



Vent Air Cooling Ltd

Health & Safety Management System

Policy – Rules – Procedures

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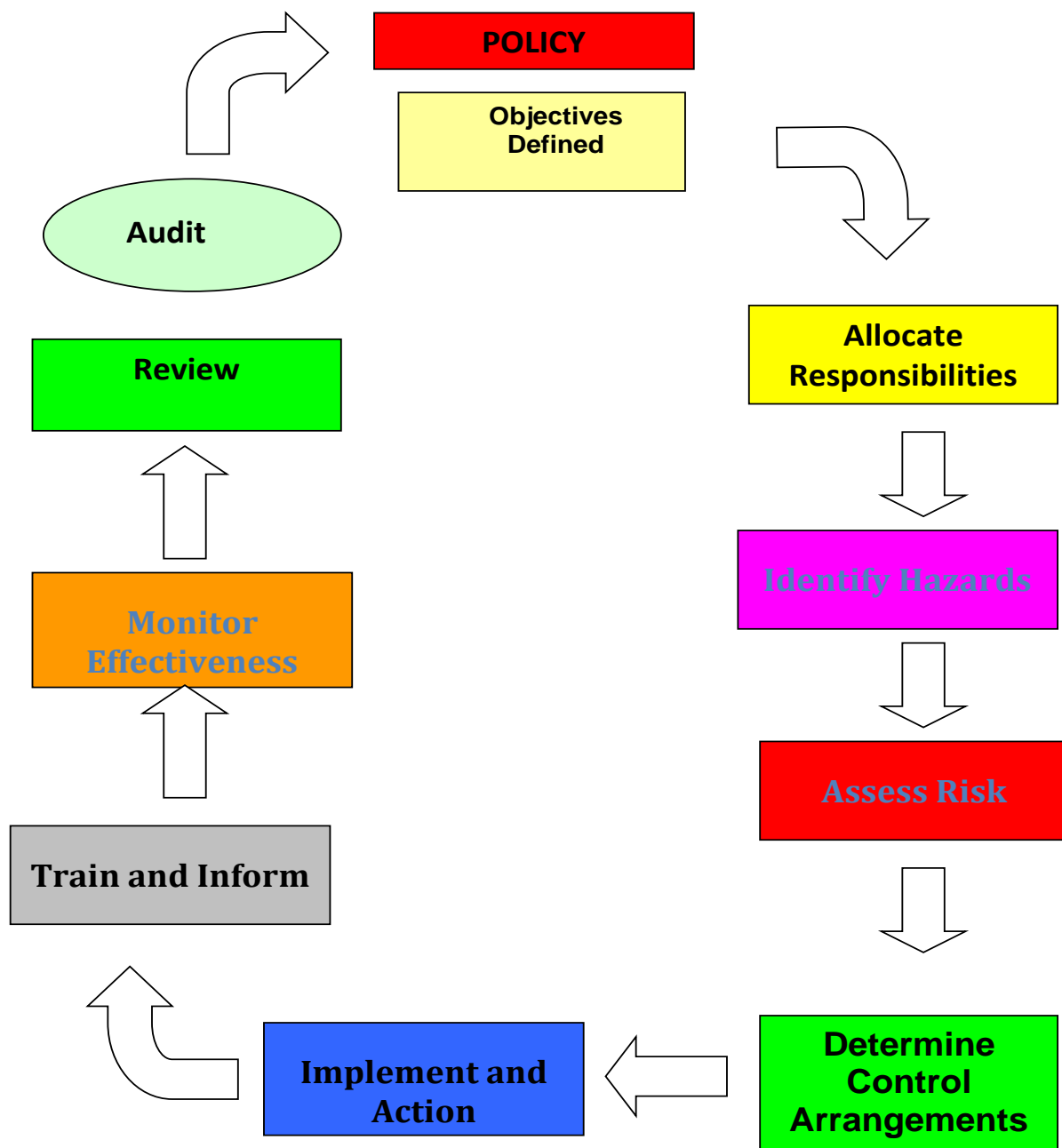
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(HSE HSG65)





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1.0 FOREWORD

All accidents are costly. The most tragic cost can be measured only in terms of human suffering, but all other costs can be precisely counted in costs of insurance, compensation, loss of pay, sick benefits, lost production, legal fees, repair or replacement of materials, damaged reputations, lost contracts and in many other ways. All these potential costs, human and financial, directly or indirectly affect every member's job security and the Company's future.

The board of directors gives full backing to this policy and will support all that implement it and will review this document at annual intervals (minimum) and will consult with their advisors if any change in circumstances or Vent Air Cooling Ltd processes renders any part of this document obsolete or in need of amendment to cover such a change.

Where advice or guidance on Health and Safety matters is required urgently, the Vent Air Cooling Ltd health and Safety Representative (Director) will contact Midland Safety Advices Services Ltd - Safety Consultant responsible for the maintenance of this H&S Management System.



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2.0 HEALTH AND SAFETY POLICY & STATEMENT

The Company is fully committed to providing a safe place of work, safe systems of work and a safe working environment for all its employees and any visitors to the Company premises.

