



Health & Safety Policy

(COVID-19: Update 20 January 2021)

Contents

1. Introduction	1
2. Management of Health and Safety	2
3. Arrangements	7
4. Record of Health and Safety Policy	15
5. Hazards	15
Work Equipment.....	16
Lifting operations.....	16
Lifting plans.....	17
Electricity and Electrical Equipment	18
Workplace Transport	18
Outdoor Working.....	19
Fire	19
Hazardous and Dangerous Substances.....	19
Refrigerant Handling.....	20
Manual Handling.....	20
Noise	20
Vibration	21
Slips, Trips and Falls	21
Hot work & use of gas cylinders	22
Fragile Roofs.....	23
Work at Height.....	23
Compressed Air.....	23
Display Screen Equipment	24
Asbestos.....	24
Working with Lead.....	25
6. Hierarchy of Control Measures	25
Engineering Controls.....	25
Administrative Controls	25
Personal Protective Equipment	25
Appendix A - Defective Equipment Report	27
Appendix B - Voltix Services : Record of Risk Assessment	28
Appendix C - Hazardous Substance Inventory (List of substances in COSHH register).....	33
Appendix D - Signage	34
Appendix E - Form F2508 (example).....	35
Appendix F - Appointed Persons.....	40

Voltix Services Ltd

Health & Safety Policy



1. Introduction

This policy document sets out the basis on which Voltix Services maintains a safe working environment for its employees and visitors.

Section Three of the policy describes how the Company is organised to manage safety in the workplace; identifies objectives, specific responsibilities and those measures employed to monitor and correct any deviations from policy.

Section Four describes arrangements for the provision of welfare and other facilities, including first aid cover, personal protective equipment and what to do in the event of an emergency.

Section Five describes significant hazards and those measures designed to minimise the risk to health and safety as identified through the risk assessment process.

Section Six contains examples of forms and documents referred to by this policy.

A handwritten signature in black ink, appearing to read "Brian Sydney", is written over a faint, light-colored signature line.

Signed:

Brian Sydney
Managing Director

20 January 2021



2. Management of Health and Safety

Objectives:

It is the Company's intention to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel wherever they may be working;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage employees and visitors to co-operate with the Company's Policy in all safety matters, in the identification of hazards which may exist and in the reporting of any conditions which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for the Company's activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Company arising out of or in connection with the Company's activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of 18 years;
- Provide information to other employers of any risks to which those employer's workers on the Company's premises may be exposed.

Voltix Services' Health and Safety Organisation and Responsibilities

The Health and Safety at Work etc Act 1974 (HASWA) and the Management of Health and Safety at Work Regulations 1999 (MHSWR) lay down some of the main responsibilities and duties of persons at work. Among the duties HASWA places on employers are the requirements to ensure the Health and Safety of their employees and that of any other person who may be affected by their activities and to have a written health and safety policy.

It also places a duty on employees to:

1. Take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions
2. To co-operate with their employer so the latter can comply with their legal duties
3. Not to interfere or misuse anything provided in the interest of health safety or welfare

Voltix Services Ltd

Health & Safety Policy



The main requirements of the management regulations are that employers must assess the risk to Health and Safety of anyone who may be affected by their activities, and that adequate arrangements must be in place for the 'planning, organisation, control, monitoring, and review of the safety measures that follow from those assessments.

Whereas the Managing Director has the ultimate responsibility as the employer for the Health and Safety of staff, contractors, and visitors and that he cannot delegate this responsibility, each member of staff bears some responsibility for health and Safety

Any employee acting in a Managerial or supervisory capacity bears additional responsibilities. This level of responsibility is directly linked to the level of control exercised. In Health and Safety terms, each Manager/Supervisor is responsible for those people and activities they are expected to control and are accountable in law for their actions

The Voltix Services Health and Safety responsibilities of management and individuals are set out below.

Managing Director

The Managing Director has overall responsibility for determining the Health and Safety policy and ensuring that it is effective and up to date. He has authorised the organisation's statement of intent as contained within this document, sets safety objectives, heads up the review process as described below and ensures that sufficient resources are in place to enable effective health and safety management.

Directors

For the purpose of this policy a Director is defined as any Individual who has a responsibility for the management or direction of other employees, or is responsible for the delivery or control of any aspect of Voltix Services' operations.

All Directors are responsible for ensuring that the Health and Safety policy is implemented and all associated businesses and operational bases, and they are to ensure that the contents of the policy are carried out with the same diligence and priority as other management functions as follows:

- The Health and Safety Policy is communicated and implemented
- Ensure that staff are competent to discharge their individual health and safety responsibilities through the provision of sufficient information training instruction and training, including effective Induction training.
- All Managers are aware of their Health and Safety responsibilities and that these are reflected in appropriate job profiles
- Hold all persons accountable for meeting their individual responsibilities through a system of supervision, monitoring, development and performance review
- Health and Safety Risk assessments are carried out and recorded, reviewed and updated to reflect any relevant and significant changes
- Ensure that following the Risk assessment, that preventative and protective measures are taken to reduce the risk as low as reasonably practicable



- Ensure regular healthy and safety monitoring (inspections, sampling, or walkthroughs) is made to ensure unsafe acts and unsafe conditions are identified and where necessary action is taken to rectify
- Ensure that the health of all persons is not adversely affected by any activity, operation, or process under their control and ensure that any applicable health surveillance is undertaken
- All staff receive appropriate training, Information, Instruction, and Supervision to carry out their work safely
- All accidents and near miss incidents are properly reported and recorded.

Managers

The majority of risks can most effectively be identified and directly controlled and managed at this level of the organisation. It is essential that all Managers ensure that:

- Risk Assessments are carried out to identify the risks arising from or in connection with the work. They are to be recorded, reviewed, and updated to reflect any significant changes. Specific Risk Assessments are required for specific operations or activities.
- Ensure that following the Risk assessment, that preventative and protective measures are taken to reduce the risk as low as reasonably practicable
- Staff under their control are given appropriate training, information, instruction, and supervision to perform their work safely, and that all staff are encouraged to work safely
- All equipment and substances that are used are suitable for the intended task and kept in good working order, this includes regular maintenance and servicing of all equipment
- Staff have a safe working environment and safe working procedures are adopted with specific instruction where necessary.
- Staff are given sufficient knowledge of the statutory regulations relevant to the activity under their control
- The workplace is kept clean and tidy
- All accidents and "Near Miss" Incidents are properly recorded, reported and investigated
- Regular health and safety Inspections of the Workplace are carried out and that everyone in the work area is alert to and reports potential hazards
- They motivate staff by setting a personal example and by including Health and Safety matters as normal agenda items during management meetings
- They seek advice from the nominated Health and Safety professional as/when required

Employee Responsibilities

All employees have a duty to:

- Work in a safe manner and in accordance with safety instructions, Company policies and training provided.
- Ensure they are fully familiar with the health and safety policy
- Use the proper equipment supplied for the task and where applicable, use the personal protective equipment provided
- Report any Health problems that may affect them from carrying out their duties and responsibilities

Voltix Services Ltd

Health & Safety Policy



- Take reasonable care for their own Health and Safety and that of others affected by what they do or not do
- To drive on Company business in a safe and careful manner at all times and to ensure that appropriate insurance is in place.
- Report all Accidents and “Near Miss” Incidents (whether or not Injury has occurred) and co-operate in the Investigation of accidents
- Report any hazards or unsafe conditions/situations in the workplace to the appropriate Manager
- Report any defects or faults in machinery or other work equipment.

