

AirFire Control Ltd
Unit 9 Markham Vale Environment Centre
HEALTH & SAFETY POLICY DOCUMENT

AirFire Control Ltd

**SAFETY MANAGEMENT
POLICY DOCUMENT**

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PART 1

STATEMENT OF INTENT

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STATEMENT OF INTENT

This Health and Safety policy has been compiled following the consultation between the Board of Directors, management and specialist health and safety assistance.

The company recognises its responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions that are safe, health and free from significant risk.

In fulfilling this policy we will provide a safe and healthy work environment for all our employees, contractors and visitors. We will also strive to identify all hazards to personal injury, occupational health and to eliminate or control them in the best practical manner. As a minimum standard we will comply with all Acts of Parliament, statutory regulations, and approved codes of practice relating to health and safety that affect our business.

Our ultimate goal is an organisation in which accidents and ill health are eliminated and in which work involves part of a satisfying life, contributing to physical and mental well being, to the benefits of both the individual and the organisation.

This reflects not only a desire to behave ethically and responsibly, but also recognition of the positive benefits of an enthusiastic, competent and committed workforce.

I would ask that you take the time to read this policy carefully as it explains the safety arrangements that the company has put into place for your health and safety and also assigns accountabilities for safety at various levels.



.....
Director
Dec 2010

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PART 2

**INTRODUCTION AND
GENERAL SAFETY POLICY**

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INTRODUCTION

The Company is committed to ensuring the continued health and safety of all its employees at work as part of its aim and corporate business statement.

Under the provisions of the Health and Safety at Work Act 1974 and the subsequent regulations made beneath it, the company has a duty to prepare a written statement for its employees and the arrangements for carrying out that policy.

In compliance with this requirement this statement has been produced and will be given the widest possible circulation. Employees are advised to read it carefully as everyone has a role to play in ensuring the safety of both themselves and others at work.

This policy details individual responsibilities that will ensure the effectiveness

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GENERAL SAFETY POLICY

It is the policy of the company to ensure; so far that is reasonably practical, the health safety and welfare at work of all its employees, contractors and visitors.

The company will achieve this by the provision of:

- * Plant, equipment and systems of work that are safe and without risk to health.**

- * Arrangements for the safe use, handling, storage and transport of articles and substances.**

- * Information, Instruction, training and supervision necessary to enable all employees to avoid hazards and contributes positively to their own health and safety at work.**

- * A safe and healthy place of work with safe access and egress with adequate and suitable welfare facilities.**

- * An effective safety management structure which:

Plans, organises, controls, monitors, and reviews safety policy and safety performance.**

The company will also take suitable steps to ensure that any contractors or other non-employees working on our premises, visitors or the general public are not exposed to risk to health as a result of the company's activities.

The company aims to ensure compliance with all statutory requirements on matters of health and safety.

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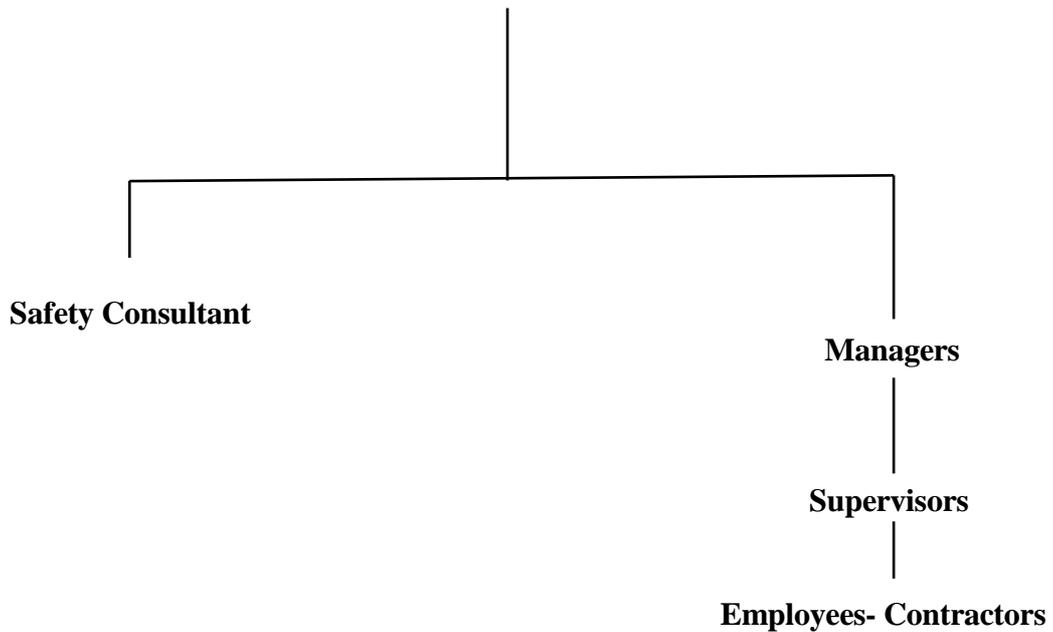
PART 3

