

Health and Safety Policy

PP Engineering
Charles Street
Kilnhurst
Rotherham
S64 5TG

Signed by	Issue date	Last reviewed	Next review date	Policy No. 21.1
Susan Patching	20.01.2020	20.01.2020	19.01.2021	

PP.Engineering recognises that high standards of Health and Safety performance are an integral element of the company's efficient running in the crane industry. I will define responsibilities and provide any necessary resources, appliances, documentation and procedures.

I will ensure the continuous development of employee competence. It is my policy and the other partners to comply with the requirements of current legislation, to work with approved codes of practice, HSE Guidance and crane industry best practice through CPA and BS7121 guidance. Health and Safety working practices are recognised as the most important responsibility that the company has towards its employees and all others affected by the company's working. I will make pursuance of progressive improvements in Health and Safety performance through good controls, communications and encouragement, ensuring that a positive Health and Safety culture is promoted and developed and help them recognise that they have a duty of care to themselves and others.

My aim is to ensure that the PP.Engineering Health and Safety Policy will be carried out diligently in all relevant aspects throughout the organisation. To raise awareness and create the right climate of Health and Safety consciousness throughout the company, ensuring that all relevant legal and best practice standard requirements are met, and further, preventing the manufacture and delivery of unsafe or inadequate services to the client.

All members of the company and all new entrants will be provided with a Safety Induction which will talk about PP.Engineering policies and procedures and general safety rules. I will be responsible for having access to current Health and Safety information relevant to the company and will be responsible for interpreting such information into procedures, safe working practices and general advice as appropriate.

This policy will be reviewed and developed periodically to ensure it remains effective and any necessary amendments will be communicated to all employees.

As the Senior Partner I am personally committed to leading the implementation of this Health and Safety Policy.

Signed:

A handwritten signature in black ink, appearing to read "S. Patching". The signature is written in a cursive style with a large initial "S" and a stylized "P".

Susan Patching

Senior Partner: PP Engineering

Date: 20.01.2020

Review date: 19.01.2021

Index

Introduction	Page 4
Organisation Chart	Page 5
Specific Organisation Duties and names of the assigned holder	Page 6/7
Prime Safety Responsibilities	Page 7
1. Safety Training	Page 9
2. Safe System of Work	Page 9
3. Emergency Arrangements	Page 10
4. Legislation	Page 10
5. Risk Assessment	Page 10
6. Control of Substances hazardous to Health (COSHH)	Page 11
7. Plant and Equipment	Page 11
8. Personal Protective Equipment	Page 12
9. Health Surveillance	Page 12
10. Accident, Incident Reporting and Investigation	Page 13
11. First Aid	Page 13
12. Mobile Telephones	Page 13
13. Company Vehicles	Page 14
14. Communication, Consultation, and Co-ordination	Page 14
15. Audit and Safety Inspections	Page 15
16. Contractors, Sub-Contractors and Visitors	Page 15
17. Working at Heights	Page 16
18. Manual Handling Operations	Page 16
19. Storage	Page 16
20. Lifting Operations, Equipment and Machines	Page 16
21. Fire and Security	Page 17
22. Confined Space	Page 17
23. Visual Display Screen Work Stations	Page 17
24. Welding, Cutting and Burning	Page 18
25. Asbestos	Page 18
26. Review	Page 18

Introduction

This policy document has been prepared to define the way in which PP.Engineering intends to manage Health and Safety and meet the requirements of section 2(3) of the Health and Safety at Work Act 1974.

This section of the act requires the employer to prepare a statement of general policy with respect to Health and Safety at work and the organisation and arrangements set up to carry out that policy.

The policy and its associated documents apply as defined to all personnel employed or contracted to the company as appropriate to the work being undertaken. It is the duty of all personnel to apply the requirements of these documents to their work.

Organisation Chart

Responsibilities: Specific Organisation Duties and names of the Assigned Holder

The following areas of Health and Safety that are specific to PP. Engineering have been assigned duty holders on behalf of the company and are detailed for reference purposes below.