Personal Protective Equipment (COVID-19)

Prior to entering site

Mask on
Visor on
Gloves on

Leaving site

Remove gloves and dispose
Wash/Disinfect hands
Remove and clean/disinfect Visor
Wash/Disinfect hands
Remove and dispose of mask
Wash/Disinfect hands

If available, use the hand sanitizer on site to disinfect gloves whilst working to minimise the risk of spreading the infection across the building.

The above applies to all sites and please use common sense, social distancing, to protect Voltix personnel and client personnel when working. If you have any further concerns, please contact Line Managers.

Monitoring

The maintenance of a safe workplace is assisted by the following processes:

Audits

The policy and associated processes are audited Bi-Annually at the Voltix Services Health and Safety Group meetings to ensure that the H&S policy is implemented and remains effective. This task is undertaken by the Managing Director and external bodies as required

Voltix Services Ltd

Health & Safety Policy



Lost time reports

All time taken off work is recorded and analysed according to its cause e.g. illness, injury, business travel, and leave. Information held in this respect will not include personal or medical details of employees who have been absent from work.

Defect reports

Defect reports (see example at Appendix A) shall be raised to report an infrastructure, plant or equipment issue. They shall be passed to the appropriate Manager for action. Reports shall be logged, analysed and a summary made available at the Safety Review Meeting.

Reactive monitoring

In addition to the above measures, if a mishap occurs resulting, for example, in equipment failure or personal injury, a defect report or the accident book must be completed at the earliest opportunity.

Consultation

In addition to formal meetings, Directors or Managers may hold meetings with staff at which significant occupational health issues, accidents, injuries and dangerous occurrences, their causes and the measures taken to prevent recurrences will be discussed. The Company welcomes consultation with and suggestions from members of staff regarding current Health Safety and Welfare matters which give rise to particular concern, or issues which have come to light as a result of new developments.

Reviews

The Health & Safety Policy, plus reports arising as a consequence of the above measures, are reviewed by the Directors annually, at which time safety objectives are established.



3. Arrangements

This section of the policy should not be read in isolation, but with due regard to information conveyed in sections 3 and 5.

Risk assessment

It is the responsibility of Directors and Managers to ensure that 'suitable and sufficient' risk assessments are undertaken wherever a significant risk is identified, or an unsafe incident occurs.

The outcomes of risk assessments, based on hazards described at Section 5, form the basis for HS&W arrangements wherever control measures are necessary to maintain a safe working environment. Such information shall be approved by the responsible Manager prior to issue. Copies of risk assessments shall form part of the induction training or re-training process and are to be kept in the relevant activity area.

Risk assessments shall be reviewed annually, and following a process change or incident report.

PPE and RPE shall be used in circumstances where engineering or administrative measures are insufficient to safeguard the health and safety of employees. The need for PPE and/or RPE is identified as a consequence of undertaking risk assessments. Such equipment shall be controlled and maintained to ensure that it is properly used, including the qualitative face fit testing of disposable RPE.

Employees should ensure that PPE/RPE is:

- Used where instructed and/or where specified in risk assessments
- Worn in the designated manner
- Stored appropriately when not in use

Any issues arising with the condition and safe use of PPE/RPE should be reported to a Manager or Director without delay, using a defect report.

Training

Where appropriate, i.e. where identified by job description and/or risk assessment, Voltix Services Ltd shall provide staff with training that enables to carry out their duties safely. Records are kept of health and safety training.

First aid provision

Voltix Services Ltd has trained suitable staff to take charge when someone is injured (the appointed person) and administer first aid on its premises. In addition, the Company, having identified significant risks, ensures that adequate first aid facilities are available off site.

Health Surveillance

The risk assessment will indicate if there are no significant risks associated with activities for which there is a legal requirement to monitor the health of its employees.



Certain hazardous substances that may be used by the Company can cause irritation to the skin, eyes and respiratory tract. Any employee who suffers from a respiratory complaint should bring it to the attention of their Manager or Director, prior to commencing work with such substances. Employees who's work brings them into contact with hazardous substances for which the risk assessment indicates an irritation hazard should observe the preventive measures described in the risk assessment.

Stress

Voltix Services takes seriously the issue of stress and shall always try to understand those staff who feel they are suffering from stress.

The Company shall encourage Managers to have an open and understanding attitude to what people say to them about the pressures of their work, and to look for signs of stress in their staff.

Wherever possible Voltix Services shall ensure that staff has the skills, training and resources they need, so that they know what to do, are confident that they can do it and receive credit for it.

Voltix Services shall encourage staff to increase their interest and sense of ownership. Where possible, the Company shall provide scope for varying working conditions and flexibility, so that staff, where possible, have the opportunity to influence the way their jobs are done.

Directors and Managers shall ensure that people are treated fairly and consistently and that bullying and harassment are not tolerated.

Finally, the Company shall endeavour to ensure effective two-way communication, especially at times of change.

Reporting Accidents, Injuries, Diseases, Ill Health & Dangerous Occurrences

Any incident covered by one or more of the above must be reported. This is not only to comply with the law but obtain facts which help to prevent the incident re-occurring.

In order to comply with statutory requirements, a Director must be immediately informed of any incident. All accidents and injuries must also be recorded in the site Accident book.

In the case of major accidents or incidents, a report signed by the Manager must be passed to the Managing Director by the next working day.

The enforcing authority (HSE or Local Authority) must be informed by the quickest practicable means, (usually the telephone), in the event of:

- Death or major injury
- An over-three-day injury i.e. one which is not major but results in the injured person being away from work *or* unable to do the full range of their normal duties for more than three days.

NB: Form F2508 should also be used to report either of the above.



- If a doctor notifies an employee that they suffer from a reportable work-related disease, it must be reported to a Manager or supervisor and a completed disease report form (F2508A) must be sent to the enforcing authority.
- If something happens which does not result in a reportable injury, but which clearly could have done, it may be a dangerous occurrence which must be reported immediately (e.g. by telephone) to the enforcing authority. Within ten days this must be followed up with a completed accident report.

Types of injury and disease are defined in RIDDOR 1995.

Incidents shall be investigated within 24 hours of their occurrence. This shall be undertaken by a suitably qualified person who will be designated by the managing Director to investigate the incident.

The investigation shall include:

- Examination of the incident site
- Recording photographic evidence at the site and any substances or equipment
- Review of appropriate training and maintenance records
- Interviews with witnesses and others in the vicinity
- Discussion with related parties e.g. organisations to which activities are sub-contracted

Notes taken during the investigation shall be recorded, to which photographs and copies of relevant records shall be attached.

In addition to the above, the activities concerned will be subject to a revised risk assessment in order that additional control measures can be identified and implemented as necessary.

When the above statutory requirements have been complied with, details of time lost due to the incident shall be recorded by the manager concerned in the lost time record system.

