



1. Health and safety policy statement

AV Works Ltd recognise and accept their responsibilities under the Health and Safety at Work Act 1974 and this statement forms part of our health and safety policy as required under Section 2 (3) of this Act. We are committed to ensure that the health, safety and welfare of all employees and those who may be affected in any way by our undertakings, is of the highest possible standard, so far as is reasonably practicable.

It is our policy to comply with all Health and Safety Legislation, Acts, Regulations, Codes of Practice and other guidance. We will endeavour to provide a healthy working environment including, premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.

To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction, supervision and training for employees. Employees must comply with any instruction, information and training provided and follow the arrangements and safe systems of work, including the use of any personal protective equipment/clothing.

Every employee must cooperate with us to ensure our statutory obligations are observed. The successful implementation of this policy requires total commitment from all levels of the company. Each employee has a legal obligation to take reasonable care of themselves and others who may be affected by any act or omission carried out by that employee. All employees therefore have a legal duty to follow company rules and procedures with regards to Health and Safety.

Adequate facilities and arrangements will be maintained which will enable employees and their representatives to raise issues of Health and Safety. Employees themselves are actively encouraged to discuss any Health and Safety concerns and an open door policy is adopted in such circumstances.

The Company's aims and objectives are to reduce accidents and to ensure that the health, safety and welfare of all its employees, in fulfilment of its moral, legal and economic responsibilities. These measures are also aimed at protecting others who may be affected by our works. The Company will ensure that it has made adequate financial provisions for the implementation of Health and Safety legislation and its procedures and safe working practices.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialist advice from outside the organisation.

The company undertakes training programmes to advise employees of any necessary statutory and company revisions to Health and Safety arrangements. Relevant safety issues and new safety information will be displayed and notified to all employees. The company is aware of the additional risks that may follow as a consequence of the employment of young people and will take care to minimise those risks so far as is reasonably practicable. The company will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The company is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employee's concerns regarding young persons in the work place should be reported to a responsible person (a supervisor or manager), and measures will then be taken to investigate the circumstances and provide a solution. Supervisors and Managers will have the responsibility of ensuring the provisions of this policy are met.

The Company is committed to providing the necessary resources in order to meet the aims and ambitions of this policy. General responsibility for Health and Safety exists at all levels throughout the Company. AV Works accepts overall responsibility for all matters, including those regarding health, safety and welfare and is responsible for ensuring that the safety policy is implemented and monitored within the workplace to ensure that safe conditions are maintained. Where risks are identified AV Works will ensure that these are rectified, so far as is reasonably practicable.

All employees will have access to this Health and Safety Policy. The Policy will be revised and amended accordingly in the light of legislative or organisational change and will take into account any new equipment, processes or changes to work which affect Health and Safety. It will be kept up to date by periodic reviews (at least annually) and will be regularly monitored to ensure that the objectives are being achieved.

2. Health and safety in general

AV Works Ltd, endeavour, so far as it is reasonably practicable, to ensure the Health and Safety of all employees, whether on or off site, other authorised persons and those who may be affected by our activities by providing:

- Safe systems of work to minimise hazards and risks
- Safe plant and equipment, properly inspected and maintained
- Appropriate training, instruction, information and supervision
- A safe place of work with safe access and egress from the place of work
- A safe and healthy working environment
- Suitable welfare facilities
- Arrangements for joint consultation with the employees and all issues that may affect them and their equipment/working practices

The Company recognises the need to provide facilities, safeguards and methods of working which, if properly used by employees and other authorised persons will be conducive to their Safety, Health and Welfare.

The need to keep up to date with future legislation, codes of practice and other material relevant to Health and Safety is recognised. It is also recognised that the safety policy of the Company may require revising from time to time. For example: new equipment or technology may require the policy to be changed, therefore there will be regular communication with staff to ensure the policy is kept up-to-date. The necessary arrangements have been made to monitor the effectiveness of this policy and to have appropriate corrective action when necessary.

