



The Health and Safety Policy

of

**Substances Support Scotland
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Substances Support Scotland

GENERAL POLICY

It is the Policy of SSS is to provide and maintain safe and healthy working conditions, systems, premises and equipment for all its employees and to provide such information, training and supervision as is needed to meet this commitment in accordance with the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations updated 1999.

SSS accepts its statutory responsibilities for the health, safety and welfare of others who may be affected by its activities, whether by contract or otherwise.

The allocation of duties and responsibilities for health and safety matters and the arrangements to implement this Policy are set out below.

The Health and Safety Policy will be reviewed and updated as the business circumstances change through technology or changes to legislation. The review will take place annually in line with the business plan or more frequently should circumstances dictate. Chief Executive Officer, or whomever they appoint, will be responsible for reviewing and updating this Policy.

Employees of SSS have a responsibility for their own health and safety and the safety of others who may be affected by what they do or don't do in compliance with the Health and Safety at Work etc. Act 1974.

Name...Marie Crombie..... (Chief Executive Officer)

Signed...*Marie Crombie*.....

Date...13th June 2025.....

ORGANISATION AND RESPONSIBILITIES

Overall responsibility for Health and Safety lies with the CEO. This includes the responsibility to allocate resources and delegate authority to appropriate staff to ensure that the terms of the Safety Policy are met.

SSS accepts that to be successful, its Health and Safety Policy should involve the participation of staff at all levels. Under Section 7 of the Health and Safety at Work Act, employees have a duty to take reasonable care for their own health and safety as well as for any other persons who may be affected by their acts or omissions at work.

To meet these responsibilities a competent person may be appointed to consult on matters relating to health and safety. They will advise SSS and liaise with any other organisation on matters pertaining to health and safety with whom SSS may enter into a contractual agreement.

Responsibilities are devolved as follows:-

Responsibility for operating the Policy for SSS employees working within our premises lies with the Chief Executive Officer to whom the Leads and Co-ordinators report.

Responsibility for carrying out risk assessments under the Management of Health and Safety at Work Regulations 1999 incorporating the Fire Precautions (Workplace) Regulations 1997 lies with the Chief Executive Officer. They may however appoint an assessor if this person is totally familiar with the range of operations of all employees under his control. In some cases extra assessments relating to a task or activity may need to be carried out. This could be due to the age of employee (inexperience) or medical condition (pregnancy).

The Chief Executive Officer will be responsible for operating the Policy within the work area, external and will ensure that all employees act in accordance with it. This responsibility extends to ensuring that safe conditions are provided for any contractors, who are working in or around the premises. The Head of Service or whomever they appoint will:-

- (i) Arrange for any necessary health and safety training for SSS staff.
- (ii) Monitor regularly health and safety within SSS using Safety Audit Techniques.
- (iii) Investigate accidents to any staff or members and set corrective action plans. Where necessary through the appointed person, report accidents to

the regulating authorities under RIDDOR and maintain appropriate records thereof.

- (iv) Liaise with local district council environmental health department, Health and Safety Executive (H.S.E.), Employment Medical Advisory Service (E.M.A.S.) and similar bodies.
- (v) Liaise with the local Fire Authority and advise on Fire Risk Assessment, Fire Precautions, Fire Drills, Fire Fighting Equipment and Evacuations.
- (vi) Advise on provision, maintenance and management of First Aid facilities.

LEADS AND CO-ORDINATORS

Leads and Co-ordinators have the following responsibilities:-

- (i) They must read and understand the Health and Safety Policy of SSS and accept responsibility for implementing it within respective premises.
- (ii) They will, if delegated to, assess the Health and Safety risks to employees and others who may be affected by SSS's operations.
- (iii) They must set a personal example in demonstrating a concern for health and safety matters.
- (iv) They must ensure that employees carry out work safely and in accordance with any safety instructions and signage.
- (v) They must report any defects in premises, plant and equipment that they notice to the Chief Executive Officer.