Emergencies

Specific instructions regarding action to be taken in the event of fire/ emergency are described in Fire Action Notices, which are posted in various locations at the office, and the Fire Evacuation Plan (CHS_FireEvacuationPlan_191219_V1) which is available in the SMS Library. The location of fire alarms, fire fighting equipment, escape routes and assembly point(s) are shown on the site plan. Off site procedures are followed in accordance with client's health and safety briefings

Access & Egress

The provision of a workplace where people and traffic are able to move around in safety and easily vacate the building in the event of an emergency is vital. The Company shall ensure therefore, that gangways and stairways are free of obstructions and traffic, with exit routes clearly identified. Exit routes and assembly areas are also marked on the site plan as described above.

Voltix Services Ltd

Health & Safety Policy



Vulnerable People

New and Expectant Mothers

Risk assessments identify the risks to health and safety of women of childbearing age who:

- Are, or could be pregnant,
- Have given birth within the previous six months, or
- Are breastfeeding.

Depending on the stage of pregnancy and an individual's health, there may be risks from certain physical, biological, and chemical agents, working conditions and processes. Some of the more common risks include:

- Lifting/carrying of heavy loads
- Standing or sitting for long lengths of time
- Exposure to infectious diseases
- Exposure to lead
- Work-related stress
- Workstations and posture
- Exposure to radioactive material
- Other people's smoke in the workplace
- Threat of violence in the workplace
- Long working hours

If an employee becomes pregnant they should obtain a certificate from their GP or midwife showing they are pregnant. Once Voltix Services has been notified a risk assessment will be undertaken on the work undertaken by the pregnant employee, their working and health conditions, to take account of additional hazards and consequent control measures from any existing risk assessment.

People with Disabilities

Voltix Services is committed to a policy of equal opportunities and believes that those with disabilities should have access to the full range of activities which the Company can offer. To this end, it will take all reasonable steps to meet both the general need for access as well as the specific needs of individuals with disabilities who wish to benefit from those activities. It will take positive action to adopt procedures and mechanisms which enhance the possibilities for those who are disabled to enter Company premises and will ensure that they are adequately and appropriately consulted about their needs and their views taken into account.

Voltix Services has a duty of care to support employees who advise the Company of any disability, including those of a dietary nature, and will encourage and facilitate self-reliance and management of the condition by the individual. However, the Company is unable to offer guarantees as to the detailed content of food it serves on or off the premises. Therefore, anyone with a dietary allergy should exercise particular care when selecting food for their own consumption.

Young people

Under normal circumstances, Voltix Services shall not allow young people under 18 years old to do work which:

Voltix Services Ltd

Health & Safety Policy



- Cannot be adapted to meet any physical or mental limitations they may have
- Exposes them to substances which are toxic or cause cancer
- Exposes them to radiation
- Involves extreme heat, noise or vibration

However, young people who are over the Minimum School Leaving Age (MSLA) may do this work under very special circumstances, if:

- The work is necessary for their training;
- The work is properly supervised by a competent person; and
- The risks are reduced to the lowest level, so far as is reasonably practicable.

NB: Children below the MSLA shall never do work involving these risks whether they are employed or under training, such as work experience.

Whenever young people (anyone under 18 years old) are employed by the Company, the activities in which they are engaged will be reviewed and risk assessments revised to take account of any additional measures which may be necessary.

Lone workers

If and when lone working is sanctioned, the Company shall ensure that the person concerned a risk assessment will be carried out to identify the following:

- Can adequately control the job, e.g. knows the safe way in and out, can deal with any manual handling tasks, equipment controls and threats of violence
- Is medically fit and suitable to work alone
- Able to deal with automatic warning devices and emergencies
- Is competent and able to make judgements that affect their safety

Visitors, Subcontractors and Children on Company premises

Entry onto sites occupied or managed by Voltix Services Ltd is permitted to authorised persons only. All visitors / Subcontractors must register their presence in the Visitors' Book which is located at Reception. It is the responsibility of the host to assist in the evacuation of their visitor from the building during an emergency or arrange help in the event of an accident. When leaving the premises, the host must ensure that their visitor records their time of departure in the Visitors' Book.

Subcontractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Office Manager / Managing Director.

Voltix Services' premises are not designed for children and therefore access is only permitted when a parent/carer is in attendance. They are responsible for the behaviour of their children the whole of the time they are present. This means not only making sure that the children themselves are safe, but also preventing them from doing anything that might endanger others.

Voltix Services Ltd

Health & Safety Policy



Specific instructions to be followed by visitors and contractors are set out in the visitor's rules, where appropriate, subcontractors will be required to provide method statements and/or risk assessments before starting work.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures, and follow the directions of the Fire Marshal in relation to fire.

Site-based personnel must be aware of at least two fire escapes when entering the site and before commencing work.

Fire Drills and Evacuation Procedures

- All office-based personnel must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by the Fire Marshal on alternative Thursday afternoons and entered in the Log Book provided.
- The Fire Marshal will arrange for Fire Drills and Fire Prevention Checks to be carried out at least bi-annually and entered in the Log Book. The Fire Drills will be carried out on different days of the week and enact different scenarios / locations of fire.
- The Fire Marshal will be responsible for ensuring the building is cleared of personnel, pathways are cleared and fire doors are closed.

First Aid and Accident Reporting

The current First Aiders for the premises are: Lesley Irving / Graeme Wheeler

First Aid Boxes are provided in: The Finance Office

- In the event of injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance, dial 999 and ask for "ambulance"
- All accidents must be reported to the Operations Manager or another member of the Senior Management Team as soon as practicable
- All accidents must be entered on an accident form, available from HR.
- The Managing Director will investigate incidents and accidents, writing a detailed report to record necessary actions to prevent recurrence.

Working time

One of the core drivers for the introductions of the Working Time Directive is to ensure employers allow employees to take minimum rest and leave breaks as a Health & Safety measure. The Company's holiday and working time arrangements adequately meet the requirements of the Regulations and employees have a duty to ensure appropriate rest and leave breaks are taken.



Smoking

Smoking is not permitted anywhere on the Hayworthe House site, within buildings or Company vehicles and prohibited whilst performing work tasks and is only allowed in designated Smoking Areas.

Drugs and Alcohol

The purpose of this policy is to ensure that staff maintain a professional attitude towards alcohol consumption, do not use, possess or sell illicit unprescribed drugs and ensure that Voltix Services companies remain responsible in the eyes of clients and employees.

- Employees shall not perform any duty while under the influence of alcohol or any controlled substance.
- Prior to employment, an employee may be submitted to a drug and alcohol test and during employment may be randomly tested for alcohol and/or drug abuse.
- Employees shall not use, possess, distribute, or sell alcoholic beverages, illicit or unprescribed controlled drugs or drug paraphernalia, or misuse legitimate prescription drugs while performing duties on behalf of the Company.
- Employees will submit without prior notice, a search of person, vehicle, possessions or premises by personnel authorised by either the Company or a client.
- Employees will agree without prior notice, to tests for either alcohol or drug intake by personnel authorised by either the Company or a client.
- The Company offers through this policy to offer confidential assistance to employees, if through sickness or stress, assistance is requested by such personnel to overcome suspected addiction to alcohol or drugs.

Other welfare provision

Voltix Services shall ensure that, where appropriate, the workplace is adequately ventilated, maintained at an acceptable temperature, properly lit, clean and free from waste material. In addition, working space, workstations and seating shall be appropriate to the type of work done.

