



# Health & Safety Policy

Date: January 2023

Rev 2.0

<b>Business Process Name</b>	Health & Safety Policy	
<b>Process Owner(s)</b>	Geoff Porritt Health & Safety Manager	
<b>Reference</b>	(M)CCC-HS-001	
<b>Sub processes</b>		
<b>OHSAS 18001:1999 Element</b>	4.2 Policy	

**Change History**

<b>Issue No.</b>	<b>Modified By</b>	<b>Date</b>	<b>Change Details</b>
1.0	BG	04/12/12	Review and update of company policy
1.0	GP	02/01/13	Review and update of company policy
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2.0	JH	08/01/19	Review and update of company policy
2.0	JH	06/01/20	Review and update of company policy
2.0	JH	08/01/21	Review and update of company policy
2.0	JH	11/01/22	Review and update of company policy
2.0	JH	08/01/23	Review and update of company policy

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## 1.0 Statement of Intent

Cleveland Cable Company recognises its legal and moral responsibilities towards their employee's Health, Safety and Welfare whilst at work and of others who could be affected by our work activities. It is for these reasons that we have produced a Group Health & Safety Policy manual. This policy is endorsed by the Managing Director, is applicable to all sites under our control and is recognised as a key element towards achieving successful risk management and control of health and safety management at work. Therefore to enable legal and moral duties to be carried out, it is our intention to ensure that roles and responsibilities for health and safety matters are effectively assigned and fulfilled at all levels within our organisational structure.

Cleveland Cable Company will ensure so far as is reasonably practicable;

- Compliance with all applicable health and safety legislation
- Set objectives and targets to continually improve health and safety performance across our business operations
- Document health and safety roles and responsibilities at all levels in the organisation
- On a regular basis monitor and measure health and safety performance
- Provide adequate information, instruction, training and supervision for employees at work
- Encourage employee participation in improving health and safety standards at work
- Consult with employees regarding health and safety on a regular basis
- Undertake risk assessments so far as is reasonably practicable of all work activities where there is foreseeable risk of injury to staff and or others affected by our business activities
- Appoint a competent person to advise the company and its management team on health and safety legal requirements, approved codes of practice and industry requirements
- Assess contractor competency before they are permitted to undertake works on our behalf
- Establish a health & safety training program for staff employed by Cleveland Cable Company
- Promote a proactive health and safety culture across our business
- Train and appoint Accident and Near Miss Investigation Coordinators at each site we control
- Establish emergency procedures across our work activities
- Ensure the health & safety policy is reviewed by senior management on an annual basis

The appointed competent person for Health & Safety Management at Cleveland Cable Company is Mr Geoff Porritt, Health & Safety Manager.

This policy is applicable to all Cleveland Cable Company sites and compliance is monitored and measured through internal audits on a regular basis.

Policy approved by:



Name: Alastair Powell

Title: Managing Director

Date: 08/01/2023

## 2.0 Health & Safety Roles & Responsibilities

It is paramount to the prevention of harm that we all take responsibility for our actions. Several simple steps are needed to reduce the risk of injury at work including the need to work safely and accept that we all have roles and responsibilities to contribute towards a safe working environment for ourselves, our staff and our work mates.

This is the time to make a real difference to your health, safety and welfare at work, help the Cleveland Cable Company to make a safer working environment to staff and visitors.

The below documented health and safety responsibilities must be communicated to staff and contractors, records must be retained of all communications of this document including verbal and hard copy.

### 2.1 Managing Director

- 1) Establish a documented health and safety policy for all business activities
- 2) Promote and endorse a positive occupational health and safety culture across the business
- 3) Read and develop an understanding of the company's safety policy and bring it to the attention of all employees under his control.
- 4) Monitor and measure hazard, accident and near miss performance on a quarterly basis
- 5) Ensure corrective and preventive actions are identified to maintain a positive health and safety performance level
- 6) Ensure health and safety management has equal standing to all other disciplines including sales, production and manufacturing
- 7) Appoint a competent person to advise the business on health & safety management at work
- 8) Ensure adequate financial resource is made available to meet health and safety compliance across all operations
- 9) Lead by example on all sites to all staff and contractors across those sites
- 10) Attend one to one meetings with the company competent person for health and safety
- 11) Ensure RIDDOR reports are submitted in a timely manner to the Health & Safety Executive
- 12) Provide health and safety training and personal protective equipment to staff, free of charge
- 13) Ensure an adequate supply of personal protective equipment is made available to staff
- 14) Identify health and safety objectives for departments to assist in accident reduction and continual improvement
- 15) Ensure a health and safety corrective and preventive action procedure is established across business operations
- 16) Ensure all staff are aware of their health and safety responsibilities at work
- 17) Ensure risk assessments are carried out for all work activities and briefed to staff
- 18) Establish objectives and targets for staff to assist in achieving the main company objectives

### 2.2 Directors

- 1) Read and develop an understanding of the Company's Safety Policy and bring it to the attention of all employees under his / her control.
- 2) Promote and endorse a positive occupational health and safety culture across the business
- 3) Monitor and measure hazard, accident and near miss performance in departments under their control on a quarterly basis
- 4) Where accident and incidents occur ensure corrective and preventive actions are identified and implemented to maintain a positive health and safety performance level
- 5) Ensure health and safety management has equal standing to all other disciplines including sales, production and manufacturing

- 6) Ensure budgetary requirements are identified to fulfil health and safety compliance across departments under your control
- 7) Lead by example on all sites to all staff and contractors across those sites
- 8) Ensure all staff attend a health and safety induction before starting work
- 9) Ensure where staff work off site risk assessments are carried out for their work activities and communicated accordingly
- 10) Identify health and safety objectives for departments to assist in accident reduction and continual improvement
- 11) Ensure a health and safety corrective and preventive action procedure is established across business operations
- 12) Ensure all staff are aware of their health and safety responsibilities at work
- 13) Ensure risk assessments are carried out for all work activities and briefed to staff
- 14) Establish objectives and targets for staff to assist in achieving the main company objectives

### **2.3 Company Secretary**

- 1) Liaison and point of contact with Local Authority and Health & Safety Executive inspectors
- 2) Lead by example to staff and contractors
- 3) Promote a positive health and safety culture across the business
- 4) Review of health and safety management reports with the Health & Safety Manager
- 5) Read and develop an understanding of the Company's Safety Policy and bring it to the attention of all employees under his / her control.

