

AIR DRYER TECHNOLOGY LTD.
COMPANY HEALTH & SAFETY POLICY

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HEALTH & SAFETY POLICY STATEMENT

- 1.1 Air Dryer Technology Ltd., is committed to continuous improvement pertaining to the health, safety and welfare of its employees. We also fully accept our responsibility for other persons who may be affected by the company's activities. We will ensure, so far as is reasonably practicable, that statutory duties are met at all times.
- 1.2 To this end, the undersigned has committed the company to this documented Health & Safety Policy, which is designed to promote the health, safety and welfare at work of all our employees by achieving the following:
- Providing adequate information, instruction and training to employees to ensure their competence.
 - Undertaking suitable and sufficient Risk Assessments and Safe Working Procedures for all work activities to ensure a safe place of work.
 - Providing and maintaining safe equipment and work place.
 - Ensuring that adequate welfare facilities are provided, maintained, kept clean and serviceable.
 - Ensuring that if it were applicable, Contractors are suitably vetted and monitored to ensure they are aware of any inherent dangers at their place of work and they do not adversely affect any of our employees.
- 1.3 The safety of the individual will be paramount and the Safety Policy will clearly reflect this requirement. The company will not allow, condone or connive in any unsafe practices, nor should any employee intentionally commit or connive with others in any unsafe act.
- 1.4 The company will discuss and exchange ideas relating to Health & Safety at work with their employees. Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of Health & Safety with the company.
- 1.5 Every employee must co-operate to enable all statutory duties to be complied with. The successful implementation of this policy requires the whole-hearted support of all levels of management and employees and the acceptance by each individual of the responsibilities placed upon them.
- 1.6 The policy, H&S documents and procedures will be reviewed bi-annually and if necessary revised to take into account any changes in the organisational structure or in the light of legislative changes. The overall and final responsibility for Health& Safety in the company is that of Mr. A. Potts, Managing Director.

Signed:

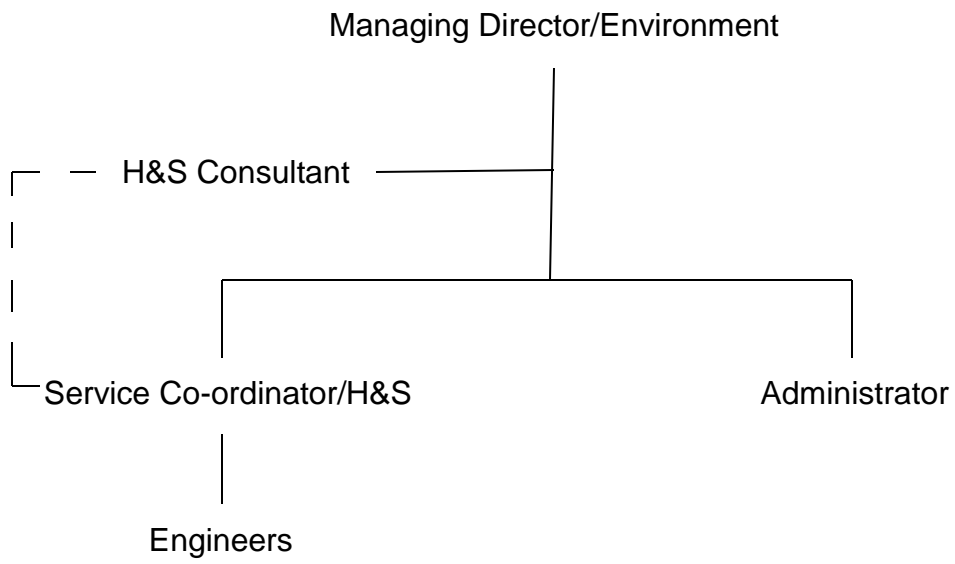


Director.

Date: 3rd April 2017

Review Date: April 2018

REPORTING STRUCTURE



HEALTH AND SAFETY DUTIES

2. Managing Director

Will be responsible for:

- 2.1. The overall implementation of the company's Health and Safety policy.
- 2.2. Ensuring that adequate funds and resources are available to meet health and safety requirements.
- 2.3. Ensuring that Persons in a supervisory position are fully aware of their safety duties and is acquainted with the types of hazards which may be encountered in his own and his employees working environment.
- 2.4. Maintaining enthusiasm and continue to stimulate interest in safety matters with Persons in a supervisory position.
- 2.5. Reviewing the effectiveness of personnel under his control to whom responsibility for various aspects of health and safety have been assigned.

3. Companies Responsibilities

The Company will be responsible for:

- 3.1. Providing and maintaining safe and healthy working conditions with the framework of statutory regulations, set objectives for health and safety, encouraging joint consultation and holding quarterly meetings with employees where health and safety will be discussed.
- 3.2. Ensuring so far as is reasonably practicable, that employees, contractors or members of the public are not exposed to any hazards that could adversely affect their health or safety. This can be implemented by displaying warning notices, signs or placing barriers around the extent of the work area, this will be the responsibility of the Person in a supervisory position.
- 3.3. Providing Health and safety induction, safety training and education for all employees as deemed necessary. Training Policy contained in Appendix 1.
- 3.4. Providing safety devices plus protective clothing and equipment and enforce their use as necessary.
- 3.5. Ensuring that no client, visitor or member of the public's health and safety is affected by any of the company's activities.
- 3.6. Ensuring that all work necessary to improve health and safety is carried out promptly.
- 3.7. Ensuring that employees will not be penalised for refusing to work on grounds of health and safety.
- 3.8. Ensuring that any machine or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- 3.9. Ensuring that risk assessments are conducted, effectively communicated to all employees and reviewed on a regular basis; expert advice will be sought as and when required.
- 3.10. Ensuring that material safety data sheets are obtained for all substances brought onto the premises, from these COSHH assessments will be undertaken.
- 3.11. Ensuring that if it were to become appropriate, Health Surveillance monitoring is carried out on all employees who are exposed to hand arm vibration, noise,

chemicals and substances that could harm or adversely affect their health. The Health Surveillance Policy is contained in Appendix 4.

