

Controlled removal of asbestos will only be undertaken by a licensed contractor. When a sub-contractor is employed to remove asbestos, the Director is responsible for ensuring that the sub-contractor holds an Asbestos License (issued by HSE) and is an approved contractor. A copy of the license will be obtained and displayed on site.

It will be the responsibility of the sub-contractor to give notice (28 days) to the HSE before work commences.

Under no circumstances will a sub-contractor be employed to remove asbestos unless the Company is in possession of the sub-contractor's Asbestos License.

The sub-contractor must provide a written Risk Assessment and Method Statement before work commences.

2.36 WORKING AT HEIGHT AND FALL ARREST

In line with the current legislation the work to be carried out will be planned in advance and organised accordingly.

All works from height should be carried out by competent persons from safe working platforms; such platforms will be inspected by competent persons accordingly and records of such inspections will be kept.

Collective protection should be considered above personal protection (Handrails rather than harness). The use of ladders must be justified and used as a last resort.

When necessary reasonably practicable steps will be taken to minimize the distance and effect of a fall eg. using beanbags, decks, nets or the like.

Site-specific risk assessments should be provided for each project where working at height is involved.

Refer to existing information concerning the use of ladders and the use of other work platforms including scaffold.

Working at height should only be carried out by operatives who are competent of carrying out such works.

If a ladder or stepladder is the most suitable access equipment compared to other access equipment for short duration work a risk assessment will be undertaken for the safe use of ladders. All staff will be competent and trained in the safe use of ladders and access equipment.

All operatives should only work off a safe platform and works should not be carried out if the person is not satisfied with the platform, scaffold and fall Arrest etc.

Operatives should never over reach from any platform and where any possible risks are involved operatives must wear a securely clipped harness / or use fall arrest equipment. Close supervision of compliance is required by the Main Contractor and Subcontractors alike.

2.37 WORKPLACE SAFE ACCESS-EGRESS

The Company is committed to provide safe access and egress to working sites and working areas. Procedures to separate pedestrians from vehicles will be established as far, as is reasonably practicable in each working site.

2.38 ALCOHOL AND DRUGS

A 'zero tolerance' policy is implemented through the company.

2.39 DRIVING COMPANY VEHICLES

All staff required to drive Company vehicles will be briefed on the Driving Company Vehicles Policy. Where it has been identified that accommodation is required for an overnight stay this will be provided by SRL and staff must comply with this requirement. See Driving Company vehicles Policy.

3 RISK ASSESSMENTS

3.1 INTRODUCTION

Suitable and sufficient risk assessments will be undertaken in accordance with Management of Health and Safety at Work Regulations. Sheffield Refrigeration Ltd with the assistance of Safety 2000 Ltd. and with input from site supervision will undertake risk assessments which will also include manual handling assessments.

When considering the risk account is taken of third parties who may be affected by the work activities including members of the public, authorized and unauthorized visitors, other workers etc.

When considering Manual Handling the first priority must be to consider other methods of handling where reasonably practicable. Advice on correct handling techniques is provided by means of a Manual Handling program and information sheets.

- 3.2** When work is being undertaken within sensitive areas account will be taken of any evacuation procedures due to bomb alerts, fire etc. The local procedures will be sought before work commences and will be adhered to at all time. In areas where violence may be a risk ie Banks, DSS offices etc then the local procedures will be followed. At no time will Sheffield Refrigeration Ltd personnel intervene at the scenes of any violence.

- 3.3** Risk assessments are carried out in the following manner:

Hazard identification – the potentials for injury or damage
Risk factors – The likelihood of the hazard actually causing any injury or damage
The severity of any injury or damage

The risk factor is determined by the use of a 5 X 5 Matrix to determine the risk with existing controls in place and where identified new improved controls will be introduced to reduce the risk to as low as reasonably practicable (ALARP)

All control measures will be monitored by site supervision and on site visits.

Any significant changes to the work will instigate further assessments using the localization sheet and staff informed of changes.

3.4 DISPLAY SCREEN EQUIPMENT

Sheffield Refrigeration Ltd with guidance from Safety 2000 Ltd. will ensure that all personnel classified as users are properly assessed including the use of self-assessment documents.

Should it be identified that there is a 'User' as defined in the Visual Display Screen Equipment Regulations then a workstation analysis will be carried out in accordance with the Regulations.

Records are / will be kept in the main office

4.1 Health & Safety Inspections

The Company's premises and sites will be regularly inspected by a competent person e.g. Safety 2000 Ltd. The results of the inspections will be distributed to the site supervision and Directors.

