



CK-Tech Ltd
Resin Injection Specialists

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HEALTH AND SAFETY MANUAL

April 2024

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INTRODUCTION

This Health and Safety manual has been prepared by the Management Team, with assistance from our external Consultant, Carrie Bye, it contains our Health and Safety Policy as required by the Health and Safety at Work Act 1974, and it defines the way we manage the health and safety hazards and risks associated with our business, premises, and activities.

C K Tech Ltd are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety, it is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

The Company recognises that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and ongoing process. In moving forward, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment, and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

Based on our performance measurement in the form of accident monitoring, internal monitoring, and external audits we will review our health and safety arrangements periodically and at least annually.

HEALTH AND SAFETY POLICY

HEALTH AND SAFETY POLICY STATEMENT

The management of C K Tech Ltd recognises that:

- It has a legal duty of care towards protecting the Health and Safety of its employees and others who may be affected by the Company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities management will:

- provide an organisational structure that defines the responsibilities for health and safety
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- provide adequate resources to control the health and safety risks arising from our work activities
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- communicate and consult with our employees on matters affecting their health and safety
- maintain our premises and provide and maintain safe plant and equipment
- provide information, instruction and supervision for employees
- provide adequate training and ensure that all employees are competent to do their tasks
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection
- engage contractors able to demonstrate due regard to health and safety
- bring this Policy Statement to the attention of all employees

This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities. Any changes to the Policy will be brought to the attention of all employees.

Signed:



K Stubberfield

Dated: 1st April 2024

Position: Managing Director

Review Date: April 2025

ORGANISATION FOR CARRYING OUT THE POLICY

Responsibility of the Managing Director:

The Managing Director of the Company Mr K Stubberfield recognises and accepts overall responsibility for health and safety and will ensure that arrangements are in place to satisfy Health and Safety Regulations and Codes of Practice that are applicable.

The Managing Director shall delegate specific responsibilities to the Company management personnel. As new projects emerge, the names of responsible persons will be notified, and the list amended accordingly.

In the absence of K Stubberfield, the Joint Managing Director will assume the above responsibilities.

Responsibility of other Managers:

Managers and Supervisors carry the responsibility for the day-to-day arrangements outlined in this policy.

In addition, their responsibility shall be to:

- be familiar with the Health and Safety Regulations and company policy applicable to their area of responsibility and insist that the prescribed standards are observed
- ensure, so far as is reasonably practicable, that safe systems of work are in place
- maintain a tidy workplace, arrange for regular clean-up periods, and appoint persons responsible
- insist that all persons under their control, employees, contractors, self-employed and visitors wear the appropriate personal protective equipment
- ensure that adequate access and egress is maintained at all times
- provide safety equipment / clothing and ensure its proper use by all personnel
- make certain that all operators who use equipment have been fully trained to use such equipment
- ensure that all equipment, including power and hand tools are maintained in good condition
- ensure that adequate fire fighting equipment is available and replace used or defective equipment
- ensure that first aid boxes are maintained properly
- ensure that all contractors comply with company safety procedures
- accompany the Health and Safety Co-ordinator on routine inspections and co-operate with them on all health and safety matters
- show a personal example by wearing the safety equipment provided.

Responsibility of Health and Safety Co-ordinator:

K Stubberfield has been appointed the Health and Safety Co-ordinator to ensure that the Company complies with its obligations, under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999. The Health and Safety Co-ordinator's primary function will be to advise and monitor all aspects of safety, health, and welfare in the Company.

In addition, the responsibility of the Health and Safety Co-ordinator shall be to:

- advise the Joint Director on the implementation of this policy and on any revisions required
- carry out periodic site surveys and document findings for management
- advise management on Laws, Regulations and Directives which impinge on company activities
- advise on and monitor statutory tests on plant and equipment
- monitor accidents / dangerous occurrences and provide regular reports to the Joint Director with advice on remedial action
- consult with the Environmental Health Officer (EHO) / Health and Safety Executive (HSE) when required
- meet with the EHO / HSE Inspector on visits to the Company
- investigate any reportable accident and advise the Joint Director on the position regarding the injured party, potential claims, insurance or EHO / HSE implications
- prepare an annual report on the management of safety and health and on performance in endeavouring to reduce the number of accidents and improving housekeeping and efficiency in the workplace.

To assist and enable the Health and Safety Co-ordinator in his duties, we have appointed an external Consultant, qualified to Chartered Status within IOSH, on an ongoing basis. Carrie Bye will advise and support the Health and Safety Co-ordinator in any capacity necessary.

Responsibility of Safety Consultant

The Company's Safety Consultant will ensure that the Company is aware of its obligations under the Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999 (Regulation 7[8]). The Safety Consultant's primary function will be to advise and monitor all aspects of health, safety and welfare in the Company.