The responsibility for Health and Safety exists at all levels throughout the Company.

Furthermore, it is the statutory duty of employees to act responsibly in relation to all matters that may affect the Health and Safety of themselves and other persons.

3. Risk assessment

Under the current Management of Health and Safety at Work Regulations 1999 (MHSWR) it is necessary for the company to assess, record and re-assess requirements for all risks to employees at work and for all risks to others who can be affected by the conduct of any business operation.

Directors are duty holders for undertaking risk assessments. Risk assessment shall be carried out according to legislation.

Risk Rating - Risks are allocated a rating against such factors as:

- extent of potential harm or damage
- likelihood it will occur
- possible disruption to business activities or growth
- short or long-term effects
- internal strengths and weaknesses
- ability to recover
- likely impact on owners/public image
- litigation

Control measures will be put into practice as a result of the risk assessments in accordance with the requirements of the relevant regulations, good working practice and what is reasonably practicable in the circumstance.

Should additional control measures be required for a risk to be suitably controlled, as identified by the classification of the risk, then the organisation will implement such measures as soon as practicable, which will correspond to the nature of the hazard, the risk of its occurrence and the resources required to deal with it. Total co-operation is required from all levels of the firm to prepare safe working procedures for each of the operations and ensure that all of the risks are minimised or eliminated.

4.Organisation and responsibilities

Overall responsibility for Health and Safety rests with the Directors. Under their guidance, effective accident prevention and safety training programmes are to be developed and procedures introduced to create a safe and healthy working environment. They also ensure that as appropriate, management are trained in these policies and play their part in promoting Health and Safety. All new employees will be trained in the company Health and Safety requirements. Training received by all employees/subcontractors will be entered in their personal training record file.

Employees & Sub Contractors:

It is the duty of employees/subcontractors to act responsibly in relation to all matters that may affect the Health and Safety of themselves and other persons and to abide by the Company's safety regulations at all times. Conditions, equipment or practices thought to be unsafe should be reported to the supervisor as soon as possible. Where personal protective clothing or equipment has been provided, it should be used.

Sub Contractors will be assessed for their competence to carry out their tasks safely. They are required to give a reference the first time they are used by the company and they must show evidence of training certificates. Their progress will be monitored throughout the contract and the Company will record audits and reviews.

Summary:

Overall responsibility for Health and Safety within AV Works Ltd will lie with the Directors, who will lead on safety matters. They will also ensure this policy is carried out and will inspect the activities every 12 months.

All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees must co-operate with the company on matters of Health and Safety. Employees must follow all control measures and follow safe systems of work. Health and safety will be discussed at any AV Works Ltd meetings where it is deemed necessary.

Management duties include the following:

- a) Ensuring that new and existing employees, contractors and visitors are aware of safety procedures.
- b) Establishing that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of the equipment.
- c) Providing adequate training, information, instruction and supervision to ensure that work is conducted safely. Such arrangements shall be recorded.
- d) Taking immediate and appropriate steps to investigate and rectify any risks to Health and Safety arising from any work activity identified as a result of a site inspection, review of accident reports or communication by an employee.
- e) Ensuring that all accidents and "near misses" are properly recorded and reported and that an investigation is carried out to determine causal factors.
- f) Maintaining safe access to and egress from the workplace at all times.

Employee Responsibility – all employees must:

- a) Take reasonable care of their own Health and Safety.

- b) Consider the safety of other persons who may be affected by their acts or omissions.
- c) Work in accordance with information and training provided.
- d) Refrain from intentionally misusing or recklessly interfering with anything that has been provided for Health and Safety reasons.
- e) Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements, to a responsible person without delay.
- f) Not undertake any task for which authorisation and/or training has not been given.

