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**COMPANY POLICY STATEMENT FOR HEALTH, SAFETY
AND
WELFARE**

Statement of Intent

TELECOM ALARMS LTD. recognise that there is a statutory duty to comply with regulations and codes of practice, but regard this as a minimum requirement only.

It is therefore the Company's policy to achieve, with the assistance of all concerned, the highest standards of health, safety and welfare possible.

- A) IN ORDER TO COMPLY with THE HEALTH AND SAFETY AT WORK ETC ACT 1974; it is the policy of TELECOM ALARMS LTD:-
- 1) To provide and maintain safe and healthy working conditions, safe systems of work for all employees, permanent or otherwise, and to ensure all working environments are, so far as is reasonably practicable, safe and free from risk.
 - 2) To ensure that all plant and equipment is, so far as is reasonably practicable, free from defect, safe and adequate for the task and maintained in such a manner.
 - 3) To provide the information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, safe and healthy working for its employees.
 - 4) To confer with all employees on aspects of health, safety and welfare in which they may be affected.
 - 5) The Company expects all employees, permanent or otherwise, to co-operate with them to enable those duties and obligations to be fulfilled and complied with, and for all employees to respond positively to the purpose and spirit of the act.
 - 6) The Company will ensure, so far as is reasonably practicable, the health and safety of others who may be affected by its activities.

B) DISCIPLINARY PROCEDURES for 'Failure to Comply'

Any Contractor, Sub-Contractor or Employee found to be in breach of premises and site rules and/or Health and Safety requirements, other than those requiring immediate dismissal, will be warned and dismissed using the following procedure:

1) First Offence

A verbal warning by the Health and Safety Manager responsible or the Engineer to the offending employee and, in the case of Contractor and/or Sub-Contractor, a verbal report to that person's Foreman or Supervisor.

2) Second Offence

Written and final warning to the offending individual, and in the case of Contractor and/or Sub-Contractor, a copy to that person's Foreman or Supervisor and also the employer.

3) Third Offence

Instant dismissal from the premises or site and in the case of Contractor and/or Sub-Contractor, the employer informed by the most expeditious means and confirmed in writing.

ACCOUNTABILITY

- 1) THE MANAGING DIRECTOR is ultimately accountable for adherence to health, safety and welfare legislation and practice.
- 2) THE ENGINEER MANAGER IS RESPONSIBLE FOR CONTRACTUAL SITE HEALTH, SAFETY AND WELFARE and has responsibility for establishing, implementing and upholding the Company Health, Safety and Welfare Policy at all contractual sites in compliance with relevant legislation. He is assisted in this by the Company engineers.
- 3) THE OFFICE MANAGER IS RESPONSIBLE FOR OFFICE HEALTH, SAFETY AND WELFARE and for establishing, implementing and upholding the Company Health, Safety and Welfare Policy throughout all Company office premises. He/she is assisted in this by office staff.

- 4) THE OFFICE MANAGER SHALL ENSURE that all contractors working on company premises shall comply with all relevant health and safety regulations, Approved Codes of Practice, HSE Guidance Notes etc. He/she shall be assisted in this by office staff.
- 5) MANAGEMENT at all levels will actively uphold and implement the Company Policy for Health, Safety and Welfare.
- 6) TELECOM ALARMS LTD. have engaged a qualified and experienced HEALTH AND SAFETY ADVISOR with whom to consult at any time to ensure the company's compliance with relevant health and safety legislation, Approved Codes of Practice etc.
- 7) Prior to acceptance as approved and competent contractors, ALL CONTRACTORS and SUB-CONTRACTORS shall be issued with a 'Contractors Questionnaire'. All questions relevant to the contractor's trade or undertaking shall be completed in full by the contractor and returned to Telecom Alarms Ltd Head Office at River Road prior to acceptance.
- 8) ALL EMPLOYEES, CONTRACTORS, SUB-CONTRACTORS and VISITORS in compliance with the Health and Safety at Work Act, and associated regulations shall, so far as reasonably practicable, ensure the health and safety of themselves and others who may be affected by their acts or omissions.
- 9) EMPLOYEES will bring to the attention of the relevant HEALTH and SAFETY MANAGER or deputy, any matter regarding their health and safety and that of others.
- 10) THE OFFICE MANAGER SHALL ENSURE THAT THE COMPANY SAFETY POLICY is brought to the attention of all contractors working on Telecom Alarms Ltd premises.

As part of the selection process, all potential CONTRACTORS AND SUB-CONTRACTORS shall be issued with, and shall return, complete in full, a 'Contractors Questionnaire'.

- 12) ALL CONTRACTORS are expected to co-operate with the Company in carrying out this policy and must ensure that their own work, acts and omissions, is carried out without risk to themselves and others.
- 13) ALL CONTRACTORS WORKING ON TELECOM ALARMS LTD SITES shall, where relevant and reasonably practicable, provide Telecom Alarms Ltd with a copy of their, [the contractor) health and safety policy statement.
- 14) ALL CONTRACTORS WORKING ON TELECOM ALARMS LTD CONTRACTUAL SITES shall provide Telecom Alarms Ltd with a copy of their, [the contractor) health and safety policy statement.
- 15) Hosts are responsible for the safety of their visitors to Company office and contractual premises.
- 16) The TELECOM ALARMS LTD Policy for Health, Safety and Welfare shall be reviewed ANNUALLY at the company AGM or whenever additional legislation, amendments and revisions to legislation, Approved Codes of Practice etc. dictate.
- 17) ALL EMPLOYEES ARE INFORMED OF THE EXISTENCE AND CONTENTS OF THE HEALTH and SAFETY POLICY STATEMENT and ANY CHANGES THERETO, by way of:-
 - Induction courses;
 - Instruction and Training;
 - Issue of Employees Safety Handbook;
 - Notice boards;
 - Personal Memorandums;
 - Tool-Box talks;
 - Relevant mandatory, prohibition and warning health and safety signs prominently displayed.

D) HAZARDS AND ASSOCIATED RISKS

TELECOM ALARMS LTD. recognise that there are particular hazards and associated risks peculiar to their undertaking, and, so far as is reasonably practicable, will ensure such hazards and risks are removed, reduced or controlled through safe systems and methods of work.

E) RISK ASSESSMENTS

- 1) Risk assessments of Company and contractual premises are undertaken by a trained and experienced competent person at determined intervals.
- 2) Risk assessments of Company plant and equipment are undertaken by a trained and experienced competent person at determined intervals.
- 3) Copies of risk assessments for plant and equipment hired in for use by the company shall be obtained from the hire company at the time of hiring.

F) SAFETY INSPECTIONS

- 1) Safety inspections of Company and contractual premises are undertaken at intervals by the Company Health and Safety Manager responsible together with the MANAGER or deputy responsible for particular premises.

G) DRUGS, ALCOHOL and SOLVENT ABUSE

It is the policy of TELECOM ALARMS LTD. that any person, irrespective of level of responsibility, suspected to be indulging in drugs and/or alcohol/solvent abuse whilst at work, shall be instantly suspended pending investigation. Any employee taking medicines for any illness, including influenza or such like, whether or not prescribed by their doctor, pharmacist or self administered over the counter products should report the matter to their appropriate Supervisor.

H) ACCIDENTS

All accidents and dangerous occurrences are to be reported to the Health and Safety Manager or nominee, who is responsible for their investigation.

I) FIRST - AID

The Company will maintain medical facilities in compliance with the First Aid Regulations (The Health and Safety (First-Aid) Regulations 1981, current Approved Code of Practice and guidance notes.

J) TRAINING

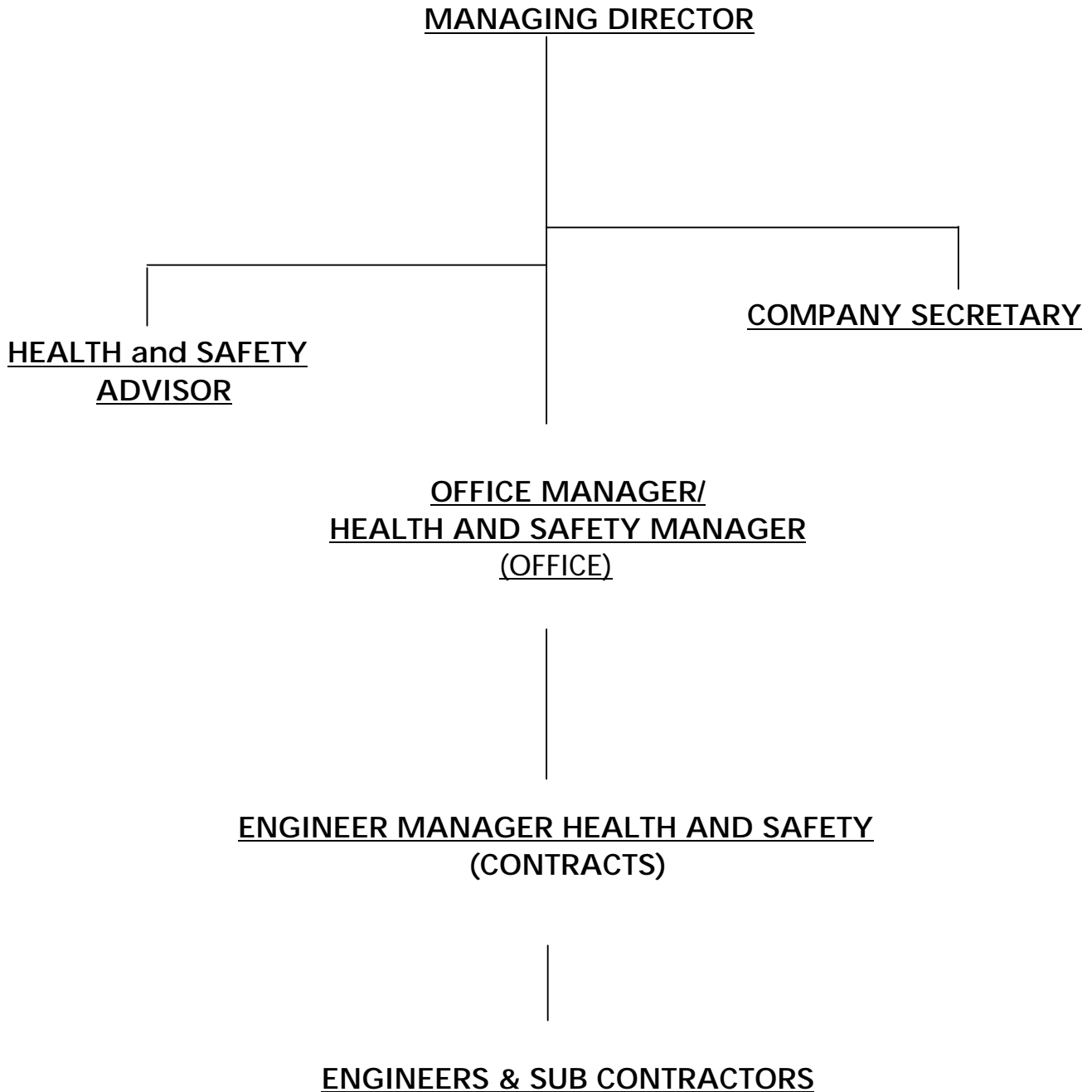
The Company will provide instruction and training in general health and safety legislation and practice, and in particular, that necessary for the safe accomplishment of the task.

SIGNED:MANAGING DIRECTOR

DATE:

ENVIRONMENTAL POLICY

HEALTH, SAFETY and WELFARE ORGANISATION CHART



MONITORING AND REVIEW OF COMPANY SAFETY POLICY

- 1) All employees will be expected to bring to the notice of their immediate Supervisor any areas where the Company Policy for Health, Safety and Welfare appears to be inadequate. The suggestions will be passed on to the Health, Safety and Welfare Manager for consideration.
- 2) The Health and Safety Advisor will visit the Company premises and contractual sites at the request of the MANAGING DIRECTOR and will report on any hazards defects or breaches of regulations observed within the visit.

A report of the inspection will be left on site and a copy sent to the Health & Safety Manager in order to establish where the appropriate procedures in Company Policy have not been complied with, or are deficient and the action necessary to ensure similar problems do not recur on Company or contractual premises.

The reports fall into three categories namely:

Risk Assessment
COSHH Risk Assessment
Safety Inspection Report

NIL RETURNS will be issued.

- 3) An annual meeting will be held between the Senior Management of the Company to discuss the accident statistic for the previous quarter, the performance of the Company in accident prevention, compliance with Company Policy for Health, Safety and Welfare, to establish areas where improvements in Company procedures, training etc, could be made and to review where necessary the Company Policy for Health, Safety and Welfare.

ACCIDENT REPORTING

- 1) All injuries resulting from accidents in the work place, however minor, will be reported in the office Accident Book by the injured party. This reporting procedure applies to injuries received by contractors, members of the public, visitors etc, as well as Company employees.
- 2) In the event of a major or fatal injury to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the local office of the Health and Safety Executive whose address appears at the front of the folder, will each be notified by telephone immediately.
- 3) The MANAGING DIRECTOR will confirm that the Health and Safety Executive have been informed of fatal or major injury accidents or noticeable dangerous occurrence by telephone and confirm details of accident in writing on form F2508, to the Health and Safety Executive within seven days.
- 4) The office accident Book will be available to ensure any injured person can record details of their accidents.
- 5) Any claim by an employee for Industrial Disablement or sickness benefit may result in Form BI 76 or BI 77 being received by the Company. This will be brought to the attention of the managing director, and a copy made for Company files and then returned to the Department of Health and Social Security as required.
- 6) All fatalities, major injuries, dangerous occurrences and other noticeable (over 3 days) accidents and enquires from the DHSS concerning industrial disease will be recorded in the Register F 2509 - Recording of Accidents, Dangerous occurrences and ill health enquires'. This register will be kept by the MANAGING DIRECTOR who is responsible for ensuring that all details are entered and that records are kept for at least 3 years from the date of the last entry.
- 7) The MANAGING DIRECTOR and Health and Safety Advisor will investigate all serious accidents and forward a copy of the Investigation Report to the Company with any photographs, statements or other relevant materials for use by Company insurers or legal advisers. This investigation report is privileged information and must not be issued to any other person without the permission of the Company insurers or legal advisers.
- 8) All accidents resulting in damage must be investigated by the MANAGING DIRECTOR and details reported to the Health and Safety Advisor.

PRELIMINARY PROCEDURES

1) TRAINING

All Management, Supervisory staff, office staff and operatives shall receive instruction and training in their responsibilities as defined in this Policy. Training will be repeated at least every two years and whenever changing legislation or working methods demands it.

All personnel will undergo progressive basic training. Where relevant the initial training programme, shall consist of instruction and training on the following; -

The Health and Safety At Work Etc Act 1974

The Health and Safety (Display Screen Equipment) Regulations 1992

The Personal Protective Equipment at Work Regulations 1992.
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
The Control of Substances Hazardous to Health Regulations 1995
The Confined Spaces Regulations 1997
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1998.
The Lifting Operations and Lifting Equipment Regulations 1998
The Management of Health and Safety at Work Regulations 1999
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999
The Company Policy for Health, Safety and Welfare.
The First-Aid Regulations 1981 and Current Approved Codes of Practice.
First Aid
The Control of Substances Hazardous to Health.
Fire Safety and First Aid Fire Fighting.
Occupation, trade refresher and revision courses.

plus that necessary for the safe accomplishment of the task.

INDUCTION TRAINING

All those employed on all premises controlled by Telecom Alarms Ltd, Office and contractual premises shall participate in the required induction training and instruction specific to their workplace.

ALL EMPLOYEES shall be issued with and sign for a copy of the 'Policy Statement of Intent' and 'General Policy Statement'

ALL EMPLOYEES shall receive a copy of the current edition of the Company 'Employees Safety Handbook'

ADMINISTRATION

Instruction, training plans and records are prepared and maintained by the MANAGING DIRECTOR and based on the information received from those persons and agencies supplying that instruction and training. Instruction and training courses are arranged by the MANAGING DIRECTOR who will notify those employees concerned. Instruction and training courses are provided by those persons or agencies that are qualified and experienced to undertake such tasks and approved by the Health and Safety Manager.