In addition, the responsibility of the Safety Consultant shall be to:

- advise the Directors on the implementation of this policy and on any revisions required
- advise on and monitor statutory inspections of plant and equipment
- consult with the Environmental Health Department, Health, and Safety Executive (HSE) and the Employment Medical Advisory Service (EMAS) when required
- meet with the enforcing authority inspector on visits to the Company as required
- ensure management is kept informed of all changes in legislation that may affect the Company health and safety policy
- provide competent safety advice to all company personnel as required
- advise on the health and safety training needs of the Company
- investigate all Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) reportable accidents and dangerous occurrences with a view to instigating measures to prevent recurrence
- advise on the provision, issue, and maintenance of Personal Protective Equipment (PPE) and encourage the use of equipment provided.

Responsibility of all Employees

It is the responsibility of all employees to co-operate in the implementation of this Health and Safety Policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example, colleagues, visitors, contractors) under the Health and Safety at Work etc Act 1974. Employees must therefore:

- comply with safety rules, operating instructions and working procedures laid down in their area of work and take reasonable care, to the best of their knowledge, to avoid injury to themselves and others
- use all equipment and protective clothing in the correct manner where and when it is required. Employees must report any fault or deficiency in the equipment immediately to their line manager or supervisor
- report all accidents (however minor), injuries, near misses, spillages, and any other potential safety hazard promptly to their line manager or supervisor
- not misuse anything provided in the interest of health and safety.

ARRANGEMENTS FOR IMPLEMENTATION OF THE POLICY

This section provides guidance for those responsible for health and safety (**that means you!**), on how to minimise health and safety risks.

Accident/Incident Reporting, Investigation and Analysis

All accidents and incidents (including near-miss incidents) must be reported to the appropriate line manager/supervisor so that the cause can be ascertained, the control measures re-evaluated, and action taken to prevent recurrence.

All accidents and incidents, no matter how minor, must be recorded in the Accident Book and the details reported to the Health and Safety Executive if classified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

It is the responsibility of all employees to provide complete and accurate information to enable management to find out what went wrong, learn lessons, and take action to prevent or reduce such accidents/incidents in the future.

Alcohol and Drug Abuse Policy

You must not drink alcohol on the Company's premises or the premises of its customers or clients.

Any employee who is found consuming alcohol on the Company's premises or the premises of its customers and clients or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under the Company's disciplinary procedure.

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

The possession, use or distribution of drugs for non-medical purposes on the Company's premises is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with your manager or supervisor.

The Company reserves the right to require you to undergo a medical examination or alcohol or drug test at its discretion at any time in order to check for compliance with this policy.

If you refuse to undergo a medical examination or test your refusal will normally be treated as gross misconduct.

The Company reserves the right to search you or any of your property held on Company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

The Company reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the Company's premises.

Control of Asbestos

The Team Manager will maintain a register containing the location and condition of all instances of asbestos containing materials (ACM's) on site. He/she will arrange / carry out periodic inspections of all identified ACMs to ensure it continues to remain in a safe condition while our works are being carried out. A permit to work system, supervised by the Health and Safety Co-ordinator, will control any work that could involve the movement or disturbance of any asbestos material and any such work will be carried out by a competent licensed operator.

Health and Safety Compliance Audit

The Health and Safety Audit process is used to assess and improve upon health and safety management within the Company.

Having made the necessary arrangements for implementing the Company Health and Safety Policy and established acceptable standards, it is necessary to provide assurance that those arrangements and standards are being effectively applied.

An independent competent person nominated by the Managing Director will carry out a comprehensive audit of the Health and Safety Management System and its effectiveness on the Company's premises and working practices at least annually. The audit will comprise a review of the existing Health and Safety Policy and Procedures and an examination of the activities and records against the standards described in the appropriate policies and procedures.

At the conclusion of the audit, a verbal report of the findings will be given, which will be followed up by a written report, identifying any deficiencies together with recommendations for risk improvement.

Competency for Tasks

The management recognises its responsibility to ensure that persons employed by the Company are competent to carry out their duties in such a manner so as not to put at risk their own health and safety or the health and safety of others who may be affected by what they do.

Only those persons who are able to demonstrate to management that they have the necessary skills, experience and training will be allowed to work without direct supervision.

In order to be satisfied that health and safety standards are being maintained, line managers will carry out inspections of work in progress, without notice, and record their findings.

Where standards fall below those required, recommendations will be made to improve performance and, if considered necessary, the person's work activities will be restricted until the required improvement has been made.

Employees will be observed by their line manager/supervisor carrying out the full range of tasks that represents their job to ensure that work is undertaken in a competent manner without compromising their own health and safety, the health and safety of their colleagues or of anyone else who may be affected by what they do. Where performance is found to be less than satisfactory additional training will be provided to achieve the required level of competence.

Work in Confined Spaces

The Company recognise the need to take all reasonable steps to secure the health and safety of employees who are required to make entry into a confined space (any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions e.g., lack of oxygen) and of others who may be called upon to rescue them in the event of an emergency.

The Company will endeavour to avoid the need for entry to a confined space but where this is unavoidable a suitable and sufficient assessment of the risks will be carried out and a safe system of work established, with adequate emergency arrangements in place, before the work begins.

