



# PAVILION

Health & Safety Policy

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## HEALTH & SAFETY POLICY

Issue: 1

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### Introduction

Pavilion recognises and accepts its responsibility to provide a safe and healthy work place and working environment for its employees.

The company takes all steps within its power to meet this responsibility. Our aim is to promote safe working practices by all parties and to safeguard the health and safety of third parties and the public.

The company encourages the active participation of all employees in promoting good health and safety practice, regular consultation with employee's forms part of normal management operations.

Any employee having a concern on health and safety is encouraged to raise the issue.

### Responsibilities

#### Managing Director

- ✍ Overall responsibility for health and safety within the company
- ✍ Ensures there are adequate resources to provide for a healthy and safe working environment.

#### Managers & Supervisors

- ✍ Health and safety standards are maintained
- ✍ Ensure employees are suitably trained for the tasks they perform
- ✍ Ensure that employees within their control work safely.

#### Employees

- ✍ Taking reasonable care of their own health and safety.
- ✍ Taking care of the health and safety of any other person that may be affected by their actions.
- ✍ Co-operate on health and safety matters.
- ✍ Not interfere with anything that is provided to safeguard their health & safety.
- ✍ Report all health and safety concerns and issues.

#### Safety Advisor

- ✍ Provide advice on health and safety issues
- ✍ Provide guidance on health and safety requirements

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### Health & safety policy statement

Pavilion recognises that we have a moral and legal obligation to provide and maintain a safe and healthy working environment for all our employees and any other people who may be affected by our activities.

Our policy is to:

- ✍ Provide enough resources to make sure that we meet our duties with regard to health and safety.
- ✍ Provide adequate control of the health and safety risks arising from our activities.
- ✍ Provide and maintain safe plant and equipment.
- ✍ Ensure that substances are handled in a safe manner.
- ✍ Ensure that our employees are competent to carry out their tasks and to give them adequate training.
- ✍ Prevent accidents and causes of work-related ill health.
- ✍ Maintain safe and healthy working conditions.
- ✍ Encourage the co-operation, commitment and communication of all employees in the implementation of our health and safety policy.
- ✍ All employees have a duty to take reasonable care for the health and safety of themselves and any other person who may be affected by their actions.
- ✍ Employees do not need to follow any instructions that they reasonably believe jeopardize their safety or the safety of others.
- ✍ Review and revise this policy as necessary and at regular intervals.

Signed:

Date:

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### Risk Assessment

The company carries out risk assessments on its activities and records the significant findings.

The assessments highlight the operational hazards and risks and enables relevant control measures to be put in place to ensure the health and safety of its employees, third parties and the general public.

The risk assessments are used positively as an aid to decide if safe working procedures are required or to change current working procedures to improve health and safety performance.

Specific risk assessments are carried out if there are:

- ✗ Expectant or nursing mothers
- ✗ Disabled employees
- ✗ Young workers
- ✗ Lone working

Risk assessments are reviewed on the following occasions:

- ✗ Change in legal requirements
- ✗ Change in codes of practice & guidelines
- ✗ Change in plant & equipment
- ✗ Change in work practice
- ✗ New technology
- ✗ Reportable accidents, incidents or diseases

### Safe Systems of Work

One result of carrying out risk assessments is to highlight areas or activities that may require written instructions to minimise the possibility of harm.

Where required they will be written and our employees will be told what is required and if necessary, trained so that they can carry out the procedures to carry out their activities in a safe and healthy manner.

The procedures are instructions that detail how to carry out a work activity in a safe way and may include:

- ✗ Identifying what safety equipment is required.
- ✗ Any specific methods of work.
- ✗ Do's and don'ts

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### Health Surveillance

Legislation may impose a need for health surveillance of workers carrying out specific tasks and/or risk assessments may highlight activities where a worker is required to undertake health surveillance.

The company provides any health surveillance required and the results of examinations are communicated to each employee.

The results of any surveillance programs are monitored for trends or specific incidents or activities that may need further actions i.e. risk assessments, changes in working practice, control measures.

The company monitors medical sick notes for any trends that may highlight a particular process or task and to check for diseases that may be classed as Reportable under RIDDOR regulations.

### Monitoring

Regular inspections of the workplace and work activities are carried out to check that the working environment is safe and healthy and that everyone is working safely.

