



# Health & Safety Policy

**This Policy will be reviewed as necessary to ensure it complies with all relevant Regulations, Codes of Practice, etc.**



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# Health and Safety Policy Statement of Intent

This Health and Safety Policy Statement recognises DRA PAT Testing Ltd's obligations under the Health and Safety at Work etc. Act 1974. This policy statement and the health and safety documentation detailing the means of implementing the policy are in respect of DRA PAT Testing Ltd and its operating businesses.

DRA PAT Testing Ltd has a moral and legal obligation to safeguard, so far as is reasonably practicable, the health, safety and welfare of their employees and anyone who may be affected by the actions of DRA PAT Testing Ltd, its employees, or as a result of DRA PAT Testing Ltd's activities. DRA PAT Testing Ltd fully accepts their obligations and responsibilities, which will be achieved by:

- Meeting its responsibilities as an employer to do all that is reasonably practicable to prevent accidents, injuries and damage to health.
- Providing and maintaining safe working environments that are without risks to health, safety and welfare. Limiting adverse effects on and adjacent to the area in which those activities are carried out.
- Ensuring all employees play an active part in the health and safety of DRA PAT Testing Ltd by consulting with them and providing them with adequate information, instruction, training and supervision for them to understand their role within DRA PAT Testing Ltd.
- Setting standards that comply with the relevant statutory requirements relating to health, safety and welfare with regard to the effect on employees, contractors, visitors and the public.
- Safeguard employees and others from foreseeable hazards connected with work activities, processes and working systems.
- Ensuring that hazardous areas are kept secure from the public, employees or contractors not required to enter them.
- Ensuring that when new substances, plant, machinery, equipment, processes or premises are introduced, adequate guidance, instruction, training and supervision are provided for safe methods of work to be developed.
- Ensuring that all plant and equipment is maintained in a safe condition and is subject to routine and statutory inspections and examinations.
- Ensuring that contractors undertaking work for DRA PAT Testing Ltd are informed of the relevant standards required and are monitored to ensure compliance without detracting from the contractors' legal responsibilities to comply with statutory requirements.
- Provide adequate resources to comply with statutory requirements with regards to the health, safety and welfare of all those affected by its activities.

Employees are required to cooperate with DRA PAT Testing Ltd not only to ensure their personal safety, but also to ensure they are not prosecuted for breach of legislation or have disciplinary action taken against them by DRA PAT Testing Ltd for breach of Company rules.

DRA PAT Testing Ltd will communicate the Health and Safety Policy to all employees, and it will be freely available to customers, shareholders and the general public.

This policy will be reviewed annually and updated as required to conform to current legislation. This Policy, supported by Instructions, Procedures and Organisational Arrangements, is to be applied to all activities carried out by DRA PAT Testing Ltd.

All Directors, Managers, Supervisors and Foremen will enforce this Policy. The Managing Director is personally responsible for the health and safety performance of DRA PAT Testing Ltd and signs this policy statement in acknowledgement of this.

Managing Director:  
Richard Ayre

Date: 1<sup>st</sup> June 2021

# Organisation for Health & Safety

## General Organisation

Arrangements for health, safety and welfare will be organised by DRA PAT Testing Ltd.

The Managing Director has overall responsibility for health and safety.

The Managing Director has appointed Northern Counties Safety Group who are responsible for monitoring DRA PAT Testing Ltd's Health and Safety Policy and for dealing with related health, safety, and welfare issues. Constructive suggestions to improve health, safety, and welfare throughout DRA PAT Testing Ltd are welcomed from any employee and should be forwarded to their supervisor.

## General Responsibilities

The director and management are responsible for the implementation of DRA PAT Testing Ltd's Health and Safety policy and determining DRA PAT Testing Ltd's policies on health, safety, and welfare matters, including revision of this Policy.

All employees are expected to set a personal example and take reasonable care for the health, safety, and welfare of themselves and of others who may be affected by their acts or omissions. Employees who are responsible for supervision are expected to promote and encourage health and safety awareness in employees under their control. These supervisors, supported by Northern Counties Safety Group will monitor compliance with the requirements and provide advice on health, safety, and welfare matters.

All employees should be made aware of and have up to date knowledge of the legislation, best practice, and equipment relevant to their work activities.

# Responsibility for Health and Safety

## Managing Director

Main Duties and Responsibilities.

- To formulate DRA PAT Testing Ltd Health and Safety policy and organise all revisions to it and ensure that the contents of the policy are circulated as appropriate to all employees.
- To arrange for sufficient funds and resources to meet the requirements of the policy.
- To ensure that all levels of staff receive appropriate and adequate training, and each employee has the opportunity to contribute to discussions on health and safety
- To ensure all employees discharge their duties and responsibilities satisfactorily and to take the necessary action if any employee fails in his or her duty.
- To encourage all employees to work in a safe manner at all times and to set a good personal example.
- To provide and ensure preventative maintenance of plant, equipment and places of work that are safe when in use.
- To arrange for procedures to be implemented for the carrying out of risk assessments and the formulations of safe working procedures; recording of these assessments and procedures and ensure that employees are made aware of them.
- To ensure the provision in tenders, and other preparatory procedures, for adequate safe working methods.
- To ensure that procedures are implemented that assures employees' exposure to harmful substances is reduced or eliminated in line with the **Control of Substances Hazardous to Health Regulations (COSHH) 2002**

# Northern Counties Safety Group

## Main Duties and Responsibilities;

- To provide all specialist health and safety advice on all aspects of DRA PAT Testing Ltd activities.
- To provide regular visits to all notified sites and premises belonging to, or worked on, by DRA PAT Testing Ltd.
- To formally advise DRA PAT Testing Ltd of all new legislation and any changes to current legislation and offer advice and assistance on the implementation of the same.
- To advise and assist the director in keeping the health, safety, and welfare policy under review; and to advise on changes that may be required to the policy as appropriate or necessary.
- To liaise with the enforcing authority, client, and client's representative on matters of health and safety.
- To recommend and monitor safety training requirements and to arrange, upon request, such training.
- The identification of hazards and risks during site visits. Advise and assist in the preparation of risk assessments and the development of preventative and protective measures to combat the risks.
- Prepare reports of DRA PAT Testing Ltd health and safety performance and make available such reports for management review.
- Suspend work operations of DRA PAT Testing Ltd and/or that of contractors and subcontractors, where there is imminent risk of injury to personnel; or risk of damage to property, which has the potential to cause harm or incur an economic loss to DRA PAT Testing Ltd or insurers.

# Employees

## Main Duties and Responsibilities.

- Develop a personal concern for the health, safety and welfare of themselves and others and to co-operate with other persons in the provisions of safe working conditions and the observance of safe working procedures, the **Health and Safety at Work Act 1974**, other applicable legislation and this policy.
- To avoid possible damage, use only electrical equipment after being instructed in their proper use by another competent employee. Ensure all electrical appliances are switched off and plugs removed when not required, left unattended and on leaving the offices.
- Seek assistance when lifting heavy or awkward sized items, or when items are beyond your own personal ability. Ensure that you are aware of the correct methods of lifting.
- Report all accidents involving injury to persons or damage to property and other dangerous occurrences and "near misses", to the office supervisor as soon as possible after the occurrence.
- If you are a workstation user, use it as instructed to ensure you are not put at risk of injury or ill health.

# **Arrangements for Health and Safety**

## **General Safety Arrangements**

DRA PAT Testing Ltd is involved in several activities, a number of which are on a day-to-day basis.

A comprehensive list of common and special hazards involved with all aspects of work is included in this arrangements section.

- It is essential that a high level of housekeeping be maintained on all sites and at all premises. There is a duty on everybody to ensure that all areas are kept tidy, unneeded equipment locked up or returned to the stores, waste removed, etc. Connected with this is the requirement to maintain safe access to, and egress from, the site or premises. There must be adequate safe walkways, and these must not be obstructed with materials, rubbish, etc. Any emergency exits must be clearly marked and kept free from obstruction.
- Employees must not operate any plant, machinery or equipment unless he or she has either been fully trained on the working of the machine etc. or deemed to be competent by experience, which can be demonstrated; is fully conversant with all safety requirements and has reached the required statutory age.
- DRA PAT Testing Ltd, in conjunction with Northern Counties Safety Group, and other training providers, will ensure that all employees are fully trained as required and are made aware of all the requirements with regard to health and safety matters.
- Regular visits will be undertaken by safety advisers from Northern Counties Safety Group. These advisers will send inspection reports to the site manager and director. DRA PAT Testing Ltd will ensure that any findings on these reports will be dealt with quickly and effectively.



## The Construction (Design and Management) Regulations 2015

These regulations place legal obligations on everyone involved in the construction process including clients, consultants, contractors and subcontractors to provide for health and safety throughout all stages of the construction project.

DRA PAT Testing Ltd recognises that it may be required to act as a Contractor. In accepting these positions, DRA PAT Testing Ltd will ensure the requirements of the regulations are satisfied, so far as reasonably practicable.

The degree of input by DRA PAT Testing Ltd to comply with the **Construction (Design & Management) Regulations** will be proportionate to the complexity and difficulty of the project, and the degree of risk identified.