Floors and traffic routes shall, where practicable be maintained in a good condition, and the latter kept separate from pedestrians, subject to sensible speed limits, not pass close to anything that is likely to collapse or be left in a dangerous state.

Windows and skylights shall be constructed from appropriate materials, safe to operate and clean. Doors and gates shall, where appropriate be fitted with vision panels, and constructed to operate in a safe manner.

Sanitary conveniences, washing facilities, drinking water, and accommodation for clothing, facilities for changing clothing, resting and eating meals shall be suitable and sufficient. Separate facilities are provided for staff who wear overalls during breaks.

Continued compliance with welfare provisions shall be monitored by inspections of the workplace as described above.

Voltix Services Ltd

Health & Safety Policy



Provision of off-site welfare provisions will be discussed with clients prior to any work commencing

General Housekeeping and Site Tidiness

A number of regulations deal with the need for workplaces and accesses to be kept clear of debris and other materials

Notwithstanding the requirements of statutory regulations, a tidy and clean workplace and results in increased efficiency and better public relations. Therefore, tidiness and cleanliness are to receive a priority on Voltix Services' sites and workplaces

Information on the requirements of the regulations and advice on current good working practises is available from the Voltix Services' Operations Manager, as and when required.

With the works that are required to be carried out by Voltix Services Ltd, allowances will be made for the necessary labour and plant to maintain the required standards of housekeeping, site tidiness and machinery safety.

All Managers and Supervisors who have the responsibility for the daily management of any area of a site and workplace appearances, are to ensure that all directly employed operatives and contractors alike are aware of the need to keep sites and workplaces in a tidy condition at all times

All Managers and Supervisors, who have a specific responsibility in waste management, are to ensure that arrangements exist for the removal of accumulated waste in skips etc, from sites and workplaces

These Managers and Supervisors are to ensure that the provision is made for the safe and defined stacking of materials and storage of equipment

Any openings in floors or access routes must be either securely covered, guarded off or clearly signed to show that there is a hazard

Debris and materials must not be thrown or dropped from scaffolds or buildings and provision is to be made for the safe removal of materials when working at height.

Particular emphasis is to be placed on the instruction to all employees and contractors on the safe disposal of all waste materials.

Company Vehicles

The Company undertakes to maintain all vehicles in accordance with the requirements of any statutory legislation

In order to achieve this, employees who drive Company vehicles are required to take the following action;

- In the event of any problem being experienced with vehicles that may present a health and safety risk, they are to report the fault immediately to the responsible Manager so as a decision can be made as to the required action to be taken.

Voltix Services Ltd

Health & Safety Policy



- Recorded daily and weekly checks are to be carried out on vehicles to confirm the operation of items on the vehicles.
- Any event that may preclude you from driving requires immediate notification to the Company via your Line Manager and includes notification of speeding or any other event.
- You are required to produce your driving licence for records to be maintained on an annual basis.
- Where mobile telephones are used, they must only be used with the vehicles fitted with a hands-free facility and wherever possible the use of mobile telephones should be limited to when the vehicle is stationary.
- Company vehicles are classed as a place of work therefore smoking is not permitted in vehicles.

4. Record of Health and Safety Policy

All employees have a duty to co-operate with their employer to enable them to comply with all the statutory requirements of Health and Safety legislation.

As part of Voltix Services' commitment to Health and Safety it is a requirement of all staff, to read this policy and to sign below to confirm that they have read and understood the Voltix Services' Health and Safety Policy and their health and safety duties and responsibilities.

New employees are expected to read this policy in conjunction with the Staff Handbook as part of their Induction. All new employees will be asked to sign a declaration that they have read the Staff Handbook and the Health & Safety Policy and, should they have any questions, confirm that all questions have been answered to their satisfaction.

Temporary employed staff should read this policy and sign to confirm that they have read and understood this policy at the beginning of their temporary contract

5. Hazards

This section contains references to a number of guidance documents published by HSE. It is not a requirement that you read the referenced documents, as the salient points have been included in this Policy document. However, if you wish to view a copy you should visit the Health & Safety Executive website www.hse.gov.uk/index.htm or ask your Line Manager.



Work Equipment

Work equipment includes any machinery, appliance, apparatus, tools or installation for use at work. It includes, for example, hand tools, test equipment, fork trucks, ladders and Company vehicles when used. Lists of work equipment shall be maintained by the appropriate Managers.

Before using work equipment for the first time, Managers shall ensure that:

- It is constructed or adapted to be suitable for the intended purpose
- Properly installed in a stable condition
- Has controls and control systems, including emergency stops, as necessary
- The environment is suitable - well lit and ventilated as necessary
- The equipment is marked with appropriate information and warnings for safe use
- Is covered, if determined by risk assessment, by a safe system of work

Employees shall only use work equipment if they have been trained to do so, as indicated by training records

Work equipment shall be inspected and / or tested, either immediately before use e.g. hand tools, during a periodic inspection using Machinery Safety Check Lists, as part of a planned maintenance system - such as welding and cutting equipment, or by a third party using a written scheme of examination. Records, including any statutory or insurance certification shall be retained by the responsible Manager.

HSE guidance documents INDG291 and INDG229 refer.

Lifting operations

Definition, selection, registration, installation, maintenance & records

Although lifting equipment is also work equipment, there are additional control measures in place to safeguard the safety of all concerned. Lifting equipment includes any equipment used at work for lifting and lowering loads including attachments for anchoring, fixing or supporting it. Cranes, fork trucks, slings, chains, spreader beams, harnesses, block and tackle arrangements are all covered. Lifting equipment shall be described in a asset register held by the responsible Manager.

The Company shall ensure that lifting equipment is strong and stable enough for the particular use and marked where appropriate to indicate safe working loads (SWL). In addition, it shall be positioned and installed to minimise risks and used safely. Its use shall be planned organised and performed by competent people. For example, fork trucks shall only be operated by employees who are properly trained and licensed.



This equipment shall be subject to thorough examination and inspection by a third party. In addition, Safety Checks shall be carried out periodically, the content of which are based on HSE advice and recognised standards e.g. BS 7121.

Where appropriate, records shall be retained by the Manager of this equipment's inspection and maintenance history, plus any statutory or insurance certification.

Lifting Plans

The Company has appointed a Responsible Person who recognises, or is advised of, the need for a lifting activity and either notifies the Competent Person, or appoints a Competent Person, to plan the lifting operation.

The Competent Person is someone who has the required level of competency to plan and supervise lifting operations. That person has the practical skills, theoretical knowledge and ability to carry out risk assessments, produce and assess lift plans and conduct toolbox talks. The Competent Person may or may not supervise the lifting operation but is the focal point of authority for the technical aspects of the lift. The Competent Person is responsible for appointing the team to complete a lift. He ensures that the team members have the competencies to complete the job and the tasks entailed.

Each team member has the responsibility to know and work within their own competency to complete the job. They are required to attend and participate in toolbox talks, carry out pre-use inspections of lifting equipment and stop any operation when they are concerned about its safety.

When lifting operations are sub-contracted, the appointed organisation shall provide the Company with lifting plans prior to the operation commencing.