The Companies Health and Safety Policy Statement:

We will ensure that the statutory requirements of the '*Health and Safety at Work Act etc - 1974*' will, as is reasonably practicable, be complied with, as follows:

- Provide adequate resources for meeting our health and safety obligations including competent advice
- Carry out periodic risk assessments in the offices, manufacturing and site installations and review the results annually or as deemed necessary by the process
- Provide methods of working which are safe and without risk to health of its employees, clients, sub-contractors or visitors
- Ensure arrangements are in place for safe use, storage, handling and transportation of articles and substances used at work
- Ensure that employees are provided with adequately training and records are maintained, information and or instructions and are supervised to secure their safety while at work, and the safety of others who may be affected by their actions
- Provide and maintain all plant machinery and equipment which is safe and without risk to health
- Provide adequate arrangements and facilities for employees, clients, sub-contractors and visitors welfare
- Ensure that consultation takes place with employees, clients, sub-contractors and visitors on matters affecting their health, safety and welfare
- Establish and maintain adequate fire precautions
- Co-operate with H&S advisors and act on their recommendations
- Ensure adequate provision of PPE and training, as requested or from the result of a risk assessment

More detailed information regarding the responsibilities and arrangements in place for the effective management of health and safety matters, are available to all employees, sub-contractors, clients and visitors in the Company's '*Health and Safety Policies and procedures*'.

Employee duty to Health and Safety:

It is the responsibility of all employees to co-operate with the company and not to interfere with or misuse or abuse anything provided by the company in the interest of health and safety.

Employees must take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions at work, and must comply with legal requirements imposed on them by the health and safety legislation.

Signed: *R. Carter*

Dated: 4th January 2024

Director – Vent Air Cooling Ltd



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3.0 ENVIRONMENTAL POLICY STATEMENT

The Director of Vent Air Cooling Ltd are fully aware of their duty of care for the environment, and shall promote environmental awareness within the Company's operations.

Although the general installation of Electrical and bulk handling equipment involves few substances or emissions, which may cause harm to the environment, certain precautions must be taken to ensure such harm does not arise:

The Company intends to reduce harmful and nuisance emissions to:-

AIR by

- ☐ Maintaining plant and equipment in good repair at all times.
- ☐ Purchasing or hiring equipment where reasonably practicable which does not produce harmful or noxious fumes
- ☐ Avoiding the use of any paint or sealant, which contains high levels of Volatile Organic Compounds.

Contaminating LAND by:

- ☐ Maintaining plant and equipment to prevent leakage.
- ☐ Providing safe storage for all fluids so that leaks are contained.
- ☐ Providing suitable and sufficient absorbent material to absorb any uncontained leakage.

Contaminating WATERCOURSES by

- ☐ Ensuring no waste substances are poured down any drain.
- ☐ Sealing waste liquids and substances before disposal.

Promoting RECYCLING by

- ☐ Ensuring, as far as possible, that all waste materials are segregated when disposed.
- ☐ Taking waste materials to recognised recycling centres where possible.

The company shall adopt the principle of **BATNEEC** (Best Available Technique Not Entailing Excessive Cost) in all its operations where harm to the environment is a foreseeable risk.

Signed *R. Carter*

Date: 4th January 2024

Director – Vent Air Cooling Ltd



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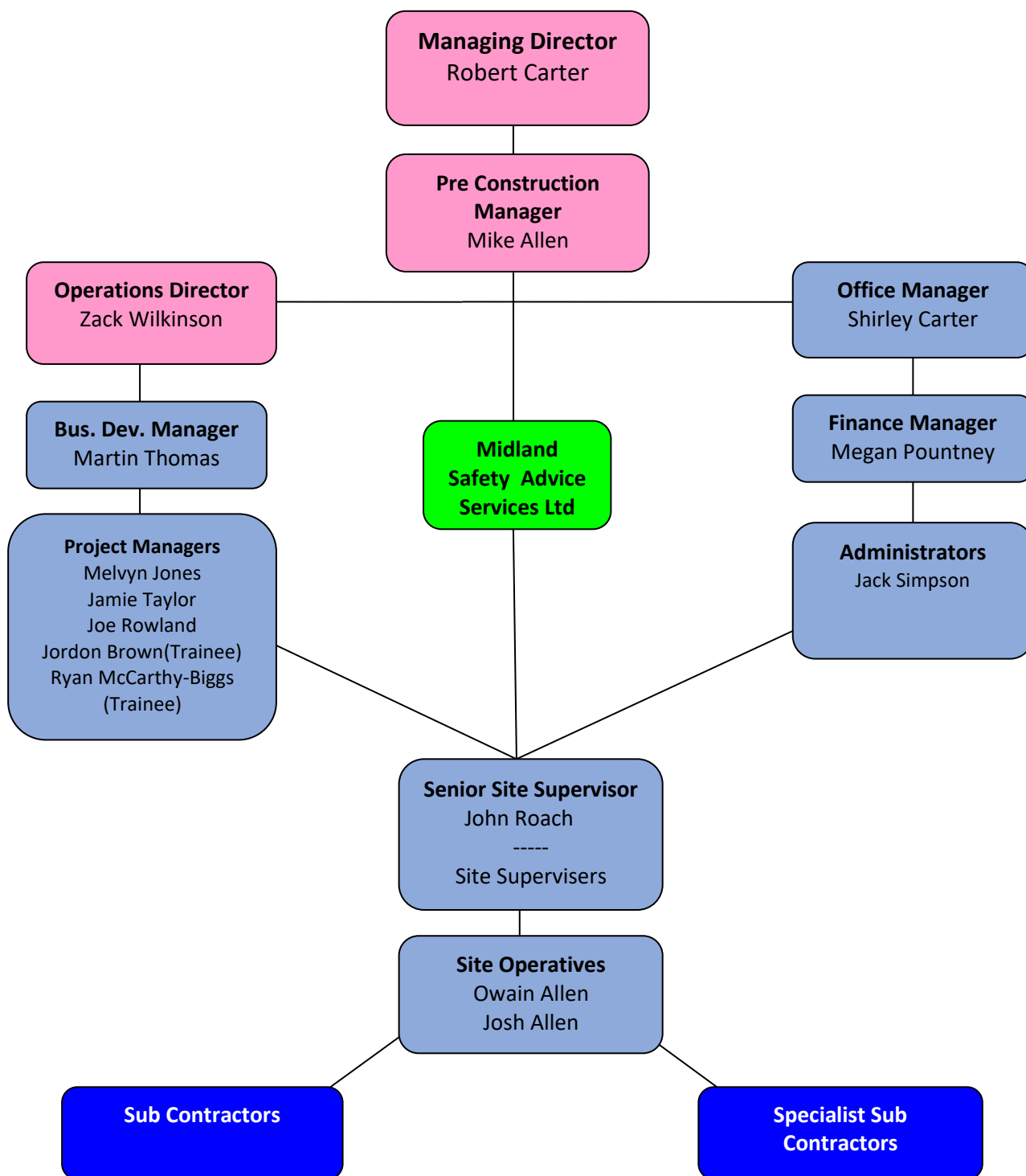
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4.0 ORANISATION CHART