**ORGANISATIONAL
STRUCTURE**

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**ORGANISATION STRUCTURE
FOR THE SAFETY MANAGEMENT PLAN**

MANAGING DIRECTOR



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BOARD OF DIRECTORS

The Directors will ensure insofar as is possible establish and maintain a safe system of work for all persons involved in the company's operations. This objective shall be achieved by:

- * The allocation of responsibilities to personnel employed or controlled by the Company.
- * Having available such in-house expertise and external consultants as may be required.
- * Requiring that such training, instruction, monitoring and information is arranged and presented as and when required.
- * Maintaining a Director with special responsibility for the safety management programme and its implement.

The Board of Directors shall initiate, commission, encourage and support such safety management initiatives as may be required by change of statutes passed by Parliament.

The Board of Directors shall ensure that adequate and suitable funds are allocated each financial year, to allow those responsible for the health and safety management programme to carry out their duties and duty of care without financial hindrance.

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**DIRECTOR WITH SPECIAL RESPONSIBILITY
FOR THE SAFETY MANAGEMENT PROGRAMME**

The Director appointed shall have the full support and commitment from fellow directors, executives, managers and employees. The Director shall report each Quarter to the Board of Directors on matters influencing the safety management requirements and the standards achieved by the company.

In order to assist the Director with special responsibilities to discharge his duties, the Board of Director shall make available suitable expertise in health, safety and environmental management. This internal and external specialist shall be required to inform the Director on any standards or developments that may influence the safety management programme.

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SAFETY ADVISOR/CONSULTANT

The appointed health and safety advisor shall report to the Director with special responsibility for safety management. He shall also be available to other members of the management team on matters influencing safety & loss control management including:

- * **Keeping himself and management informed of the existing and pending legislation regarding health safety & welfare at work and their impact on working practices.**
- * **Proposes suitable and adequate continuing health and safety training for all employees including safety inductions for all new starters and sub contractors.**
- * **Maintaining and co-ordinating the safety management system.**
- * **Investigating incidents that have or may rise to a loss of company resources and reports all statistics causes and results of accident investigations.**
- * **Liase with the Health and Safety Executive and other enforcing agencies.**
- * **Assisting risk assessors in carrying out statutory assessments.**
- * **At the request of managers carries out COSHH assessments on new substances, controls.**
- * **Maintaining and improving company emergency procedures.**

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MANAGERS

All company managers are responsible for the safety of staff, customers and visitors within their areas of responsibility.

They are also responsible for:

- * Providing procedures and instructions for safe working practices.**
- * Ensuring staff under their responsibility are suitably trained and competent for their duties.**
- * Assessing for risks to health and safety, work activities and working conditions.**
- * Monitoring operations regularly to ensure that work continues to be carried out safely in accordance with procedures and instructions provided.**
- * Ensuring that equipment performs correctly and is safe to operate.**
- * Monitoring safety in their areas of supervision by inspection or audit.**

This may necessitate external health and safety assistance. The objective being to identify and eliminate hazards to employees and others thus ensuring that safe working conditions and safe working environments are maintained.