2) CONTRACTORS (Company Premises)

ALL APPROVED CONTRACTORS SHALL be issued with a copy of the Company Policy Statement for Health Safety & Welfare Statement of Intent and a list of responsibilities.

The following paragraph will be inserted in all orders to sub-contractors.

"Please see attached copy of our Company Policy Statement for Health, Safety and Welfare Statement of Intent and list of responsibilities for sub-contractors on this Company's sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Company Policy Health, Safety and Welfare, a copy of which is kept at the River Road Business Park Head Office . Please contact the writer should you require any further information on any matter in connection with health, safety and welfare"

The following paragraph will be inserted in all orders to suppliers or hire companies providing any article or substance for use at work.

"In accordance with section 6 of the Health and Safety At Work Etc. 1974, we would be pleased to receive your confirmation that the articles or substance to be supplied are safe and without risk to health when properly used. Also in accordance with the above act, details of all necessary research, tests and examinations and full instructions for the safe use of the article or substance". All information received from suppliers will be passed to the relevant Manager / Supervisor for implementation or reference.

PROTECTION OF PUBLIC

All necessary measures required for the protection of visitors to those premises under the control of TELECOM ALARMS LTD. shall be planned and allowed for.

3) CONTRACTORS (Contractual Sites)

ALL APPROVED CONTRACTORS SHALL be issued with a copy of the Company Policy Statement for Health Safety & Welfare Statement of Intent and a list of responsibilities.

The following paragraph will be inserted in all orders to sub-contractors.

"Please see attached copy of our Company Policy Statement for Health, Safety and Welfare Statement of Intent and list of responsibilities for sub-contractors on this Company's sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Company Policy Health, Safety and Welfare, a copy of which is kept at the River

Road Business Park Head Office . Please contact the writer should you require any further information on any matter in connection with health, safety and welfare”

The following paragraph will be inserted in all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with section 6 of the Health and Safety At Work Etc. 1974, we would be pleased to receive your confirmation that the articles or substance to be supplied are safe and without risk to health when properly used. Also in accordance with the above act, details of all necessary research, tests and examinations and full instructions for the safe use of the article or substance”. All information received from suppliers will be passed to the relevant Manager / Supervisor for implementation or reference.

PROTECTION OF PUBLIC

All necessary measures required for the protection of visitors and/or members of the public to those premises or sections of those premises under the control of TELECOM ALARMS LTD. shall be planned and allowed for.

4) **SUB - CONTRACTORS**

All sub-contractors will receive a copy on approval of the Company Policy Statement for Health Safety & Welfare Statement of Intent and a list of responsibilities.

The following paragraph will be inserted on all orders to sub-contractors.

“Please see attached copy of our Company Policy Statement for Health, Safety and Welfare Statement of Intent and list of responsibilities for sub-contractors on this Company’s sites. Your acceptance of this order will be deemed to include acceptance of the requirements of our Company Policy Health, Safety and Welfare, a copy of which is kept at the River Road Business Park Head Office . Please contact the writer should you require any further information on any matter in connection with health, safety and welfare”

The following paragraph will be inserted on all orders to suppliers or hire companies providing any article or substance for use at work.

“In accordance with section 6 of the Health and Safety At Work Etc. 1974, we would be pleased to receive your confirmation that the articles or substance to be supplied are safe and without risk to health when properly used. Also in accordance with the above act, details of all necessary research, tests and examinations and full instructions for the safe use of the article or substance”.

All information received from suppliers will be passed to the relevant Manager / Supervisor for implementation or reference.

5) **PROTECTION OF PUBLIC**

All necessary measures required for the protection of visitors and/or members of the public to those premises or sections of those premises under the control of TELECOM ALARMS LTD shall be planned and allowed for.

6) **DOCUMENTATION**

The MANAGING DIRECTOR is responsible for ensuring that health and safety documentation is maintained at the office and kept in a safe place for a minimum period of 3 years. All F2508 Reports and associated documents will be maintained at the office and in a safe place for a minimum period of 30 years.

7) **JOINT CONSULTATION**

In accordance with the Consultation with Employees Regulations, Safety Representatives and Safety Committee Regulations 1977, the Health and Safety (Consultation with Employees) Regulations 1996 and the Codes of Practice and Guidance Notes relating to those regulations, every facility will be afforded to Employees, Safety Representatives and Committees. TELECOM ALARMS LTD. are committed to consulting with their employees on all matters relevant to, and affecting their health and safety. to this end we provide for all facilities necessary for safety representatives to attend training courses, safety committee meetings and consultation with senior management.

8) **PROCEDURES FOR NEW EMPLOYEES and EMPLOYEES RE-INSTATED AFTER ONE YEAR**

This procedure is to be carried out by the Office Manager or Site Supervisor according to where the employee is required to work.

8.1) Explain to new employee what he / she will be required to do and to whom he /she will be directly responsible.

8.2) Issue to new employees a copy of the Company Policy Statement for Health, Safety and Welfare Statement of Intent. State its purpose, ask he / she to read the document and to sign and return the acknowledgement slip within 7 days.

8.3) Show new employee the complete Company Policy for Health, Safety and Welfare manual, explain where it is kept and its purpose. bring to his / her attention the sections referring to their particular Department and ensure that he / she is aware of their particular responsibilities.

- 8.4) Show new employees where copies of the Regulations are kept.
- 8.5) Ascertain if the new employee has any disability or illness which could prevent him / her carrying out certain operations safely or if he / she require any additional protective measures.
- 8.6) Inform others in the organisation of the new employee's disability or illness should he / she require assistance at any time.
- 8.7) Ensure that all emergency procedures take into account the disability or illness.
- 8.8) Warn new employees of any potentially dangerous operations on the site and in other work places.
- 8.9) Warn the new employee of any prohibited actions on the site or other workplaces such as, no smoking, operating equipment or plant without authority, entering specific areas without wearing appropriate personal protective equipment.
- 8.10) Inform Management of any instruction and training requirements.
- 8.11) Issue any necessary personal protective equipment or clothing and obtain their signature for the items issued.
- 8.12) Instruct the new employee in fire and other emergency procedures.
- 8.13) Show the new employee all fire exits and demonstrate by operation, any emergency opening devices.
- 8.14) Instruct the new employee in the Accident Reporting Procedures, show them where the Accident Book is kept and the necessity to report all accidents, including damage to equipment, irrespective of how trivial they may appear at the time.
- 8.15) Show the new employee the location of the First Aid box and Eye Wash facilities.

ADDITIONAL PROCEDURES FOR NEW EMPLOYEES UNDER 18 YEARS OF AGE

Obtain in writing, permission from the young person's parent or guardian permission to carry out the work for which he/she is to be employed.

Carry out a risk assessment of the young person's work.

Instruct the young person that he/she must not operate, clean, move, drive or interfere with any machinery, vehicles or fork lift equipment.

Inform the local Careers Office.

WELFARE AND FIRST AID

1) STANDARDS REQUIRED

Workplace (Health, Safety and Welfare) Regulations 1992

The First-Aid Regulations 1981 and Current Approved Codes of Practice lay down general requirements for first aid facilities.

L74 - "Approved Codes of Practice and Guidance Notes for The Health and Safety (First Aid) Regulations 1981" give guidance on the first aid Regulations.

Copies of the relevant regulations will be kept in Head Office, contractual sites and all other premises under the control of Telecom Alarms Ltd..

The Health and Safety Advisor shall provide advice on the Regulations and Codes of Practice as required.

TELECOM ALARMS LTD. shall ensure that all employees and contractors are provided with adequate and appropriate rest and canteen facilities that shall allow:-

- facilities for preparing or providing hot food and drinks;
- breaks to be taken away from the workplace;
- be in a warm and dry area;
- suitable and sufficient female and male toilet facilities for the maximum number of persons occupying any premises under the control of Telecom Alarms Ltd.
- suitable and sufficient female and male washing and changing facilities relevant to the workplace;
- hot and cold running water at all times.

These shall be approved and maintained to the satisfaction of the relevant Health and Safety Manager.

TELECOM ALARMS LTD. shall ensure that there are suitable numbers of trained first-aid persons available at all times work is in progress on premises controlled by the company.

TELECOM ALARMS LTD_ shall ensure that there is suitable and sufficient first-aid equipment including eye-wash stations where relevant, for the maximum number of persons occupying any premises under the control of Telecom Alarms Ltd..

3) SUPERVISION

Engineers shall ensure that welfare and first aid facilities are provided and maintained in accordance with the required standards. Engineers shall report to the Contracts Health and Safety Manager any deficiencies in facilities.

4) SPECIAL CIRCUMSTANCES

A permit-to-work system shall be implemented by TELECOM ALARMS LTD._for all works of a particular hazardous nature or in particularly hazardous circumstances.

Such operations and circumstances would include hot working operations and confined spaces etc.

TELECOM ALARMS LTD. shall ensure that all traveling gangs of employees are provided with adequate and appropriate rest and canteen facilities that shall allow:-

- facilities for preparing or providing hot food and drinks;
- breaks to be taken away from the workplace;
- be in a warm and dry area;
- suitable and sufficient toilet facilities;
- suitable and sufficient washing and changing facilities;
- hot and cold running water whenever possible;

ii) Facilities provided in addition to minimum statutory requirements [i.e. detailed in this section any existing or proposed company).

Welfare and first aid requirements to take account of special circumstances of Company work.

All necessary first aid equipment will be supplied via the Contracts Health and Safety Manager.

Confined Spaces

1) STANDARDS REQUIRED

- The Health and Safety At Work Etc Act 1974
- The Personal Protective Equipment at Work Regulations 1992.
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- The Control of Substances Hazardous to Health Regulations 1995
- The Confined Spaces Regulations 1997
- The Provision and Use of Work Equipment Regulations 1998.
- The Manual Handling Operations Regulations 1998.
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Management of Health and Safety at Work Regulations 1999
- The Fire Precautions (Workplace) Regulations 1997
- The Fire Precautions (Workplace) (Amendment) Regulations 1999
- The Company Policy for Health, Safety and Welfare.
- Approved Codes of Practice for the Control of Substances Hazardous to Health and Control of Carcinogenic Substances.
- The Construction (Health, Safety and Welfare) Regulations 1996. Regulations (1) to (5)
- The Health and Safety (Young Persons) Regulations 1997

Health and Safety Guidance Notes GS5 - 'Entry into Confined Spaces'.

Advice on the application on the Approved Codes of Practice and Guidance Notes can be obtained from the Safety Adviser.

2) Such serious accidents and fatalities as drowning, gassing and poisoning have occurred as a result of not making adequate assessment of a confined space, thereby failing to take adequate and appropriate precautions to either remove, reduce or control risks to health and safety.

Hazards associated with confined spaces are:-

a) **physical hazards;**

low entry and/or low working headroom, wet surfaces, ponding, mechanical and/or electrical hazards, restricted means of escape etc.

b) **chemical hazards;**

poor ventilation or air flow combined with a build-up of toxic or explosive gases caused by heating of residue oils, toxic vapours etc. the substances.

c) **atmospheric hazards;**

carbon monoxide, carbon dioxide, oxygen deficiency or enrichment; **an oxygen enriched atmosphere is an explosive atmosphere.**

A typical confined space is any - **roof void, tank, pit, trench, chamber, pipe, flue, service riser, vat, ducting, silo** or any similar space that by virtue of it's enclosed nature, there arises a foreseeable risk to health and safety.

A confined space has two defining features:-

i) It is substantially enclosed, though not entirely, employees need have access and egress;

ii) There will be reasonable risk of serious injury from:-

hazardous substances;
conditions within the space;
atmospheric problems;
outside influences.

3) PLANNING PROCEDURES

At tender or negotiation stage the need for protective equipment, and safe working precautions will be taken into consideration and allowances made for these.

Prior to commencement of the contract, the Health and Safety Manager and Supervisor will consider what precautionary measures and protective equipment will be necessary taking into account the exact circumstances on the premises and ensure that all such equipment is available and all precautions are in place before any person enters the confined space.

4) SUPERVISION

The Contracts/Health and Safety Manager and where required, the Health and Safety Adviser, will brief all personnel concerned with the hazards to be encountered on the contract in progress prior to the commencement of the work.

Such briefings shall include details of each persons particular role and his duties and responsibilities in protecting himself and others. These duties will be put in writing on a 'Permit to Work - Confined Spaces Procedures'.

The Contracts/Health and Safety Manager shall ensure that all the required permits to work, barriers, signs, notices, screens etc relevant to the areas of operations, are provided, maintained and regularly checked.

The Contracts/Health and Safety Manager shall ensure that all persons required to work in confined spaces have been instructed and trained in the hazards associated with confined spaces, the foreseen hazards, the use of the equipment provided and safe working procedures.

The Contracts/Health and Safety Manager shall ensure that any defective equipment is immediately removed from the work place, secured so as to prevent unauthorised or accidental use, labelled and stored until adequate and proper repairs have been made.

The defective equipment is to be promptly replaced to enable work to safely continue.

5) HAZARD ANALYSIS AND RISK ASSESSMENT

Whenever possible and reasonably practicable, TELECOM ALARMS LTD. shall avoid working in confined spaces.

Should it be unavoidable, then suitable and sufficient hazard analysis' and risk assessments shall always be undertaken and presented in writing before the operations begin, and the most safest and suitable work methods adopted.

All preventive and protective measures, as required by the completed assessments, should be taken to remove or reduce and control any risks to employees and contractors health and safety.

Hazard analysis and risk assessments shall identify the hazards and risks to those entering and working in the confined area:-

Employees;
Contractors and sub-contractors;
Visitors to the confined space.

The assessment shall also identify the existence of hazardous substances and conditions other than asbestos:-

such as:-

Residue oils

Stagnant or polluted water

Leakage or seepage of hazardous substances into the confined space

Live gas, water, steam pipes and control valves

Live electricity and control apparatus

Pipes carrying chemicals, oils and other noxious substances

Apparatus that restricts headroom

Low-lying pipes that restrict freedom of movement

Apparatus that restricts freedom of movement

Injection or sudden descent of sand, flour, grain, sugar or any similar product

The injection of hot water or steam

Methods and location of controls and isolation

Possible build-up of ambient temperatures

The risk assessment shall also include any operations in the surrounding area, including those above and below the confined space, that may affect the health and safety of those working in the confined space.

6) **SAFE WORKING PROCEDURES AND PRACTICES FOR WORK IN CONFINED SPACES**

All operations in confined spaces shall be controlled by a Permit-To-Work system.

TELECOM ALARMS LTD. shall ensure through a system acceptable to the client and in compliance with the Safety Signs and Signals Regulations 1996, that all live gas, water, steam pipes and control valves are colour coded and labelled for identification.

TELECOM ALARMS LTD. shall further ensure that any pipes carrying oils, chemicals and other noxious substances are colour coded and labelled for identification.

TELECOM ALARMS LTD. shall ensure that the closely confined conditions in which work is to take place are, as far as is reasonably practicable, safe and with a minimum of risk.

7) **Permit to Work Procedures**

- i) A permit-to-work must be issued for all works in confined spaces.
- ii) A permit-to-work shall be issued either by TELECOM ALARMS LTD. or by the client.
- iii) No person shall work alone in a confined space.
There must always be a minimum of two persons carrying out work in a confined space; this may include one person acting as a Safety Officer **outside** the area and in control of safety procedures and safety equipment.

- iv) There must always be one person acting as Safety Officer and positioned **outside** the confined space at all times work within the space is in progress or just occupied.
- v) The Safety Officer shall be in charge of all emergency safety arrangements.
- vi) Before entry by any person, the Senior Engineer and the client's representative shall jointly examine the safety arrangements and isolations for work within the confined space.
- vii) A permit-to-work shall only be raised and work allowed to commence once all required assessments and other documentation has been made available and agreed by all competent persons concerned.
- viii) the duration of the permit-to-work shall be for one working shift only, regardless of the shift's working length, whether it be 1, 4, 8 or 12 hours long and up to a maximum of 12 hours, or at the change of the shift or change of operatives within the space.
- ix) Whenever there is a change of operational personnel, a joint examination of the area must be made by both the oncoming Senior Engineer and the client's representative, a new permit must be raised and the invalid one cancelled and returned to TELECOM ALARMS LTD._River Road Business Park Head Office.
- x) One copy of the permit shall be kept by the senior person working inside the confined space and one shall be prominently displayed at the entrance to the confined space. Both copies shall be made available to any authorised person for scrutiny.
- xi) First-aid and fire fighting equipment shall be in place and any combustible rubbish in the vicinity of the confined area shall be removed before work commences.
- xii) Fire-aid fire fighting equipment shall consist of 2 fire extinguishers and whose contents shall sufficient and appropriate to the nature of the risk.
- xiii) The fire extinguishers shall be located directly outside the area and be under the direct control of the safety officer.