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5.0 **DUTIES AND RESPONSIBILITIES**

The Director shall be responsible for:

- a) Defining the health and safety policy and reviewing it at planned intervals for effectiveness and suitability.
- b) Ensuring that the company complies with current and applicable health and safety regulations.
- c) Ensuring that the health and safety policy and arrangements are effectively implemented in the organisation.
- d) Providing machinery, equipment and other plant that is safe and without risk to health and to ensure that it is maintained in good condition.
- e) Ensuring that systems of work are safe and without risk to health and safety.
- f) Ensuring that as far as reasonably practicable, employees' health and safety are not put at risk by contact with hazardous materials and chemicals.
- g) Providing all employees' with information, instructions, training and supervision necessary to ensure, as far as reasonably practicable, their safety at work.
- h) Ensuring that all employees' are competent to carry out their jobs in a safe manner that is with minimum of risk to themselves or others.
- i) Ensuring that managers' understand their responsibilities and have the necessary knowledge and skills to carry them out.
- j) Ensuring that, as far as reasonable practicable the place of work under his control and where employees' work is kept in a safe condition and does not pose a risk to health.
- k) Ensuring ways into and out of the workplaces are safe and without risk to health.
- l) Ensuring the health and safety of their employee's working environment, such as lighting, heating, ventilation and noise.
- m) Providing adequate and sufficient arrangements for the welfare at work of his employees'
- n) Ensuring that work carried out by the company does not expose people who are not his employees' (e.g. contractors', visitors', temporary workers, etc.) to risks to their health and safety.



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5.1 **Responsibilities For Health And Safety**

To enable the Company to accomplish both the setting up and the maintenance of their Safety Policy depends upon the full co-operation of all its employees as follows:

- a) Section 7 of the Health and Safety at Work Act 1974 places a duty on employees to take reasonable care of them and other persons who may be affected by his/her work activities.
- b) Section 7 also places a duty on the employee to co-operate with his/her employer to enable the employer to meet and comply with the Statutory Duties that are placed upon them.

The ultimate responsibility for the implementation of the Company's Safety Policy rests with the director responsibility for safety. But generally the immediate responsibility for safety at work lies with the appropriate Directors, Senior Project Managers, Heads of Departments, Project Engineers, Site Engineers, Site Supervisors, Chargehands and all employees of the Company. Senior members of staff may delegate certain Health and Safety duties to Supervisory Staff, but they must always remember the overall responsibility for safety on sites still rests with them.

In order to fulfil these duties, all employees should be fully aware of their responsibilities and abide with the following:

5.2 **Director Appointed For Day To Day Safety (Rob Carter) shall:**

- a) Determine Health and Safety Policy for the Company.
- b) Monitor the effectiveness of the Safety Policy and institute necessary changes.
- c) Reserve the right to attend Safety Management meetings.

5.3 **Company Secretary shall:**

- a) Evaluate all insurable risks in the Company relating to Health and Safety at work, loss or damage to Company's property and risk to the public through Company activities.
- b) Ensure that relevant financial liabilities are covered.
- c) Review insurance and loss records periodically and institute relevant action.



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5.4 **Project Managers & Site Supervisory Personnel shall:**

- a) Familiarise themselves with the Company's Health and Safety policy.
- b) Ensure that Company members under their control are adequately trained and fully aware of any hazards in the work place.
- c) Ensure that all safety rules are observed and that protective equipment is worn or used where appropriate.
- d) Ensure that adequate supervision is available at all times, particularly for the young and inexperienced.
- e) Accompany the Safety Officer on inspections and co-operate on safety matters.
- f) Continually seek to develop safe practices and maintain good housekeeping to improve Health and Safety.
- g) Ensure that all members under their control know what to do in case of fire and know the location of and how to use available firefighting equipment.
- h) Ensure that all members under their control know the whereabouts of First Aid facilities and the nearest person trained in First Aid.
- i) Ensure that all safety devices are always fitted properly adjusted, maintained and used.
- j) Ensure that all machinery and equipment is properly maintained and safe to use.
- k) If within their authority, promptly rectify all defects in the work place and/or plant in use. If not within their authority, promptly report such defects.
- l) Consider promptly and representation about Health and Safety from members under their control.
- m) Project Managers responsible for the selection of sub-contractors must ensure that sub-contractors selected to work for the company are competent to carry out their duties under the Health and Safety at Work Act 1974 and associated legislation (CDM) and any special safety procedures that may be applicable to their particular type of work.