Individuals within DRA PAT Testing Ltd may be assigned specific duties and responsibilities in support of the regulations, and these can be referred to under "Duties and Responsibilities" in the appropriate section of this policy, and throughout the other sections of the policy. In order to carry out these new functions, training of individuals will be required. DRA PAT Testing Ltd will arrange training to ensure individuals supporting the functions are competent to perform the duties placed upon them.

### Contractor

In such cases when DRA PAT Testing Ltd are appointed as a nominated contractor or a specialist subcontractor, DRA PAT Testing Ltd's main duties will be to:

- Ensure the client is aware of their duties.
- The construction work is properly planned, managed and monitored. (method statements and risk assessments).
- Where there is more than one contractor, comply with the principal contractor.
- Only employ people with the necessary skills, knowledge, training and experience.
- Provide appropriate supervision. The level of supervision provided will depend on the risks to health and safety involved, and the skills, knowledge, training and experience of the workers concerned.

### Communication and Consultation

All matters concerning health and safety will be implemented only after full consultation with employees. The employees have the right to nominate safety representatives, under the **Safety Representatives and Safety Committee Regulations**, and request the organisation of a safety committee.

DRA PAT Testing Ltd recognises there is a requirement to consult with employees under provisions of **The Construction (Design and Management) Regulations** and the **Health and Safety (Consultation with Employees) Regulations** and **The Management of Health and Safety at Work Regulations** and will therefore encourage full employee participation in all matters relating to health and safety.

Employees will be afforded every opportunity to discuss health and safety issues with a senior management representative.

Consultation and communication will be carried out using the following:

- Initial induction for new employees.
- Health and Safety Committee meetings where a committee has been formed.
- Via elected Employee Health and Safety Representatives, where they have been elected.
- Site Toolbox talks and Site –specific safety inductions.
- Memos and posters on notice boards.
- Daily Briefings
- Safety bulletins.

DRA PAT Testing Ltd operates an “open door” policy and all employees are encouraged to report and discuss any health and safety concerns they may have with their immediate line Manager or directly to a Director.

Where employees do not have English as their first language, DRA PAT Testing Ltd will employ the services of a translator, should the need arise.

## **Risk Assessments**

**The Management of Health and Safety at Work Regulations** requires all employers to assess the risks to workers and any others who may be affected by their undertaking.

The risk assessment would normally involve identifying the hazards present in any operations and evaluating the extent of the risks involved with existing controls, precautions etc. being taken into account.

Risk assessments have been or will be carried out for all company general activities.

Specific risk assessments for hazardous operations are drawn up as appropriate, before the operation begins. All persons affected, or likely to be affected, by the risks detailed in the assessment, are to be made aware of its requirements together with any necessary control measures.

It is a condition of employment that control measures will be adhered to, including the wearing of all identified PPE.

Any contravention of these instructions will result in disciplinary procedures being instigated.

Contractor and subcontractor activities of a hazardous nature will require the risk assessments, COSHH assessments and safety method statements to be in the receipt of DRA PAT Testing Ltd before the work commences. Failure to produce assessments etc. will be raised prior to any start of work and adequately dealt with to ensure all necessary information is provided.

## **Safety Method Statements**

The natural progression from risk assessments for high-risk activities is for safety method statements to be developed. These method statements are to be developed by the contracts manager/site manager, where the work activity is being undertaken by DRA PAT Testing Ltd and by the appropriate contractor where they are undertaking the work activity.

The safety method statement will form part of the overall safe system of work, which can be defined as a formal procedure which allows a specific task to be carried out safely, after a systematic examination of the task has identified and eliminated all the associated hazards, or at least minimised the risk to an acceptable level. There is a need for everyone concerned with the process to consider the following elements of the system of work:

- Task Assessment
- Hazard Identification
- Safe Methods of Work Defined
- System Implementation
- System Monitoring and Review

Each element will further sub-divide and expand, e.g. **what? Who? Where? How?**

To ensure that where appropriate the work has been considered in detail, properly planned and properly thought out, **ASK**

**Who does this?**

**What do they do?**

**What hazards exist for them and others?**

**Is the risk significant?**

**What precautions will be taken?**

**Are there checks needed for precautions?**

**Who provides these?**

**Is training required?**

## **Control of Substances Hazardous to Health (COSHH)**

DRA PAT Testing Ltd undertakes operations, which may involve the use of substances that may be hazardous to health. Therefore, these regulations are of particular relevance.

DRA PAT Testing Ltd will do all that it can reasonably do to comply with the above regulations. The arrangements will include:

- Making a written assessment of the risks to determine the action needed to meet the requirements of the regulations.
- Adequate control of exposure, which will be achieved by means other than the use of personal protective equipment (PPE) as far as, is reasonably practicable.
- Provision of approved respiratory protective equipment (RPE) when necessary.
- Provision of suitable protective clothing and equipment when necessary.
- Control measures to be implemented and maintained.
- Where necessary, outside bodies specialising in analytical and related monitoring services will be used.
- The provision of the necessary instruction, information and training.
- Monitoring and health surveillance procedures, where necessary, for protecting the health of workers.
- Provision of suitable approved hygiene facilities.
- Provision of practical means to prevent exposure of the public to hazardous substances.
- Contracting the services of other specialist companies or individuals as necessary, in order to comply with appropriate regulations, Approved Codes of Practice, Guidance Notes, European/British Standards, etc.

Up to date product information will be obtained from suppliers and this will be utilised to produce COSHH assessments, which will be made available to all employees.

## Northern Counties Safety Group

To advise on the suitability of the COSHH assessments when requested or during routine visits and to provide any specialist information.

To monitor the implementation of the controls identified in the assessments.

To provide assistance on the selection of control measures to reduce the risk of exposure to hazardous products.

## Training and Information

Sufficient and appropriate training is the key to the efficient operation of DRA PAT Testing Ltd. DRA PAT Testing Ltd does not see health and safety training as an activity undertaken just to meet the minimum requirements of health and safety law. Neither does it see health and safety training as a 'bolt-on' extra to skill or professional training, but as an integrated part of general skill training, for the correct undertaking of any work activity.

DRA PAT Testing Ltd has therefore set out its aims to training as follows:

- Training that is both suitable and sufficient and cost effective.

The cost of training and the degree of risk to be countered by the training will be taken into account when deciding if the training is justified.

- Training will be prioritised to ensure that training, information and instruction for high-risk activities and emergency procedures is undertaken before general skill training.

DRA PAT Testing Ltd objective is to ensure that all employees can carry out their duties with the least chance of harm occurring either to themselves or to others; or causing damage to property.

The more information, instruction and training received by the employee, the greater their level of competence and therefore the greater the opportunity to act as supervisors of their own work.

DRA PAT Testing Ltd maintains detailed records of all training and regular reviews of training needs are undertaken, from which a training plan is developed.

## Induction Procedure

**The Health and Safety at Work etc. Act 1974, The Management of Health and Safety at Work Regulations and The Construction (Design and Management) Regulations** require DRA PAT Testing Ltd to provide information, instruction, training and supervision to all employees.

Induction training is intended to ensure employees and others, including those with experience in the industry are properly inducted on matters of health, safety and welfare and that this induction is conducted on a formal basis.

When the employee or contractor arrives at his place of work for the first time the person in charge of the place of work must ensure they are informed and instructed on all aspects detailed in the induction form before being given any work task.

Any previous safety training undertaken should be recorded along with the induction form.

The form is to be signed and dated by both the person carrying out induction and the new employee, or contractor. The form must be retained in the office.

## Accident & Incident Reporting

All accidents resulting in physical injury, however minor, will be recorded in the **Accident Book BI510** or DRA PAT Testing Ltd's accident report form.

Where a medical certificate or other written diagnosis has been received from a doctor in respect of an employee being absent from work and the diagnosed disease is one listed under **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)**, then the disease is reportable and the appropriate F2508A will be completed and sent to the Health and Safety Executive via the HSE RIDDOR website ([www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)).

If the accident causes DEATH or SPECIFIED INJURY (the latter as defined by RIDDOR) the following procedures will be followed:

- The site manager/supervisor will telephone the contracts manager giving all relevant details available at the time the call is made.
- The contracts manager will contact by telephone, the local office of the Health and Safety Executive and Northern Counties Safety Group and report the incident.
- In the case of death, amputation or serious fractures, the site manager/supervisor will ensure that nothing is touched at the scene of the accident before the full investigation is undertaken. With other accidents causing injury, authority will be obtained from the contracts manager before continuing to work at the site of the accident.
- DRA PAT Testing Ltd will forward the appropriate form F2508 for accidents to the Health and Safety Executive for any accident causing death, specified injury.

If any employee is absent from work for more than seven days following an accident at work, (not counting the day of the accident, but including Saturday and Sunday), the site manager/supervisor will inform the contracts manager so that appropriate report forms (F2508) can be completed and sent to the enforcing authority.

DRA PAT Testing Ltd may ask Northern Counties Safety Group to help with the investigation into any accident, dangerous occurrence or "near miss" and to provide a report explaining, if possible, precisely how the accident occurred and what precautions should be taken to prevent a recurrence.

Any dangerous occurrences, as defined in RIDDOR, will be relayed to the contracts manager who will ensure the appropriate F2508 is forwarded to the Health and Safety Executive.

## Accident Reporting Procedure - Members of the Public

If an injury occurs to a member of the public on company sites, or workplaces under the control of DRA PAT Testing Ltd, which results in their removal from the workplace or site for hospital treatment, then this is notifiable to the local enforcing authority immediately and a form F2508 (revised) will be sent within 15 days.