8) ENGINEERS

Prior to persons entering the confined space, suitable testing of the atmosphere will be carried out by experts experienced in the field and a Clearance Certificate issued.

Whenever necessary, action will be taken to render the atmosphere harmless by providing a breathable atmosphere with oxygen levels above 18 per cent.

Where it is not reasonably practicable to provide a safe breathable atmosphere, then proper and adequate personal protective equipment will be supplied, worn and adequately maintained. Whenever necessary, safety lines will be provided and maintained whenever there are operatives in the confined space.

Permit to work procedures will be put into place prior to entry into the confined space.

All persons required to work in confined spaces will be instructed and trained in the hazards associated with confined spaces, the foreseen hazards, the use of the equipment provided and safe working procedures.

A minimum of 2 operatives is required for work in a confined space. All operatives required to work in designated confined spaces will work according to their instruction and training in the hazards associated with confined spaces, the foreseen hazards and the use of the equipment provided.

All operatives working in confined spaces will immediately report any defective equipment or circumstances that may affect the safety of themselves or other, to their Supervisor.

Operatives will ensure that defective equipment is promptly replaced to enable work to safety continue.

All operatives will adhere to the correct and safe use of equipment and safe working procedures.

Every employee has a duty to work in a safe and responsible manner and to ensure that others do likewise.

COMPANY OFFICES

STANDARDS REQUIRED

- 1) All office premises and facilities will be provided and maintained in accordance with;
The Offices, Shops and Railway Premises Act 1963
The Health and Safety At Work Etc Act 1974

The First-Aid Regulations 1981 and Current Approved Codes of Practice.
 The Electricity at Work Regulations 1989
 The Noise at Work Regulations 1989
 The Environmental Protection Act 1990.
 Workplace (Health, Safety and Welfare) Regulations 1992
 The Health and Safety (Display Screen Equipment) Regulations 1992
 The Personal Protective Equipment at Work Regulations 1992.
 The Control of Substances Hazardous to Health Regulations 1995
 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
 The Health and Safety (Safety Signs and Signals) Regulations 1996
 The Confined Spaces Regulations 1997
 The Protection of Young Persons Regulations 1997
 The Provision and Use of Work Equipment Regulations 1998.
 The Manual Handling Operations Regulations 1998.
 The Lifting Operations and Lifting Equipment Regulations 1998
 The Management of Health and Safety at Work Regulations 1999
 The Fire Precautions (Workplace) Regulations 1997
 The Fire Precautions (Workplace) (Amendment) Regulations 1999
 The Pressure Systems Safety Regulations 2000
 The Company Policy for Health, Safety and Welfare.
 All relevant Approved Codes of Practice.
 All relevant Health and Safety Executive Guidance Notes, both specific and general.

- 2) Fire precautions shall be provided and maintained by the Contracts/Health and Safety Manager and the Office/Health and Safety Manager in accordance with any fire certificate issued under the Offices, Shops and Railway Premises Act 1963, the "Fire Precautions Act 1971", the "Fire Precautions (Workplace) Regulations 1997" and the "Fire Precautions (Workplace) (Amendment) Regulations 1999"
- 3) The Contracts/Health and Safety Manager and the Office/ Health and Safety Manager shall ensure that the procedures to be followed in the event of fire are prominently displayed on all means of escape routes, adjacent to fire alarm call points and fire exits.
- 4) All personnel will be given instructions and training in the procedures and use of first aid and fire fighting equipment by the Office/Health and Safety Manager.
- 5) Fire evacuation drills will be organised by the Office/Health and Safety Manager and, in accordance with the terms and conditions of the premises fire certificate, carried out once in every six months, but not more than twice in any twelve months.
- 6) All first aid and fire fighting equipment will be provided, serviced and maintained in accordance with current British Standards.

The Office/Health and Safety Manager shall ensure that all office machinery and equipment is:-
 located so as not to put at risk anybody's health and safety;
 sited, maintained and serviced in accordance with the manufacturers recommendations.

- 8) The Office/Health and Safety Manager shall ensure that all office personnel are informed and instructed in manual handling techniques appropriate to their occupational duties.
- 9) All staff required to use office machinery and equipment will be given instruction and training in its use by a competent person.
- 10) The Office/ Health and Safety Manager shall ensure:-
 safe means of access to and egress from the premises and places of work are maintained at all times;
 all fire exits are kept free from obstruction, properly signed and, where necessary, illuminated;
 all means of escape, access and egress are prominently and correctly signed at all times.
- 11) The Office/ Health and Safety Manager shall ensure that all offices: -
 are cleaned daily;
 have no accumulation of waste paper;
 are not used for the storage of flammable and dangerous substances;
 have heaters, heating appliances and any office equipment, switched off when unoccupied;
 are free from fire and other hazards at all times;
- 12) Any liquefied petroleum gas-heating appliance shall be used and stored in accordance with the requirements of the Company Health, Safety and Welfare Policy.

CONTRACTUAL/SITE PREMISES

1) STANDARDS REQUIRED

In compliance with current health and safety legislation, occupational and fire risk assessments of TELECOM ALARMS LTD. installation operations shall be undertaken and reviewed annually and that the findings and required controls of those risk assessments are brought to the attention of all engineers.

Hazard analysis and risk assessments specific to any contractual premises shall be undertaken at least five working days prior to the commencement of each installation.

Compliance with the contractual client's health and safety policy statement, health and safety arrangements and procedures and the Company Policy for Health, Safety and Welfare shall be adhered to throughout the duration of the contract.

The following health and safety standards and requirements legislation will be complied with as a minimum standard:-

The Offices, Shops and Railway Premises Act 1963

The Health and Safety At Work Etc Act 1974

The First-Aid Regulations 1981 and Current Approved Codes of Practice.

The Electricity at Work Regulations 1989

The Noise at Work Regulations 1989

The Environmental Protection Act 1990.

Workplace (Health, Safety and Welfare) Regulations 1992

The Health and Safety (Display Screen Equipment) Regulations 1992

The Personal Protective Equipment at Work Regulations 1992.

The Construction (Design and Management) Regulations 1994

The Control of Substances Hazardous to Health Regulations 1995

The Confined Spaces Regulations 1997

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

The Construction (Health, Safety and Welfare) Regulations 1996 and Approved Codes of Practice

The Health and Safety (Safety Signs and Signals) Regulations 1996

The Confined Spaces Regulations 1997

The Protection of Young Persons Regulations 1997

The Provision and Use of Work Equipment Regulations 1998.

The Manual Handling Operations Regulations 1998.

The Lifting Operations and Lifting Equipment Regulations 1998

The Management of Health and Safety at Work Regulations 1999

The Fire Precautions (Workplace) Regulations 1997

The Fire Precautions (Workplace) (Amendment) Regulations 1999

The Company Policy for Health, Safety and Welfare.

- 2) Fire evacuation procedures and fire plans shall be complied with.
- 3) All personnel will be given instructions and training in the procedures and use of first aid and fire fighting equipment by the Contracts/Health and Safety Manager.
- 4) Depending upon contractual circumstances and arrangements, fire evacuation drills will be organised by either the client or Contracts/Health and Safety Manager.
- 5) All first aid and fire fighting equipment will be provided, serviced and maintained in accordance with current British Standards.
- 6) Employees and sub-contractors shall adhere to TELECOM ALARMS LTD. and the client's fire instructions in the event of fire.
- 7) The Contracts/ Health and Safety Manager shall ensure:-
 - safe means of access to and egress from the premises and places of work are maintained at all times;
 - all fire exits are kept free from obstruction, properly signed and, where necessary, illuminated.
 - all means of escape, access and egress are prominently and correctly signed at all times.

ORGANISATION

MANAGING DIRECTOR

- 1) Prepare and keep up to date, a statement of the Company's Policy for Health, Safety and Welfare and ensure it is brought to the attention of all employees, permanent or otherwise.

- 2) Prepare instructions for the organisation and arrangements for carrying out the Company Policy, to make each person aware of their responsibilities and the means by which they should carry them out.
- 3) Administer the Policy throughout the Company by appointing an individual Director responsible.
- 4) Know the appropriate statutory requirements affecting the Company's operations.
- 5) Ensure the appropriate training is given to all staff, permanent or otherwise.
- 6) Insist that safe working practices are observed as laid down by Approved Codes of Practice and that work is planned and carried out in accordance with the statutory requirements.
- 7) Ensure that tenders are adequate to enable total compliance with all relevant duties and statutory obligations i.e., acceptable welfare facilities, risk assessments, health and safety inspections, safe working procedures and practices, provision of adequate and appropriate equipment etc, sufficient to prevent serious injury, property damage and wastage.
- 8) Ensure there is liaison on Health, Safety and Welfare matters between the Company and others working on the premises.
- 9) Institute reporting, investigating and costing of injury, damage and loss, promote analysis of investigations to discover trends and eliminate hazards.
- 10) Reprimand any employee failing to discharge satisfactorily their Health and Safety responsibilities.
- 11) Instigate liaison with external accident prevent organisations, encourage the distribution of safety literature throughout the Company.
- 12) Arrange for funds and facilities to meet health and safety requirements and those of the Company Policy for Health, Safety and Welfare.
- 13) Make certain that all management and other employees understand that injuries, equipment damage and wastage will all be taken into account when bonus, salary and promotion are being decided.
- 14) Set a personal example when visiting sites by wearing appropriate protective equipment, clothing and footwear.
- 15) Arrange quarterly meetings with the Health and Safety Advisor to discuss Company accident prevention, performance, possible improvements etc.

COMPANY SECRETARY

- 1) Read and understand the Company Policy for Health, Safety and Welfare Manual and ensure that it is brought to the attention of all employees under your control.
- 2) Ensure that copies of all relevant Fire, Health Safety and Welfare Regulations as listed in the Policy are kept in the library.
- 3) Ensure that the requirements of all relevant Fire, Health, Safety and Welfare Regulations as listed in the Policy, are complied with.
- 4) Ensure that all plant and equipment, purchased by or hired to the Company, complies with the relevant regulations.
- 5) Ensure that all plant and equipment hired by the Company complies with the relevant regulations.
- 6) Arrange all necessary insurance and carry out any necessary reporting of incidents to insurers. Provide the Health and Safety Manager's accident investigation report to insurers where appropriate.
- 7) Ensure that where appropriate, fire certificates are obtained for the Company premises.
- 8) Ensure that all fire fighting equipment is maintained by experienced and competent engineers and to the recommendations of British Standards.
- 9) Ensure that regular fire drills are arranged and include all employees, permanent or otherwise.
- 10) Ensure that fire exits are kept clear at all times.
- 11) Provide all first-aid facilities in accordance with regulations and current codes of practice.

- 12) Ensure all accidents are reported in accordance with accident reporting regulations and the Company policy.
- 13) Ensure all welfare facilities are provided in accordance with regulations.
- 14) Set a personal example by carrying out irregular safety checks.

OFFICE MANAGER/OFFICE HEALTH and SAFETY MANAGER

- 1) Read and understand those sections of the Company Policy for Health Safety and Welfare Manual and ensure that is brought to the attention of all employees under your control.
- 2) Ensure that the relevant requirements of;
 - The Offices, Shops and Railway Premises Act 1963
 - The Health and Safety At Work Etc Act 1974
 - The First-Aid Regulations 1981 and Current Approved Codes of Practice.
 - The Electricity at Work Regulations 1989
 - The Noise at Work Regulations 1989
 - The Environmental Protection Act 1990.
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - The Health and Safety (Display Screen Equipment) Regulations 1992
 - The Personal Protective Equipment at Work Regulations 1992.
 - The Control of Substances Hazardous to Health Regulations 1995
 - The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
 - The Construction (Health, Safety and Welfare) Regulations 1996 and Approved Codes of Practice
 - The Health and Safety (Safety Signs and Signals) Regulations 1996
 - The Protection of Young Persons Regulations 1997
 - The Provision and Use of Work Equipment Regulations 1998.
 - The Manual Handling Operations Regulations 1998.
 - The Management of Health and Safety at Work Regulations 1999
 - The Fire Precautions (Workplace) Regulations 1997
 - The Fire Precautions (Workplace) (Amendment) Regulations 1999
 - The Company Policy for Health, Safety and Welfare.
 are complied with;
- 3) Ensure that all office machinery is;
 - i) Adequate for the task.
 - ii) Safe when operated properly.
 - iii) Sited in a safe place and in a proper manner.
 - iv) Fitted with the necessary guards and / or safety devices.
 - v) Serviced and maintained according to the recommendations of the manufacturer.
- 4) Ensure that personnel required to use office machinery are trained by an experienced and competent person in its safe and proper use.
- 5) Ensure that repairs to office machinery are only carried out by a trained experienced and competent engineer. Office personnel must not attempt to carry out repairs to office machinery.
- 6) Ensure that machinery-awaiting repair is isolated and stored so as to prevent further use until adequate and proper repairs are carried out.
- 7) Ensure that offices are laid out to provide and maintain the health, safety and welfare of employees, contractors and visitors.
- 8) Ensure that fire, health and safety procedures are brought to the attention of contractors and visitors.
- 9) Ensure that all fire exits are kept free from obstruction at all times the premises are occupied, even by one person.
- 10) On their first day, ensure all new office personnel are;
 - i) Shown the Company Policy for Health, Safety and Welfare.
 - ii) Are issued with a personal copy of the Company Policy Statement for Health, Safety and Welfare, and given an explanation of its content and purpose.
 - iii) Instructed in safe working procedures.
 - iv) Instructed in fire evacuation procedures.
 - v) Physically shown the fire exits.
 - vi) Informed of the location of the first aid box and eye wash facility.
 - vii) Instructed in accident reporting procedure.

- 11) Ensure that first aid facilities are always available and comply with the current Approved Codes of Practice.
Ensure that the first aid box and eye wash facility are kept in the same prominent position and are always available.
Ensure that at least one trained first aid person is always available.
Ensure that signs informing everybody of the location of First-Aid personnel and First-Aid equipment are prominently displayed.
- 12) Report all accidents and damage in accordance with the Company Safety Policy.
- 13) Ensure that all personal injury accidents are recorded in the Accident Book.
- 14) Ensure that all reportable accidents are reported to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' and Company Safety Policy.
- 15) Ensure that all office personnel work safely and do not take personal and unnecessary risks.
- 16) Set a personal example by working safely.

OFFICE STAFF

- 1) Read and understand those sections of the Company Policy for Health, Safety and Welfare Manual relevant to Office Staff and carry out your work in accordance with its requirements.
- 2) Wear suitable clothing and sensible footwear. High heels, such as stilettos, can cause serious ankle injuries. Dangling jewellery can also present hazards.
- 3) Do not use, repair or maintain any office equipment or machinery for which you have not received full instructions or training.

Always follow the manufacturers instructions when using office equipment and machinery.
- 4) Report any defects in office equipment and machinery immediately to your Supervisor. To prevent further use until proper repairs have been carried out, ensure that defective equipment is labelled and isolated.
- 5) Know the position of the first aid box and eye wash facility,
- 6) Ensure you know the procedures in the event of a fire.
- 7) Ensure you know the location of all fire exits.
- 8) Check your nearest and alternative fire exits every morning to ensure they are not locked or obstructed.
- 9) Report all personal injury accidents, however minor, to your Supervisor. Ensure you make an entry in the accident book. Where applicable, ensure the accident is reported on HSE F2508.
- 10) Report any occurrence of accident / damage to your Supervisor.
- 11) Ensure that all doors, floors and corridors are kept free from obstruction.
- 12) Do not attempt to lift or move on your own, articles or materials so heavy or awkward as is likely to cause an injury. Always seek assistance.
- 13) When placing items on high shelves, (levels higher than 2 metres) ensure they are stacked and placed in a safe manner so as not to fall and cause injury.
- 14) Do not attempt to reach items at high levels unless using proper steps or a properly designed hop-up. Do not improvise or climb.
- 15) Carry out safety checks of the office at the end of the working day to ensure:
 - i) All unnecessary machinery and equipment has been switched off at the socket.
 - ii) All doors and windows are closed.
- 16) Warn new employees, particularly young people, of all known hazards.