5.5 **Site operatives shall:**

- a) Familiarise themselves with and always conform to Health and Safety Policy.
- b) Observe all safety rules and regulations.
- c) Always wear appropriate personal protective equipment, ensuring that it fits, is properly adjusted and is kept in good order.
- d) Always use the correct tools and equipment for the job, with all appropriate safety devices.
- e) Conform to all instructions given by the Supervisor/Safety Officer and others with a responsibility for Health and Safety.
- f) Report to their Supervisor all accidents and damage, whether persons are injured or not.
- g) Direct suggestions to improve Health and Safety either to the Supervisor concerned or to the Safety Representative.
- h) Report defects in plant or equipment and hazards to the Supervisor or Safety Representative.



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5.6 Contractors Responsibilities

All Contractors employed by Vent Air Cooling Limited shall comply with the Health and Safety at Work Act 1974 and any other relevant regulations in addition to any Vent Air Cooling Limited system of work which may apply. They must ensure the Health, Safety and Welfare of all persons who use the site as well as the general public who may be affected. Contractors must ensure that their Supervisors are competent and should be able to carry out their duties in a safe and efficient manner. Contractors will ensure that their employees are aware of any special site feature or hazards, which exist on a site. Contractors who employ more than five persons shall provide a copy of their Health and Safety Policy to Vent Air Cooling Limited Management prior to starting works on that site.

(The above section applies to any Contractor or Sub-Contractor who may be employed by Vent Air Cooling Limited from time to time. The wording of Contractor is taken to mean Contractor and Sub-Contractor).

5.7 Health & Safety Representative

The company representative responsible for the administration of the health and safety documentation is the Health and Safety Adviser.

To comply with The Management of Health and Safety at Work Regulations 1999 Regulations 7 'Health and Safety Assistance' the company shall use the services of a consultancy – Midland Safety Advice Services Ltd who shall advise and guide the client on specific matters related to the health and safety management system.

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6.0 CONSULTATION / LIAISING with EMPLOYEES and SUB-CONTRACTORS

The Company has a positive approach in matters of health and safety and recognises that employees and sub-contractors can have significant input to procedures. Also in providing vital feedback on hazards previously overlooked, consulting and liaising between managers / supervisors and employees in a free exchange of information actively encouraged by Vent Air Cooling Ltd. This will include:

- Induction talks on any new procedures & site requirements.
- Information on customer site rules.
- Emergency procedures.
- Risk assessments and Method statements.
- Requirements of internal and external training.

7.0 MONITORING AND REVIEW OF COMPANY'S SAFETY PERFORMANCE

- a) The safety directors, together with senior management have specific responsibility to monitor the implementation of the company's health and safety policy and to review the company's performance. To assist in this role, there will be a formal report produced at 6 monthly intervals and the report will cover.
- Review of any significant accidents/incidents – is a procedural change required?
 - Review of any criticisms from H.S.E., Clients or other parties – is a procedural change required?
 - Review of last periods 'safety objectives'. Have they been achieved?
 - Review of and new legislation, guidance notes, H.S.E. initiatives etc.
 - Review working procedures and training requirements, as appropriate.
 - Review refresher-training requirements.
 - Set safety objectives for next period.
- b) All management will carry out routine site inspections to monitor working practices and be available to advise site supervisors and operatives on health and safety issues.



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8.0 HEALTH AND SAFETY AUDITS - INSPECTIONS

Planned audits shall be completed to ensure that the health and safety policy and arrangements are effectively implemented.

The findings and results of the safety audits shall be recorded.

When the safety audit identifies deficiencies in the H&S policy and arrangements, the Company shall ensure the appropriate corrective action is taken and the policy/arrangements revised accordingly.

9.0 SAFETY SIGNS

Notices relating to the Health and Safety Law as follows:

- Health & Safety Law - What you should know
- 1st Aid - Resuscitation
- Manual Handling
- Mandatory PPE signage

All will be prominently displayed on notice boards in the offices and site offices/cabins.

10.0 REPORTING OF ACCIDENTS – INCIDENT AND NEAR MISSES

An accident - incident or near miss must be notified immediately to the Supervisor and in his absence to the nominated safety representative and or Manager.

Details of the accident must be entered into the 'Accident Book' immediately.

When an accident or incident is reportable to the 'Health and Safety Executive (HSE)' under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)' the Manager or nominated safety representative shall ensure that a RIDDOR form (form no. F2508) is completed and submitted to the HSE via the online form on the HSE Website.

The Manager shall ensure that an accident or incident is properly investigated and appropriate records maintained. The Manager shall ensure that appropriate preventive action is initiated to stop recurrence of the problem(s).

There are a number of reasons why it is essential that all accidents/incidents be recorded and where applicable reported. These include:

- Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive.



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- Insurance company requirements to notify them and keep details of potential future claims.
- Department of Social Security requirements to keep details of all accidents in the workplace accident workbook.
- Company requirement to assist in monitoring health and safety performance and make all improvements as necessary.