Lifting plans are prepared by a competent person. These documents:

- Adequately describe the activity
- Address the risks identified in the risk assessment
- Stipulate the level of training required for the person in charge
- Remain valid for the entire range of the lifting operations that may be carried out.
- Consider the Lifting Equipment
- Consider the lifting accessories, the means of attachment to the load and how they will be used, including any necessary de-rating required to keep within the safe working load of the machine
- Consider proximity hazards such as:
 - - Overhead power lines
 - Other work equipment and structures
 - Trenches, excavations, underground services
- Other lifting operations
- Avoid locating lifting equipment on soft or sloping ground, unless adequate
- Arrangements are taken to ensure stability of the machine at all times

Voltix Services Ltd

Health & Safety Policy



- Ensure a minimum of 600mm clearance between a fixed object and the nearest part
- of slewing lifting equipment.

HSE guidance documents: INDG290 & *Lifting & mechanical handling guideline* and INDG422 refer.

Electricity and Electrical Equipment

Electrical equipment is the greatest cause of fatal accidents at work. It is also work equipment and subject to the above policy. The Company uses single and three phase electrical equipment, the former including portable equipment such as powered hand tools, electric kettles and office equipment.

Portable equipment used out of doors shall be either cordless or double insulated and operate from a 110V supply system which is centre-tapped to earth so that the maximum voltage to earth should not exceed 55 volts.

All electrical equipment used at Voltix Services shall be subject to specific inspections and test, which may only be carried out by competent persons. Electrical equipment shall be described on an inventory held by the responsible Manager and identified with its test status. No equipment shall be used on Voltix Services' work without such identification.

It is the responsibility of the appropriate Director or Manager to bring this information to the attention of all employees during induction training or re-training.

No personal electrical items will be allowed in the workplace unless they have been electrically tested prior to use.

HSE guidance documents INDG231 and INDG236 refer.

Workplace Transport

Every year about 70 people are killed in accidents involving vehicles at the workplace. In addition, there are more than 1000 major injuries, i.e. accidents which result in broken bones, amputations etc. These accidents usually involve people being struck or run over by moving vehicles, people falling from vehicles, people being struck by objects falling from vehicles (usually part of the load) or vehicles overturning.

Voltix Services has taken measures designed to minimise the risks associated with its own transport and that of visiting drivers.

HSE guidance documents INDG199, INDG148 and INDG312 refer.



Outdoor Working

Fire

Voltix Services uses a combination of measures to minimise the likelihood of the start and spread of fire, by the installation and maintenance of fire detectors/alarms, safe means of escape, and the provision of firefighting equipment. These systems are managed according to a plan which includes periodic inspection, maintenance and testing.

The Fire Risk Assessment takes into account dangerous and explosive substances. Other measures include periodic evacuation drills to ensure that employees are sure of what to do in the event of an emergency. The Fire Safety Officer is responsible for co-ordinating evacuation and assembly in such an event.

Specific instructions regarding action to be taken in the event of fire/ emergency are described in Fire Action Notices, which are posted in various locations around the site and the Evacuation Plan for Hayworthe House. The location of fire alarms, fire fighting equipment, escape routes and assembly point(s) are shown on the site plan.

Arson is the single most common cause of fire in business premises: 45% of all serious fires are a result of arson by opportunist vandals. Consequently, Voltix Services shall ensure that access to its offices is restricted and unidentified visitors are challenged.

Checks shall be made at the end of each shift to ensure that, doors and windows are secure, no combustible material is left lying around, any flammable liquids are locked away there are no unauthorised people on the premises, alarms are switched on and outside illumination is switched on.

HSE guidance documents INDG227 and INDG370 refer.

Hazardous and Dangerous Substances

These include processes and chemicals that use or produce substances, including dust and vapour. Types of hazardous and dangerous substances are defined in an attachment to this policy.

Before use within Voltix Services, an assessment shall be made both of the risks to health arising and of the precautions necessary to minimise those risks. The risks associated with such substances shall be assessed by reference to suppliers' safety data, appraisal of the working environment and processes. The results of such assessments enable the Company to determine the most appropriate way of working with these substances and, where appropriate, whatever personal protective equipment is necessary.

The Health & Safety Manager shall ensure that safety data sheets and associated guidance are made available by the supplier or manufacturer, and such information is communicated to employees prior to



use. A schedule of hazardous and dangerous substances shall be retained by the Health & Safety Manager and form part of the induction training / retraining process.

HSE guidance documents INDG290 and INDG370 refer.

Refrigerant Handling

Voltix Services Ltd endeavours to reduce the impact of its activities on the environment, principally of the detrimental effect of the refrigeration and air conditioning systems it designs, installs, operates, services and maintains. In particular, this includes maximising the energy efficiency and minimising the refrigerant leakage of these systems.

To achieve our environmental objectives we:

- Ensure engineers and technicians are appropriately trained;
- Have an easily accessible library of up to date and relevant information which is used by all engineers and technicians
- Equip engineers and technicians with suitable tools;
- Implement procedures, designed to reduce environmental impact, which are followed for design, installation, operation, service and maintenance of refrigeration and air conditioning systems
- Regularly audit our environmental performance.
- Comply with all relevant Legal and Other (compliance) requirements and regularly review against these

Manual Handling

More than a third of all over-three-day injuries reported each year to HSE and local authorities are caused by manual handling – i.e. the transporting or supporting of loads by hand or by bodily force. Most of the reported accidents cause back injury, though hands, arms and feet are also vulnerable.

It is the duty of all employees not to attempt to lift or handle a load which is obviously too awkward or heavy. Where appropriate, risk assessments shall be undertaken, which take into account the task, personal characteristics, the working environment and item(s) to be handled. Where appropriate, specialised training shall be provided. Advice and guidance shall be made available.

HSE guidance document INDG143 refers.

Noise

Exposure to high noise levels can cause incurable hearing damage and other problems, such as disturbance, interference with communications and stress. The Directors shall ensure that noisy working environments are assessed, reduce the noise where this is reasonably practicable and, where appropriate, introduce ear protection programmes.

Voltix Services Ltd

Health & Safety Policy



Voltix Services shall tackle immediate risks by, for example providing hearing protection, identify what is possible to control noise, how much reduction could be achieved and what is reasonably practicable, establish and schedule priorities for action, assign responsibilities to people to deliver the various parts of the plan, ensure the work on noise control is carried out and check that what was done has worked.

In addition, Voltix Services shall provide hearing checks for all employees who are likely to be regularly exposed above the upper exposure action values, or are at risk for any reason, e.g. they already suffer from hearing loss or are particularly sensitive to damage. Employees will be told about the results of such checks and records will be kept. Where hearing damage is identified, the Company shall ensure that employees are examined by a doctor

HSE guidance documents INDG362 and INDG363 refer.

Vibration

Hand-arm vibration is vibration transmitted from work processes into workers' hands and arms. It can be caused by operating hand-held power tools, such as road breakers, and hand-guided equipment, such as powered lawnmowers, or by holding materials being processed by machines, such as pedestal grinders.

Hand-arm vibration can cause a range of conditions collectively known as hand-arm vibration syndrome (HAVS), as well as specific diseases such as carpal tunnel syndrome. The effects on people include pain, distress and sleep disturbance, inability to do fine work or everyday tasks such as fastening buttons, reduced ability to work in cold or damp conditions, reduced grip strength which might affect the ability to do work safely.