- 17) Consider and suggest ways of eliminating hazards and improving safe working methods.

PROCUREMENT MANAGER

- 1) Read and understand those sections of the Company Policy for Health, Safety and Welfare Manual relevant to procurement and fulfil your obligations in accordance with its requirements.
- 2) Ensure that all equipment and materials purchased by the Company are to the standards required by the Company Policy.
- 3) Ensure that all equipment and materials purchased by the Company comply with the requirements of ;
 - The Health and Safety At Work Etc. Act 1974 [Section 6)
 - The First-Aid Regulations 1981 and Current Approved Codes of Practice.
 - The Noise at Work Regulations 1989.
 - The Environmental Protection Act 1990.
 - The Personal Protective Equipment at Work Regulations 1992.
 - The Control of Substances Hazardous to Health Regulations 1995
 - The Health and Safety (Safety Signs and Signals) Regulations 1996
 - The Provision and Use of Work Equipment Regulations 1998.
 - The Lifting Operations and Lifting Equipment Regulations 1998
 - The Management of Health and Safety at Work Regulations 1999
 - The Fire Precautions (Workplace) Regulations 1997
 - The Company Policy for Health, Safety and Welfare.

and where applicable, CEN and British Standards.
- 4) Ensure that all suppliers are asked to provide full information on any hazards associated with the equipment or materials supplied and any precautions required.
Ensure that this information is passed onto Supervision and Employees.
- 5) Ensure that full working instructions are supplied with all equipment and plant, whether purchased or hired.
- 6) Ensure that where applicable, a full COSHH assessment is carried out on all substances.
- 7) Set a personal example by wearing appropriate protective clothing if required to visit sites.

CONTRACTS MANAGER/HEALTH and SAFETY MANAGER

- 1) Read and understand those sections of the Company Policy for Health Safety and Welfare Manual relevant to your health and safety responsibilities and ensure that is brought to the attention of all employees under your control.
- 2) Ensure that the relevant requirements of;

The Offices, Shops and Railway Premises Act 1963
The Health and Safety At Work Etc Act 1974
The First-Aid Regulations 1981 and Current Approved Codes of Practice.
The Electricity at Work Regulations 1989
The Noise at Work Regulations 1989
The Environmental Protection Act 1990.
Workplace (Health, Safety and Welfare) Regulations 1992
The Personal Protective Equipment at Work Regulations 1992.
The Control of Substances Hazardous to Health Regulations 1995
The Confined Spaces Regulations 1997
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
The Construction (Health, Safety and Welfare) Regulations 1996 and Approved Codes of Practice
The Health and Safety (Safety Signs and Signals) Regulations 1996
The Protection of Young Persons Regulations 1997
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1998.
The Management of Health and Safety at Work Regulations 1999
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999
The Pressure Systems Safety Regulations 2000
The Company Policy for Health, Safety and Welfare.
are complied with.
- 3) When selecting and vetting new sub-contractors for approval, ensure that the 'Contractors Questionnaire' is submitted to them, and when returned, properly completed and closely scrutinised.
- 4) Ensure that all site office/worksite machinery is;
 - i) Adequate for the task.
 - ii) Safe when operated properly.
 - iii) Sited in a safe place and in a proper manner.
 - iv) Fitted with the necessary guards and / or safety devices.
 - v) Serviced and maintained according to the recommendations of the manufacturer and supplier.
- 5) Ensure that all work in confined spaces complies with all relevant legislation, Approved Codes of Practice and HSE guidelines etc.
- 6) Ensure that hazard analysis and risk assessments are completed prior to the commencement of any work in confined spaces and that the requirements of those risk assessments are brought to the attention and understood by all those working within, or in the vicinity of, the confined space area.
- 7) Ensure that all the safety procedures and practices required by all relevant legislation, Approved Codes of Practice, risk assessments etc. are in place prior to the commencement of operations.
- 8) Ensure that personnel required to use office/worksite machinery are trained by an experienced and competent person in its safe and proper use.
- 9) Ensure that repairs to all machinery are only carried out by a trained experienced and competent engineer. Unless authorised and nominated as competent, ensure that worksite personnel do not attempt to carry out repairs to office machinery.
- 10) Ensure that machinery-awaiting repair is labelled, isolated and stored so as to prevent further use until adequate and proper repairs are carried out.

- 11) Ensure that contractual sites are laid out so as to provide and maintain the health, safety and welfare of other employees, contractors and visitors.
- 12) Ensure that fire, health and safety procedures are brought to the attention of contractors and visitors.
- 13) Ensure that all fire exits are kept free from obstruction at all times the premises are occupied, even by one person.

HEALTH and SAFETY CONSULTANT

- 1) Advise Management on preparation, promulgation and review of the Company Policy for Health and Safety Policy, including the organisation and arrangements for carrying out that Policy.
- 2) Give advice to Management as requested on:
 - i) Legal requirements affecting Health, Safety and Welfare.
 - ii) Prevention of personal accident injury and property accident damage.
 - iii) Provision, selection and use of protective equipment clothing and footwear.
 - iv) New working methods, materials, equipment or substances that could reduce risks.
 - v) Proposed changes in legislation.
 - vi) Undertaking risk assessments.
 - vii) Health and Safety factors affecting the selection of plant, materials substances etc.

Inspection and testing of plant and equipment.
 Environmental health procedures and practices
 Safe working procedures and practices.
 Guide-lines etc.
- 3) Whenever instructed, carry out inspections of sites and workplaces to determine whether the work is being carried out according to Company Policy and the relevant statutory provisions. Provide a written safety Inspection report to Premises Manager or Site Supervision. Provide a copy to the responsible Health and Safety Manager.
- 4) Assist Management in notifying the Health and Safety Executive of new sites, Dangerous Occurrences, Major Injuries, Accident etc, in accordance with Company Policy.
- 5) Assist Management in any dealings with the Health and Safety Executive,
- 6) Carry out investigations of serious accidents in accordance with Company Policy, prepare and provide statistics.
- 7) Assist the Procurement/ Purchasing Manager by identifying:
 - i) All relevant British/European Standards(BS /CE) for Material, Plant & Equipment.
 - ii) When amendments / new standards have been introduced.
- 8) Provide advice on training requirements arrange training courses where required.
- 9) Endeavour to establish, at all levels within the Company, an understanding that compliance with the regulations and prevention's of injury and damage is a profitable and essential integral part of business and operational efficiency.
- 10) **Ensure that the relevant requirements of:**

The Offices, Shops and Railway Premises Act 1963
 The Health and Safety At Work Etc Act 1974
 The First-Aid Regulations 1981 and Current Approved Codes of Practice.
 The Electricity at Work Regulations 1989
 The Noise at Work Regulations 1989
 The Environmental Protection Act 1990.
 Workplace (Health, Safety and Welfare) Regulations 1992
 The Personal Protective Equipment at Work Regulations 1992.

The Control of Substances Hazardous to Health Regulations 1995
The Confined Spaces Regulations 1997
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
The Construction (Health, Safety and Welfare) Regulations 1996 and Approved Codes of Practice
The Health and Safety (Safety Signs and Signals) Regulations 1996
The Protection of Young Persons Regulations 1997
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1998.
The Lifting Operations and Lifting Equipment Regulations 1998
The Management of Health and Safety at Work Regulations 1999
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999
The Company Policy for Health, Safety and Welfare.

are understood and complied with.

ENGINEERS

- 1) Read and understand the sections of the Company Policy for Health, Safety and Welfare relevant to your work and bring it to the attention of all operatives under your control, particularly any new employees assigned to your section.
- 2) Ensure that you carry out your work in accordance with all;
 - i) Statutory Health and Safety Regulations.
 - ii) Associated Approved Codes of Practice.
 - iii) British Standards.
 - iv) Safe Working Procedures and Practices.

relevant to the work on which you are engaged and insist that the regulations are observed.

- 3) On their first day, and before setting them to work, ensure that any new employee assigned to you is;
 - i) Shown the Company Policy for Health, Safety and Welfare and given an explanation of its content and purpose.
 - ii) Have been issued with a personal copy of the Company Policy Statement for Health, Safety and Welfare Statement of Intent.
 - iii) Instructed in safe working procedures and practices.

Additionally operatives shall be;

- i) Instructed in fire evacuation procedures.
 - ii) Informed of the location by demonstration of the fire exits.
 - iv) Informed of the location of First Aid boxes and Eye Wash facilities.
 - v) Instructed in accident reporting procedures.
- 4) Ensure the work is carried out to the required minimum Company Policy statement standards and with the minimum risk to the health and safety of employees, contractors, the public, equipment and materials.
 - 5) Where necessary, the Person Responsible will issue written instructions detailing safe working methods, procedures and practices.
 - 6) Ensure that Foreman / Charge-hands under your control are aware of their responsibilities for safe working and they do not allow or require any operative to take unnecessary risks.
 - 7) Ensure that you and the operatives directly under your control wear all appropriate and adequate personal protective equipment and clothing
 - 8) Do not allow operatives to take personal and other risks.
 - 9) Do not allow horseplay or dangerous practical jokes and reprimand those who ignore their own and other's safety.
 - 10) All defective plant and equipment-awaiting repair should be marked or labelled and secured in such a way so as to prevent unauthorised or accidental use.

- 11) Ensure that operatives use the correct tools and equipment for the job. Do not allow them to improvise.
- 12) All engineers will be expected to comply with the Company Policy for Health, Safety and Welfare Manual and must ensure, through safe working procedures and practices approved by TELECOM ALARMS LTD., their work is carried out in a safe and proper manner and without risks to health and safety.
- 13) All work must be carried out in accordance with the relevant statutory requirements and take in account the safety of others.

Scaffolding erected for use by engineers must be erected by a recognised scaffolding contractor employing experienced and competent persons. Prior to use by engineers, the scaffolding will be inspected by a competent person together with the Scaffolding Company to ensure that it is erected in accordance with the Construction (Health Safety and Welfare Regulations 1996 and Codes of Practice and a "Handing over" certificate obtained from the Scaffolding Company. A copy of the "Handing over" certificate will be supplied to the Engineer. Just prior to being used for the first time, every working platform shall be inspected by a competent person and a "Working Platforms Inspection Report" shall be completed and issued to the company engineer manager within 24 hours of the inspection.

Scaffolding will only be altered by the scaffolding contractor. Engineers are not permitted to alter or interfere with scaffolding provided for their use.

Engineers are not permitted to use or interfere with any plant or equipment unless authorised to do so.

All plant and equipment used by engineers must comply with all relevant legislation and Approved Codes of Practice, be safe and adequate for the work, fitted with any necessary guards and safety devices, be in good condition and accompanied by any required certification. Copies of all certificates will be issued to the company Health and Safety Manager.

- 18) No power tools or electrical equipment of greater voltage than 110 volts may be used by locksmiths on contractual sites. All transformers, generators, extension leads, plugs and sockets must comply with current British Standards for Industrial Use, be in good condition and fitted with Residual Current Circuit Breakers.

Any injury sustained to, or damage caused by locksmiths must be immediately reported to the company Health and Safety Manager by the most expeditious means. (usually by telephone)

Sub-Contractors employees must comply with any safety instructions issued by the TELECOM ALARMS LTD. Health and Safety Manager.

- 21) Plan and maintain a tidy workplace:-
 - i) Ensure good house keeping standards are implemented and maintained at all times.
 - ii) Ensure all rubbish is removed and placed in the waste disposal bin.
 - iii) Allow only those materials and equipment required for the work to be kept in the workplace.
- 22) Report all accidents and damage in accordance with the Company Safety Policy. Ensure that all personal injury accidents are recorded in the Accident Book. Ensure that all reportable accidents are managed according to the Reporting of Injuries, Diseases and Dangerous Regulations' and Company Policy.
- 23) Set a personal example by wearing appropriate personal protective equipment, clothing and footwear on site at all times.

OPERATIVES

- 1) Read and understand those sections of the Company Policy for Health, Safety and Welfare Manual relevant to Operatives and carry out your duties in accordance with its requirements. On your first day and before you are put to work, ensure that your Engineer or his deputy informs you of;
 - i) the fire safety precautions and evacuation procedures;
 - ii) emergency first aid arrangements and the location of the first aid box and eye wash facilities.
- 2) Ensure that you are issued with a personal copy of the Company Policy Statement of Intent for Health, Safety and Welfare, and given an explanation of its content and purpose.
- 3) Know the Regulations relevant to the work on which you are engaged.

- 4) Ensure you carry out your work in compliance with all relative.
Statutory Regulations
Approved Codes of Practice
British Standards
- 5) Carry out all work according to safe working methods and procedures and in a safe manner at all times.
- 6) Adhere to safety instructions issued by your Engineer.
- 7) Do not take personal and other risks.
- 8) Supervise all new members of the team, permanent or casual, particularly young people, and;

Inform them of the hazards associated with the plant, machinery, equipment and substances.

Instruct them in safe working procedures

Train them in safe working methods and practices

Supervise them to ensure they are working safely
- 9) Do not allow young employees [under 18 years) to drive any item of plant or operate any type of power tool or equipment except when being trained in its use under direct and constant supervision of the nominated competent person.
- 10) Do not indulge in 'horseplay' or dangerous practical jokes and reprimand those who ignore their own and others safety.
- 11) Report all accidents and damage to your Engineer/Charge-hand and in accordance with the Company Safety Policy. Ensure that all personal injury accidents are reported in the Accident Book. Ensure that all reportable accidents are reported according to the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations' and Company Policy.
- 12) Set a personal example by wearing appropriate protective clothing on site.
- 13) Ensure that you wear all appropriate and adequate personal protective equipment, clothing and footwear.
- 14) Ensure that the personal protective equipment that you wear;

complies with British and / or European Standards
meet with HSE approval
is adequate and suitable for the task
is the proper size, fit and comfortable to wear
- 15) Immediately report to your engineer or his deputy, any defects in plant, machinery or equipment.
- 16) Do not use any defective plant, machinery and equipment.
- 17) All defective plant, machinery and equipment awaiting repair should be marked or labelled and secured in such a way so as to prevent unauthorised or accidental use.
- 18) Ensure that you use the correct tools and equipment for the job. Do not improvise.

CONTRACTORS

- 1) Contractor's health and safety organisation and arrangements, including safety policies, shall be submitted in writing as part of the tender package and form part of the selection process.
- 2) All contractors working on premises controlled by TELECOM ALARMS LTD. shall comply with the Company Policy for Health, Safety and Welfare Manual and must ensure their own Company Health and Safety Policy is made available on site while work is carried out.
- 3) All contractors working on premises controlled by TELECOM ALARMS LTD. shall ensure that the relevant requirements of;

The Offices, Shops and Railway Premises Act 1963
The Health and Safety At Work Etc Act 1974
The First-Aid Regulations 1981 and Current Approved Codes of Practice.
The Electricity at Work Regulations 1989
The Noise at Work Regulations 1989
The Environmental Protection Act 1990.
Workplace (Health, Safety and Welfare) Regulations 1992
The Health and Safety (Display Screen Equipment) Regulations 1992
The Personal Protective Equipment at Work Regulations 1992.
The Control of Substances Hazardous to Health Regulations 1995
The Confined Spaces Regulations 1994
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
The Construction (Health, Safety and Welfare) Regulations 1996 and Approved Codes of Practice
The Health and Safety (Safety Signs and Signals) Regulations 1996
The Protection of Young Persons Regulations 1997
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1998.
The Management of Health and Safety at Work Regulations 1999
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999

are understood and complied with.