### **2.4 Managers/ Foreman**

- 1) Read and develop an understanding of the Company's Safety Policy and bring it to the attention of all employees under his / her control.
- 2) Lead by example to staff and contractors
- 3) At all times promote a positive health and safety culture at work
- 4) Encourage hazard, near miss and accident reporting
- 5) Assist in identification of risk assessments required on processes, machinery and equipment
- 6) Ensure all risk assessments and inspections are carried out in line with company and legal requirements
- 7) Ensure where staff work off site risk assessments are carried out for their work activities and communicated accordingly
- 8) Monitor and measure health and safety performance of departments under your control.
- 9) In the event of a hazard, near miss or accident occurring, identify and implement corrective and preventive actions to prevent a reoccurrence
- 10) Ensure all hazards, near miss incidents and injuries are logged and tracked until closed out.
- 11) Ensure all staff attend a health and safety induction before starting work
- 12) Carry out monthly health and safety inspections of the workplace
- 13) Ensure high standards of housekeeping are maintained at all times
- 14) Ensure staff are allocated time to attend health and safety training courses
- 15) Ensure staff attend refresher training when required
- 16) Only allow trained and authorised personnel to operate machinery and equipment in the workplace
- 17) Ensure all requirements for testing and inspecting of work equipment and processes are carried out
- 18) Provide adequate supplies of fire fighting and first aid equipment to staff
- 19) Ensure all staff under your control are provided with adequate resource of personal protective equipment
- 20) Ensure all contractors are issued Permit to Work and comply with Permit requirements
- 21) Attend health and safety management reviews and provide positive input
- 22) Monitor contractors for health and safety compliance
- 23) Ensure emergency procedures are tested on a regular basis

- 24) Report all lost time and RIDDOR reportable accidents to the Managing Director and Health & Safety Manager immediately
- 25) Identify health and safety objectives for departments under their control to assist in accident reduction and continual improvement

### **2.5 Supervisors**

- 1) Read and develop an understanding of the Company's Safety Policy and bring it to the attention of all employees under his / her control.
- 2) Lead by example to staff and contractors
- 3) Promote a positive health and safety culture at work
- 4) Encourage hazard, near miss and accident reporting
- 5) Assist in identification of risk assessments required on processes, machinery and equipment
- 6) Ensure risk assessments are carried out for all work activities, including those work activities carried out off site
- 7) Report all hazards, near miss incidents and injuries to your line manager and health and safety manager immediately
- 8) Carry out daily health and safety inspections of the workplace and equipment
- 9) Monitor the presence of fire fighting and first aid equipment in areas under your control and report defects and missing items immediately
- 10) Ensure high standards of housekeeping are maintained
- 11) Identify potential training needs of staff
- 12) Only allow trained and authorised personnel to operate machinery and equipment in the workplace
- 13) Ensure all staff and contractors under your control are wearing the correct personal protective equipment
- 14) Monitor contractors for health and safety compliance
- 15) All spillages must be cleaned up immediately

### **2.6 All Staff**

- 1) Tidy up as you go, maintain high standards of housekeeping at all times
- 2) Read and develop an understanding of the Company's Safety Policy
- 3) Become part of a positive health and safety culture, say no to unsafe practice
- 4) Work safely, do not put yourself or others at risk from your actions at work
- 5) Ensure all safety mechanisms, safety triggers, switches, guards etc are used every time, do not bypass safety triggers, switches or guards on machinery and equipment
- 6) Only use equipment and machinery you trained and authorised to operate
- 7) Do not exceed speed limits across site
- 8) Obey speed limits and road traffic laws when driving vehicles off site
- 9) Attend training health and safety training courses when identified by management
- 10) Ensure stored waste is kept to a minimum and stored away from sources of ignition
- 11) Only use the designated smoking point, do not smoke in any other part of the site
- 12) Report all workplace hazards, near miss incidents and accidents immediately
- 13) Become part of a positive health and safety culture protecting yourself and your workmates
- 14) Make suggestions to your line manager to improve health and safety at work
- 15) Do not interfere with anything provided in the interests of health, safety and welfare
- 16) Where identified by risk assessment wear the correct personal protective equipment
- 17) Inspect work equipment and PPE for defects before use, where defective do not use
- 18) Ensure Standard Operating Procedures (safe systems of work) are followed at all times
- 19) Do not use mobile phones or tablet devices in the place of work
- 20) Do not use mobile phones or handheld devices whilst driving
- 21) All spillage must be cleaned up immediately

## 2.7 Health & Safety Manager

- 1) Advise the company on health and safety legislation and compliance with best practice and approved codes of practice at work
- 2) Notify Directors and senior management of pending or applicable changes to legislation, approved codes of practice and industry guidance
- 3) Establish legislation registers relating to all applicable work activities
- 4) Produce a risk assessment register for site and coordinate identification and completion of risk assessments across the business
- 5) Identify and advise on requirements for statutory inspection of work equipment, machinery, electrical and mechanical systems
- 6) Identify health and safety training requirements for all job roles across the company
- 7) Update and review the company health & safety policy and risk assessments annually
- 8) Draft, implement and update a health and safety training program for all staff
- 9) Manage roles and responsibilities of the health and safety team to assist in continual improvement in health and safety at work
- 10) Lead and coordinate all near miss, accident and injury investigations with an objective of identifying root cause(s) and implementing corrective and preventive actions to prevent a reoccurrence
- 11) Monitor health and safety performance and identify trends relating to hazards identified, near misses, accidents and injuries across the business
- 12) Provide a monthly health and safety performance report to senior management
- 13) Attend health and safety training courses to continually improve competency in their role for management of occupational health & safety at work
- 14) Identify where necessary the need for external support to ensure compliance with regulatory requirements (noise, vibration, legionella etc)
- 15) In the event of a near miss, an accident, incident or injury that applicable risk assessments are reviewed and any changes communicated to relevant staff
- 16) Produce and submit RIDDOR reports with HSE timescales
- 17) Liaise with regulatory bodies