Employee Rules:

Below is a list of some of the basic rules for employees to follow:

- Always use equipment the right way in accordance with any given instructions.
- Always wear the right personal protective equipment and clothing.
- Follow the safety procedures and rules from the risk assessments and if ever uncertain; ask.
- Never interfere with equipment, electricity or any safety features.
- Report any defects or damage to any part of the premises, equipment or machinery.
- Comply with No Smoking Policy

5. Accident prevention policy

We must perform our duties safely and with consideration to others. Our activities will be carried out having due regard to current legislation and statutory requirements, with appropriate safeguards against exposing employees and others to risks to their Health and Safety.

These aims will be achieved within the framework of the Company's organisation and arrangements for the promotion of safety, health and welfare.

Where reasonably practicable, all steps should be taken to achieve a safe system of work;

- 1) The Company will take all reasonable measures to ensure the health, safety and welfare at work of all its employees in fulfilment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting others, who may be affected by our work.
- 2) Management recognises its responsibilities to create the right circumstances and conditions which work may be carried out safely. All employees also have a legal duty not only to work safely but also to co-operate in efforts made to create and maintain safe working conditions. Failure to do so, may under the Health and Safety at Work Act, be regarded as a criminal offence and lead to prosecution.
- 3) The Directors have overall responsibility for health, safety and welfare throughout the Company. Staff are responsible to Directors for carrying out the safety policy of the company within their area of responsibility. The Directors are also responsible for making staff aware of their particular obligations in respect of health, safety and welfare. The procedure for reporting accidents and risk will be outlined to all employees. All accidents will be investigated.
- 4) At the estimating and planning stage of all work, the Company will take account of all requirements necessary to ensure the health, safety and welfare of employees.
- 5) The Company will ensure that there is adequate communication on matters affecting the health, safety and welfare of employees.
- 6) The Company will provide all the necessary instructions and information about the specific hazards to all concerned and will, where necessary provide for training to bring this about.
- 7) The Company will provide and keep in good repair the necessary tools, plant equipment and personal protective equipment to ensure the health, safety and welfare of employees. All employees must safeguard the Company's tools, plant, protective and equipment and have a duty to report any defects to their immediate superior.

6. Accident reporting

Every accident is to be the subject of an accident report initiated and completed by the injured person, and the Health and Safety Officer. An investigation is to be held immediately to determine the cause of the accident and where necessary remedial action is to be taken without delay. Dangerous incidents, which do not result in injury, are also to be reported on the appropriate form to the

Health and Safety Advisor and will likewise be investigated.

Specific injuries, industrial diseases and dangerous occurrences as described in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 1999 are to be reported to the Health and Safety Executive.

7. Accident investigation & riddor notification

AV Works Ltd are obliged to keep records of all notifiable injuries, dangerous occurrences and diseases. This information must be available for review and investigation.

After a reportable accident, we will attempt to record the event in sufficient depth, using photographs or sketches where appropriate. Any witness statements will be taken and a detailed investigation will be undertaken. The investigation is to include the working environment, the

training and job experience of the victim, the job supervision and equipment maintenance, was the correct PPE issued and being worn and were any legal standards being breached.

Management will finalise the report and submit any relevant RIDDOR information on HSE Forms F2508 to the local HSE office responsible for the area where the incident took place and AV Works Ltd will maintain a record of the incident in the Company's accident book and files.

8. First aid

First aid will be covered by arranging appropriate cover with a local surgery. A first aid box will be kept on the business premises and onsite.

9. Fire

The Directors are responsible for ensuring that fire and evacuation arrangements are implemented.

AV Works Ltd aim to fulfil the requirements of the Fire Safety Employers Guide 1999.

10. Fire drill/procedures

General:

The site premises will have such means of escape in case of fire for the persons employed as may be reasonable in the circumstances. The Company will identify any fire hazards, combustible materials, highly flammable substances and sources of heat. The Company will then identify any staff and other people who are especially at risk and then remove or reduce the identified fire hazards.

Emergency plan:

AV Works Ltd will prepare a site-specific emergency plan, that provides enough exits for everyone to get out in good time and considers arrangements for people with disabilities. The escape routes and exits will be monitored to ensure that they are available for use.