Information, instruction, and training will be provided to ensure that those employees involved, and any others affected by their work activities, are aware of the hazards and that the control measures are in place to reduce the risks to the lowest level so far as is reasonably practical.

A formal permit-to-work will be issued before any person is allowed to enter or work in the confined space.

Consultation with Employees

The Company recognise that consulting employees on health and safety matters is very important in creating and maintaining a safe and healthy working environment.

Consultation not only involves employers giving information to employees but also listening to and taking account of what employees say before making any health and safety decisions.

Employees should therefore make their views known on matters to do with their health and safety at work to their line manager/supervisor or through their safety representative.

These views will be taken into consideration and discussed at management meetings before any health and safety decisions are reached.

Selection of Contractors

The Company employ, from time to time, the services of other companies (contractors) to carry out work on its behalf at the premises.

Prior to awarding work to new contractors, management will require documentary evidence that the contractor is aware of its legal obligations towards health and safety.

In cases of work of a critical nature, the contractor will be required to complete a Health and Safety Questionnaire and, where appropriate, prepare a formal Method Statement and Risk Assessment(s) for approval by the Company prior to the commencement of any work.

Use of Contractors

Anyone entering the premises of C K Tech Ltd for the purpose of carrying out specialised work must be regarded as a "contractor". Because of this, the same kinds of control measures must be applied to all who work on company premises.

The Company will inform the contractor, in writing, of any hazards, which could put the contractor's personnel or the Company's employees at risk, together with the measures necessary to reduce the risk(s) to an acceptable level.

Prior to the commencement of work, contractors will be required to provide an assessment of the risk(s) they may create, together with the measures to be taken to reduce the risk(s) to an acceptable level.

Any work being carried out on the Company's premises will be overseen by a named person, appointed by the Management, who will liaise with the contractor on all Health and Safety issues.

In addition, contractors must:

- have their own health and safety policy (or Policy Statement) and provide this as requested
- produce evidence when requested, showing that appropriate Employers and Public Liability Insurance is in place
- comply with the requirements of this health and safety policy and co-operate with the management of C K Tech Ltd in providing a safe place of work and a safe system of operation and must provide and use personal protective equipment and clothing, as necessary, for the safe execution of their work
- only use competent and suitable persons
- get the consent of the management of C K Tech Ltd to engage persons other than their direct employees
- ensure that their managers, supervisors, and employees are aware of the obligations placed upon them with regards to health and safety.

Disabled Persons

The Company will give full and proper consideration to disabled people who apply for jobs, having regard to making reasonable adjustments for their particular aptitudes and abilities to allow them to be able to do the job.

Managers are required to include disabled people in training programmes and make reasonable adjustment to maintain the services of an employee who becomes disabled by, for example, provision of special equipment, reduced working hours and the like.

People who have any form of disability which they feel might have particular relevance to their health and safety whilst working in the Company should contact their line manager in order that systems of work and precautionary measures may be discussed and implemented as required. Fire stewards will be instructed as to any additional duties they may have where their area of responsibility includes accommodation which is or may be occupied by a disabled person.

Reasonable adjustments will be made to the premises and/or the employment arrangements to ensure that disabled people have access to goods, provisions and services provided by the Company.

Display Screen Equipment

All workstations will be assessed for the benefit of staff to evaluate their risks and all operators shall be made aware of the findings. Appropriate action shall then follow.

Ergonomic issues will be addressed in connection with all workstations, e.g., footstools, wrist rests, screen diffusers etc. will, if appropriate, be issued on request. In addition, if requested, management will offer all employees periodic eyesight tests at the Company's expense and, if needed, corrective appliances will be provided (subject to cost limitations).

The findings of Display Screen Equipment assessments will be the subject to regular review in order to identify potential problems relating to the transfer of personnel to new or different workstations, or to cater for employees with special needs.

Driver Training

C K Tech Ltd notes that driving is both necessary for working and also represents a hazardous activity and will take the necessary steps to reduce the identifiable risks as far as possible. Company vehicles will be maintained in accordance with the manufacturer's recommended service schedule and any faults or defects should be reported to the appropriate Manager/Supervisor immediately.

Staff are reminded that the use of hand-held mobile phones whilst driving is illegal and unsafe. Disciplinary action may be taken against staff found in breach of this policy.

Driving for long periods without a rest break increases the risk of accidents; breaks should be taken at least every two hours or whenever tiredness becomes evident. Staff are also reminded that, despite its familiarity, driving on the roads is by far the most hazardous activity most of them ever undertake.

All users of Company vehicles will drive within the rules of the Highway Code and will also observe specific rules (e.g., speed limits) of third party companies whilst making site visits.

The Safe Use of Electricity

Misuse and abuse of electricity is one of the most significant causes of fires in workshops, on construction sites and in offices. **Remember faulty electrical equipment can kill.** Report faults immediately to your line manager or supervisor.