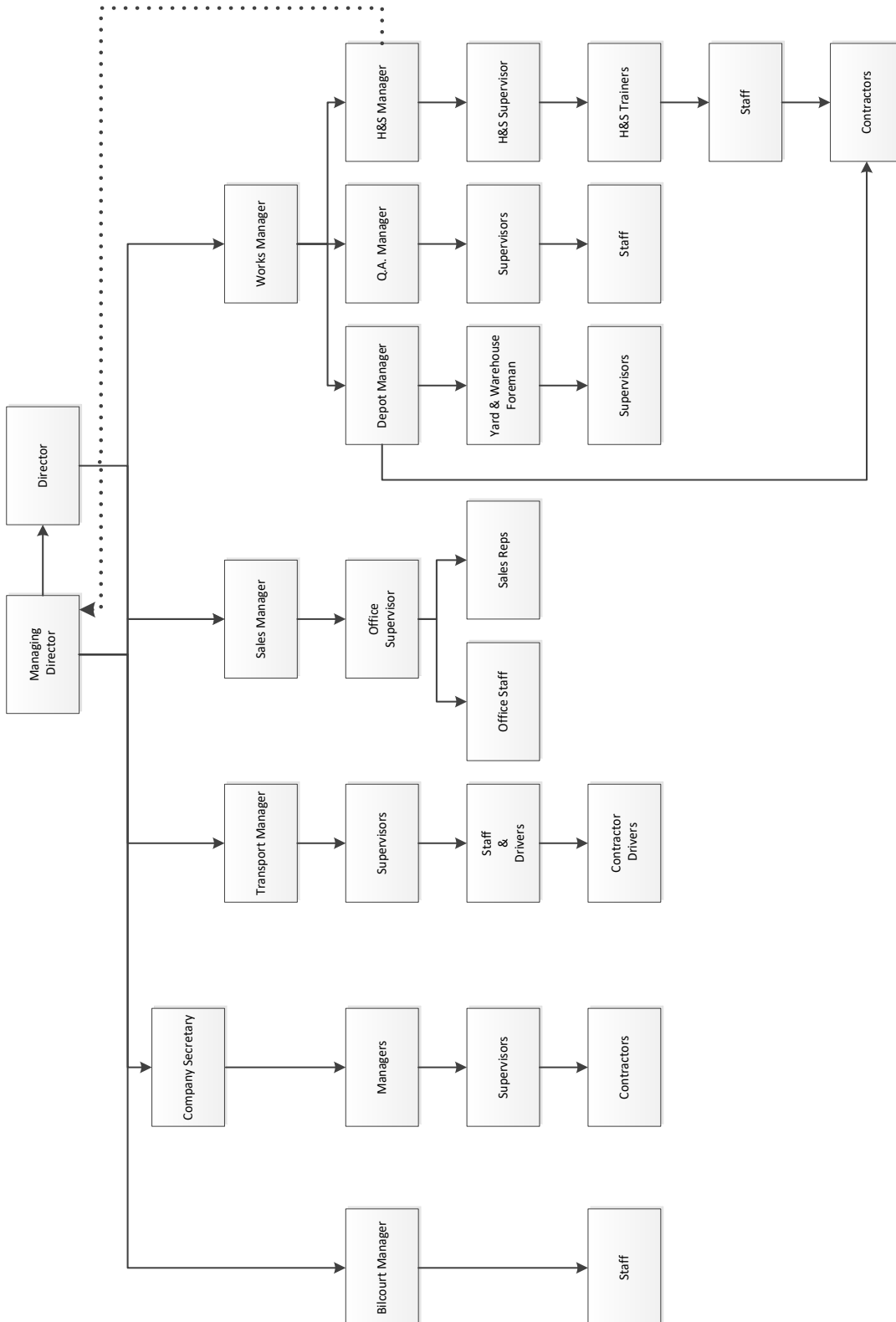
## 2.8 Contractors

- 1) Complete an annual control of contractor questionnaire and provide relevant documentation to the health and safety manager
- 2) Provide risk assessments and method statements for all works undertaken
- 3) Ensure all staff are trained and competent to undertake relevant works required
- 4) Complete permit to work systems for higher risk work activities
- 5) Ensure site specific risk assessments are completed before works commence
- 6) Report workplace hazards, near miss incidents and accidents to your Cleveland Cable Company representative
- 7) Do not put yourself or others at risk of injury, work safely at all times
- 8) Ensure all work equipment is serviced and maintained in line with manufacturer's instructions
- 9) Gas bottles, pressure vessels, fuel canisters, hazardous chemicals and substances may not be brought onto site with prior permission from management and completion of a permit to work
- 10) Ensure good housekeeping is maintained at all times
- 11) Do not tamper, disturb or work on asbestos containing materials
- 12) Ensure wherever possible electric power tools & appliances are battery operated or 110 volt
- 13) Whenever possible, flammable materials must be removed from the area or fire screens sited before hot works commence, fire extinguishers sited at point of works
- 14) Do not use work equipment owned by Cleveland Cable Company without permission obtained from a management representative



- 15) Do not use mobile phones whilst on site or when driving vehicles
- 16) Under no circumstances leave open excavations/pits without rigid safety barriers being sited
- 17) All spillage must be cleaned up immediately and waste disposed of in line with legislation
- 18) Follow risk assessments and standard operating procedures do not deviate away from them

**3.0 Organisational chart**



#### **4.0 Arrangements for Health & Safety Management**

All departments must implement the applicable arrangements of this health and safety policy into operations under their control and monitor the effectiveness of the arrangements. Arrangements may be supported where identified by Standard Operating Procedures (method statements).

#### **4.1 Accident, Hazard, Near Miss Reporting and Investigation**

It is the policy of the “Cleveland Cable Company” to promote the importance and benefits of hazard, near miss and accident reporting at work. The Cleveland Cable Company will conduct a formal accident investigation of all Near Miss incidents and lost time injuries. The Health and Safety Executive (HSE) will be informed of all major injuries, dangerous occurrences, occupational diseases and fatalities arising from work activities at company premises or other locations where staff are working. All accidents will be logged in the Cleveland Cable Company accident book which is located in the stock control office and booklet shed office. The objective of the main investigation is to identify the immediate, underlying and root cause of near misses, accidents and incidents at work to effectively prevent a reoccurrence.

Deaths, major injuries and dangerous occurrences will be notified to the HSE without delay, where an employee is away from work or normal work duties for more than 7 consecutive days the HSE must be notified within 15 working days using the F2508 report form. No RIDDORS must be submitted without reviewing the company guidance on “Completing RIDDOR Forms” a copy of the completed RIDDOR must be retained on site and a copy sent to the Group Health and Manager.

