



COMPRESSED AIR SOLUTIONS LTD

Unit 5A
Arkwright Hill Farm
Lutterworth Road Cosby
Leicestershire
LE9 1RH

HEALTH & SAFETY POLICY



CONTENTS

SECTION 1 POLICY STATEMENT

SECTION 2 INDIVIDUAL RESPONSIBILITIES

SECTION 3 ARRANGEMENTS

- TRAINING AND EDUCATION
- MONITORING OF SAFETY PERFORMANCE
- SAFETY INSPECTION AND MONITORING PROCEDURES
- CONSULTATION WITH EMPLOYEES AND SUB CONTRACTORS
- REPORTING OF ACCIDENTS AND DANGEROUS OCCURRENCES
- FIRST AID AND WELFARE REQUIREMENTS
- FIRE PRECAUTIONS AND EMERGENCY PROCEDURES
- RISK ASSESSMENT
- DISPLAY SCREEN EQUIPMENT
- ELECTRICITY
- WORK AT HEIGHT
- WORK EQUIPMENT
- PERSONAL PROTECTIVE EQUIPMENT
- SUBSTANCES HAZARDOUS TO HEALTH
- CONFINED SPACES
- LIFTING OPERATIONS
- WASTE DISPOSAL
- ASBESTOS
- NOISE
- WORK IN OCCUPIED PREMISES
- MANUAL HANDLING
- CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2015
- NON ENGLISH-SPEAKING WORKERS
- HEALTH SURVEILLANCE
- COVID 19
- YOUNG PERSONS



SECTION 1 POLICY STATEMENT

- 1) It is the Company's policy that its operations shall be conducted in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of its employees, sub contractors and any other person who may be affected by its operations e.g. members of the public. This policy will be actively pursued by the Directors and Managers.
- 2) The Company requires that a high standard of safety, health and welfare shall be achieved and consistently maintained both on site and at the Company's offices.
- 3) It is imperative that every employee familiarises him or herself with the content of this policy. Its effectiveness can only come from the combined efforts of us all. We expect every employee to give their full commitment to this policy.
- 4) The Company acknowledges the fact that safety and operational efficiency are complementary and that the use of safe working practices and accident prevention techniques are a most important responsibility of management.
- 5) The requirements of the Health and Safety at Work etc Act 1974, and the Management of Health and Safety at Work Regulations 1999 and all legislation relevant thereto shall be regarded as the minimum standard of health, safety and welfare to be achieved. The company also accepts that our activities should not have an adverse impact on the environment.
- 6) It is the intent of Compressed Air Solutions Ltd to ensure safe and healthy working conditions for our employees through the provision of:
 - Safe plant and equipment that is adequately maintained;
 - Developing, and working to, safe systems of work;
 - Safe access and egress and safe places of work whether on our own premises or at site;
 - Safe use, handling, storage, transport and means of disposal of all articles and substances;
 - A safe working environment;
 - Adequate information, instruction, training and supervision.
- 7) This company will allocate sufficient resources to enable the Policy to function effectively. An annual review shall be conducted to determine the resources required to implement this policy. Planning and organising is an ongoing activity within the business. Our procedures are continually reviewed in order to ensure continuous improvements to our procedures and performance. The reviews shall identify the human and financial resources required to implement our policy.
- 8) Protective clothing and equipment shall be made available to employees and shall be used by all employees when the nature of the work being carried out requires the use of such protective gear in the interests of health and safety. PPE shall only be used as a workplace precaution and as the last resort.



- 9) All employees shall be encouraged to submit suggestions and ideas for improving the general standards of health, safety and welfare. Support, consultation and cooperation shall also be sought from clients and sub contractors through regular contact on health and safety issues.
- 10) Employees have a duty under Section (7) of the Health and Safety at Work etc Act 1974 to take reasonable care for their own safety and the safety of any other person who may be affected by their acts or omissions and also to co-operate with the Company in its arrangements to perform or comply with statutory safety obligations which include adherence to the Company's Safety Policy.
- 10) All employees, regardless of status, found to be deliberately and consistently negligent in their performance of the Company's Policy on Health, Safety and Welfare may be subject to instant dismissal.
- 11) This Policy will be reviewed annually or revised and updated when new legislation or guidance is introduced. The Policy will also be reviewed/ revised following any substantial changes in the nature and size of the business.

A handwritten signature in black ink, appearing to read "M Scott", is written over a dotted line.

Signed

Mark Scott
Managing Director

Date: 7th October 2021



HEALTH & SAFETY POLICY

REVIEWS

Reviews of the Health and Safety Policy shall be carried out annually by the Managing Director in consultation with other relevant persons.