The site manager/supervisor will ensure the details of the incident are reported to the contract's manager so that the proper notification can be sent to the enforcing authority.

## The Accident Book

All accidents resulting in personal injury will be recorded in DRA PAT Testing Ltd's accident books or accident report form. These are in the main office or in company vans where these are provided. Management will regularly review the accident book. This review will be in addition to an individual investigation of the circumstances surrounding each incident.

All near misses will also be reported as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

If an injury renders an employee unable to make an entry in the accident book, a witness or someone who can enter an account of the incident should complete the entry on behalf of the injured person. The employee's account will be entered as soon as possible after the event. Employees will ensure that they are aware of the location of the accident book.

## Accident and Incident Investigation Procedure

A factual report, with objective conclusions and practical recommendations, can serve two purposes:

1. For DRA PAT Testing Ltd to re-assess risks in the light of the findings with the view to taking measures to prevent a recurrence of a similar accident or incident.
2. For insurance company personnel to assess the likelihood of blame being allocated to a third party, with the view to further investigation of liability issues to facilitate the defence of liability claims.

Therefore, any factual report will include sufficient details for senior management to decide whether or not further investigation by someone other than the health and safety team is justified.

DRA PAT Testing Ltd may utilise one or more levels of investigation depending upon the incident and its outcome.

## Investigation Levels

### Level 2: Managing Director/Northern Counties Safety Group

- Any incident to be RIDDOR reported to the enforcement authority.
- Any incident involving the death of, or personal injury to, anyone doing anything with, or in relation to, any work activity undertaken by DRA PAT Testing Ltd
- Any near miss incident, which could have led to the death of, or personal injury to, any person.

### Level 1: Director

- Any incident requiring first-aid treatment or following an entry into the accident report book.
- Any incident reported to the site manager/supervisor by an employee, which the employee believes indicates the presence of any danger to DRA PAT Testing Ltd, contractors, visitors or members of public

## Welfare Facilities

DRA PAT Testing Ltd recognises and accepts its responsibilities in relation to welfare requirements.

All works are carried out in Clients premises or sites. DRA PAT Testing Ltd will ensure that their employees have full access to Client's facilities whilst on site.

## First Aid & Emergency Procedures

### First Aid

DRA PAT Testing Ltd will make adequate assessments of the first aid requirements. The assessment will assist DRA PAT Testing Ltd in deciding the number of first aiders and the amount of first aid equipment required.

The assessment will identify the number of trained first aiders required and the number of appointed persons required in order to cover absences etc.

Each employee will carry in their vehicle one first aid container, which conforms to the requirements of the **Health and Safety (First Aid) Regulations**.

Each container will be clearly identifiable, by a white cross on a green background, and its location made known to all persons. The site manager/supervisor will ensure the location of all first aid containers and all personnel know the names of the first-aiders or person in charge of the first aid container.

Every container will be checked frequently and replenished as necessary to ensure that they are fully stocked. The first-aider, or appointed person (trained in emergency aid) will be given the responsibility of checking the contents on a weekly basis and for arranging the replenishment of the contents.

Under no circumstances will medication of any description be kept in any first aid container (including painkillers, antiseptic creams and lotions, disinfectants etc.)

### Emergency Procedures

- Written emergency procedures for reasonably foreseeable incidents will be prepared at all workplaces. Client's procedures will be followed at all times.
- All employees will be informed, instructed and, where necessary, trained in the emergency procedures. These procedures will be practised regularly, and records will be maintained.
- Appointed persons will be identified to take control in the event of an emergency incident.

## Working at Height

DRA PAT Testing Ltd accept that whenever possible, work at height must be avoided. To this end they will request that all items requiring PAT testing are placed at ground level by Clients.

Where this is not possible, the method of access and work equipment used should be selected according to the hierarchy set out in the **Work at Height Regulations**.

A detailed risk assessment will be undertaken prior to undertaking any work at height to first establish if the work can be avoided, thereby eliminating the need to work at height.

If work at height cannot be avoided then DRA PAT Testing Ltd will ensure that all work at height is properly planned and organised through strict control measures, this will include ensuring only competent people are engaged in the work and that their competence can be proved via certification.

The risk assessment procedure will include the selection of work equipment taking into account the working conditions, distance and consequences of a fall, and the duration and frequency of use.

In relation to selection of equipment the emphasis will be on fall prevention measures (hierarchy of access), this will include guardrails and physical barriers.

## Driving Policy

The purpose of DRA PAT Testing Ltd Driving Policy and associated Guidance is to ensure compliance with the HSE, Guidance for employers "Driving at Work – Managing work-related road safety"; to fulfil the requirements of our statutory 'duty of care' and to meet current insurance sector standards.

All recent changes in standards relating to 'business travel' have placed greater responsibility on DRA PAT Testing Ltd for the safety and welfare of those who travel, particularly those engaged in work-related driving. The Policy and Guidance is applicable to all persons who Drive Company owned or leased vehicles; and to those who drive their own vehicles for business purposes and subsequently make a travel claim.

In summary it seeks to:

- Establish arrangements which will ensure that persons who undertake work-related driving are qualified to drive, are insured to drive and are fit to drive.
- Set out the legal position/driver responsibility for specific road safety issues.
- Ensure that driving schedules are planned and reasonable.
- Define current compliance standards for those who drive a minibus.
- Provide information and guidance for drivers in the event of a road traffic accident
- Set out the options available to DRA PAT Testing Ltd and driver, in the event of ill-health or disqualification.

## Fit to Drive

The main issues are:



- That it is the individual's responsibility to ensure that they are fit to drive when they take a vehicle onto the public highway.
- That any person who is required to drive as part of their employment must declare any medical condition which adversely affects their ability to drive safely (all information provided will be treated as confidential).

## **Minibus Drivers**

All minibus drivers for DRA PAT Testing Ltd must:

- Have held a UK drivers licence for more than 2 years.
- Have a D1 entitlement, (automatic prior to 1997, by examination post 1997).
- Be aged at least 25 years.
- Have no more than 3 penalty points on their licence.

## **Road Safety**

Where employees use their own vehicles, it is their responsibility to ensure that the vehicle is roadworthy and where applicable, has a valid MOT certificate.

Drivers must not drive under the influence of drugs or alcohol (including prescription drugs which may affect their ability to drive).

The use of hand-held mobile phones whilst driving is not permitted. Hands-free kits can be utilised, but DRA PAT Testing Ltd recommend that the call is kept short and to the point.

## **Mobile Phone Use**

Research shows that using handheld or hands-free mobile phones while driving is a significant distraction and substantially increases the risk of the driver crashing. The problems are mainly caused by the mental distraction and divided attention.

Mobile phones cause a distraction in three ways:

- Taking the hands off the wheel.
- Becoming engrossed in conversation and not concentrating on the road.
- Mental distraction.

All company employees should adopt the following principles:

- You must never use a mobile phone whilst driving unless you have a fully compliant hands-free unit and are an experienced driver used to handling such equipment.
- Unless you have a working hand free unit your phone should be switched off, with divert all calls to voice mail and check messages when your vehicle is stationary.

From a safety point of view mobile phone use while driving, even with a hands-free unit, should be limited. If the employee must take a call which is of any significant length of time, then the driver should pull off the road into a safe position.

If the employee receives a call you should indicate that you are driving and keep the conversation short and to the point.

Employees should also be aware that if you have an accident whilst using a hands-free unit you may still be prosecuted for driving without due care and attention.

## **Route planning and scheduling**

Where an employee must drive to undertake work-related activity, an assessment of the schedule of driving and work activity is made to ensure that it is reasonable, allows for rest breaks and will not result in excessive working hours. Driver fatigue is a major cause of road traffic accidents and DRA PAT Testing Ltd has a 'duty of care' towards its employees and other road users.

## **Road Traffic Accidents (RTA's)**

If an employee is involved in a road traffic accident, then the following should be observed:

- Owned or leased vehicles involved in any form of road traffic accident must stop to determine the extent of any injuries to individuals involved and damage to both vehicles.
- Do not under any circumstances admit blame or accept liability
- Record as far as you are able, the details of the RTA.
- Upon return to DRA PAT Testing Ltd offices report the accident immediately to the director.

## **Medical Conditions**

Employees who drive owned or leased vehicles or who need to drive as an essential part of their work, must inform their supervisor of any medical condition which would prevent them from driving legally on the public highway or adversely affects their ability to drive safely or with due care and attention.

In these circumstances supervisors will endeavour to make reasonable adjustments, in consultation with the individual employee.

## **Disqualification**

Employees who drive owned or leased vehicles as an essential part of their employment are duty bound to inform their supervisor immediately of disqualification from driving on the public highway.

That person will be relieved of all driving duties with immediate effect and in consultation with the individual employee and the most appropriate course of action determined. Each case will be dealt with on its own merits.

## **Pre-use Checks**

The Road Traffic Act states that the driver is responsible for the roadworthiness of any vehicle, the load being carried and the wearing of seat belts by passengers, whilst travelling on the public highway.