- 3) All work must be carried out in accordance with the relevant statutory requirements and take into account the safety of others.
- 4) Scaffolding erected for use by TELECOM ALARMS LTD. or their Sub-Contractors employees must be erected by a recognised scaffolding contractor employing CITB trained, qualified, experienced and competent persons. Prior to use by TELECOM ALARMS LTD. or contractors employees, the scaffolding will be inspected by a competent person appointed by TELECOM ALARMS LTD. or their contractor, together with the Scaffolding Company, to ensure that it is erected in accordance with the Construction (Health, Safety and Welfare) Regulations 1996 and Approved Codes of Practice and a "Handing Over" certificate obtained from the Scaffolding Company and issued to the company Manager Responsible. Just prior to being **used for the first time**, every working platform shall be inspected by a competent person and a "Working Platforms Inspection Report" shall be completed and issued to the works supervisor within 24 hours of the inspection.
- 5) Scaffolding will only be altered by the scaffolding contractor. Contractors employees are not permitted to alter or interfere with scaffolding provided for their use.
- 6) Contractors are not permitted to use or interfere with any plant or equipment unless authorised.
- 7) All plant and equipment brought onto Company premises or contractual sites by Contractors must comply with all relevant legislation and Codes of Practice be safe and adequate for the work, fitted with any necessary guards and safety devices, in good condition and accompanied by any required certification. Copies of all certificates will be supplied to the Site Supervisor.
- 8) No power tools or electrical equipment of greater voltage than 110 volts may be brought onto Company premises All transformers, generators, extension leads, plugs and sockets must comply with current British Standards for Industrial Use, be in good condition and fitted with Residual Current Circuit Breakers (RCCB).
- 9) Any injury sustained or damage caused by Contractors employees must be reported to the office manager immediately.

- 10) TELECOM ALARMS LTD. have engaged an independent Health and Safety Advisor to inspect the premises and report on health and safety matters. Contractors informed of any hazards or defects noted during these inspections will take immediate action to rectify the situation. Contractors will provide the office manager responsible for Health and Safety with the name of the person they have appointed as Health and Safety Supervisor.
- 11) Contractors employees must comply with any safety instructions given by the company Health and Safety Advisor.
- 12) Suitable welfare facilities and first aid equipment in accordance with the regulations and current Codes of Practice must be provided by Contractors for use by their employees.
- 13) Any materials or substances brought onto the premises by contractors which constitute health, safety, fire, or explosion risks will be handled, used and stored in accordance with the relevant regulations and current Codes of Practice. Contractors shall ensure the health and safety of all other persons on the premises including that of the general public.
- 14) Contractors will ensure that all means of access to and egress from their own and other persons workplaces, and the premises in general, are maintained in a safe condition and, that workplaces are kept tidy and that all debris, waste materials etc, are cleared as work proceeds.
- 15) Any Contractor's employee or contractor's visitor not complying with the Company's health and safety requirements will be dealt with according to Company Policy.

GENERAL ARRANGEMENTS

CONTRACTORS

All contractors working on premises controlled by TELECOM ALARMS LTD. shall comply with the Company Policy for Health, Safety and Welfare Manual and must ensure their own Company Health and Safety Policy is made available on site while work is carried out.

All contractors working on premises controlled by TELECOM ALARMS LTD. SHALL ensure that:-

- on their first day and prior to commencing work, all employees shall attend a premises safety induction course which shall include at least:-
 - safe working procedures and practices relevant to the contractual work;
 - fire evacuation instructions ;
 - an explanation of the premises fire alarm system;
 - where necessary, the client's safe working procedures and practices;
 - a physical tour of the fire exit routes, final fire exit doors and the fire evacuation assembly point;
- routine inspections of all fire exit routes and fire exits throughout the working shift carried out by a competent person;
- all fire exits within their contractual boundaries are kept clear and are free from obstructions and are not adversely affected by the activities of their employees at any time;
- all fire exits outside their contractual boundaries are kept clear and are free from obstructions and are not adversely affected by the activities of their employees at any time;
- all fire exits and fire exit routes within their contractual boundaries are clearly identified in compliance with the relevant regulations;
- all staircases within their contractual boundaries are kept clear and are free from obstructions and are not adversely affected by the activities of their employees at any time;
- all staircases within the client's demise are kept free from obstructions and are not adversely affected by the activities of their employees at any time;

All contractors working on premises controlled by TELECOM ALARMS LTD. SHALL carry out 'live' risk assessments at least once in every five (5) working days or whenever circumstances in the workplace change. The risk assessments shall be undertaken by a competent person and be in writing.

A copy of the risk assessment shall be issued to the Senior Engineer and shall be kept on the premises.

Any reasonably practicable action required by the risk assessment shall be brought to the attention of all those concerned, both the contractor's employees and all other persons who may be affected.

All visitors to the contractual premises controlled by TELECOM ALARMS LTD. SHALL comply in full with all premises health and safety requirements.

Visitors shall be met at the reception area by their host;

Visitors shall be required to enter in writing, all details as required by the 'Visitors Book'.

No visitor shall be allowed to enter the premises without entering their details in the 'Visitors Book';

No person shall be allowed to walk around the premises unaccompanied;

Visitors shall be the responsibility of their host;

Visitors shall be required to wear any personal protective equipment as required by the controller of the premises and relevant regulations.

Visitors shall be informed of fire safety arrangements and any other matters affecting their health and safety.

The above are minimum requirements and shall apply to all visitors irrespective of intent or purpose, professional or occupational position etc., including government and/or local authority inspectors.

Government and/or local authority inspectors shall only be allowed onto the premises on production of official identification.

- 4) At least 5 days prior to the commencement of the contract, the contractor shall submit to the company a list of all hazardous substances intended for use on premises controlled by TELECOM ALARMS LTD. SHALL be submitted to the company for vetting and confirmation of controls of those substances.

All such lists shall be accompanied by hazard data sheets, risk assessments and methods of storage and controls, including fire, where appropriate, and spillage.

- 5) Contractors working in premises controlled by TELECOM ALARMS LTD. SHALL maintain a high standard of housekeeping at all times.
- 6) All waste materials and rubbish shall be removed from the workplace to an approved and suitable waste disposal container regularly throughout the working shift and at the end of the day.
Under no circumstances shall waste materials and/or rubbish shall be kept on the premises overnight
- 7) Only materials and substances sufficient for the day's work shall be kept in the workplace.
- 8) Any substances and materials left over at the end of the day shall be returned to the approved and appropriate store.
- 9) All food and drink shall only be consumed at the allotted time and away from the workplace.
All waste food and containers shall be removed from the premises immediately after the break.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

STANDARDS REQUIRED

The following regulations apply to the storage, handling and use of substances CLASSIFIED as hazardous to health:-

The Control of Substances Hazardous to Health Regulations 1995
 The Health and Safety At Work Etc. Act. 1974
 The Management of Health and Safety at Work Regulations 1999
 The Provision and Use of Work Equipment Regulations 1998
 The Personal Protective Equipment at Work Regulations 1992

in addition all relevant:-

approved codes of practice;
 manufacturers/suppliers hazard data sheets;
 guidance notes;
 risk assessments.

Guidance of the appropriate regulations and guidance notes will be kept on the Company premises and on all contractual sites for reference by employees.

In all cases and whenever available, only the safest suitable substance available shall be used.

An appropriate and complete list of all hazardous substances used shall be kept on any premises.

Detailed hazard data sheets shall be obtained from the manufacturer or supplier of all hazardous substances kept on all premises controlled by TELECOM ALARMS LTD.

Risk assessments of all hazardous substances shall be kept on all premises controlled by TELECOM ALARMS LTD SECURITY SYSTEMS LTD..

Continued inquiries and research is maintained of manufacturers and suppliers to ensure that all substances are the safest available.

Hazardous substances are identified by the square orange label with a black symbol denoting the nature of the hazard:-

cross denotes harmful, i.e. irritant;
two test tubes denotes corrosive; (acid, bleach etc.)
a flame symbol denotes flammable;
a skull and crossbones denotes poisonous etc.

displayed on the label on the substance container.

- 6) Only the amount required for the day's work shall be allowed into the workplace.
- 7) Containers of substances not in use shall be kept tightly sealed at all times; including empty ones.
- 8) According to the hazards, highly flammable, toxic, corrosive etc., empty containers shall be removed to the appropriate and approved special waste disposal container as soon as is reasonably practicable and in accordance with this health and safety policy requirements.
- 9) Approved and appropriate storage in accordance with hazard and safety data sheets, shall be provided for all classified hazardous substances.
- 10) Storage areas provided for hazardous substances shall be identified with the approved and appropriate mandatory, warning and prohibition signs.
All signage shall be visible from all approaching directions.

- 11) All persons required to handle and/or use any hazardous substance shall be made aware, both in writing and verbally of all hazards and risks associated with those substances.
- 12) Only competent persons shall handle and use any hazardous substance.
- 13) All required and approved personal protective equipment shall be issued and worn by those required to handle and use hazardous substances.
- 14) The use, handling and storage of hazardous substances shall be closely supervised by a nominated competent person at all relevant times.
- 15) Minimum personal protective equipment and clothing to be used with any hazardous substance shall be:-
 - eye protection;
 - hand and arm protection
 - body protection. (one piece impervious overalls)

the issue and wearing of personal protective equipment and clothing shall be closely supervised whenever and wherever reasonably practicable.

ELECTRICAL INSTALLATIONS

1) STANDARDS REQUIRED

The following regulations apply to the use of electrical power tools at all places of work;

The Health and Safety At Work Etc. Act. 1974
 The Management of Health and Safety at Work Regulations 1999
 The Provision and Use of Work Equipment Regulations 1998
 The Personal Protective Equipment at Work Regulations 1992
 Consumer Protection Act 1987
 The Electricity At Work Regulations 1989
 The Low Voltage Electrical Equipment [Safety] Regulations 1989
 The Protection of Eyes Regulations 1974
 The Noise at Work Regulations 1989
 The Construction (Health, Safety and Welfare) Regulations 1996.
 Regulations 27 (1) and (2).

Guidance on the safe use of electricity on construction sites is given in the following publications.

- i) BS 7671; 1992 Requirements for Electrical Installations 16th edition of the IEE Regulation.
- ii) Codes of Practice 1013 - Earthing
- iii) BS 4343 Specification for industrial plugs, socket outlets and couplers

2) SAFE SYSTEMS OF WORK

All cable connections must be properly made. Under no circumstances must insulation tape be used for any repair or joint in cables, extension or otherwise,

Copies of relevant safety information will be kept on Company premises and worksites for reference by employees and information on the requirements and advisory literature will be supplied by the Health and Safety Manager responsible as required.

Only authorised, trained and competent persons, in accordance with the 'Electricity at Work Regulations 1989' are permitted to install, repair or alter electrical equipment.

Any defects noted in electrical equipment must be reported to the Office/Health and Safety Manager or Engineer so that immediate steps can be taken to repair/replace the defective equipment by the appointed contract electrician or hire company.

As a precaution against electrocution and fire, offices electrical power supply equipment, cabling, wall socket outlets, power supply circuits, fuse boxes etc., shall be inspected and tested:-

At least once in every five years;
 Whenever alterations to the installation or equipment have been carried out;
 Whenever it is considered necessary.

Inspections and tests should be carried out by a trained, qualified and competent electrician approved by the National Inspection Council for Electrical Installations Contracting (N.I.C.E.I.C.) and in accordance with current IEE requirements. Details of the inspections, tests and work carried out shall be recorded in writing

ELECTRICAL POWER TOOLS

1) STANDARDS REQUIRED

The following regulations apply to the use of electrical power tools at all places of work;

The Health and Safety At Work Etc. Act. 1974
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998
The Personal Protective Equipment at Work Regulations 1992
Consumer Protection Act 1987
The Electricity At Work Regulations 1989
The Low Voltage Electrical Equipment [Safety] Regulations 1989
The Protection of Eyes Regulations 1974
The Noise at Work Regulations 1989
The Construction (Health, Safety and Welfare) Regulations 1996.
Regulations 27 (1) and (2).

Guidance on the safe use of electricity on construction sites is given in the following publications.

- i) BS 7671; 1992 Requirements for Electrical Installations 16th edition of the IEE Regulation.
- ii) Codes of Practice 1013 - Earthing
- iii) BS 4343 Specification for industrial plugs, socket outlets and couplers
- iv) Health and Safety Executive health hazard Information Sheet SS6 'Portable electric tools and equipment'.

Various other British Standards apply to the type of cabling and power tools.

All electrical power tools used on contractual sites will be supplied, used and maintained in accordance with the above relevant standards.

Copies of relevant safety information will be kept on Company premises and worksites for reference by employees and information on the requirements and advisory literature will be supplied by the Health and Safety Manager responsible as required.

Only authorised, trained and competent persons, in accordance with the 'Electricity at Work Regulations 1989' are permitted to install, repair or alter electrical equipment.

Any defects noted in electrical equipment must be reported to the Engineer so that immediate steps can be taken to repair/replace the defective equipment by the site electrician or hire company.

2) SAFE SYSTEMS OF WORK

All cable connections must be properly made. Under no circumstances must insulation tape be used for any repair or joint in cables, extension or otherwise,
Power tools must be maintained in good condition with casing intact and labels fitted showing voltage and other information.

Electrical power tools hired in, will be inspected to ensure they are in good condition, all safety instructions and information is attached, and any tools or equipment necessary for its safe operation are also supplied.

Regular inspections and tests of all electrical power tools on site will be carried out by a trained and competent electrician.

All tests and inspections will be carried out in accordance to the 'Electricity At Work Act 1989' and 'Portable Appliance Testing Regulations and Approved codes of Practice. The results will be entered in the appropriate register.

Any defective equipment shall be immediately removed from the workplace, secured so as to prevent unauthorised or accidental use, labelled and stored until adequate and proper repairs have been carried out.

The Contracts Manager/Health and Safety Manager will provide any advice required on the safe use of electrical equipment. As part of his site inspections, the Contracts Manager/Health and Safety Manager shall also check the worthiness of the equipment and immediately report any defects found.

3) PLANNING PROCEDURES

At tender or negotiation stage the need for protective equipment, and safe working precautions will be taken into consideration and allowances made for these.

Prior to commencement of the contract, the Contract Manager/Health and Safety Manager and Engineer shall consider what precautionary measures and protective equipment will be necessary taking into account the exact circumstances on the premises and ensure that all such equipment is available and all precautions are in place before any person enters the confined space.

ENTRY INTO CONFINED SPACES

1) STANDARDS REQUIRED

The Health and Safety At Work Etc. Act 1974 - Part 1 Section 2 (2) (d) and (e).
Factories Act 1961 - Part 11 - Safety (General Provisions) - Section 29
Confined Spaces Regulations 1997
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999
The Control of Substances Hazardous to Health Regulations 1995
Approved Codes of Practice for the Control of Substances Hazardous to Health and Control of Carcinogenic Substances.
The Construction (Health, Safety and Welfare) Regulations 1996. Regulations (1) to (5)
The Health and Safety (Young Persons) Regulations 1997

Health and Safety Guidance Notes GS5 - 'Entry into Confined Spaces'.

Advice on the application on the Approved Codes of Practice and Guidance Notes can be obtained from the Safety Adviser.

2) PLANNING PROCEDURES

At tender or negotiation stage the need for protective equipment, and safe working precautions will be taken into consideration and allowances made for these.

Prior to commencement of the contract, the Health and Safety Manager and Supervisor will consider what precautionary measures and protective equipment will be necessary taking into account the exact circumstances on the premises and ensure that all such equipment is available and all precautions are in place before any person enters the confined space.

3) SUPERVISION

The Health and Safety Manager and, where required, the Safety Adviser, will brief all personnel concerned with the hazards to be encountered on the contract in progress prior to the commencement of the work.

Such briefings will include details of each persons particular role and his duties and responsibilities in protecting himself and others. These duties will be put in writing on a 'Permit to Work' - Confined Spaces Procedures.

Advice on the application on the Approved Codes of Practice and Guidance Notes can be obtained from the Safety Adviser.

4) SUPERVISION

The Contract Manager/Health and Safety Manager and, where required, the Safety Adviser, will brief all personnel concerned with the hazards to be encountered on the contract in progress prior to the commencement of the work.

Such briefings will include details of each persons particular role and his duties and responsibilities in protecting himself and others. These duties will be put in writing on a 'Permit to Work' - Confined Spaces Procedures.

The Engineer shall ensure that all the required permits to work, barriers, signs, notices, screens etc relevant to the areas of operations, are provided, maintained and regularly checked.

The Engineer will ensure that all persons required to work in confined spaces have been instructed and trained in the hazards associated with confined spaces, the foreseen hazards, the use of the equipment provided and safe working procedures.

The Engineer will ensure that any defective equipment is immediately removed from the work place, secured so as to prevent unauthorised or accidental use, labelled and stored until adequate and proper repairs have been made.