Review Date	Reviewed By
January 2011	M Scott/M Bolland
January 2012	M Scott/M Bolland
April 2012	M Scott/M Bolland
May 2013	M Scott/C Scott
October 2013	M Scott/C Scott
January 2014	M Scott/C Scott
September 2014	M Scott/C Scott
June 2015 (CDM changes)	M Scott/C Scott
May 2016 (no changes)	M Scott/C Scott
May 2017 (no changes)	M Scott/C Scott
May 2018 (Section 3 – 14, 16, 24)	M Scott/C Scott
May 2019 (no changes)	M Scott/C Scott
May 2020 (Section 3 -added 25)	M Scott/L Blockley
May 2021 (no changes)	M Scott/C Scott
October 2021 (Changes Section 3 added 26)	M Scott/C Scott/L Blockley



SECTION 2 INDIVIDUAL RESPONSIBILITIES

2.1 Managing Director

- a. Has overall responsibility for health and safety within the business and shall require a positive approach to safety at all management levels;
- b. Shall ensure that adequate financial provision is made for health and safety;
- c. To ensure that all staff receive adequate health and safety information, instruction and training, commencing with induction training;
- d. Maintain the Company's Safety Policy on a progressive basis, ensuring that the methods of accident prevention and internal procedures are kept up to date;
- e. Ensure that work is planned to take into account health and safety issues;
- f. Maintain close contact with our health and safety advisors and to monitor health and safety performance;
- g. Know the requirements of the Health and Safety at Work etc Act 1974, and all other relevant statutory requirements including this Policy; this will be achieved via briefings, and newsletters from our safety advisor;
- h. Set a personal example during monitoring inspections by following safe working practices, recognising and praising positive behaviours and actively promoting the company's commitment to effective health and safety management.

2.2 Duties of Directors and Project Managers

Shall implement this Policy by:-

- a. Making full provision for safe methods of working and adequate welfare facilities at the tender stage on all contracts;
- b. Ensuring the Health and Safety at Work etc. Act 1974, the Management of Health and Safety at Work Regulations 1999 and the CDM Regulations 2015 are followed and the necessary health and safety plans, risk assessments and method statements are produced and brought to the attention of the relevant people;
- c. Ensuring staff at all levels receive appropriate training;
- d. Monitoring health and safety performance through site meetings, reacting to safety adviser reports, and responding to actual site conditions observed when on routine site inspections;
- e. Holding regular meetings with employees and other site operatives to receive comments and suggestions on ways in which health and safety performance can be



improved;

- f. Liaising with the Health and Safety Officer and taking charge of problems which cannot be adequately controlled/concluded at site level, especially with regards to control of sub-contractors;
- g. Setting a good personal example and having adequate knowledge of health and safety legislation relating to your work.

2.3 Duties of Site Supervisors (and other persons in control of the work)

The duties are to:

- a. Understand the Compressed Air Solutions Ltd Health and Safety Policy and ensure it is brought to the attention of all employees, particularly new starters, through induction talks if necessary;
- b. Have adequate knowledge of, and observe the requirements of the applicable regulations and other codes of practice; ensuring that all statutory registers and records are maintained and that persons under your control are adequately trained to enable them to carry out their duties;
- c. Ensure that the necessary risk assessments have been carried out and recorded and that detailed method statements adopting "best working practice" approach is used for high risk activities;
- d. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment trained first aiders or appointed persons, and the procedures, to be followed in an emergency are all in place;
- e. In planning the site layout and work, make adequate provision for welfare facilities. Organise the site so that work is carried out to the correct standard with minimum risk to operatives and other persons, equipment, materials, and members of the public, both during and outside site hours. Encourage employees to be pro-active in developing a positive approach to health and safety performance;
- f. Carry out (or arrange for others to carry out) site induction talks for new arrivals onto site;
- g. Ensure any accident or incident is reported in accordance with Compressed Air Solutions Ltd procedures for incident reporting taking into account the reporting requirements of the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR);
- h. Set a good personal example at all times.

2.4 Duties of the Health and Safety Officer

To encourage a pro-active approach to health and safety matters and a positive attitude to risk management functions.



- a. To keep themselves up to date with current legislation and best working methods and to disseminate this information throughout the company. At all times they must be prepared to assist management in whatever way they can with regards to health and safety.
- b. With regards to sites, they should carry out inspections when requested by the Managing Director and report on their findings. In addition, they should assist the Project Managers and Site Supervisor by advising on working methods and training requirements.
- c. If in their opinion they are confronted with a risk of imminent danger to life, then they should take whatever action they consider necessary and report the occurrence and action taken to the Project Manager, and if need be, the Managing Director;
- d. Assist in the investigation of accidents/incidents and to make recommendations for corrective action.

2.6 Duties of Office Management

Your duties are to:

- a. Understand the Compressed Air Solutions Ltd health and safety policy and ensure it is brought to the attention of all office employees, particularly new employees and temporary employees, through induction talks.
- b. Have adequate knowledge of the Health and Safety at Work etc. Act 1974 and those persons under your control are adequately trained to enable them to carry out their duties.
- c. Ensure that adequate arrangements are made with regards to fire precautions, first aid equipment, trained first aiders or appointed persons, and the procedures, to be followed in an emergency are all in place.
- d. Ensure that adequate arrangements are made for employees using Display Screen Equipment (DSE) with regards to workstation, rest periods, etc.
- e. Ensure that adequate arrangements are made for the provision for welfare facilities.
- f. Ensure any accident/incident is reported in accordance with Compressed Air Solutions Ltd Incident Reporting Procedure.
- g. Set a good personal example at all times.