PROJECT WORKERS/COUNSELLORS OF SSS

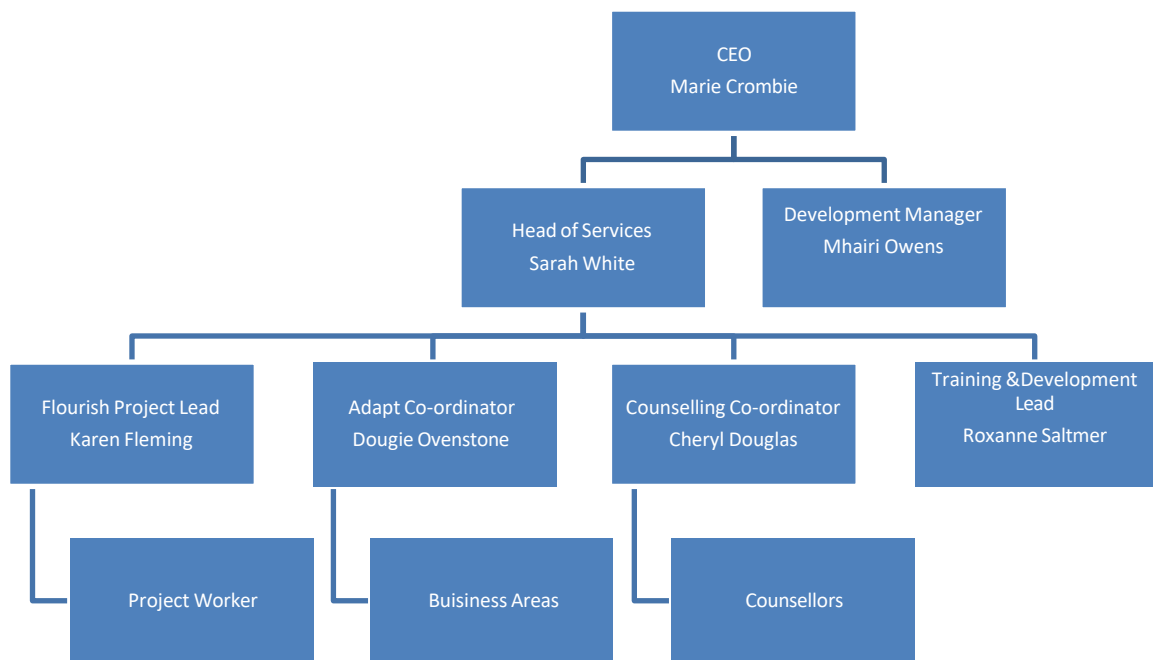
Project Workers/counsellors are responsible for their own health and safety and the health and safety of others who may be affected by their acts or omissions within SSS premises or when operating elsewhere including clients Premises/Sites: -

- (i) They must read and understand the company Health and Safety Policy.
- (ii) They must report immediately to the Leads/Co-ordinators any unsafe conditions or defects in the premises, plant or equipment that they notice.
- (iii) They must report immediately to the Leads/Co-ordinators any unsafe acts or systems which they notice.
- (iv) They must seek safety information from their Leads/Co-ordinators if uncertain of any process or procedure.
- (v) They must co-operate with their Leads/Co-ordinators to enable them to implement the Health and Safety Policy.

VISITORS and SUB-CONTRACTORS

Visitors and Sub-contractors while on SSS premises are considered at work. As such they are expected to conform with relevant and current Health and Safety legislation and to co-operate with SSS on matters affecting their and others Health and Safety. All persons entering a SSS site are expected to comply with the relevant Health and Safety information in the induction training. Sub-contractors are expected to comply as above and in particular with any specific regulations in their contract with SSS. Visitors will be expected to conform to the information supplied and obey any instructions from their host.

ORGANISATION CHART



ARRANGEMENTS FOR HEALTH AND SAFETY

ACCIDENT REPORTING

All staff must report any accident or dangerous occurrence. The report will be entered in SSS accident book, in the first instance by the person involved. This will be investigated by Chief Executive Officer or the Leads/Co-ordinators who will inform Chief Executive Officer of the findings. All accidents or dangerous occurrences will be investigated and a report written by the relevant competent person. Corrective actions with dates for completion will be agreed with Chief Executive Officer.

SSS accident entries will be checked on a regular basis as part of the SSS Safety Audit. The Leads/Co-ordinators or Appointed Person will advise on trends or potential hazards and report to Chief Executive Officer. Chief Executive Officer or whomever he may appoint as Reporting Officer will be responsible for reports under Reporting of Injuries Diseases and Dangerous Occurrences (RIDDOR 2013) to the Health and Safety Executive (HSE) by using the online reporting system

The main points of RIDDOR are as follows:-

1. If anyone dies, receives a major injury or is seriously affected by, for example, a harmful substance or electric shock you should notify the inspectorate immediately by telephone and confirm in writing within 7 days.
2. You should also notify the inspectorate immediately if there is a dangerous occurrence, a fire or explosion etc., which stops work for more than 24 hours.
3. Report within 15 days injuries which keep an employee off work for more than 7 days.
4. Report certain diseases suffered by workers who do specified types of work as soon as possible on learning about the illness.

ACCIDENT INVESTIGATION

All accidents/incidents and/or dangerous occurrences shall be investigated by management to determine the truth, cause and where possible, to enable immediate action to be taken to prevent a similar accident or dangerous occurrence taking place. Where this action cannot be carried out immediately, a temporary recommendation shall be made to Chief Executive Officer.