- * Ensuring that all accidents, dangerous occurrences, property, resources & environmental damage or near misses are reported and investigated and that investigating results are passed directly onto the operations director within 24hrs.**
- * Ensuring safety is designed into all activities and equipment prior to the commencement of work in order to eliminate or control hazards.**

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- * **Ensuring that employees and contractors are aware of the correct procedures for dealing with materials spillage's and disposal of hazardous waste in a manner that is both safe and environmentally responsible.**

- * **Ensuring that employees are aware of the arrangements and actions required in the event of a fire, severe hazard or major emergency.**

- * **Providing adequate staff supervision particularly for young workers, new employees, contractors, or employees carrying out unfamiliar tasks.**

- * **Ensuring that employees are not subjected to undue pressure to work excessive hours or carry out tasks that may put them at risk to injury.**

- * **THE RESPONSIBILITY FOR SAFETY LIES UNAMBIGUOUSLY WITH LINE MANAGERS AT ALL LEVELS.**

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EMPLOYEES

The co-operation of every person employed by the company is essential to the success of the health and safety policy.

The Health and Safety at Work Act 1974 places general duties on employees.

These are:

- * To take reasonable care of the health and safety of themselves and others who may be affected by their acts or omissions at work.
- * To co-operate with the company in carrying out the duties imposed by State and associated regulations.
- * Not to interfere with or misuse anything provided by the company in the interest of health and safety.
- * To follow the instructions of management when dealing with safety matters.

All employees have a duty to comply with all the Company safety rules, procedures and instructions laid down for safe working within specific areas.

- * Where required they will wear the personal protective equipment as issued by the company.
- * They must report promptly to their manager any defects found in vehicles, protective clothing, equipment or any hazard observed.
- * They must report immediately to their manager any accident or incident involving people, property or process.
- * Observe all laid down procedures concerning processes, materials and substances used.
- * Where required, attend as requested any training course designed to further the need of health & safety.
- * Observe all emergency and evacuation procedures in place.

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PART 4

ARRANGEMENTS

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ALCOHOL AND DRUGS

The consumption of alcohol during working hours by personnel employed or working under control of the company is prohibited. The use of illegal drugs or controlled substances as prescribed in the Misuse of Drugs Act 1971 is prohibited on the company's premises and other work locations.

Individuals found in violation of these requirements will be considered to be in contravention of their contract of service and may be subject disciplinary action.

CONTRACTORS

The company will on all its premises and project or customers premises, control, co-ordinate and monitor its contract companies and effectively minimise the risks presented to its employees and other persons.

The company will achieve this by:

- * Only using contractors approved by the company who can prove they are able to discharge their duties to safeguard the safety of their employees and others affected by their works.**
- * Issuing the company “rules for contractors” prior to any works commencing.**
- * Ensuring they are aware of the company safety rules and procedures and are capable of adhering to them.**
- * Where necessary providing safe working procedures for their works and actions.**

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CONSULTATION WITH EMPLOYEES

The company will consult with its workforce through workers representatives where there are significant changes in the working practices that may affect the health and safety of any employee.

Employees are entitled to consult with the representatives where they have concerns involving health and safety issues and may request the issued to be raised directly with line managers.

DISPLAY SCREEN EQUIPMENT

All reasonable steps will be taken to secure the health and safety of employees who work with display screen equipment. This may include workstation assessments and the provision of ergonomic work equipment as necessary

The company is aware that health and safety hazards exist in the use of display screen equipment and will ensure that suitable information, training and workstation assessment is carried out to minimise any residual risk to employee users.

DRIVERS SAFETY RULES

The company will in consultation with the health and safety consultants develop safety rules for driving operations. These rules will be specific to the working practices of the operations area and will form a basic code of safety practices.

It will be the responsibility of line management to ensure that employees follow these rules and that each vehicle driver is in receipt of a copy.

The driver's manuals will contain as a minimum:

- Driver's safety rules**
- Vehicle accident procedures**
- Personal accident procedures**
- Refuelling vehicles**

- Safe working procedures including:**
- Working in areas of pedestrian traffic.**
- Daily inspections and maintenance**

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DISABLED PERSONS

The company aims to provide full and fair opportunity for the employment for disabled applicants and to ensure, through training, practical assistance where required, and to their continued employment and promotion. The company's health & safety policy has been prepared to ensure a healthy and safe environment for all its employees. It recognises that those employees who require additional equipment, facilities or assistance both routinely and in an emergency will have such needs met.