2.7 Duties of all Site Staff and Operatives

The Health and Safety at Work Act 1974 requires all employees and self employed persons to take reasonable care of themselves and others who may be affected by his/her acts or omissions, and to co-operate with the Compressed Air Solutions Ltd. by observing



our procedures and so enabling the Company to comply with its statutory duties.

In particular you can assist by:

- a. Taking a pro-active role in health and safety in the workplace and suggesting ways in which improvements can be made.
- b. Reading and understanding this Health and Safety Policy and to follow the requirements therein.
- c. Using the appropriate protective equipment (i.e. head protection, eye protection, hearing protection, footwear, etc.) if required for the job.
- d. Using the appropriate tools and equipment and ensure that any personal tools are in good condition.
- e. Reporting all defects in plant and equipment and to report any accidents or near misses to your immediate supervisor.
- f. Cooperate in any accident/incident investigation to prevent a reoccurrence.
- g. Not operating any plant or carrying out any task for which you have not been trained or are unfamiliar.
- h. It is important that you feel capable of doing the task in which you are involved. If you have any doubt you should inform your immediate supervisor.



SECTION 3 ARRANGEMENTS

1.1 Training & Education

Safety education and training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform their job effectively and safely. It is the opinion of the management that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures upon commencement of employment and prior to being allocated any new role. Training will include information, instruction and advice on the Company procedures and the use and maintenance of personal protective equipment and emergency contingency plans.

Safety training will be provided both internally and externally by experienced training instructors from commercial training providers; on-line courses or competent persons. The training may be on site or at a commercial training centre.

Training records are maintained at Head Office in accordance with ISO 9001:20015.

1.2 Employees

The Managing Director will carry out an annual review of health and safety training and education needs and will produce an annual training programme for all levels of staff including where appropriate refresher training. In carrying out the review the Managing Director will pay particular attention to persons whose role has changed, possibly due to a change in their scope of work, or through taking onboard additional responsibility.

The education and training needs will be agreed by the directors and budgets allocated. The Managing Director and Health and Safety Officer will monitor that the training schedule deals with topics such as hazardous substances, manual handling, use of PPE etc.

1.3 Plant Operatives

All plant operatives will be trained and certificated in accordance with the training schemes run by the PASMA, IPAF or similar standard. Additional training will be carried out as required for items such as abrasive wheels, cartridge tools, and other plant and equipment as required. Records will be maintained at Head Office.

Further training shall be provided in the event that new or modified equipment is to be used.

1.4 Site Induction Training

The Project Manager/Site Supervisor (or a designated representative) will carry out induction training for all new arrivals to site informing them of the significant risks identified in the health and safety plan/method statement together with the site emergency and first aid procedures. He will also cover:-

- a. The significant risks and precautions to be taken



- b. The PPE requirements
- c. Where/how to obtain additional PPE as required
- d. Details of site emergency procedures
- e. Details of site welfare arrangements
- f. Details of any method statements relevant to the actual work the person is involved in
- g. The site rules in general

Confirmation of the site induction will be recorded in the induction register.

2. MONITORING AND REVIEW OF COMPRESSED AIR SOLUTIONS LTD'S SAFETY PERFORMANCE

The Managing Director, the Project Managers and the Health and Safety Officer have specific responsibility to monitor the implementation of the Compressed Air Solutions Ltd Health and Safety Policy and to review the company's performance. To monitor performance the H&S Officer will provide a report for Directors on a monthly basis followed by an annual review by the Directors to:

- a. Review of any significant accidents or incidents and identify if a procedural change is required.
- b. Review of any comments from the Health and Safety Executive (HSE), clients or other parties.
- c. Review of last period's safety objectives and determine if they have been achieved.
- d. Review any new legislation, guidance notes, or HSE initiatives.
- e. Set safety objectives for next period
- f. Review training

3. SAFETY INSPECTION AND MONITORING PROCEDURES

The Project Manager will make routine inspections of the site to monitor working practices and to identify any opportunities for improvement in health and safety. He/she will also advise the Site Supervisor and operatives of any health and safety issues as they arise. As well as monitoring work in progress the Project Manager will be concerned with work to be completed in the immediate future, discussing with the Site Supervisor the items that should be included in the risk assessment and what job planning has been carried out.



At any time, the Project Manager may request that the Safety Officer visit site and complete a written report of her findings.