All RIDDOR reportable incidents shall be notified to the Health and Safety Executive via one the following routes;

Telephone: 0845 300 9923

World Wide Web: [www.hse.gov.uk/riddor/index.htm](http://www.hse.gov.uk/riddor/index.htm)

#### **Associated Documentation**

1. Accident/Incident report Form
2. Hazard/near miss report form
3. Accident Book
4. RIDDOR F2508
5. Witness Report Form
6. What’s RIDDOR Reportable Form

#### **4.2 Asbestos**

It is the policy of the “Cleveland Cable Company” to have an asbestos management process in place. Where properties under our control have a construction date prior to the year 2001 an asbestos survey and risk assessments will be carried out. Where asbestos containing materials are identified an asbestos management plan will be implemented and maintained. The plan will be communicated to relevant staff and contractors. The following asbestos rules apply;

1. No persons shall be permitted to work on asbestos containing materials unless licensed for the activity, trained and authorised. Risk assessments and method statements must be provided in advance.

2. Asbestos management plans and risk assessments must be communicated to staff and contractors in applicable areas and records retained of the communication
3. Asbestos signage must be sited at the locations of asbestos containing materials
4. Asbestos containing materials must be visually inspected where safe to do so on a weekly basis
5. An asbestos removal/response company should be identified in the event of emergencies (damage to asbestos containing materials)
6. Staff who could as part of their day to day work activities disturb asbestos containing materials must attend “Asbestos Awareness Training” on an annual basis
7. Contractors attending site who could as part of their day to day work activities disturb asbestos containing materials provide evidence of attending “Asbestos Awareness Training” within the last 12 months

Associated Documentation

1. Asbestos Survey
2. Asbestos risk assessments
3. Asbestos warning signs
4. Toolbox talk and communication record form

**4.3 Calibration**

It is the policy of the “Cleveland Cable Company” to establish calibration procedures where the need for monitoring and or measuring equipment is identified in the interests of health and safety of “Cleveland Cable Company” staff and others affected by the “Cleveland Cable Company” activities. Records shall be retained where calibration is undertaken and the relevant instrument or equipment shall be labelled accordingly to detail the calibration date and of the next required date of calibration. Equipment requiring calibration shall be recorded on the “Cleveland Cable Company” Calibration Register Form.

Associated Documentation

1. Calibration Register Form.

**4.4 Competent Persons**

It is the policy of the “Cleveland Cable Company” to appoint a competent person as required by Regulation 7 of the Management of Health and Safety at Work Regulations to assist in advising the “Cleveland Cable Company” and or the senior management team of health and safety management and of the required risk control and workplace precautions they should implement to meet the requirements of health and safety legislation, approved codes of practice and other health and safety related requirements imposed on the “Cleveland Cable Company”. They are to use internet, HSE notifications and approved codes of practice for reference and where required the competent person shall be provided regular health and safety training and where required be assisted by external specialist support to fulfil their duties.

Associated Documentation

1. Health and Safety at Work Poster
2. Management of Health & Safety at Work Regulations 1999

The appointed Health & Safety competent person for Cleveland Cable Company is Mr Geoff Porritt Health & Safety Manager

#### **4.5 Confined Spaces**

It is the policy of Cleveland Cable Company that no persons shall enter a confined space to carry out work activities for any purpose unless it is not reasonably practicable to achieve that purpose without such entry. Risk assessments shall be carried out for all work carried out in confined spaces, the company defines confined spaces as a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen). Wherever possible the work should be done from outside of the confined space. No persons shall enter a confined space as defined as above without emergency procedures being implemented to ensure persons can be removed.

#### **Associated Documentation**

Emergency Procedures

#### **4.6 Consultation, Communication and Participation**

It is the policy of the “Cleveland Cable Company” to consult and communicate on a regular basis with staff regarding hazards and risks associated at work that could result in injury, damage and other loss. This information shall also include the required preventive controls and workplace precautions that must be carried out to reduce the risk of injuries to an acceptable level.

To ensure communication and participation is received from staff a hazard and near miss reporting system and suggestion box have been introduced and the use of it is encouraged. Several tools are utilised to communicate health and safety issues across the Cleveland Cable Company;

1. Health and safety induction
2. Tool box talks
3. Risk assessments & Standard Operating Procedures (method statements)
4. Memos
5. Hazard and Near miss report form
6. Notice Boards
7. Emails/Team briefings/meetings

Copies of formal health and safety communications to staff shall be retained

#### **4.7 Control of Contractors**

It is policy of the company to assess the health and safety competency and compliance of Contractors undertaking works on our behalf at site, all contractors shall complete a “Control of Contractors Questionnaire” and provide supporting evidence for the assessment to be carried out. Where higher risk activities are to be carried out a Permit to Work must be completed before works commence (See Permit to Work section of this policy document).

#### ***Contractors shall ensure;***

- Vehicles are parked in a safe and authorised location

- No hazardous chemicals/substances to be brought onto site without permission
- Site specific risk assessments and method statements are carried out
- Staff are trained and competent to carry out their work activities
- Machinery and equipment is serviced, maintained and where required statutory inspected
- Only battery operated or 110 Volt power tools are allowed on site
- Workplace hazards, near miss incidents and accidents are reported to a member of the Cleveland Cable Company management team immediately
- Personal protective equipment is worn at site when identified by risk assessment

#### **4.8 Control of Substances Hazardous to Health**

It is the policy of the “Cleveland Cable Company” to undertake COSHH risk assessments associated with the transportation, handling, use, preparation, mixing, blending and emissions of substances, vapours and materials hazardous to health. Material Safety Data Sheets (MSDS) shall be retained by the “Cleveland Cable Company” of all substances and materials that could be harmful to health. The risks to health and the required preventive and protective controls shall be communicated to all staff associated with the processes and work activities. Where the risks cannot be eliminated, it shall be reduced to an acceptable level and workplace precautions implemented. This assessment procedure shall also include persons responsible for waste disposal and maintenance of the associated work processes and ancillary equipment across Cleveland Cable Company. C.O.S.H.H. assessments shall be communicated to all relevant staff. Assessment will be recorded on the “Cleveland Cable Company” C.O.S.H.H. Assessment Register and reviewed annually.