ELECTRICITY AT WORK

All reasonable steps will be taken to secure the health and safety of employees who use operate or maintain electrical equipment. The company acknowledges that work on electrical equipment can be hazardous and it is therefore the company's intention to reduce the risks as far as possible.

The company will achieve this by;

- * Ensuing all electrical installations and equipment are installed in accordance with the IEE wiring regulations.
- * Maintaining the fixed installation in a safe condition by carrying out routine safety testing.
- * Inspecting and testing portable equipment at suitable periods.
- * Ensuring contractors employed to carry out electrical work are competent to do so.

EMERGENCY PROCEDURES

It is the intention of the company to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However the company acknowledges that despite these measures it cannot be assumed that a major incident will never occur and will therefore plan certain emergency procedures to deal with the foreseeable emergencies. The company will also provide suitable information and training as often as is necessary to all its employees and others to enable a better understanding of these matters.

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FIRE PREVENTION MANAGEMENT

The company will ensure that all company buildings are subject to periodic inspections to identify fire risks and ensure that the appropriate precautions are in place. The company will ensure that housekeeping standards are such as to minimise the risks of fire in all areas under their control.

The company will ensure that sufficient and adequate fire detection systems and fire fighting equipments are installed in any area, building or vehicle where assessments identify a requirement.

The company will also ensure that all employees are trained in the following skills to minimise the risks:

- * **Fire procedures**
- * **Fire prevention awareness training**
- * **Fire and emergency evacuation drills**
- * **Basic fire fighting skills**

FIRST AID

The company will provide sufficient fully certificated first aid trained personnel to treat minor accidents and to provide medical assistance until the arrival of the emergency services. First aiders will be clearly identified by suitable signs identifying who is the area/site first aider.

First aid boxes will be provided at each company premises and project site.
First aid boxes will be provided in each company vehicle

The appointed first aiders shall ensure that first aid boxes are inspected regularly and all accidents recorded in the B1510 accident book.

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FLAMMABLE LIQUIDS AND GASSES

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with flammable liquids or gasses. The company acknowledges that health and safety hazards may arise in their use and will ensure any risks are reduced to a minimum.

This will be achieved by:

- * Those employees working with flammable liquids and gasses are suitable trained.
- * Suitable storage containers for substances stored at the workplace.
- * Secure areas for the storage of gas cylinders.
- * Suitable fire fighting equipment.

HAZARDOUS SUBSTANCES

The company acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to hazardous substances is prevented or at least controlled within the statutory limits.

The company will undertake where practical, engineered control practices and where this is not practical, suitable PPE will be provided.

The company will also ensure that suitable information and training will be given to enable employees to identify, understand and apply basic hazardous substance safety rules.

It will be the duty of the managers and supervisors to ensure that employees are provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

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HOURS OF WORK

The company acknowledges that excessive working hours can lead to ill health and to increase risk of accidents and will therefore do all that is necessary to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of the employee.

The company will achieve this by;

- * **Plan its tasks to allow sufficient time to permit completion within normal working hours.**
- * **Provide sufficient resources, in particular numbers of employees, to ensure the task can be completed safely and within a reasonable time limit.**
- * **Ensuring staff do not voluntary carry out excessive working hours or continuous shifts.**

HOUSEKEEPING

The company recognises the requirement to ensure that adequate standards of housekeeping are achieved and that poor standards of housekeeping are a common cause of accidents and loss at work.

To achieve acceptable standards of housekeeping the company will:

- * **Provide suitable resources and time.**
- * **Allocated responsibility for specific areas or sites to responsible managers.**
- * **Provide equipment and consumables to allow the cleaning of company property to be carried out efficiently**

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INCIDENT AND ACCIDENT REPORTING

All employees and contractors working under direction of the company must report all accidents, incidents, property damage and near misses to their immediate supervisor or manager.

The Company's approach towards property damage is that not reporting property damage is a far greater shortcoming than accidentally causing property damage.

All personal injury accidents shall be recorded in the company accident book. The responsible manager shall control the contents and information, which must be recorded by law.

Managers will ensure that all relevant details are entered into the B1510 accident book and that incident is investigated and the details are reported to senior management.

Where injuries and incidents are deemed reportable to the Health and Safety Executive under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. The manager must immediately report such an incident to the Operations Director so statutory reporting may take place.