- 3.12. Providing adequate arrangements for employee's welfare at work that will include the provision of a suitable room with adequate seating to allow employees to use during breaks, sufficient toilets and washing facilities with an adequate supply of fresh drinking water. In addition, facilities will be provided where employees can store clean clothing and hang dry wet clothing. Smoking will not be allowed.
- 3.13. Wherever possible arrangements will be made with the Client for the use of Welfare facilities at sites under their management.
As a minimum the following requirements will be adhered to:
 - Toilet/washing facilities accessible on site
 - Eating/rest facilities accessible on siteWhere these facilities are not provided by the Client, the company will provide suitable welfare facilities.
- 3.14. Ensuring that all accidents/dangerous occurrences are investigated and take such measures to prevent a recurrence.
- 3.15. It is highly unlikely that you will be exposed to or come into contact with Asbestos or Asbestos containing materials, however, so far as is reasonably practicable, that any work site where employees are likely to carry out any work for or on behalf of the company, that prior information is obtained regarding the presence of asbestos or asbestos containing materials and employees are informed as necessary. Asbestos awareness training and annual refresher training will be given to all employees who work on site and could/would be exposed to asbestos.
- 3.16. In the event of the company employing any non-English speakers, whether as a direct employee or contractor or a person with a poor command of the English language, arrangements would be put in place for the use of a translation service for relevant documentation and is necessary an interpreter. Consideration would be given to the use of pictorial signage to replace written notices.
- 3.17. Ensuring that a copy of the company Health and Safety Policy is communicated to all employees, by issuing to each employee and temporary workers a copy of the policy. In addition, any changes to the policy, employees will be notified in writing.

4. **Service Co-ordinators Responsibilities**

Will be responsible for:

- 4.1. Implementing company policy on health and safety.
- 4.2. Ensuring compliance with company policy regarding health and safety and other relevant legislation that applies to the areas of their responsibility.
- 4.3. Ensuring that all employees receive adequate training to enable them to perform the tasks assigned to them and are aware of any specific safety rules which apply to that work area/operation.
- 4.4. Ensuring that only persons who are specifically trained and authorised or are under the direct supervision of a person who is trained and authorised, carry out specific tasks, operate machinery or equipment.

- 4.5 Ensuring that members of the public and other contractors are protected from any hazards generated by the nature of the work undertaken by employees, this may include the siting of barriers, fences, signs etc.
- 4.6. Ensuring that all accidents, work related illnesses and near misses are reported, recorded and investigated and if necessary, the Health and Safety Consultant to determine the causation factor and take such measures to prevent a recurrence.
- 4.7. Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- 4.8. Identifying hazards and wherever possible implementing actions to eliminate them.
- 4.9. Ensuring that any chemical or substance container is clearly labelled.
- 4.10. Ensuring that safety and health factors are taken into account and employees notified when new methods, processes or changes in existing work methods are being planned or implemented.
- 4.11. Ensuring that if it were to become applicable, all employees who could be exposed to excessive hand arm vibration, excessive noise levels or excessive fumes or vapours undergo annual health checks.
- 4.12. Ensuring that training records are kept up to date.
- 4.13. Ensuring that appropriate personal protective equipment (PPE) is being worn by employees as deemed necessary. PPE Policy and PPE issue Form are outlined in Appendix 2. Failure to use PPE as directed or abuse or misuse PPE can be construed as Gross misconduct and could lead to dismissal.
- 4.14. Providing suitable storage for PPE.
- 4.15. Ensuring that all relevant health and safety documents are made available to all persons affected by them.
- 4.16. Setting a personal example.

5. **Health & Safety Consultant**

Will be responsible for:

- 5.1. Advising the company on the statutory requirements affecting health and safety.
- 5.2. Advising management on the drawing up and implementation of safe working procedures and correct use of appropriate personal protective equipment.
- 5.3. Ensuring that all contractors have been assessed for their competency prior to allowing them to commence working on the company premises.
- 5.4. Investigating accidents, near misses or dangerous occurrences in conjunction with the Service Co-ordinator to prevent re-occurrence.
- 5.5. Ensuring that all appropriate assessments are conducted and updated on a regular basis.

6. **Employees**

Employees will be responsible for:

- 6.1. Taking reasonable care for the health and safety of themselves, their fellow workers, clients, visitors and any other third party by keeping corridors, floors, stairs etc. free from obstruction.
- 6.2. Only carry out tasks, operate machinery or equipment that they have been trained and authorised to use, or are under the direct supervision of an employee

who has been trained and authorised to carry out that task, operate that machine or equipment.