Voltix Services shall assess the vibration risk to employees, decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are, introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.

In addition, the Company shall provide regular health checks to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk, take immediate action to reduce their exposure below the limit value, provide information and training on health risks and the actions it is taking to control those risks.

HSE guidance documents INDG175 and INDG296 refer.

Slips, Trips and Falls

Over a third of all major injuries reported each year are caused as a result of a slip or trip (the single most common cause of injuries at work). Slips and trips are the most common cause of non-fatal major injuries in both the manufacturing and service sectors and account for over half of all reported injuries to members of the public.

At Voltix Services, trailing cables, hoses, loose carpet, uneven and wet surfaces can increase the risk of injury. Directors and Managers shall be responsible for ensuring that good standards of housekeeping are



maintained, spillages are cleaned up promptly, the workplace is maintained in a tidy state and uneven surfaces are either adequately signed or eliminated.

HSE guidance document INDG225 refers.

Hot work & use of gas cylinders

Hot work means the use of open fires, flames and work involving the application of heat by means of tools or equipment. This includes the unintentional application of heat, for example by the use of power tools or hot rivets or hot particles from cutting or welding operations, falling onto and igniting flammable material or flammable vapours.

At Voltix Services, pressurised Oxygen, Propane and Acetylene gas are used in conjunction with flame cutting equipment.

Acetylene is an extremely flammable and unstable gas. Under certain conditions it can decompose explosively into its constituent elements of carbon and hydrogen. Oxygen behaves differently to air, compressed air, nitrogen and other inert gases. It is very reactive. Pure Oxygen at high pressure, such as from a cylinder, can react violently with common materials such as oil and grease. Other materials may catch fire spontaneously. Nearly all materials will burn vigorously in Oxygen. Propane is extremely flammable, heavier than air and may travel along the ground, making distant ignition possible.

Hot work shall only be permitted outside, well away from buildings and within a controlled area that is not adjacent to flammable materials. If such work is undertaken inside or adjacent to buildings or flammable materials, a permit to work system shall be operated. Grinding work shall be screened using non-combustible material.

Employees who are authorised to undertake hot work shall be trained in:

- Start up and shut down procedure
- Safe use of equipment
- Precautions to be taken
- Use of fire extinguishers
- Means of escape, raising the fire alarm and calling the fire brigade

Equipment such as hoses, regulators and flash back arresters shall be periodically checked and replaced as necessary by the responsible Yard or Site Manager, who keeps records of such checks. All equipment is to be regularly serviced and calibrated as BS7570

Gas cylinders shall be stored, handled and transported in accordance with good practice.

HSE guidance documents INDG327, INDG297, HSE8, Chemical sheet No 5 & HS(G)139 refer.



Fragile Roofs

Working on a roof can be dangerous. Nearly half of falls in the construction industry are from or through roofs and frequently involve fragile materials. Any fall from a roof inevitably involves at least serious injury. The risks are substantial however long or short the work. Many have been killed who only meant to be on the roof for a few minutes 'to have a quick look'.

Roofs are fragile unless confirmed otherwise; there may be non-visible damage caused by weathering, deterioration, etc. Where practicable, work on fragile roofs shall be from below. At no time may anyone work on, from or pass over fragile material, unless they are properly trained and supervised.

Access to fragile roofs shall be by proper platforms which support body weight. In addition, and where appropriate, safety netting, harnesses, coverings or other similar means shall be provided.

Fragile roofs shall be identified in accordance with The Health and Safety (Safety Signs and Signals) Regulations.

Work at Height

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. The consequence of falling from height or into dangerous substances is so serious that a high standard of protection is required.

The Company shall ensure that:

- all work at height is properly planned and organised
- work at height takes account of weather conditions that could endanger health and safety
- work at height is done by people who are trained and competent
- work at height is carried out in a safe place
- equipment for work at height is appropriately inspected
- the risks from fragile surfaces and falling objects are properly controlled

HSE guidance document INDG401 refers.

Compressed Air

If pressure equipment fails in use, it can seriously injure or kill people nearby and cause serious damage to property. Each year in Great Britain, there are about 150 dangerous occurrences involving such unintentional releases. Around six of these result in fatal or serious injury.

The responsible Manager shall ensure that compressed air equipment is subject to periodic examination and maintenance, and where appropriate, in accordance with a written scheme of examination. Training shall be provided to those employees using or in close proximity to fluids under pressure.



HSE guidance documents INDG261 and INDG178 refer.

Display Screen Equipment

Display screen equipment, or DSE, includes VDUs, VDTs, and monitors - both the cathode ray tube (CRT) and flat screen (LCD) type.

Problems are generally caused by the way in which VDUs are being used, rather than the VDUs themselves. Upper limb disorders (sometimes misleadingly referred to as repetitive strain injury) can often be avoided by good workplace design and good working practices. Extensive research has found no evidence that VDUs can cause disease or permanent damage to eyes. However, long spells of VDU work can lead to tired eyes and discomfort. The design features of laptops and other portables, like small keyboards, can make prolonged use uncomfortable, unless steps are taken to avoid problems, e.g. by using a docking station.

If an employee gets aches, pains or eye discomfort as a consequence of working with VDUs, they should alert their Manager. Employees who think they have a vision related problem should ask for an eye test. For those employees who habitually use a VDU as a significant part of their normal work, who request an appropriate eye and eyesight test, the Company will meet the cost of the test and any special corrective appliances deemed necessary. Please note, any special corrective appliances paid for by the Company remain the Company's property.

Voltix Services shall ensure that work associated with computer display screens is assessed and the risks identified are reduced to the lowest extent reasonably practicable. In addition, the activity of each user is planned so that the user's work on display screen equipment is periodically interrupted by breaks or changes of activity.

HSE guidance documents INDG36 and INDG171 (part) refer.

Asbestos

Although it is now illegal to use asbestos in the construction or refurbishment of any premises, many thousands of tonnes of it were used in the past and much of it is still in place. As long as it is in good condition and is not being or going to be disturbed or damaged, there is no risk. But if it is disturbed or damaged, it can become a danger to health, because asbestos fibres are released into the air and people can breathe them in.

In order to minimise the risks associated with Asbestos, Voltix Services shall establish where Asbestos Containing Materials (ACMs) are present. Records shall be maintained of the location and condition of such materials and each location identified with safety signs.

The risks associated with ACMs shall be assessed and where appropriate, used to develop management plans which describe the steps needed to prevent harm.

HSE guidance documents *Managing Asbestos*, INDG223 and INDG289 refer.



Working with Lead

The Control of Lead at Works Regulations 2002 applies to all work which exposes to persons to lead in any form such that it may be ingested, inhaled or otherwise absorbed. Inhalation is the major source of absorption, and therefore, many of the Regulations are orientated towards preventing the inhalation of lead, dust and fumes.

Ingestion of lead can usually be controlled by the provision and use of strict hygiene arrangements which not only includes good washing facilities, but restrictions on smoking when working with lead. Examples of construction and maintenance operations where these regulations apply are plumbing, soldering, lead smelting and casting, demolition works where lead based products are present, painting involving lead based paints etc.