An appropriate warning system for raising the alarm will be provided together with the required fire safety equipment. Emergency lighting requirements should illuminate escape routes and fire equipment. The safety equipment will be checked and tested and the appropriate records kept.

Fire Procedure

A procedure for dealing with any fire will be prepared and effective steps taken to ensure that all employees are familiar with the procedure.

Staff will be adequately trained and informed of fire instructions and fire drills.

11. Equipment

AV Works Ltd will ensure that work equipment is maintained in an efficient state, in working order and in good repair. Where the equipment has a maintenance log, this is to be kept up to date.

The Company has a statutory duty to maintain its plant and equipment and avoid risks to Health and Safety. All staff have a duty for ensuring all work equipment is properly used and maintained and any faults should be reported immediately to the Directors with the equipment being taken out of service until made safe or replaced.

The Company will provide adequate supervision that provides information and training to ensure that there is compliance with safety procedures. The Company will also develop safe systems of work, which identify hazards and then seek to eliminate or minimise the risk of that hazard occurring.

All guards, safety devices and controls must be used at all times by employees and this includes the use of any necessary personal protective equipment. The Directors also have the responsibility of ensuring that employees are trained on how to use the necessary equipment correctly to avoid injury and damage. No work equipment shall be used unless adequate training and information has been given or the individual concerned is already fully competent in the use of that equipment.

Operatives using Company Plant and Equipment will be competent and trained. They must inspect the equipment before use and must not misuse the equipment. Operatives must report all faults, damage, defects or malfunctions to the Directors. They must not use defective equipment. Defective equipment must be immobilised and identified as awaiting repair.

AV Works Ltd aims to fulfil the requirements of the Provision and Use of Work Equipment Regulations 1992.

12. Personal protective equipment (P.P.E.)

PPE will be identified and issued.

AV Works Ltd and Subcontractors will:

- Comply with the Personal Protective Equipment at Work Regulations 1992.
- Provide and maintain P.P.E. of an acceptable standard as identified in their risk assessment.
- Make provision for the proper storage and cleaning of P.P.E.
- Maintain PPE in good condition and inspect and replace worn out equipment as required.

Other P.P.E. may be required according to hazards identified in the risk assessments and good working practice. The misuse of PPE shall not be tolerated and shall only be used, as instructed, for the purposes of health and safety.

Contractors, supervisors and all senior staff will be reminded that they should set a good example by wearing the appropriate protective clothing at all times when required onsite.

13. manual handling & lifting

Employees must avoid manual handling where reasonably practicable to do so. Employees should use lifting and carrying aids, including trolleys to move loads. Two person lifts are to be encouraged where practical for large pieces of equipment. When it is unavoidable, employees must not move any load, which they think, may cause them injury.

Handling assessments will be used to examine all the significant manual handling risks and will take into consideration the level of risk involved in order to determine what control measures, if any, are required. Specific factors which shall be taken into account in the assessment of the risk are the task involved, the load, the working environment and individual capability. Employees will be made aware of all available information regards safe lifting techniques, which shall accompany training and actual instruction as to how to conduct manual handling safely. All staff will be given training in the correct methods of handling and lifting loads as part of their normal safety training and will monitor employees.

AV Works Ltd aim to fulfil the requirements of the Manual Handling Operations Regulations 1992.

14. Electricity

All electrical work is to be undertaken by competent persons. Electrical equipment is to be properly maintained and subject to periodic checks.

Electrical equipment is to be tested at regular intervals and all records produced as a result of appliance testing, maintenance and reports by electricians, are to be kept in the Health and Safety file. Staff must be properly trained only to use equipment after they have given it a visual inspection to identify damage or defects, and to use it only for the purposes for which it was intended according to the safe systems of working. Where equipment is found to be faulty repairs and re-testing will be carried out before the equipment is re-issued.

Power tools must be maintained in good condition with casing intact and label fitted showing voltage and other information. They must be subjected to regular user checks and formal visual inspections. Company inspections of Portable Electrical Equipment will be undertaken at least every six months.