10.1 Report Forms and Guidance – Office and Site Staff

The safety director's office holds the following documents:

- Accident book BI 510
- Leaflet HSE 24 – reporting under RIDDOR
- Form F2508 – HSE accident notification forms (via online form on HSE website)

Any accident, no matter how minor should be reported and entered in the accident book. Site staff on short duration work should inform the safety director by telephone. On larger projects the site supervisor will have these documents on site and he will advise the site staff accordingly.

10.2 Accidents Resulting In Absence From Work Of 7 Working Days Or More Of Employees, Self-Employed And Contractors.

For an accident resulting in the necessary absence from work of 7 working days or more, the following action should be taken:

- Site supervisor should ensure details are entered in the accident book.
- Site supervisor should complete the internal accident report form, sending copies to the safety director.
- If the injured person is an employee or a self-employed person working for the company, the safety director will complete Form F2508 and forward this to the HSE via the online form on the HSE Website.
- If the injured person is an employee of a sub-contract company, the safety director's office will be sent the standard letter reminding contractors of their duty to report accidents to HSE via the online form on the HSE Website.

All accidents and dangerous occurrences however small will be investigated by management and immediate action taken to minimise the possibility of future incidents.

Records of all investigations will be kept by the Director.



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11.0 **FIRST AID**

Vent Air Cooling Ltd shall ensure the office and sites will have:

- a) An adequately stocked first aid box appropriate to the numbers of employees.
- b) Trained first aiders or appointed persons to take charge of an emergency situation.

On most sites these facilities may be provided by the Client or principal contractor.

Details of any person requiring first aid must be entered in the first aid book, which is held by the safety director's office. For short duration site work, accidents should be reported by telephone to the safety director's office:-

In the offices, the office first aider will ensure first aid provisions are maintained and the accident book completed.

Notices will be posted giving details of the trained first aiders.

12.0 **WELFARE FACILITIES**

Toilet and washing facilities will be provided in accordance with the ACOP to WHSWR 1992, for the offices and other associated buildings. It is the duty of all members of staff to keep the facilities clean and sanitary as directed.

On most contracts, these facilities will be provided by either the Client or Principal contractor. On contracts within occupied premises, the site supervisor should establish which facilities can be used and advise all employees accordingly.

The following facilities will be provided or made available:

- Toilet facilities
- Drinking water
- Facilities for warming food and making drinks.

13.0 **FIRE PRECAUTIONS**

Offices

In case of a fire all employees' and visitors' must leave the premises immediately using the nearest 'Fire Exits' and meet up in the designated 'Fire Assembly Point' (FAP). The designated FAP is in the car park at the front of the premises.

Notices will be posted informing employees of the fire wardens and fire procedures.



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The Manager / Supervisor shall ensure that any exit, means of escape, fire warning device or equipment is maintained in an efficient working order.

Site Accommodation

An adequate number of fire extinguishers will be provided in site accommodation. Fire procedures will be as agreed with the Client or principal contractor, which will be determined by the nature of the work and premises.

14.0 TRAINING

The Company shall ensure that all employees' are made aware of the health and safety policy and arrangements and are properly instructed about:

- The duties they have to perform.
- The hazards and risks that might be present in particular operations.
- The effectiveness of safety devices, emergency systems and use of PPE.

Induction training shall be provided to new employees and shall cover the following arrangements in particular:

- Procedures in case of fire.
- First Aid arrangements.
- Accident and incident reporting.

The Manager shall ensure that training records are completed when H&S related training is provided to employees'.

The Manager shall ensure that suitable and relevant information relating to health, safety and welfare at the workplace is disseminated to the employees'.

In accordance with the company policy it is the responsibility of the safety director to periodically review staff training, and ensure all staff has been given health and safety training appropriate to their position. Equally, it is for the employee to raise with his manager, supervisor or director if he feels there is a training need.

15.0 RISK ASSESSMENTS

Vent Air Cooling Ltd is committed to achieving and maintaining high standards of health and safety for all employees, visitors, the public and contractors. To do this managers have to identify hazards associated with their operations, which threaten health and safety, evaluate the risks which arise from those hazards and put into place sensible, practical precautions which will protect against them. This process is termed **risk assessment**.



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Risk assessments will be carried out periodically as a check on our performance against statutory standards and relate to the buildings and sites we occupy, the equipment we use and the methods of work we employ.

Employees must be involved in the assessment procedure so that account is taken of how a task is performed rather than how the assessor thinks it is done. All hazards where the risk is considered moderate and above will need the implementation of further control measures.

Risk assessments should be carried out by competent and trained persons and conducted to a plan which will achieve the minimum requirements below:-

Initial Review:

Classify all work activities and determine how much has already been done in risk identification, control and documentation.

Carry out Generic Assessments:

Identify whether all statutory requirements, approved codes of practice, guidance notes and best practice have been accounted for in the present method of work.

Record this information as minimum standard Generic Assessments for reference by employees and managers.

Site Specific Assessment:

Carry out an on-site assessment to determine how the work will be conducted and whether any significant hazards with associated risks are apparent.

Implement all control measures identified by existing generic risk assessments, which relate to the tasks to be undertaken.

Introduce measures to control all other hazards evident on a site and relating to the existing conditions and tasks to be undertaken and which are not covered by existing generic assessments.

All risk assessments are to be recorded and the employees affected informed of the assessment content and requirements.