Accidents, incidents, medical sick notes and the results of safety inspections are reviewed to look for trends that may need addressing and to check that corrective and preventive actions have been taken and are effective.

### Training

The company attaches great importance to the training of its personnel and recognise that a trained workforce has a positive effect on health and safety performance.

All new employees receive an induction to explain health and safety requirements.

A review is carried out if there are changes in legislations, introduction of new plant & equipment, changes in work practices and job position.

A record of training undertaken by employees is kept and periodically reviewed to ensure certificates are valid and to check if any appropriate refresher training is required.

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### Communication & consultation

The company will communicate with our employees on health and safety matters initially through an induction at the start of their employment.

Other means of communication and consultation will be through safety briefings, instructions and training.

### Emergency

The company provides and maintains suitable fire fighting equipment, and displays appropriate fire notices and signs.

The company carries out risk assessments in order to put in place and maintain adequate fire controls, maintenance arrangements, records, tests and fire fighting training.

The evacuation procedure is made known to employees and it details assembly points, premise checks, head counts etc; and those who have special duties to assist in evacuation.

Possible emergency situations other than fire have been assessed and where appropriate a procedure is written and communicated to employees.

### Reporting Injuries, Disease & Dangerous Occurrences

The company enforces that all accidents and incidents are reported, no matter how slight. The company recognises that it is important to investigate every occurrence because a near miss is a potential accident.

A thorough investigation of all accidents and incidents is carried out with the co-operation of employees.

The aim of the investigation is not to apportion blame but to identify the cause of the accident or incident and decide on the preventive actions to take.

The findings of an investigation are analysed to look for trends and to review any actions taken to determine if they are effective.

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### Permit to Work

It may be necessary to perform work tasks where known hazards exist and surrounding plant, equipment or environmental conditions can only be temporarily and partially or sequentially isolated, shut down or otherwise made safe.

Examples are:

- ✍ hot or cold work
- ✍ confined spaces
- ✍ working at height
- ✍ excavations
- ✍ working on or near high voltage equipment
- ✍ using or handling hazardous substances

In such circumstances a permit to work system may be implemented by the company, main contractor or their agent.

All those involved in the permit to work system will be suitably trained to ensure that they

- ✍ know what to do
- ✍ know what is required of them
- ✍ are familiar with the permit system.

### Electricity

The "Electricity at Work Regulations 1989" covers all electrical systems and equipment found in the workplace.

All work on electrical systems and equipment will be carried out by competent people.

Electrical systems and portable equipment will be inspected and tested by a competent person on a scheduled basis to ensure that they are safe.

Where possible electrical equipment will be 110v or less, if a higher voltage equipment is used then it will be fitted with a RCD.

### Plant & Equipment

The company ensures that all plant & equipment used by employees at work is suitable, safe, maintained, inspected.

All users will receive adequate training, information and suitable safety measures are provided where necessary in accordance with The Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

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All plant, tools and equipment supplied by the company are manufactured to approved safety standards, fitted with all the necessary guards and control devices and where required tested and certificated in accordance with appropriate regulations.

Plant and equipment is only operated by those who have authority to do so and who are trained and competent in the use of the particular equipment.

Employees under the age of 18 years are not allowed to drive or operate vehicles, plant, small tools or powered equipment except where they are undergoing approved training and are under the immediate control and discipline of an authorised and competent supervisor.

Records will be kept for all plant and equipment subject to statutory tests and inspections.

Plant and equipment is regularly inspected, maintained and withdrawn from service if found to be faulty.

## Manual Handling

It may be necessary to use manual lifting techniques to perform work tasks and it is the company's policy to avoid the need to carry out manual handling operations as far as reasonably practicable. Mechanical aids are provided where possible.

Manual handling assessments are carried out in conjunction with employees to determine the risks and decide on what actions can be taken to reduce or eliminated manual handling.

Records of manual handling assessments are kept.

## Confined Spaces

Any work carried out in a confined space will be under the permit to work system.

At no time will employees enter a designated confined space to carry out work unless it is not reasonably practicable to carry out the work without such entry.

No employee shall enter a confined space unless a risk assessment has been carried out and a safe system of work provided.

No employee shall enter or carry out work in a confined space unless there are suitable and sufficient arrangements for the rescue of persons in the event of an emergency.

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

The company identifies any substance or processes deemed hazardous and carries out a risk assessment in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

If the material is found to be hazardous, the company endeavours to substitute a less hazardous substance.