- 6.3. Co-operate with the company in its execution of safety rules and regulations and any duty imposed under current and any future safety legislation.
- 6.4. The correct usage of personal protective equipment made available to them as required and wearing suitable footwear at all times.
- 6.5. Using the 'Hazard Identification/Near Miss' form to report any hazard, near miss, dangerous occurrence, unsafe machinery, tooling or damaged equipment and pass to the Service Co-ordinator at the earliest opportunity who will pass it to the Managing Director.
- 6.6. Reporting any work related illness or accident to the Service Co-ordinator at the earliest opportunity who will pass the details on to the Managing Director.
- 6.7. The correct usage of all types of barriers, fencing or guarding fitted to or associated with the equipment they are working on or the job they are undertaking.
- 6.8. Keeping equipment and work areas in a safe and tidy condition and keeping fire exits and fire extinguishers unobstructed at all times.
- 6.9. Co-operating in the investigation of accidents, near misses and dangerous occurrences, and never indulging in 'horse play'.
- 6.10. Always lifting, moving or storing materials and substances in a safe manner.
- 6.11. Ensuring that any machine, tool or equipment which is unsafe, being repaired or cleaned is done according to the correct procedure.
- 6.12. No employee is to remove or deface any label on chemicals or substance containers, nor are they allowed to use any product whose label has been removed or defaced. Any containers in this condition are to be returned to the office at the earliest opportunity for the appropriate disposal.
- 6.13. Immediately stopping work and informing the Service Co-ordinator if they discover or suspect the presence of Asbestos or Asbestos containing materials. They are not to re-commence work again until given specific clearance from Air Dryer Technology Ltd.
- 6.14. NO EMPLOYEE OF AIR DRYER TECHNOLOGY LTD. IS ALLOWED TO DISTURB, MOVE OR CARRY OUT WORK ON ANY ASBESTOS OR ASBESTOS CONTAINING MATERIALS, THERE IS TO BE NO EXCEPTION TO THIS RULE.

7. **Communication and Consultation with staff**

7.1 In order to meet the legal requirements of the Safety Representatives and Safety Committees Regulations and Health and Safety (Consultation with Employees) Regulations, the company will communicate and consult with all employees on the following issues:

- The content of this policy
- Any rules specific to a site or job
- Changes in legislation or working best practice
- The planning of health and safety training
- The introduction or alteration of new work equipment or technology

7.2 This communication and consultation will take place directly with the employees via regular safety meetings and memos posted on staff notice boards.

ARRANGEMENTS

8. Off Site Working

- 8.1. When working away from the main facilities, comply with any and all local health and safety rules and regulations.
- 8.2. Do not endanger yourselves or any other person by your actions or deeds.
- 8.3. Wear the correct safety and personal protective equipment as necessary at all times.
- 8.4. Prior arrangements will be made so that as far is reasonably practicable, employees can use the site or Clients welfare facilities and in the event of an accident, employees and sub-contractors will be able to use their First Aid facilities also. All company vehicles will be provided with a fully stocked First Aid Kit for use on sites where First Aid facilities are not available. All accidents, near misses and dangerous occurrences are to be reported to the Service Co-ordinator and the client at the earliest opportunity. The Service Co-ordinator will pass the details on to the Managing Director.
- 8.5. Always use the correct tool for the job, do not use makeshift tools or equipment. Ensure that all tooling and equipment is correctly maintained and serviceable.
- 8.6. If there are no health and safety rules or regulations in force, abide by the rules and regulations currently in force at Air Dryer Technology Ltd.
- 8.7. If the presence of asbestos is suspected or discovered, stop work immediately inform the Service Co-ordinator and the client. Do not recommence work again until given absolute clearance by Air Dryer Technology Ltd.
- 8.8. Should your work schedule adversely affect other contractors, or the work schedule of another contractor adversely affects you, initially try to resolve the issue between yourselves. If this is not possible, the Service Co-ordinator will arrange a meeting with the Principal Contractor to arrive at a mutually agreed safe working arrangement.
In addition, the company will ensure that so far as is reasonably practicable a representative of the company will attend clients Site Safety meetings.
- 8.9. When working on sites that fall under the auspices of Construction Design Management Regulations (CDM), you are to comply with the requirements of the regulations at all times by;
 - 8.9.1. Signing in and signing out of the daily site attendance register.
 - 8.9.2. Attend site safety Induction Training.
 - 8.9.3. Read and comply with the Risk & COSHH assessments and Method Statements at all times.
 - 8.9.4. Complying with site rules at all times.
- 8.10. Set a personal example.

9. Risk Assessments

- 9.1. Carrying out a 'suitable and sufficient' risk assessment is a requirement of the Management of Health and Safety at Work Regulations. The findings of the assessments will be recorded and kept for a minimum of 5 years.
- 9.2. Risk assessments will give a clear picture of what could go wrong and how serious an accident could be. They will enable the company to:
 - 9.2.1. Identify workplace Hazards. (A hazard is anything that has the potential to cause harm)