FIRST AID PROVISION

A requisite number of First Aiders and First Aid kits will be provided according to Company operations and staff levels.

The First Aider/Appointed Person is also responsible for maintaining the contents of the first aid boxes.

Notices posted on notice boards informing employees where the first aid box is and who the first aiders/appointed persons are. Chief Executive Officer will ensure that suitable First Aid facilities are available at all areas. Should any injury require treatment further than first aid, the employee must be taken to A&E at the nearest appropriate hospital either by a member of staff or by Ambulance.

FIRE

Responsibility for Fire Procedures rests with Chief Executive Officer who may liaise with the local Fire Brigade or a suitable competent person on these matters. Chief Executive Officer or whomever he appoints as deemed to be competent, will provide a suitable system for evacuating premises or sites based on information gathered from the fire risk assessment, safety inspections and the advice contained in 'Fire Scotland Regulations. Staff will assist visitors/customers where necessary without endangering their own selves. Training for all Company employees will be arranged by Chief Executive Officer or whomever he deems to be competent. Alarm systems must be audible within all of the premises where employees are working. Chief Executive Officer will be responsible for providing suitable fire fighting equipment within SSS premises. Chief Executive Officer will be responsible for ensuring that suitable fire fighting equipment is provided on sites where employees will be operating. Chief Executive Officer will be responsible for informing and updating all employees on these matters.

SSS will: -

- Carry out a fire risk assessment of the workplace and consider all employees and any other people who may be affected by a fire within their areas and

make adequate provision for the safety of any disabled people with special needs who use or may be present at the premises.

- Identify significant findings of the risk assessment and the details of anyone who might be especially at risk in case of fire.
- Provide and maintain such fire precautions as are necessary to safeguard those who use the workplace.
- Provide information, instruction and training to our employees about the fire precautions in the workplace.

WORKPLACE (HEALTH, SAFETY, and WELFARE) Regs. 1992

SSS will comply with the Regulations by ensuring that;

Maintenance

Workplaces, equipment, devices and systems are maintained in:

- An efficient state
- Efficient working order
- Good repair

Ventilation

- Provision of sufficient quantity of fresh air

Temperature (Offices)

- A thermometer has been provided for the office
- Temperature will be maintained at least 16 degrees C in the Office.

Lighting

- Suitable and sufficient lighting has been provided for each work area.

Cleanliness

- Workplaces, furniture and fittings will be kept sufficiently clean
- Surfaces of floors, walls and ceilings will also be kept clean
- Waste materials will be d in designated areas

Space

- Each person shall have sufficient floor area, height and unoccupied space
- For offices the ideal ratio shall be, the total volume of the empty room divided by the number of people working in it. This should be at least 11 cubic metres. (Any height above 3 metres should be taken as 3 metres). The 11 cubic metres per person may be insufficient where much of the room is taken up by furniture or machines etc.

Workstations and Seating

- Workstations will be arranged based on sound ergonomic principles to suit both the person and the work.
- A suitable adjustable seat will be provided for each member of staff.

Floors

- Floors will be kept free from obstruction and substances, which could cause slips, trips and falls.

Windows

- Windows meet the latest standards for Safety Material.
- Can be opened and closed without risk to the employee.
- Cleaning of windows is carried out from inside where possible.

Sanitary Conveniences

- Suitable toilets have been provided which are:
- Adequately ventilated
- Adequately lit
- Kept clean

Washing Facilities

Suitable washing facilities are available and include:

- A supply of clean hot and cold water.
- Soap or other means of cleaning.
- Towels or other means of drying.
- An adequate supply of drinking water.

Storage for Clothing

- A coat rail has been provided for external clothing etc.,

SMOKING POLICY

Chief Executive Officer or whomever they appoint will arrange for the review and implementation of SSS Smoking Policy. A general No Smoking Rule applies to SSS Areas and Office. SSS will assist any member of staff in stopping smoking. This assistance will include advice and support in any suitable form. Initially the member of staff will be directed to Telephone Helplines including 0800-1690169 and 0800-0022000, and/or the associated Websites www.givingupsmoking.co.uk and www.quit.org.uk.

HOUSEKEEPING

The Leads/Co-ordinators are responsible for arranging cleaning work to be carried out. Suitable receptacles are provided for waste. These should be properly used and shall be emptied frequently. Chief Executive Officer and The Leads/Co-ordinators are responsible for the general arrangements for cleanliness and tidiness of premises and external area(s) under the control of SSS. They must also ensure that safe procedures are followed and that access and egress are maintained at all times and that notices are posted warning of any restrictions. Employees must report any defects in the system or premises to their Leads/Co-ordinators .