4. CONSULTATION WITH EMPLOYEES and SUB-CONTRACTORS

4.1 Safety Representation

Compressed Air Solutions Ltd has a pro-active approach to health and safety and recognises the benefits of employees having a significant input into the health and safety procedures of the organisation. Employees also play a vital role in providing feedback on actual performance and identifying hazards that may have previously been missed. Compressed Air Solutions Limited will consult with employees in good time on health and safety matters and in particular:

- When introducing measures which may affect health and safety
- The appointment of competent persons
- The provision of statutory health and safety training detail
- The health and safety consequences of new technologies

Communication and consultation with employees shall be made directly through tool-box talks, emails/memos and where appropriate a formalised health and safety meeting.

On site, all employees (and sub-contractors) will receive a site induction talk.

On major sites this will be undertaken by the Project Manager on smaller projects by the Site Supervisor.

The induction will cover:-

- Site rules and PPE
- Welfare facilities
- First aid arrangements and emergency procedures
- The significant risks identified in the safety plan/method statement
- Relevant risk assessments
- Details of the safety consultation

Throughout the project, all employees and contractors will be encouraged to continually liaise with the Project Manager/Site Supervisor, to assist in the identification of any health and safety hazards that have not previously been identified.

4.2 Consultation with New Employees

The following procedures will be carried out for new employees:

- Explain to the new employee what he/she will be required to do and whom he/she is responsible to;
- Explain the Compressed Air Solutions Ltd Health and Safety Policy;



- Advise the employee of any hazards applicable to their works and duties and make them aware of the relevant risk assessments;
- Ascertain any training needs;
- Issue the employee with protective clothing as required;
- Inform the employee of the location of first aid equipment on site and advise him/her of the first aider;
- No employee under the age of 18 is to operate plant, use power tools or equipment unless being trained under the direct supervision of a competent person.

4.3 Consultation with Sub-Contractors

Under the Construction (Design and Management) Regulations 2015 sub-contractors have to be competent and in addition Compressed Air Solutions Ltd has to provide details of the significant risks that they will encounter on site. This will be achieved via the project health and safety plan/method statement.

When contractors are submitting their proposals to Compressed Air Solutions Ltd they will be asked to provide information about any significant risk their work will produce. These will be subject to an agreed method statement and, if required an amendment or addition to the project safety plan.

In this way there is an exchange of information before the sub contractor begins work. This flow of information and joint consultation must continue throughout the project.

4.4 Cooperation and Coordination

When first attending site employees shall familiarise themselves with the clients/principal contractors site arrangements for access, emergencies, permits to work and any site-specific rules/procedures.

The site supervisor will liaise with the client/principal contractor on the works to be carried out and any activities being carried out by others which may create new risks.

5. REPORTING OF ACCIDENTS AND DANGEROUS OCCURENCES

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

- a. Compressed Air Solutions Ltd requirement to assist in monitoring health and safety performance.
- b. Legal requirements to report certain injuries and dangerous occurrences to the Health and Safety Executive (RIDDOR 1995).
- c. Insurance company requirements to notify them and keep details for potential claims.
- d. Department of Social Security requirements to keep details of all accidents in the



workplace accident book.

Therefore; all accidents and incidents should be recorded in the Compressed Air Solutions Ltd accident book no matter how trivial the incident, and for accidents that result in lost time or damage the Compressed Air Solutions Ltd incident report forms should be completed. Each Project Manager/Site Supervisor is responsible for ensuring that any accident involving Compressed Air Solutions Ltd staff is entered into the accident book and to inform the Managing Director of any such accident.

The following sub sections give detailed guidance on what action should be taken depending on both the nature of the incident and the person who has been injured. Additional guidance can also be obtained from the Health & Safety Officer. A record shall be maintained of any over 3-day absence from work resulting from a workplace injury although such incidents are no longer reportable under RIDDOR.

Any absence from work lasting more than 7 days as a result of a workplace injury shall be reported to the HSE within 15 days unless it is a specified major injury in which case it shall be reported to the HSE by the quickest possible means i.e. telephone and confirmed within 10 days on form F2508.

5.1 Violence to Staff

If a person is injured due to an act of violence sustained whilst at work, and as a result of the injuries the person is unable to work as normal then the incident should be classed as a work accident and actions taken according to the degree of injuries and absence from work.

5.2 All Accidents and Incidents

All accidents/incidents which occur on premises under the control of Compressed Air Solutions Ltd should be entered in the accident book, no matter how trivial and irrespective of whether the injured person is an employee, self-employed, sub- contractor or authorised visitor.

5.3 Incidents involving Members of the Public Visitors and Unauthorised Visitors

If any member of the public or unauthorised person is involved in an incident or is injured, details must be entered in the accident book and the Compressed Air Solutions Ltd incident notification form completed. Project Manager/Site Supervisor should also notify the Compressed Air Solutions Ltd Managing Director as soon as possible. In doing so you should discuss whether a full investigation is required by the Health and Safety Officer and action accordingly.