- 9.2.2. Assess the Risk. (A risk is a likelihood of the hazard causing actual harm)
 - 9.2.3. Take appropriate steps to eliminate or reduce the risk of accidents or injury (i.e. control measures).
- 9.3. For risk assessments to be effective it is important that all employees and contractors are involved.
- 9.4. The Service Co-ordinator in conjunction with the Health & Safety Consultant will ensure that risk assessments are carried out.
- 9.5. All risk assessments will be categorised into three levels:
 - 9.5.1. *High*; Operations, tooling or equipment that has a high degree of danger in its use, operation, maintenance or in its components or materials employed in its use.
 - 9.5.2. *Medium*; Operation, tooling or equipment having some danger when carried out, operated, maintained or in the materials employed in its use.
 - 9.5.3. *Low*; Operations, tooling or equipment that has little or no danger in its use, operation, maintenance or materials.
- 9.6. Any actions or shortcomings arising out of the risk assessment will be addressed and actioned by Health & Safety Consultant.
- 9.7. The 'Risk Assessment Action Plan' is to be used to report any hazards not identified in the risk assessments. The 'Hazard Identification/Near Miss Form' is to be used to report any dangerous or hazardous equipment, operations or occurrences. These forms should be passed to the Service Co-ordinator who will pass them to the Managing Director as soon as possible.
- 9.8. All risk assessments will be reviewed by the Health & Safety Consultant at least once every year or if a serious accident or occurrence takes place.

10. **Manual Handling**

- 10.1. The company will ensure so far as is reasonably practicable that the need to carry out manual handling operations are avoided wherever possible.
- 10.2. Mechanical means such as sack trucks, trolley etc. will be provided whenever possible.
- 10.3. Any manual handling operations identified will require an assessment to ascertain whether the operation can be avoided or mechanised, if this is not possible, the overall risk of injury will need to be assessed.
- 10.4. Persons under the age of 18 years will not be allowed to lift, move or carry more than 15kgs at any one time.
- 10.5. Manual handling operations will be assessed and categorised as High, Medium or Low according to the degree of hazard associated with the operation
- 10.6. If after carrying out the assessment, the manual handling operation cannot be avoided then the following points should be considered before lifting, this is called the Kinetic method of lifting and is to be used at all times.
 - Wherever possible use a mechanical aid to assist you
 - Get additional help if necessary (don't risk it)
 - Plan the lift
 - Check the weight of the load
 - Is the route you are planning to travel free of obstructions
 - Is the place you are planning to put the load free of obstructions

- Stand close to the load
- Place feet apart so as to establish a wider stability base
- Bend at the knees
- Pull the load close to your body
- Get a firm grip
- Lift smoothly
- Keep your back straight
- Let your legs provide the force for lifting
- Look where you are going
- Do not twist your upper body when turning, move your feet
- When depositing the load, once again bend at the knees and keep you back straight.

The key to good lifting is to keep the 3 curves of your back in their natural position

11. **First Aid Provisions**

- 11.1. Arrangements will be made whereby first aid is given quickly to people injured on the premises and work sites.
- 11.2. The company will endeavour to provide adequate first aid cover at all times.
- 11.3. The company will provide and maintain a first aid box and accident book. A named person, who is a qualified First Aider, will be responsible for ensuring that the first aid box is kept fully stocked.
- 11.4. The name of the first aiders, the location of the first aid box will be displayed on the Health and Safety notice board.
- 11.5 All accidents, whether on site or on company premises are to be reported and recorded in the Accident Book at the earliest opportunity by a qualified First Aider or the Service Co-ordinator not the injured party.

12. **Accident Reporting**

- 12.1. The Managing Director is responsible for ensuring that proper reports are submitted in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) as amended. These will be reported by the quickest possible means.
- 12.2 A specified major injury or a fatality MUST be reported to the HSE immediately by telephone on 0845 300 9923, or email to www.hse.gov.uk
If the accident is an over seven day injury, this is to be reported to the HSE via their website as soon as possible and not more than 15 days after the incident.
- 12.3 Brief details of what type of accident constitutes being reported under RIDDOR are outlined in Appendix 3.
- 12.4 All accidents will be investigated not to apportion blame, but to establish the cause and put in place actions to prevent reoccurrence.

13. **On Site Fire Procedures**

- 13.1. Any person discovering a fire must immediately raise the alarm and act in accordance with the health and safety Induction training.
- 13.2. Attack the fire with an extinguisher or fire blanket **BUT ONLY** if you are

trained and it is safe to do so. **DO NOT** expose yourself or others to any undue risks.

- 13.3. **NEVER USE WATER ON ELECTRICAL APPARATUS OR FLAMMABLE LIQUIDS.**
- 13.4. When the alarm is sounded leave the premises immediately by the nearest exit. Whenever possible switch off equipment etc., prior to leaving **ONLY** if there is sufficient time to do so.
- 13.5. Assemble at the designated Fire Assembly Point and report to your designated company contact.
- 13.6. **DO NOT PANIC, RUN OR STOP TO COLLECT BELONGINGS**
- 13.7. **DO NOT RE-ENTER THE PREMISES UNTIL GIVEN PERMISSION BY EITHER THE FIRE BRIGADE OR YOUR DESIGNATED COMPANY CONTACT.**
- 13.8. Get to know the means of escape provided in the building, their uses and the routine to be followed in the event of a fire.
- 13.9. Get to know the location of the Fire Alarm and the Fire Fighting Equipment.