Any works that are covered by these regulations must be suitably planned by the responsible Managers/supervisors to ensure that there are control measures, health surveillance, adequate washing facilities and the provision of necessary information, instruction and training, to all affected personnel. Where the regulations require the retention of records of health surveillance, etc, they must be held by the respective are of Voltix Services for retention in accordance with Company policy.

6. Hierarchy of Control Measures

Engineering Controls

- Controls that use engineering methods to reduce risk by design, material selection or substitution.
- When technically and economically feasible, engineering controls are the best to use because they usually eliminate the hazard.
- Their drawback is they may not be feasible in many cases.

Administrative Controls

- Provide warnings, markings, placards, signs, & notices;
- Written policies, programs, instructions, & procedures;
- Training for people to recognise hazards & take proper action;
- Limiting the number of personnel/equipment or the time exposed to a hazard.

Personal Protective Equipment

- Serves as a barrier between a person and a hazard.
- PPE is the least effective type of control because it does not reduce the probability of a mishap occurring, it only reduces the severity when a mishap does occur.
- Use PPE when other controls do not reduce the risk to an acceptable level.

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Health & Safety Policy



COVID-19 - Additional Personal Protective Equipment and Precautions

Prior to entering site

- Mask on
- Visor on
- Gloves on

Leaving site

- Remove gloves and dispose
- Wash/Disinfect hands
- Remove and clean/disinfect Visor
- Wash/Disinfect hands
- Remove and dispose of mask
- Wash/Disinfect hands

If available, use the hand sanitizer on site to disinfect gloves whilst working to minimise the risk of spreading the infection across the building.

The above applies to all sites and please use common sense, social distancing, to protect employees when working. Please contact Line Managers for further information.

Voltix Services Ltd

Health & Safety Policy



Appendix A - Defective Equipment Report

Defect reports shall be raised to report an infrastructure, plant or equipment issue. They shall be passed to the appropriate Manager for action. Reports shall be logged, analysed and a summary made available at the Safety Review Meeting.

Defect report

Raised by

Department

Description of defect

Precise location of defect

Signature

Date submitted

Action taken

Action taken by

Closed out date

Defect log number

Signed

Appendix B - Voltix Services : Record of Risk Assessment

Check the following items to ensure that all necessary health and safety requirements are in place before commencing work.	
1	Ensure that you have signed in at reception and advised the manager in charge of your presence, your plan of work, and enquire if there are any problems.
2	Ensure that you have received an induction, or been made aware of the following: -
	• Any known hazards in the work area.
	• Location of welfare facilities
	• Name of first aider and location of first aid facilities
	• The fire and evacuation procedure including location of muster point
3	Ensure that you are aware of the necessary control measures for any restricted areas, areas that require a permit to enter or work etc.
4	Establish a safe system of work.
5	Ensure that you have the necessary training and experience to carry out the work safely and that your tools and equipment are fit for purpose.
6	Ensure that you wear and use the correct PPE as required on site and/or as required for the task.
7	Ensure that you follow the requirements of Voltix Services Ltd Health and Safety policy.
8	Consider lone working requirements.
9	Ensure that equipment can be safely secured when unattended.
10	Ensure that your immediate line manager/administrator knows where you are working and you phone in regularly.
11	Ensure that housekeeping measures are complete
12	Advise client of status and that you are leaving site, close off any permits and sign out



I declare that all the above items have been addressed and work can commence.

Signed: _____

**Do not carry out any work activity, which appears unsafe.
 Stop immediately and report the situation to your Line
 Manager/Director.**

Risks

Quantify Risk	No Injury, Impact, Damage	Minor Injury, Impact, Damage,	Moderate - Injury (<7 days lost), Impact, Damage,	Major - Injury (>7 days lost), Impact, Damage,	Fatality, Building offline or loss,
Very Unlikely	1VU	2VU	3VU	4VU	5VU
Unlikely	2U	4U	6U	8U	10U
Fairly Likely	3FL	6FL	9FL	12FL	15FL
Likely	4L	8L	12L	16L	20L
Very Likely	5VL	10VL	15VL	20VL	25VL

Risk Assessment

Details

Site	
Location	
Activity	
Engineer	
Signature	
Date	

* = Voltix Services Ltd employees are not allowed to undertake any works with these risks regardless of score

E = Voltix Engineer
 P = Member of Public
 O = Other Contractor

Hazards Hazards

Hazard	Risk Rating	Persons Affected			Building	Environment	Hazard	Risk Rating	Persons Affected			Building	Environment
		E	O	P					E	O	P		
Fall from Height							Life safety equipment affected						
Slips/Trips							Asbestos*						
Struck by moving/falling object							Hot Works. Permit Required?						
Manual handling							Confined spaces.						
Crush							Hazardous Chemicals/Waste						
Working above people							Lone Working						

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Manual tools							Exposure to heat/cold						
Battery tools							Exposure to high pressure						
Power tools							Exposure to hazardous substances						
Sharp objects							Exposure to noise						
Electrical shock							Exposure to vibration/ repetitive motion						
Loss of BMS control							Unidentified Risk						
BMS - System Offline							Unidentified Risk						
COVID-19							Unidentified Risk						

or any risk with a score of 10 to 25 please fill out the following table:

Hazards	Nature of Risk	Risk Rating Before	Control Measures Implemented	Risk Rating After

Please note: This risk assessment is not definitive and a dynamic risk assessment should be carried out by the engineer prior to starting work.



Risk Assessment Action

Can the following protective measures be applied to the identified Task Hazards? – Annotate Y = Yes N = No

	1	2	3	4	5	6	7	8
CAN THE RISK BE AVOIDED ALTOGETHER								
CAN THE RISK BE REDUCE BY SUBSTITUTION								
CAN THE TASK BE IMPROVED TECHNICALLY								
DO EMPLOYEES REQUIRE INSTRUCTION/INFORMATION/TRAINING								
ARE SAFETY SCREENS REQUIRED								

Revised Risk Rating

TASK/ HAZARD	Action Points to Reduce Risks	BY WHOM	BY WHEN

Taking into account the Protective Measures identified on the Risk Assessment Action Sheet, Recalculate the Risk Rating

Risk Rating

Likelihood	Consequence				
	Catastrophic	Major	Moderate	Minor	Insignificant
Very Likely 5	5 25	4 20	3 15	2 10	1 5
Likely 4	20	16	12	8	4
Fairly Likely 3	15	12	9	6	3
Unlikely 2	10	8	6	4	2
Very Unlikely 1	5	4	3	2	1

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Health & Safety Policy



Risk Rating (RR) = Likelihood (L) x Consequence (C)

No	TASK HAZARDS – STATE ALL ELEMENTS OF JOB AND IDENTIFY ASSOCIATED HAZARDS	L	C	RR

Assessment Risk Criteria

Management Criteria

25, 20, 16, 15	Unacceptable stop activity and make immediate improvements
12, 10, 9, 8, 5	Risk Control/Mitigation requires management decision
8, 6, 5, 4	Acceptable after review of the operation
4, 3, 2, 1,	Acceptable

Appendix D - Signage

Emergency sign examples - Green



Direction right



First aid



Exit

Fire sign examples – Red



Fire extinguisher



Fire hose



Fire ladder

Mandatory sign examples – Blue



General



Wear eye protection



Wear ear protection

Prohibitory sign examples – Red



Not drinking water



No access top pedestrians



No smoking

Warning sign examples – Yellow



Flammable



Harmful or irritant



Electricity

Appendix E - Form F2508 (example)

Report of an injury or dangerous occurrence

Filling in this form - This form must be filled in by an employer or other responsible person

Part A

About you

1 What is your name ?

2 What is your job title ?

3 What is your telephone number?

About your organisation

4 What is the name of your organisation?

5 What is its address and postcode?

6 What type of work does the organisation do ?

Part B

Part C

About the injured person

If you are reporting a dangerous occurrence, go to part F

If more than one person was injured in the same incident, please attach the details asked for in Part C and Part D for each injured Person.