All accident involving motor transport vehicles will be reported immediately to the operations control room and the procedures laid down in the driver's handbook will be followed.

Where accidents, incident, reportable disease or near misses occur they are to be recorded in the relevant documentation:

- * B1510. Accident book.**
- * F2505 (Rev). Report of an injury or dangerous occurrence.**
- * F2508A. Report of a case of disease.**
- * Company internal incident report form.**
- * Company vehicle accident form.**

In the event of an accident or incident the documents will be forwarded to the Operations Director

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LIFTING EQUIPMENT

All reasonable steps will be taken by the company to ensure the health and safety of employees engaged in or affected by lifting operations.

The company fully recognises that health & safety hazards will arise from the use of lifting equipment. It is the company's intention to ensure that all risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision to give a fuller understanding of the issues.

The company will achieve this by:

- * Carrying out an assessment of all tasks involving lifting operations.
- * Taking the necessary measures to remedy risks found as a result of the assessments.
- * Review lifting operations to ensure suitability.
- * Advising employees and contractors operating lifting equipment of the risk to health and safety and how they are to be avoided.
- * Ensuring that lifting equipment in the company's possession is suitably inspected maintained and repaired as and when necessary.

LIGHTING

The company regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well being of the workforce.

All reasonable steps will be taken to ensure that lighting is adequate for the task at all times.

The company will achieve this by:

- * Ensuring that at no workplace the lighting level falls below the absolute minimum required.
- * Ensuring the minimum levels of emergency lighting are met in all areas.

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- * Ensuring that light fittings are positioned so their maintenance does not present additional risks to health and safety.

MACHINERY SAFETY

The company will take all reasonable steps to ensure the safety of all employees working on machinery as well as to ensure the safety of others who may be affected by the machinery.

The company will liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner and will seek to inform and train employees to implement this policy.

The company will achieve this by:

- * Assessing the risks of existing machinery.
- * Ensuring all moving parts of a machine that present a significant risk are adequately guarded.
- * Ensuring that plant or machinery is only issued to authorised and trained personnel.
- * Ensuring that equipment is approved, tested, or certificated as required by statute.
- * Ensuring that current manufacturer's safety and operating instructions are available for issue to employees using the machine.
- * Providing facilities and procedures that are implemented to remove from use any item of plant or machinery that is defective or unsuitable.

Managers will ensure that new employees, transferred or re assigned are made aware of any machinery that they are not authorised to use.

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MAINTENANCE OF PLANT AND MACHINERY

The company will take all reasonable steps to ensure the safety of all its employees maintaining the machinery as well as the safety of those affected by maintenance work. The company will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

The company will achieve this by:

- * Carrying out an assessment of how machinery should be isolated for specific maintenance tasks.
- * Carrying out an assessment of how machinery should be isolated for general maintenance tasks.
- * Carrying out an assessment of the maintenance of the machine itself including any heavy parts that have to be moved.
- * Ensuring that employees are aware of the reporting procedures, so that a responsible person is informed of any defects in the machine as soon as they arise and remedial action can be taken.

MANUAL HANDLING

The company is aware that poor manual handling presents risk to health and safety and where necessary to avoid the need to manually handle objects that may cause harm. Where this is not practical the company will endeavour to reduce the risk by mechanisation, automation and suitable training for employees.

The company will achieve this by:

- * Elimination of hazardous manual handling operations, where reasonably practical.
- * The assessment of all manual-handling activities as to identify hazards, risks and methods of reducing the risks.

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- * Ensuring employees at the safety induction are informed of the risks of poor manual handling and the basic techniques to avoid manual handling injuries.
- Providing suitable training for those staff that carry out significant manual handling on a day-to-day basis.

NOISE CONTROL

The company will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work in noisy environments is reduced to a minimum.

The company will achieve this by;

- * A policy of purchasing machinery that emits noise below the 1st action level wherever practical.
- * Ensuring assessments are carried out in all areas to identify any hazardous noise sources.
- * Identifying noise hazard zones and marking them so all employees are fully aware of the risks and precautions required.
- * Giving suitable training and information to all staff so they may understand the risks and countermeasures in place to protect them from hazardous noise.