The defective equipment is to be promptly replaced to enable work to safely continue.

The Engineer shall enforce the correct and safe use of equipment and safe working procedures.

5) ENGINEERS

A minimum of 2 operatives is required for work in a confined space. All operatives required to work in designated confined spaces will work according to their instruction and training in the hazards associated with confined spaces, the foreseen hazards and the use of the equipment provided.

All operatives working in confined spaces will immediately report any defective equipment or circumstances that may affect the safety of themselves or other, to their Supervisor.

Operatives will ensure that defective equipment is promptly replaced to enable work to safety continue.

All operatives will adhere to the correct and safe use of equipment and safe working procedures.

Every employee has a duty to work in a safe and responsible manner and to ensure that others do likewise.

6) SAFE SYSTEMS OF WORK

Prior to persons entering the confined space, suitable testing of the atmosphere will be carried out by experts experienced in the field and a Clearance Certificate issued.

Whenever necessary, action will be taken to render the atmosphere harmless by providing a breathable atmosphere with oxygen levels above 18 per cent.

Where it is not reasonably practicable to provide a safe breathable atmosphere, then proper and adequate personal protective equipment will be supplied, worn and adequately maintained. Whenever necessary, safety lines will be provided and maintained whenever there are operatives in the confined space.

Permit to work procedures will be put into place prior to entry into the confined space.

All persons required to work in confined spaces will be instructed and trained in the hazards associated with confined spaces, the foreseen hazards, the use of the equipment provided and safe working procedures.

HOUSEKEEPING and TIDINESS

1) STANDARDS REQUIRED

Health and Safety at Work Etc Act 1974 - Section 2, 3 and 4.
The Management of Health and Safety at Work Regulations 1992.
The Construction (Design and Management) Regulations 1994
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1992. (1998 Revision)
The Personal Protective Equipment at Work Regulations 1992.
The Workplace (Health, Safety and Welfare) Regulations 1992.
The Control of Substances Hazards to Health Regulations 1999
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972 - Section 7 and 8
Classification (Hazard Information and Packaging) Regulations 1999 associated additions and amendments.
The Construction (Health, Safety and Welfare) Regulations 1996.
The Fire Precautions Act 1971 - Chapter 40
The Fire Certificates (Special Premises) Regulations 1976.
The Office, Shops and Railway Premises Act 1963 - Chapter 41 Sections 16, 28, 33 and 36
The Abrasive Wheels Regulations 1970 - Regulation 17.
Electricity at Work Regulations 1989 - Regulation 15.
The Woodworking Machines Regulations 1974 - Regulations 10 and 11.
The Fire Precautions (Workplace) Regulations 1997
The Confined Spaces Regulations 1997.
All associated Approved Codes of Practice.

Guidance of the appropriate regulations and guidance notes will be kept on the Company premises and on all contractual sites for reference by employees.

2) PLANNING PROCEDURES

Where relevant, labour and plant requirements will be taken into account at the tender or negotiation stage to comply with the above standards.

- a) The Manager responsible will ensure Company premises and contractual sites are planned to comply with the relevant standards.
- b) The Manager responsible will ensure that prior to commencement of the contract, contractual site access routes and compounds are planned, storage areas are defined and deliveries are programmed to ensure that no excess materials are stored on site.
- c) The Manager responsible will ensure that Sub-contractors are made aware of the Company's requirements regarding storage, clearing up, tidiness etc.

Before employees are sent to contractual sites, the Manager responsible shall ensure that all previously planned and agreed arrangements for safe access, places of work and storage are in place.

3) SUPERVISION

Engineers shall ensure that all sub-contractors and operatives are aware of the need to maintain the site in a clean and tidy manner throughout the contract.

Engineers shall ensure that stacking areas are prepared and that materials are called off in quantities that will not create difficulties on site.

- ❖ Engineers shall ensure that only quantities required for the work currently in operation are kept in the work area.
- ❖ When working as the sub - contractor, engineers shall ensure that safe access to and egress from the site work area is maintained and all actual work areas are safe at all times. Where difficulties are being experienced the Manager responsible must be informed to discuss improvements with the Main Contractor.
- ❖ Engineers shall ensure that where possible throughout the work shift, all waste materials are cleared away and disposed of safely as work proceeds, but will always as part of the work routine, be removed at the end of the shift.
- ❖ Engineers shall ensure that all materials delivered to the site for use by TELECOM ALARMS LTD will be stored safely and that means of access and egress are not obstructed.

Engineers shall ensure that all materials delivered to the site for us by others do not obstruct means of access and egress.

Engineers shall arrange for sufficient labour and plant to enable work areas, welfare facilities and means of access and egress to be kept clean and maintained in a safe condition and in accordance with the above standards.

4) OPERATIVES

All operatives shall ensure that they and others do not obstruct their means of access and egress and that these are maintained in a safe condition at all times. Any problems in doing so should be reported to their Engineer.

All operatives shall carry out their work in accordance with the above standards.

5) SAFE SYSTEMS OF WORK

All materials and equipment shall be stored and stacked in an agreed manner with the client or principal contractor so as to be safe and without risks to all persons.

Particular emphasis to be placed on instructions to all employees and sub - contractors on the safe disposal of all waste materials and combustible rubbish.

DISPLAY SCREEN EQUIPMENT

1) STANDARDS REQUIRED

All Display Screen Equipment shall be provided and used in accordance with the requirements of:-

The Health and Safety (Display Screen Equipment) Regulations 1992
Health and Safety at Work Etc. Act. 1974 - Sections 2 - 9 inclusive.
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998.
The Personal Protective Equipment at Work Regulations 1992.
British/CEN Standards.

also relevant HSE GUIDANCE NOTES and other publications.

With the exception of those screens whose main use is to show films and television programmes, all display screens and processes used in the workplace shall fall within the scope of the 'Health and Safety (Display Screen Equipment) Regulations 1992'

Guidance of the appropriate regulations and guidance notes will be kept on the Company premises and on all contractual sites for reference by employees.

2) PLANNING PROCEDURES

Prior to acquisition and/or use, location and set-up of display screen equipment and workstations shall take into account:-

Prevention of screen glare and reflections; i.e. from overhead lighting and windows in the background.
Local lighting such as desk-lamps.
Minimal noise distraction.
Adequate leg room and clearances to allow posture changed.
Software appropriate to task and adapted to user.
Adjustable and readable screen, stable image.
Spacious, glare-free work surface allowing flexible arrangements.

Adjustable chair.
Footrest.
Good posture.

3) HAZARD ANALYSIS AND RISK ASSESSMENT

Assessment of Equipment

Hazard analysis and risk assessments of display screen equipment and workstations, including lighting, shall be carried out on all new equipment and shall be recorded in writing.

Hazard analysis and risk assessment shall take into account:-

Display Screen: (display stability, brightness and contrast, adjustability, glare and reflections)

Keyboard;

Work desk or surface; (range of tasks performed, position and use of hands for the tasks, use and storage of work materials and equipment.

Work chair;

Environment: (lighting reflections and glare, noise, heat and humidity, radiation)

Assessment of Users/Operators

In order to assess whether or not employees are main users of display screen equipment, assessments of all persons, full and part time employees, self-employed and temporary contracted, shall be undertaken.

EYE TESTS

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992 employees, full and part time, shall at their own request, be provided with eye tests at the expense of TELECOM ALARMS LTD.

Should the test highlight the need for spectacles for display screen equipment work, **NOT FOR NORMAL USE AS SPECIFIED IN THE ABOVE MENTIONED REGULATIONS**, then the cost of providing such corrective equipment, up to an agreed maximum, shall be met by TELECOM ALARMS LTD.

Contracted and temporary employees are excluded.

TRAINING

Before commencing work on any display screen equipment with which they are expected to work, new and existing employees, full and part time, contracted and temporary, shall be adequately and appropriately trained in the safe use of that equipment.

Details of all training shall be entered on the employees training record.

LADDERS

1) All ladders must be provided and used in accordance with the requirements of:-

Health and Safety at Work Etc. Act. 1974 - Sections 2 - 9 inclusive.

The Management of Health and Safety at Work Regulations 1999

The Provision and Use of Work Equipment Regulations 1998.

The Manual Handling Operations Regulations 1998.

The Personal Protective Equipment at Work Regulations 1992.

The Workplace (Health, Safety and Welfare) Regulations 1992

The Construction (Health, Safety and Welfare) Regulations 1996

Health and Safety Executive Guidance Note GS 31 - 'Safe use of ladders, steps ladders and trestles.

All timber ladders and steps supplied and used must be in accordance with British Standards 1129; 1990 'Specification for portable timber ladders, steps, trestles and lightweight stagings.

Guidance of the appropriate regulations and guidance notes will be kept on the Company premises and on all contractual sites for reference by employees.

Under no circumstances are any ladders to be used which have been constructed from timber nailed together.

All aluminium ladders and steps supplied and used must be in accordance with British Standards 2037; 1990 'Specification for portable aluminium ladders, steps, trestles and lightweight stagings'.

2) PLANNING PROCEDURES

The means of securing the ladders will be determined as far as possible and sufficient rope lashings will be made available for use as required.

Secure and proper storage shall be provided for all ladders, preferably under cover and with the ladder supported throughout its length.

3) SUPERVISION

Before use, all ladders must be checked for defects by a competent person.

Any defective ladder will be removed, labelled or marked or secured to prevent unauthorised or accidental use. When used as part of a scaffolding, ladders must be included in the weekly inspection and a report of any defects noted must be entered in the;

Working Platform Inspection Report

Engineers must ensure ladders are used correctly at all times.

Ladders must be secured or footed at all times they are in use.

Ladders must not be used in such away that they will become damaged cause accidents, e.g.

as method of bridging, as a ramp with a board on the rungs or boards placed on the lower rungs as a run up

4) SAFE SYSTEMS OF WORK

All ladders shall be secured at the stiles and not on the rungs.

In all cases where a ladder has to be secured and in all cases where a ladder cannot be secured, at least two men are required to ensure compliance with the above regulations.

When not in use, all ladders will be removed to secure and proper storage and made inaccessible to unauthorised persons and trespassers, particularly children.

MANUAL HANDLING AND LIFTING

1) STANDARDS REQUIRED

The following regulations apply to the manual handling and lifting of materials articles etc:

Health and Safety at Work Etc. Act 1974 - Sections 2 - 9 inclusive.
The Management of Health and Safety at Work Regulations 1999.
The Construction (Design and Management) Regulations 1994
The Provision and Use of Work Equipment Regulations 1998.
The Lifting Operations and Lifting Equipment Regulations 1998
The Manual Handling Operations Regulations 1998.
The Personal Protective Equipment at Work Regulations 1992.
The Workplace (Health, Safety and Welfare) Regulations 1992.
The Construction (Health, Safety and Welfare) Regulations 1996.
All associated Approved Codes of Practice and guidance notes.

The Office, Shops and Railways Premises Act 1963 - Section 23 – ‘Prohibition of Heavy Work’, **these regulations state that ‘A person shall not be employed to lift, carry or move any load so heavy as to be likely to cause injury to him’.**

Guidance of the appropriate regulations and guidance notes will be kept on the Company premises and on all contractual sites for reference by employees.

Guidance and advice on the requirements of the regulations and precautions on manual handling and lifting will be provided by the responsible Health and Safety Managers as required.

The Company will take all requirements, recommendations and guidance into account when requiring any employee to handle, move or lift any item.

2) PLANNING PROCEDURES

- a) The Health and Safety Manager responsible shall ensure that whenever possible, materials and equipment are handled by mechanical means.
- b) The Health and Safety Manager responsible shall ensure where mechanical means is not reasonably practicable, then sufficient labour shall be available to safely handle any heavy or awkward loads and instructions are issued to site on the handling and lifting of these loads.
- c) The Health and Safety Manager responsible shall ensure that any protective clothing necessary for the safe handling of materials and equipment will be acquired and provided as necessary.

All the above standards and provisions will be taken into consideration at the tender or negotiation stage of proceedings.

All employees shall be trained in safe handling and lifting techniques.

3) SUPERVISION

Engineers shall ensure that all employees handle materials and equipment according to their training. Engineers shall not require any person to lift without assistance's any load which is likely to cause that person injury. Engineers shall ensure that a supply of suitable gloves is available for issue as required for handling of materials and equipment likely to cause injury to hands. The Company shall ensure and supervise the wearing of suitable safety footwear.

4) EMPLOYEES

Injuries caused by unsafe lifting methods range from simple back strain, cut and septic hands to fractured feet and toes twisted ankles and slipped discs.

To prevent any injury, employees will not lift without assistance, any load that is likely to cause them injury. Any person, sub-contractor or otherwise using unsafe lifting methods will be disciplined and dealt with accordingly.

NOISE

1) STANDARDS REQUIRED

The two aspects of noise that must be taken into account and controlled by regulations are;

- i) Any noise in the workplace, which can affect the health of workers.

This aspect is covered by;

The Noise at Work Regulations 1989
The Health and Safety At Work Etc Act 1974 - Section 2 - 9 inclusive.
The Construction (Design and Management) Regulations 1994
The Management of Health and Safety at Work Regulations 1999.
The Provision and Use of Work Equipment Regulations 1998 .
The Personal Protective Equipment at Work Regulations 1992.
The Workplace [Health, Safety and Welfare) Regulations 1992.
Environmental Protection Act 1990
Part 1 'Preliminary' - Sections 1 to 3 inclusive.
Part 11 'Statutory Nuisances and Clean Air' - Section 79.
Control of Pollution Act 1974; Part 111 'Noise' Section 57 to 68 inclusive.
The Woodworking Machines Regulations 1974; Regulation 44.
All associated Approved Codes of Practice and Guidance Notes.

- ii) Noise which constitutes a nuisance to the general public in the vicinity of the work premises or site.

This aspect is covered by;

The Noise at Work Regulations 1989
The Health and Safety at Work Etc Act 1974; Sections 3 and 6
The Construction (Design and Management) Regulations 1994
The Management of Health and Safety at Work Regulations 1999.
The Provision and Use of Work Equipment Regulations 1998 .
Environmental Protection Act 1990.
Part 1 'Preliminary' Sections 1 to 3 inclusive.
Part 11 'Statutory Nuisances and Clean Air' - Section 79.
Control of Pollution Act 1974;

Part 111 'Noise'. Section 57 to 68 inclusive.
All associated Approved Codes of Practice and Guidance Notes.

British Standards Code of Practice 5228; 1975 'Code of Practice for Noise on Construction and Demolition Sites' gives advice on methods of reducing noise nuisances on construction sites and also contains some advice on the protection of workers from the health risks of noise.

Copies of the appropriate regulations and guidance notes will be kept on the Company premises and on contractual sites.

Guidance and advice on the requirements of the regulations and precautions on the measuring, monitoring and reduction of noise levels will be provided by the Health and Safety Manager concerned.

All necessary measures, other than the use of ear defenders, will be taken to keep noise levels and the exposure of all persons, to the absolute possible minimum.

2) PLANNING PROCEDURES

All new plant will be assessed for noise emissions prior to purchase or hire.

The Health and Safety Manager responsible will ensure that any plant to be installed is planned to be in a position which take into account the effects of noise on employees, other workers and the general public.

Any necessary personal protective equipment will be acquired and provided as required.

Where relevant, all the above standards and provisions will be taken into consideration at the tender or negotiation stage of proceedings.

3) SUPERVISION

❖ The Engineer and Manager responsible will ensure that all measures necessary to protect employees from noise nuisance will be provided and maintained.

The Engineer and Manager responsible will ensure that all measures necessary to protect other workers and the general public from noise pollution will be provided and maintained.

The Engineer and Manager responsible will ensure that supplies of ear defenders or other hearing protection is made available where it is not possible to reduce the noise level to below **80 db(A)**. On issue to operatives and others, the Engineer and Manager responsible will give instruction on their use and maintenance.

The Engineer and Manager responsible will ensure that all noise control devices fitted to plant and equipment are kept in good order and that any defects noted are reported immediately.

❖ The Engineer and Manager responsible will ensure that all employees are trained in the safe and proper use of all hearing protection equipment and measures necessary to protect them from noise

Where noise defects on plant cause levels to be increased, the Engineer and Manager responsible will take immediate action to reduce those levels to a safe limit and protect workers from hearing damage.