1 What is their full name ?

2 What is their home address and postcode?

3 What is their home phone number?

4 How old are they ?

5 Are they

Male?

Female?

6 What is their job title?

About the incident

1 On what date did the incident happen?

2 At what time did the incident happen ?
(please use the 24 hour clock e.g. 0600)

3 Did the incident happen at the above address ?

COMP Go to question 4
ANY

No Where did the incident happen ?

Elsewhere in your organisation
-give the name address and postcode

at someone else's premises
-give the name address and postcode

In a public place
- give details of where it happened

If you do not know the postcode, what is the name of the local authority?

4 In which department, or where on the premises, did the incident happen?

7 Was the injured person (tick one box only)

one of your employees ?

on a training scheme? Give details

on work experience ?

Employed by someone else? Give details of the employer ?

Self-employed and at work ?

A member of the public ?

Part D

About the injury

1 What was the injury (e.g. fracture, laceration)?

2 What part of the body was injured?

3 Was the injury (tick one box that applies)

- a fatality?
- a major injury or condition?
- an injury to an employee or self-employed person which prevented them from doing their normal work for more than three days?
- an injury to a member of the public which meant they had to be taken from the scene of the accident to a hospital for treatment?

4 Did the injured person (tick all the boxes that apply)

- become unconscious?
- need resuscitation?
- remain in hospital for more than 24 hours?
- none of the above

Part E

About the kind of accident

Please tick the one box that best describes what happened, then go to Part G

- Contact with moving machinery or material being machined
- Hit by a moving, flying or falling object
- Hit by a moving vehicle

Part G

Describing what happened

Give as much detail as you can. For instance:

The name of Any substances involved

The name and type of any machine involved

The events that led to the incident

The part played by any people

If it was a personal injury, give details of what the person was doing.

Describe any action that has since been taken to prevent a similar incident.

Use a separate piece of paper if you need to.

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Hit something fixed or stationery

Injured while handling, lifting or carrying

Slipped, tripped or fell on the same level

Fell from a height

How high was the fall?

metres

Trapped by something collapsing

Drowned or asphyxiated

Exposed to or in contact with a harmful substance

Exposed to fire

Exposed to an explosion

Contact with electricity or an electrical discharge

Injured by an animal

Physically assaulted by a person

Another kind of accident (describe it at Part G)

Part F

Dangerous occurrences

Enter the number of the dangerous occurrences you are reporting

Part H

Your signature

Signature

Date

Where to send the form

Please send it to the Enforcing Authority for the place where it happened.

If you do not know the Enforcing Authority, send it to the nearest HSE office.



For official use

Client number	Location number	Event number	<input type="checkbox"/> IN <input type="checkbox"/> V	RE P	<input type="checkbox"/> Y	<input type="checkbox"/> N
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Appendix F - Appointed Persons

An appointed person is someone chosen to:

Take charge when someone is injured or falls ill, including calling an ambulance if required;
Look after the first-aid equipment, e.g. restocking the first-aid box.

Appointed persons should not attempt to give first aid for which they have not been trained, though short emergency first-aid training courses are available. An appointed person should be available at all times people are at work on site - this may mean appointing more than one.

Where an assessment of first-aid needs identifies that a first aider is not necessary, the minimum requirement on an employer is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work. Even in organisations with comparatively low health and safety risks, where first aiders are considered unnecessary, there is always a possibility of accident or sudden illness. Appointed persons are not necessary where there is an adequate number of first aiders.

Appointed persons are not first aiders and so should not attempt to give first aid for which they have not been trained. However, as the appointed person is required to look after the first-aid equipment and should ideally know how to use it, employers should consider the need for emergency first-aid training for appointed persons.

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Health & Safety Policy



Regulations: besides the Health and Safety at Work Act etc, the following may apply:

- **Chemicals (Hazard Information and Packaging for Supply) Regulations (CHIP)** requires suppliers to classify, label and package dangerous chemicals and provide safety data sheets for them.
- **Construction (Design and Management) Regulations (CDM):** covers safe systems of work on construction sites.
- **Control of Substances Hazardous to Health Regulations (COSHH)** requires employers to assess the risks from hazardous substances and take appropriate precautions.
- **Dangerous Substances and Explosive Atmospheres Regulations (DSEAR):** concerned with protection against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace.
- **Electricity at Work Regulations:** requires people in control of electrical systems to ensure they are safe to use and maintained in a safe condition.
- **Employers' Liability (Compulsory Insurance) Regulations:** requires employers to take out insurance against accidents and ill health to their employees.
- **Regulatory Reform (Fire Safety) Order 2005:** requires risk assessments to be made, regardless of whether a fire certificate is held or not.
- **Health and Safety (Consultation with Employees) Regulations:** by law, employers must consult with employees on health and safety matters.
- **Health and Safety (Display Screen Equipment) Regulations:** sets out requirements for work with Visual Display Units (VDUs).
- **Health and Safety (First Aid) Regulations:** covers requirements for first aid.
- **Lifting operations and lifting equipment regulations:** aims to reduce risks to people's health and safety from lifting equipment provided for use at work.
- **Management of Health and Safety at Work Regulations (MHSWR):** requires employers to carry out risk assessments, make arrangements to implement necessary measures, appoint competent people and arrange for appropriate information and training.
- **Manual Handling Operations Regulations:** covers the moving of objects by hand or bodily force.
- **Noise at Work Regulations:** requires employers to take action to protect employees from hearing damage.
- **Personal Protective Equipment (PPE) Regulations:** requires employers to provide appropriate protective clothing and equipment for their employees.
- **Pressure Systems Safety Regulations:** control of liquids and gas under pressure.
- **Provision and Use of Work Equipment Regulations (PUWER):** requires that equipment provided for use at work, including machinery, is safe.
- **Regulation 4 of the Control of Asbestos at Work Regulations:** helps decide how to identify, assess and manage any asbestos-containing materials (ACMs) on premises.
- **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR):** requires employers to notify certain occupational injuries, diseases and dangerous events.

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Health & Safety Policy



- **The Health and Safety (Safety Signs and Signals) Regulations:** encourages the standardisation of safety signs throughout the member states of the European Union so that safety signs, wherever they are seen, have the same meaning.
- **The Health and Safety Information for Employees Regulations :** requires employers to display a poster telling employees what they need to know about health and safety.
- **Workplace (Health, Safety and Welfare) Regulations:** covers a wide range of basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, seating and welfare facilities.