16.0 METHOD STATEMENT – SAFE SYSTEM OF WORKS

The concept of the Method Statement is directly related to the objective laid down in the Health and Safety at Work etc Act 1974, which requires the provisions and maintenance of plant and systems of work that are, so far as reasonably practicable, safe and without risk to health.

It follows that if a system of work is to be understood and communicated between all parties concerned in the work without ambiguities creeping in; it needs to be as simple as possible and in clear unmistakable English.



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A properly prepared Method Statement should address three aspects of the work in addition to the activities that the Contractor has to perform.

How the work will be organised to ensure the Safety of the Contractors employees.

How the work is to be carried out without putting employees of other Contractors at risk

Where appropriate, what procedures will be adopted to protect visitors and members of the general public, where there is a direct interface between the work and the public.

The amount of detail to be included in a Method Statement will need to be specific to the complexity of the operations to be carried out.

17.0 **MANUAL HANDLING OPERATIONS**

The company shall survey its operations to assess if there are any risks to health and safety of its employees who are involved in manual handling operations.

Manual handling operations will be avoided as far as reasonably practicable, if they are shown to be a hazard.

Management will ensure that where it is not practicable to avoid manual handling operations which involve a risk to injury, then these risks will be reduced to the lowest level reasonably practical.

The company will take all steps necessary to ensure that employees are trained, instructed and informed of their own responsibility to make a full and proper use of any equipment provided to reduce or eliminate handling operations.

Employees involved in manual handling operations will make proper use of any personal protective equipment issued to them whilst conducting these tasks.

18.0 **PERSONAL AND PROTECTIVE EQUIPMENT (PPE)**

The Supervisor shall ensure that appropriate PPE is provided to employees' when the working conditions require the use of such equipment.

When PPE is provided the company shall ensure that employees' are trained in its proper use and maintenance.

Employees' shall be responsible for using the PPE as instructed and for reporting the supervision any defects or problems identified with the equipment.

The Supervisor shall ensure that PPE provided is subject to regular checks.



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19.0 **CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS**

The Management shall ensure compliance with and that the key aims of CDM 2015 are met. The key aims are to integrate H&S into the management of projects and to encourage everyone involved to work together to:

- Improve the planning & management of projects from the very start.
- Identify risks early on so they can be eliminated or reduced at the design or planning stage with the remaining risks properly managed.
- Target efforts to where it can do most good in terms of H&S.
- Discourage unnecessary bureaucracy.

The Regulations will apply to all construction work and projects which are expected to:

- Last more than 30 days and have more than 20 workers working simultaneously at any point in the project
- Or
- Exceeds 500 person days.

The above shall be notifiable to the Health & Safety Executive.

For both notifiable and non notifiable projects we will ensure that arrangements are in place to ensure that:

There is clarity as to the roles, functions and responsibilities of members of the project team. This is completed through a training plan and individual continual professional development (CPD) to appoint competent persons under their respective roles.

Those with duties under the regulations have sufficient time and resource to comply with their duties.

There is good communication, co-ordination and co-operation between members of the project team including client, designer and other contractors.

Liaise with designers to confirm that their designs (and any design changes) do not create risks to the health & safety of those constructing, using or maintaining the structure.

Contractors are provided with construction phase health and safety information.

We are able to confirm that health and safety standards on site will be controlled and monitored, and that welfare facilities will be provided from start of the construction phase through to handover at completion.

When deciding whether management arrangements are suitable and maintained throughout the project, we will make a judgment, taking account of the nature of the project and the risks that the work will entail.



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20.0 **PROVISIONS & USE OF WORK EQUIPMENT :**

The Provision & Use of Work Equipment Regulations requires the training and appointment of any person who is required to change abrasive wheels or abrasive discs. Form 2346 – Register for the Persons Appointed to Change Abrasive Wheels is held by the director.

Only trained and appointed persons should change abrasive wheels.

20.1 **Machine guarding**

Management will ensure that all machines are safe and properly guarded.

All employees are responsible for ensuring that the machine they use is safe and that any missing or defective safety devices and guards are reported immediately to the Manager/Director, their Supervisor or the Health and Safety Representative for remedial action.

The Director shall ensure that all machines are risk assessed against the Provision and Use of Work Equipment Regulations 1998.

20.2 **Hot works – Use of Blow Lamps/Propane Torches**

Plumbing work, requiring the use of blowlamps or propane torches are the cause of several fires each year. The locations in which plumbers are required to work, together with the proximity of timber off-cuts and combustible waste results in a significant fire risk. Therefore it is company policy that all plumbing vehicles carry a fire extinguisher and that plumbers should thoroughly assess the risk of fire before commencing hot work.

Before commencing hot work, loose combustible material should be moved away from the work area and fire retardant blankets should be used to minimise fire risks. Consideration should be given to heat transfer through plant or along pipework, and the possibility of fire risk in adjacent areas.

On industrial premises, the occupier may have a permit to work system in force, which must be obeyed by employees of Vent Air Cooling Ltd.

Before leaving a work area, a final thorough check should be made for signs of smouldering material.

20.3 **Equipment Hire, Maintenance and Testing**

Vent Air Cooling Ltd will only supply or hire equipment which is:

- suitable for the purpose for which it will be used
- used for the purpose for which it was designed

Equipment will be regularly checked and maintained by a competent person and will be suitably identified and records of all inspection and repair will be kept.



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Only authorised personnel are allowed to repair equipment or to re-instate it to use following a fault or breakdown.