14. **Dangerous Substances.**

- 14.1. Such substances include chemicals used for domestic and industrial cleaning also any item that could cause a fire or explosion. Prior to use, storage or disposal of any substance, the relevant C.O.S.H.H. Safety Data Sheets and/or assessments should be read and understood.
- 14.2. COSHH assessments will be made available to all persons using that specific chemical or substance.
- 14.3. No employee is to remove or deface any label from a chemical or substance container, nor are they allowed to use any product whose label has been removed or defaced, it is to be returned to the office for suitable disposal.
- 14.4. The company will endeavour to put control measures into place to protect employees and others from the hazards associated with the substance being used. They will consist of the following hierarchy of control or a combination of the following controls:

- Substitution
- Dilution
- Isolation and enclosure
- Local or general ventilation
- Good housekeeping
- Exposure reduction
- Training
- Personal protective equipment
- Welfare facilities

14.5. **YOU MUST ENSURE:**

- Awareness:** All chemicals or substances in use are known to the Managing Director or his nominee.
- Use :** Chemicals or substances are only used as directed by the Managing Director or his nominee.
- Storage :** Chemicals or substances are stored only in locations approved and indicated by the Managing Director or his nominee.

- Disposal** : Residual and waste materials are to be removed from site upon completion of any work and only disposed of in a manner directed by the Managing Director or his nominee.
- 14.6. No chemicals or substances are to be used by any employee without a suitable Safety Data Sheet being obtained and an assessment having been made.
- 14.7. DO NOT DISPOSE OF ANY DANGEROUS SUBSTANCES DOWN THE DRAIN OR SINK, IF IN DOUBT – ASK!

15. **Electrical Safety**

- 15.1. The company will ensure that all electrical equipment is inspected, maintained and suitable for the job in accordance with the Electricity at Work Regulations 1989 and the Health and Safety at Work etc. Act 1974.
- 15.2. All portable electrical equipment with the exception of battery operated (less than 20v) equipment must be visually inspected prior to use. Portable electrical equipment is defined as an appliance that can easily be moved whilst in operation or equipment intended to be held during normal use, such as a hand drill, soldering iron etc.
- 15.3. All portable electrical equipment, with the exception of items located in a low risk environment such as offices, will be inspected and tested annually by a competent person and records produced.
- 15.4. All fixed wiring and electrical equipment will be inspected and tested at least once every five years.
- 15.5. The Service Co-ordinator will be responsible for ensuring the suitability and correct frequency of inspections are carried out on all appropriate electrical equipment.
- 15.6. Formal Visual Inspections. According to the HSE, about 95% of faults or damage can be found just by looking. The following is a checklist of items to look for showing some typical faults.
- a) Damage to power cable sheath
 - b) Damage to mains plug, for example cracking to the casing, or bent pins
 - c) Any taped joints to the cable
 - d) Inadequate strain relief. This is where the outer sheath of the cable is not effectively secured where it enters the plug or equipment. Obvious evidence of this would be if the coloured insulation of the internal cable were showing.
 - e) Signs that the equipment has been subject to conditions for which it is not suitable, e.g. wet or excessively rusty
 - f) Damage to external casing of the equipment, or loose parts or screws
 - g) Evidence of overheating

In addition, formal inspection should include removal of the plug cover and checking:

- a) That the correct value fuse is being used
- b) That the cord grip is holding the outer part of the cable tightly
- c) The live, neutral and earth wires are attached to the correct terminals
- d) That no bare wires are visible, other than at the terminals
- e) The terminal screws are tight
- f) That there are no sign of internal damage, overheating or entry of liquid, dust or dirt.

These checks apply to the plugs and sockets of extension leads as well.

16. **Work Equipment**

- 16.1. The Provision and Use of Work Equipment Regulations 1998, place a duty on the company as employers to provide and maintain suitable and safe working equipment and its safe use.
- 16.2. Work equipment includes:
- a) Machines – photocopier etc.
 - b) Plant – access equipment and machinery
 - c) Tools – screwdrivers, hammers etc.
- The company will ensure that;
- a) Any work equipment provided is suitable for the purpose intended.
 - b) Work equipment is maintained and kept in good working order.
 - c) Employees receive adequate training and information necessary for its safe use.
 - d) Specific measures are taken to guard dangerous parts of machinery.
 - e) Risks associated with using work equipment are adequately controlled.
- 16.3. Any work equipment that is borrowed or hired, the company will ensure that it is fit for purpose and persons receive suitable and sufficient training in its use. If necessary, specialist training courses will be arranged by the Managing Director
- 16.4. The Managing Director will be responsible for the maintenance of work equipment and obtaining inspection certificates from hire companies.

17. **Display Screen Equipment**

- 17.1. The Health and Safety (Display Screen Equipment) Regulations 1992 as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002 requires that employers take certain measures to protect the health and safety of employees using display screens who are classified as a 'user'.
- 17.2. Any person who normally uses a display screen for continuous or near-continuous spells of an hour or more at a time, or for a significant part of their working day will be classified as a 'user' and an assessment of their work station will be carried out.
- 17.3. The Service Co-ordinator will be responsible for carrying out work station assessments and taking any corrective measures and actions as necessary.
- 17.4. Where an existing 'user' requests an eyesight test because they feel that their eyesight is being affected by the equipment, the company will arrange for a test to be carried out by a qualified Optician as soon as possible. If the Optician directs that special or corrective appliances are required, the company will meet the costs of a basic appliance.

18. **Working at Height**

- 18.1. Legislation requires that where it is necessary for work to be done in a place where a person may fall a distance that could cause them injury, all means that are reasonable and practicable must be employed to prevent that fall happening. Where possible, the company will ensure that work at height will not take place if that operation can be carried out from ground level.