All personnel should observe the following arrangements:

- visually check electrical equipment before each use. All electrical faults are to be reported to your manager or supervisor. P Ellis will arrange for the appropriate repairs to be carried out
- do not attempt to repair faulty electrical equipment. Only authorised and competent electricians may repair electrically powered equipment
- no employee is allowed to bring any item of electrical equipment onto the premises until it has been tested and a record of such test is included in the electrical equipment records file
- machines should be switched off from the mains when left unattended for long periods
- flexible cables should be so positioned that they do not constitute a tripping hazard or are subject to mechanical damage.
- The fixed electrical wiring installation and the portable/transportable electrical appliances at the premises will be inspected and tested by a Competent Person at regular intervals.

Environment/Ventilation/Temperature/Lighting/Waste Disposal

Effective and suitable provision is made for ventilation, temperature, and lighting, so far as is reasonably practicable.

C K Tech Ltd is committed to ensuring the health, safety and welfare of its employees and others who may be affected by the waste materials, which result from our work. It is in everyone's (and the environments) interest to familiarise themselves with the Company's waste disposal procedures for the disposal of any waste products generated as part of our normal work activities. This should, in all cases, be in accordance with statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

Fire Prevention and Fire Emergency

In general, employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of fire. Any act or omission, which you believe may constitute a fire risk, should be immediately notified to your line manager or supervisor, who will take the appropriate action.

All potential fire hazards will be identified, and the risks assessed and reduced to an acceptable level.

Fire fighting equipment will be provided and emergency lighting and fire alarm points are fitted as appropriate. The fire alarm will be tested regularly.

In general, all operatives who visit or work at the office should pay attention to the following:

- Details of the Company's fire/emergency procedures, exit and assembly points, are displayed on notice boards around the premises. You must familiarise yourself with the emergency procedures to minimise the dangers caused by fire.
- You must ensure that you are aware of the nearest fire exit, and its alternative, for emergency use.
- You must ensure that you are aware of the nearest fire extinguisher to your work location, its type and know how to operate it.

Remember:

On discovering a fire:

- Operate the nearest fire alarm
- Alert other people within your immediate vicinity
- Do not attempt to tackle the fire unless you have been trained or you feel competent to do so.

On hearing the fire alarm

- Do not delay - evacuate the premises immediately
- Do not stop to collect personal possessions
- Remain calm and proceed in an orderly manner
- Do not re-enter the premises or site until the Fire Brigade is satisfied that the premises and site are safe to re-enter.

In the event of fire, the 3 most important actions are, in chronological order, to: -

- **raise the alarm** – by activating the nearest fire alarm call point
- **summon the fire brigade** – by dialling 999; ask for Fire; when the fire service replies, state calmly and clearly **“There is a fire at Unit 42, Culley Court, Orton Southgate”** do not replace the receiver until the address has been repeated back to you
- **evacuate the building** – using the nearest safe fire exit and proceed to the fire assembly point. Attempts to extinguish the fire should only be made if it is safe to do so - **IF IN ANY DOUBT, GET OUT!!**

Under no circumstances must employees put themselves or others at risk in a fire situation.

First Aid at Work

The management recognise its responsibilities towards its employees to provide adequate and appropriate equipment, facilities, and personnel to enable first aid to be given to preserve life and to minimise the consequences of illness or injury, until medical or nursing help is available.

Suitably stocked first aid boxes will be provided and, as a minimum, a responsible person will be appointed to take charge of first aid arrangements (take charge when someone is injured or falls ill and maintain the contents of the first aid boxes). One or more trained First Aider employees may be required, following on-going first aid assessment.

In the event of a major accident all employees have access to the office telephone and must dial **999** to obtain assistance from the ambulance service.

All employees will be informed of the arrangements made for the provision of first aid, including facilities available, the location of the first aid boxes and the names of the qualified First Aiders.

Operatives working on site will have access to first aid kits on vans and will be trained in the procedure for raising the alarm. Local arrangements may apply.

Harassment Policy

Harassment pollutes the working environment and can have a devastating effect on the health, confidence, morale, and performance of those affected by it. It may also have a damaging effect on other employees not themselves the object of unwanted behaviour who are witness to it or who have knowledge of the behaviour. All employees are entitled to a working environment which respects their personal dignity, and which is free from such objectionable conduct. Harassment is a disciplinary offence, and it will normally be treated as gross misconduct.

What is harassment?

Harassment is either:

- Unwanted conduct (whether verbal or not) which is of a sexual or racial nature, or other conduct based on someone's race or gender or marital status or disability or sexual orientation or religious or other philosophical belief which affects the dignity of men or women at work; or
- Bullying of colleagues by intimidating behaviour; or
- Unfavourable conduct at work, whether verbal or non-verbal, towards someone based on his/her race or gender or marital status or disability or sexual orientation or religious or other philosophical belief which could affect his/her dignity at work.

A single incident can amount to harassment if sufficiently grave.

Examples of harassment include:

- Insensitive jokes and pranks.
- Lewd comments about appearance.
- Unnecessary body contact.
- Displays of sexually offensive material, e.g., Pin-ups.
- Repeated instances of minor harassment acts.
- Requests for sexual favours.
- Speculation about a person's private life and or sexual activities.
- Threatened or actual violence.
- Threat of dismissal, loss of promotion, etc. for refusal of sexual favours.
- Bullying. Bullying is defined as any form of physical or verbal attack and/or threat of such, or the abuse of position, in order to attack or undermine the confidence or ability of another, or to place another employee under unreasonable pressure or subjecting another to detrimental treatment, by either act or omission.