Damage to electrical leads may only be repaired by authorised competent persons.

Portable appliance testing (PAT) will be undertaken at a frequency set according to the risk factors derived during risk assessment.

20.4 Vibrating Tools

Vent Air Cooling Ltd will endeavour to supply or/and use vibrating equipment upon ensuring the following:

- Alternative methods of working have been considered, but found to be impracticable.
- All vibrating tools are tested & that productivity values exist.
- All vibrating tools are maintained and serviced.
- All operators will be provided with training and information relating to Hand Arm Vibration Syndrome Regulations

Upon reaching the daily exposure limit values (ELV) immediate action shall be introduced to reduce the exposure to below the limit value. If the daily exposure action value (EAV) is reached Vent Air Cooling Ltd shall introduce a programme of controls to eliminate the risk, or reduce exposure to as low a levels as is reasonably practicable. Health surveillance shall be provided to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.

21.0 LIFTING OPERATIONS & LIFTING EQUIPMENT

The Company will ensure that all equipment which falls under the Regulations will be suitably selected, marked, inspected and tested and that all defects are recorded, reported and corrected.

The Company will also ensure that organisation of lifting operations is clearly defined and that all records are retained to ensure clear information relating to lifting operations and lifting equipment is available.

Lifting equipment includes but is not limited to cranes, hoists, pulley blocks, chains, slings, shackles and fork lift trucks.

Only equipment that has been inspected and tested in accordance with statutory regulations may be brought on to site. All lifting equipment must be clearly identified and have its safe working load, (S.W.L.) marked on it. The S.W.L. must not be exceeded under any circumstances.

Only trained operators, slingers and banksmen are allowed to take part in lifting operations. Current Certificates of Competence must be available for inspection and all lifting operations must be supervised by a competent crane co-ordinator.



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22.0 NOISE

Management are responsible for the selection of plant and machinery shall take into account the level of noise where necessary, in conjunction with the place where the plant or machinery is to be used and take the appropriate action by silencing, isolating or enclosing to reduce the overall noise to an acceptable level.

Where it is impracticable to reduce the noise to an acceptable level, warning notices are to be displayed and affected employees provided with suitable ear protectors.

The requirements of the Noise at Work Regulations and Code of Practice for reducing the exposure of employed persons to noise must be understood and adhered to wherever practicable.

23.0 WORKING at HEIGHTS

A safe means of access and safe place of work is essential in any construction or maintenance activity. Every year, 50% of all fatal and serious accidents are because a person falls from a height. Therefore, whenever work has to be done from which a person can fall, specific precaution must be taken.

The regulations hierarchy will be observed at all times by the company whereby:-

- Work at height will be avoided where possible;
- Where work at height cannot be avoided work equipment and other measures will be used to prevent falls;
- Where the risk of a fall cannot be eliminated work equipment or other measures will be used to minimize the distance and consequences of a fall should one occur
- All work at height will be properly planned and accompanied with detailed risk assessments and method statements;
- All work at height will take account of the weather conditions could they endanger health & safety;
- All those involved in work at height will be trained and competent;
- The place where work at height is to be done will be firstly and thereafter regularly inspected to ensure it is safe
- Equipment for working at heights will be appropriately inspected, erected and dismantled by trained authorised personnel only.



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24.0 MAN MADE MINERAL FIBERS (MMMF) And ASBESTOS

Man made mineral fibre is found as insulation in lofts, insulation panels etc. The fibres are a respiratory hazard as well as being a skin irritant. The risk will vary according to the amount of exposure, ventilation and other factors, and the risk should be assessed at the tendering/planning stage. As a general precaution, overalls, gloves and respirator should be used when working with MMMF.

Occasionally, asbestos type materials may be encountered. If employees or contractors suspect that they have found asbestos especially if the material is fibrous, work should stop and the supervisor or engineer should be contacted immediately. All our operatives will attend an annual asbestos awareness course.

25.0 GAS INSTALLATION

In accordance with The Gas Act 1995, The Gas Safety (Installation and Use) Regulations 1998 and the Gas Appliances Safety Regulation 1995 all Vent Air Cooling Ltd employees and contractors working on gas installation systems will be trained and registered under the Gas SAFE scheme. Details of training and registration will be maintained by the company.

Similarly, the checking and commissioning of gas installations will be under the control of a Gas SAFE registered installer or gas engineer and in accordance with:

- a) Domestic installations – normal industry practice
- b) Industrial installations – specific commissioning procedures as agreed with the Client

25.1 Reporting of dangerous gas installations

If in the course of their work a Gas SAFE registered gas installer becomes aware of a gas installation which they consider is likely to cause death or other serious injury due to:

- a) accidental leakage of gas; or
- b) inadequate combustion of gas; or
- c) inadequate removal of the products of combustion of gas

The installer should report it (via his supervisor) to the gas supplying the company.

26.0 ELECTRICAL INSTALLATION

In accordance with The Electricity at Work Regulations 1989 and associated Guidance's and British Standards all Vent Air Cooling Ltd employees and contractors working on electrical



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installation systems will be trained and competent as required by the aforementioned regulations. Details of training and registration will be maintained by the company.

The electrical supervisors will assess the work at the planning stage and will ensure it is allocated to the personnel with the appropriate training, experience and capability. If there are a number of people to work on the system, a supervisor will be nominated to oversee and co-ordinate the work.