- 18.2. The company will take great care to ensure that all persons – employees and contractors alike, are only asked to do work that falls within their level of competence.
- 18.3. All materials used in work carried out at height must be removed after completion of that work.
- 18.4. Where possible all materials used must be held in an area on the elevated structure that will allow persons working on it a clear passage and clean work area.
- 18.5. The position selected for the storage of material shall be so sited that there will be no hazard to persons working at a lower level through material spillage fall.
- 18.6. All equipment used in working at height shall be maintained in good condition and have regular inspections.
- 18.7. Always use the correct access equipment; do not climb on make-shift arrangements.
- 18.8. Only fully trained and authorised persons will be allowed to erect and dismantle general access and tower scaffolds.
- 18.9. All steps, ladders and tower scaffolds etc. are to be used in accordance with the appropriate Risk Assessment and Company work procedures.
- 18.10. The prevailing weather conditions must be taken into consideration.
- 18.11. Any possibility of hazardous environmental conditions must also be given serious consideration. Loss of consciousness due to heat, gas or other causes could have serious consequences.
- 18.12. Never throw materials from height, use an appropriate hoist or rubbish chute.
- 18.14. Where you need to approach the roof edge or openings, ensure there are guard rails and toe boards in place, or the opening is suitably covered and clearly marked.
- 18.15. Ensure that barriers or guard rails are erected to prevent falls. Where appropriate, use safety belts/harnesses attached to a suitably positioned approved anchorage points.

19. Confined Spaces

NO EMPLOYEE OF AIR DRYER TECHNOLOGY LTD. IS TO UNDERTAKE ANY WORK IN ANY AREA THAT IS DESIGNATED AS A CONFINED SPACE UNLESS THEY HAVE UNDERTAKEN AND SUCCESSFULLY COMPLETED A RECOGNISED CONFINED SPACE TRAINING COURSE.

- 19.1. A confined space means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or similar space which, by virtue of its enclosed nature poses a reasonably foreseeable specified risk.

APPENDIX 1

TRAINING & DEVELOPMENT POLICY

POLICY

It is Air Dryer Technology Ltd. aim to provide an outstanding environment which allows all employees to reach their potential. We realise that our employees are one of, if not our greatest asset and helping them develop is crucial to the achievement of the company's goals.

Following from this, the company is committed, with budgetary constraints, to providing its entire staff with appropriate training and development opportunities that will enable them to acquire the skill and competencies that are needed by the company and for their own development. Equality of access to training and the company's commitment are seen as fundamental principles of the policy.

The company is subject to a variety of statutory regulations and it must ensure that employees are trained to levels appropriate to their roles, in order to perform legally and effectively in the best interests of themselves, of others and of the company.

In order to achieve these aims, the company undertakes to:

- Identify employee training and development needs in the light of, for example, statutory requirements, necessary standards of competence and personal aspirations.
- Set annual priorities in the light of these needs, given budgetary constraints.
- Produce annual training and development plans to ensure that these priorities are addressed.
- Provide appropriate and high quality induction training for all employees.
- Monitor and evaluate the effectiveness of the training with a view to continued improvement.
- Keep a record of the training received by each employee.

The company recognises that, for its training policy to be effective, those in managerial or supervisory positions must be held accountable for giving their staff adequate warning and time to undertake future training.

The company also recognises that, for its training policy to be effective, employees must take equal responsibility for making themselves available for mandatory training required by law and to make use of the training.

Employee training is the responsibility of the Service Co-ordinator.

APPENDIX 2

PERSONAL PROTECTIVE EQUIPMENT POLICY

POLICY

The company shall provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by any other means. All reasonable steps will be taken by the company to secure the health and safety of employees who work with PPE. The company acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of the company to ensure, through the proper use of this equipment, that any risks are minimised. Whilst it is generally recognised that PPE can be used without undue risks to health, it is appreciated that some employees may have some genuine reservations and concerns. The company will seek to give information and training to enable a fuller understanding of these issues.

The implementation of this procedure requires the complete co-operation of all staff and contractors working for the company and with employees.

All employees are responsible for ensuring the health and safety of themselves, by meeting the requirements of this procedure, in adopting safe working practices while carrying out work involving PPE. All employees have a duty to report any problems relating to the use of PPE, in order that the company may resolve the problem.

METHODOLOGY

The company will in consultation with its employees:

- Carry out an assessment of the proposed PPE, to determine if it is fit for purpose, following a risk assessment of the activity.
- Determine the residual risks, if any, after the selection of the PPE and take any control measures found necessary, to further minimise the risk if necessary.
- Where there are two or more forms of PPE being used simultaneously, ensure that these are compatible and are as effective together as they would be separately.
- Arrange for adequate maintenance, checks and cleaning of the PPE to ensure its continuing serviceability.
- Arrange for adequate and suitable accommodation for the correct storage of PPE.
- Train staff in the use of PPE, for use in all risk situations identified by the company.
- Replace PPE which has been provided to meet a statutory obligation, as necessary and at no cost to the employee.
- Inform every employee of the risks which exist.
- Re-assess as necessary if circumstances or working processes change.

DEALING WITH HEALTH AND SAFETY ISSUES

When a matter is raised relating to health and safety by an employee regarding the safe use etc. of PPE, the company will:

- Investigate the circumstances of the enquiry or complaint.

- Take the necessary corrective action where appropriate.
- Advise the employee of the action taken.

Where a problem arises regarding the use of PPE employees must adopt the following procedure:

- Inform a responsible person immediately.
- In the case of a health condition, advise the company and then their own GP.