If the incident is such that the person has to be taken to hospital for treatment (by whatever means) the incident must be reported to the Health and Safety Executive by the quickest means (i.e. telephone) and confirmed within 10 days on form F2508. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances. There is no requirement to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.



5.4 Incidents Reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

Major Accidents and Fatal Accidents to Employees, Self Employed, Contractors and Authorised Visitors

All deaths to workers and non-workers, with the exception of suicides, will be reported if they arise from a work-related accident, including an act of physical violence to a worker.

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - o covers more than 10% of the body
 - o causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - o leads to hypothermia or heat-induced illness
 - o requires resuscitation or admittance to hospital for more than 24 hours

Occupational Diseases

Under RIDDOR (regulations 8 and 9), the following occupational diseases will be reported where these are likely to have been caused or made worse by the persons work:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Dangerous Occurrences

Any dangerous occurrence, as detailed in Schedule 2 (Regulation 7) of RIDDOR,

will be reported by the quickest practicable means to the enforcing authority (Email/Telephone etc) and followed up by the written report within 15 days on form F2508.



In the event of any of the above the Managing Director must be informed and guidance sort from the Health & Safety Officer.

5.5 Accident/Incident Investigation

All accidents/incidents shall be investigated by the senior managers supported by the Health & Safety Officer with the following objectives:

- To determine the root causes to prevent any recurrence.
- Provide adequate information for reporting under RIDDOR.
- To assist the enforcing authorities in their investigation.
- To provide information to the company's insurers in respect of any compensation claim.

The level of investigation will be determined by the seriousness of the incident but as a minimum shall consider the following:

- The root causes
- Who was involved, including any witnesses
- When did the incident occur
- Why did it occur
- What measures must be taken to prevent a recurrence and if these were already in place why were they not followed

6 FIRST AID AND WELFARE REQUIREMENTS

6.1 First Aid Box – Site Operations

A standard first aid box of a size appropriate for the numbers on site will be provided at the start of each project and be readily accessible.

Compressed Air Solutions Ltd will seek details from the client or Principal Contractor as to the first aid arrangements for the site.

6.2 Welfare Facilities

Compressed Air Solutions Ltd will request details from the client or Principal Contractor on the arrangements for site welfare including toilets, washing facilities and rest rooms.

7 FIRE PRECAUTIONS AND EMERGENCY PROCEDURES

7.1 Site Operations

Compressed Air Solutions Ltd shall request detail of the site emergency procedures from the client/Principal Contractor and shall ensure that this information is provided to employees and sub contractors.

Compressed Air Solutions Ltd employees and sub contractors shall comply with site



requirements for Hot Work permits.

7.2 Emergency Procedures

All employees and sub contractors will be advised of these procedures via the site induction. If Compressed Air Solutions Ltd is working as a contractor on a site under the control of a Principal Contractor, Compressed Air Solutions Ltd, and their sub contractors, will follow the emergency procedures laid down by the Principal Contractor for that project. Site supervisors shall ensure that staff on site, including sub contractors, are aware of the site emergency procedures.

Compressed Air Solutions Ltd shall take account of fire hazards in the workplace, particularly those associated with hot works. On site works shall be organised so as to minimise the risk of fire, or spread of fire, through keeping combustible materials separate from sources of ignition, minimising the accumulation of combustible materials and only smoking in the designated areas.

7.3 Offices

The Managing Director will ensure that the appropriate number of fire extinguishers together with a fire alarm system is provided. Notices will be posted stating the evacuation procedures for the building. Appropriate fire drills and alarm tests will be carried out and the results recorded.

7.4 Maintenance of Fire Equipment

The Managing Director will ensure appropriate maintenance contracts are in place for the maintenance, testing and inspection for the various fire systems and fire extinguishers. They will also ensure fire/evacuation drills are carried out and any necessary records updated.

8 RISK ASSESSMENT

Project Managers, assisted by site supervisors/employees, shall carry out site specific Risk Assessments for all activities carried out the Company's employees. All personnel including employees, other contractors and members of the public will be considered in the risk assessment procedure. While considering the hazards (something with a potential to cause harm) and the risk (likelihood of the accident happening and severity of injury or harm), all eventualities will be considered when evaluating the risk. The procedure to be used is based on a scale of Low, Medium, High considering likelihood and severity to calculate the risk factor.

Where high risks cannot be mitigated sufficiently by workplace precautions, a safety method statement, detailing in sequence, the safe system of work to be followed, will be produced.

All employees shall be alert to any changes in their working environment that may affect the control measures described in the risk assessments.

Where necessary further assistance shall be provided by the Health and Safety Officer.



9 DISPLAY SCREEN EQUIPMENT

Written assessments to check compliance with the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended in 2002), will be carried out by a competent person and thereafter repeated every two years for each user. The assessment shall be based on a pro forma completed by the user, and HSE guidance. The Regulations apply to any equipment where the user is someone who uses it as a significant part of his/her normal work. The company has adopted the recommendation that a user is someone who uses the equipment for more than two hours per day.

