

NICK SAMPSON MECHANICAL ENGINEERING SERVICES LTD

HEALTH and SAFETY POLICY

Health and Safety at Work etc Act 1974

Health and Safety Policy for:

Nick Sampson Mechanical Engineering Services Ltd.
Anchor Mill
Braunton Road
Barnstaple
Devon
EX31 1JY

It is my intention to provide and maintain safe and healthy working conditions, equipment and systems of work for all my employees and to provide such information, training and supervision as they need for this purpose. I also accept my responsibility for the health and safety of other people who may be affected by our activities.

I recognise that health and safety can contribute to our overall business performance by reducing costs. I also recognise that accidents, ill health and incidents are often preventable and it is my intention to develop the necessary organisational arrangements and culture within the business to control the risks to the best of my ability. This will be achieved by the contribution and participation of individuals at all levels and we will develop a health and safety culture through the commitment of management who will foster a positive approach throughout the business.

Plans will be implemented to further my intention of achieving a high standard of health and safety. Such plans will consider health and safety issues before starting any new job or purchasing any new plant. I will identify hazards via COSHH and Risk Assessments. I will draw up contingency plans to cope with serious and imminent dangers. Adequate resources will be allocated for the implementation of these plans and I will take steps to avoid conflict between the demands of the plans and other operational requirements. Resources will be both financial and human and I will develop the latter through recruitment, training, the promotion of health and effective communications.

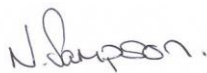
Structured monitoring and auditing systems will be set up. Our accident, ill health and incident records will be regularly reviewed so as to analyse cause, trends, and common features. Action will be taken on unsatisfactory audit findings and on our accident and incident reviews so as to improve our overall health and safety performance, i.e. they will be used to identify priorities and set objectives.

The allocation of duties for safety matters and the particular arrangements which I will make to implement the policy are set out in this document.

The policy will be kept up to date, particularly as the business changes in nature and size.

To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed



Mr N H D Sampson

Date January 2021.

Organisational Arrangements

Overall and final responsibility for health and safety within the undertaking is that of Mr N H D Sampson.

Mr N H D Sampson is responsible for this policy being carried out.

Mr N House will be responsible as his deputy.

Mr N H D Sampson will discuss with staff the contents of the Safety Policy, COSHH Assessments and Risk Assessments in order to ensure, so far as is reasonably practicable, there is an understanding and the application of the safe working practises for the business. Copies of the Safety Policy will be given to all employees together with such sections of the COSHH and Risk Assessments as are relevant to their particular work activities.

Mr N H D Sampson is responsible for ensuring adequate training.

The nominated first aiders / appointed person will be responsible for reporting incidents and accidents to Mr N H D Sampson who will be responsible for formal reporting to the Health and Safety Executive. The nominated first aiders / appointed person are also responsible for looking after equipment and facilities, and calling the ambulance if required.

It is our policy that conflict between operational requirements and health and safety requirements will be avoided. In the event of any problems arising on this issue, Mr N H D Sampson must be consulted without delay.

It is our policy to involve staff at all levels in achieving a high standard of health and safety. Mr N H D Sampson is responsible for:

- Organising quarterly / annual health and safety meetings
- Setting up a hazard reporting system
- Setting up informal training following the introduction of new plant system of work

It is our policy to achieve effective communications on all matters relating to health and safety. Mr N H D Sampson is responsible for taking a lead and will present a high profile to demonstrate our commitment by:

- Conducting health and safety tours
- Chairing health and safety meetings
- Taking the lead in accident and incident investigations
- Keeping abreast of industry standards and new legislations
- Organising the display of statutory posters, information poster / leaflets etc.

It is our policy to ensure the competence of all levels of staff in matters relating to occupational health and safety. The responsibility of Mr N H D Sampson for training extends to the following areas:

Initial recruitment procedures
Selection and placement
Organisation of training on and off the job
Maintenance of training records
Organisation of supervised working post training
Refresher training

Health and safety functions and objectives will form part of the personal job plans for the staff and will be subject to review at annual staff appraisals.

Advice and Consultancy

Outside the business we will maintain liaison with a range of external bodies, organisations, companies and individuals to ensure the provision of adequate specialist advice:

Our Appointed person for Health & Safety is Mr Richard Everitt (MSc, MIIRSM) RE Consultancy. 10 Broad Close North Molton, South Molton, Devon. EX36 3JD. 07789 514326.

The regional Health and Safety Executive office is at Inner City House, Mitchell Lane, Victoria Street, Bristol, BS1 6AN. Telephone: 0117 988 6000. Fax: 0117 926 2998.

The Environment Agency office is at Manley House, Kestral Way, Exeter, EX2 1LQ. Telephone: 01392 444 000. Fax: 01392 444 238.

The Environment Health Office is at North Devon District Council, Barnstaple. Telephone: 01271 327711.

Further advice is available from the NFL) Mutual Risk Management Services Ltd. at Tiddington Road, Stratford upon Avon, Warwickshire, CV37 7BJ. Telephone: 0800 132 029.

The nearest hospital and casualty department is at Barnstaple. Telephone: 01271 322 577.

Fire extinguishers are provided around the premises and are maintained on an annual basis by West of England Fire Protection. Telephone: 01271 377 394.

Electrical safety inspections are carried out by Georgeham Electrical Services.

The police Station is at Barnstaple. Telephone: 0870 5777 444.

General Arrangements

System for Ensuring Compliance

It is our policy that we will keep abreast of all current and proposed legislation, Approved Codes of Practice and guidance produced by the Enforcing Authorities / Trade Associations / Employers and Workers Organisations. This will be achieved by:

1. Seeking advice and guidance from NFU Mutual Risk Management Services Ltd.
2. Seeking advice and guidance from the Health and Safety Executive
3. Seeking advice and guidance from the National Farmers Union and the relevant trade groups.
4. Seeking advice and guidance from R E Consultancy

Assessments

Copies of the COSHH and Risk Assessments are located in the office.

Purchasing / Supply Policy

Only approved substances will be purchased.

Only CE marked new machinery, equipment and clothing will be purchased.

Second-hand machinery will not be purchased unless it complies with current health and safety legislation.

Staff Responsibilities

Everyone has a responsibility to co-operate in order to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Consultation and communication between everyone is encouraged on all matters, and especially health and safety.

All of the workforces are expected to display constant vigilance in the identification and control of risks. Any health and safety problems which they are not able to rectify must be raised immediately with Mr N H D Sampson.

Deliberate actions resulting in risk will not be tolerated and appropriate action will be taken.

The non-reporting of danger or continued use of dangerous process will be judged to be gross misconduct, and may result in disciplinary proceedings.

Children

Children are allowed onto the site only when adequately supervised. It is illegal for children under 13 years to ride on or drive equipment. This extends to tractors which are equipped with passenger seats.

Parents or guardians are responsible for children under 16 years of age. Unaccompanied children should be taken to the office immediately, their parent or guardian contacted and arrangements made for their removal from the site.

Authorised Personnel Welding

This work is only to be carried out by those persons who have received the relevant training, and must be overseen by Mr N House.

Chemicals

Handling and application of chemicals and rodenticides should only be carried out by those persons who are suitably qualified and/or experienced.

Forklift Truck. Crane and Lifting Equipment

This equipment may only be operated by those persons who are suitably qualified and experienced.

Workshop Machinery

This equipment may only be operated by those persons who are suitably qualified and experienced.

Safe Vehicle Operating Procedures

The following procedure should be adopted whenever operating a self propelled machine:

- A "Safe stop" procedure must be used when leaving any vehicle or machinery. This means that all power should be isolated, the ignition key removed and the handbrake applied.
- Allow an adequate run-down time before approaching certain machinery.
- All maintenance and cleaning/clearing procedures must be carried out on firm flat ground.
- Where access is required to parts of machinery which could have residual energy, then those parts must be chocked to prevent injury.
- When working under equipment supported by hydraulic arms, ram jacks or stops must be used. In cases where hydraulic check valves are fitted, always consult the operator's handbook to see if additional precautions are required.
- Where appropriate, additional support should also be provided.
- Vehicle cabs must be kept clear of rubbish which may interfere with the operation of foot pedals.
- Any vehicle reversing warning light and/or sounder must be kept in good working order.
- All lighting equipment (necessary for night work) must be kept in good order and regularly cleaned.
- Care must be taken when descending from cabs, always come down steps and ladders facing backwards. When working at height on machinery, do not climb around any areas unless a purpose designed access is available (e.g. steps, standing area).

Machinery Guarding

All plant and machinery must be stopped before making an adjustment, clearing blockages by hand, undertaking maintenance or lubrication - especially if it is necessary to remove guards for these tasks.

On limited occasions where there is a need for a guard to be removed for maintenance or testing purposes, a safe system of work will be arranged by Mr N H D Sampson before the start of the operation.

This safe system will include, amongst other things, consideration of the following:

1. The provision of additional instruction and supervision,
2. Wearing relevant personal protective equipment,
3. Providing temporary guards,
4. Limiting the power, speed and range of movement of dangerous parts.

Staff must not use plant and machinery unless they have been authorised to do so and been trained in the use of that equipment.

Regular/Statutory Inspections

The following are responsible for specific checks on the area stated:

Area to be checked	Person/Contractor responsible for check	Interval
Fixed electrical installations	Qualified Electrician or Competent Electrical Contractor	12 months or as specified
Portable electrical appliances	Qualified Electrician or Competent Electrical Contractor	6 months or as specified
Electrical generator	Competent Person, Qualified Electrician or Competent Electrical Contractor	12 months or as specified
Dust extraction equipment	Competent Person / Trained Fitter	12 months or as specified
Lifting equipment	To be regularly tested by a competent person or Insurance company approved engineering surveyor	Equipment to be examined as stipulated on the written scheme of examination
Portable ladders	Competent Person / Trained Fitter	6 months or as specified
Air receivers	Competent person or insurance company approved engineering surveyor	As specified by the Written Scheme of Examination
Pressure/steam cleaner	Competent Person / Trained Fitter	12 months or as specified
Vehicle cab filters	Competent Person / Trained Employee	As recommended by manufacturer
Lifting equipment	Competent Person / Trained Fitter	6 month thorough examination. (Weekly inspections when being used on a construction site)
Vehicles and plant	Competent Person / Trained Fitter	As recommended by manufacturer

Operator's manuals for the above together with relevant inspection records are located in the office. Inspection records will be checked by Mr N H D Sampson as part of the auditing / monitoring procedures.

Electrical steam / pressure wash equipment must not be used unless protected by a 30mA Residual Current Device.

Portable electrical equipment, in addition to the checks specified above, will be checked by the user before use for plug damage, cable damage and cord grip security, damage to external casing, loose parts or screws, evidence of overheating and whether equipment has been exposed to unsuitable conditions, e.g. it is wet.

All relevant staff has been trained to make these checks.

Contractors and Visitors

The business has a responsibility to all contractors and other visitors.

The following visit the premises on a regular basis:

- Delivery and collection lorries
- Sub contractors
- Customers
- Sales representatives

Anyone else who is either unknown or unauthorised should be directed to the office.

All those contractors and visitors listed above will be advised by Mr N H D Sampson of the hazards and risks to which they are likely to be exposed, either when contracts are negotiated or when they arrive on the site.

Visitors and Contractors are also responsible for the health and safety of anyone who may be affected by their operations while on the premises. They are also responsible for ensuring that equipment supplied by them or used by them is properly maintained and guarded, and does not present a hazard.

Delivery and collection hauliers will be provided with authorisation for their drivers to use the operations own materials handling equipment [in the absence of staff]. The authorisation will specify:

- Equipment covered,
- Duration of authorisation,
- That authorisation applies only to trained drivers,
- That equipment is maintained in a safe working condition.

Hauliers delivering pesticides will be reminded of their governing Code of Practice requiring that chemicals are delivered to a responsible person or to a pre-arranged site which is secure and protected from public access.

General Arrangements (Hazards) Confined Spaces

Entry should not be made into any confined space unless suitably trained persons are wearing self-contained breathing apparatus and a rescue system is present consisting of a full body harness and winch. Testing for toxic gas before entry is unreliable and will not be depended on to check for breathable atmosphere.

Overhead Power Lines (OHPLs)

There are OHPLs across the yard area. Where OHPLs are found at clients premises, voltages should always be assumed lethal.

Some lines will be insulated (such as the ones in the yard at the site) but this protection can deteriorate and cannot be relied upon.

All the OHPLs will be identified before work commences.

Loading, unloading, stacking or maintenance work should not be carried out within a horizontal distance of at least 9m from power lines on wooden poles or at least 15m from those on metal structures.

Ladders and pipes must be moved under lines in a horizontal position.

Do not work close to wires.

Do not operate irrigators or slurry guns within 30m horizontally from an OHPL.

Do not store ladders or irrigation pipes under or near OHPLs.

The maximum safe height of all equipment will be checked prior to work.

If a vehicle comes onto contact with a line the driver should jump clear and not touch anything on the way out.

Electricity supply company warning stickers are to be fitted in the cabs of all materials handlers, vehicles and all other self propelled equipment which could touch the power lines or come close enough to cause a "flashover".

Transport and Haulage

Drivers Company rules and Regulations

All drivers are provided and must carry the following safety equipment at all times.

- Protective goggles
- Hard hat
- Florescent waistcoat
- Rubber gloves
- Overalls
- Safety boots

Drivers should ensure that they take frequent rest breaks in line with legislation.

Drivers will not be permitted to undertake any duties if judged to be under the influence of alcohol or drugs.

Care should be taken not to stand behind reversing vehicles.

It is most important that all permit to Work systems and established safe operating procedures are fully observed at all times.

Drivers are required to report to Mr N H D Sampson immediately after any matter which might affect their Driving Licence, including possible motoring charges, point carrying offences or infirmity. Drivers' Licences will be called in from time to time for checking.

Routine vehicle checks e.g. for condition of tyres and correct inflation pressures are to be done as required and recorded.

Drivers are required to immediately report any defects noted on their vehicles to Mr N H D Sampson after a run.

Drivers must turn off the engine, remove the ignition key and retain this with them when leaving any vehicle.

Drivers must ensure that no one enters the danger area around the vehicle.

Drivers must observe the Highway Code and applicable speed limits at all times. Rest breaks must be taken as required.

Drivers must take special care to check for anyone standing in any danger areas, especially behind the vehicle, before reversing.

Vehicle reversing warning sounders must be kept in good working order.

Rear view mirrors and lighting equipment must be kept in good order and regularly cleaned.

In an event of breakdown drivers must attempt to park the vehicle in a safe position and then advise Mr N H D Sampson using the mobile telephone communications equipment provided. High visibility over-vests are provided and are to be used as appropriate.

Drivers are responsible for the security of loads.

Drivers should check the fuel, oil, water and tyres of their vehicles before leaving the site. They should also do a visual inspection of wheel nuts and follow a daily check list, reporting defects to Mr N H D Sampson.

If drivers are involved in an accident they should take the name and address of any third party involved. Call the police and not admit any liability.

At third party sites

Nick Sampson Mechanical Engineering drivers should abide by the health and safety rules of the establishment when visiting customer's sites for loading. Report to a responsible person. Be aware of tripping hazards such as pipe work, raised manholes, bonded areas, open pits and overhead obstructions.

Drivers should ensure that suitable PPE, safety helmets (where required) and boots are worn when the vehicle is being loaded.

Drivers must report on arrival to the site office, manager or other responsible person for instructions; drivers must follow any instructions given and take notice of all relevant site signs regarding e.g. any site speed limits and of any site safety rules e.g. the wearing of protective clothing.

Drivers should take care to identify and to minimise any risks to which they might be exposed whilst on third party premises.

Designated parking spaces must be used where available; Drivers must remain alert to other site traffic and to pedestrians;

Priority should always be given to site traffic and to any loaded vehicle;

Drivers must remain in their cabs as far as possible, apart from times when the vacuum tankers are in operation; when a cab must be left the vehicle should wherever possible be parked on level ground and the parking brake applied;

Keep clear of the operating area of any loading vehicle;

Never leave a vehicle unattended in any areas used by site plant;

Any accident that occurs on a third party site must be reported to site staff, as well as to our own office.

Dugs & Alcohol.

Purpose

The objective of this Policy is to develop a drug and alcohol-free workplace which will help ensure a safe and productive workplace. In order to further this objective, the following rules regarding alcohol and illegal drugs in the workplace have been established.

Policy

1. Alcoholism and other drug addictions are recognized as diseases responsive to proper treatment, and this will be an option as long as the employee cooperates. Employee Assistance Program (EAP) will be made available to assist employees.
2. The manufacture, distribution, dispensing, possession, sale, purchase, or use of a controlled substance on company property is prohibited.
3. Being under the influence of alcohol or illegal drugs on company property is prohibited. The unauthorized use or possession of prescription drugs or over-the-counter drugs on company property is prohibited.
4. Employees who violate this Policy and are not fit for duty will be subject to appropriate disciplinary action including termination.
5. The Policy applies to all employees of the company regardless of rank or position and includes temporary and part-time employees.

Definitions

Company Premises - All company property including vehicles, lockers, and parking lots.

Company Property - All company owned or leased property used by employees such as vehicles, lockers, desks, closets, etc.

Controlled Substance - Any substance listed in Schedules I-V of Section 202 of the Controlled Substance Act (21 U.S.C. S 812), as amended. Copies are available on the internet.

Drug - A drug is any chemical substance that produces physical, mental, emotional, or behavioral change in the user.

Drug Paraphernalia - Equipment, a product or material that is used or intended for use in concealing an illegal drug or for use in injecting, ingesting, inhaling, or otherwise introducing into the human body an illegal drug or controlled substance.

Fitness for Duty - To work in a manner suitable for the job. To determine "fitness", a medical evaluation may include drug and/or alcohol testing.

Illegal Drug - An illegal drug is any drug or derivative thereof which the use, possession, sale, transfer, attempted sale or transfer, manufacture, or storage of is illegal or regulated under any law or regulation and any other drug, including (but not limited to) a prescription drug, used for any reason other than a legitimate medical reason and inhalants used illegally. Included is marijuana or cannabis in all forms.

Reasonable Cause/Reasonable Suspicion - Supported by evidence strong enough to establish that a Policy violation has occurred.

Under the Influence - A state of having a blood alcohol concentration of 0.10 or more, where "alcohol concentration" has the meaning assigned to it in Article 67011-1, Revised Statutes; or the state of not having the normal use of mental or physical faculties resulting

from the voluntary introduction into the body of an alcoholic beverage or a controlled substance.

General Policy Provisions

Any of the following actions constitutes a violation of the Policy and may subject an employee to disciplinary action including immediate termination:

- Using, selling, purchasing, transferring, possessing, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting or assisting another to do so, while in the course of employment or engaged in a company sponsored activity, on premises, in owned, leased, or rented vehicles, or on business.
- Working or reporting to work, conducting company business or being on premises or in a company-owned, leased or rented vehicle while under the influence of an illegal drug, alcohol or in an impaired condition.

Preventive Acts

- Employees taking drugs prescribed by an attending physician must advise their direct supervisor in writing of the possible effects of such medication regarding their job performance and physical/mental capabilities. This written information must be kept confidential and communicated to the direct supervisor prior to the employee commencing work. All medical information will be kept confidential and the employer, without exception, will punish any breach of privacy and confidentiality in this regard. All prescription drugs must be kept in their original container.
- Any employee involved in a work related accident where alcohol or drugs are believed to be a contributing factor will be referred to Richard Everitt, in addition to any other accident investigation activities.

Police Involvement.

The sale, use, purchase, transfer, or possession of an illegal drug or drug paraphernalia is a violation of the law. The company will report information concerning possession, distribution, or use of any illegal drugs to law enforcement officials and will turn over to the custody of law enforcement officials any such substances found during a search of an individual or property. Searches will only be conducted of individuals based on reasonable cause and only of their vehicles, lockers, desks, when based on reasonable suspicion. The company will cooperate fully in the prosecution and/or conviction of any violation of the law.

The company reserves the right to interpret, change, suspend, cancel or dispute, with or without notice, all or any part of this Policy, or procedures or benefits discussed herein. Employees will be notified before implementation of any change.

Driving Licence(s)

Driving licences will be inspected prior to new staff being recruited and such licences checked on a regular basis to review whether offences have been committed.

General

Diesel and lube oils may cause skin irritation - wear gloves.

Be aware of any harmful effects of products to be loaded - wear suitable PPE.

Ensure that safe lifting techniques are used.

General Arrangements (Local)

Telephones

Our Telephone number is 01271 376701.

Our Fax number is 01271 328128.

The following staff have mobile phones:

<u>Name</u>	<u>Telephone Number</u>
Nick Sampson	07831 325593
Nick House	07779 146350
Peter Evans	07917 789350
Alan Venton	07966 626660
Ben Lake	07800521020
Joe French	07977 055938
Trevor Branch	07917 789390

First Aid

The following staff are nominated first aiders:

Name	Location
Peter Evans	Workshop
Michelle Sampson	Office

The above people are designated as appointed persons.

First aid boxes are to be found in the rest room and in all vehicles.

The nearest hospital and casualty department is at Barnstaple. Telephone 01271 322577.

Accidents and Personal Injury

All incidents which require the attendance of the first aider and/or appointed person must have the relevant information entered in the record book provided.

A separate book is provided for recording details of reportable accidents, diseases and dangerous occurrences.

The following particulars must be kept in respect of accidents, reportable diseases and dangerous occurrences:

- The date and time of the event or diagnosis
- Full name of the affected person
- Occupation (if non-employee, show status, e.g. customer, bystander)
- The name or nature of the disease, or nature of injury
- In the case of an accident or dangerous occurrence:

- The place where the event happened
- A brief description of circumstances
- The date and method of report to enforcing authority

Protective Clothing and Equipment

Details of protective clothing and equipment for the handling of hazardous substances are to be found in the COSHH Assessment.

The use of personal protective equipment has been identified for various tasks and in accordance with the legal duties is provided free of charge.

There is an individual responsibility to wear such protective equipment, to report any loss of defects and to store it in the accommodation provided.

Individual staff members are responsible for ensuring relevant items are tested, serviced, repaired and cleaned as necessary.

Display Screen Equipment. (DSE)

The Health & Safety advisor will conduct DSE Risk Assessments of workstations with display screens.

Smoking Policy

Smoking is not allowed on the premises except in designated smoking areas. Any employee failing to comply with this policy will be dealt with using the company disciplinary procedure.

Personal Hygiene

Washing facilities are provided and it is in the interest of good health, everyone should wash their hands before eating, drinking or smoking.

Waterless hand cleaner is provided and must be used as part of our programme for achieving high standards of health.

Barrier cream is also provided and must be used as part of our programme for achieving high standards of health.

Pregnancy.

You need to inform your employer as soon as possible, a risk assessment will be conducted to eliminate you from possible dangers (lead / lifting etc)

Pregnant employees and employees who have just given birth have a variety of legal rights, below is only a general guide for employees.

Time off for antenatal care

All pregnant employees, regardless of length of service, are entitled to take time off with full pay during working hours to receive antenatal care.

Maternity leave

An employee who is pregnant has the right to a total of 52 weeks Maternity Leave from day one of employment.

Ordinary maternity leave

During Ordinary Maternity Leave, the employee is entitled to receive all her normal contractual benefit (including annual holiday entitlement but excluding pay).

An employee is entitled to return to her original job at the end of the leave period. , if this is not reasonably practicable, she should be offered a similar job on no less favorable terms and conditions.

Notification procedures for maternity leave

No Later than the end of the 15th week before the week the child is due with a Med Cert MAT B1. Required is the date on which she intends to start Maternity leave. This must be in writing.

Statutory maternity pay

If you're working and have a baby, whether you work full or part time, you have the right to receive Statutory Maternity Pay (SMP) as long as you meet certain conditions. Find out about these conditions and your rights by asking management or Gov websites.

Notification of return to work

The employee would normally return to work after the Maternity leave period, eight weeks notice of any decision to return earlier or changes is required.

Procedures for Serious and Imminent Danger

Fire

Fire extinguishers are located in the workshop, gas compound, rest room and in all vehicles.

Fire extinguishers are maintained by West of England Fire Protection.

Mr N H D Sampson is responsible for the monthly routine of checking the fire extinguishers.

Fire escape routes are to be clearly marked with safety signs.

Fire doors are to be clearly marked with safety signs.

Mr N H D Sampson will be responsible for the monthly routine of checking the fire escape routes and fire doors.

An emergency fire drill will be practised annually.

The assembly area is in the yard at the front of the workshop.

Mr N H D Sampson is responsible during fire drills for ensuring buildings are evacuated and conducting roll calls.

Procedure in the event of fire

On finding a small fire, employees are to tackle it, using one of the extinguishers provided.

Employees are not to fight fires involving:

- Chemical stores
- Gas tanks and cylinders
- Petrol storage areas

In such cases, sound the fire alarm, call the fire brigade and proceed to assembly area.

If the fire is still burning after exhausting one extinguisher, do not continue fighting it but sound the fire alarm, call the fire brigade and proceed to assembly area.

Electrical Safety

Plugs and cables are to be checked for loose connections and faults before each and every use. If a fault is discovered, the equipment must not be used, but must be removed from service and either labelled as "faulty" and the plug removed prior to the repair or, if not to be repaired, disposed of immediately.

Low voltage equipment should always be used for work on a clients site.

Electrical pressure wash equipment must not be used unless protected by a suitably rated Residual Current Device.

Ground Works

Locating Underground Electricity Cables

The responsibility for locating and protecting cables lies with the person excavating.

1. Information about the presence of electricity cables and other utilities plant should be made available when the job issued.
2. Prior to the commencement of excavation, the area should be surveyed for the presence of electrical cables, using plans and an approved cable detector.

N.B. The majority of cable locators work by receiving a signal from any cable that has an alternating current (AC) passing along it. Therefore, if there is no current flowing, the locator will not detect the presence of a cable, although the cable will still be live. Street lighting cables and domestic service cables often have no current or not sufficient to be detected.

Use of a Cable Locator

1. Familiarise yourself with your cable locator using a known cable.
2. Check the batteries before use.
3. Use in accordance with manufactures instructions.
4. Mark position and line of any cables found. This should be done outside of the area to be excavated so that the marks are not lost when excavation starts.
5. After use, store in a safe place.

Tools

1. Hand held power tools must only be used to break paved surfaces. They must not be used within half a metre of the indicated lines of a cable.
2. Spades and shovels should be used in preference to other tools. They should be eased into the ground using gentle foot pressure. Picks or forks should only be used to free lumps of stone.
3. Care should be taken when hand excavating, keeping a look out for the cables.

4. If cables are embedded in concrete do not attempt to break the concrete out. Inform the cable owner and wait for advice.
5. Support and protect any exposed cables. If a cable has to be moved, seek advice from the cable owner.
6. Back fill carefully, using stone free soil and replace any special backfill tiles or marker tape.
7. If machine excavation is used, everyone should keep well clear of the bucket. If a cable is struck, the driver should stay in his cab or JUMP well clear of the machine. Everyone must stay clear of the excavation until the cable owner has made the damaged cable safe.

Locating Underground Gas Pipes

1. You should first obtain from the local gas region for any records and request the approximate locations of pipes. Where the presence of gas mains which operate at pressures of 2 bar (30 psi) and above is indicated, the owner should be further consulted before work begins.
2. Proprietary pipe locators should be used to detect metal pipes. N.B. They will not find plastic pipes. Plastic pipes should be located by hand digging before mechanical excavation begins. Where metallic pipes are not successfully located by a pipe locator, safe hand digging should first locate the pipes before further work proceeds.
3. Trial holes should be used where necessary to find the line of gas pipes (especially service connection pipes to buildings that will not be marked on plans.)
4. Gas pipes must be located by hand digging. Never use a mechanical excavator within 0.5 metres radius of a gas pipe.
5. Hand held power tools should be used with care and should not be used until the exact position of a buried pipe has been located. They can be used to break a paved or concrete surface above a gas pipe, unless the pipe is particularly shallow or close to the surface.
6. Where a trench is excavated crossing or parallel to a gas pipe, the backfill should be adequately compacted, particularly beneath the pipe, to prevent any settlement that could subsequently damage the pipe.
7. Hard core material should be removed away from the pipe as this could cause the pipe to fracture.
8. If the pipe gets damaged, everyone should be kept well back and warn occupants of any buildings served by the damaged pipe. The owner of the pipe should be informed immediately.
9. If a gas leak is suspected, remove all the people from the immediate vicinity of the escape and inform the local British Gas region, or owner by telephone. Prohibit smoking and extinguish all naked flames and other sources of ignition within at least 5 metres of the leak.

Equal Opportunities Policy

Nick Sampson Mechanical Engineering Services Ltd recognises that everyone has a contribution to make to our society and a right to equal opportunity.

No job applicant or employee, member, volunteer or organisation/individual to which we provide services will be discriminated against by us on the grounds of:

- gender (including sex, marriage, gender re-assignment);
- race (including ethnic origin, colour, nationality and national origin);
- disability;
- sexual orientation;
- religion or belief;
- age.

We aim to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:

- Opposing all forms of unlawful and unfair discrimination.
- All employees (whether part-time, full-time or temporary), volunteers, members, and beneficiaries will be treated fairly and with respect.
- Membership will be open to all.
- All vacancies will be advertised internally and externally simultaneously and will include a statement on equal opportunities.
- Selection for employment/volunteering, promotion, training or any other benefit will be on the basis of aptitude and ability. All selection/rejection decisions will be recorded.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to Mr Nick Sampson.

Construction Factors

1. If a construction is being carried out close to a highway, the owner should be consulted about any necessary precautions.
2. No manhole, chamber or other structure should be built over, around or under a gas pipe and no work should be carried out which results in a reduction of cover or protection over a pipe, without first consulting the owner.

Safety in Excavations

1. All excavations, except those less than 1.2 metres (unless unstable) should be sufficiently supported, so as to prevent the fall or dislodgement of any material.
2. All excavation work should be planned, before digging begins and you should have enough trench sheets, props, walling, or other suitable materials to support the trench.
3. The work should be supervised by a competent person. Any alteration or dismantling of any support shall be carried out under the supervision of a competent person.
4. Never work ahead of the support.
5. Machinery and plant should not be positioned near to an excavation where it could cause the collapse of the excavation.
6. Back fill material should be moved away from the excavation.

Shallow Trenches

1. Shallow trenches may be battered back. The sides should be sloped to a safe angle. For deeper trenches, the sides may have been benched.

Falls

1. Guard rails or other barriers should be erected around the excavation to prevent persons from falling into the open trench and causing injury.
2. Suitable and sufficient steps should be taken to prevent plant and machinery working close to the excavation from falling into the open trench.

Transport of Wide and Long Loads

The Police will be notified two days in advance in the following cases:

- Movement of loads with a total width over 2.9m (9' 6")
- Movement of loads with a sideways projection of over 305mm (1')
- Movement of any self propelled harvester wider than 2.9m (9' 6")

The Police will advise on any necessary marker boards, warning signs and escort drivers.

Warning and Information Signs

Suitable signs are to be displayed:

- To indicate the location of First Aid provisions and fire extinguishers.
- On building with fragile roofs
- On yards to warn third parties of machinery activity.
- Where Personal Protective Equipment should be worn.
- Wherever smoking is not allowed.

Physical Hazards

Manual Handling

Employees should adopt safe lifting techniques whenever mechanical movement of goods is not possible and should always seek assistance whenever heavy or awkward loads are to be moved manually.

Noise

Compliance with the Noise at Work Regulations 1989 is to be observed - details of these regulations are available from the office. Staff will be advised under what circumstances hearing protection is recommended to be worn and comply accordingly.

Dust

An assessment of dust hazards is made under the COSHH Regulations. Dust masks to BS 6016 are available and are to be used where necessary.

Other Hazards

Detailed assessment of other hazards has been carried out, and information is provided to relevant workers as necessary.

COVID 19

We will follow the latest government guidelines

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

Reviewed January 2021.

Declaration

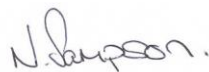
All employees should sign below to record that they have been made aware of the organisation and arrangements for health and safety in force, as detailed in the Safety Policy, and will comply with the requirements outlined.

PRINT NAME

SIGNATURE

DATE

Nick Sampson



28th January 2021