NON-EMPLOYEES SAFETY

The company accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this company or the consequences of its activities.

In particular it recognises its responsibilities to:

- * Advise on any specific hazards that may be encountered and the measures required to ensure safety while on the premises.
- * Provide adequate supervision, information and instruction to ensure their health and safety.

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- * **Arrange for security procedures when visitors enter company premises. Particular care will be taken of visitors entering areas of higher risk and all systems of work, which are in operation, are complied with.**
- * **Visitors will be required to use any personal protective equipment that is necessary to safeguard their health and safety.**

OCCUPATIONAL HEALTH

The company is committed to the general provisions of occupational health care and to provide:

- * **Advice and guidance to management in relation to health and welfare of employees.**
- * **The provision of health monitoring, health surveillance and relevant records as required by the Control of Substances Hazardous to Health Regulations 2002, Chemical Hazard Information Packaging Regulations 2002 (CHIP3) and the Health and Safety (First Aid) Regulations 1996.**
- * **Controls for the monitoring of extreme temperatures in working areas.**
- * **Controls and assessments for tasks and processes involving manual handling.**
- * **Controls and systems for personnel involved in operating display screen equipment workstations.**

The company may arrange and finance health monitoring or screening for employees where required. The operations director may request individual employees to attend a medical examination where recommended by in a formal occupational health assessment. Such an examination would be carried out by mutual agreement and the results classified as confidential information by the operations director.

The purpose of occupational medical examination is to identify cases of illness potentially induced by work related undertakings or where the works process exacerbates existing medical conditions.

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PERMITS TO WORK

To control certain specific and significant risks, the company as part of its duties will introduce a permit to work system designed to manage the residual risks involved in its works.

The permit to work system will be introduced to manage specific tasks identified at the risk assessment stage.

The tasks identify those that contain hazards to health and safety that cannot be minimised through normal practices and the limitations in place are to be complied with to the letter.

All employees and contractors will be made aware of the requirements of the permit to work system prior to commencing any works by the supervising manager.

PERSONAL PROTECTIVE EQUIPMENT

The company will provide employees with personal protective equipment when the risk presented by a work activity cannot be controlled by 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 will be in consultation with employees:

- * Carry out an assessment of proposed PPE to determine whether it is suitable.
- * To arrange adequate storage to protect PPE.
- * Implement procedures for the maintenance, cleaning and repair of PPE.
- * Train staff in the correct use of the PPE issued.
- * Reassess as necessary.

Managers will ensure that all employees wear the protective clothing issued by the company while carrying their duties.

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RISK ASSESSMENT

The company accepts that some of its operations may, unless properly controlled, create risks to employees and others, and will take all reasonably practicable measures to reduce these risks to an acceptable level.

The company will take all reasonable steps to ensure that risk assessments are carried out which will detail the range of hazards associated with working operations together with the necessary remedial actions.

The company will achieve this by:

- * **Managers assisted by supervisors identify the significant risks to health and safety affecting the employees in their workplace.**
- * **Implementing control measures in place that will minimise the risks.**
- * **Monitoring the systems and risks to ensure control measures work.**
- * **Providing suitable information and training to employees and others that enables them to avoid injury from residual hazards.**

SMOKING

The company is aware of the significant risks to the health of their employees through smoking and passive smoking related diseases, and after careful consideration will take all necessary steps to protect non smokers from the dangers of passive smoking.

To achieve this, areas will be designated as either smoking or non-smoking.

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SAFETY AWARENESS TRAINING

The company will ensure that all employees receive suitable and sufficient safety training throughout their employment with the company. Management will ensure that adequate and suitable safety inductions are given to all new employees on the first day of their employment.

All employees will receive regular safety and hygiene training on the following subjects:

- * **General Health and Safety at Work.**
- * **The Company Health and Safety Policy.**
- * **The Company rules and regulations.**
- * **Incident and accident reporting.**
- * **Fire prevention and evacuation drills.**
- * **Identification of employees with particular health and safety responsibilities.**

Records of attendance at induction's and training sessions will be kept with details of course contents and date of instruction as a matter of policy.

TEMPORARY STAFF

The company will take the necessary measure to ensure the health and safety of any temporary and casual staff in employment.

All temporary staff engaged under a contract will receive the safety training received by employees.