All employees need to play their part:-

- Areas allocated and lined as passageways should be kept clear of waste and any other items.
- All areas should be slip free and any spillage or spray from machinery should be cleared immediately or appropriate signage installed until it is cleared.
- Any areas used by workplace transport will be indicated to staff and visual and/or audible warnings given.
- Designated areas for higher risk operations, deliveries etc will be indicated. These should not be entered by unauthorised personnel, all authorised personnel will be required to wear appropriate PPE where necessary.

Areas must be kept as tidy as possible at all times. The Lead/Co-ordinator in charge of the area must ensure there is no build up of waste, that tripping and slipping hazards are minimised and that dusts etc are eliminated as far as possible.

Everyone in areas needs to play their part:-

- Pathways and stairs should be kept clear and free from obstructions.
- Footpaths should be firm and level, stoned up if necessary, gritted if icy.
- Work areas should be kept as clear as possible of unnecessary materials and waste.
- Materials should be d safely around the site
- Workers should comply with the site arrangements for the removal of waste.

Good order problems should be reported to the management – **See it, sort it.**

Many injuries are caused by slips and trips these can be avoided by management and staff working to ensure the effective control of good order issues including waste, spillages, storage, cables, dusts etc.

EQUIPMENT AND MACHINERY

Staff should be fully familiar with any equipment, material or machinery they use. Training and instructions or manuals will be made available where appropriate. Staff must not operate any equipment or machinery without first having been trained, or if required, certificated, to do so. Hosts must ensure that visitors are aware of and follow this instruction. Equipment maybe updated or re-positioned, all staff have a responsibility to ensure that this does not cause a hazard. Any possible hazards must be reported immediately.

Chief Executive Officer or whomever they appoint as deemed to be competent, is responsible for arranging for regular maintenance of equipment and machinery including portable appliance testing and maintaining a register. Any member of staff who is aware of or suspects a defect must inform Chief Executive Officer, Chief Executive Officer or their Leads/Co-ordinators immediately. No equipment or machinery may be purchased, leased, hired or brought on site for use by staff without prior notification to Chief Executive Officer or whomever he appoints so that a suitable assessment in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 can be carried out. These regulations cover all equipment that may be used in SSS premises and includes hand tools, power drills and ladders and these will be operated by competent staff. Equipment must be fit for purpose, used only for that purpose, inspected and maintained to ensure it remains fit for purpose. Appropriate records must also be kept.

Key elements under the regulations are as follows:-

- Work equipment must be suitable by design, construction or adaptation for the actual work it is provided to do, where it will be used and the purpose for which it will be used
- Use of work equipment includes, stopping, programming, repairing, setting, transporting, modifying, maintaining, servicing and cleaning.
- Work equipment must be adequately maintained and periodically inspected and records kept.
- Person(s) and users of work equipment must have available to them adequate health and safety information and, where appropriate, written instructions regarding the use of work equipment.
- Users of work equipment must receive adequate training in use of work equipment
- Requirements of work equipment and lifting equipment by definition, specifically includes guarding, controls and control systems, isolation from sources of energy, stability, lighting, maintenance operations, markings and warnings.
- Specific arrangements and guidance relate to lifting equipment and engineering and other machinery.

RISK ASSESSMENT

Sufficient and suitable risk assessments are a requirement of the Management of Health and Safety at Work Regulations 1999. This regulation incorporates duties to Young Persons and New and Expectant Mothers.

An assessment of risk is nothing more than a careful examination of what could cause harm to people. These assessments will identify whether adequate precautions have been taken and what else, if anything is required to prevent harm.

The aim is to make sure no one gets hurt or becomes ill.

Health and Safety in workshops and on sites can be managed effectively by:-

- Identifying the hazards
- Evaluating and measuring the risk associated with the hazard
- Removing altogether, reducing or controlling the risks
- Educating all those whom are exposed to the risks
- Having an active programme of implementation
- Monitoring and reviewing performance

HAZARD

A hazard is taken to mean anything that can cause harm, whether a substance, material or practice, to the health and safety or welfare of staff, employees, members of the public and others affected by that action (e.g. machinery, chemicals, electricity, manual handling, working from ladders etc.)

RISK

A risk is the chance great or small, that someone will be harmed by the hazard.

Chief Executive Officer or whomever he appoints, will assess the risks associated with the operations carried out by SSS employees. On completion of risk assessment the risks will be removed or reduced to an acceptable level. The result of the risk assessment will be recorded and the findings communicated to the relevant employees in compliance with the Management of Health and Safety at Work Regulations updated 1999.

COSHH

Chief Executive Officer or whomever he appoints will arrange for the assessment and constant updating of a register of harmful substances in line with the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (Amended 2004). The register will contain suitable information on the substance, normally from the manufacturers safety data sheets (MSDS), how the substance is used and d safely (Risk Assessment). No new substance may be purchased for use by staff, or brought onto the premises or site, or used by staff without prior permission of Chief Executive Officer or whomever he may appoint. This will allow a suitable assessment to be carried out in accordance with the COSHH Regulations.

WASTE MATERIAL

SSS, like the vast majority of businesses produce waste materials that can present specific hazards if not managed effectively. Examples of such waste includes glass, wood. metals, plastics, chemical and other hazardous substances. All staff will therefore need to dispose of such waste safely. The risks from not having an effective waste management system in and around the workplace include slips and trips, poor hygiene and sharps injuries.

SSS will adhere to the relevant guidance on disposal of all substances to eliminate or reduce risks to the environment.

THE WORKING AT HEIGHT REGULATIONS 2005

Chief Executive Officer or whomever he appoints will arrange for the planning and assessment to conform with these regulations that have been made to prevent the deaths and injuries caused by falls from heights.

These regulations state a place is 'at height' if (unless the regulations are followed) a person could be injured falling from it, even if it is at or below ground level.

Employees must:-

- report any safety hazard to the duty holder (the person who controls the work of others)
- use the equipment supplied (including safety devices) properly, following any training (unless they consider that this would be unsafe, in which case they should seek further instructions before continuing).

The Duty Holder must in the planning, managing and arranging:-

- avoid work at height where they can
- use work equipment or other measures to prevent falls where they cannot avoid working at height
- where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

They must:-

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height
- ensure that work is properly planned, appropriately supervised and carried out in as safe a way as is reasonably practicable
- plan for emergencies and rescue, including ensuring postponing work while weather conditions endanger health or safety
- take account of the risk assessment carried out under regulation 3 of the Management of Health and Safety at Work Regulations
- if it is necessary to prevent injury, do all that that is reasonably practicable to prevent anything falling or if it that is not reasonably practicable, they must ensure that no one is injured by anything falling. This will include ensuring that nothing is thrown or tipped from a height if it is likely to injure anyone, d in such a way that its movement is likely to injure anyone.

LADDERS

If the Risk Assessment shows that a ladder is the only satisfactory equipment for the operation then the following will apply. Ladders will be of aluminium

construction and be fitted with rubber feet. Ladders will have had an inspection before they are used. Should a ladder fail inspection it must not be used. It should be fitted with an appropriate tag and sent for repair or destruction by the responsible Leads/Co-ordinators immediately. Working at height should be avoided wherever possible. Ladders should only be used for access and egress. Three points of contact should be maintained at all times between the operator and the ladder. If using a suitable working platform is not practical, before a ladder is used the operation must be fully risk assessed. The assessment will include the skill and experience of the operator as well as other factors. All possible precautions should be taken to lower the risk to all employees who may be at risk from the operation.

Construction (Design and Management) Regulations 2015

CDM Dutyholders * – Who are they? Main duties – What they need to do

1. Commercial clients – Organisations or individuals for whom a construction project is carried out that is done as part of a business.

Make suitable arrangements for managing a project, including making sure:

- other dutyholders are appointed as appropriate
- sufficient time and resources are allocated

Make sure:

- relevant information is prepared and provided to other dutyholders
- the principal designer and principal contractor carry out their duties
- welfare facilities are provided

2. Domestic clients – People who have construction work carried out on their own home (or the home of a family member) that is not done as part of a business.

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Though in scope of CDM 2015, their client duties are normally transferred to:

- the contractor for single contractor projects
- the principal contractor for projects with more than one contractor

However, the domestic client can instead choose to have a written agreement with the principal designer to carry out the client duties.

3. Designers - Organisations or individuals who as part of a business, prepare or modify designs for a building, product or system relating to construction work.

When preparing or modifying designs, eliminate, reduce or control foreseeable risks that may arise during:

- construction
- the maintenance and use of a building once it is built

Provide information to other members of the project team to help them fulfil their duties.

4. Principal designers - Designers appointed by the client in projects involving more than one contractor. They can be an organisation or an individual with sufficient knowledge, experience and ability to carry out the role.

Plan, manage, monitor and coordinate health and safety in the pre-construction phase of a project. This includes:

- identifying, eliminating or controlling foreseeable risks
- ensuring designers carry out their duties

Prepare and provide relevant information to other dutyholders.

Liaise with the principal contractor to help in the planning, management, monitoring and coordination of the construction phase.

5. Principal contractors – Contractors appointed by the client to coordinate the construction phase of a project where it involves more than one contractor.

Plan, manage, monitor and coordinate health and safety in the construction phase of a project. This includes:

- liaising with the client and principal designer
- preparing the construction phase plan
- organising cooperation between contractors and coordinating their work

Make sure:

- suitable site inductions are provided
- reasonable steps are taken to prevent unauthorised access
- workers are consulted and engaged in securing their health and safety
- welfare facilities are provided

6. Contractors – Those who carry out the actual construction work, contractors can be an individual or a company.

Plan, manage and monitor construction work under their control so 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 team – in particular, comply with directions given to them by the principal designer or principal contractor.

For single contractor projects, prepare a construction phase plan.

7. Workers – Those working for or under the control of contractors on a construction site.

Workers must:

- be consulted about matters which affect their health, safety and welfare
- take care of their own health and safety, and of others who might be affected by their actions
- report anything they see which is likely to endanger either their own or others' health and safety
- cooperate with their employer, fellow workers, contractors and other dutyholders

8. Ensure a construction phase plan is in place

The principal contractor (or contractor if there is only one contractor) has to draw up a plan explaining how health and safety risks will be managed. This should be proportionate to the scale of the work and associated risks and you should not allow work to start on site until there is a plan.

9. Keep the health and safety file

At the end of the build the principal designer should give the client a health and safety file. If the principal designer leaves before the end of the project, the principal contractor (contractor if there is only one contractor) should do this. It is a record of useful information which will help you manage health and safety risks during any future maintenance, repair, construction work or demolition. You should keep the file, make it available to anyone who needs to alter or maintain the building, and update it if circumstances change.

10. Notifying construction projects

For some construction work (work lasting longer than 30 days with more than 20 workers at the same time, or involving 500 person days of work), you need to notify HSE of projects as soon as possible before construction work starts. In practice, you may request someone else to do this on your behalf. It can be done electronically on an F10. * Organisations or individuals can carry out the role of more than one dutyholder, provided they have the skills, knowledge, experience and (if an organisation) the organisational capability necessary to carry out those roles in a way that secures health and safety.

** CDM 2015 applies if the work is carried out by someone else on the domestic client's behalf. If the householder carries out the work themselves, it is classed as DIY and CDM 2015 does not apply.

DISPLAY SCREEN EQUIPMENT

A suitable sufficient assessment of work stations will be required to identify users. Where a user is identified, a further assessment of the work station will be required taking into account time in front of DSE, work routines, breaks, glare from lighting, foot rests, seating, (adjustable chair), type of software and eye tests where applicable.

Injuries can be prevented by adopting the following advice:-

Posture

Sitting awkwardly will create poor posture and muscle strain. Simple adjustments, to your chair and VDU however can make a big difference in how you feel at the end of the day.

- Upper and lower arms should be at approximately right angles.
- Forearms should be at the same level as the desk.
- Elbows should be close to sides.
- Head up with eye level just above top of screen (30 degrees down to centre of screen).
- A comfortable keying position for the keyboard and/or mouse must be adopted - hands must **NOT** be bent at the wrists.
- Back should be kept straight and small of back supported.
- Feet flat on floor or on a foot-rest
- Head must be kept straight and level.

Display Screen, Keyboard etc.

- The characters on both must be readable and screen and keyboard must tilt.
- The screen image must be stable and free from flicker.
- The screen must have adjustable brightness and contrast.
- Reflection and glare should be minimised.
- Mouse should be position close to the side of the keyboard

MANUAL HANDLING

Before any Manual Handling tasks are carried out an assessment of the task must have been carried out by Chief Executive Officer, Leads/Co-ordinators or appointed competent person. The assessment will identify any particular hazards to employees and how risk is to be removed or reduced to an acceptable level.

Assessments should take into account:-

- the task to be undertaken;
- the weight, shape, size of the load to be lifted or moved;
- the working environment, e.g. excessive heat or cold, space available dusts, etc.
- the individuals capability.
- the distance the object(s) are to be moved

The formal risk assessment undertaken must be recorded and the results made known to the person(s) affected.

A review of this assessment will be required if conditions change.

All practicable means of reducing the need for manual handling of loads must be taken wherever possible. Mechanical plant or handling aids **should be** utilised wherever possible.

Back injuries frequently result from poor lifting technique. Lifting from a standing position with the back rounded can produce stress on the back six times greater than if the spine is kept straight. The weight a person can lift will vary according to:- age, physique and technique used. Heavy loads should be broken down into smaller, lighter, manageable sizes. Plan the lift, test the weight, get help if required.

Materials should be stacked or d as close as practicable to where they are to be used. Person(s) required to undertake manual handling tasks should be trained in the techniques necessary to enable them to carry out those tasks without risks to their health or safety.

GENERAL HINTS

1. Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
2. The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
3. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
4. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
5. Employees should not attempt to lift or move a load which is too heavy for them to manage comfortably.
6. Where team lifting or moving is necessary one person should be appointed to act as coordinator, giving commands to lift, lower etc.
7. When lifting an object off the ground employees should assume a squatting position, head up (looking forward), keeping the back straight. Straightening the knees, not the back, should lift the load. These steps should be reversed for lowering an object to the ground.

ELECTRICAL

Direct or indirect contact with live parts can be fatal, cause shock or burns, this being the case all mains electrical equipment will be fitted with trips or RCD's. Where possible battery powered tools or low voltage equipment will be used. Electrical wiring on SSS premises will be serviced and maintained by a experienced electrical contractor. Portable equipment on the premises and used on sites will be subject to portable appliance testing at regular intervals determined by risk assessment. All electrical installations required will be sub-contracted to a suitably experienced, qualified electrical contractor.

LONE WORKING

Occasionally staff will be alone for various periods of time either within SSS premises or when travelling or on a site. Chief Executive Officer or whomever he appoints, will carry out an assessment of the risks involved.

Regardless of the outcome, staff will be made aware of the increased risks associated with lone working during induction. Lone working in the workshop area will only be tolerated under controlled conditions which have been approved by Chief Executive Officer. Staff who are about to enter a lone working situation should be familiar with the proposed area of operation and they must inform others of their intended location and approximate time of arrival and return. Portable communications may be issued to improve the system and reduce the level of risk. (See separate policy document for more detail.)

WELFARE

Adequate welfare facilities will be provided for employees, toilets, rest, eating areas and where employees have to change into work wear clothing, adequate facilities to change and outside clothing, this will apply to SSS premises and sites.

STAFF TRAINING

Chief Executive Officer or Training and Development Lead, will arrange for Induction Training of new staff. This will include the Health and Safety at Work Act 1974, the Health and Safety Policy, Fire Precautions and Procedures, including evacuations, General Work Equipment, Ergonomics, Hygiene, Safe use

of machinery and materials and where appropriate all Personal Protective Equipment. Any new equipment being introduced will require staff to be trained on that equipment and possibly a period of initial close supervision. Staff will be briefed before re-location to a new or unfamiliar site and will be inducted onto the site before work commences.

Responsibility for arranging training identified by the risk assessment or, changes to an employee's role, lies with Chief Executive Officer and Training and Development Lead. Health and Safety training or information for employees will be available at regular intervals as appropriate to extend or update staff knowledge. All training formal and informal e.g. toolbox talks will be recorded.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Personal Protective Equipment will be used to protect employees when all other sources of protection are exhausted i.e. guarding, engineering etc. PPE will be issued to employees free of charge following identification of need in the risk assessment. The equipment must be assessed for suitability and only used after suitable training in the appropriate use of such PPE.

To avoid ill health or injury to its employees and to comply with the Personal Protective Equipment (PPE) at Work Regulations 1992, SSS will:-

- carry out assessments to evaluate the risk to the health and safety of employees and others who may be affected by SSS activities;
- as a last resort, where a hazard cannot be eliminated or reduced, provide suitable PPE to employees;
- ensure that the PPE issued to employees is maintained in an efficient state and good order;
- ensure that PPE is cleaned or replaced when necessary;
- provide facilities to safely PPE when not in use;
- provide information, instruction and training to employees, to explain the risks that will be avoided by the use of the PPE, and its correct use, and;
- ensure that the PPE issued to employees is used correctly.

Employees must:-

- ensure that the PPE provided is correctly used, and cleaned in accordance with both the training and instructions given and
- report immediately any loss or defect of any PPE provided for their use.

CONTRACTORS AND VISITORS

Chief Executive Officer or whomever they appoint, will arrange for all contractors to be inducted on SSS Safety Policy. Where there may be a risk to SSS staff from contractors work these risks must be eliminated or substantially reduced by an agreed safe system of work. It is SSS policy to appoint contractors with a proven record in safety who are familiar and agree with the Company's Health and Safety Policy.

SSS shall satisfy themselves as to the competency of all visiting contractors and ensure that they have an adequate Health and Safety Policy and have current Insurance policies for all work being carried out. SSS will ensure that all visiting contractors' staff receive a Health and Safety induction, information and training as is given to its own staff.

Visitors to SSS will be the responsibility of their host who will escort them at all times. Hosts will also be responsible for ensuring that visitors comply with any restrictions, safety equipment, PPE or evacuation procedure indicated during their visit.

USE OF VEHICLES

1. The risks associated with the use of vehicles must be assessed.
2. Vehicles are not to be operated unless:
 - There is an appropriate service and check procedure in place and the vehicle is confirmed to be in safe working order.
 - Drivers and operators are certified, authorised and fit to operate the class of vehicle.
 - The number of passengers does not exceed the design specification for a given vehicle.
 - Seat belts are installed and worn by all occupants.
 - Persons and unsecured material and equipment are not being transported together in the same compartment.
 - The driver will not use a mobile phone on the site whilst driving.
3. All vehicles used on site must meet the same standards as those on regarding all-round visibility, roll over protection, seat belts etc.
4. Vehicle engines must be switched off when the driver is not seated at the controls (unless the vehicle is designed to operate from another position).
5. Vehicles and lifting equipment must be operated from the correct position as recommended by the manufacturer.
6. Vehicles on site must travel at a safe speed and adhere to any local speed limits, traffic routes and priorities.
7. Vehicles may only enter or leave the site via designated access and egress points.

MOBILE TELEPHONES

Mobile communications may be issued by SSS to aid contact, emergency and otherwise, between mobile staff. It is the Policy of SSS that this equipment, or the employees own equipment must NOT be used while driving a motor vehicle unless a safe method of use is available e.g. hands-free kit. If for any reason the equipment cannot be operated safely, the vehicle should be brought to a halt, safely at a convenient place, before a call is made or answered. If using a hands-free system, drivers should advise the caller that they are driving and keep the conversation brief. If this is not possible the driver should stop the vehicle, as above, to continue the call.

HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGS. 1996

SSS will directly adhere to all necessary rules as noted in the above Regulations and ensure that employees are informed of the following when necessary:-

- Any changes in work, which may affect their Health and Safety.
- SSS will arrange for competent people to help satisfy the requirements of Health and Safety law when the needs arise.
- Information on the likely risk associated with their work and the precautions they need to take both to prevent and protect, and also to respond if the risk arises (emergency procedures) will be issued to employees.
- Planned Health and Safety Training whether project specified or general.
- Pre-start site meetings with employees will cover site specific risks.
- The Health and Safety consequences of introducing new technology.

All employees are reminded that they have a responsibility to make representations to the management on potential hazards, dangerous occurrences, general safety matters and also when consulted by management on such matters.

DRUG AND ALCOHOL MISUSE

SSS have a duty to all staff to ensure that the use of drugs i.e. the use of illegal drugs and/or the misuse of prescribed drugs and substances whether deliberate or not, does not pose a risk to their employees. In order to fulfil this duty Chief Executive Officer and the management team will require any employee attending work under the influence of either to stop work immediately and they will then be escorted off the premises.

Any employee found using or supplying illegal drugs on the premises will be reported to the Police.

In any case the management will suspend the employee pending a disciplinary investigation.

SAFETY INSPECTIONS

SSS acknowledges that the **Management of Health and Safety at Work Regulations 1999** requires us to carry out safety audits.

Informal inspections of the workplace will be carried out on a regular basis by management.

A full safety inspection will be carried out each year by our appointed Health and Safety advisors. A report on their findings together with their recommendations to put right any concerns noted at the time of the visit. The visit will include a review of SSS Health and Safety Policy and Risk and COSHH Assessments.

ASBESTOS

Asbestos can be found in many areas within buildings. Before our staff commence any operation in our own, or client's property a competent member of staff will have read the Building's Asbestos Survey Register, where applicable, and disseminated the relevant information to staff. Staff training includes information on asbestos awareness based on an HSE presentation.

Typical areas asbestos may be found are:-

Pipe or boiler insulation, Fire protection boards, ceiling tiles, wall cladding, fire doors (external, panel or sandwich), hot air central heating systems, night storage heaters, behind radiators, gaskets, floor tiles, artex, friction materials, certain adhesives, water and sewage pipes, drain pipes, soffits, external wall cladding, corrugated roofs.

Any material suspected of containing asbestos fibres must be analysed to establish the type of asbestos involved.

Where samples of the materials sent for analysis confirm the presence of any asbestos fibres, then work will cease until the asbestos is removed or made safe.

Where appropriate, a licensed contractor will be employed to remove or make safe asbestos materials.

In accordance with legislation, where the removal of material containing any asbestos fibres is necessary, a written “plan of work” will be drawn up which will include:-

- a) how the work is to be carried out;
- b) the nature and probable duration of the work;
- c) the location of the place where the work is to be carried out;
- d) the methods to be applied where the work involves the handling of asbestos or materials containing asbestos;
- e) the types of equipment to be used for;
 - i) protection and decontamination of those carrying out the work, and;
 - ii) protection of other person on or near the work site;
- f) A written statement that the operation will be carried out in complete adherence to the Control of Asbestos at Work Regulations 2006 and the Approved Code of Practice and within the contractor’s statutory conditions of licence, including all statutory notification, and;
- g) The provision of a certificate of suitable and sufficient clean air samples on completion of work.

FUTURE REVIEW

The arrangements proposed above will be reviewed in the light of operational experience and altered to take account of any requirements arising from re-organisation in SSS staffing or statutory changes.