Pending repairs to the offending equipment it may be necessary to issue ear defenders to all affected persons.

4) EMPLOYEES

Employees will ensure that any equipment supplied for the protection of their hearing is properly used and maintained.

5) SAFE SYSTEMS OF WORK

The Health and Safety Consultant will provide advice on noise control measures and hearing protection.

6) CONTRACTORS

At least fourteen days prior to commencing work, all companies employed to carry out contractual work on all premises under the control of TELECOM ALARMS LTD. shall provide written noise assessments and ensure that all noisy plant and equipment and controlling arrangements meets the requirements of:-

The Noise at Work Regulations 1989

The Health and Safety At Work Etc Act 1974 - Section 2 - 9 inclusive.

The Construction (Design and Management) Regulations 1994

The Management of Health and Safety at Work Regulations 1999.

The Provision and Use of Work Equipment Regulations 1998 .

The Personal Protective Equipment at Work Regulations 1992.

The Workplace (Health, Safety and Welfare) Regulations 1992.

Environmental Protection Act 1990

Part 1 'Preliminary' - Sections 1 to 3 inclusive.

Part 11 'Statutory Nuisances and Clean Air' - Section 79.

Control of Pollution Act 1974; Part 111 'Noise' Section 57 to 68 inclusive.

The Woodworking Machines Regulations 1974; Regulation 44.
Environmental Protection Act 1990.
Part 1 'Preliminary' Sections 1 to 3 inclusive.
Part 11 'Statutory Nuisances and Clean Air' - Section 79.
Control of Pollution Act 1974;
Part 111 'Noise'. Section 57 to 68 inclusive.
All associated Approved Codes of Practice.

Contractors shall ensure that all their employees are trained in the safe and proper use of all hearing protection equipment and measures necessary to protect them from noise

Contractors shall ensure that any equipment supplied for the protection of hearing is properly used and maintained.

7) SUB-CONTRACTORS

At least fourteen days prior to commencing work, all companies sub-contracted to carry out contractual work on all premises under the control of TELECOM ALARMS LTD. shall provide written noise assessments and ensure that all noisy plant and equipment and controlling arrangements meets the requirements of:-

The Noise at Work Regulations 1989
The Health and Safety At Work Etc Act 1974 - Section 2 - 9 inclusive.
The Construction (Design and Management) Regulations 1994
The Management of Health and Safety at Work Regulations 1999.
The Provision and Use of Work Equipment Regulations 1998 .
The Personal Protective Equipment at Work Regulations 1992.
The Workplace (Health, Safety and Welfare) Regulations 1992.
Environmental Protection Act 1990
Part 1 'Preliminary' - Sections 1 to 3 inclusive.
Part 11 'Statutory Nuisances and Clean Air' - Section 79.
Control of Pollution Act 1974; Part 111 'Noise' Section 57 to 68 inclusive.
The Woodworking Machines Regulations 1974; Regulation 44.
Environmental Protection Act 1990.
Part 1 'Preliminary' Sections 1 to 3 inclusive.
Part 11 'Statutory Nuisances and Clean Air' - Section 79.
Control of Pollution Act 1974;
Part 111 'Noise'. Section 57 to 68 inclusive.
All associated Approved Codes of Practice.

Sub-contractors shall ensure that all their employees are trained in the safe and proper use of all hearing protection equipment and measures necessary to protect them from noise

Sub-contractors shall ensure that any equipment supplied for the protection of hearing is properly used and maintained.

PROTECTIVE CLOTHING AND EQUIPMENT

1) STANDARDS REQUIRED

The following regulations have specific requirements for the provision, maintenance and use of protective clothing and equipment.

Health and Safety at Work Etc. Act 1974 - Section 2 - 9 inclusive.
The Management of Health and Safety at Work Regulations 1999.
The Construction (Design and Management) Regulations 1994
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1998
The Personal Protective Equipment at Work Regulations 1992.
The Workplace (Health, Safety and Welfare) Regulations 1992.
The Construction (Health, Safety and Welfare) Regulations 1996. Regulations 24 (2).
The Construction (Head Protection) Regulations 1989. the provision and use of safety helmets.
The Protection of Eyes Regulations 1974 - the provision and use of safety goggles, glasses, welding goggles, and visors, also the provision and use of welding screens.
The Noise At Work Regulations 1989 - the provision and use of hearing protection.
The Electricity at Work Regulations 1989.
The Asbestos Regulations 1969 - provision and use of protective overalls, respiratory equipment, breathing apparatus.
The Control of Asbestos At Work Regulations 1987 - Approved Codes of Practice. (Current Revision.)
Work with Asbestos Insulation, Asbestos Coating and Asbestos Insulating Board - Approved Codes of Practice. (Current Revision)

Control of Lead At Work Regulations 1980 - provision and use of protective overalls, respirators, breathing apparatus.
All associated Approved Codes of Practice.

All safety equipment and protective clothing purchased for use on premises controlled by TELECOM ALARMS LTD. shall comply with the appropriate British and European Standards.

Copies of the appropriate regulations and guidance notes will be kept on the Company premises and on contractual sites for reference by employees.

Information on the requirements of the regulations will be supplied by the responsible Health and Safety Manager as required.

2) PLANNING

At tender or negotiation stage, the above standards will be taken into account.

The Health and Safety Manager responsible, in conjunction with the Engineer shall ensure that any special protective clothing or equipment required is ordered and available for use on site. They will ensure that sub-contractors and other persons having business on site are aware of the Company Policy on the wearing of mandatory personal protective clothing and equipment.

3) SUPERVISION

The Engineer shall ensure that adequate supplies of all necessary protective clothing and equipment are available on site or in the workplace for issue as required and that when issued, a signature is obtained for the equipment. The Engineer shall ensure that before employees commence work that any necessary protective clothing is provided and worn.

Any person on site or in the workplace, whether employees, sub-contractor or visitor observed not wearing the required protective clothing or equipment will be informed of statutory Company Policy requirements and instructed not to continue until the required protective clothing or equipment is obtained and worn.

All Supervisory and Managerial personnel will set a good example by wearing all necessary safety equipment and protective clothing where required.

4) SAFE SYSTEMS OF WORK

All operatives are required to wear suitable footwear while at work on company sites or in Company workplaces.

Except in designated safe areas such as offices and mess rooms, it is the policy of the Company that all persons having business on Company contractual sites shall wear head protection.

Where plant noise exceeds 80 Db(A) all plant operators will be issued with and required to wear adequate and proper hearing protection and will be instructed in its use and maintenance.

Any loss or defect of protective clothing or equipment must immediately be reported to the Engineer.

EMERGENCY PROCEDURES

1) STANDARDS REQUIRED

Health and Safety at Work Etc. Act 1974 - Section 2 - 9 inclusive.
The Management of Health and Safety at Work Regulations 1999.
The Construction (Design and Management) Regulations 1994
The Provision and Use of Work Equipment Regulations 1998.

2) As part of their induction course, all those employed on premises controlled by TELECOM ALARMS LTD SECURITY SYSTEMS LTD. shall be informed and instructed, both verbally and in writing, in all emergency procedures specific to their workplace. Induction procedures shall ascertain if any new employee or contractor has any disability or illness which could prevent him / her carrying out certain operations safely or if he / she require any additional protective measures.

All other persons working under the control of TELECOM ALARMS LTD, shall be informed of the person's disability or illness and if should he / she require assistance at any time.

3) All emergency procedures shall take into account the disability or illness of any person.

4) In accordance with current first-aid regulations and Approved Codes of Practice, there shall be a minimum of one trained and certificated a first-aid person on duty at all times premises under the control of TELECOM ALARMS

LTD

SECURITY SYSTEMS LTD. are occupied.

- 5) First-aid equipment complying with current first-aid regulations and Approved Codes of Practice and appropriate to the hazards and risks shall be available at all times on premises controlled by TELECOM ALARMS LTD SECURITY SYSTEMS LTD.
- 6) Where appropriate, eye wash stations shall be provided and located in strategic and prominent locations.
- 7) All first-aid equipment shall be inspected weekly by a nominated competent person.
- 8) The name, address and telephone number of the nearest accident and emergency hospital shall be brought to the attention of all those employed on premises controlled by TELECOM ALARMS LTD.
- 9) Notices informing all employees and contractors of the location of duty first-aid personnel and first-aid equipment shall be prominently displayed.
- 10) In case of any fatality or serious accident all operations in the area shall immediately cease pending investigation by all authorised persons.
- 11) Where relevant, TELECOM ALARMS LTD shall ascertain in writing from the client, all emergency procedures for the premises on which TELECOM ALARMS LTD. employees and contractors are undertaking work.
These procedures shall be brought to the attention of all TELECOM ALARMS LTD personnel working and visiting the premises.
- 12) In case of emergencies, all visitors to premises controlled by TELECOM ALARMS LTD. shall be the responsibility of their host.
- 13) In all cases of emergency evacuation of the premises, all persons working on premises. shall report to the senior person representing Telecom Alarms Ltd.
- 14) Emergency evacuation assembly points shall be designated for all premises controlled by TELECOM ALARMS LTD. and shall be identified by approved and adequate signage.
The location of such assembly points shall be brought to the attention of all personnel under the control of TELECOM ALARMS LTD.
- 15) All injuries, however minor, sustained by both employees, visitors, members of the public, contractors etc. on premises controlled by TELECOM ALARMS LTD., shall be recorded in the Accident Book by the injured party.
- 16) In the event of a fatality or major injury, three day accident etc., to any person or dangerous occurrence as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, the local office of the Health and Safety Executive in whose area the work is being carried out and the TELECOM ALARMS LTD. Head Office shall each be notified by telephone immediately.

FIRE PRECAUTIONS (Main Premises)

STANDARDS REQUIRED

The following regulations apply to fire precautions on TELECOM ALARMS LTD. PREMISES;

The Health and Safety At Work Etc Act 1974
The Workplace Health, Safety and Welfare Regulations 1992
The Control of Substances Hazardous to Health Regulations 1995
The Health and Safety (Safety Signs and Symbols) Regulations 1996
The Confined Spaces Regulations 1997
The Provision and Use of Work Equipment Regulations 1998.
The Management of Health and Safety at Work Regulations 1999
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999 also
The Company Policy for Health, Safety and Welfare.
Fire Safety and First Aid Fire Fighting.

Fire hazard risk assessments shall be carried out in writing at determined intervals or whenever circumstances demand.

All company premises are designated 'No Smoking' premises.
All persons wishing to smoke shall do so off the premises.

Company premises shall be equipped with sufficient fire extinguishers appropriate to the hazard and risk, i.e.

water or AFFF extinguishers for paper, textiles or other organic materials;
foam for flammable liquid fires;
Co2 extinguishers for electrical fires including computers.

- 5) All company employees shall receive instruction and training in the safe use of fire extinguishers.
- 6) On unlocking the premises each morning, all fire exits shall be opened and inspected for safe operation and any obstructions. All means of escape routes shall be routinely inspected throughout the working day.
- 7) All fire exit doors and means of escape routes shall be identified in accordance with the Health and Safety (Safety Signs and Symbols) Regulations 1996. Fire exit signs shall be displayed in prominent positions throughout the relevant fire exit routes, on or above doors and Where required, in corridors and on staircases so as to clearly indicate the direction of travel in case of fire. Signs must state, in white lettering on a green background, 'FIRE EXIT' with a silhouette of a running man indicating the direction of travel. (left, right, down or straight ahead)

All fire exit signage must be visible from all approaching directions.

- 8) Means of escape routes shall not be used for the storage of any articles of any nature whatsoever.
- 9) The underside of staircases shall not be used for the storage of combustible articles and substances.
- 10) All containers of highly flammable substances or liquids shall be kept in approved custom built storage facilities. There shall be prominently displayed signs:-

'Danger-Keep Out-Highly Flammable Substances';
'No Smoking-Highly Flammable Substances';
'Fire Door-Keep Locked Shut'
'Authorised Persons Only'
Relevant 'Hazchem' signs;
All keys to these areas shall be signed for both in and out.
All signs shall be visible from all approaching directions.

All highly flammable substances shall be stored away from other flammable materials.

- 11) Plant rooms and service riser cupboards shall not be used for the storage of any articles or substances whatsoever.
- 12) Plant rooms and service riser cupboards shall be included in the daily routine 'fire precautions' inspections.
- 13) Plant rooms and service riser cupboards shall be identified with the appropriate signage. There shall be prominently displayed:-

'Danger-Keep Out'
'No Smoking'
'Fire Door-Keep Locked Shut'
'Authorised Persons Only'

All keys to these areas shall be signed for both in and out.
All signs shall be visible from all approaching directions.

- 14) Employees responsible for securing the premises at the end of the day shall carry out a fire safety inspection of the premises ensuring that all doors and windows are securely closed.

FIRE PRECAUTIONS (Contractual Sites)

- 1) **STANDARDS REQUIRED**
The following regulations apply to fire precautions on TELECOM ALARMS LTD._contractual premises;

The Health and Safety At Work Etc Act 1974
The Construction (Design and Management) Regulations 1994
The Workplace Health, Safety and Welfare Regulations 1992
The Control of Substances Hazardous to Health Regulations 1995
The Health and Safety (Safety Signs and Symbols) Regulations 1996
The Confined Spaces Regulations 1997
The Provision and Use of Work Equipment Regulations 1998.
The Management of Health and Safety at Work Regulations 1999

The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999 also
The Company Policy for Health, Safety and Welfare.
Fire Safety and First Aid Fire Fighting.

- 2) Fire hazard risk assessments shall be carried out in writing at determined intervals or whenever circumstances demand.
- 3) Site 'No Smoking' rules shall be strictly observed.
All persons wishing to smoke shall do so in the prescribed designated areas.

TELECOM ALARMS LTD. shall provide fire extinguishers sufficient in number and appropriate to the hazards and risks within and immediately surrounding their designated contractual area(s); i.e.

water or AFFF extinguishers for paper, textiles or other organic materials;
foam for flammable liquid fires;
Co2 extinguishers for electrical fires including computers.

- 5) All site employees shall receive instruction and training in the safe use of fire extinguishers.
- 6) On entering the area each morning, all fire exits shall be opened and inspected for safe operation and any obstructions. All means of escape routes shall be routinely inspected throughout the working day.
- 7) All fire exit doors and means of escape routes shall be identified in accordance with the Health and Safety (Safety Signs and Symbols) Regulations 1996.
Fire exit signs shall be displayed in prominent positions throughout the relevant fire exit routes, on or above doors and where required, in corridors and on staircases so as to clearly indicate the direction of travel in case of fire.
Signs must state, in white lettering on a green background, 'FIRE EXIT' with a silhouette of a running man indicating the direction of travel. (left, right, down or straight ahead)

All fire exit signage must be visible from all approaching directions.

- 8) Means of escape routes shall not be used for the storage of any articles of any nature whatsoever.
- 9) The underside of staircases shall not be used for the storage of combustible articles and substances.
- 10) All containers of highly flammable substances or liquids shall be kept in approved custom built storage facilities.
There shall be prominently displayed signs:-

'Danger-Keep Out-Highly Flammable Substances';
'No Smoking-Highly Flammable Substances';
'Fire Door-Keep Locked Shut'
'Authorised Persons Only'
Relevant 'Hazchem' signs;
All keys to these areas shall be signed for both in and out.
All signs shall be visible from all approaching directions.

All highly flammable substances shall be stored away from other flammable materials.

- 11) Employees responsible for securing the premises at the end of the day shall carry out a fire safety inspection of the premises ensuring that all doors and windows are securely closed.

WELFARE AND FIRST AID

1) STANDARDS REQUIRED

The Workplace (Health, Safety and Welfare) Regulations 1992
Approved Code of Practice and Guidance
The Construction (Health, Safety and Welfare) Regulations 1996 specify minimum requirements for welfare and first aid facilities on construction sites.

The Factories Act 1961 specifies minimum requirements for welfare and first aid facilities on factory premises.

The Offices, Shops and Railway Premises Act 1963 specify minimum standards for offices.

The Health and Safety (First Aid) Regulations 1981 lay down general requirements for first aid facilities.

COP42 - "Approved Codes of Practice for The Health and Safety (First Aid) Regulations 1981" give guidance on the first aid Regulations.

Copies of the relevant regulations will be kept in offices, workshops, on contractual sites and all other required work places.