Area of Health & Safety specific to PP.Engineering	Assigned Duty Holder
Company Health and Safety Managers	Susan Patching
Health and Safety Advisor	John Greenfield Duke Health & Safety Management
Visitors Safety Supervisors	John Patching
Identification and Implementation of Health and Safety Training needs	Susan Patching
Organising and collating of the reported accidents and incidents	Emma Hepworth
Nominated persons assigned to carry out risk assessments.	<u>Contract Lifts: Appointed Persons</u> Simon Jepson Rob Jepson Mark Mackie <u>PP.Engineering Premises</u> John Patching
Nominated persons for carrying out manual handling risk assessments	John Patching
Nominated persons for undertaking workplace inspections	John Patching Thomas Patching
Nominated persons for undertaking on site safety audit inspections	Simon Jepson
Nominated persons for ensuring first aid provision is adequate and in place	Thomas Patching
Nominated persons for assessing and ensuring the competency of other crane hire companies and outside vehicle maintenance organisations used by the company	Simon Jepson Lucy Patching John Patching
Nominated persons assigned to carry out COSHH assessments	John Patching
Nominated persons assigned to ensure work equipment, cranes and all lifting tackle is inspected and maintained	John Patching Thomas Patching Simon Jepson
Nominated persons for ensuring the assessing of Display screen equipment and the minimising or control of any such related risks	Susan Patching
Nominated persons assigned to ensure fire evacuations are adequate and are implemented	John Patching Thomas Patching

Nominated persons assigned to ensure PPE is identified, issued and worn	John Patching Lucy Patching
Nominated persons assigned to ensure electrical maintenance and safety	John Patching
Appointed persons for First Aid	Simon Jepson Robin Jepson Thomas Patching John Patching
PP Engineering workplace site Fire Officers Fire Manager: Fire Safety Coordinator: Fire Officer: Fire Warden:	John Patching Thomas Patching John Patching Thomas Patching

Prime Safety Responsibilities

Partners Responsibilities

- To make ourselves aware of legislation, codes of practice, guidance notes and safe working practice relevant to the work of PP.Engineering and comply with them.
- To read, understand, implement and oversee the effective application of the Health and Safety policy and appreciate the responsibility allocated to each level of management.
- To appoint a 'competent' Health and Safety advisor for PP.Engineering: John Greenfield Duke Health & Safety Management Ltd.
- To make available adequate funding and facilities to meet the requirements of the Health and Safety Policy and to oversee its effective implementation.
- To ensure that arrangements are made to bring the Health and Safety Policy and other company safety procedures to the notice of all employees and visitors.
- To arrange regular meetings with the Health and Safety consultant: John Greenfield and the senior partners namely Susan Patching, to discuss Health and Safety performance, and where required, to ensure a review of the Health and Safety policy is carried out.
- To make sure the Health and Safety will be reviewed by the partners of PP.Engineering annually.
- To ensure all accidents and near miss/dangerous occurrences are properly recorded, investigated by Emma Hepworth and if required reported to the Health and Safety advisor.
- To act upon any sound advice given from the investigation led by Susan Patching.

- Senior partners will ensure adequate funding and facilities are made available for safety training, to meet the requirements of the company's business.
- To ensure safety training is monitored and all qualifications are kept up to date where required, by Lucy Patching.
- To enforce the company's disciplinary procedure where breaches of the Health and Safety Policy or procedures have occurred.
- To set a personal example at all times.