Every employee who is or becomes a user of display equipment has to be notified of the right to have an eye sight assessment. If the result of the assessment is that glasses or contact lenses are required, specifically for work with Display Screen Equipment, then the company has a responsibility for the cost.

10 ELECTRICITY

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 risk as far as is possible.

The implementation of this policy requires the total co-operation of all members' of management and staff, as well as any contractors employed to carry out work involving electrical systems and/or equipment.

Where a problem arises related to electricity at work employees must inform their Site Supervisor or Project Manager immediately and the Company will then take the necessary measures to investigate and remedy the situation.

Compressed Air Solutions Ltd will:

- a) Ensure that portable equipment is inspected and tested as frequently as required to maintain it in a safe condition (the frequency will depend on the environment in which the equipment is used and the conditions of usage, i.e. how carefully it is handled)
- b) Forbid live working on any equipment but recognising that electrical testing/commissioning has to be dealt with separately.
- c) Forbid all work by the Company's staff on electrical equipment, unless they are competent to do so.

11 WORK AT HEIGHTS

The use of stepladders and ladders will only be permitted as a last resort for work at heights, all other options shall be considered first and a site-specific risk assessment will be required prior to use. Before use they shall first be subject to a visual inspection and at intervals of not more than seven days.

Mobile towers will be erected to the manufacturer specifications by formally trained operatives.



Where Mobile Elevated Working Platforms (MEWPS) are utilised on site, only trained, certificated employees will be allowed to operate the machine. The use of harnesses will be included on the risk assessment.

12 WORK EQUIPMENT

Project Managers shall give consideration to the suitability of work equipment before it is hired, or purchased, and work equipment shall only be operated by those properly trained to do so.

All plant will be inspected weekly by the Project Manager/Site Supervisor (or his delegated responsible person) and the results recorded. Any defective equipment shall be positively removed from use. The Project Manager/Site Supervisor is responsible for ensuring all plant is maintained and repaired where necessary. Hired equipment will be subject to the same controls, as Company owned equipment. At no time will plant or equipment be borrowed or loaned out.

Site supervisors shall monitor the use of work equipment and employees and sub contractors must not knowingly misuse any work equipment e.g. through the removal, or incorrect positioning of guards.

12.1 Control of Vibration

- The use of equipment likely to cause Hand Arm Vibration Syndrome (HAVS) will be assessed and monitored to ensure employees health is not put in danger. This will involve assessing the vibration risk from the various tools and portable equipment used in our operations and providing relevant information. Only low vibration, efficient and suitable equipment will be purchased when replacing existing equipment.

The assessment process will identify exposure levels and the precautions to be taken to eliminate the risk or reduce exposure to as low a level as is reasonably practicable.

12.2 Abrasive Wheels

Only personnel trained in the mounting of abrasive wheel shall mount the wheels. Those appointed to change abrasive wheels are listed in a register, which is kept at Head Office.

13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

A standard issue of suitable PPE will be provided to all employees where the need is identified through risk assessment. PPE issue will be recorded and information, and where appropriate training, will be provided on the correct safe use, storage and maintenance of the equipment.

All employees must use and wear the personal protective equipment that has been provided in order to fulfil their legal responsibilities and they are required to take reasonable care of it. If PPE becomes damaged, worn out or lost this should be reported to the Project Manager/Site Supervisor so that replacement PPE can be provided.



14 SUBSTANCES HAZARDOUS TO HEALTH

It is the Company's policy to purchase, whenever possible, the least hazardous substance that is suitable for the intended work and to challenge those who specify the substances to be used to offer the least hazardous alternatives.

At site every effort will be made to ensure that hazardous substances are securely stored and used in minimum quantities by both employees and contractors under the control of Compressed Air Solutions Ltd.

The use of PPE as a precaution will be the last resort with other methods to reduce exposure e.g. additional ventilation being put in place first. Work will be coordinated so as to reduce possible exposure to the minimum number of persons for the shortest possible time. Where respiratory protective equipment is required, all relevant employees will undergo a Qualitative Face Fit Test and receive a copy of the RPE Policy.

COSHH assessments will be produced for all substances used by the Company prior to first use and copies will be available wherever the substances are to be used. The assessments will be based on manufacturer's and supplier's data sheets and the Company's knowledge of the work process. Assessments shall consider the storage, handling, aspects of use, exposure, PPE requirements, health surveillance (where appropriate), waste disposal and emergency actions. Where necessary, further specialist guidance will be sought. The exposure of employees to hazardous substances will be minimised and controlled in all cases. Adequate information and training will be given to all employees who use such substances.

The Project Manager/Site Supervisor will be responsible for the dissemination of the contents of the assessments to the users of each with an inventory of the substances used by the Company maintained at Head Office.

15 CONFINED SPACES

Consideration will be given to alternative methods of working prior to putting staff and subcontractors to work in confined spaces.