4.2 Health & Safety Audits

The Safety Consultants will audit the Company's activities and operations at least annually. The results of the audit will be closely scrutinized and fully discussed with the Director and a remedial action plan agreed and implemented.

4.3 Health Surveillance

In accordance with current legislation, employees whose health may be at risk arising out of their work activity may be subject to health surveillance checks. Risk / COSHH Assessments will identify the circumstances on which health surveillance will be kept and maintained by the Director.

13. Joint Consultation

Sheffield Refrigeration Ltd will consult with individual employees in line with the Health & Safety (Consultation with Employees) Regulation 4 (1)(a) – employees direct. Consultation will take place to cover the following topics:

1. Whenever there is the introduction of any measures that may substantially affect the health and safety in the workplace.
2. The arrangements in place for appointing health and safety competent persons in accordance with the Management of Health and Safety Regulations 6(1) & 7(1)(b)
3. The arrangements for health and safety training that is required by or under relevant statutory provisions
4. The health and safety consequences for those employees of the introduction of new technologies into the workplace.
5. Any health and safety information that Company name is required to provide under statutory provisions. The information provided will be within the Company's knowledge, as is necessary to enable all parties to participate fully and effectively in the consultation.

No information will be disclosed that affects the following

- (a) If it is against the interest of national security
- (b) If disclosure contravenes a prohibition imposed by or under any enactment
- (c) If the disclosure for any reason other than its effect on health and safety causes substantial injury to Company name undertaking.
- (d) If the information was obtained for the purpose of bringing, prosecution or defending any legal proceedings
- (e) Or if the provision of such information requires the inspection of any document or part of a document which is not related to health and safety

CODE OF PRACTICE AND SITE REGULATIONS
SUB-CONTRACTORS CERTIFICATE

Site Regulations for:

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Contract Number:

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I, being the Sub-Contractor named above, have received a copy of the Code of Practice and Site Regulations and agree to the Contents.

I also understand to:

- 1 Provide proposals for minimising risks.
- 2 Contribute to the development of the Safety Plan.
- 3 Co-operate and manage Health and Safety as required.
- 4 Provide any necessary training instruction and information.
- 5 Provide information for the Health and Safety File.

Name (Block Capitals)

Position Held

Signature Date

A COPY OF THIS DOCUMENT WILL BE RETAINED AS PART OF THE HEALTH AND SAFETY FILE.

SRL COUNTERTECH LTD RESPONSIBILITIES

MANAGING DIRECTOR' S DUTIES – [REDACTED]

- 1 Ensuring that there is an effective policy for health and safety within the Company
- 2 Periodically appraising the effectiveness of the policy and ensuring that any necessary changes are made.
- 3 Acting as Chairman for meetings of Safety Committee.
- 4 Reviewing Safety Consultant's reports and taking action to reduce unfavourable trends.
- 5 Reviewing accident investigation reports and ensuring that corrective action is taken.
- 6 Ensuring that Managerial staff, Foremen and Operatives receive adequate safety training and are involved in promoting safety and information of the results of inspections.
- 7 Ensuring that the activities and amenities of the Company are in conformity with current legislation.
- 8 Ensuring that specific legal requirements are adhered to and that steps are taken to comply with changes in these requirements.
- 9 Evaluating all risks in the Company relating to accidents at work, health risks at work loss or damage to Company property and risks to the public through Company activities.
- 10 Ensuring that all liability is covered by insurance and advising the extent to which risks are acceptable.
- 11 Periodically reviewing insurance and loss record and advising when action is necessary to correct adverse trends.
- 12 Ensuring that the Accident Register is properly maintained.
- 13 Ensuring that the Safety 2000 Ltd are notified concerning all reportable accidents.
- 14 Ensuring that all work necessary for safety and good health is carried out promptly.

- 15 Ensuring that all personnel are competent to carry out their work and are fully aware of all hazards.
- 16 Ensuring that an adequate number of employees are trained to comply with statutory regulations.
- 17 Ensuring that statutory regulations are observed.
- 18 Ensuring that First Aid facilities are adequate and meet statutory requirements.
- 19 Ensuring that protective clothing and equipment is issued to employees as necessary and recorded.
- 20 Assisting in the induction and safety training of new employees.
- 21 Reviewing accident records, identifying trends and recommending corrective action.
- 22 Liaising with all personnel concerned with health and safety to ensure that they are fully informed concerning accidents and potential hazards.
- 23 Ensuring that fire equipment is regularly inspected and serviced.
- 24 Ensure a copy of the Health and Safety Law Poster is displayed in the Company Office.
- 25 Set a personal example.