Manager and Supervisors Responsibilities

- To read, understand and implement the Health and Safety Policy.
- To bring the Health and Safety Policy and other company safety procedures to the notice of all employees and visitors.
- Simon Jepson to undertake and record regular on site safety inspections and report these findings to the senior partner; Susan Patching.
- Thomas Patching to undertake and record regular on site safety inspections of the PP.Engineering workplace and report these findings to John Patching.
- To be aware of legislation, codes of practice, guidance notes, safe working practices and method statements relevant to the work of PP. Engineering and comply with them.
- Where necessary to seek advice from our Health and Safety Advisor: John Greenfield, on matters relating to Health and Safety.
- To ensure that each place of work, within their responsibility, has specific documented safe methods of working and risk assessment and are brought to the attention of those affected by them.
- Ensure that entries of **all accidents** are logged in the 'on site' accident book and a report forwarded to the partner: Emma Hepworth.
- Simon Jepson, Mark Mackie and Robin Jepson will ensure when organising crane hire lifts for clients that adequate Health and Safety provisions have been made by the client's site and that mandatory welfare facilities are provided for our employees and that adequate first aid facilities are available.
- To enforce the company's disciplinary procedure when breaches of Health and Safety Policy or safe practices have occurred.
- To set a personal example at all times.

Employees Responsibilities

- To be aware of and adhere to the Health and Safety policy and all site specific rules.
- To work in accordance with all method statements and all safe systems of work.

- To co-operate with the company in maintaining a safe working environment and to contribute to the reduction of accidents.
- To develop a positive Health and Safety culture, for themselves and for others, particularly for new employees and young persons.
- To contribute to the elimination of hazards
- Refrain from horseplay and abuse of welfare facilities.
- To maintain equipment in a good condition.
- To operate equipment only when trained and authorised to do so.
- To use the correct equipment for the job, safety equipment and protective clothing when required.
- To report any defective equipment to their immediate supervisors and ensure that it is in a safe and secure state when left unattended.
- To report all accidents and injuries to the office.
- To the report to the office **ALL** near misses, which could have resulted in personal injury or property damage.
- To ensure that all company vehicles are in a roadworthy condition at all times prior to use.
- To set a personal example at all times.

Visitors

- Visitors are welcomed to the company when pre-arranged appointments have been made.

Statement of General Arrangements for Health and Safety

1. Safety Training

The senior partners in consultation with their employees and the company's Health and Safety Advisor: Duke Health & Safety Management: John Greenfield, will identify any necessary safety training needs. Training will be provided at all levels of the company, particularly ensuring that our employees possess adequate knowledge to successfully carry out specific safety responsibilities.

New employees will initially receive a basic safety induction into the company. This will be renewed and upgraded annually or when required.

Where appropriate, outside training will be sourced for more complex training for example crane driving or Health and Safety training. Once the employee has passed, certificates will be awarded by the relevant authorising body for example: CPCS and IOSH.

2. Safe System of Work

The partners and managers, in conjunction with employees are responsible for identifying risks to the Health, Safety, Welfare and Security of employees and others, and for developing, maintaining and monitoring safe systems of work.

Safety is the responsibility of everyone and each employee has an unending duty to work safely, undertake their duties and discharge responsibilities in a manner which protects their own safety and that of other staff, clients, visitors, contractors, neighbours and members of the public.

The company's Appointed Persons/Technical Representatives; Mark Mackie and Robin Jepson shall undertake periodic on site safety inspections to determine whether method statements and safe systems of work are being adhered to by our employees. The results of inspections shall be recorded and reviewed by the Crane Hire Manager; Simon Jepson and the partners.

If necessary, the Crane Hire Manager will seek the advice from the Senior Partner; Susan Patching, on matters relating to on site safety inspections.

3. Emergency Arrangements

The Partners will ensure that emergency arrangements for our site are planned for. The premises manager; John Patching, will ensure that all foreseeable emergencies are assessed and site emergency procedures produced and maintained. Training and instruction will be made available and given to in the form of toolbox talks to all employees and visitors.

If necessary, the premises manager will seek the advice from the senior partner: Susan Patching, on matters relating to Emergency Arrangements.

4. Legislation

The Partners will ensure that PP.Engineering is complying with all current applicable legislation, with the help of our external Health and Safety consultant; John Greenfield. The partners are responsible for ensuring that this legislation is interpreted and promulgated throughout the company and that company risk assessments are relevant and are being kept up to date with current legislation.

5. Risk Assessment

Senior Partners shall ensure that for all areas of operation risk assessments, to identify hazards, are undertaken. The outcome of any risk assessment that identifies a 'significant risk' shall be investigated so that where practicable these are eliminated or reduced.