#### **Associated Documentation**

1. C.O.S.H.H. Assessment Register
2. C.O.S.H.H. Assessment Form
3. Material Safety Data Sheets

#### **4.9 Company Drivers**

It is the policy of the “Cleveland Cable Company” to undertake risk assessments on Company Vehicle Drivers to reduce the risk of injury and incident so far as is reasonably practicable to an acceptable level. Company vehicle drivers shall be defined as “any persons driving or operating company vehicle(s) on or off site” (including lease and hire vehicles but excluding fork lift trucks and MEWPS). Company drivers shall provide the original copy of their driving licence to their line manager before driving vehicles and are subject to three monthly driving licence checks. All vehicle drivers must attend additional training as and when required. Vehicle drivers are not permitted to undertake repairs or change wheels/tyres on vehicles. Emergency breakdown cover shall be provided. Drivers are expected to take a break from driving at least every two hours. Each Fleet Driver shall be provided with as a minimum;

1. Emergency breakdown cover
2. High visibility waterproof quilted jacket and waistcoat
3. First Aid Kit & torch
4. Breakdown procedure
5. Disposable camera & mobile phone

#### **Associated Documentation**

1. Vehicle Breakdown Procedure
2. Driver risk assessment

#### **4.10 Display Screen Equipment**

It is the policy of the “Cleveland Cable Company” to identify all users of Display Screen Equipment (DSE) when joining the Company. Where a person is identified as a DSE user the ergonomics to the work station will be setup to suit the individual’s needs and body type and DSE best practice communicated to the DSE user. A DSE self-assessment must be completed by the DSE user within two weeks of starting work and where potential hazards are identified a full DSE assessment shall be carried out by a competent person.

##### Associated Documentation

1. Display Screen Equipment self-assessment form

#### **4.11 Electrical Safety**

It is the policy of the “Cleveland Cable Company” to ensure electrical works are only undertaken by trained competent persons. External specialists are contracted to carry out electrical works on behalf of the “Cleveland Cable Company”. All electrical contractors must be registered to a leading electrical body such as NICEIC or equivalent. “Live” working is prohibited unless justified by a suitable and sufficient risk assessment. Electrical testing and certification of the main wiring of the building shall be undertaken every 5 years by competent persons with records retained. Portable Appliance Testing shall be carried out in line with requirements of risk assessments, manufacturer’s instructions and health and safety executive guide lines. All electrical panels shall be locked and electrical warning labels applied. Access to electrical panels will be restricted to authorised personnel only.

##### Associated Documentation

5 year electrical testing certification  
PAT test register

#### **4.12 Emergency Procedures**

It is the policy of “Cleveland Cable Company” to identify emergency procedures required for work activities, the emergency procedures shall be communicated to all relevant staff and visitors to site. Emergency procedures shall be tested on a regular basis to ensure effectiveness in managing these adverse situations,

##### Associated Documentation

Fire Drill Record Form  
First Aid Record Form  
Business Continuity Policy  
Spillage procedures

#### **4.13 Fire**

It is the policy of the “Cleveland Cable Company” to carry out a fire risk assessment on its premises and work activities. A site fire log is established and maintained which gives guidance and instruction on fire risk management and emergency procedures. All sites and vehicles have adequate fire fighting equipment and appointed persons to manage and coordinate an emergency fire evacuation.

“Fire Warden” training and also “The Use of Handheld Fire Extinguishers” is provided to key personnel on an annual basis. A person is appointed by the company to coordinate fire safety management across our sites and business operations. All fire alarm systems and fire fighting equipment are serviced and maintained by external competent persons. Fire alarms systems shall be tested on a weekly basis and fire drills conducted every 6 months with records retained.

Associated Documentation

1. Fire Log
2. Fire Drill Record Form
3. Roll Call Register
4. Fire Risk Assessment Form
5. Fire Extinguisher & Fire alarm service certificates
6. Fire Warden Training Certificates
7. Site Plans

**4.14 First Aid**

It is the policy of “Cleveland Cable Company” to carry out a first aid risk assessment to ensure adequate first aid cover is provided at work. The first aid risk assessment shall be recorded on a Risk Assessment Form. It is the policy of the “Cleveland Cable Company” to have as a minimum, one First Aider and one Appointed Person per shift. An adequate supply of first aid boxes and including eye wash where required will be made available at all times. The “Cleveland Cable Company” shall ensure that all First Aid personnel attend refresher training at an agreed time frequency as recommended by the training provider. All First Aider courses shall be Health and Safety Executive approved. All staff shall be informed of the arrangements for First Aid at Work during their health and safety induction. First aid boxes shall be provided in all company vehicles. Weekly inspection of first aid provisions shall be recorded on a First Aid inspection form.

Associated Documentation

1. First Aid Risk Assessment
2. First Aid Inspection Form
3. Accident Book B510

**4.15 Fork Lift Trucks & MEWPS**

It is the policy of the “Cleveland Cable Company” to carry out a suitable and sufficient risk assessment of Fork Lift trucks and Mobile Elevated Working Platform (MEWP) operations. Operators shall be at least 18 years of age and attend a training course on the use of the specified category of equipment. Refresher training shall be carried out at a frequency identified in company risk assessments in line with legislation, approved codes of practice and Health and Safety Executive guidelines. Service and maintenance contracts are in place to ensure that equipment is serviced, inspected and maintained in line with statutory requirements. Daily Inspection Checklists shall be completed by the operator at the start each shift. Training shall be relevant and applicable to the type and classification of equipment operated.

Associated Documentation

1. Fork Lift Truck Daily Inspection Checklist
2. MEWP daily inspection Checklist
3. Statutory Examination certification
4. Service and maintenance records

#### **4.16 Gas Cylinders**

It is the policy of “Cleveland Cable Company” to assess the risks from transportation, handling and use of compressed gas cylinders. Secure areas away from buildings will be provided for the safe storage of gas cylinders, only trained persons shall be permitted to handle, transport and use cylinders across our business operations. Gas bottle trollies will be provided with restraining straps.

#### **4.17 Health and Safety Induction**

It is the policy of “Cleveland Cable Company” to have all new starters attend the health and safety induction before they start work activities. The health and safety induction shall include as a minimum;

1. Introduction to the “Cleveland Cable Company”
2. Why is health and safety important?
3. Content and location of the health and safety at work poster
4. Locations of asbestos containing materials
5. Definition of hazard and risk
6. Emergency procedures & emergency exit routes
7. Housekeeping rules at site
8. Personal Protective Equipment
9. Hazard, Accident and Near Miss reporting
10. Workplace hazards and risks
11. Health and safety rules

Records of attendance shall be recorded on the “Cleveland Cable Company” Health and Safety Induction Record Form and retained in the employee personnel file.