All employees are trained in the implementation of the COSHH Regulations and associated controls.

### Display Screen Equipment

In line with requirements of the Display Screen Equipment Regulations 1992 the company ensures that all users of display screen equipment are provided with information, instruction and training in the safe working with such equipment.

All DSE users where required are provided with eye tests on a regular basis as determined by the Optician for each individual.

If eyesight tests show that special glasses are needed for working with DSE the company will pay for this specific prescription.

### Noise

Noise surveys will be carried out in the workplace if levels of noise approaching the lower action level of the Noise at Work Regulations 2005 are reached.

If the action level is reached then where possible noise reduction will be introduced, if this is not reasonably practicable then suitable PPE will be issued.

### Hand Arm Vibration

The company's policy is to make sure that suitable precautions are taken to prevent its employees being exposed to hand arm vibration.

Wherever possible the company will eliminate the need to use vibrating equipment.

Where this cannot be avoided we will provide the right equipment and information and training on its proper and safe use.

When purchasing vibration-producing equipment the company will endeavour to purchase equipment with the lowest vibration performance suitable for the intended task.

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### Working at Height

Working at height is governed by the Working at Height Regulations 2005 and it is defined as *"a place where a person could be injured falling from, even if it is at or below ground level"*.

Where possible working at height will be avoided. If working at height cannot be avoided then measures will be provided to prevent falls and if the risk of falling cannot be eliminated measures will be taken to minimise the distance and consequences of a fall.

Working at height will be planned and those involved will be trained to work at heights and in the use of equipment e.g., mobile elevated work platforms, tower scaffold and fall arrest equipment.

Only equipment that has a valid inspection will be used for working at heights

Procedures will be put in place for emergency and rescue of people working at heights.

### Personal Protection Equipment (PPE)

The company provides suitable Personal Protective Equipment for the use of all personnel when identified in risk assessments

All PPE conforms to the Personal Protection Equipment at Work Regulations 1992.

All users of PPE are trained and competent to use the equipment and how to report defects or loss etc.

In circumstances when specialized safety equipment is required, arrangements for the supply and appropriate training in its use are made.

### Welfare

The company shall make available for the use of employees: Mess Room, Toilet, Washing and First-Aid facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Employees shall ensure those who use the facilities co-operate in keeping the facilities clean, tidy and maintained in good order and no persons willfully or deliberately abuse or misuse the facilities.

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### First Aid

The Health and Safety (First Aid) Regulations 1981 requires the company to provide equipment and facilities that are adequate and appropriate to the circumstances for administering first aid to employees. The company will carry out assessment to ensure adequate facilities; information and training are provided to employees.

Employees will be informed of the location of First Aid equipment and the identification of trained First Aid personnel during their induction and through suitably displayed posters.

### Stress

We have a duty of care towards our employees and a legal obligation to provide a safe working environment.

Excessive pressures at work can lead to stress, which undermines performance, reduces efficiency and can make people ill.

Stress is "the adverse reaction people have to excessive pressures or other types of demand placed on them".

It is our aim to promote a harmonious and trustful working environment in which employees are treated and treat others with respect.

### Drugs & alcohol

Computer Press is committed to providing a safe working environment and employees and contractors have a duty of care for themselves and others while at work.

The company recognizes that employees will fail in their duty of care if they attend work under the influence of drugs or alcohol.

No employee or contractor working on behalf of the company is permitted to attend or remain at work under the influence of alcohol or illicit drugs.

Any employee that fails to adhere to this policy will be subject to disciplinary action.

Any contractor that fails to adhere to this policy will not be allowed to work on behalf of the company and their employer must provide a report on the actions taken.

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### Contractors

Contractors will be selected on their suitability to carry out work, to include:

- ✘ Competence of employees
- ✘ Supervision
- ✘ Health & safety documentation
- ✘ Health & safety performance
- ✘ Experience of carrying out the work

Before starting work contractors will be required to provide as appropriate:

- ✘ Risk assessments, method statements and safe systems of work
- ✘ Evidence of employee competence
- ✘ Valid inspection/test certificates for plant and equipment
- ✘ Valid insurance certificate
- ✘ Other documentation requested.

Contractor's performance will be monitored and actions will be agreed with the contractor to improve any performance that is unacceptable.