SAFE SYSTEM OF WORK

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that the PPE is effective, it is necessary to follow the manufacturers and employers instructions on its correct use. The following procedures should be observed when using PPE:

- Ensure that the PPE fits properly, is correctly adjusted and comfortable when used.
- Make sure the PPE is functioning correctly, if not report the defect.
- When using more than one type of PPE ensure that the items are compatible when used together and that their combined use does not affect their effectiveness.
- Report symptoms of discomfort or ill health immediately.
- Inform a responsible person of any training needs which you may have.

Ongoing monitoring is to be carried out by the company to ensure that it continues to be workable, effective and safe and that it continues to meet the intended aim. The regularity of these checks is to be determined by their usage and if unused to be every 6 months.

AIR DRYER TECHNOLOGY LTD.
PERSONAL PROTECTIVE EQUIPMENT

NAME: _____

DESCRIPTION	QTY	DATE	ISSUED BY	COMMENTS
GLOVES				
GOGGLES				
FACE SHIELD				
WELDING MASK				
EAR PROTECTION				
HELMET				
SAFETY BOOTS				
WEATHERPROOF CLOTHING				
RESPIRATORY PROTECTION				
HIGH VIS VEST/JACKET				

The above items of personal protective equipment remain the property of the company.

I agree to wear/use the above items in those areas designated and for specific operations as directed by the Managing Director and as designated by any Risk or COSHH assessment. I also agree to take all reasonable care of, and will report any defects or loss of the above items of personal protective equipment to the Managing Director.

I hereby acknowledge that I have read, understood and will comply with the above.

Signed: _____ Date: _____

APPENDIX 3

ACCIDENT REPORTING REQUIREMENTS

ACCIDENT BOOK

All accidents should be recorded in the Accident Book at the earliest opportunity by a qualified First Aider or the Service Co-ordinator, **not the injured party**. The page containing the information, when completed should be detached from the book and locked away to prevent the information being accessed by unauthorised persons. This is to comply with the Data Protection Act. The information contained in the Accident Book should contain as a minimum the following:

- Name and address of injured person
- Date and time of accident
- Nature of injury
- How accident happened and where it occurred
- Treatment given
- Name of person giving treatment, signed and dated.
- Was hospital treatment required Y/N.

If the accident reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), report the nature of the accident via www.hse.gov.uk within 15 days of the accident and record the date reported.

The name of the person who reported it should also be recorded and dated.

In the case of a fatality or major injury, tel 0845 300 9923 can still be used.

All employees should be encouraged to report all accidents, however minor.

FIRST AID BOX CONTENTS LIST

CONTENTS	BOXES	KITS
Guidance Card	1	1
Individually wrapped sterile dressings (assorted sizes)	20	6
Sterile eye pads with attachment	2	-
Individually wrapped triangular bandages	6	2
Safety pins	6	2
Medium sized individually wrapped sterile unmedicated wound dressings (approx. 10cm x 9cm)	6	-
Large sized individually wrapped sterile unmedicated wound dressing (approx. 13cm x 9cm)	2	1
Extra large sterile individually wrapped unmedicated wound dressing (approx. 28cm x 17.5 cm)	3	-
Individually wrapped moist cleaning wipes	6	6

ACTION CHECKLIST

Following an Accident in the Work Place the Actions Listed Below
Provides a Guide of Steps to be Taken.

Location:

- Check and document any defects
- Retain any defective tools or equipment
- Document any obstacles or foreign substances involved

Injured Employee: (Record)

- The task being carried out at the time of the accident
- Whether the task was part of the persons normal job, if not, was the person authorised to perform the task/be there?

Documentation:

- Complete the Accident Book, If necessary, report the accident to RIDDOR. (see previous page)
- Fill the Company and any other claim form

- Any breach of laid down procedures
- Who was the first person on the scene
- Whether the accident was reported immediately, and if not why and how long was it before the accident was reported.

Statements: Obtain statements from:

- The Supervisor of the injured person
- Any eye witness
- All employees in the immediate vicinity (including negative statements)

- Any changes to the location that have occurred prior to the photographs and and subsequent to the accident

Photographs

- Photograph the scene of the accident

48 HOURS AFTER THE ACCIDENT CONSIDER

Making Contact

- If the injured person is off work it is important that you make visual contact with them. Ideally ask them to call into work. If this is not possible call at their home or visit them in hospital
-
- Record any additional factors relating to the injured or the accident
-

Reviewing

- Record any subsequent changes to:
 - The system of work
 - Laid down procedures
 - Training/Education
 - The scene of the accident/access
 - Any machinery involved
- Record if any changes made were unrelated to the circumstances of the accident
-

Remember: Do not admit liability for the accident when talking to the injured party

Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations 2013.
(RIDDOR)

Certain classes of accidents and injuries are to be reported to the HSE via their website: www.hse.gov.uk within 15 days of the accident or incident.

Fatalities and major injuries can be reported by telephone on 0845 300 9924 as soon as possible.

Set out below are some of the accidents that have to be reported under the requirements of RIDDOR 2013 (Regulation 4):

- a) Fracture of any bone other than fingers, thumbs and toes.
- b) Amputation of an arm, hand, finger, thumb, leg, foot or toe.
- c) Permanent loss of sight or reduction in sight.
- d) Crush injuries leading to internal organ damage.
- e) Serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs).
- f) Scalping (separation of skin from the head) which require hospital treatments.
- g) Unconsciousness caused by head injury or asphyxia.
- h) Any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.
- i) Any injury that causes a person to be absent from work for more than 7 days.
NOTE: (Saturday, Sunday and Bank Holidays are classed as a working day under these Regulations)
- j) Injury to a member of the Public if that person has to attend hospital. There is no need to report this injury where people are taken to hospital purely as a precaution when no injury is apparent.