PP.Engineering risk assessments will be compiled by our management team; Simon Jepson, John Patching, Mark Mackie, Robin Jepson and the external Health and Safety consultant; John Greenfield, in conjunction with this the company's senior partner: Susan Patching will ensure that all risks assessments are reviewed regularly and as a minimum annually.

It is the policy of PP.Engineering to work within method statements, which are risk assessment based, for the protection of our employees and all others.

The company is committed to the continual development of its generic risk assessment library and carrying out site specific risk assessments in relation to all planned contract lifts.

When our crane appointed persons; Simon Jepson, Mark Mackie and Robin Jepson compile method statements for contract lifts they will use PP.Engineering generic crane lifting risk assessments. They will delete non relevant hazards from the company's generic lifting risk assessment so as to make it site specific. The company will supply a copy of relevant risk assessments to our clients.

All known hazards and control measures, to ensure safe working practices whilst under taking a crane contract lift, will on the day of the lift, be briefed by our appointed lift supervisors in the form of toolbox talks to our employees and those under our control prior to the commencement of any work on our clients site.

Susan Patching shall ensure that new hazards associated with any change to existing organisation, working practices or plant are brought to the management team's attention so they can be assessed and controlled. The change does not increase risk to overall safety and employees health but wherever possible the changes shall be managed to improve overall safety and employee health.

6. Control of Substances Hazardous to Health (COSHH)

It is the policy of the company to comply with the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 amended 2013. This involves an assessment compiled by our Health and Safety Advisor; John Greenfield, of all activities in relation to protecting persons against risks to their health, immediate or delayed, which arise from the exposure to hazardous substances or processes, which may create such substances.

All COSHH assessments will be on display at all times on the company's Health and Safety boards and toolbox talks will be given by management or supervisors to every employee on their specific COSHH assessment relating to the specific job role.

The company will not undertake any work that is liable to expose any employees to any substance hazardous to health unless having undertaken a suitable and sufficient assessment of the risks created by that work to the health of the employees and of the steps that need to be taken to meet the COSHH Regulations.

7. Plant and Equipment

Plant and lifting equipment will be listed in two documents. The two documents are called PP.Engineering Plant Register and PP.Engineering Lifting Equipment Register. They will be compiled and kept up to date by the Service Manager: John Patching.

All equipment shall be inspected and maintained in accordance with statutory, industry practice, British Standards BS7121 Safe Use of Cranes or other relevant standards.

Plant and equipment shall be maintained and evidence of the inspection and maintenance will be recorded and kept with the plant register, which will be maintained by John Patching.

Manuals and other documentation setting out safety requirements will be available to those who use or maintain the equipment.

John Patching will audit both documents every six months. This information will be passed onto the Senior Partners.

8. Personal Protective Equipment

It is the policy of PP.Engineering that they will comply with the requirements of the PPE at Work Regs 1992. This involves the commitment to ensure all personnel working under the control of the company wear/use appropriate Personal Protective Equipment for their working environment.

The Health and Safety Advisor; John Greenfield and John Patching will identify through risk assessment any specific activities that require the use of Personal Protective Equipment. Training in the form of toolbox talks on how to use and wear your Personal Protective Equipment will be given to all PP.Engineering staff annually by Lucy Patching. She will ensure such equipment is issued for personal use and will keep records of all Personal Protective Equipment issued to whom and the date given. Personal Protective Equipment 'how to wear and look after' training records and stock in relation to Personal Protective Equipment replenishment records.

9. Health Surveillance

The partners are committed that PP.Engineering will carry out its work with no diverse effect to any person's health nor safety. Related issues will be managed under the principles of this section together with the co-operation of the workforce and the procedures and details to help achieve this.