The company will achieve this by:

- * **Limiting the temporary staff to low risk work identified by managers.**
- * **Ensuring temporary staff are competent to undertake the tasks they are contracted for.**

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- * Ensuring temporary staff understand the company safety rules and emergency procedures.
- * Where required provide additional supervision for temporary staff.

TRANSPORT

The company so far is reasonably practical will ensure that traffic movement of vehicles on their property do so without risk to the health and safety of employees and others.

The company will achieve this by:

- * Allowing access to its property only to authorised vehicles.
- * Ensuring where practical that physical barriers separate pedestrian walkways and vehicle areas.
- * Minimising reversing operations.
- * Informing those persons who drive company vehicles of safe driving practices.

VALIDATION

The company will validate this safety policy and related health & safety procedures by means of regular inspections and audits covering all aspects of health and safety, fire protection, hazard spotting and housekeeping checks.

Inspections will be carried out for:

- * Regular housekeeping audits.
- * Occupation health and safety audits
- * Statutory fire risk and equipment inspections
- * Introduction of new plant, installation or modifications.
- * The disposal of waste products.

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VIOLENCE

The company are aware of the risks of physical violence to employees while at work.

The company deems any violence between employees or against 3rd parties while at work to be an act of gross misconduct. All employees should be aware that serious disciplinary action would be taken against any perpetrator.

The company will also advise all employees that in the event of an employee being in fear of threats of violence, that they should leave the scene for a place of safety and immediately report the incident to their supervisor.

WORK RELATED UPPER LIMB DISORDERS

The company is aware that some repetitive activities or combination of activities can result in the condition referred to as a WURLD or RSI. This commitment extends to taking all reasonable precautions necessary to secure the health and safety of employees through the application of good engineering and sound ergonomic principles.

Due to the nature of WURLD it is the clear responsibility of all employees to consult and inform management of perceived risks and of any symptoms.

The company will achieve this by:

- * Where significant risks exist, suitable risk assessment will be carried out.
- * Training will be given in the use of the equipment and work methods demonstrated.
- * Employees will be made aware of their responsibilities to report symptoms of WURLD.

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WORKING ON CLIENTS PREMISES

The company will take the necessary steps to ensure that employees are not at risk from the undertakings presented by clients operations.

Hazards will be identified at the contract stage by means of risk assessments survey and the client's safety or rules for contractors.

Where additional hazards are identified the client will be informed in writing highlighting the hazard, risk and action required to reduce it to an acceptable level.

The company will also provide employees working on client's premises safe working procedures and safety rules that will identify the hazards and means of avoiding the risk of injury.

These procedures for working on client's premises may be seen in the employee's handbook.

WORKING ALONE

The company will ensure, so far is reasonably practical, that employees and others who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Solitary working exposes employees and others to certain hazards. The company's intention is to either remove the risks from the hazards or where not possible reduce them to a manageable level.

The company will achieve this by:

- * Carrying out an assessment where there is a risk to lone workers.
- * Where required, implementing a lone working alarm system.
- * Where required implementing a permit system.

WORKING AT HEIGHTS

All reasonable steps shall be taken by the company to provide a safe working environment for employees required to work at height

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The company shall provide the necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will liaise with other persons involved in the work activities.

The company will achieve this by:

- * Assessing the risks from working at height in all operations.
- * Providing safe working procedures for working at height.
- * Implementing a hierarchy of means of accessing height safely using suitable equipment
- * Providing competent training for employees using access equipment.
- * Ensuring contractors comply with the Company standards.
- * Ensuring suitable access is given to places of work, which are at height.

YOUNG PERSONS

The company is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks.

The company will assess and document the additional risks and measures provided to ensure the health and safety of the young person.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

The company will achieve this by:

- * Assessing the risks involved in the young persons works.
- * Providing suitable supervision of the young person.
- * Providing suitable training for the young person.

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PART 5

REVIEW OF THE POLICY STATEMENT

REVIEW OF THE POLICY STATEMENT

This policy will be reviewed, extended or modified as necessary by the Director with special responsibility for health and safety in consultation with relevant specialists and employees with special responsibilities. It will be supported and enhanced by the addition of the local procedure and safety documentation.

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