



**ALUMINIUM SYSTEMS LIMITED**

Coppice House, Unit 2, Burgass Road, Carlton, Nottingham NG3 6JP

# COMPANY HEALTH & SAFETY POLICY DOCUMENT

## Document Register

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10	Annual review and addition of Coronavirus Act	February 2021	Browns H&S
11	Annual Review	February 2022	Browns H&S
12	Annual Review, update of PPE Regs, Mental Health and Wellbeing and Coronavirus	February 2023	Browns H&S
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Prepared in conjunction with the **Peak Aluminium Systems Limited Management Team**

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## HEALTH AND SAFETY POLICY STATEMENT

The policy of Peak Aluminium Systems Limited is to provide and maintain a working environment that is safe and without risk to health. We believe that a quality Company is, by definition, a safe Company and as such, health and safety is equal in importance to our other main business objectives.

In order to achieve this policy, Peak Aluminium Systems Limited will ensure:

- that we provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- that arrangements are made to ensure, so far as is reasonably practicable, the safety and absence of health risks in the use, handling, storage and transport of articles and substances;
- that we provide sufficient information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of our employees and others, such as contractors and visitors, who may be affected by our undertaking;
- that we maintain, so far as is reasonably practicable, any place of work under our control in a condition that is safe and without risks to health. This includes the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- that we provide and maintain a working environment for our employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate in terms of facilities and arrangements for our employees' welfare at work.

Under the Health and Safety at Work etc. Act 1974, **all** employees have duties imposed on them whilst at work, to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- to co-operate with us to enable Peak Aluminium Systems Limited to meet our statutory health and safety requirements;
- not to misuse or interfere with anything provided by Peak Aluminium Systems Limited in the interests of health and safety.

Peak Aluminium Systems Limited will provide sufficient resources to ensure that this policy is effectively carried out and will review it and the way it has operated on an annual basis.

The establishment of a sound health and safety culture is dependent on the active involvement of **all** company personnel.

Signed:.....

Date:.....

**C Smith Managing Director**

## COMPANY OVERVIEW

Peak Aluminium Systems Limited is a specialist in commercial aluminium fabrication and installation with a string of prestigious project to its credit.

We offer a complete service from initial design consultation through to manufacture, installation and glazing with an after sales service which is second to none.

Over many years we have completed a range of projects working with many of the UK's premier architectural consultants and contractors.

### 1.0 ORGANISATION RESPONSIBILITIES

Every Employee has a responsibility for carrying out the Company's Health and Safety and Environmental Policy. In particular, specific responsibility is assigned as follows: -

#### 1.1 Directors

Overall responsibility for ensuring compliance with the Company's Health, Safety, and Environmental Policy. Responsible for promoting Health & Safety awareness and ensuring that employees use safe working methods and procedures at all times. Investigating and reporting hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents, responsible for providing day to day instruction on safe working methods. Ensuring that electrical hand tools and equipment are regularly tested and recorded in line with Company policy. Ensuring that all work equipment is examined regularly and tested in line with statutory requirements.

- Accident investigation and reporting,
- Workplace safety inspections.
- Ensuring employees are provided with suitable personal protective equipment.
- Ensuring that employees are aware of any hazards or risks involved with any material, equipment or substance used and that proper precautions are taken where necessary.

Responsible for ensuring the monitoring of emissions to the atmosphere through air, drains and local sewers from premises. Responsible for ensuring a fire/emergency procedures and equipment are in place and that procedures are communicated to all employees, sub-contractors and visitors along with the provision of suitable training in the use of fire/emergency equipment for all employees. Responsible for auditing compliance with the Company's Health and Safety and Environmental Policy in all areas by carrying out regular audits.

#### 1.2 Project Manager / Foreman / Site Managers

Responsible for assisting the Directors in ensuring compliance with the Company's Health, Safety, and Environmental Policies. Responsible for promoting Health & Safety awareness and ensuring that employees use safe working methods and procedures at all times. Investigating and reporting hazards, ensuring that suitable action is taken to eliminate or minimise the risk of accidents,

responsible for ensuring the provision of day-to-day instruction on safe working methods. Ensuring that electrical hand tools and equipment are regularly tested and recorded in line with Company policy. Ensuring that all work equipment is examined regularly and tested in line with statutory requirements. Responsible for reporting non-compliance to the Directors. Acting as health and safety liaison between employees and the Directors on matters of health and safety. Will assist the Directors in accident/incident investigation.

### **1.3 All Employees**

Must take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their acts or omissions whilst at work.

Responsible for observing Health, Safety and Environmental Policies and Procedures, reporting accidents, dangerous occurrences and conditions promptly to supervision. Ensure proper use and care of personal protective equipment supplied in the interest of Health & Safety. Ensure proper use of work equipment and machinery and adhering to safe systems of work. Must assist in promoting Health & Safety & Environmental awareness.

### **1.4 Equipment Operators / Electricians**

- To read and understand the Company Safety Policy.
- To work in accordance with its provisions.
- To inspect any machinery / equipment you intend to use prior to its use, report any defects / damage to your Manager.
- To use ear protection devices to prevent gradual hearing damage as appropriate.
- To use the equipment / machinery only for the purposes for which it was designed. Seek guidance and advise from your Manager in this matter.
- To use such appropriate safety equipment and wear protective clothing as may be necessary in carrying out your duties.
- Suggest ways in which working practices can be made safer.
- Ensure that employees and others within the vicinity of the equipment are not endangered by its use.
- Report all accidents or damage to the workplace Foreman and ensure that details are entered in the accident book.
- Inform management of any medication that you are taking, or treatment following an accident or illness, which may affect capacity for work.

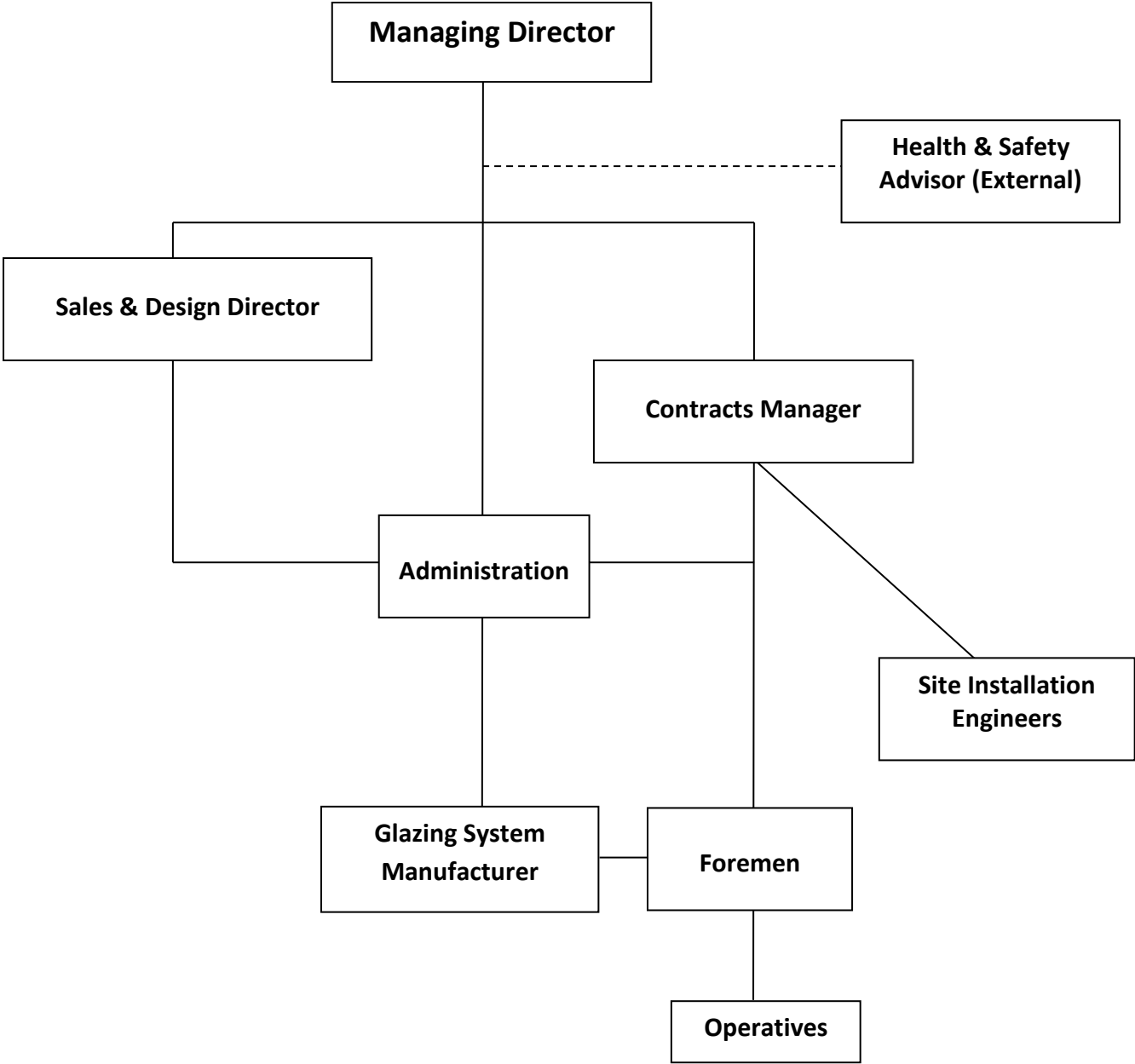
### **1.5 Sub-Contractors**

Sub-contractors employed by the company are required to comply with requirements of all relevant Health & Safety legislation and in particular with: -

- take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their work.
- use safe systems and methods of work.
- provide suitable personal protective equipment.
- report accidents and dangerous occurrences promptly in line with statutory requirements.

It is Company policy that sub-contractors employed by the Company provide information on safe systems of work, including method statements and risk assessments for potentially hazardous work tasks that may be carried out at our premises or on site on behalf of our Company. Sub-contractors with five or more employees will be required to provide information as requested in our standard subcontractor questionnaire. Sub-contractors with less than five employees will be issued with a copy of our Health and Safety Policy and are required to sign that they will adhere to its terms at all times whilst carrying out work on behalf of the Company.

2.0 Organisation Chart



### **3.0 ARRANGEMENTS**

#### **3.1 Management of Health & Safety at Work**

The Company will undertake to make a suitable and sufficient assessment of the risks to workers and others who may be affected by its undertaking and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads Management to take the relevant action to protect the Health & Safety of its workforce and others who may be affected.

This will involve: -

- Ensuring that all relevant risks and hazards are addressed.
- Identifying and prioritising the measures that need to be taken to comply with the relevant statutory provisions.
- Taking account of existing preventative or precautionary measures.
- Addressing what actually happens in the workplace or during the work activity.
- Ensuring that all groups of employers and others who might be affected are considered.
- Identifying groups of workers who might be particularly at risk.

The risk assessments will be used positively by the Company to change working procedures and improve Health & Safety performance.

Additional Health and Safety assistance is available from Browns Health and Safety –  
Tel: 01455 203 600 or e-mail: [info@brownshealthandsafety.co.uk](mailto:info@brownshealthandsafety.co.uk)

#### **3.2 Welfare**

The Company will provide a safe place of work and working environment. Safe means of access and egress shall so far as is reasonably practicable be provided and maintained to and from every place at which any of the facilities provided in pursuance of these Regulations is situated and every such place shall, so far as is reasonably practicable, be made and kept safe for persons using the said facilities.

On 99% of sites Peak Aluminium Systems Limited are appointed as sub contractors arrangement will be made with the Principal Contractor to use their onsite facilities. On sites where there are no welfare facilities provided Peak Aluminium Systems Limited will ensure that welfare facilities are made available in accordance with current legislation.

Good housekeeping and sensible safety precautions are the foundation of the Safety Policy, and everyone must play their part. All employees are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increase the risk of trips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.



### **3.3 Health Surveillance**

In line with the Management of Health and Safety at Work Regulations 1999 (as amended) and the Control of Substances Regulations 2002 (as amended), employees will be provided with appropriate health surveillance based on the outcome of risk assessment associated with work activities. Health Surveillance will be arranged as may be required at suitable intervals and records securely stored.

If the requirement for health surveillance is identified the company will seek advice from a competent Occupational Health hygienist / practitioner.

### **3.4 Health and Safety Communication, Consultation and Promotion**

The Company will encourage the active participation of all employees in promoting good health and safety practice within the company in line with The Health & Safety (Consultation with Employees) Regulations 1996.

- Arrange for appropriate measures for the health and safety of employees.
- The appointment of competent persons to provide advice and to implement emergency procedures.
- The provision of information on risks to health and safety and on preventive measures.
- The provision of adequate health and safety information and training before starting work and when exposed to new risks.

Should the company employ any non-English speaking / reading employees or if any employees identify difficulties with literacy, health and safety information will be provided in a format suitable for the individual and an Interpreter will be appointed if required. The company can also contract Browns health and safety for assistance and advice.

All employees are encouraged to make suggestions in writing for the continuous improvement of existing facilities and arrangements for Health & Safety at Work. Any unsatisfactory or dangerous occurrences should be reported immediately to their supervisor.

A management meeting will be held annually to discuss any health, safety, or environmental issues. Non management employees will be consulted by their line manager prior to and after the meeting to ensure that any issues they may have can be raised at the meeting and the outcomes communicated. Copies of the minutes will be available on the Company Notice Board.

A copy of this policy statement will be issued to each new employee and displayed on the Company Notice Boards. Employees have a responsibility to ensure that the Company complies; not only with the legal requirements, but with the achievement of the policy, and their active involvement is encouraged. Toolbox talks and site meetings will be held on site to ensure the promotion and communication of health and safety information.

All employees are responsible for promoting a positive and active attitude and approach toward Health & Safety at work and Environmental Protection. The Management will issue information and advice regarding Health & Safety matters to help employees keep abreast of current issues and new initiatives. The Directors and Foreman will constantly enforce the need for safe working on our premises.

### **3.5 Training**

All employees will be interviewed and assessed at Induction and on a regular basis to establish their training requirements. Records will be kept by the management and a training programme will be established giving priority to the most hazardous areas and needs of young and/or new employees. No person will be permitted to drive any Company vehicle or use or article of plant unless they are selected and trained to do so. In addition, they will not be permitted to operate any machinery, apparatus, tool or installation until appropriate training has been provided. Management provides new employees with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, advising on Health and Safety hazards and explaining safe systems and methods of work. Supervision must ensure that all employees are provided with suitable personal protective equipment and record the issue of such equipment in the Health & Safety file. Training is to be monitored by the above-mentioned appointed person to ensure any additional or refresher training requirements in accordance with legislation or best practice are met.

### **3.6 Assessing and Controlling Hazards**

The Company has a duty to identify hazards at work and assess the risks of accidents occurring. Risk Assessments will be carried out in all work areas by or under the supervision of the management. Management will ensure that such assessments are carried out by competent persons. In all cases steps must be taken to eliminate the risks identified wherever possible. If elimination is not possible, suitable control measures will be introduced to minimise the risk of accidents. Risk Assessment must be reviewed annually or when significant changes in the working environment or working processes occur including an accident / incident.

The Company will provide a safe system of work and to this end will ensure that detailed instructions and information is made available for all works / operations carried out by the Company including routine and non routine activities and foreseeable emergencies. This will enable all employees to carry out their tasks in a safe and efficient manner.

### **3.7 Emergency Precautions**

The Directors and Senior Management will be responsible for providing and having maintained all fire fighting equipment, fire doors, fire warning systems, fire blankets, notices and all associated equipment. At least once a year there will be an emergency escape drill. Fire procedures will be displayed along with notices for fire points, alarm points and directional signage on all workplaces under the Company's control. It will be the responsibility of the Directors and Management to ensure that all new employees receive training in the Fire and Emergency Procedures on their first day at work along with training on use of fire fighting equipment.

Fire and Emergency Procedures will be drawn up for each individual premises under the Company control, along with the provision of the appropriate firefighting, warning system, associated equipment and signage for each individual location.

Peak Aluminium Systems Ltd aims to avoid accidents by carrying out systematic risk assessments and implementing appropriate control measures. Nevertheless, there may be situations where employees, subcontractors or visitors may be involved in an accident. All work-related accidents,

dangerous occurrences, near misses and incidents which have resulted in injury or damage to property should be properly investigated and reported in accordance with company procedures. All investigations will be carried by Directors and senior managers or under their guidance and will identify route causes and suitable action plans to prevent future incidences.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 require the company to notify certain work-related injuries, illness and “dangerous occurrences” to the Health and Safety Executive (HSE) at the earliest practicable time after the event.

The first aid facilities (per workplace) provided by the company shall be in accordance with The Health and Safety (First-Aid) Regulations 1981, which requires Peak Aluminium to provide adequate and appropriate equipment, facilities, and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work.

The Director is to ensure that arrangements are made to ensure first aid boxes and equipment are inspected, fully stocked and that the identity of first aiders is communicated to all employees and display in the workplace.

### **Fire Safety**

It is the Company’s policy to prevent the outbreak of fire on our premises, so far as reasonably practicable and to put in place measures to protect our staff, customers, the public, and visitors in the unlikely event of a fire.

Chris Smith has overall responsibility for putting this policy into effect, although all of our directors, managers and employees have responsibilities for assisting us in our aims. The Responsible Person’ is responsible for recording the completed fire risk assessment in full. The Responsible Person may appoint an external supplier to carry out the fire risk assessment, but it must be carried out by a Competent Person. In a bid to improve fire safety in buildings, new fire safety legislation came into force on 1 October 2023, amending section 156 of the Building Safety Act 2022.

All Responsible Persons must record their completed fire risk assessment in full and all fire safety arrangements for their premises.

- All Responsible Persons must record the identity of any individual (name and organisation) engaged by them to complete or review the fire risk assessment. The person completing the fire risk assessment must be competent. This information must be shared with residents of multi-residential unit premises (where applicable).
- All Responsible Persons must record and update as necessary the following details:
  - their contact information (which must include a UK based address)
  - identified fire safety risks
  - preventative and protective measures
  - fire safety arrangements (demonstrating how fire safety is managed in their premises)
  - names of competent persons (e.g., fire marshals)

We will achieve our policy by:

- arranging for a competent fire safety risk assessor to conduct a risk assessment of the premises and review that assessment annually unless there are any fundamental changes to the building or arrangements.
- implementing the recommended fire safety measures arising from the assessment
- ensuring that all exits, and emergency routes are always kept clear. These routes will be properly signed, adequately lit, and fitted with the relevant standard of fire doors.
- ensuring that the premises have appropriate fire-fighting equipment, detectors, alarms, and emergency lighting.
- writing and circulating fire safety arrangements incorporating responsibilities for fire safety matters
- instigating a mechanism for the reporting of defects concerning fire equipment or electrical equipment and ensuring that, where necessary, equipment is taken out of use and alternative arrangements are made as appropriate.
- arranging for the testing and maintenance of fire safety, electrical and gas installations, and equipment
- ensuring that building alterations and other contract works are properly managed to minimise the fire risk and avoid damage to structural fire protection.
- ensuring that directors, managers, and employees are provided with appropriate information and instruction regarding the fire prevention measures and the emergency procedures, including any instruction required in order for them to carry out their particular role.
- keeping staff informed of any changes that are made to our fire safety procedures and fire safety risk assessment.
- ensuring that all visitors to our premises are briefed on the evacuation procedure, issued with a visitor identification card, and supervised by a member of staff at all times.
- undertaking ongoing monitoring of the fire safety arrangements including carrying out periodic inspections of the premises to look for fire hazards and to check that fire safety precautions are effectively implemented.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire procedures that we may introduce to protect the safety and well-being of our staff and visitors.

All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits, and evacuation routes are always clear and that no combustible or flammable materials are stored in corridors or on stairs.

Failure to comply with this policy will be treated as a disciplinary matter and dealt with under the Company's disciplinary procedure.

### **3.8 Protective Clothing and Equipment**

The workplace Line Manager / Foreman will ensure that adequate supplies of all necessary protective clothing or equipment are available on site / workplace for issue as required.

The workplace Line Manager / Foreman will ensure that before employees are set to work that any necessary protective clothing is provided. Any person on site / workplace carrying out any process

which requires the use of protective clothing or equipment will be informed of the statutory or Company policy requirements and instructed not to continue working until protective clothing or equipment is obtained. This applies to any sub-contractor as well as direct employees.

The workplace Line Manager / Foreman will ensure that the protective clothing or equipment is suitable for the specific process for which it is provided. Information and advice on the correct equipment to be issued will be provided by the Company. All personal protective equipment will be maintained, serviced, cleaned and replaced where necessary. Facilities will be provided for the storage of PPE. All management staff will set a good example in the wearing of personal protective equipment where required. Misuse of PPE can lead to disciplinary action been taken.

Personal Protective Equipment at Work (Amendment) Regulations 2022 (PPER 2022).

Under PPER 2022, the types of duties and responsibilities on employers and employees under PPER 1992 will remain unchanged but will extend to limb (b) workers.

Definitions of limb (a) and limb (b) workers

In the UK, section 230(3) of the Employment Rights Act 1996's definition of a worker has 2 limbs:

Limb (a) describes those with a contract of employment. This group are employees under the Health and Safety at Work etc Act 1974 and are already in scope of PPER 1992

Limb (b) describes workers who generally have a more casual employment relationship and work under a contract for service – they do not currently come under the scope of PPER 1992

PPER 2022 draws on this definition of worker and captures both employees and limb (b) workers:

“worker” means ‘an individual who has entered or works under –

(a) a contract of employment; or

(b) any other contract, whether express or implied and (if it is express) whether oral or in writing, whereby the individual undertakes to do or personally perform any work or services for another party to the contract whose status is not by virtue of the contract that of a client or customer of any profession or business undertaking carried on by the individual.

and any references to a worker's contract shall be construed accordingly.’

General duties of limb (b) workers

Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations
- after 1 month of continuous service, receive holiday pay but no other employment rights such as the minimum period of statutory notice
- only carry out work if they choose to

- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)

If PPE is required, employers must ensure their workers have sufficient information, instruction, and training on the use of PPE.

A limb (b) worker will have the duty to use the PPE in accordance with their training and instruction, and ensure it is returned to the storage area provided by their employer.

PPER 1992 places a duty on every employer in Great Britain to ensure that suitable PPE is provided to 'employees' who may be exposed to a risk to their health or safety while at work. PPER 2022 extends this duty to limb (b) workers and comes into force on 6 April 2022. Employers need to carefully consider whether the change to UK law applies to them and their workforce and make the necessary preparations to comply.

What this means for limb (b) workers

If a risk assessment indicates that a limb (b) worker requires PPE to carry out their work activities, the employer must carry out a PPE suitability assessment and provide the PPE free of charge as they do for employees.

The employer will be responsible for the maintenance, storage and replacement of any PPE they provide. As a worker, you will be required to use the PPE properly following training and instruction from your employer. If the PPE you provide is lost or becomes defective, you should report that to your employer.

General duties of limb (b) workers

Generally, workers who come under limb (b):

- carry out casual or irregular work for one or more organisations.
- after 1 month of continuous service, receive holiday pay but no other employment rights such as the minimum period of statutory notice.
- only carry out work if they choose to
- have a contract or other arrangement to do work or services personally for a reward (the contract doesn't have to be written) and only have a limited right to send someone else to do the work, for example swapping shifts with someone on a pre-approved list (subcontracting)
- are not in business for themselves (they do not advertise services directly to customers who can then also book their services directly)

As every employment relationship will be specific to the individual and employer, the precise status of any worker can ultimately only be determined by a court or tribunal.

Please note: These changes do not apply to those who have a 'self-employed' status.

We will ensure that there is no difference in the way PPE is provided to our workers, as defined by PPER 2022. This means assessing the risk and ensuring suitable PPE is provided, when needed, to all people that fall under the definition of worker.

### **3.9 Lifting Operations**

All persons must visually inspect lifting equipment before using it. If the equipment does not have the safe working load shown, is worn, damaged or corroded it must not be used and must be returned to the management for replacement or repair. Under no circumstances must the safe working load of lifting equipment or tackle be exceeded. Rope and nylon slings should be protected from sharp edges with suitable packing. Management must ensure that lifting devices including ropes and slings are marked with an identification number and safe working load. Management must ensure that lifting tackle and equipment including vehicle-mounted cranes are examined and tested by a competent person in line with current legislation. A register must be kept by Management recording the visual inspection and the statutory testing of individual items.

### **3.10 Manual Handling**

Whenever possible lifting and moving heavy items should be carried out using mechanical handling equipment. If such equipment is not available and the load is too much for one-person assistance must be sought and an assessment of the task carried out. Employees must not attempt to lift or move something that is beyond their capability. If the load has sharp edges or abrasive surfaces gloves must be worn. An assessment of all potentially hazardous manual handling operations will be carried out by a competent person in line with the Manual Handling Regulations 1992.

Manual Handling training (including kinetic handling techniques) is to be provided to all employees reasonably expected to carry out manual handling activities as part of their general work activities.

### **3.11 Working with Electrical Equipment**

Whenever possible work on electrical systems should be carried out after the system has been isolated. This should include actual isolation of the equipment from the power supply. In order to prevent inadvertent reconnection, the isolation mechanism should be "locked off" whenever possible and clearly marked as such. Where it is necessary to work on live equipment suitable precautions must be taken to prevent injury. A suitably qualified competent person must carry out any such work under a Permit to Work. Whenever possible low voltage equipment and supplies should be used.

Management will ensure that all portable electrical equipment is regularly visually inspected, and PAT tested by a competent person and will also ensure all equipment is:

- Maintained in an efficient state

- Maintained in an efficient working order
- Good state of repair.

This includes electrically operated office equipment. Equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested. A record must be maintained of the inspection and test and kept on file.

### **3.12 Plant and Machinery**

All plant and machinery used and operated by the company is manufactured to approved safety standards and must to be used in accordance with the manufacturer's instructions. It is the responsibility of the workplace manager to ensure that machines are only used by those employees who have the authority to do so and who are sufficiently trained and competent in the handling of the particular machine.

- Any machine fitted with a guard to protect moving parts must not be operated if any guards have been removed.
- Machines must not be adjusted when they are running, unless the manufacturer has made specific provision for adjustment.
- The purpose and method of action of all switches must be clearly marked.
- All electrical equipment on the company site and other workplace will be supplied, installed, maintained or used in accordance with current regulations.
- The workplace Foreman will ensure that all power tools provided for use on site or other workplace are in accordance with the relevant British Standards.
- Wherever practical power tools and electrical equipment of 110 volt (CTE) shall be used.
- Specialist equipment i.e abrasive wheels, lifting equipment and access equipment etc are to be identified and only used by competent operators with suitable specific training.

### **3.13 Hazardous Substances**

We are required under the Control of Substances Hazardous to Health Regulations 2004 (as amended) to monitor substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Information regarding the substances currently in use are summarised in our COSHH Assessment sheets. Any person responsible for purchasing substances for use at work for example, paint, solvents, oils, adhesives etc. must ensure that the supplier provides a safety data sheet detailing any hazards involved in its use and advice on precautions it be taken. A copy of this information should be included in the Health & Safety File. Management must ensure that employees are aware of the risks and precautions to be taken and that they comply with them. All substances must be issued and stored in suitably marked containers, clearly identifying the contents.

The senior director is responsible for ensuring suitable and sufficient CoSHH assessments are undertaken for any hazardous substances used in the workplace and that no employee is to use a hazardous substance without suitable training and assessment carried out.



Highly flammable substances stored or used at the workplace will be handled strictly according to the instruction of the manufacturers. No materials will be allowed to be stored at the workplace unless we have a current instruction sheet from the suppliers. The workplace Foreman will ensure that such instructions are supplied and each member of staff is familiar with its contents. Only such amounts as are in use, of highly flammable liquids, will be allowed out of the store and then not to exceed 50 litres. The highly flammable store will be a strong metal container, located away from the any building and clearly marked "NO SMOKING - HIGHLY FLAMMABLE". The keys to the highly flammable store will be held by the workplace Foreman.

### **3.14 Asbestos**

All work involving asbestos in any form will be carried out in accordance with The Control of Asbestos Regulations 2012 and approved Codes of Practice.

Disposal of waste containing asbestos will be carried out in accordance with Hazardous Waste Regulations 2005.

Work involving the removal of asbestos materials covered by The Control of Asbestos Regulations 2012 will be carried out by licensed contractors in accordance with the current Approved Code of Practice for work with asbestos insulation and asbestos costing and asbestos insulating board.

In the event of any unintentional release of or discovery of any asbestos material employees are instructed to cease work immediately and inform the site manager, work is not to commence until the area has been made safe.

### **3.15 Waste Control**

Waste oils, solvents etc. and other industrial waste materials must be disposed of using approved licensed disposal agents or contracts. In field activities it may be necessary to return quantities of waste to the branch office to be disposed of centrally. Under no circumstances must waste oils and other substances be "Tipped" into drains, waterways, skips or any other un-approved or non-licensed point of disposal.

### **3.16 Vehicle Safety**

Only authorised persons may drive a Company vehicle. All drivers of Company vehicles must ensure the vehicle is safe and properly maintained. All drivers must have a full, current UK driving license applicable to the vehicle they are driving. Under no circumstances must mobile telephones be used whilst driving.

All Company vehicle users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving.

### **3.17 Display Screen Equipment**

When working at a VDU or Word processor ensure that your workstation is suitably organised and that: -

- The seating is comfortable, at the right height and does not cause unnecessary strain to your eyes, neck and back.
- You avoid excessive glare and reflection.
- The Keyboard is at the correct angle.
- If copying from documents, they are the same distance as the screen and ideally at the same height.
- If you are working repetitively for long periods take short breaks to give your hands and eyes a rest.
- Display screen equipment will be assessed by a competent person to identify any hazards that may exist and to advise on actions to be taken.
- Habitual users of display screen equipment will be provided with vision screening and eye tests in line with our Display Screen Policy.

### **3.18 Noise and Vibration**

The Directors will ensure that all plant provided is fitted with silencers, mufflers, doors, canopies, etc. and that all equipment and noise reducing doors, etc., are used.

Supplies of ear defenders or other hearing protection will be made available on the site / workplace for any operation where it is not practicable to reduce the noise levels to a safe limit. These will be issued to operatives as required and must be worn at all times when the operative is exposed to noise. A noise assessment will be carried out in areas of the workplace where the effect of noise may be potentially hazardous.

The Control of Vibration at Work Regulations 2005 requires that the company ensures that no employee shall be placed at risk from exposure to excessive vibration.

With respect to the dangers associated with HAVS, our company aim is to:

- Highlight those work activities that have the potential to cause hand-arm vibration syndrome (HAVS).
- Give information on identifying the level of risk associated with such activities.
- Suggest ways of reducing any significant risks to an acceptable level.

This we endeavour to do by:

- Checking whether it is necessary to use the current types of tool or whether a task may be achieved a different way.
- Minimise the need for operations and tools that expose workers to hazardous vibration.
- Minimise the forces needed to control tools. Consider the maintenance of the equipment and whether there is likely to be deterioration in anti-vibration mountings, etc.
- Reduce exposure times, e.g. by breaking up activities to minimise prolonged exposure, e.g. job share and rotation.

- Operators will be able to maintain good blood circulation, with suitable gloves worn to assist. Heated handles, warm, weatherproof clothing, heating pads are amongst other aids that the company will also consider to minimise the risks.
- A review of the above will be undertaken on a regular basis to ensure that a safe system of work is developed and maintained.

### **3.19 Working at Height**

The Work at Height Regulations 2005 (as amended) applies to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

The Regulations require duty holders to ensure:

- all work at height is properly planned and organised.
- all work at height takes account of weather conditions that could endanger health and safety.
- those involved in work at height are trained and competent.
- the place where work at height is done is safe.
- equipment for work at height is appropriately inspected.
- the risks from fragile surfaces are properly controlled; and
- the risks from falling objects are properly controlled.

Staff must:

- ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- ensure that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- plan for emergencies and rescue.
- take account of the risk assessment carried out under regulation.

### **3.20 Confined Spaces**

Suitable arrangements shall be put in place to ensure that all work to be carried out in confined spaces, e.g. sewers, ducting, silos, roof voids etc, is carried out in accordance with the Confined Space Regulations 1997. No person shall be permitted to enter a confined space unless an adequate assessment of the conditions has been made and suitable control measures introduced. Air sampling and monitoring shall be carried out and suitable rescue and escape arrangements set in place. All work in confined spaces shall be subject to a Permit to Work.

### 3.21 New and Expectant Mothers

Specific risk assessments will be made relating to the work operations of new and expectant mothers, and appropriate measures taken as a result, in compliance with the Management of Health and Safety at Work Regulations 1999 (as amended).

### 3.22 Young Persons

All risks to young persons (under 18 years old) will be assessed before they start work, taking into account their inexperience, lack of awareness of existing or potential risks, and immaturity, specific factors in the risk assessment will be addressed. Information will be provided to the parents of school age children about the risks and control measures introduced. Account will be taken of the risk assessments to determine whether the young person should be prohibited from certain work activities, except when they are over minimum school leaving age, and it is necessary for their training and: - where risks are reduced so far as is reasonably practicable, and where proper supervision is provided by a competent person, in compliance with the Management of Health and Safety at Work Regulations 1999.

### 3.23 Mental Health and Wellbeing

We recognise that mental health and stress are associated with many leading causes of disease, ill health and disability in society and is committed to the protection and promotion of the mental health and wellbeing of all staff.

We shall continuously strive to improve the mental health environment and culture of the company by identifying, eliminating, or minimising all harmful processes, procedures and behaviours that may cause psychological harm or illness to its employees.

We shall as far as is reasonably practicable, promote mental health throughout the organisation by establishing and maintaining processes that enhance mental health and wellbeing at all levels, ensuring they are developed and implemented across all departments, evaluated and reviewed as appropriate.

**To develop a supportive culture, address factors that may negatively affect mental wellbeing, and to develop management skills the organisation will:**

- Reduce discrimination and stigma by increasing awareness and understanding
- Complete an employee survey to identify mental health needs
- Give employees information on and increase their awareness of mental wellbeing.
- Include information about the mental health arrangements in the staff induction programme.
- Provide opportunities for employees to look after their mental wellbeing, for example through physical activity, stress reducing activities and social events.
- Promote the Five Ways to Wellbeing concept
- Provide systems that encourage predictable working hours, reasonable workloads, and flexible working practices where appropriate.
- Ensure all staff have clearly defined job descriptions, objectives and responsibilities and provide them with good management support, appropriate training, and adequate resources to do their job.

- Manage conflict effectively and ensure the workplace is free from bullying, harassment, discrimination, and racism.
- Establish good two-way communication to ensure staff involvement, particularly during periods of organisational change.
- Ensure that employees have a clearly defined role within the organisation and a sense of control over the way their work is organised.
- Ensure that job design is appropriate to the individual, with relevant training, supervision and support provided as required.
- Ensure a physical environment that is supportive of mental health and wellbeing including a sound, ergonomically designed workstation or working situation with appropriate lighting, noise levels, heating, ventilation, and adequate facilities for rest breaks.
- Promote and support opportunities to enhance professional development, identified through an appraisal process.
- Provide training for designated staff in the early identification, causes and appropriate management of mental health issues such as anxiety, depression, stress and change management.

**To provide support for employees experiencing mental health difficulties:**

- Ensure individuals suffering from mental health problems are treated fairly and consistently.
- Manage return to work for those who have experienced mental health problems and in cases of long-term sickness absence, put in place, where possible, a phased return to work.
- Give non-judgemental and pro-active support to individual staff that experience mental health problems such as counselling, Cognitive Behavioural Therapy (CBT) etc.
- Ensure employees are aware of the support that can be offered through occupational health, their own GP, or a counsellor.
- Make every effort to identify suitable alternative employment, in consultation with the employee, where a return to the same job is not possible due to identified risks or other factors.
- Treat all matters relating to individual employees and their mental health problems in the strictest confidence and share on a 'need to know' basis only with consent from the individual concerned.

**To encourage the employment of people who have experienced mental health problems:**

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This includes having positive statements in recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues, The Equality Act and are trained in appropriate interview skills.
- Ensure all supervisors have information and training about managing mental health in the workplace.

**To recognise that workplace stress is a health and safety issue:**

- Adopt the principles of the HSE Stress Management Standards for employees or groups of employees that it is felt may be affected by stress
- Provide training in good management practices

- Provide confidential counselling and adequate resources.
- Align with other relevant policies such as physical activity, alcohol, and absence management

All employees will be made aware of the organisation's mental wellbeing arrangements.

Regular updates will be provided to all employees.

Employees participating in any mental wellbeing activities will be asked for feedback.

### **3.24 Drugs, Alcohol and Smoking at Work**

The Company is concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work

The Company therefore aims to promote a healthy environment to minimise such problems, identify employees with possible problems at an early stage and offer all employees known to have alcohol or drug problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary. Employees are encouraged to approach a nominated Partner to seek advice and assistance where appropriate. All information will be treated in utmost confidence. Should any employee suspect that a fellow worker including Management is effected by over indulgence in alcohol or any other substance the Directors requests that an approach is made to the nominated Partner and he is informed of the details. The nominated Partner will treat the information confidentially and be tactful in his endeavour to provide advice and assistance to the effected employee.

Smoking is prohibited within the company's premises, except in certain designated outside areas.

The company provides receptacles for smokers to dispose of cigarette butts and other smoking waste at all outside locations where smoking is allowed.

Employees are not allowed to smoke during their working hours, should an employee wish to smoke outside their contracted hours they may do so.

### **3.25 Construction**

As a Sub-contractor under the Construction (Design & Management) Regulations 2015, the Company is aware of its responsibilities for competence and the allocation of adequate resources. The Directors shall be responsible for the preparation and maintenance of secured contracts Health and Safety documentation. The Directors and Foreman shall co-ordinate the activities of all operatives to ensure they comply with the Health and Safety requirements and current legislation. And shall check on the provisions of information and training of all employees, where appropriate, as well as sub-contractors Health and Safety arrangements whilst they are working under our control.

Sub contractors are to be assessed by a senior director prior to their appointment to ensure suitable health, safety and environmental procedures and precautions are implemented.

Welfare arrangements will be organised during the planning phase of construction projects to ensure suitable facilities are available onsite, this will usually be under a shared welfare agreement.

The site supervisor will be responsible for the daily monitoring and reviewing of onsite health and safety procedures and activities, the project manager will conduct weekly audits on site.

### **3.26 Electromagnetic fields and related sources of EMF hazards in the workplace**

As a company we will identify and assess the nature of exposure to any source of EMF (Electromagnetic Field) as required under the Control of Electromagnetic Fields at Work Regulations 2016. Sources that have been identified as being at or over the HSE defined action levels as outlined in the document HSG 281 will be risk assessed and controls to reduce the potential for contact and exposure will be implemented in line with the schedule 1 Principals of Prevention (MHSWR 1999).

Where staff or those with which we work have any known or potential conditions that may make them more susceptible to effects from EMF exposure (such as their wearing of active implanted medical devices (AIMDs), passive implanted medical devices (PIMDs) or body-worn medical devices (BWMDs) or of their pregnancy, additional risk assessment will be undertaken and if required a proportionate level of health surveillance will be provided.

### **3.27 Ionising Radiation Regulations 2017**

#### **What is radon?**

Radon is a colourless, odourless radioactive gas. It is formed by the radioactive decay of the small amounts of uranium that occur naturally in all rocks and soils.

#### ***Why is it a risk to our health?***

Radioactive elements decay and emit radiation. Any exposure to radiation is thought to be a risk to health - radiation is a form of energy and can cause damage in living tissues increasing the risk of cancer. ( <https://www.bre.co.uk/radon>)

As a company we will identify if our premises in question is in an Affected Area and if necessary assess the nature of exposure to any source of radon we will ensure that radon surveys will be conducted in any building or basement where its location and characteristics suggest that elevated levels may be found and significant exposures to employees and/or other persons are possible. Inexpensive surveys will be carried out by leaving small plastic passive detectors in rooms of interest.

Where radon levels are satisfactory, the company will simply keep a record of the results and review them after around ten years or if there are significant changes to the workplace structure or use. Legislation requires employers to act if radon levels exceed the workplace threshold, if this is the case then the company will appoint a Radiation Protection Adviser with radon experience about how best to manage radon exposures if required.

For more information please refer to the Radon Council Website: <http://www.radoncouncil.org/>

### **3.28 Working Hours and Out Of Hours Working**

In line with the Working Time Regulations 1998, the Company will ensure that hours worked by all employees are monitored and recorded and that where employees are required to work longer hours than the stated maximum, it is with their full agreement. In addition, the required rest periods and breaks shall be arranged along with the appropriate holiday entitlement.

Where operatives are required to work outside of normal working hours, special attention will be paid to need for their safety in respect of lighting access and egress and the need for supervision for employees working on their own in isolated areas of the workplace. Procedures will be set in place i.e. communication to ensure that the emergency services can be summoned if necessary.

### **3.29 Equal Opportunities Statement**

Peak Aluminium Systems Ltd is committed to building an organisation that makes full use of the talents, skills, experience, and different cultural perspectives available in a multi-ethnic and diverse society, and where people feel they are respected and valued, and can achieve their potential regardless of race, colour, nationality, national or ethnic origins, sexual orientation, gender, disability or age.

Peak Aluminium Systems Ltd will follow the recommendations of the Statutory Codes of Practice of both the Commission for Racial Equality and the Equal Opportunities Commission, and the Disability Rights Commission's Code of Practice in Employment and Occupation, in all their employment policies, procedures and practices. The Managing Director will obtain the advice of a competent Human Resources Advisor as required.

The Managing Director with the support of the Management Team aims to ensure that:

- No-one receives less favourable treatment, on grounds of race, colour, nationality, ethnic or national origins, gender, sexual orientation, religion or belief, disability or age; or is disadvantaged by any conditions, requirements, provisions, criteria, procedures or practices that cannot be justified on any other grounds, or victimised for taking action against any form of discrimination or harassment, or instructed or put under pressure to discriminate against, or harass, someone on the above grounds.
- The organisation is free of unwanted conduct that violates the dignity of workers or creates an intimidating, hostile, degrading, offensive, or humiliating environment.
- Opportunities for employment, training and promotion are equally open to male and female candidates, candidates from all racial groups, candidates with or without disabilities, and candidates of any age, and of any sexual orientation, religion or belief.
- Selection for employment, promotion, transfer, training, and access to benefits, facilities and services, will be fair and equitable, and based solely on merit.



This applies to all aspects of employment, from recruitment to dismissal and former workers' rights and business-related social functions.

### **3.30 Respiratory Infections including Covid-19**

The government's workplace guidance now focuses on managing the risks of respiratory infections generally, rather than treating COVID-19 as a specific risk: "Reducing the spread of respiratory infections, including COVID-19, in the workplace" <http://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace> . There is also guidance for individuals: "People with symptoms of a respiratory infection including COVID-19" <https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19> and "Living safely with respiratory infections, including COVID-19" <http://www.gov.uk/guidance/living-safely-with-respiratory-infections-including-covid-19>

### **3.31 Health and Safety Policy and Procedures Review**

The Health and Safety Policy and Procedures will be subject to regular monitoring to ensure the effectiveness of preventative and protective measures and reviewed as necessary. Employees are encouraged bring to the attention of their immediate manager any areas which in their opinion appears inadequate, such comments will be passed on to the Directors for consideration and review. The Directors are committed to constant improvement in safety performance throughout the organisation. Review of this Policy and associated procedures will occur at least annually, provision will also be made for review in the event of the introduction of new legislation, the amendment of existing legislation, codes of practice or guidance notes.

Risk Assessments, CoSHH Assessments and Method Statement will be reviewed annually unless a situation arises which Peak Aluminium Systems Limited management believe a review is required i.e. changes to procedures, new equipment or accident / incident.