- New Employees to the company will have to fill out our Health Surveillance Record Data Sheet answering questions covering a range of Health issues such as back problems and hearing which are relevant to the company's working practice. If any of the questions are answered positively, further information will need to be gathered so as to identify steps needed to be taken so the issues are not aggravated or exacerbated whilst working at PP.Engineering.
- All persons within the company will complete our standard Health Surveillance questionnaire on an annual basis. The questionnaire will ask the employee to answer questions covering a range of Health Issues such as back problems and hearing. Again, a positive answer to any of the questions will result in further investigations to clarify the issue(s).
- Annually, basic visual checks such as skin (hand) inspections will be carried out to look for signs of such issues as dermatitis. These checks will be carried out by one of our first aiders such as Simon Jepson.
- For more complicated assessments the company may arrange for various methods of Health Surveillance such as full medical examinations, blood testing and respiratory testing by an external medical practitioner.

10. Accident, Incident Reporting and Investigation

All accidents/incidents, dangerous occurrences, illnesses and occupational ill health arising from work related activities must be reported straight away to the PP.Engineering office.

A written accident statement will be completed by the employee(s) involved and all injuries will be logged in the PP.Engineering accident book.

PP.Engineering is committed to reporting and investigating all accidents, incidents and near misses in compliance with the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013) through the implementation of company accident, incident reporting and investigation procedures.

Investigations will be led by our partner: Emma Hepworth, into the circumstance of every accident/incident reported, with the objective of determining the cause and implementing preventative measures.

Accident/incident statistics will be compiled by Emma Hepworth and communicated regularly to the Partners.

11. First Aid

PP.Engineering will comply with the First Aid Regulations 1981 which require adequate supplies of first aid materials to be available, based on the number of people on the premises, the size of the premises and the type of work involved.

A site layout plan of where the nearest first aid kit and names of the company first aiders will be displayed for all employees to read on the company health and safety boards located in the canteen.

First aid boxes will be checked by Thomas Patching and Lucy Patching.

All items used out of the first aid boxes must be reported to Lucy Patching so they can be replaced.

12. Mobile Phones

Legislation prohibits the use of hand-held mobile phones whilst driving. It became illegal from 1 December 2003, and it will also be regarded as a disciplinary offence if carried out whilst driving on Company business or whilst driving a Company vehicle. You are regarded as 'driving' even if the vehicle is stationary but the engine is running.

Drivers still risk prosecution when using hands-free phone kits if it is deemed that use of the mobile phones causes them to drive in a careless or reckless manner. Minimise the risk of taking calls on hands-free mobile phones whilst driving by using voicemail or call divert and take regular stops to check messages. Should a call need to be taken, and it is not possible to pull over and stop safely, keep the conversation to a minimum and end the call quickly. If you need to make outgoing calls, stop and find a safe place to park before making them.

Hand held mobile phones are not to be used whilst on site operating any company crane.

PP.Engineering stresses to its employees that when using a hands free mobile phone device; before taking or making a call, they must ensure that their crane is stationary, in neutral or switched off and no loads are suspended before answering or making calls.

PP.Engineering Slinger/Signallers, Lift Supervisors or Appointed Persons are not permitted to use mobile phones whilst controlling or over seeing a crane lift. Unless they have been planned into the method statement as a means of communication.

13. Company Vehicles

The Health and Safety of employees as well as members of the public are of great importance to the successful management and operation of this company. In meeting its responsibility and in order to promote and ensure your welfare (as well as members of the public) the company must rely upon each employee to adopt and maintain a responsible attitude to the wellbeing of others.

Safe driving is a vital element in each individual's ability to perform his or her particular job effectively. The company must look to each employee to uphold the highest standards of driving and safety.

As a vehicle user you are not only responsible for your own safety, you are also responsible for the safety of others who may be affected by your actions. Therefore you are required to operate your vehicle at all times in a manner that is safe and responsible.

Your vehicle is a valuable item of business equipment, which must be available and maintained in a road-worthy condition at all times. The Company must look to each employee to uphold the conditions of road-worthiness demanded by law and follow the company driving policy and procedures.

Being fuel efficient with all company vehicles is of great importance to the successful environmental management and operation of this Company. In meeting its responsibility and in order to promote fuel efficiently the company must rely upon each employee to adopt and maintain a responsible attitude when driving our vehicles. Turn off the vehicle engine when not in use. Drive on the most direct routes to site. Drive the vehicle at its optimum fuel efficient speed and other driving measures that will result in greener driving.

