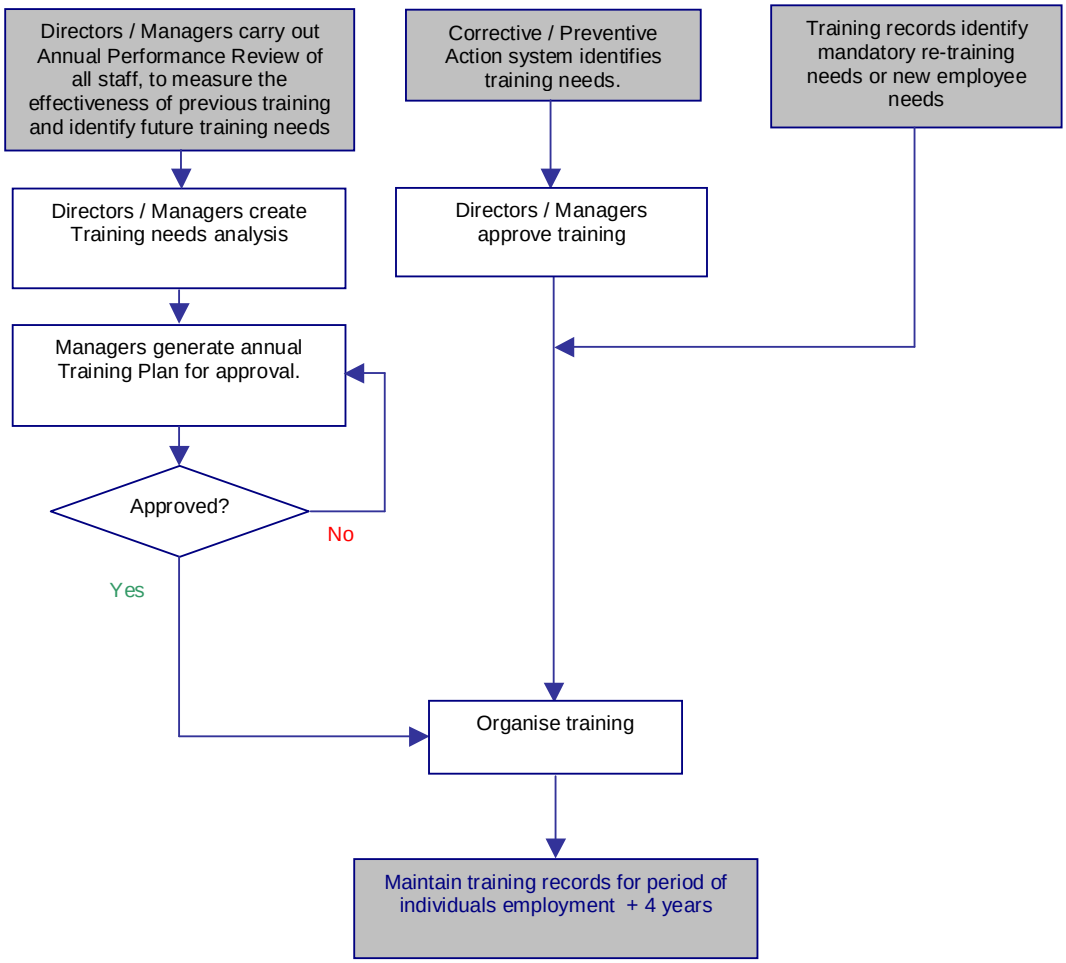
3.0 Process

3.1 Recruitment

The following process will be used to determine job competency requirements when a recruitment need is identified: -

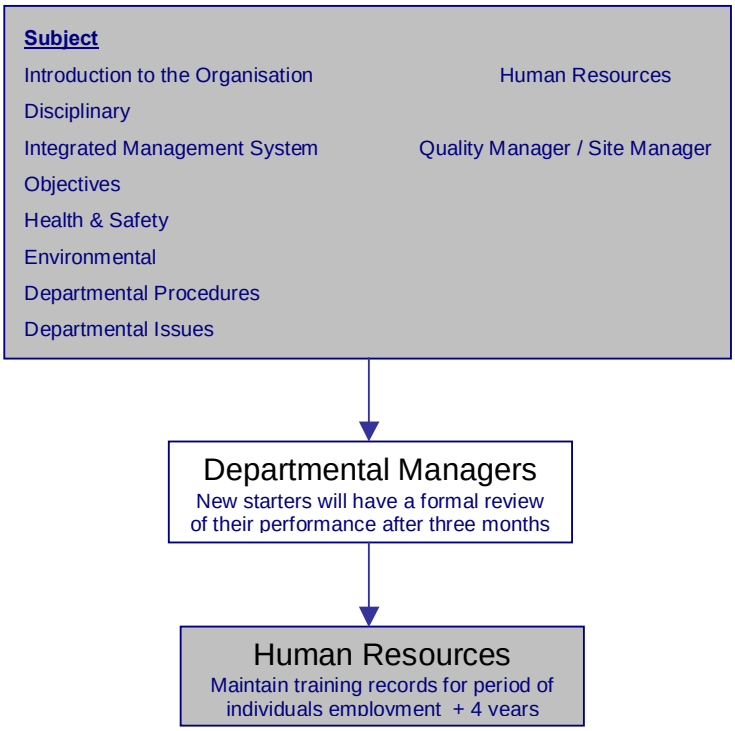


3.2 Identification of Training Needs and measurement of training effectiveness



3.3 New Employee Induction Process

All new employees will undergo the Induction process within 14 days of starting the company. The process will consist at least of the followings elements: -



3.4 Provision of Training and evaluation of effectiveness