#### **4.18 Housekeeping**

It is the policy of the “Cleveland Cable Company” to maintain good standards of housekeeping at work. Good housekeeping is recognised by the “Cleveland Cable Company” as an effective control in health and safety management. All operational areas of work shall be cleaned and maintained on a daily basis. In addition to the above, employees shall receive information, instruction and training in spillage procedures and hazard identification relating to slips, trips and falls. Good housekeeping contributes towards reducing the risk of fire at work and the reduction of slips, trips and falls.

#### **Associated Documentation**

1. Spillage Procedures
2. Health and Safety Inspection Form

#### **4.19 Health & Safety Inspection and Audit**

It is the policy of the “Cleveland Cable Company” to assign roles and responsibilities to staff for inspection and monitoring of health and safety standards and compliance across business operations. The arrangements shall include health and safety inspections and audits, but not exhaustive to;

1. Formal documented inspections and audits
2. Hazard spotting
3. Health and Safety walk through
4. Management Safety tours



Information shall be retained and reviewed by management as part of monthly management meetings to ensure continual improvement of health and safety is achieved. Health and safety inspections and audits shall be conducted by persons **independent** of the area and processes. Audit and inspection plans shall be implemented and monitored for compliance.

Associated Documentation

1. Health and Safety Inspection form
2. Hazard and near miss report form
3. Audit Inspection and inspection plan

**4.20 Ladders and Stepladders**

It is the policy of the “Cleveland Cable Company” to carry out a formal risk assessment for work at height and to identify the most suitable work equipment. The use of ladders and stepladders shall be for short duration work only and supported by a formal risk assessment. All ladders and stepladders will be retained on an asset register, labelled accordingly and inspected before use. A formal monthly inspection of ladders and stepladders will be recorded on the “Cleveland Cable Company” Ladder & Stepladder Asset Register. Damaged or defective ladders will be removed from use immediately, destroyed or repaired. Users of ladders and stepladders shall receive information, instruction and training in the safe use of the equipment.

Associated Documentation

1. Ladder & Stepladder Asset Register
2. Health & Safety Inspection Form

**4.21 Legislation**

It is the policy of the “Cleveland Cable Company” to monitor and review pending and current legislation on a regular basis to ensure legislative changes are identified that could have a potential impact on the management of health and safety at work. This identification will enable the “Cleveland Cable Company” to plan and implement protective and preventive controls to manage the risks of health and safety to our staff and others affect by our undertakings. A legislation register is documented, maintained and details current legislation associated with business operations.

Associated Documentation

1. Legislation register

**4.22 Legionella Control**

It is the policy of Cleveland Cable Company to undertake legionella risk assessments on hot and cold water systems in premises under our control. Risk assessments shall also be undertaken to identify potential sources that could create airborne water droplets containing legionella bacteria from cooling towers, hot and cold water systems, atomisers, wet air conditioning plant and other potential machinery and equipment.

Competent legionella risk assessors shall be appointed to undertake legionella risk assessments on our behalf. Records shall be retained and maintained as evidence of compliance. Recommendations for the management and control of legionella in water systems shall be implemented and records retained for viewing.

#### **4.23 Liability Insurance**

It is the policy of the “Cleveland Cable Company” where required to have adequate public, employer and product liability insurance cover in place at all times. The insurance certificate shall be displayed in the main office and workplace areas.

##### Associated Documentation

1. Liability Insurance Certificate

#### **4.24 Lifting Operations and Lifting Equipment**

It is the policy of the “Cleveland Cable Company” to ensure adequate training, information, instruction and supervision is provided to ensure lifting operations are planned and undertaken in a safe manner. All lifting equipment and accessories shall be serviced, inspected and maintained in line with legislation, approved codes of practice and industry requirements. Formal training shall be provided where required. Records of statutory and informal inspection shall be retained for inspection. Registers of all lifting equipment and accessories shall be established. A colour coding systems of all inspected lifting accessories is established and communicated.

##### Associated Documentation

1. Lifting Equipment Register
2. LOLER certification & Inspection records

#### **4.25 Lone Working**

It is the policy of the “Cleveland Cable Company” to carry out a Lone Worker Risk Assessment where solitary work is identified. A formal risk assessment will be undertaken to reduce the risk of injury and incident to a tolerable level. Protective and preventive risk controls could include but is not limited to;

1. Emergency procedures
2. Supervision
3. Documented risk assessment
4. Standard operating procedures (method statements)
5. Information, Instruction and Training
6. Mobile Phone
7. Regular Line Management Contact
8. Personal Protective Equipment
9. Prohibition of Certain Work Activities

##### Associated Documentation

1. Risk Assessment Form

#### **4.26 Management Review**

It is the policy of the “Cleveland Cable Company” to carry out a formal health and safety management review. The review shall be carried out on a quarterly basis and include review and measurement of performance of the following;

1. Health and Safety Policy Manual
2. Hazard, Near miss, Accidents and Incident Trends
3. Results from audits and inspections
4. Status of risk assessment program
5. Status of health and safety training program
6. Corrective and Preventive Actions
7. Objectives and Targets
8. Pending legislation
9. Communications from health and safety executive and or local authority

#### **Associated Documentation**

1. Management review checklist
2. Monthly health and safety performance report
3. Audit and inspection reports

#### **4.27 Manual Handling Operations**

It is the policy of the “Cleveland Cable Company” to undertake risk assessments of manual handling operations undertaken by staff. Assessments will take into consideration;

- The Work Task
- The Individual
- The Load Being Transported
- The Workplace Environment

Manual handling operations shall be automated or mechanised so far as is reasonably practicable. Lifting aids shall be utilised where possible. Manual handling training shall be provided to all persons undertaking manual handling activities at work.

#### **Associated Documentation**

1. Manual Handling Operations Risk Assessment Form

#### **4.28 Noise at Work**

It is the policy of the “Cleveland Cable Company” to assess the risks to employees from exposure to workplace noise. The company shall take action to reduce the risk of harm to employees from noise exposure at work. The company shall also provide employees with hearing protection where noise exposure cannot be reduced by using other methods (engineering controls, enclosure etc). Information, instruction and training shall be provided to employees on the risks associated with noise exposure, the required protective controls and of the use storage and maintenance of personal protective equipment.