14. Communication, Consultation and Co-ordination

The partners alone cannot achieve implementation of this Health and Safety Policy, therefore periodic discussions will be held with all employees on Health and Safety matters. We will consult with the work forces appointed safety representative; Thomas Patching, on any matters that might affect theirs and the employee's Health and Safety and in turn they will inform the partners of any employee views and opinions.

We will have an 'open door' policy to any employee who wishes to raise any Health and Safety issue. Employees are invited to raise issues involving Health and Safety to the partners or with their safety supervisor Thomas Patching, at any time. All issues raised will receive appropriate attention and action.

We will provide a reporting form where issues can be formally raised and the employee can remain anonymous.

We will ensure that Health and Safety information is passed on to employees either by toolbox talks, toolbox talk flyers, or notices on the Company Health and Safety notice boards located in the canteen.

New employees are provided with a specific induction on our Company's Health and Safety arrangements and we will make them aware of their right to stop work in the case of serious or imminent danger.

15. Audit and Safety Inspections

Lucy Patching will ensure that an audit plan is compiled to cover all activities undertaken by the organisation.

Simon Jepson will be responsible for safety inspections on sites.

Thomas Patching will be responsible for safety inspections in the yard of PP.Engineering and on cranes.

PP.Engineering will be subject to an external audit annually and any audit corrective actions will be attended to within specified time scales by Lucy Patching.

John Patching and Philip Patching will do daily visual checks of PP. Engineering's premises.

John Patching will organise annual inspections of all our cranes and lifting equipment by our Insurance Company: HSB Houghton.

16. Contractors, Sub-Contractors and Visitors

PP.Engineering will ensure we only use competent contractors and that they are fully checked by the office manager: Emma Hepworth, before use and that they have all relevant documentation to do the job and that it is up to date and signed. We will also make sure that all contractors and subcontractors used are approved by our clients before they enter their sites.

All PP.Engineering employees who visit our client's premises and/or sites will familiarise themselves and comply with the clients or principal contractor's safety requirements whilst on that site.

Visitors to PP.Engineering offices will be accompanied at all times and made aware of local emergency procedures and fire precautions by either John Patching or Lucy Patching to ensure their safety for the duration of the visit.

17. Working at Heights

PP.Engineering will comply with the Work at Height Regulations 2005, Amended 2007 and is managed, planned and carried out in a safe and efficient manner. On our premises this will be the responsibility of the premises manager: John Patching.

Lifting operations involving working at height will be the responsibility of Simon Jepson, Rob Jepson and Mark Mackie.

All employees will be informed of the company working at heights procedures and safe systems of work and must follow them at all times.

18. Manual Handling Operations

PP.Engineering undertakes many manual handling tasks involving pushing, pulling, lifting, putting down, carrying and moving by hand or bodily load; which could potentially result in significant injuries to employees and others.

The Partners will give serious consideration to reduce such potential for injuries by avoidance where possible and particularly through basic risk assessment.

All employees will be informed of the company manual handling procedures and trained in basic safe manual handling techniques in the form of an annual toolbox talk given by our senior partner Susan Patching and must follow them at all times.

19. Storage

All materials will be stored in such a way as to minimise the risk to Health and Safety. Our premises manager John Patching will make sure that all materials are stored and used properly on PP.Engineering premises.

20. Lifting Operations, Equipment and Machines

PP.Engineering will ensure that all lifting operations are managed, planned and carried out in a safe and efficient manner. This will be the responsibility of Simon Jepson, Mark Mackie and Rob Jepson.

The maintenance and testing of lifting equipment shall be the responsibility of John Patching. He will ensure equipment used is regularly inspected in accordance with

the examination scheme and equipment is generally safe to use. All cranes and equipment are marked to show their safe working load or working load limits.

21. Fire and Security

The Partners are responsible for ensuring that Fire Safety is maintained on our premises by complying fully with the Regulatory Reform (Fire Safety) Order 2005 and local authority requirements.