As such, it is strongly recommended that employees intending to drive any vehicle on business, they should undertake appropriate checks prior to using the vehicle, for example:

- Tyre tread
- Foot and hand brake operation
- Lights, indicators and hazard warning lights operate
- Horn operates
- Screen wash and wipers operate
- Seat belts fitted and functioning
- Mirrors

These are tasks which do not require any technical expertise and are the basic checks included in the current UK driving standards examination.

Additional checks for long journeys might usefully include:

- Fluid levels (oil, coolant and screen wash)
- Tyre pressures
- Locks and security functional
- Fuel level

## Electrical Safety

DRA PAT Testing Ltd recognises its duties under the **Health and Safety at Work etc Act** and the **Electricity at Work Regulations** to maintain systems, plant and equipment which are safe to use when used correctly. Many factors can influence and affect electrical installations and equipment. Therefore, it is vital to ensure they are adequately maintained by inspection and testing as necessary.

All electrical work will be carried out in accordance with **The Electricity at Work Regulations**.

## Permanent Installations & Portable Electrical Apparatus

Fixed, permanent installations into offices will be inspected, and tested where necessary, at intervals of five years. Professionally qualified electricians will carry out the work and will issue inspection and test certificates, which will be retained in DRA PAT Testing Ltd records.

All installation, repair and maintenance work on permanent installations will be carried out by competent electricians and fully comply with the I.E.E. Wiring Code of Practice, which has now been adopted as a European Standard.

A 'hand-over' certificate will be requested from the electricians on completion of testing of the installations in DRA PAT Testing Ltd offices.

All company owned equipment, including extension cables will be regularly inspected by DRA PAT Testing Ltd's appointed electrical inspector for signs of wear and damage. Competent persons will carry out any necessary repairs. Portable equipment will undergo annual electrical testing to ensure it continues to be safe to use. (PAT Testing)

## Damaged or Defective Electrical Equipment

Employees will report faulty equipment as soon as the fault is noted. A tag or label, stating the suspected nature of the fault, should be attached to the power lead of the equipment, with the equipment immediately removed from use and sent for repair.

The companies appointed electrical personnel, who will also inspect, and where necessary test, the repaired equipment before it is reissued for use, will carry out all repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance and make the records available to DRA PAT Testing Ltd.

## **Temporary Site Installations**

Temporary installations into site cabins and offices will be carried out by competent electricians and will fully comply with the I.E.E. Wiring Code of Practice. The site manager/supervisor should request from the installer a completion hand over certificate on completion of the testing of the installation. Regular quarterly re-inspections and testing will be programmed if the cabin or office is still in use after the initial three-month period, unless experience has shown that the re-inspection/testing can be performed at greater intervals.

The use of reduced voltage supply operating at 110v through double wound transformers is generally accepted throughout the construction industry. Therefore, DRA PAT Testing Ltd will continue to accept the best practices, and use only such equipment and supplies wherever possible.

Other higher voltage equipment may be used where lower voltage equipment is not available. However, where this occurs, additional safety precautions will be taken, e.g. armoured cables, residual current circuit breakers (RCCB & RCD), more frequent inspection.

All company owned equipment, including extension cables will be regularly inspected (at three monthly intervals) by the appointed electrical inspector for signs of wear and damage, and competent persons will carry out any repairs necessary. Where necessary portable equipment will undergo electrical testing to verify it is safe to continue using.

## **Damaged or Defective Portable Electrical Equipment**

Employees will report faulty equipment to the site manager/supervisor immediately. A tag or label, stating the suspected fault, should be attached to the power lead of the equipment and the equipment immediately returned for repair.

Repairs will be carried out by the appointed electrical person, who will also inspect, and as necessary test, the repaired equipment before placing it in the tool/equipment store, where it may be re-issued for use.

Equipment will not be removed from the "repair" area unless it is by competent electricians, who are to carry out repairs.

The repairer of the electrical equipment will maintain the appropriate log/record of maintenance and make the records available to management staff.

## **Personal Electrical Items**

Personal electrical items such as phone or e-cigarette chargers must not be used without a current PAT test. Items being charged must not be placed on combustible materials (paper etc) when being charged. Chargers must not be left plugged in overnight.

## **Maintenance Procedure**

DRA PAT Testing Ltd accept that maintenance of work equipment and on the premises can expose those carrying out the work to a number of different hazards. Due to the varied amount of tasks that come under the wide umbrella of maintenance, ranging from repairing and replacing broken items to cleaning and painting, therefore, DRA PAT Testing Ltd shall ensure that a thorough assessment of the work is carried out, prior to the work commencing.

Due to the nature of the work, which may include electrical testing, it is often necessary to remove the safeguarding to gain access to the parts requiring attention or access areas not normally used, DRA PAT Testing Ltd shall control hazards by positive isolation, notification of work, signage etc.

DRA PAT Testing Ltd shall ensure that only trained and competent personnel (including contractors) conduct maintenance tasks and these workers will have a raised awareness of the inherent hazards.

To reduce the risk of injury whilst maintenance work is being carried out, DRA PAT Testing Ltd will carry out a thorough risk assessment to enable suitable control measures to be put in place. Referring to, and adhering to, manufacturers information, including maintenance and setting instructions.

DRA PAT Testing Ltd's prevention measures included in the risk assessment:

- Suitable means access.
- Physical isolation of the equipment.
- Portable and mobile lighting (suitable lighting)
- Ventilation including local exhaust ventilation.
- Use of suitable tools (possibly substituting electrically powered tool with pneumatic tools in certain environments).
- Not carrying out work in *situ* (removing items to be worked on to a more suitable location).
  
- Blocking or shoring-up moving parts to prevent unexpected movement. This shall also include positive isolations.
- Providing suitable protective equipment to reduce the effects of hazardous substances, sharp objects, hot surfaces, etc. although the use of PPE shall, where practicable, be used as a last resort.

The list is not exhaustive as each job will present its own health and safety issues. DRA PAT Testing Ltd will take a logical, systematic approach to the situation, that an acceptable degree of risk reduction can be achieved.

## Noise

Wherever necessary the requirements of the **Noise at Work Regulations** will be fully complied with. A brief summary of the regulations is listed below. In addition, DRA PAT Testing Ltd has available for issues to each site a list of typical noise readings from common pieces of construction equipment and tools. This list is to be used by supervisors to determine the level (if any) of noise control required, including the provision of hearing protection.

Action required where $L_{EP,d}$ is likely to be:- (see note 1 below)	below 80dB(A)	80dB(A) Lower Exposure Action Level	85dB(A) Upper Exposure Action Level
<b>EMPLOYER'S DUTIES</b>			(2)
General Duty to Reduce Risk Risk of hearing damage to be reduced to the lowest level reasonably practicable	*	*	*
Assessment of Noise Exposure Noise assessments to be made by a Competent Person. Record of assessments to be kept until a new one is made		* *	* *
Noise Reduction Reduce exposure to noise as far as is reasonably practicable by means other than ear protectors			*
Provision of Information to Workers Provide adequate information, instruction and training about risks to hearing, what employees should do to minimise risk, how they can obtain ear protectors if they are exposed between 80 and 85 dB(A), and their obligations under the Regulations Mark ear protection zones with notices, so far as reasonably practicable.		*	* *

<p>Ear Protectors</p> <p>Ensure so far as is practicable that protectors are:-</p> <ul style="list-style-type: none"> <li>- provided to employees who ask for them</li> <li>- provided to all exposed</li> <li>- maintained and repaired</li> <li>- used by all exposed</li> </ul> <p>Ensure so far as is reasonably practicable that all who go into a marked ear protection zone use ear protectors</p>		*	* * * * (3)
<p>Maintenance and Use of Equipment</p> <p>Ensure so far as is practicable that:-</p> <ul style="list-style-type: none"> <li>- all equipment provided under the Regulations is used, except for the ear protectors provided between 80 and 85 dB(A).</li> <li>- ensure all equipment is maintained,</li> </ul>		* *	* *
<b>EMPLOYEES DUTIES</b>			
<p>Use of Equipment</p> <p>So far as is practicable:-</p> <ul style="list-style-type: none"> <li>- use ear protectors</li> <li>- use any other protective equipment</li> <li>- report any defects discovered to his/her employer</li> </ul>		* * *	* * *
<b>MACHINE MAKERS' AND SUPPLIERS' DUTIES</b>			
<p>Provision of Information</p> <p>Provide information on the noise likely to be generated</p>		*	*

**NOTES:**

- (1) The dB(A) action levels are values of daily personal exposure to noise ( $L_{EP,d}$ ).
- (2) All the actions indicated at 85 dB(A) are also required where the peak sound pressure is at or above 200Pa (140 dB re 20µPa).
- (3) This requirement applies to all who enter the zones, even if they do not stay long enough to receive an exposure of 85 dB(A)  $L_{EP,d}$ .

## Reducing Noise and Exposure

- Information on the noise and frequency levels of any plant are obtained before hire or purchase.
- The noise levels of any static plant in any workplace are taken into consideration before installation.
- When personnel will be required to work in situations where potentially harmful levels of noise are likely to be encountered, noise assessments have been undertaken and appropriate protective measure taken.
- Action is taken where noise cannot be reduced below the following action levels: - Lower Exposure Action Value 80 dB (A) daily personal exposure.
- A noise assessment by a competent person in writing.
- Ensure that suitable measures to reduce the risk are available to employees, on request.
- Ear protection zones must be demarcated with signs in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- Adequate means of communication are provided in noisy environments, especially if there are relevant alarm sounds, which may need to be heard, alternative signals may need to be provided.
- DRA PAT Testing Ltd will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment.
- All the control measures identified in the noise assessment are implemented.

- Alternative methods of work have been considered to eliminate or reduce possible noise levels.
- DRA PAT Testing Ltd will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. Ensure all noise reducing features are fitted, in a serviceable condition and used.
- DRA PAT Testing Ltd will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments.
- Where the first action level is likely to be reached, that supplies of hearing protection appropriate to the noise source, are available on site.
- Where the upper or peak action level is likely to be reached, or exceeded, hearing protection equipment is issued to operatives and ensures that it is worn.
- Any defects noted in noise reducing equipment are reported to the relevant manager immediately for remedial action to be taken.
- DRA PAT Testing Ltd will provide maintenance and repair or renewal of the protective equipment. All personnel required to use hearing protection have been instructed in the use of any equipment provided for their protection. Personnel subject to high levels of noise will be provided with information, instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and company policy.
- Where prolonged exposure is unavoidable, work is planned to give operatives adequate rest breaks away from the noisy environment. DRA PAT Testing Ltd will, as far as is reasonably practicable, take all steps to reduce noise exposure levels of employees by means other than the use of personal protection.

Only when it is not reasonably practicable to engineer the noise reduction, is the provision of hearing protection to be considered.

## Vibration

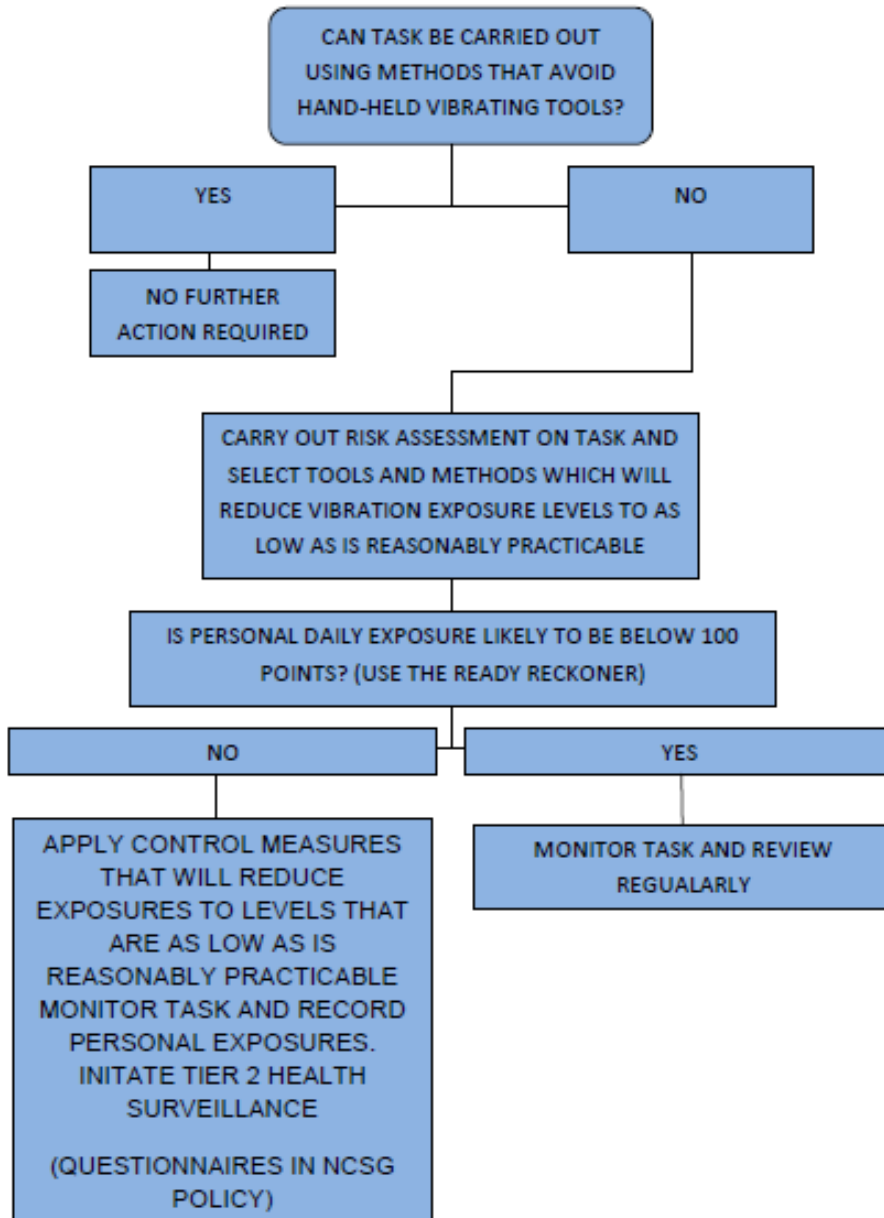
Several operations require the use of handheld tools and equipment e.g. drills and abrasive wheels. The vibration produced by this type of equipment can have an adverse effect on the upper limbs and the nerves, tissues and muscles of the hands and fingers of the people operating them. In the long term this may lead to permanent damage known as Hand Arm Vibration Syndrome (HAVS) The best known of these conditions being vibration white finger (VWF) which is caused by damage to the blood circulation.

- Where possible, methods will be used that avoid the need to expose employees to hand arm vibration (e.g. machine mounted breakers, floor saws, remote controlled trench rollers etc).
- If this is not possible then exposures will be reduced to as low a level as is reasonably practicable.
- An assessment of the hazards created by the use of hand-held equipment will be undertaken to prevent, or where this is not reasonably practicable, reduce and control the risks from the vibration. The site manager will arrange for these assessments to be carried out with assistance from Northern Counties Safety Group where required.
- Manufacturer or supplier's information will be used as guidance, but assessments on site during the actual use of the equipment/tool will be planned. Low vibration plant and equipment will be specified and used wherever practicable.
- Where employees first join DRA PAT Testing Ltd, and are expected to be exposed to hand-arm vibration, they will complete a Tier 1 health questionnaire to determine their risk from vibration exposure



The flow chart below outlines the process:

## FLOW CHART FOR VIBRATION



<b>The Control of Vibration at Work Regulations Hand-Arm Vibration Criteria</b>		
<b>Description</b>		<b>A(8) – m/s<sup>2</sup></b>
<b>Exposure Limit Value (ELV)</b>	The daily exposure <b>limit</b> value standardised to an 8 hour reference period	<b>5.0</b>
<b>Exposure Action Value (EAV)</b>	The daily exposure <b>action</b> value standardised to an 8 hour reference period	<b>2.5</b>

The Control of Vibration at Work Regulations have an **Exposure Action Value (EAV) of 2.5m/s<sup>2</sup>**, and an **Exposure Limit Value of 5m/s<sup>2</sup>**.

The table below is a ‘ready reckoner’ for calculating daily vibration exposures. All you need is the vibration magnitude (level) and exposure time. The ready reckoner covers a range of vibration magnitudes up to 40 m/s<sup>2</sup> and a range of exposure times up to 10 hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s<sup>2</sup> A(8). You may find the exposure points easier to work with than the A(8) values:






- Exposure points change simply with time: twice the exposure time, twice the number of points
- Exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day
- The exposure action value (2.5 m/s<sup>2</sup> A(8)) is equal to 100 points
- The exposure limit value (5 m/s<sup>2</sup> A(8)) is equal to 400 points

Vibration magnitude m/s <sup>2</sup>	40	800										
	30	450	900									
	25	315	625	1250								
	20	200	400	800								
	19	180	360	720	1450							
	18	160	325	650	1300							
	17	145	290	580	1150							
	16	130	255	510	1000							
	15	115	225	450	900	1350						
	14	98	195	390	785	1200						
	13	85	170	340	675	1000	1350					
	12	72	145	290	575	865	1150	1450				
	11	61	120	240	485	725	970	1200	1450			
	10	50	100	200	400	600	800	1000	1200			
	9	41	81	160	325	485	650	810	970	1300		
	8	32	64	130	255	385	510	640	770	1000	1200	
	7	25	49	98	195	295	390	490	590	785	865	
	6	18	36	72	145	215	290	360	430	575	720	
	5.5	15	30	61	120	180	240	305	365	485	605	
5	13	25	50	100	150	200	250	300	400	500		
4.5	10	20	41	81	120	160	205	245	325	405		
4	8	16	32	64	96	130	160	190	255	320		
3.5	6	12	25	49	74	98	125	145	195	245		
3	5	9	18	36	54	72	90	110	145	180		
2.5	3	6	13	25	38	50	63	75	100	125		
2	2	4	8	16	24	32	40	48	64	80		
1.5	1	2	5	9	14	18	23	27	36	45		
1	1	1	2	4	6	8	10	12	16	20		
		15 m	30 m	1 h	2 h	3 h	4 h	5 h	6 h	8 h	10 h	
		Daily exposure time										

Using the ready reckoner:

1. Find the vibration magnitude (level) for the tool or process (or the nearest value) on the grey scale on the left of the table.
2. Find the exposure time (or the nearest value) on the grey scale across the bottom of the table.
3. Find the value in the table that lines up with the magnitude and time.
4. Compare the points value with the exposure action and limit values (100 and 400 points respectively).

The colour of the square containing the exposure points value tells you whether the exposure exceeds, or is likely to exceed, the exposure action or limit value:

	Above limit value
	Likely to be above limit value
	Above action value
	Likely to be above action value
	Below action value

5.If a worker is exposed to more than one tool or process during the day, repeat steps 1 – 3 for each one, add the points, and compare the total with the exposure action value (100) and the exposure limit value (400).

Control measures shall include:

- Identifying, and making use of, alternative plant and equipment, such as using crushers in place of handheld breakers.
- All personnel will be issued with and wear suitable PPE, including gloves for hand warmth where necessary.
- Ensure workers keep themselves and their hands warm and maintain a good flow of blood to the hands and fingers.
- Organise breaks to ensure long periods of uninterrupted exposure to vibration do not occur.
- Ensuring the correct tool is used for the job and that all tools are correctly balanced, have no worn or defective parts and all blades and cutters are sharp.
- Ensure facilities for the preparation of hot food and drinks are available for employees. This keeps the blood supply flowing through the main blood vessels.
- Health surveillance measures implemented where required.

Site supervisor will ensure the control measures are clearly understood by all personnel and that they are strictly adhered to.

## Asbestos

**The Control of Asbestos Regulations** applies to any work in which asbestos is encountered, whether intentionally or not.

It will be necessary to obtain written confirmation from clients that no asbestos contamination exists in the ground to be built on; in any building or plant to be refurbished; or any plant or building to be demolished, which may be disturbed or released by normal operations and which may release asbestos fibres in excess of permitted action levels.

Clients and Principal Designers will be questioned on the existence of current, up to date, surveys, assessments and registers indicating the presence, or not, of asbestos, unless these details are clearly identified under the contract specification.

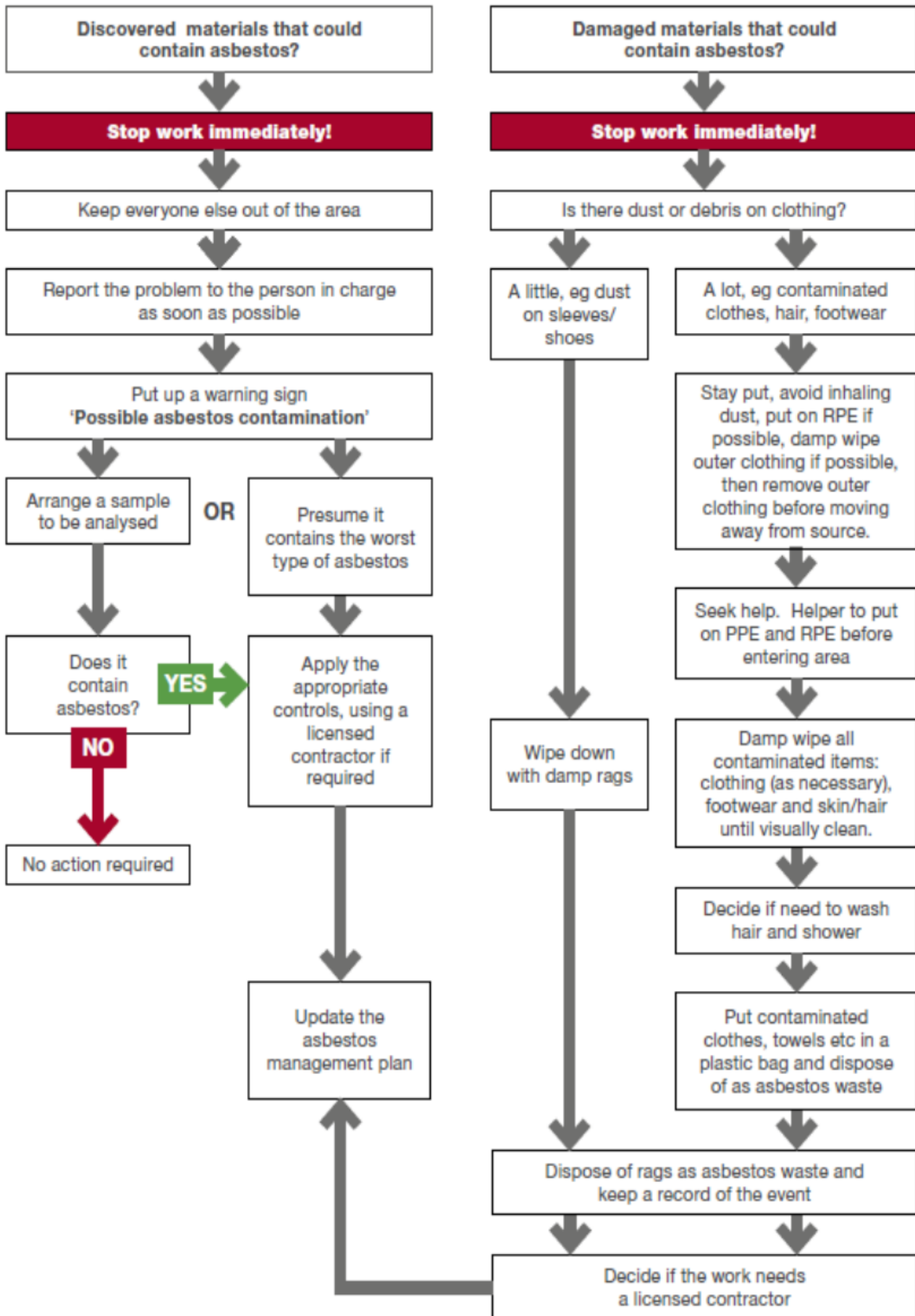
All known and suspected sources will be clearly identified and dealt with in the Construction Phase Plan. When asbestos is present, or suspected DRA PAT Testing Ltd will gather all relevant details with relation to the work, including surveys etc. and will ensure, where appropriate that any asbestos insulation or board removal work (not cement based products) is only carried out by a competent contractor, licensed by HSE in accordance with the regulations.

Asbestos has been used in the past in the construction industry, much of which is still in place. The most common uses, and where employees are most likely to encounter asbestos, include:

- Sprayed asbestos and asbestos loose packing as firebreaks and in ceiling voids.
- Moulded or pre-formed sprayed coatings and lagging generally used for thermal insulation of pipes, boilers etc.
- Sprayed asbestos mixed with hydrated asbestos cement, generally used as fire protection in ducts, firebreaks, panels, partitions, soffit boards, ceiling panels and around structural steel work.
- Insulation boards used for fire protection, thermal insulation, partitioning and ducts.
- Some ceiling tiles.
- Millboard, paper and paper products for insulation of electrical equipment, asbestos paper used for fireproof facing of wood fibreboard.
- Asbestos cement products compressed into flat or corrugated sheets. Corrugated sheets mainly used as roofing and wall cladding.
- Other asbestos cement products include gutters, rainwater pipes and water tanks.
- Various textured coatings, including in some artex.

If asbestos has been identified and you are likely to come into contact with it, you will seek advice from the site manager before proceeding with any work. If you uncover hidden material or dust you suspect may contain asbestos, you will stop work immediately and follow the emergency flow chart below.

## Flow chart



## Alcohol and Drugs

DRA PAT Testing Ltd is committed to providing a safe and healthy working environment and recognises that those who misuse alcohol or drugs to such an extent that it may affect their health, performance, relationships at work and conduct. This policy, which applies to all employees, aims to:

- Promote the health and wellbeing of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- Offer employees, known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

This policy does not apply to personnel who commit a clear breach of company site rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

### Personnel Must Not:

- Report, or attempt to report, for work at any time when under the influence of alcohol or illicit drugs.
- Consume any illicit drugs or alcohol whilst at work.
- Be in possession of any illicit drugs or alcohol whilst at work.

### Personnel Must:

- Inform DRA PAT Testing Ltd if you are charged by the police in connection with any alcohol or drug related offence. DRA PAT Testing Ltd will treat any information supplied with the strictest confidence.
- Attend any medical or drug related test required by DRA PAT Testing Ltd.
- Provide a biological sample (blood, urine, etc) when requested.
- Co-operate fully with DRA PAT Testing Ltd on the implementation of this policy.

DRA PAT Testing Ltd will, in consultation with employees and their representatives:

- Advise all existing employees and new starters of the risks to health from the effects of alcohol and drugs, including some prescribed medications.
- Encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of DRA PAT Testing Ltd referral procedures for diagnosis and treatment.
- Encourage supervisors and managers who identify job performance problems that may be attributed to the effects of alcohol or drugs, to consult with the director to determine whether there is sufficient concern to warrant a medical evaluation.
- In cases where the effects on work due to alcohol or drugs misuse is confirmed or admitted, agree upon a programme of treatment in consultation with an external health specialist, employees GP and employee.

## Information and Training

DRA PAT Testing Ltd will provide sufficient information, instruction and training as is necessary to ensure all employees have the knowledge required:

- To understand the dangers associated with the effects of alcohol or drugs at work and DRA PAT Testing Ltd policy regarding this issue.
- To understand DRA PAT Testing Ltd procedures that will be adopted where there is found to be deterioration in work performance from these effects.
- To understand the legal consequences of their actions.

Managers and supervisors will be given additional training, as necessary, to enable them to identify and deal with the problems that may arise as a result of the effects of alcohol or drugs upon work performance.

## Safe System of Work

The effects of alcohol or drugs at work can create serious health and safety risks not only to those who misuse alcohol and drugs, but to other employees as well. Therefore, the following rules must be adhered to.

- Do not come to work under the influence of alcohol or drugs.
- Do not bring alcohol or non-prescribed drugs on to company premises.
- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Never drive or operate plant or machinery if you are affected by alcohol or drugs.
- Ask your doctor or DRA PAT Testing Ltd for guidance on sensible limits of alcohol consumption.
- Offer support and advice to work colleagues who you suspect of suffering from alcohol or drug abuse. Do not 'protect' them by keeping quiet.
- Ask for assistance if you feel that matters are beyond your own control.

Remember that your misuse of alcohol or drugs could seriously affect the health and safety of your work colleagues.



## Stress Management

The overall aim of this policy is to help employees understand the effects of stress and help employees perform better by reducing stress because of their work.

Stress is the adverse reaction people have to excessive pressures or other types of demand placed upon them. There is a clear distinction between pressure, which can be a motivating factor and stress, which can occur when this pressure becomes excessive.

## Signs of Stress

Signs to look for in an employee suffering from stress include changes in the pattern of behaviour, deteriorating relationships, an increase in drinking, smoking, drug taking, irritability, lateness, absenteeism, sickness, poor work performance, trivial complaints and lack of concentration.

There may also be identifiable physical symptoms, including headaches, visual problems, muscular pains, tiredness and insomnia.

Low productivity, high staff turnover, higher accident rates and an increase in customer complaints may also signify the existence of a problem which needs to be brought to the attention of DRA PAT Testing Ltd management.

The primary sources of stress which the policy aims to highlight, and control are:

- **Demands** – Such as workload, work patterns (i.e. weekend work / night shifts) and the work environment.
- **Control** – How much control does the employee have in the way they do their work?
- **Support** – Such as encouragement and resources provided by DRA PAT Testing Ltd, line management and work colleagues.
- **Relationships** – such as avoiding conflict and dealing with unacceptable behaviour.
- **Role** – Does the employee understand their role within DRA PAT Testing Ltd and is there any conflicting role.
- **Change** – such as how is change in DRA PAT Testing Ltd systems managed and communicated to the employees.

## Combat / Reducing Stress

In order to reduce or control stress at DRA PAT Testing Ltd, a stress reduction programme will be instigated by the contract's manager / director.

Once a stress suffering employee has been identified, either via reporting their problems to a line manager or by clear indications of stress identified by a third person then an appraisal will be undertaken by the contract's manager

The issues covered in the appraisal will include:

- Job ambiguities – specific job descriptions should be issued.
- The level of training the employee has received to fulfil their role.

- Resources provided – are they adequate or do we need to provide better resources (staff, equipment etc.)
- Personality conflicts – dealt with where possible.
- Is the stress created more by the employees' personal life rather than work?
- Is the individual more prone to stress. (i.e. sensitive to constructive criticism, unable to cope with normal daily work activities)
- Has clear instruction been given by their line manager on what they are expected to achieve.
- Are objectives and goals set by line managers, realistic and achievable?
- Would counselling from an external person / agency be useful to the employee?

Following the appraisal, a well-structured action plan should be established to reduce stress levels, which has been agreed with both parties. The individual should then be monitored for improvements and their suitability to the role they have been given.

A follow up appraisal should be set up a month after the initial consultation to establish any positive or negative effects on the stress.

## Manual Handling

Wherever possible, manual handling will be avoided by use of mechanical aids, or different work methods.

## Risk Assessment

A manual-handling risk assessment will be required for all manual-handling operations where there is a foreseeable risk of injury. The site manager will carry out an assessment of any risk. Where the task involves handling material over 20 Kgs, the assessment will identify the control measures needed, which will usually involve two-man lifting and placing. Where possible the client and designer should try to avoid material of 20 Kgs and above.

Employees involved in the manual handling operation will be informed of the risk and of the control measures required to be taken by them.

For work activities where weights may be variable, such as the unloading of vehicles, employees will be advised on how to assess the manual handling risks involved and the control measures to be adopted. The site manager/supervisor are responsible for ensuring that employees have sufficient understanding of the risks of injury when handling loads of variable weight, or unpredictable loads.

The following list of weights gives the suggested action required to enable manual handling operations to be carried out safely.

LOAD		ACTION
<20kg	(56lbs)	Within the capability of persons with no known medical condition
20-34kg	(56-75lbs)	Training required in order to assess any lifting problems. May require 2 person lifting
34-50kg	(75-112lbs)	Training required on specific techniques - including shape and design criteria. May require 2 people lifting
50-90kg	(112-200lbs)	Mechanical lifting desirable
>90kg	(200lbs)	Mechanical handling usually required

When carrying out manual handling assessments, the criteria shown below will be considered;

### THE TASKS

#### Do they involve:

- Holding loads away from the trunk?
- Twisting?
- Stooping?
- Large vertical movements?
- Strenuous pushing or pulling?

### THE LOADS

#### Are they:

- \* Heavy?
- \* Bulky/unwieldy?
- \* Difficult to grasp?
- \* Intrinsically harmful?  
(Sharp/hot/cold)

- Long distances?
- Unpredictable movement of loads?
- Repetitive handling?
- Insufficient rest or recovery?
- A work rate imposed by an activity?

## THE WORKING ENVIRONMENT

### Are there:

- Constraints on posture?
- Poor floors/ground conditions
- Variations in levels?
- Hot/cold/humid conditions?
- Strong air movements?
- Poor visibility conditions?

## INDIVIDUAL CAPABILITY AND OTHER FACTORS

- \* Unusual capability
- \* Any health conditions, back problems, etc

## Lifting Practice

The following precautions shall be taken when lifting:

- Stand firmly - close to load. Feet about 300mm (12") apart with one foot slightly ahead of the other
- With the back straight - bend the knees.
- Obtain a firm diagonal grip. Keep load close to body.
- Lift up by straightening legs and move off.
- When lowering load keep the back straight and bend the legs.
- Avoid trapping fingers by placing the load askew on suitable packing. Wear gloves whenever possible. These will not prevent you trapping your fingers, but they do reduce the severity of the injury if you do.

## Display Screen Equipment

The main requirements of **The Display Screen Regulations**;

The regulations require DRA PAT Testing Ltd to analyse each workstation for the purpose of assessing the risks to health and safety of users, which arise out of or in connection with the use of these workstations.

These assessments must be carried out systematically and results monitored carefully.

Assessments will be reviewed automatically whenever there is a substantial change in the workstation or a significant change in the job undertaken.

Display Screen Assessment risks generally fall under three headings – physical (musculoskeletal) – visual fatigue – mental stress, and because there is incomplete understanding of some of these problems managers need to impress upon staff the importance of reporting back to management as soon as any difficulties are experienced.

## User and Computer Interface

In designing, selecting, commissioning and modifying software, and in designing tasks using display screen equipment, the responsible manager for this aspect must take into account the following principles:

- Software must be suitable for the task
- Software must be easy to use and where appropriate, adaptable to the user's level of knowledge or experience
- Systems must provide feedback to users on the performance of these systems
- Systems must display information in a format and at a pace which are adapted to users
- The principles of software ergonomics must be applied, to human data processing.

## Definitions

- 'Display Screen Equipment' covers an alphanumeric or graphic display screen.
- 'Operator' means a self-employed person.
- 'User' means an employee.
- 'Workstation' means an assembly comprising: 'Optional Accessories' – being items that will include the following:
  - Disk drive,
  - Telephone, modem,
  - Printer,
  - Document holder,
  - Chair,
  - Desk or work surface, etc.,
  - Immediate working environment.

## Analysis of Workstation

DRA PAT Testing Ltd will carry out a suitable and sufficient analysis of the workstations.

Review the analysis if:

- There is reason to suspect it is no longer valid.
- There has been a significant change.

Where risks are identified by the assessment, they must be reduced to the lowest extent reasonably practicable. The assessment will cover:

- Risk from the workstation.
- Draw upon other relevant sources of information.
- Produce valid and reliable conclusions.
- Make a clear record of the assessment.
- Communicate the findings to those who need to take action.

## Work Routine

The users must plan the activities to periodically interrupt work at DSE.

In most cases natural breaks will occur involving filing, answering telephones, sending faxes etc., and the work should be planned accordingly.

Any break should allow the user to:

- Vary his/her posture.
- Avoid activities which require similar arm or hand movements.
- Provide visual relief from the screen.

DRA PAT Testing Ltd will allow an adequate degree of flexibility for 'users' to organise their work rather than draw up a precise and detailed timetable of breaks.

## Eye and Eyesight Test

DRA PAT Testing Ltd will provide his 'users' with an appropriate eye and eyesight test initially on request and at regular intervals. The cost of the test will be borne by DRA PAT Testing Ltd.

If the results of the test reveal that special corrective appliances are necessary at normal visual display unit viewing distances, then DRA PAT Testing Ltd will provide them 'free of charge'.

## Provision of Training

During the assessment DRA PAT Testing Ltd will provide adequate health and safety training that shall cover:

- Simple explanation of main risks associated with the work.
- Correct adjustment of equipment.
- Need for breaks.
- Avoidance of overreaching and glare.
- Inspection and cleaning procedures.
- Correct posture and importance of postural changes.
- Provision and wearing of corrective appliances.
- Reporting procedures for highlighting problems.

### Checklist;

Display Screen:

- Characters must be clear, well defined, of adequate size and properly spaced.
- Image must be stable with no flickering.
- Brightness and contrast should be easily adjustable.
- Screen must swivel and tilt easily and freely.
- Screen must have a separate base.
- Glare and reflections must be minimised.

Keyboard:

- Tiltable and separate from screen.
- Sufficient space provided in front of keyboard.
- Matt surface to avoid reflection.
- Adequate and legible keyboard characteristics.

Work Chair:

- Stable with ease of movement.

- Adjustable height to accommodate work desk.
- Adjustable back rest with tilt facility.
- Suitable footrest.

Work Desk or Work Surface:

- Sufficiently large with low reflectance.
- Stable document holder which is adjustable.
- Adequate space for legs.

Other matters covered will include:

- Space requirements, Lighting, Noise, Heat, Radiation, Humidity

## Young Persons

DRA PAT Testing Ltd may from time to time employ "young persons". These we define as persons under the age of 18 years old.

In recognising that such persons may not in general possess the same level of understanding of risk in the "workplace" as experienced employees, greater care will be exercised when allocating work tasks. Work tasks that present a particular risk to young persons, such as harmful exposure to toxic agents; physical activities which are beyond the capabilities of the young person; extremes of heat and cold; excessive noise and vibration, working at height on sloping roofs, are of particular relevance and cannot be allocated to young persons. Therefore, the site manager/supervisor are to ensure a suitable and appropriate risk assessment is compiled before allocating any work tasks to employed young persons. A higher standard of supervision will also be required to ensure young person's cannot endanger themselves or others.

To meet the requirements of "**The Management of Health and Safety at Work Regulations**" DRA PAT Testing Ltd will, before employing young persons, review any existing risk assessments appropriate to the employment of young persons, together with developing new risk assessments as necessary.

## Disabled Persons

**The Health and Safety at Work etc Act 1974**, section 2, requires employers to exercise a general duty of care towards all their employees. Most disabled employees neither need nor seek safety systems beyond those in place for the work force generally.

DRA PAT Testing Ltd will consult with the Employment Medical Advisory Service (EMAS) of the Health and Safety Executive for advice on health and safety concerns relating to individual employees where complex problems arise. Attention will also be given to possible corrective measures necessary to overcome any under representation, i.e. alterations required under the Equality Act 2010

In practice, DRA PAT Testing Ltd's duty of care extends to ensuring that disabled people are not exposed to workplace environments that are hazardous as a consequence of the particular disability (such as requiring a deaf person to work in a situation where reacting to sound is an important factor in personal safety).

DRA PAT Testing Ltd will therefore give special attention to the integration of a disabled employee within the overall work force. Although employing disabled people never compromises health and safety standards, there may be a requirement to provide information or instigate training for other staff to ensure that both routine and emergency procedures work effectively.

Employees registered with the Employment Service as disabled are, where appropriate, entitled to personal equipment and/or workplace adaptations, which facilitate the work undertaken.

## Record Keeping

DRA PAT Testing Ltd will keep records of disabled persons in the work force and records of any special equipment provided or workplace adaptations made for the benefit of disabled persons under the Equality Act. Any training provided to disabled persons will also be recorded.

## Working Alone

DRA PAT Testing Ltd will so far as is reasonably practicable, ensure all operatives and employees who are required to work alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be taken to ensure other persons who may be affected by the work are also protected.

An assessment of the risks will be undertaken by the contract's manager, by virtue of the **Management of Health and Safety at Work Regulations**, to identify the hazards and to determine whether unaccompanied persons can carry out the work safely.

Consideration will be given to:

- The remoteness or isolation of the place of work.
- Means of communication e.g. two-way radio, mobile telephone, regular visits by a competent person, and other means of summoning assistance or raising the alarm.
- Violence or criminal activity by third parties and other interference.
- Foreseeable "worst case" scenario, including the provision for the treatment of injuries e.g. first aid kit and availability of a first aider.
- Employee suitability, including training requirements, experience, medical fitness, etc.
- Suitability and quality of tools, plant and equipment.
- Availability and quality of personal protective equipment required.
- Levels of supervision required before operatives and employees are deemed to be competent to carry out the work and levels of supervision can be relaxed.

Any personnel who may be required to work alone, or unsupervised, will be given the necessary information, instruction, training and supervision to enable them to identify the hazards and appreciate the risks involved.

All employees are required to co-operate with these procedures to ensure safe working and will report any concerns to their supervisor immediately.



## **Personal Protective Equipment (PPE)**

DRA PAT Testing Ltd will provide all direct employees with the necessary protective equipment and clothing as required by regulations, and as identified by risk assessments. Subcontract labour are required to provide their own PPE. Employees are reminded of their statutory duty to use the equipment and clothing in the correct manner, and to take care of it, reporting its loss or damage to it immediately. Disciplinary action may be taken against employees who fail to take care of the equipment and clothing or fail to use the equipment/clothing once it is provided.

## **Head Protection**

Safety helmets will be provided to all direct employees and visitors who work on or visit our construction sites. These will be worn in accordance with company policy.

## **Eye Protection**

Eye protection will be provided as necessary or when identified by the risk assessment. The type provided will largely depend upon the work activity, but should be worn when using power tools such as grinders, drills and Stihl saws etc. Certain chemicals used on site will require eye protection. They shall be provided in accordance with the COSHH assessments.

## **Hearing Protection**

Hearing protection will be provided to employees who are exposed to levels of noise, which may cause hearing damage, and which cannot be reduced by other means. Special attention will be given to young persons. A detailed risk assessment of noise exposure will be required where noise levels are likely to exceed the lower exposure action value of 80dB (A).

Site manager/supervisor and employees will know when the noise levels are too high, but as a rough guide if you find it necessary to raise your voice to be heard when only 2 metres apart, then the noise level is above 80 dB (A) and protection should be worn. If you must raise your voice to be heard when only one metre apart, then the noise level is above 85 dB (A) and hearing protection shall be provided.

## **Hand Protection**

Gloves to protect the hands from either hazardous substances or during handling operations will be provided when identified during the COSHH or risk assessment. Typical activities where gloves will be worn are during the handling of heavy, sharp or rough objects and the use of chemicals. The type of gloves shall be selected based on the risk assessment results i.e. cut resistant, impervious.

## **Respiratory Protection**

Employees shall consult with the site manager/supervisor, who will advise them on the correct type of respirator to be used for a specific task. However, as a general guide meeting the requirements of EN149 – FFP3 should be suitable for most work activities where protection against construction dusts is required. However, if there is any doubt as to the suitability of the respirator the site manager shall contact Northern Counties Safety Group.

All tight fitting RPE must be fit tested by a competent person to ensure an adequate seal around the mask. The test will be repeated should the shape of the persons face change for any reason (weight loss or gain, dental work etc) or every 2 years to comply with HSE Guidance.

## **Safety Footwear**

Safety footwear, including Wellington boots, will be provided free of charge to employees where it has clearly been identified as required in the risk assessment. Employees are again reminded that they will take care of the equipment provided. Where negligence is found, disciplinary action will be taken.

Employees may select a better-quality style of safety footwear, but they may only do so if they agree that the difference in price between DRA PAT Testing Ltd range and the employee selection will be deducted from their wages.

Only safety boots providing ankle and mid sole protection will be provided. DRA PAT Testing Ltd will not purchase training safety shoes or other types of safety shoes as standard issue unless the nature of the work demands an alternative type.

## **Monitoring and Review**

DRA PAT Testing Ltd will ensure that an effective management structure is in place to affect appropriate control over its activities and to make sure these controls are sufficient to meet its needs. The controls include policy making, planning and policy implementation. It is also necessary to monitor and review the work activities and procedures to enable DRA PAT Testing Ltd to maintain standards and manage risks to the best possible extent. To this end DRA PAT Testing Ltd will, together with the Northern Counties Safety Group, carry out regular monitoring of its sites and other activities, measuring its performance against known standards and accepted best practices.

Close monitoring of all workplaces and work practices will be undertaken to identify any unsafe practices or anything not complying with DRA PAT Testing Ltd policy. Any person found not complying, or in breach of health and safety requirements, will be warned and disciplined according to DRA PAT Testing Ltd disciplinary procedure. All failings will be rectified immediately.

The site manager/supervisor is responsible for the day-to-day control of safety on site and is given full backing from DRA PAT Testing Ltd regarding any actions he feels necessary to enforce site safety.

The director and contracts managers will also undertake visits to sites. The frequency of these visits will be dependent upon other commitments, the nature and complexity of the project etc. During any site visit, identified problems or failings are highlighted, discussed and appropriate action taken.

Following site safety inspections, Northern Counties Safety Group will report back their findings via their report form to the site manager and director. The site manager is required to complete the "feedback" section of the report, indicating what action has, or will be taken to correct any weaknesses in compliance with the policy or procedures. This completed feedback section will then be returned to the director.

DRA PAT Testing Ltd will carry out an annual review of its safety performance to determine areas of weakness and actions required. Northern Counties Safety Group will be called upon to participate in the review and provide input on DRA PAT Testing Ltd's safety performance. The findings of the reviews, including changes to policy or DRA PAT Testing Ltd rules, will be disseminated to all relevant employees.