In addition to the above, certain Occupational diseases and dangerous occurrences have also to be reported.

Failure by the company to report any of the above accidents to the appropriate authorities may result in prosecution.

It is essential that ALL accidents are reported at the earliest opportunity.

**ANY DOUBTS OR QUERIES, PLEASE CONTACT PETER THOMPSON ON 01625
878254 FOR CLARIFICATION.**

AIR DRYER TECHNOLOGY LTD

ACCIDENT/INCIDENT REPORT FORM

First Name:.....Surname:.....Date of Birth.....

Home Address:.....

.....Postcode:.....

Occupation:..... Home Tel. No.

Please tick status of injured person.

Employee.....Client/Customer.....Contractor.....(if contractor, company and tel. No.).....

Was first aid treatment given? YES/NO. Attend hospital YES/NO. Brief details of treatment.....

..... Is incident reportable under RIDDOR YES/NO (if yes, give report No).....
(attach copy of report)

Location of Accident and Work activity being undertaken.....

Nature of injury.....

Date of Accident..... Time of Accident.....Date & Time of Report.....

Description of how accident or incident occurred, including work being carried out.

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Name & address of any witnesses (Attach copy of witness statement)

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PLEASE STATE BELOW ACTIONS TAKEN OR RECOMMENDATIONS TO PREVENT RECURRENCE (Including checking Risk Assessment and reviewing as necessary)

.....
.....
.....
.....

NAME OF PERSON MAKING THIS REPORT:

Print Name..... Position.....

Date..... Signature.....

APPENDIX 4

OCCUPATIONAL HEALTH SURVEILLANCE POLICY

OCCUPATIONAL HEALTH SURVEILLANCE POLICY AND PROGRAMME

1. Aim

Provision of a suitable health surveillance and audiometric screening programme to ensure protection of employee's health during their period of employment.

2. Objectives

1. Protect the health of individual employees by detecting as early as possible, adverse changes which may be caused by exposure to substances and agents hazardous to health.
2. Identify and implement specific surveillance requirements for employees requiring statutory health surveillance.
3. Help evaluate the measures taken to control exposure.
4. Collect, keep up to date and use data and information for determining and evaluating Hazards to health.
5. Demonstrate compliance against Regulatory standards.
6. Demonstrate fitness to undertake specific tasks where specific health criteria need to be met.

3. Longer term objectives of the surveillance programme:

1. Structured review of health surveillance data against hygiene monitoring results to assess/identify trends and any actions required ensuring no ill health consequences.
2. Advice on the COSHH and other health risk assessment processes to enable identification of future health surveillance and/or specific biological monitoring on any new substance introduced into the Company.
3. Provide a database of information to enable trend analysis and identification of any Synergistic ill health effects.

4. Scope

- 4.1 **Substances Hazardous to Health (COSHH).** Statutory health surveillance where a COSHH risk assessment indicates that health surveillance is requisite for ensuring the maintenance of adequate control of exposure of employees to substances hazardous to health and it is otherwise requisite for protecting the health of the employee who have significant exposure to toxins, formaldehyde etc.
- 4.2 **Noise.** Statutory health surveillance where required for the protection of the hearing of workers exposed to high levels of noise as required by the Noise at Work Regulations 2005. Applicable to:
 - 4.2.1 All employees working in defined hearing protection zones or regularly exposed to an averaged exposure up to and over 85 Dd(A)
 - 4.2.2 Those employees regularly exposed to between 80 and 85 Dd(A) identified as being sensitive to noise induced hearing loss
- 4.3 **Asbestos.** Statutory health surveillance for workers exposed to asbestos at a level requiring surveillance under the Control of Asbestos Regulations 2012.

Non-statutory asbestos surveillance – surveillance appropriate to workers who are not currently exposed at levels requiring surveillance, but may have been so exposed in the past.

4.4 **Hand-arm vibration syndrome.** Statutory health surveillance for employees as indicated in the Vibration at Work Regulations who are exposed to levels of hand-arm vibration from the following examples:

- Hand held vibrating tools (Grinders, Drills, Screw drivers etc.)
- Bench saws
- Pneumatic drills

5. **Ad-hoc exposure incidents**

Where required, the Health and Safety Consultant in conjunction with the Managing Director will advise on the health surveillance requirements following accidental and ad-hoc exposure incidents occurring at work. This will include the necessary clinical investigations and medical follow-up as deemed necessary.

6. **Statutory Compliance Documentation**

- Control of Substances Hazardous to Health (Fourth Edition) ACOP & Guidance
- EH40 Workplace Exposure Limits Supplement (as annually updated)
- Control of Noise at Work Regulations 2005
- Management of Health & Safety at Work Regulations 2006
- The Control of Vibration at Work Regulations 2005
- Control of Asbestos Regulations 2012

(To be signed by the employee and returned to the Service Co-ordinator)

I THE UNDERSIGNED CONFIRM THAT I HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE ARTICLES OUTLINED IN THE COMPANY'S HEALTH & SAFETY POLICY.

Signed: _____

Print Name: _____

Date: _____