The Fire Safety Coordinators; Thomas Patching and John Patching will undertake regular fire safety inspections. These will be reviewed in accordance with the original Fire Safety Risk Assessment for the building.

Smoking shall be strictly prohibited in building, company owned vehicles and in the work area.

An onsite log for each employee on site shall be done every day and kept up to date. This shall be in the form of a name tag board.

Fire extinguishers are to be tested and serviced by an appropriate company every year. Fire exits must not be obstructed. This will be checked each day by our company fire warden; Thomas Patching.

Appropriate security systems will be used to safeguard people, buildings, plant and equipment to contribute to a safe working environment. The management and maintenance of the system shall be the responsibility of Simon Jepson and John Patching.

22. Confined Space

The company does not carry out work in confined spaces as a regular part of the business. Workers will be made aware of the definition of a confined space and should they be asked to work within one must report it to the office.

No employee will enter a confined space without having received appropriate training and a permit to work where necessary.

23. Visual Display Screen work Stations

In compliance with the Health and Safety (Display Screen Equipment) Reg 1992, assessments will be carried out by our Health and Safety Advisor; John Greenfield, on all display screen workstations.

All factors involving risks to health will be considered, including ergonomic, environmental, work schedules and human factors.

Assessments will be recorded and records kept and maintained. Re-assessments will be in accordance with the regulations.

Information and training will be given on all aspects of display screen use. No new equipment will be purchased without an assessment of its suitability first being carried out.

24. Welding, Cutting and Burning

All precautions to minimise fire will be adhered to, including provisions of screens, mats and fire extinguishers, where appropriate.

Only employees who are trained, competent and using full company personal protective equipment will use welding, cutting and burning equipment on our premises or our clients and will comply with all our and our client's safety procedures.

25. Asbestos

In the unlikely event of a company employee discovering the presence of asbestos on any premises where they were contracted to work, the office must be informed immediately. Operations would cease to proceed.

26. Review

PP.Engineering Health and Safety Policy, General Arrangements, Organisational Arrangements and all Safety Related Procedures and Documentation will be reviewed formally by the Partners and an annual visit by our Health and Safety Advisor; John Greenfield.

Employees will have access to the review process via internal briefing sessions. Changes required to this review procedure to modify safety policy, procedures and safe working practices or to react to new legislation and standards would be incorporated into relevant documentation as and when necessary.

27. Welfare

The following Welfare Facilities and provision will be provided and maintained at all times.

- a) Where company work is short duration at small sites, Welfare Facilities will consist of pre-identified toilet facilities, this may also include washing and eating facilities.

The site vehicles may also be equipped with provision for cleaning hands either, and or soap, water and towels and pre-wet wipes.

The site vehicle will be available for transport to and from pre-identified local Welfare Facilities.

b) On larger contract, longer site duration, temporary toilet and mess facilities will be established on site, equipped with washing and eating facilities. This will include arrangements for obtaining hot water, clean supply of drinking water, facilities for warming food and a facility for drying clothing.

There will also be separate provision for storing contaminated work clothing away from clean/non-work clothing.

c) Where work is undertaken on another organisation's premises or Principal Contractor's sites, arrangements may be made with that company, to gain access to use their Welfare Facilities and this is a common national arrangement

d) At the company's permanent main office/base full welfare facilities are provided which are maintained toilet facilities will be provided and ensured for both females and males. These will be cleaned regularly and an adequate amount of soap, towels and hot and cold water will be provided

e) The work places will have a healthy and safe working environment, being free of fumes and dust and having adequate ventilation and supply of fresh air. Where heating is required, such as the office area, this will be provided and a reasonable temperature maintained, e.g. 60° C.

The worksite areas may have alternative provision for persons to warm themselves when it is impracticable to provide a comfortable working temperature due to the nature of working outdoors and in a range of premises.

f) Adequate facilities will be provided and ensured for eating and drinking, with the provision to allow the heating of food and liquids. All Company work places will not be cramped, but sufficient workspace will be ensured to allow good access/egress, and working room.