Anyone who believes that he or she may have been the victim of harassment should raise the matter through the Company's grievance procedure.

Control of Substances Hazardous to Health

Full compliance with the Control of Substance Hazardous to Health (COSHH) Regulations 2002 will be adopted

- by implementing and maintaining risk assessments and the records of all hazardous substances/activities
- by providing and maintaining control measures as appropriate
- by holding and making available to operators in their area of use, a list of the relevant hazardous substances and copies of risk assessments and material safety data sheets.

Noise

The management will ensure that adequate measures are taken to control the risk of hearing damage.

If considered necessary, a noise level survey will be carried out in all departments to establish the exposure levels and determine adequate control measures. Appropriate action will be taken to reduce the noise levels of all work equipment at source.

Hearing protection requirements will be clearly communicated to employees and appropriate PPE will be provided.

Work at Height

The Company recognise that falls from height at work at continue to be biggest single cause of fatal and serious injury and will, therefore, be avoided where possible.

Many accidents involve falls from roofs, through fragile materials, from ladders and from leading edges.

Work at height will relate to all heights where a person could fall a distance liable to cause personal injury if appropriate measures are not taken.

Assessment of the risk of all work at height will be undertaken and instruction and training will be given on the precautions required to those employees considered to be at risk from falling.

Adequate and secure working platforms with guard rails and toe boards will be used in preference to ladders which will be used for light, short duration work only and secured to prevent displacement.

Fall arrest equipment will be used if other means of prevention (safety nets, harnesses with running lines, etc) are not practical or justified and regular inspections will be undertaken of working platforms and fall arrest equipment, to check their integrity.

Housekeeping Standards

The management recognise that hazards can be created by poor housekeeping standards. It is essential that:

- passageways, exits and access to all fire fighting equipment must be kept clear
- fire doors should be kept closed at all times and should not be propped open
- all spillages, however minor, should be cleaned up immediately
- employees should note that a lack of care when stacking materials and objects might create hazards for their fellow employees from falling objects and lifting injuries in the long term
- individual line managers/supervisors will be responsible for achieving and maintaining, high standards of housekeeping in the areas over which they have control.

Formal housekeeping inspections will be undertaken at regular intervals to ensure that the above standards are being maintained.

Induction Training

All new employees receive health and safety induction training as appropriate to their individual job content.

Induction training will include, but not be restricted to, emergency procedures, the correct use of PPE and the measures to be taken to reduce risks from known hazards in their work area.

All new employees/trainees will work under the direct supervision of an appointed person until such time as their line manager/supervisor is satisfied that the individual has achieved the required level of knowledge and experience.

Safety Information

Safety information is provided in the form of induction and ongoing training, as appropriate and by safety signs and notices posted around the premises.

Health and Safety Inspections

In order to ensure that health and safety standards are being maintained, regular inspections of the workplace and the working practices will be carried out.

Using their knowledge of the tasks and processes, the nominated person will compile a checklist of the critical measures in place to control hazards, incorporating the findings of any risk assessments. Alternatively, they may use the standard pro-forma checklist.

Using the checklist as a guide, the Inspector will carry out the inspection and record their findings for discussion with their line manager or supervisor.

On completion, the checklist will be signed by the inspector, counter-signed by the line manager or supervisor and routed to the Joint Managing Director.

In the event of any serious deficiencies being found, a verbal report will be given to the Joint Managing Director, in order that appropriate corrective action can be taken immediately.

Instruction and Training

C K Tech Ltd recognises that even with the best engineered work arrangements, people may still need clearly defined safety procedures and instruction. For that reason, there is a substantial commitment by the Company to identify safety training needs, to carry out that training and to measure the competence of trainees. Strong emphasis will be placed on safety and health aspects during training.

C K Tech Ltd expects that all employees will co-operate in the training provided. Certain tasks in the Company operations require strict safety procedures be followed. Where this arises, the employee involved will receive special instruction. It is essential that no person should attempt a potentially hazardous task without training.

Lone Working

Lone working will only be permitted when all appropriate control measures are in place and have been validated as wholly effective.

Working alone can create risks which heighten the dangers of any job, so the key precaution is to be aware of this and take sensible personal measures.

In addition, staff are required to take some formal steps to protect themselves and these are listed below:

- when working alone, in an isolated area of a building, for example, with all doors closed, make certain that someone is aware of your presence
- check that the work being done has been subject to a risk assessment and check the assessment yourself – some work may have already been identified as requiring the assistance of a second person
- if possible, and if it has been arranged beforehand, keep in regular contact with someone else, for example, by using a mobile telephone to call in to their office indicating your movements every couple of hours
- do not put yourself at risk - if you do not feel safe, discuss the situation with your immediate manager.

Manual Handling of Loads

As part of the Company's risk assessment process, all operations involving manual handling will be identified, and the significant risks assessed.

Where reasonably practical, manual handling operations will be eliminated by mechanisation but, where this is not reasonably practicable; people whose duties include the manual handling of loads will receive such training as is appropriate to protect their health and safety.

It is the responsibility of P Ellis to ensure the safety of employees during manual handling operations. Managers and supervisors are responsible for organising work routines and ensuring that employees follow the appropriate safe systems of work and make full and proper use of any mechanical handling equipment provided.

It is the responsibility of employees to follow the appropriate safe systems of work and to make full and proper use of any mechanical handling equipment provided.

Back strains can be avoided if lifting is carried out in the correct manner, e.g., with leg and arm muscles rather than back muscles. Employees should also be mindful of their own capabilities and should not lift anything that they believe to be too heavy. Always seek assistance.

As part of the Company's risk assessment process, the hazards arising from all manual handling operations will be identified and the significant risks assessed. Four key criteria will be taken into consideration:

- the task
- the load
- the working environment
- the individual's capacity.

When lifting, pulling, pushing or in any other way moving or holding still any material or object, the physical effort can cause injury to the person concerned. More than 25% of the lost time accidents reported to the HSE is the result of injuries sustained during manual handling operations. The most common injuries arising from manual handling are basically musculo-skeletal problems, "strained back", meaning any strain to muscles, ligaments, and tendons. The same then applies to shoulder, neck, arms, wrists, etc.

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task. The task, the load, the working environment, individual capability, and the inter-relationship between these factors are all important elements in deciding optimum controls designed to fit the operation to the individual rather than the other way round.

Techniques of risk reduction include:

- mechanical assistance
- improvements in the task
- reducing the risk of injury from the load
- improvements in the working environment
- individual selection.

Manual handling is one of the most common causes of injury in the workplace. Listed below are some important tips on avoiding injury. Remember **"if in doubt, don't lift"**.

Heavy items, or even lighter ones when held away from the body, may cause injury. Such items should only be moved if it is necessary to do so. Large boxes of material should be broken down and moved in sections. Wherever practicable, the load should be lightened. If objects require regular movement, consider obtaining and using a mechanical aid such as a trolley. Use the lift not the stairs. Use a trolley not brute strength.

If something has to be moved and there is potential for harm, make use of the correct techniques to minimise the problem. Injuries may be avoided by using the body carefully, taking care not to strain or cause undue pressure upon the spine or the stomach.

No specific weights which people can safely lift are laid down in general regulations as much depends on specific circumstances and the capability of the person.

The following are suggested guidelines:

individual lifting 25 kilograms maximum (reduced by one third for females)
team handling the safe capacity of a 2 person team is two thirds of the sum of
 their individual capacities

the safe capacity of a 3 person team is one half of their
individual capacities.

Only each individual can judge how much they should move. If the individual is overweight, underweight or has other special medical problems extra care must be taken.

A number of fundamental principles should be followed:

- think before acting
- examine the load for awkward shapes or moving parts
- plan the route
- is there enough space to handle the object safely?
- ask for assistance if necessary

- **assess the load / environment** – determine if it is too heavy, unstable, or naturally hazardous. Will there be a secure and even footing? Is there a mechanical aid available, etc?
- **correct grip** – an object is less likely to be dropped if it is held firmly in the palms of the hands rather than with the fingers. This ensures a more secure grip and allows the arms to be kept straight, transferring the weight of the load to the body
- **arms close to body** – a weight carried close to the body will enable the whole body to support the load. The body is capable of supporting tremendous weight without stress
- **chin in** – tucking in the chin will elongate the neck and prevent injury in that region. It also enables easier breathing and facilitates correct posture
- **straight back** – the maintenance of a straight back is the most important principle of all. By keeping the back straight, pressure on internal organs is reduced and there is no pressure on the discs of the spine. Back muscles are then unlikely to be strained
- **foot position** – the body must be in balance when lifting or carrying, otherwise the lifter is likely to fall or cause undue strain trying to maintain balance. Putting one foot forward and to the side of the object gives better balance and control whilst lifting
- **use of legs** – the leg muscles are the strongest in the body and should be used as much as possible when lifting heavy objects. Bending at the hips and knees whilst keeping the back straight allows these strong muscles to work well and safely.

Lifting, carrying and moving objects should be limited to the extent that you are confident of doing so without risk of personal injury - **if in doubt, don't lift.**

Use of Mobile Phones in Vehicles Policy

The Company is committed to reducing the risks which its staff face and create when driving at work. The Company asks its entire staff to play their part, whether they use a company vehicle, their own or a hire vehicle. Staff driving for work must never make or receive calls on a mobile phone, whether hand-held or hands-free, while driving. Persistent failure to do so will be regarded as a serious matter.

Directors and Senior Managers must:

- Lead by example, both in the way they drive themselves and by not tolerating poor driving practice among colleagues. They must never make or receive a call on a mobile phone while driving.

Other Managers must ensure that:

- they also lead by personal example
- they do not expect staff to answer calls when they are driving
- staff understand their responsibilities not to use a hand-held or hands-free mobile phone while driving
- staff switch phones to voicemail, or switch them off, while driving, or ask a passenger to use the phone
- staff plan journeys to include rest stops which also provide opportunities to check messages and return calls
- work practices do not pressurise staff to use a mobile phone while driving
- compliance with the mobile phone policy is included in team meetings and staff appraisals and periodic checks are conducted to ensure that the policy is being followed
- they follow the Company's monitoring, reporting and investigation procedures to help learn lessons which could help improve the Company's future road safety performance
- they challenge unsafe attitudes and behaviours, encourage staff to drive safely, and lead by personal example by never themselves using a phone when driving.

Staff who drive for work must:

- never use a hand-held or hands-free phone while driving
- plan journeys so they include rest stops when messages can be checked, and calls returned
- ensure their phone is switched off and can take messages while they are driving, or allow a passenger to use the phone
- co-operate with monitoring, reporting and investigation procedures.

Monitoring and Review

The effectiveness of the Company health and safety policy is monitored by actively inspecting and auditing the control measures in place and reacting to accidents/incidents involving company personnel or at workplaces controlled by the Company, as they occur.

Any amendments to the safety policy considered necessary as a result, should be advised to the Managing Director for his consideration and, if approved, included in the next periodic review / revision, or sooner, if considered necessary.

New and Expectant Mothers

All female staff shall be advised on recruitment that they are required to advise their manager, in writing as soon as possible, should they become either pregnant or a 'new' mother, (that is a woman who has given birth within the last six months and who is breast-feeding).

On receipt of a formal notification of pregnancy, recent birth or breast-feeding, the manager shall review the risk assessments relevant to that person's work in accordance with Regulation 16 of the Management of Health and Safety at Work Regulations 1999.

For any risks to which the pregnant or new mother is potentially exposed and which represent an additional risk because of the pregnancy, recent birth or breast-feeding, efforts shall be made to reduce the risks. Particular note shall be made of any representations made by the women's medical advisors (GP or antenatal / post natal team).

Following action to reduce the risks, they shall be reassessed. If the risks remain significant, the pregnant or new mother shall be reassigned to other work for which the risks are assessed as not significant.

If it is not possible to reassign the worker to low risk work, she shall be placed on paid health and safety leave until either she ceases to be a pregnant or new mother or suitable alternative work may be found.

C K Tech Ltd will provide and maintain a suitable, smoke-free room or area where pregnant and nursing mothers may take their rest breaks in a degree of privacy and calm.

Permit to Work

The management recognise their legal obligations to provide safe systems of work and where foreseeable, highly dangerous, work activities are to be undertaken, a Permit to Work System will apply.

The Permit to Work system is a formal written document used to control certain types of work that are potentially hazardous e.g., live working. It specifies the work to be done and the precautions to be taken and work will not begin until safe procedures have been defined which provide a clear record that all foreseeable hazards have been considered.

A permit is needed where, for example, maintenance work can only be carried out if normal safeguards are dropped or when new hazards are introduced by the work.

Under no circumstances will the Permit to Work system be used to sanction unsafe practices.

Personal Protective Equipment

The management recognise their responsibility to protect the health and safety of their employees by providing safe systems of work, suitable and safe work equipment, and engineering controls.

The provision of PPE is therefore viewed as a last resort and is the by-product of the Company's risk assessment programme. All PPE will be supplied by the company when it is needed to all workers of any type as per the current PPE regulations (2022). Any PPE purchased by the Company will comply with the appropriate British / European / International Standard.

Prior to the issue of PPE, users will be given instruction on its correct use, where and when required to use the PPE, how to look after it properly and the arrangements for replacing worn or damaged equipment.

Employees will be required to sign for the initial issue of the equipment and to confirm that they have received information and training as to its correct use. Their attention will be drawn to their legal duty to take care of their PPE and to wear it at all times in the designated areas.

The Safe Use of Plant and Machinery

Employees of C K Tech Ltd have the responsibility to use any plant or work equipment provided in the correct manner. In order to fulfil this responsibility, employees should observe the following procedures:

- employees must not operate machinery that they are not trained and authorised to use
- employees should switch off machinery before carrying out any adjustments

- report all defects and damage to plant and machinery, including safety equipment should be reported to the line manager or supervisor.

Risk Assessments

Risk assessments will be carried out and reviewed at regular intervals by a competent person on all hazards relating to activities, equipment and processes that carry a significant risk at the workplace, in order that the Company's obligations are met under the Management of Health and Safety at Work Regulations 1999.

The following definitions are applicable:

- hazard is a condition or situation with the potential to cause harm (injury or damage)
- risk is the chance of something adverse (injury or damage) arising from the hazard
- likelihood is the chance realisation of the risk at some point in time over a defined period
- control measures are measures tailored to a particular set of risks intended to restrict and/or control the risk within tolerable limits proportionate to cost
- the assessment represents the potential severity of a hazard, combined with the likelihood of the hazard achieving its potential to do harm, after taking any control measures into consideration.

Employees will be informed of the findings of risk assessments together with the control measures in place designed to reduce risks to the lowest level so far as is reasonably practical.

Smoking

Exposure to second-hand smoke, also known as passive smoking, increases the risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not stop potentially dangerous exposure.

It is the policy of the Company that all of its workplaces are smoke-free and all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This includes Company vehicles that are used by more than one employee. If you have a Company car that is designated for your sole use and that is never used by other employees then you can smoke in it if you wish – but the Company recommends that you do not do so. This policy applies to all employees, consultants, customers and visitors.

Implementation

Overall responsibility for policy implementation and review rests with P Ellis. All staff are obliged to adhere to and to facilitate the implementation of the policy.

The person named above shall ensure that all existing employees, consultants and contractors are aware of the policy and of their role in the implementation and monitoring of the policy. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Non-compliance

Non-compliance with this policy and relevant law will be treated as a disciplinary offence.

Stress at Work

C K Tech Ltd accepts that some work activities have the potential to cause stress, particularly at busy times. Care is taken in recruitment policy to ensure each employee's workload is reasonable.

Managers, when performing risk assessments on the activities of their department, will pay special attention to potential risks from stress and signs of stress at work will be noted.

The Company (if deemed appropriate) will offer an employee assistance scheme which will offer confidential and individual counselling to employees who may need it.

Any employee with clear stress-related problems shall receive (if requested) appropriate counselling and help from the Company (employee) assistance scheme but it is understood that this is not an alternative to looking at the cause of the stress and, if work-related, seeking to alter the structure and working arrangements of the job.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

If it is not possible to reassign the worker to work which the employee concerned is capable of carrying out, the procedures for long-term ill health shall be applied in accordance with both the Company's policy on such matters and employment law.

Temporary Employees

C K Tech Ltd is committed to the protection of all employees whether temporary or full-time and will, therefore, apply identical standards towards protecting the health and safety of temporary employees as it does to those employed on a permanent basis.

Temporary workers should comply with all health and safety precautions/rules and, if in any doubt as to what these are, should clarify the position with their line manager/supervisor.

Vibrating Equipment

C K Tech Ltd will identify all employees who may be exposed to the risks from vibrating equipment. This may be in the form of hand-arm vibration arising from the use of tools such as drills and abrasive wheel saws. A risk assessment will be carried out and the results, along with details of control measures communicated to employees. Where risks to health are found to arise then employees who are affected will be required to submit themselves, during working hours, for the required health surveillance programme.

Violence and Aggression to Staff

C K Tech Ltd is committed to providing a safe and healthy workplace including the protection of all staff from aggression and violence as far as it is able.

Staff potentially exposed to dealings with members of the public shall have their work activities and work environment subject to a risk assessment by the Health and Safety Co-ordinator.

Staff are reminded that all incidents of aggression, threat or actual violence must be reported to their manager. The Company take these matters very seriously and any evidence of problems will result in a review to seek better methods of elimination and control.

Records shall be kept of the actions taken to minimise and control the risk of violence and aggression.

Welfare Facilities

Adequate welfare facilities will be provided and maintained by the Company.

Suitable and sufficient sanitary conveniences and washing facilities will be maintained in a serviceable condition, cleaned at regular intervals, and equipped with adequate lighting.

A supply of cold/warm/hot running water, soap and clean towels, or other suitable means of cleaning and drying, will be available, conveniently situated, accessible and kept in a clean and orderly condition.

An adequate supply of wholesome drinking water will be available and suitable rest and eating facilities will be provided at readily accessible places.

Work Equipment

C K Tech Ltd will give full consideration to the Provision and Use of Work Equipment Regulations 1998 in making all employees aware of the relevant health and safety risk with regards to work equipment in their working environment.

All work equipment will be suitable and safe, maintained in efficient working order and in a good state of repair. Appropriate measures will be taken to prevent access to dangerous parts of machinery or to stop the movement of dangerous machinery before any part of a person enters a danger zone.

In addition, the Company, acting on conclusions of risk assessments carried out, will implement an inspection regime in order that the work equipment can be monitored and continue to be fit for its service duty. A competent person will carry out all such inspections of the work equipment and records of these inspections will be kept for a minimum period of 5 years.

Young Persons at Work

In accordance with C K Tech Ltd.'s obligation under the Management of Health and Safety at Work Regulations 1999, where the Company employs a young person (i.e. one who is below the age of 18), an individual risk assessment will be carried out in accordance with Regulation 19 to ensure that young person is protected at work from any risks to their health and safety which is a consequence of their lack of experience or the absence of awareness of existing or potential risks or the fact that the young person has not yet fully matured.

The Joint Directors will be responsible for ensuring that this risk assessment is carried out. The results of the risk assessment will be communicated to the young person and his / her immediate line manager/supervisor.

Young workers will be trained in the tasks they are to undertake and informed of existing hazards. They will work under the close supervision of a competent person until such time as they are deemed safe in the workplace.

**IF YOU ARE UNSURE ABOUT ANYTHING IN
THIS HEALTH AND SAFETY POLICY
PLEASE ASK!**