The regulations require us to;

- Assess the risks to employees from noise at work
- Act to reduce noise exposure at work
- Where the noise cannot be reduced by other methods provide PPE
- Provide information on the hazards and risks associated with exposure to noise at work
- Provide instruction and supervision
- Where required provide health surveillance

Associated Documentation

1. Noise Assessment Record Form

**4.29 Permit to Work**

Permit to Work systems will be an essential part of the specific task risk assessment and not just permission to carry out a high risk work task. All Cleveland Cable Company personnel expected to take responsibility for Permit to Work systems shall receive training in “Issue and Control of Permit to Work Systems”. Permit to Work systems are required for contractors undertaking;

- Hot works
- Work in confined spaces
- Work at height
- Gas or electrical work
- Works that could disturb asbestos containing materials

Contractors shall be monitored whilst at site on a regular basis by management and appointed staff members.

Permits to Work systems shall;

- Be visible to all persons (not kept in a pocket)
- Have a signature authorising commencement of the works by an authorised company management representative and a person of authority from the contractors company on our site
- Have a signature handover section from shift to shift
- Have a signature section for “works completed” at the end of a job, this is to be completed by the company representative and the contractor undertaking the works.
- Include a declaration that risk assessments and method statements will be followed by the contractor and his staff
- Include a declaration that once works are completed the contractor may not return to the work area

**Applicable Documentation**

- Hot works permit
- Confined spaces permit
- Work at height permit
- Gas or electrical work permits
- Works that could disturb asbestos containing materials permit

#### **4.30 Personal Protective Equipment**

It is the policy of the “Cleveland Cable Company” to provide personal protective equipment (PPE) to staff where the risk to health and safety cannot be reduced to a tolerable level by using other protective and preventive controls. The issue of PPE shall be free of charge as per section 9 (HASAWA) 1974 and shall be recorded and records retained in the employee personnel file for at least 3 years.

Visitors will be supplied with all required P.P.E. on arrival at site. Contractors are to supply their own P.P.E. when completing works on Cleveland Cable Company property as per their own risk assessments and Safe Working Procedures; however they will come under the same inspection regime as Cleveland Cable Company staff.

The management process of providing PPE shall include;

1. Undertaking a PPE assessment
2. Ensuring PPE is CE marked where required under law
3. Provide information and instruction in the use, maintenance and storage of PPE
4. Provision of clean storage facilities or equipment for PPE to be placed
5. Arrangements for management and inspection of PPE, Supervisor inspections
6. Where required monitor the duration of use of the PPE
7. An old for new change over system in place for old / worn P.P.E.

#### **Associated Documentation**

1. Personal Protective Equipment Assessment Form
2. Personal Protective Equipment Issue Form

#### **4.31 Provision and Use of Work Equipment**

It is the policy of the “Cleveland Cable Company” to provide suitable work equipment appropriate for the task undertaken. Work equipment will be inspected, serviced and maintained in line with manufacturer’s instructions, approved codes of practice and recognised standards. Work equipment will be CE marked where required. Adequate information, instruction and training will be provided to employees to ensure work equipment is operated in safe and prescribed manner. Instruction manuals will be made available as part of training associated with machinery and equipment. Where dangerous parts of machinery are identified, adequate machine guarding will be applied. Emergency stop controls/mechanisms will be serviced and or checked on a regular basis. Where the use of work equipment creates a source of ignition a fire risk assessment shall be carried out and emergency procedures also implemented.

#### **Associated Documentation**

1. Electrical and Mechanical Maintenance Records
3. Daily/weekly inspection records

**4.32 Vibration at Work**

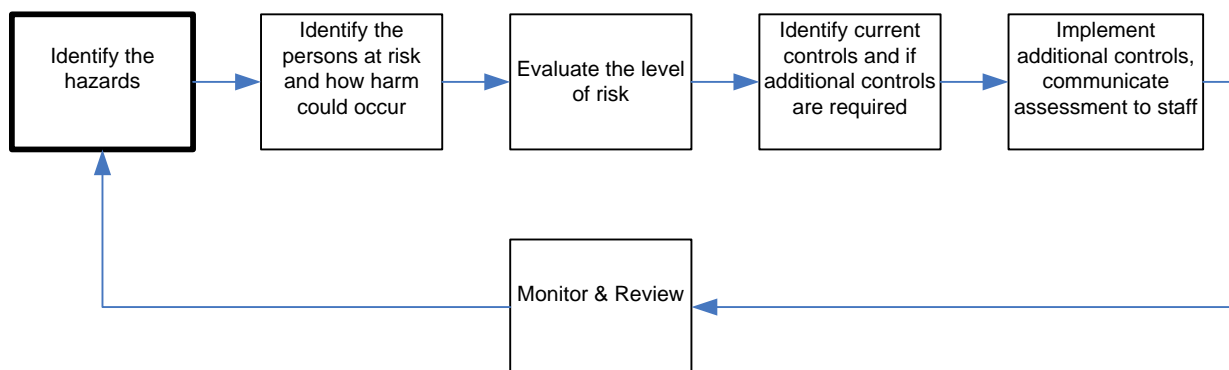
It is the policy of Cleveland Cable Company to undertake vibration risk assessments on tools, machinery and equipment used by staff across our business operations. Risk assessments shall also be undertaken to identify any potential source that could creating vibration resulting in a potential risk to staff. Records shall be retained and maintained as evidence of compliance.

Recommendations for the management and control of vibration at work shall be implemented and records retained for viewing.

**4.33 Risk Assessment**

It is the policy of the “Cleveland Cable Company” to undertake all necessary risk assessments of work activities that could have the potential to cause harm to staff and others associated with our business operations. This will enable the company to reduce the risk of injury to a tolerable level. Persons conducting risk assessments will be competent in the risk assessment process. Risk assessments will be documented and the findings including methods of work and workplace precautions communicated to relevant staff. Risk assessments will be recorded on the “Cleveland Cable Company” risk assessment form and retained on the document control system. Assessments will be reviewed on an annual basis or in the event of an accident, incident, complaint, change or process or material being used, these assessments shall be communicated to all staff at work.

Risk Assessment Process.