Work in confined spaces will only be undertaken by suitably trained and competent persons. A safe system of work must be developed and agreed before the work commences and this will include procedures for dealing with emergency evacuation from the confined space.

16 LIFTING OPERATIONS

Lifting operations using a crane will be planned and undertaken under a contract lift arrangement.

Where lifting equipment is to be used evidence of testing and inspection will be obtained by the Project Manager/Site Supervisor before the equipment is put into use.

The lifting equipment selected must be appropriate for the planned lifting operation and used in conjunction with suitable slings, chains, etc.

All lifting equipment will be subject to six-monthly or annual LOLER checks, in accordance with recommendations. Records will be kept and maintained at head



office.

Only personnel who are trained and authorised will act as banksman/slingers.

17 WASTE DISPOSAL

Steps will be taken to minimise the amount of waste generated both at site and in the office as Compressed Air Solutions Ltd recognise the impact that waste has on the environment.

At Head Office paper and cardboard will be reused or recycled whenever possible.

On site waste will be minimised through careful handling and storage, ordering only sufficient quantities of materials that are required for the work, segregating waste if possible and disposal to a licensed tip.

- Where waste is disposed of waste transfer notes will be obtained and kept for 3 years. If hazardous waste is sent for disposal then a consignment note will be obtained and kept for a minimum of 3 years.

18 ASBESTOS

All work in customers/clients premises will be suitably assessed for the risk of asbestos. Copies of clients/customers asbestos registers will be requested and details made available to site operatives. Compressed Air Solutions Ltd will NOT allow employees to repair, remove or disturb asbestos or asbestos products.

- All operatives will undertake, as part of our normal education and training programme, asbestos awareness training and be made fully aware of the dangers of asbestos, types of asbestos and where asbestos can be expected to be found in buildings. It is recognised that non-licensed asbestos work e.g. removal of asbestos cement materials may be notifiable to the HSE before removal.

19 NOISE

Damage to a persons hearing can occur when that person is constantly subjected to noisy atmospheres. All Compressed Air Solutions Ltd operations will be suitably assessed for the risk of noise and suitable ear defenders provided.

- Where noise levels exceeds 80db, then ear defenders will be made available.
- Where noise levels exceeds 85db, then ear defenders will be made available and be worn.

Consideration will be given to other building occupiers on the effects of noise and suitable information provided when working on customer's premises.

Suitable ear defenders will be worn in mandatory areas.



20 WORK IN OCCUPIED PREMISES

Compressed Air Solutions Ltd, undertakes maintenance work in occupied premises and will seek to ensure that such work is carried out in accordance with the appropriate statutory provisions, taking into account the safety of the occupants, who may not be aware of the hazards from the work being undertaken, in particular;

- Noise
- Use of portable electrical equipment
- Health hazards
- Alterations to fire exit routes
- Use of access equipment
- General housekeeping

Channels of communication will be set up with building occupiers and where practicable access to working areas prevented.

21 MANUAL HANDLING

Manual -handling operations will be avoided, so far as is reasonably practicable, where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible including:

- Reducing weights
- Reducing the frequency of manual handling operations
- Use of additional employees
- Provision of suitable mechanical lifting aids
- Selection of persons for manual handling taking account of training, age, physique etc.

Where applicable the supervisors will carry out a manual handling assessment of the activity and communicate the findings to the operatives involved.

22 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS 2015

The Construction (Design and Management) Regulations 2015 (CDM 2015) came into force on 6 April 2015, replacing CDM 2007. Virtually everyone involved in a construction project has legal duties under CDM 2015.

As duty holders, Compressed Air Solutions Ltd carries out the roles of contractor, designer and workers under the Construction (Design & Management) Regulations 2015 and will cooperate with the Client, Principle Designer and the Principal Contractor in the



management of health and safety on site.

Under Regulation 8 (general duties), Compressed Air Solutions will ensure they:

- Have the skills, knowledge and experience and organisation capability to fulfil the role they are appointed for;
- Do not accept an appointment unless fulfilling the conditions above;
- Ensure that any designer or contractor (this includes sub contractors) appointed to undertake a project has the skills, knowledge and experience and organisation capability to fulfil the role they are appointed for;
- Cooperate with any other person working on or in relation to a project;
- Report anything they are aware of, in relation to the project, that is likely to endanger their own health and safety or that of others;
- Provide comprehensible instruction and information as soon as is practicable

Contractors are those who do the actual construction work and can be either an individual or a company (source: L153 HSE Guidance). Regulation 15 requires that under the role of contractor, Compressed Air Solutions will:

- Consult with workers about matters which affect their health, safety and welfare
- Make clients aware of their duties (*make suitable arrangements for managing a project, assembling a project team, appointing principle designers and principle contractors, maintaining and reviewing management arrangements, providing pre-construction information, preparing a construction phase plan, ensuring principle designer prepares a health and safety file if applicable*) and not commence any construction work unless satisfied the client is aware of their duties under CDM 2015
- Plan, manage and monitor construction work under their control so that it is carried out without risks to health and safety
- For projects involving more than one contractor, coordinate their activities with others in the project – in particular, comply with directions given to them by the principle designer or principle contractor
- Where Compressed Air Solutions is the only contractor working on the project, they will draw up a construction phase plan (using HSE document CIS80), or make arrangements for a construction phase plan to be drawn up as soon as practicable prior to setting up a construction site
- Appoint and employ workers who have the skills knowledge training and experience (or is in the process of obtaining them) to carry out the work they are employed to do in a way that secures health and safety for anyone working on the site
- Assess training requirements and provide training as and when required
- Provide appropriate supervision dependent upon risks to health and safety and skill,



knowledge, training and experience of the workers concerned

- Provide information and instruction to their employees and workers under their control
- Not begin work until reasonable steps have been taken to prevent unauthorised access to the site (e.g. liaise with principle contractor to determine which parts of the site they have authorised access for)
- Ensure that there are adequate welfare facilities for their workers

Designers are those, who as part of a business, prepare or modify designs for a building, product or system relating to construction work (source: L153 HSE Guidance). Regulation 9 requires that under the role of designer, Compressed Air Solutions will:

- Make clients aware of their duties and not commence any design work, unless satisfied the client is aware of their duties under CDM 2015
- Prepare or modify designs taking into account the general principles of prevention (*avoid risks, evaluate risks that cannot be avoided, combat the risk at source, adapt the work to the individual, adapt to technical progress, replace the dangerous by non or less dangerous, develop a protection policy, give collective protection measures over individual protection measures, give appropriate instruction to employees*) and pre-construction information provided with the aim of eliminating foreseeable risks (so far as reasonably practicable) reducing or controlling the risks through the design process.
- Provide design information to other duty holders who use or implement the design including the principled designer, other designers, the principle contractor, contractors who construct the design
- Cooperate with other duty holders to establish how different aspects of designs interact and influence health and safety

Workers are the people who work for or under the control of contractors on a construction site.

All workers and employees will comply with CDM regulations by:

- Taking care of their own health and safety and others who may be affected by their actions;
- Reporting anything they see which is likely to endanger either their own or others' health and safety;
- Cooperating with their employer, fellow workers, contractors and other duty holders;
- Only carrying out construction work that they are competent to do;
- Following site health and safety rules and procedures.

23 NON ENGLISH-SPEAKING WORKERS

When employing sub-contractors that do not speak English as their first language Compressed Air Solutions Ltd will arrange, where reasonably practicable, for a supervisor to



be provided who fluently speaks/ understands English and the applicable foreign language to ensure the understanding of health and safety related information.

24 HEALTH SURVEILLANCE

Employees who, by virtue of the nature of their work, are potentially in a position which could increase the risk to the health and safety of themselves or others, whether these be other employees or third parties, will undergo a 'Safety Critical Worker Assessment'. The assessment will be carried out by an authorised external organisation and completed every three years.

25 COVID-19

Covid-19 is a new coronavirus that can severely affect the lungs and airways. Signs and symptoms may vary from person to person; however, the main symptoms are a high temperature (hot to touch on chest or back) and /or a new, continuous cough (coughing a lot more for more than an hour, or 3 or more coughing episodes in 24 hours). Any employee exhibiting the above symptoms will be required to follow government guidelines: go home immediately, self-isolate for a period of a minimum of seven days until the temperature has returned to normal levels (persons who live in the same household should self-isolate for 14 days), use the 111 online coronavirus service or call 111 if help is unavailable from the 111 online service.

Employees who are deemed high risk (older persons, persons with underlying health conditions and pregnant women) will be permitted to work in accordance with government guidelines.

All employees are required to follow government guidelines and adhere to site specific rules and regulations: follow good hygiene practices, adhere to social distancing rules (these may vary from site to site depending upon customer requirements), and any other recommendations from the government that may be issued in the future. Any additional guidelines will be disseminated electronically by the Managing Director.

26 YOUNG PERSONS

Compressed Air Solutions is committed to supporting young persons to learn and develop employability skills. From time to time, the company will offer work placements/work experience to young persons between the ages of 16 and 18. Young persons will not be permitted to work more than eight hours per day, up to a maximum of 40 hours per week. Any young person undertaking a placement will be provided with instruction, training and supervision (at all times) when completing tasks and activities. Young persons will not be permitted to use any hazardous substances, equipment or machinery or work at height without prior safe instruction and training and supervision and where applicable, external training. Young persons may be given the opportunity to work in different areas of the business and an appropriate risk assessment will be completed (admin/service/installation/stores). The young person will be instructed to wear all appropriate PPE for the task/environment. The young person will not be permitted to lift any object or equipment that is beyond their physical or psychological capacity and safe manual handling practises will be reinforced. The young person will be made aware of any hazards or risks associated with the work being undertaken.