The Health and Safety Manager responsible shall provide advice on the Regulations and Codes of Practice as required.

2) PLANNING PROCEDURES

All work will be tendered or negotiated for taking into account the above standards.

The Health and Safety Manager responsible shall establish the welfare and first aid arrangements before works starts, taking into account sub-contractors requirements where applicable.

or

Before employees are sent to site, the Engineer shall arrange with the Principle/Main contractor, for the necessary welfare and first aid facilities and ensure that Certificate of Shared Welfare Facilities, Form 2202, has been received from the contractor.

or

All sub - contractors will be expected to provide facilities for their employees in accordance with the regulations. These will be approved and maintained to the satisfaction of the Engineer.

3) SUPERVISION

The Engineer shall ensure that all planned welfare and first aid facilities are provided and maintained in accordance with the required standards.

The Engineer shall report to Management any deficiencies in facilities provided by the Principle/Main contractor.

The Health and Safety Manager responsible shall issue a Certificate of Share Welfare Facilities, Form 2202, to any sub - contractor to whom facilities are provided and will keep the Register available on site for inspection.

4) SPECIAL CIRCUMSTANCES

i) Facilities for travelling gangs.

ii) Facilities provided in addition to minimum statutory requirements [i.e. detailed in this section any existing or proposed company).

Welfare and first aid requirements to take account of special circumstances of Company work.

All necessary first aid equipment will be supplied by the Health and Safety Manager responsible.

TELECOM ALARMS LTD. shall ensure that all employees and contractors are provided with adequate and appropriate rest and canteen facilities that shall allow:-

facilities for preparing or providing hot food and drinks;
breaks to be taken away from the workplace;
be in a warm and dry area;
suitable and sufficient female and male toilet facilities for the maximum number of persons occupying any premises under the control of TELECOM ALARMS LTD.;
suitable and sufficient female and male washing and changing facilities relevant to the workplace;
hot and cold running water at all times.

These shall be approved and maintained to the satisfaction of the relevant Health and Safety Manager.

A permit-to-work system shall be implemented by TELECOM ALARMS LTD. for all works of a particular hazardous nature or in particularly hazardous circumstances.

Such operations and circumstances would include hot working operations and confined spaces etc.

TELECOM ALARMS LTD. shall ensure that all traveling gangs of employees are provided with adequate and appropriate rest and canteen facilities that shall allow:-

facilities for preparing or providing hot food and drinks;
breaks to be taken away from the workplace;
be in a warm and dry area;
suitable and sufficient toilet facilities;

suitable and sufficient washing and changing facilities;
hot and cold running water whenever possible;

5) SHARPS (Needles and Syringes)

Do not handle any discovered sharp objects such as needles and hypodermic syringes without adequate personal protection.

On discovery and before handling don suitable gloves, place in a suitable sealable container, label the container and contact the local hospital or doctor for information on disposal.

If the sharp object has penetrated the skin stop work immediately and urgently seek expert attention at the local accident and emergency hospital.

Inform the Engineer and others of the existence of the instrument.

The Engineer shall ensure that no others exist before work continues.

MAINTENANCE OF PLANT AND EQUIPMENT (for use by the company)

1) STANDARDS REQUIRED

All maintenance, servicing, repairs etc., shall be carried out in accordance with the relevant requirements of;

The Health and Safety At Work Etc Act 1974

The Electricity at Work Act 1989

The Personal Protective Equipment at Work Regulations 1992.

The Control of Substances Hazardous to Health Regulations 1995

The Health and Safety (Safety Signs and Symbols) Regulations 1996

The Confined Spaces Regulations 1997

The Provision and Use of Work Equipment Regulations 1998.

The Manual Handling Operations Regulations 1998.

The Lifting Operations and Lifting Equipment Regulations 1998

The Management of Health and Safety at Work Regulations 1999

The Fire Precautions (Workplace) Regulations 1997

The Fire Precautions (Workplace) (Amendment) Regulations 1999

The Company Policy for Health, Safety and Welfare.

- 2) Risk assessments of all Company and contractual premises, are undertaken by a trained and experienced competent person at determined intervals.
- 3) Risk assessments of all Company plant and equipment are undertaken by a trained and experienced competent person at determined intervals.
- 4) Copies of risk assessments for all plant and equipment hired in for use by the company shall be obtained from the hire company at the time of hiring.
- 5) The relevant research shall be undertaken to ensure that any item of plant and equipment purchased or hired for use by the company shall be the most adequate, appropriate and the safest available as far as is reasonably practicable.
- 6) All plant and equipment obtained by the company shall be approved and carry the CE and BRITISH STANDARDS symbol.
- 7) Employees required to use plant and equipment shall be instructed, trained and wherever necessary, supervised in its safe operation and use.
- 8) All plant and equipment shall be serviced, maintained and repaired in accordance with the manufacturer's/ suppliers instructions.
- 9) Only authorised, trained and competent persons are permitted to install, repair, alter or modify any item of plant and equipment.
- 10) Any hazards or defects noted in any item of plant and equipment shall be immediately reported to the appropriate Health and Safety Manager and/or Engineer, whichever is the more appropriate.
The item shall immediately be taken out of service, labelled 'DEFECTIVE EQUIPMENT-DO NOT USE' or words to that effect and secured against accidental or unauthorised use.

Whenever possible defective items are to be removed from the workplace and placed in safe storage.

- 11) The action taken is then documented.

SCAFFOLDS - MOBILE TOWERS (Lightweight and Steel Structures)

1) STANDARDS REQUIRED

All mobile scaffolds must be provided and used in accordance with the requirements of;

Health and Safety at Work Etc. Act. 1974 - Sections 2 - 9 inclusive.
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998.
The Manual Handling Operations Regulations 1998.
The Workplace (Health, Safety and Welfare) Regulations 1992
The Construction (Health, Safety and Welfare) Regulations 1996

The Construction (Health, Safety and Welfare) Regulations 1996, in particular Regulation 15 [3], gives general requirements for construction and use of mobile tower scaffolds, aluminium or steel.

Mobile tower scaffolds constructed from tubular steel scaffolding will be erected in accordance with recommendations Of British Standards Code of Practice 5973; 1990. 'SCAFFTAGS' will be used to identify whether the erection of the tower is either, incomplete or complete.

Prefabricated aluminium mobile tower scaffolds will be provided, erected and used in accordance with recommendations of British Standards Code of Practice 5973; 1990, BS 1139 - 1994 and manufacturers instructions. The Prefabricated Aluminium Scaffolding Manufacturer's Association [PASMA] ' Operators Code of Practice will be adhered to. Mobile Towers will be inspected at the commencement of every shift. QD47 shall be completed and the 'Scafftag' signed.

Any other type of mobile tower scaffold will be erected and used strictly in accordance with manufacturers instructions and all relevant requirements of the above.

Copies of the regulations and Codes of Practice will be available on the relevant sites.

Information and other details will be provided by the Safety Adviser.

2) PLANNING

The Engineer shall ensure that mobile towers can be used safely and efficiently taking into account floors, ceiling heights, roof member's etc. Where there is any doubt, the Health and Safety Manager will be consulted for advice.

3) SUPERVISION

Only trained operatives or those under the direct supervision of a competent person may erect, alter or dismantle mobile tower scaffolds.

All mobile towers will be inspected before use by a competent person to ensure that they are in accordance with the above standards.

All operatives required to use mobile tower scaffolds will be instructed in the safe use and movement of scaffolds.

No person is permitted to erect, alter or dismantle any mobile tower scaffold unless authorised by the Engineer or his deputy.

All mobile tower scaffolds will be inspected before use for the first time, and if necessary at seven-day intervals by the Engineer or his deputy.

Training will be given to any person required to carry out inspections.

4) SAFE SYSTEMS OF WORK

The following precautions must be complied with;

- i) Height must be relative to effective base dimension.
 - a) For mobile towers erected external to the building.
Three times minimum base dimension.
 - b) For mobile towers erected internal to the building.
Three times minimum base dimension.
- ii) Outriggers or stabilisers must be fitted and extended where applicable.
- iii) Towers must not be erected, moved or used on sloping, uneven or obstructed surfaces.

- iv) Towers must be vertical.
- v) Whenever possible and/or required, towers must be tied to the building.
- vi) Towers must be moved only at ground level.
- vii) Floor must be free from openings, ducts, step etc.
- viii) No person to remain on tower whilst it is moved. All tools and materials to be removed or secured on the platform.
- ix) Note overhead obstructions, particularly electricity cables.
- x) Bracing members must always be fitted.
- xi) Guard rails and toe boards must always be fitted.
- xii) Wheels must be locked at all times the platform is in use.
- xiii) External towers must not be used in adverse weather conditions.
- xiv) Safe working load of platform must be adhered to. Do not overload the platform.

VIOLENCE TO STAFF

TELECOM ALARMS LTD. does not tolerate any form of violence, whether verbal or physical abuse between;

it's employees;
 it's employees and contractors/sub-contractors;
 it's own and client's employees
 other persons.

on any premises controlled by them.

Risk assessments shall be carried out to determine whether or not employees, contractors and sub-contractors are exposed to violence. The findings shall be discussed with those persons concerned

Any incident involving violence shall be investigated by a senior member of staff.

All employees suspected of being involved in any incident involving violence shall be suspended pending the outcome of that investigation.

Any employee found to be guilty of or aiding and abetting any violent act shall be subject to disciplinary action. dismissed.

Any contractor/ sub-contractor employee found to be guilty of, or aiding and abetting any violent act, shall be removed from the premises immediately.

Details of the incident shall be passed on to the police.

Any employee, contractor/ sub-contractor employee abusing clients employees or tenants, whether physically or verbally, shall, without argument, be immediately removed from the premises.

Risk assessments shall be carried out to determine whether or not employees, contractors and sub-contractors are exposed to violence. The findings shall be discussed with those persons concerned

Management shall keep a record of any claim made against one of Telecom Alarms Ltd's employees, contractors employees or sub-contractors employees and investigate the incident.

WORKING IN OCCUPIED PREMISES

- 1) **STANDARDS REQUIRED**

Health and Safety at Work Etc. Act. 1974 - Sections 2 - 9 inclusive.
The Management of Health and Safety at Work Regulations 1999
The Provision and Use of Work Equipment Regulations 1998.
The Electricity at Work Act 1989
The Control of Substances Hazardous to Health Regulations 1995
The Confined Spaces Regulations 1997
The Health and Safety (Safety Signs and Symbols) Regulations 1996
The Fire Precautions (Workplace) Regulations 1997
The Fire Precautions (Workplace) (Amendment) Regulations 1999 also
The Company Policy for Health, Safety and Welfare.

- 2) Risk assessments of the client's hazards which could affect the health and safety of TELECOM ALARMS LTD. employees shall be carried out jointly with the client and TELECOM ALARMS LTD.
- 3) Risk assessments of TELECOM ALARMS LTD. hazards which could affect the health and safety of the client's employees shall be carried out jointly with the client and TELECOM ALARMS LTD..
- 4) All tools and equipment taken on to client's premises shall be serviced and certified as safe when properly used.
- 5) Only electrical equipment rated at 110 volts or less shall be used on the premises.
- 6) All portable electrical appliances and extension leads shall have documentary proof of safety and worthiness.
- 7) Only those items and materials required for the day's work shall be taken into the workplace.
- 8) All waste materials shall be removed to a suitable waste disposal container throughout the day as part of the normal work routine and at the end of the shift before vacating the premises.
- 9) Before leaving the contractual area a fire safety inspection shall be carried out to ensure no fire hazards exist.
- 10) At the commencement of every work-shift an inspection of all fire exits and means of escape from the area shall be inspected and fire exits checked for operation.
- 11) All TELECOM ALARMS LTD SECURITY SYSTEMS LTD. employees shall comply at all times with the client's health and safety rules and requirements especially the premises fire instructions and fire evacuation procedures.
- 12) On their first day, and before commencing work for the first time, all TELECOM ALARMS LTD employees shall be informed both verbally and by physical inspection of the fire exit routes and doors.
- 13) All work in private dwelling shall be organised by prior arrangement in writing to the occupier of the premises and with that occupier's agreement.
- 14) The health and safety of all occupiers shall take priority at all times.

CONSTRUCTION (DESIGN AND MANAGEMENT) (CDM)

- 1) **STANDARDS REQUIRED**
Construction (Design and Management) Regulations 1994
and all relevant Guidance Notes and Approved Codes of Practice.
- 2) All work subject to the Construction (Design and Management) Regulations 1994 shall be designed and planned accordingly.
- 3) Under the Construction (Design and Management) Regulations 1994 TELECOM ALARMS LTD. are considered and therefore shall comply with all requirements of the Planning Supervisor.
- 4) As part of the system design, requirements of Regulation 13 of the Construction (Design and Management) Regulations 1994 shall be met in full.
- 5) All requirements of the Planning Supervisor's pre-construction health and safety plan relevant to the contractual work of TELECOM ALARMS LTD., shall be met in full.

- 6) As part of the requirements of the pre-construction health and safety plan and the construction phase health and safety plan, TELECOM ALARMS LTD._shall produce and develop their own health and safety plan relevant to their contractual work.
- 7) TELECOM ALARMS LTD._shall at all times meet the relevant requirements of the Principle Contractor's site health and safety plan and ensure compliance of all health and safety rules in full.
- 8) Throughout their contract, TELECOM ALARMS LTD._shall develop a health and safety file relevant to their work and present this to the Principle Contractor on the completion of their contract with the client.

DISCOVERING ASBESTOS

SAFE WORKING PROCEDURES AND PRACTICES

Introduction

Asbestos insulation's and coatings can, under certain circumstances, give rise to high levels of **asbestos dust**, and if not immediately controlled may endanger not only those directly involved in it's disturbance, but also others in close proximity.

Employers have a duty of care towards their employees and others to provide a safe place of work and a safe system of work.

It is also the duty of the employee to co-operate with the employer to:-

- (a) ensure his own health and safety and that of others;
- (b) maintain and improve the safe place of work;
- (c) maintain and improve the safe system of work.

Asbestos can applied by several different methods and used in various forms:-

As thermal insulation for pipes and boilers, this was either crocidolite (blue asbestos) or amosite (brown asbestos). It came in powder form in paper bags. It would be mixed with water in large metal drums and applied either by spray or spread on by hand.

As fire protection to metal roof beams, supporting columns and the roofs themselves. This was normally crocidolite (blue asbestos); again it would be powder mixed with water and applied by spray.

In sheet form, either amosite (brown asbestos) or chrysotile (white asbestos), mixed with cement. This form of the material was used for roofing materials, the manufacture or fire-proofing of doors, gutters and for complete buildings.

Health Risks

Health risks are associated with the inhalation of fibrous dust and it's dispersion within the lungs and other parts of the body. Workers engaged in disturbance activities such as extraction, processing, manufacturing and removal are particularly vulnerable.

Prolonged exposure by inhalation to asbestos dust along with other pollutants such as nicotine combine to produce diseases such as asbestosis/mesothelioma which can be disabling and/or crippling. It also causes lung cancer and again, this risk is increased by the inhalation of other pollutants, including cigarette smoke.

Asbestos is only dangerous when it has been disturbed through extraction or processing, causing fibrous dust to be released and inhaled in large quantities; or damaged at location, causing very heavy concentrations of fibres to be released into the atmosphere.

Damage could have occurred in a number of ways;

- (a) constant rubbing by people passing close-by;
- (b) removing or disturbing asbestos pipe insulation to gain access to the joint on a pipe;
- (c) disturbance on columns sprayed with asbestos;
- (d) maintenance engineers moving through confined spaces and coming into contact with asbestos insulation;
- (e) broken wall or door panels.

Should you suspect asbestos is present or located in a position where disturbance or damage has occurred or is very likely to occur, then removal has to be the favoured course of action.

Stop work immediately.

Warn others in the area but in such a manner that panic does not occur.

Personal protection is the first line of action, so wash your hands immediately and leave the area.

Alert the Site Manager/Agent/Supervisor and TELECOM ALARMS LTD._River Road Business Park Head Office immediately to make them aware of the problem and to enable someone to contact an asbestos removal contractor.

Warning notices should be prominently displayed and be visible from all approaching directions.

Do not re-enter the area until it has been certified as free from asbestos.

NOTES