26.1 Wastes from Electrical Operations

Fluorescent tubes will contain some gases and may contain some mercury or lead. Therefore the disposal of fluorescent tubes should be controlled and in line with current guidance's.

If large scale disposal is involved, then a tube crusher, to smash the tubes under the controlled conditions before disposal of the reduced fragments may be a better option.

26.2 PCB's

PCB's can be found in old transformer oil or in some pre 1980 ballast capacitor units. Both carry an environmental risk, and so disposal should be controlled. If personnel are likely to be exposed to PCB's (i.e. handling old transformer oil) then a detailed risk assessment/method statement will be produced, to ensure the health and safety of the employees, and the safe disposal of the PCB's.

27.0 WORK PERMITS

Employees and Contractors must observe and comply with any permit to work system in use.

Where necessary, and at the discretion of Management, a permit to work system will be introduced on construction sites. This will incorporate the following:

- A precise identification of the plant/equipment area involved
- The substances/hazards involved
- Methods of process/mechanical/electrical isolation
- Provision of safe access
- Details of special tools/equipment allowed to be used
- Details of work allowed/not allowed
- Details to be taken including warning notices, fire equipment, personal protection, stand-by safety personnel, etc.
- The time that the permit is valid for, and
- Signatures of authorised persons, specifying each section and person receiving a permit

For the purpose of electrical safety, all parts of an installation and fixed equipment will be treated as live until tested and proved otherwise.



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28.0 OFFICE SAFETY AND DISPLAY SCREEN EQUIPMENT

A number of administration staff will be essential user of VDU equipment.

Vent Air Cooling Limited accept its responsibility under the Health and Safety (Display Screen Equipment) Regulations and it will provide:-

- a) Assessment of the work-stations (and any necessary improvements required as a result of the assessment). New work-stations will be in accordance with the schedule to the regulations.
- b) Eyesight tests for users who request eye sight tests and if, as a result, it is shown that glasses are needed to specify work with VDU's to provide such glasses.
- c) Provision of training for users.

29.0 USE OF COMPANY VEHICLES

Only competent designated drivers may drive Vent Air Cooling Ltd vehicles (or vehicles hired /used for the purpose of). Driving license verification is undertaken as a requirement of the quality system. Competence to drive certain specific vehicles is accredited under the Vent Air Cooling Ltd Quality System Training procedure.

Routine daily maintenance of vehicles is the duty of the designated driver who must check the levels of the following:

- Water
- Oil
- Screen wash
- Fuel

Together with a physical check of the vehicles general condition including lights, tyres, and tyre pressures (including spare tyre). Windscreen, windows and mirrors to be kept clean at all times. If driving a Vent Air Cooling Ltd vehicle, any defects to be reported immediately. Personally owned vehicles must not be used for Vent Air Cooling Ltd business if they are unsafe.

All accidents or incidents to be reported immediately. The vehicle is regarded under Health and Safety Law as an extension of the workplace.

Vehicles must only be used in the course of carrying out Vent Air Cooling Ltd duties. Use of vehicle for transport to and from work is permitted at management discretion, providing the vehicle is parked in a safe and secure position, causing no apparent obstruction. Personal use of motor cars is also at the discretion of Management.



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30.0 **THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (C.O.S.H.H.)**

For any substance, vapour, fume, dust or micro-organism which is potentially harmful, an assessment of safe use, handling and storing must be made, and in most instances written down. Your employer is responsible for ensuring that proper assessments are made and he may appoint persons who are competent on his behalf. Look for warning signs e.g. harmful, corrosive, irritant, toxic, etc. on container labels and data sheets. Be aware of any substance encompassed within these regulations which may be on your site.

31.0 **ALCOHOL & DRUG MISUSE**

Misuse of drugs and alcohol can constitute a criminal offence. Furthermore, misuse of these substances by employees and contractors whilst at work, can seriously affect the safety of both colleagues and the individual concerned. In order to promote a safe working environment, Vent Air Cooling Ltd is committed to:

- The promotion of employee health and well-being, to minimize problems at work arising from the effects of alcohol and drugs.
- Identification at an early stage, of employees exhibiting problems potentially arising from the use or misuse of alcohol or drugs
- Continued monitoring of individuals using prescribed medication, which is known to affect individual judgment or performance, to ensure that suitable controls and/or supervision are provided
- Provision of support and guidance to employees known to be suffering from alcohol or drug related problems which are observed to be affecting their work. Where appropriate, this support will extend to referral of an individual to an appropriate diagnostic and treatment source

32.0 **DISCIPLINARY PROCEDURES**

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established disciplinary procedure will apply to health and safety at work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. This will include formal verbal warning, written warning, and other appropriate disciplinary measures. Records will be kept of all disciplinary warnings and the Safety Consultant is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.



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33.0 ENVIRONMENT – DUTY OF CARE

The company is aware of its duties under the environmental Protection Act 1990 and is very conscious of its 'duty of care' towards the environment.

Any waste that leaves site will either be via the waste disposal arrangements of the principal contractor, or by registered waste carriers, with waste consignment notes being filled and retained with site records.

34.0 ISSUE of COMPANY'S SAFETY POLICY STATEMENT

This policy statement will be issued to all personnel of Vent Air Cooling Ltd. A copy of the Policy Statement will be retained on the Company's records and will be available for inspection by the Incorporate or other enforcement authorities at any reasonable time. The policy is available to any Client or prospective Client who requests a copy from any Director, Office Manager, Project Manager or Site Supervisor.