A competent electrician will carry out periodic inspections of all electrical equipment on site. Portable Appliance Testing records will be maintained and will be kept in the health and safety file.

AV Works Ltd aim to fulfil the requirements of the Electricity at Work Regulations 1989.

15. Control of contractors & visitors on premises

Contractors:

AV Works Ltd will only use assessed and competent contractors with the relevant experience. Checks on their experience and proven safety record will be undertaken. Contract specific risk assessments will be required and checked.

The Contractors will be reminded of their duties to provide and maintain a safe working environment for their employees and to use properly maintained plant and equipment to enable them to carry out their tasks safely. Their acts and omissions must not affect the safety of others working on the site.

When working on site the Contractors must report to the Supervisor who will then monitor and supervise the contractor to ensure that safe working practices are observed at all times.

Visitors:

When visitors report to any premises under the control of the Company, it is then the duty of the delegated supervisor to ensure that prior to their entry into a working area that they are made aware of the Site's Health and Safety Rules and possible dangers (if any). They will also be provided with and required to wear any necessary PPE.

16. Workplace

The premises will be maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness. Adequate welfare facilities; toilets, drinking water, washing facilities, etc will be provided and maintained by the company, as will adequate temperature, ventilation and lighting. Any defects to premises, fixtures and fittings must be reported immediately to the General Manager and in his absence to the Health and Safety Officer.

AV Works Ltd aim to meet the requirement of the Workplace (Health safety and Welfare) Regulations 1992.

17. Emergency procedures

AV Works Ltd shall establish and where necessary, provide appropriate procedures to be followed in the event of serious and imminent danger to persons working for them. Where the possibility of emergencies and danger areas occur the company will nominate a sufficient number of competent persons to implement the appropriate procedures. This competence will rest on matters such as training, experience and knowledge.

The prime objective will be to ensure that no employee, sub-contractor or visitor can access any area where an emergency or possible danger may or has occurred without first receiving adequate Health and Safety instruction.

The Company will inform employees about the potential dangers, the controls and the emergency procedures. Employees will also be instructed on how to identify conditions in these potentially dangerous areas where it may be necessary to stop work and go to a place of safety. The Emergency procedures will also provide adequate safeguards to avoid a return to the work area until the risk of danger has been cleared.

18. Alcohol, drugs & smoking

The Company recognises the risks of alcohol and drug abuse in the work place. They can detrimentally affect an individual's health, work attendance, work performance and the safety of the other people working with them.

It is forbidden to bring alcohol or non-prescribed drugs onto any office or site. It is also forbidden for any employee to work in an office or any site if the person has been drinking alcohol or is affected by drugs. The Company reserve the right to expel any person who appears to be under the influence of alcohol or drugs. There is a complete smoking ban within the Company and in Company vehicles and employees are restricted in the amount of time they take off to smoke.

19. Disciplinary procedure

When there are issues of non-compliance of health and safety regulations the Company will investigate them. The relevant supervisor or off site representative will collate written information, this will then be reviewed by the Company and the appropriate corrective action taken to ensure that there is compliance and that the employees are made aware of the situations which are causing concern. If, subsequent to this, the problems persist, then the Company will apply further measures to ensure the Health, Safety and Welfare of all employees and others, who may be affected by the actions of those who are not complying with the Health and Safety Regulations.

The purpose of the disciplinary procedure is two-fold. Firstly, to give Directors an opportunity to draw to an employee's attention to a situation which is causing concern and secondly, to give the employee the opportunity to explain and to improve that position. If subsequently, the problem persists then further measures may be necessary.

Where the Company is dissatisfied with an employees or sub-contractors performance on Health and Safety they will arrange an interview, where a fellow employee can accompany her/him. After considering the details an appropriate admonishment, oral warning, written warning, suspension or dismissal will be issued. Records of the disciplinary actions will be maintained by the Company and available for any appeals or legal actions arising from the issues of non-compliance of health and safety legislation.

Every employee is responsible for the health and safety of themselves and the people around them.