The focus shall be on the following hazard control hierarchy;

Elimination - Reduce - Workplace precautions

Associated Documentation

1. Risk Assessment Register
2. Risk Assessment Form

#### **4.34 Smoking**

It is the policy of the “Cleveland Cable Company” to prohibit smoking in all “Cleveland Cable Company” premises and in vehicles used for “Cleveland Cable Company” business. Designated Smoking points will be identified away from the main buildings. Prohibition signs shall be sited in the following locations, but not exhaustive to;

- Main gates and security cabins
- Main entrance to buildings, sheds, offices, kitchens, break rooms and toilets.
- Company vehicles (sited on dashboard)
- Temporary buildings and semi- permanent containers used for storage

#### **4.35 Training**

It is the policy of the “Cleveland Cable Company” to carry out a training needs analysis of all working groups employed by the Cleveland Cable Company. This will ensure the required health and safety training need is identified, logged into the training matrix. The Cleveland Cable Company shall record the findings of the training needs analysis on the “Cleveland Cable Company” Health and Safety Training Matrix Form. The records shall be retained and reviewed on a monthly basis to ensure refresher training is carried out at the prescribed intervals.

#### **Associated Documentation**

1. Training Matrix

#### **4.36 Transport Operations**

It is the policy of Cleveland Cable Company to identify all applicable road, vehicle and transport legislation applicable to our business operations. The requirements of this Health and Safety Policy document are implemented into our haulage and transport departments where applicable and is fundamental in continually improving the health and safety of drivers at work

#### **Associated Documentation**

1. Digital Tachograph Driver card monitoring sheets
2. Vehicle Check Sheets
3. Driving license check form

#### **4.37 Welfare Arrangements**

It is the policy of the “Cleveland Cable Company” to provide adequate welfare facilities that meet the needs for all employees, including those with disabilities. Welfare facilities including kitchen(s), break rooms and water closets will be cleaned and maintained on a daily basis. The “Cleveland Cable Company” shall ensure that adequate temperature and lighting is provided and maintained at Company Premises”.

#### **Associated Documentation**

1. Cleaning schedule

#### **4.38 Work at Height**

It is the policy of the “Cleveland Cable Company” to assess the risks whilst undertaking work at height. Work at height will only be undertaken by persons who have the knowledge, experience and resources necessary for the work to be completed in safety. A risk assessment shall be carried out to identify the most appropriate work equipment for works at height. The Work at Height Regulations hierarchy of control shall be followed whilst completing a work at height risk assessment. All work at height will be planned, appropriately supervised and carried out in a manner which is so far as is reasonably practicable safe. The erection, alteration and dismantling of access towers and scaffold may only be undertaken by persons trained and authorised to do so. Ladders and step ladders shall be used for short duration work only. Only trained and authorised persons will be permitted to use work at height equipment.

#### **Associated Documentation**

1. Work at Height Risk Assessment

#### **4.39 Young Persons**

It is the policy of “Cleveland Cable Company” where young persons or children attending site on work experience the company will undertake risk assessments of all activities associated with young person’s undertaking work or attending work experience at company premises.

#### **The following rules are adopted by the Company**

1. A young person is anyone under the age of 18 years old.
2. A child is anyone who has not reached their official school leaving age.
3. Young Person’s Risk Assessments will be in place for all persons under the age of 18.
4. Persons under the age of 18 will be instructed on the findings of the Young Person’s risk assessment(s) before they start work.
5. Persons under the age of 18 will attend a health and safety induction before they start work.
6. Where the child is below the official school leaving age the Company shall notify the parents or guardian of risk assessments in place regarding their child attending work/work experience before the child attends the place of work.
7. Young persons and children will be supervised at all times.
8. Young persons and children are classed as employees under health and safety law.
9. Young person’s attending the premises are prohibited from certain work activities as detailed in the “Cleveland Cable Company” Young Persons Risk Assessment

#### **Associated Documentation**

1. Young Person’s Risk Assessment
2. Parent/Guardian Receipt of Information



### **Health & Safety Rules**

The Cleveland Cable Company has established health and safety rules which apply to all staff and contractors, these rules set out safe working practice to help us maintain health and safety standards across the business, we expect staff to go home safe and well and the end of each day, please follow these rules at all times.

- ✓ Work safely at all times do not take risks or cut corners
- ✓ Wear the required Personal Protective Equipment for your job
- ✓ Do not turn up to work under the influence of alcohol or drugs
- ✓ Alcohol or drugs are not permitted on the premises
- ✓ Look after your PPE, inspect it before use, keep it clean and store away after use
- ✓ Report hazards, near miss incidents and accidents immediately to your supervisor
- ✓ Do not tamper with or remove guards and safety devices from tools, machinery or equipment
- ✓ Stay to designated walkways
- ✓ Keep a safe distance from fork lift trucks and vehicles at all times
- ✓ Do not exceed the 5 miles per hour speed limit on site
- ✓ Inspect work equipment for defects or damage before use
- ✓ Report defective and or damaged tools, machinery or equipment to your line manager immediately, do not use
- ✓ Do not operate machinery or equipment without being trained and authorised
- ✓ Return tools and equipment to their storage location after use
- ✓ If damage occurs to tools and equipment please report it immediately so we can repair or replace it
- ✓ Wash your hands before and after going to the toilet
- ✓ Use the barrier creams provided to help protect your skin
- ✓ Maintain a tidy work area, remove waste on a regular basis and place in the correct waste containers provided
- ✓ Smoking is only permitted in designated smoking areas
- ✓ The use of mobile phones is only permitted during break times
- ✓ Under no circumstances use mobile phones whilst driving, operating machinery or walking around site
- ✓ Chemicals must be stored in the correct container with appropriate safety labelling, do not decant chemicals into other containers.
- ✓ Flammable chemicals must be stored in a flame proof cabinet or container when not in use
- ✓ Horseplay is not permitted, work safely at all times
- ✓ Only use work equipment for tasks it was designed to do
- ✓ Do not put yourself or others at risk
- ✓ Read and follow the requirements of risk assessments and standard operating procedures
- ✓ Inspect and assess all loads to ensure they are safe to lift, check routes are clear from slip and trip hazards, where required get assistance, do not attempt to lift a load beyond your capabilities get assistance or use mechanical lifting aids provided.
- ✓ You must inform your line manager if you are taking medication that could affect your ability to work safely
- ✓ Maintain high standards of housekeeping at all times, keep walkways and exit routes clear

**I the undersigned have read, understood and agree to follow the above health and safety rules at all times**

Print Name:

Sign Name:

Date: