



Health and Safety Policy and Manual 2024



INTRODUCTION

It is intended that this policy document receives as wide as possible distribution throughout ABCA Systems Ltd. and should be readily available to every employee, contractor, visitor or any other person who has a legitimate interest in ABCA Systems Ltd.

This document is available in both printed and electronic formats.

AMENDMENT RECORD

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8.1	Update Health & Safety Manager	01/03/2018	Ian Byrom
9	Annual Re-Issue	01/08/2018	Philip Miller
10	Updated Health Monitoring and Annual Re-Issue	01/08/2019	Philip Miller
11	Updated personnel issue	09/09/2019	Philip Miller
12	Updated Working at Height and Annual Re-Issue	01/09/2020	Philip Miller
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15	Updated Service Director to Alex Scott	15/06/2022	Philip Miller
16	Annual Re-Issue	10/01/2023	Philip Miller
17	Updated to ABCA Systems Ltd and New Finance Director added	14/06/2023	Philip Miller
18	Updated New Finance Director and Bid Director and Annual Re-Issue	02/01/2024	Philip Miller

Authorised by: **Philip Miller**

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Signature:



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SECTION 1

1.0 GENERAL STATEMENT OF INTENT

This Safety Policy establishes the procedures and arrangements for emergencies and the provisions for the health & safety of all employees, contractors, visitors and others who may be affected by the acts or omissions. This policy will be reviewed annually or when current legislation demands

ABCA Systems Ltd. recognises the importance of health & safety in the successful operation of all its activities. The company relies on the initiative, teamwork, and active participation of management and workforce to maintain safe working practices and procedures in order to fulfil its legal obligations under the Health & Safety at Work Act (1974), the Management of Health & Safety at Work Regulations (1992) and all other relevant legislation in force.

We will provide all reasonably practicable information, instruction, training, resources, information and supervision to ensure that employees and contractors work and perform all tasks safely and without risk to the health & safety of themselves and others.

Through correct delegation of responsibilities, it is our intention to:

- Show a visible management commitment to high standards of health & safety performance and the promotion of a positive health & safety culture throughout the Company.
- Provide clear instructions and information, and adequate training, to ensure that all employees whether management, staff, supervisors or other employees know and understand their responsibilities in respect of health & safety, to ensure employees are competent to do their work.
- Make adequate arrangements for the regular assessments of work activities in order to identify associated hazards and control the risk arising.
- Maintain records to allow health and safety performance to be measured and where possible improved.
- Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace, and by having an accident reporting and investigation procedure to aid in achieving a reduction in accident rates by understanding accident root causes and any associated trends.
- Ensure the maintenance of any workplace under the control of the Company is in a condition that is safe and without risk to health, and the provision and maintenance of safe means of access to and egress
- Engage in a system of consultation with our employees on matters affecting their health and safety, in compliance with the Health and Safety (Consultation with Employees) Regulations 1996.
- Maintain emergency procedures; evacuation in case of fire or other significant incident.
- Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe transportation, storage and use of articles and substances.

All employees can make a valid contribution to achieving successful health & safety management and each employee must co-operate with the company to enable all statutory duties to be complied with. Employees have a legal obligation under section 7 of General duties of employees at work which are outlined below;

It shall be the duty of every employee while at work to:

- Take reasonable care for the health & safety of themselves and of other persons who may be affected by his acts or omissions at work; and
- With regard to any duty or requirement imposed on the employer or any other person by or under any of the relevant statutory provisions, to co-operate so far as is necessary to enable that duty or requirement to be performed or complied with.

Mr. Philip Miller, Managing Director, is ultimately responsible for health & safety throughout the company. As this policy is part of the normal management function, it is the duty of the management and employees at all levels to co-operate in achieving its aims.

SECTION 2: RESPONSIBILITIES

This section of our Policy sets out the division of health and safety responsibilities.

2.01 MANAGEMENT STRUCTURE

The effectiveness of the safety policy is dependent on all employees who are responsible for ensuring that all aspects of work, whether in the office or on site, are carried out with due consideration for safety and with minimum risks to health.

Ultimate responsibility lies with the Managing Director for implementing the Health and Safety Policy and welfare of employees and others affected by the Company's activities and will be supported by:

Name	Position
Philip Miller	Managing Director
Phil Batson	Commercial Director
Chris Scott	Operations Director
Alex Scott	Service Active Department Director
Anthony McKinnon	Small Works Department Director
Elliott Lawrence	Major Projects Department Director
Dean Fisher	Finance Director
Andrew Carling	Bid Director
Carney Consultancy	Health and Safety Officer

The Company Directors, both individually and collectively will ensure that this policy is applied throughout the whole company. Senior Managers and other management roles will ensure that this policy is adopted by all operatives, contractors and visitors to site or office.

The Department Director is responsible to the managing director for health and safety matters. They delegate operational responsibility to the operations manager who is assisted by the Health and Safety Officer.

All management posts within ABCA Systems Ltd. carry general safety and health responsibilities to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees who report to them. Specific safety and health responsibilities for individual posts are included in employment contracts for those posts.

Senior Management are responsible for health and safety in their areas and for their staff. It is a matter for them to decide how to discharge their responsibilities within the context of the ABCA Systems Ltd. policy.

All employees of ABCA Systems Ltd. have a general responsibility to ensure that they take reasonable care for their own safety and health, and for other persons who may be affected by their actions, omissions or activities at work.

Managers at all levels shall seek to identify risks to the safety and health of employees, contractors, visitors and members of the general public, and to develop and maintain safe systems of work to eliminate or reduce such risks.

Managers at all levels shall also ensure, so far as is reasonably practicable, that places of work are maintained in a condition that is safe and without risks to the health of employees. This shall include the identification of any major hazards, and instruction and training in emergency procedures.

ABCA Systems Ltd. is committed to the provision of such information, instruction, training and supervision as may be necessary to enable all employees to carry out their duties without risk to either their own safety and health, or that of others that may be affected by their activities.

An adequate supply of suitable Personal Protective Equipment (PPE) and respiratory equipment will be made available (as a last resort should all other control measures fail) where appropriate, and issued to any person requiring such equipment. Line managers should ensure that the protective equipment or clothing is used and maintained in the correct manner.

The Health and Safety Officer will be responsible for advising management on all health and safety matters, for the implementation of the ABCA Systems Ltd. Health and Safety Policy and for monitoring work practices to ensure their compliance with that policy.

2.02 TRAINING

In consultation with the Operations Manager, HR Manager and Health and Safety Officer, the Department Director will be responsible for ensuring that appropriate training is made available for staff, including those with particular responsibilities under this policy document.

A training matrix is in place and is controlled by ABCA Systems Ltd. Human Resource department.

2.03 COMPANY ORGANISATION CHART

See appendix 1

2.04 ARRANGEMENTS FOR IMPLEMENTATION

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

2.04.1 EMPLOYEE DUTIES

Every employee of ABCA Systems Ltd. has a duty of care under the Health and Safety at Work Act (1974) Section 7 to take reasonable care of themselves and any other person who may be affected by their actions or omissions.

Employees also have a duty to assist and co-operate with their employers and any other person to ensure all aspects of health and safety law are adhered to.

Employees are obliged to:

1. Always follow safety rules, avoid improvisation and comply with the health and safety policy.
2. Only perform work, which they are qualified to undertake.
3. Always store materials and equipment in a safe manner.
4. Never block emergency escape routes.
5. Always practise safe working procedures, refrain from horseplay and report all hazards and defective equipment.

In addition to the above, Section 8 states that under no circumstances must employees purposely interfere with or misuse anything provided in the interest of safety or welfare such as guards, signs or firefighting equipment.

The Management of Health and Safety at Work Regulations require all employees to:

1. Utilise all items that are provided for safety.
2. Comply with all safety instructions.
3. Report to management anything that they may consider to be of any danger.
4. Advise management of any areas where protection arrangements require reviewing.

Please note that NO EMPLOYEE IS EVER REQUIRED to perform work that he or she believes is unsafe, or that he or she think is likely to cause injury or a health risk to themselves or others.

Should anyone be found to be in breach of the company's health & safety procedures then they will be subject to the company disciplinary procedure. Gross misconduct with regard to health and safety may result in summary dismissal without notice.

2.04.2 HEALTH AND SAFETY ASSISTANCE

Regulation 7 of the Management of Health and Safety at Work Regulations (1999) obliges employers to appoint competent persons to assist in compliance with safety law. In acknowledgement of the regulation, ABCA Systems Ltd.

has appointed Carney Consulting (Temp) as Health and Safety Officer and Carney Consulting for specific construction guidance.

2.04.3 INFORMATION FOR EMPLOYEES

The Health and Safety Law poster is displayed within all offices.

Employees should in the first instance contact their line manager with any health and safety query and the line manager will escalate via the appropriate process.

2.04.4 HEALTH AND SAFETY MANAGEMENT SYSTEM

ABCA Systems Ltd. operates a documented health and safety management system. The system consists of prioritised actions for the company to complete and implement, and can be viewed upon request.

2.04.5 MONITORING

To check our working conditions, and ensure our safe working practices are being followed, ABCA Systems Ltd. will ensure that:

Action	Accountable person	Responsible person
H&S management system	Managing Director	Managing director
Investigation of accidents, incidents, sickness and disease.	Managing Director and Department Director	Department Director, Operations Manager and H&S Officer
Acting on investigation findings to prevent a recurrence.	Department Director	Department Director, Operations Manager and H&S Officer

2.04.6 RISK ASSESSMENTS

The Management of Health and Safety at Work Regulations (1999) place duties on employers and contractors to take the following actions:

- Assess the risks to the health and safety of employees and others (contractors and temporary employees employed or specific work) who could be affected by work activities.
- Risk assessments should be reviewed and altered if they are no longer valid, new/updated regulations come into force or circumstances have changed significantly.
- Where a 'Young Person' is to be employed under close supervision in an activity with significant risk, the risk assessment must be reviewed.
- Provide relevant information to employees on the identified risks, the control measures to be taken, emergency procedures, names of competent persons and where work areas are shared with third parties.
- Co-operate fully with third parties where work areas are shared, by engaging and exchanging information on the risks associated with each other's activities and subsequently pass such information to employees in those areas.

Definitions

Hazard: The potential for harm to persons, plant or machinery.

Risk: This is the likelihood that actual harm will be realised through a hazardous occurrence.

General procedure for undertaking a risk assessment:

1. Identify the hazards and activities
2. Decide who might be harmed and how.
3. Evaluate the risks and decide on precautions.
4. Record your significant findings.
5. Review assessment and update if necessary.

ABCA Systems Ltd. ensure that all risk assessments carried out are suitable and sufficient and that the work hazards of all employees and third parties are considered and assessed.

2.04.7 METHOD STATEMENTS

Statements on the method of work to be followed follow on from our risk assessments. The work method statement will depend on the complexity and size of the work activity but must always describe how the work is to be executed safely. It should be clear and concise, and will:

- Document the hazards associated with the project or tasks within it.
- Describe the stages in the development of the project.
- Outline how the work will be done with reference to a risk assessment.
- Be associated with Health and Safety Executives Approved Code of Practices (ACOPS), and manufacturer's product data sheets.

Hazard detection

The Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations both state that employers and employees have a legal duty to inform persons of hazards within the workplace. The management informs employees by means of risk assessments, training and documentation. The employees inform management by verbal and written communication. To encourage safety awareness in the workplace, a near miss reporting system ensures that all members of the workforce have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified, it must be reported immediately to their line manager and/or Health and Safety Officer. It is their duty to assess the situation and introduce the necessary control measures, so far as is reasonably practicable, to prevent injury or unsafe conditions.

Our workforce is encouraged to use this system and in due course it is foreseen that accidents and near misses will be reduced considerably and working conditions will improve. This will, in turn improve the attitude of the workforce towards safety and will aid ABCA Systems Ltd. in consulting with employees.

SECTION 3: ARRANGEMENTS, SAFETY INSTRUCTIONS AND INFORMATION

This section sets out in alphabetical order, the arrangements put in place by ABCA Systems Ltd. to ensure compliance with our Health and Safety Policy.

3.01 ACCESS AND EGRESS

The Workplace (Health, Safety and Welfare) Regulations (1992) states that ABCA Systems Ltd. need to provide safe access and egress.

ABCA Systems Ltd. is committed to providing a safe place of work and a safe means of access and egress within all parts of the workplace. Safe access and egress include movement in and out of the workplace, and safe access within the workplace. Department Directors are responsible for implementing this policy which covers the following:

Access to and egress from the workplace	Use of access equipment, such as ladders and lifts.
Routes through working areas.	Limitation of access to hazardous/high security areas.
Accessibility of storage areas.	Temporary arrangements for access.
Access to and egress from the workplace.	External pathways and roadways around the workplace.
Emergency exit routes.	Common parts of the building e.g. reception, staircases etc.

3.02 ACCIDENT REPORTING & INVESTIGATION AND FIRST AID

DEFINITIONS

Accident: An unplanned event which causes injury to persons, damage to property or a combination of both. Further to this and for the purposes of **RIDDOR** (Reportable Injuries, Disease and Dangerous Occurrences 2013), an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Near miss: An unplanned event which does not cause injury or damage, but could do so.

3.02.1 REPORTING

All accidents and work related ill health are recorded via the [Incident Report Form](#) on the Health & Safety page of the Intranet. Reporting accidents, diseases and dangerous occurrences to the enforcing authority is the duty of the Department Director, which can be delegated, to the Health and Safety Officer and/or a Senior Manager, in their absence.

All accidents, however minor, should be reported and investigated accordingly. The Department Director, with the aid of the Health and Safety Officer, will review and analyse all accidents/incidents in order to establish trends in causes, additional training needs and why the control measures identified in the risk assessments did not work. Records will be kept for a minimum of three years.

RIDDOR reportable accidents and dangerous occurrences can be reported to the Health and Safety Executive (HSE) Incident Centre. The following accidents and incidents need to be reported to the HSE.

a. Fatality

If there is an accident connected with work and an employee of ABCA Systems Ltd., contractor working on the premises or a member of the public is killed, inform the Department Director. The Department Director should inform the Managing Director and Health and Safety Officer immediately, who in turn should inform the Health and Safety Executive (HSE) Incident Centre without delay.

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work;
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

b. Specified Injury

If a specified injury occurs, the Department Director should inform the Managing Director and Health and Safety Officer immediately. All accidents connected with work and resulting in a major injury of an ABCA Systems Ltd. employee or contractor, or a member of the public, where the individual is taken to hospital from the site of the accident, will be notified by the Department Director /Appointed Person to the HSE Incident Centre accordingly.

A major injury can include any of the following:

- Fractures, other than to fingers, thumbs and toes
- Amputations
- Any injury likely to lead to permanent loss of sight or reduction in sight
- Any crush injury to the head or torso causing damage to the brain or internal organs
- Serious burns (including scalding) which cover more than 10 percent of the body and / or causes significant damage to the eyes, respiratory system or other vital organs
- Any scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness and / or requires resuscitation or admittance to hospital for more than 24 hours

c. Over-seven-day incapacitation of a worker

Accidents must be reported to the HSE where they result in an employee or contractor being away from work, or unable to perform their normal work duties, for more than 7 consecutive days as the result of their injury. This 7 day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

d. Occupational Disease

If an employee or contractor develops an industrial disease, the Department Director should inform the Managing Director and Health and Safety Officer immediately. Any confirmed occupational disease will be notified by the Department Director /Appointed Person to the HSE Incident Centre accordingly

Reportable diseases include:

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

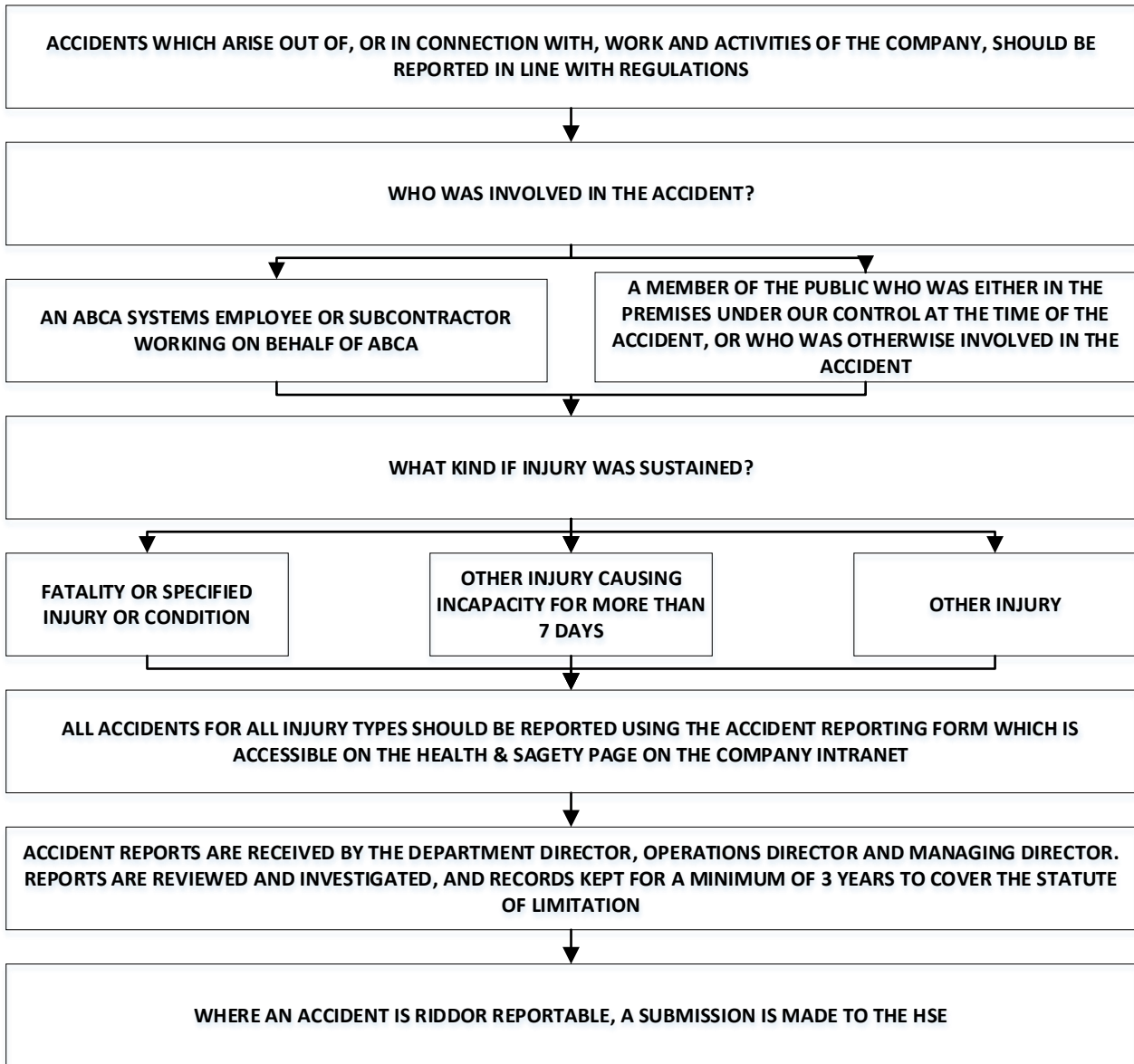
e. Dangerous Occurrence

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. If a dangerous occurrence occurs, the Department Director should inform the Managing Director and Health and Safety Officer immediately. All dangerous occurrences will be notified by the Department Director /Appointed Person to the HSE Incident Centre accordingly.

Examples of reportable dangerous occurrences include:

- Plant or equipment coming into contact with overhead power lines;
- Electrical short circuit or overload causing fire or explosion;
- Unintended collision of a train with any vehicle;
- Explosion or fire causing suspension of normal work for over 24 hours.

3.02.2 REPORTING PROCEDURE IN CASE OF AN INCIDENT:



3.02.3 FIRST AID

ABCA Systems Ltd. will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met. The company will comply with The Health and Safety at Work Act 1974 and The Health and Safety (First Aid) Regulations 1981 and will adhere to all relevant guidance and codes of practice.

All first aid boxes will be checked regularly by an appointed person (at intervals not exceeding three months) and will be re-stocked after use. This includes any travel first aid boxes, where issued.

Location	Appointed person 1	Appointed person 2
Newcastle	Zoe Kelly	Kristen Whinfield
Oldham	Emma Richardson	Jamie Lilley
St. Ives	Connor Renshaw	
London	Gerard Page	

3.03 ALCOHOL AND DRUGS

ABCA Systems Ltd. strives to provide a safe and healthy working environment. All alcohol and drugs impair reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances should any employee or contractor endeavour to report for work having consumed alcohol or are under the influence of drugs. Nor should alcohol or drugs be brought into a work environment.

Prescribed drugs by a medical professional are permitted, provided such use does not adversely affect the person's ability to carry out work for which they are employed in a healthy and safe manner. Employees should advise their line manager and/or HR manager if they have a medical condition or are taking medication that could affect their work and the health and safety of themselves or others affected by their acts or omissions.

Persons failing to comply with this requirement will be subject to formal disciplinary action.

3.04 ASBESTOS (Control of Asbestos Regs 2012)

Our policy in relation to work with asbestos or asbestos containing materials is to ensure the health and safety of all personnel and anyone else who may be affected by the uncontrolled release of asbestos particles and fibres. No employee or representative contractor should sample, remove or work with asbestos containing materials without adequate information, instruction, training and supervision. Should employees find suspect material in the course of their work they should stop work immediately and contact their line manager for further advice.

ABCA Systems Ltd. acknowledges the health hazards arising from exposure to asbestos and will protect those employees and other persons potentially exposed to asbestos as far as is reasonably practicable by minimising exposure through the use of proper control measures and work methods supported by training of employees. This policy requires the full cooperation of management and staff at all levels.

3.05 CDM Duties

ABCA Systems Ltd. accepts the concepts of Construction (Design and Management) Regulations 2015 (CDM), as part of its overall approach to health, safety and welfare and will therefore comply with the regulations as they apply to our undertaking.

CDM is intended to protect the health and safety of people working in construction and others who may be affected by their activities. The CDM Regulations place specific duties upon clients, principal designers and designers, principal contractors and contractors to develop their approach to health and safety so that it is considered and then co-ordinated and managed effectively throughout all stages of a construction project.

Further guidance can be found in the CDM Duties and Policy.

3.06 CONTRACTORS AND SUBCONTRACTORS

Both ABCA Systems Ltd. and the contractors we choose have responsibilities under health and safety law. Everyone needs to take the right precautions to reduce the risks of workplace dangers to employees and the public.

It is the responsibility of the Department Director to ensure that:

- Contractor vetting takes place via the Sub Contractor Questionnaire HR_AB24;
- All contractors comply with Company health and safety rules and are given a site induction;
- All contractors sign in at reception whenever onsite;
- All contractors provide suitable RAMS which will be reviewed before commencing work on site;
- Contractors work activities are suitably monitored to ensure work is carried out safely in accordance with agreed safe systems of work;

- All documents will be reviewed on an annual basis and valid contractors' insurance documents must be available at all times.

ABCA Systems Ltd. use the following five steps in contractor management (HSG159)

- Step 1: Planning Define the job, identify hazards, assess risks, eliminate and reduce the risks, specify health and safety conditions and discuss with contractor.
- Step 2: Choosing a contractor Understand what safety and technical competence is needed; ask questions, get evidence, go through information about the job and the site, including site rules, ask for a safety method statement, decide whether subcontracting is acceptable.
- Step 3: Contractors working All contractors sign in and out, name a site contact, reinforce health and safety information and site rules, check the job and allow work to begin.
- Step 4: Keeping a check Assess the degree of contact needed, how is the job going - as planned? Is the contractor working safely and as agreed? Any incidents? Any changes in personnel? Are any special arrangements required?
- Step 5: Reviewing the work Review the job and contractor; How effective was your planning? How did the contractor perform? How did the job go? Record the lessons.

ABCA Systems Ltd. will ensure that any contractors they contract to do work will comply to ABCA Systems Ltd. Health and Safety rules and regulations and will ask non-compliant contractors to leave site.

3.07 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

COSHH stands for the control of substances hazardous to health, and covers most workplaces. The regulations set out how employers must control risks to health arising from substances used at work. Substances hazardous to health include:










- Any chemicals that have by law to be labelled as 'very toxic', 'toxic', 'harmful', 'irritant' or 'corrosive'.
- Any substance with a maximum exposure limit or occupational exposure standard.
- Any other substance that creates a comparable health hazard.

The health and safety of all personnel and anyone else who may be affected by exposure to hazardous substances will be considered, either from our work activities or those of others.

COSHH Labelling

Most hazardous substances will be labelled as follows – please note symbols are changing from square orange background and black image to diamond with a white background and black image.

What do the COSHH symbols mean?

 Dangerous to the environment	 Toxic	 Gas under pressure
 Corrosive	 Explosive	 Flammable
 Caution – used for less serious health hazards like skin irritation	 Oxidising	 Longer term health hazards such as carcinogenicity

NEW CoSHH
Symbols




The absence of a sign does not necessarily mean the substance is not hazardous and the labels and any data sheets should always be read and a COSHH assessment be carried out.

Employees shall only use authorised substances. Hazard data sheets and risk assessments are available for all substances/tasks that are undertaken or used by ABCA Systems Ltd. COSHH assessments are carried out by the H&S officer.

ABCA Systems Ltd. acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

COSHH Guidance

Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work
- Inform your line manager / hr manager of any substances that are known to trigger any allergic reactions
- Wear the required personal protective clothing and equipment / RPE until the job is completed
- PPE is supplied free of charge and may vary depending on individual requirements. All personnel are trained to wear PPE correctly to maintain it in a hygienic state and to appreciate individual reasons (facial hair, spectacles etc.) which may alter the effectiveness of the equipment.
- Make sure all containers are closed when not in use
- Keep your work area clean and tidy
- Clean all spills as they occur
- Follow all instructions on the storage and transportation of chemicals found within the safety data sheet
- Where possible substitution with materials that are less hazardous to be used.
- Take into account all possible routes of exposure – inhalation, skin absorption and ingestion when developing control measures.
- Control exposure by measures that are proportionate to the health risk.

Don't

- Taste chemicals or touch them with your bare hands
- Try to identify chemicals by their smell
- Smoke or drink in the workplace (before washing hands after the use of chemicals)
- Leave unmarked chemicals around - label as original container
- Be afraid to ask questions

All cleaning tasks within the office are the responsibility of an external company. ABCA Systems Ltd. and the external company will comply with all COSHH assessments of chemicals. All other office based substances (e.g. correction

fluid, photocopier toner) are not deemed hazardous if used in accordance with the manufacturer's instructions. All toners/cartridges are sealed units and workers are trained in how to handle these products. Most hazardous substances will be labelled as follows – please note symbols are changing from square orange background and black image to diamond with a white background and black image.

3.08 DISABLED PERSONS

ABCA Systems Ltd. aims to provide full and fair opportunity of employment for disabled applicants and to ensure through training and practical adjustments where required, their continued employment and promotion.

Employees who become disabled will be afforded every possible opportunity for maintaining their position or for retraining if appropriate.

ABCA Systems Ltd.'s Health & Safety Policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The person responsible for the implementation of this policy is the Department Director and the total co-operation of all members of management and staff is required.

3.09 DISPLAY SCREEN EQUIPMENT

If you are required to operate computer equipment it is important to familiarise yourself with your work station.

If you are a defined user under DSE Regulations 1992 a specific risk assessment will be carried out (ASLGB131).

DSE assessments are reviewed every two years or;

- Major changes are made to the equipment, furniture, work environment or software;
- Users change workstations;
- The nature of work tasks change considerably;
- It is thought that the controls in place may be causing other problems.

Any corrective actions that may be required will be discussed and implemented by the Department Director and/or Health and Safety Officer.

It is recommended that employees whose work requires them to operate their DSE workstation for a significant part of the day (classed as 'users') undertake an eyesight test, every 2 years.

Users are defined as:

- Using DSE for continuous or near-continuous spells of an hour or more at a time;
- Using DSE in this way more or less daily;
- Having to transfer information quickly to or from DSE;
- Highly dependent upon the use of DSE;
- Applying high levels of concentration and attention in a DSE environment.

Training for DSE users will be carried out at induction. Hints on tips on effectively using DSE will be given via bulletins and on a one to one basis with the Health and Safety Officer upon observation.

Employees should ensure that they have a comfortable working position and must not strain the arms, shoulders etc. All employees who are defined as 'users' can request from the Department Director, any of the following if deemed required following assessment:

- Foot rest
- Wrist rest
- Anti-glare screen
- Document holder

All employees are advised to vary their work at display screens as often as possible and should not spend long periods working at the screen. They should aim to spend 5 minutes in every hour away from the DSE.

The implementation of this policy requires the total cooperation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

3.10 DRIVING

Any driver of an ABCA Systems Ltd. supplied vehicle (whether company owned or hired) must hold a current driving licence, which is valid in the UK. A copy of this must be provided and forwarded to the Fleet Manager and / or HR department, prior to any vehicle use. ABCA Systems Ltd. must be notified immediately of any pending driving offence prosecution and the result of any such prosecution.

The Fleet Manager requests online access to enable current licence information from www.dvla.gov.uk, which will be checked annually in the absence of any interim driving offences.

Disqualification from driving may result in dismissal from the Company if, as a result, the employee is unable to fulfil job requirements and suitable alternative employment does not exist. Any driver driving without a valid licence is not covered by the Company’s Insurance Policy and the employee will be totally responsible for any accident or losses sustained, including any financial losses in full.

Learner drivers are not permitted to drive a company vehicle.

Drivers are encouraged to take adequate breaks whilst driving, should a driver feel tired, they should stop and rest and not resume driving until they feel they are able to do so safely. Driving should be shared in the event of two employees travelling in one vehicle for business purposes, providing that they both hold current driving licences.

Should your vehicle break down, particular attention should be given to personal safety and that of other road users and pedestrians. Attempts should not be made to fix a vehicle or change a tyre etc. unless it is safe to do so.

3.10.1 VEHICLE MAINTENANCE

The employee is responsible for the maintenance, repair, appearance and general condition of the assigned vehicle in keeping with the requirements laid down by maintenance book of the provided vehicle.

Costs incurred in the general maintenance and repair of a vehicle will be borne by the Company if the vehicle is maintained in accordance with the manufacturer’s guidelines. Costs incurred through negligence and/or poor adherence to maintenance schedules, will be borne by the employee. It is also the driver’s responsibility to see that oil and water levels, battery, brake and clutch fluids, as well as tyre pressures are maintained at the correct levels and pressure, as described in the vehicle maintenance/handbook.

ABCA Systems Ltd. is committed to developing, implementing and maintaining all reasonable measures to protect the health and safety of those driving on company business.

Any company vehicle users must reply to ABCA Systems Ltd. Fleet Manager and / or HR department with the results of HS008 Company Equipment Safety Checklist by 12 noon each and every Monday.

The person responsible for the implementation of this section is the Department Director and the total co-operation of all members of management and staff is required.

3.11 ELECTRICITY AT WORK

Our policy in relation to working with electrical systems both live and dead working) is to avoid live working wherever possible, ensure work done on dead circuits is performed safely and to ensure effective safety management considers all relevant risks and their control for either scope of work.

Electricity cannot be heard or seen, yet we know it can kill if used incorrectly. A small electric shock from an electrical appliance may not be sufficient to kill but it may be capable of causing burns to the body. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the use within the organisation.

Moveable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All operators of electrical equipment will be trained to use the equipment in accordance with the manufacturer's instructions.

A visually inspection is required for all electrical equipment prior to use to ensure the item is safe. If electrical equipment is damaged, report it to the line manager immediately. Under no circumstances tamper with the electrical apparatus unless you are competent and authorised to do so.

Under no circumstances should individuals:

- Leave cables where they can get damaged, wet or pulled out of their connection;
- Lift, pull, lower or carry electrical equipment by the electric wire;
- Misuse electricity or electrical equipment;
- Run power tools from any lighting circuit;
- Force a plug into a wrong socket or jam wires into sockets;
- Overload sockets.

Individuals should always:

- Take care not to run chairs or other objects over cables;
- Take care not to damage cables that are under desks;
- Check that leads are in good condition;
- Only use equipment that has been checked and labelled as safe and has a date code mark;
- Use extension leads only when necessary and only those approved by the company;
- Always follow the manufacturer's instructions;
- Report and isolate faulty or damaged equipment;
- Always keep switchboards and main electrical panels clear of obstructions at all times.

Where a problem arises related to electricity at work, employees must inform a responsible person immediately and ABCA Systems Ltd. will then take the necessary measures to investigate and remedy the situation.

The implementation of this section requires the total cooperation of all members of management and staff, as well as any contractors hired to carry out work involving electrical equipment.

Definition of live working:

Work on or near conductors that are accessible and 'live' or 'charged'.

Live work includes live testing, such as using a test instrument to measure voltage on a live power distribution or control system.

Definition of a dead (isolated) working:

Work on equipment (or part of an electrical system) which is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that the disconnection is secure ie it can not be re energised accidentally or inadvertently.

Other definitions:

Charged - The item has acquired a charge either because it is live or because it has become charged by other means such as by static or induction charging, or has retained or regained a charge due to capacitance effects even though it may be disconnected from he rests of the system.

Dead – Not electrically live or charged

Designated competent person (also known as authorized person) – a competent person appointed by the employer, preferably in writing to undertake certain specific responsibilities and duties, which may include the issue and or receipt of safety documents such as permits to work. The person must be competent by way of training, qualifications and or experience and knowledge of the system to be worked on.

Disconnected – Equipment that is not connected to any source of electrical energy.

Isolated – Equipment that is disconnected and separated by a safe distance (the isolating gap) from all sources of electrical energy in such a way that disconnection is secure i.e. it cannot be re-energised accidentally or inadvertently.

Live – Equipment that is at a voltage by connected to a source of electricity. Live parts that are uninsulated and exposed so that they can be touched either directly or indirectly by a conducting object are hazardous if the voltage exceeds 50 V ac or 120 V dc in dry conditions.

3.12 EMERGENCY PROCEDURES

It is the intention of ABCA Systems Ltd. to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, ABCA Systems Ltd. acknowledges that despite these measures it cannot be assumed that a major incident will never occur.

Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so ABCA Systems Ltd. will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident.

ABCA Systems Ltd. will also provide information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

Any concerns employees may have regarding the company's emergency procedures should be reported to their line manager immediately. ABCA Systems Ltd. will then take the necessary measures to investigate and remedy the situation.

3.13 FIRE (PREVENTION, FIRE FIGHTING EQUIPMENT, FIRE EVACUATION)

As far as reasonably practicable, all steps shall be taken by ABCA Systems Ltd. to prevent, or minimise the probability of, all causes of fire. ABCA Systems Ltd. acknowledges that despite these measures it cannot be assumed that fire will never break out.

Systems are in place to deal with this eventuality and these will be regularly scrutinised to ensure that they are adequate, i.e. fire evacuation drills, inspections of the means of escape and maintenance of fire-fighting equipment will take place regularly.

All employees shall be given suitable instruction in basic fire prevention measures. Any employees involved in processes or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire.

Employees should report any concerns they have about fire hazards, etc. to a responsible person, so that ABCA Systems Ltd. can take the appropriate measures to eliminate the problem.

3.13.1 FIRE FIGHTING EQUIPMENT

Firefighting equipment is visually checked monthly by the appointed person. Firefighting equipment is serviced periodically within all offices. Fire alarms and escape routes are checked weekly by the appointed person.

A fire drill will be carried out annually. All findings will be recorded by the H&S Officer or the Technical and Quality Manager in their absence.






















































All employees have been provided with the emergency procedures and general fire safety awareness and at induction, new employees are informed on the first day of commencing work.

In the event of an evacuation, any visitors to the premises are the responsibility of the person they are visiting.

In case of fire in any of ABCA Systems Ltd. workplace premises, fire exit routes and the main entrance and exit must be kept clear of obstructions at all times. Escape routes must not be used for any storage.

All necessary precautions must be taken against the risk of fire, in particular, when working with or near combustible materials. Special care must also be taken to ensure that naked lights and other sources of ignition have been extinguished and electrical apparatus switched off before leaving the premises. Staff will receive information, instruction, training and supervision to ensure that they adhere to safe working conditions and do not jeopardise the fire safety of the office premises or site premises.

See diagram of which extinguisher to use below:

	A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	Notes: *Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability. Class D fires involving combustible metal(s) use only special purpose extinguishers - please seek expert advice. Comments: (Refer Appendix A of AS 2444)
 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
 Carbon Dioxide (CO₂)						Generally not suitable for outdoor fires. Suitable only for small fires.
 Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
 Foam						Dangerous if used on energised electrical equipment.
 Wet Chemical						Dangerous if used on energised electrical equipment.
 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

HOW TO USE A FIRE EXTINGUISHER

Extinguishers come in a number of shapes and sizes. They all operate in a similar manner. Here's an easy acronym for fire extinguisher use:

- P** PULL THE PIN – Break seal and test extinguisher.
- A** AIM AT BASE OF FIRE – Ensure you have a means of escape.
- S** SQUEEZE THE OPERATING HANDLE – To operate extinguisher and discharge the agent.
- S** SWEEP FROM SIDE TO SIDE – Completely extinguish the fire.

3.13.2 FIRE PROCEDURES

In the event of fire, the safety of life shall override all other considerations, such as saving property and extinguishing the fire. If a fire is discovered, the alarm shall be raised immediately by the appropriate method. This should be the first action taken on discovery of any fire, however small. All employees are empowered to take this action if they believe there is a fire; no authority should be sought from any other person.

ABCA Systems Ltd. will always support employees who operate the fire alarm system in good faith, regardless of whether or not it is ultimately determined that a fire existed.

ABCA Systems Ltd. does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so and the employee has been trained in the use of fire extinguishers. Guidance on the circumstances under which fire-fighting should be avoided or discontinued will be included in staff fire safety training.

Immediate evacuation of the building must take place as soon as the evacuate signal is given. (Employees will be familiar with the procedure through the staging of regular fire evacuation drills.) All occupants, on evacuation, should report to the external muster point. Re-entry of the building is strictly prohibited until the fire brigade officer in charge declares it is safe to do so. Silencing of the fire alarm system should never be taken as an indication that it is safe to re-enter the building.

Employees should report any concerns regarding fire procedures, so that ABCA Systems Ltd. can investigate and take remedial action if necessary.

Fire action

If you discover a fire you should immediately activate the nearest call point. You should only attack the fire if trained to do so and only with appliances provided, but without taking personal risks. Call the fire brigade immediately by dialling 999 on the telephone and give the operator the site address. Do not replace the receiver until the fire brigade has repeated the address. Call the fire brigade immediately to every fire or on suspicion of a fire.

On notification of a fire:

- Immediately follow the designated fire evacuation procedure; do not stop to collect personal belongings
- Use the nearest available exit
- Do not attempt to fight fires unless trained to do so
- Go to the muster point
- Do not re-enter the building until told to do so by the senior Fire Officer

3.13.3 FIRE DRILLS

Fire drills are conducted on an annual basis. You must follow through the procedures for evacuation and report at the designated Assembly Point area.

3.14 HEALTH MONITORING

ABCA Systems Ltd. recognises the need to ensure that the health of employees is checked at the start of employment, and monitored during the course of employment. Medical questionnaires are completed at Induction and repeated on an annual basis.

From these questionnaires, one of the control measures may be the requirement for health surveillance in order to make early detection of health effects possible and thereby reduce the risk to personnel. Where after all reasonable controls are applied and a significant residual risk to health remains, the company will conduct health surveillance, appropriate to the level of risk to meet our duty of care to employees.

Health Surveillance may range from simple training to allow self- checking for issues such as skin disorders to full “Fit for Work” medicals with a qualified person (e.g. medical practitioner or occupational health professional). This will be undertaken a minimum of annually or more frequently if advised by the qualified person.

3.15 HOUSEKEEPING

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisational deficiencies within the workplace. ABCA Systems Ltd. recognises the need to ensure that a good standard of housekeeping is achieved and maintained.

This policy is designed to ensure that ABCA Systems Ltd. attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.

Examples of poor working practices include:

- Untidiness
- Lack of thought and consideration by the individual
- Ignoring rules and procedures.

Poor housekeeping resulting from organisational arrangements includes:

- Badly designed systems of work
- Insufficient space for work activity / inadequate storage facilities
- Lack of training or information
- Poor supervision
- Infrequency or inefficiency of cleaning arrangements.

All ABCA Systems Ltd. employees and contractors are responsible for keeping their own area tidy, this includes desks and/or vehicles.

3.16 INDUCTION OF NEW EMPLOYEES

In order to secure the health and safety of all employees, ABCA Systems Ltd. provide Health and Safety induction to new employees which will be incorporated into general induction training.

Induction training commences on the first day of employment so that employees are familiar with basic procedures once they are at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work.

The training will last as long as required and is dependent on the amount of information contained within the course.

The person responsible for this is the Department Director with support from the HR manager.

3.17 INSURANCE

Insurance should be viewed within the wider context of managing all risks which relate to the Health and Safety of employees and (where applicable) non-employees.

Insurance is therefore not a substitute for the exercise of responsibility, but it is complementary to it.

ABCA Systems Ltd. holds the following insurance:

- Employers Liability Insurance
- Public and Products Liability Insurance, inclusive of Efficacy cover
- Professional Indemnity Insurance
- Contract Works Insurance

- Company vehicles are covered by ABCA Systems Ltd. motor insurance. We do employ personnel who use their own vehicle for work purposes and their insurance documentation is checked to ensure compliance to business needs.

3.18 ISOLATION/LOCK OFF

Prior to working on any machinery when guards are removed, every energy source (electrical, hydraulic, chemical, mechanical, etc.) must be deactivated, stored energy dissipated, and the control locked in the off (safe) position.

Never remove or tamper with a lock off operation performed by another employee or contractor. A lock off could consist of a lock applied to a control such as a switch, breaker, or valve. A tag containing words such as “DANGER - DO NOT OPERATE” may also be used for isolation/lock off. If you see the lock, the tag, or both applied to an energy control device it means “Keep your hands off”.

3.19 LIFTING OPERATIONS, LIFTING EQUIPMENT REGULATIONS (LOLER)

Under the Lifting Operations and Lifting Equipment Regulations (1998), irrespective of whether or not ABCA Systems Ltd. hire or own the lifting equipment or lifting accessory, there is a duty on the user to ensure a current Thorough Examination Certificate is in place for that item. ABCA Systems Ltd. will, in accordance with its general statement of Health and Safety Policy, take all reasonable steps to secure the health and safety of employees and others who use lifts and hoists in the workplace.

Lifting Accessories

With regard to lifting accessories such as slings and shackles, these have to be thoroughly examined at least once in **every six months** or as specified by the competent person on the last thorough examination report, or in the written scheme.

Lifting Operations

A lifting operation is concerned with lifting or lowering of a load. ABCA Systems Ltd. will ensure that every lifting operation involving lifting equipment is properly planned by a competent person, appropriately supervised, and carried out in a safe manner. Prior to any lifting operation, a risk assessment identifying the hazards and corresponding risks and lift plan are required prior to any works being carried out.

All competent persons must be accredited with the appropriate CPCS scheme.

Should any employee have concerns about health and safety issues relating to lifts and hoists, these should be reported to his or her immediate supervisor and ABCA Systems Ltd. will investigate and respond to them.

3.20 LIGHTING

ABCA Systems Ltd. regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well-being of the work force. All reasonable steps will be taken to ensure that lighting is adequate for the task at all times.

Any complaints or problems regarding lighting should be reported at once to a responsible person so that ABCA Systems Ltd. can take steps to remedy the situation.

The implementation of this section is the responsibility of the Department Director and requires the total cooperation of all members of management and staff.

3.21 LONE WORKING/ UNSUPERVISED WORKING

ABCA Systems Ltd. will ensure, so far as is reasonably practicable, that employees and contractors who are required to work alone or unsupervised (for significant periods of time) are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Solitary working exposes employees and others to certain hazards. In the event that lone worker operations cannot be avoided, the procedure below will be undertaken:

- The scope of works must be reviewed and risk assessed, this is fully explained to all relevant personnel, including the person designated to be contacted for check ins.
- Personnel never work alone without someone else being aware of their presence, this may involve another person on site who is going to remain there for the duration of the work (for example security guards) being made aware of what is being done, in which location by whom and a contact check in agreed. This will usually be by provision of radios or exchanging mobile telephone numbers.
- A clear start and finish time must be agreed to ensure the full working period is fully supervised;
- A formal communication to report back will be applied. This involves a phone call between the lone worker and the Company representative at specified times;
- In the event of a failure to communicate, investigative action will be taken to ascertain the whereabouts of the worker;
- Site security measures will be discussed and approved, prior to commencing lone working, due to the potential risks to the worker and to the client's premises;
- Emergency contact numbers will be agreed and lone workers will retain a copy whilst on site.
- Where mobile telephones are to be used they are checked to ensure adequate battery charge prior to use. Numbers are checked to ensure they are correctly specified.

If any employee or subcontractor do not feel safe when entering a property, they must contact their line manager immediately and not place themselves in unforeseen danger.

Work specifically prohibited from being undertaken alone is:

- Confined spaces entry
- Work with plant, machinery or power tools unless the risk assessment considers it is of low risk.
- Working at height unless the risk assessment considers it is of low risk.

3.22 PLANT, MACHINERY, PUEWER AND PORTABLE APPLIANCE TESTING

Plant and equipment shall be subject to inspection and testing and maintained to the required standards. Machinery, plant and equipment shall be effectively guarded to prevent exposure to dangerous or moving parts.

Where there is a requirement for the use of hired plant or equipment, arrangements shall be made by the Department Director for organising the hire. Purchasing personnel will ensure that equipment hired meets with required standards of maintenance.

Portable electrical appliances for use at work on any site (including in-the-field) or area for which ABCA Systems Ltd. owes a duty of care to ensure all appliances are maintained in accordance with the relevant regulations.

Any privately owned electrical appliance brought onto a site for which ABCA Systems Ltd. owes a duty of care and is responsible, and which is connected to ABCA Systems Ltd. or an ABCA Systems Ltd. customers' mains electricity, must conform to the relevant British Safety Standard.

If any such electrical equipment is found to be unsafe the owner shall be requested to remove it from the site until it has been repaired and tested. The maintenance of such items shall be the duty of the owner.

Equipment shall not be used by those who do not have the necessary training and competence to use it safely. Where necessary for safety reasons there may have to be a designated user use only.

3.23 PROVISION AND USE OF WORK EQUIPMENT (PUWER)

To comply with the Provision and Use of Work Equipment Regulations (1998) (PUWER 98), ABCA Systems Ltd. will ensure that equipment purchased and provided to our employees for use at work is suitable for the job, adequately maintained, protected from dangerous parts and generally safe for employees to use.

All employees will receive information, instruction and training in the use of the equipment. No employee is permitted to use work equipment for which they have not received training or authorisation.

3.24 USE OF HAND TOOLS

Hand tools of various types are used in many workplaces. The most important points with regard to their safe use are:

- To use the correct tool for the job.
- To report any defects found and to stop using the defective tool immediately.
- To maintain the tool in a safe condition, which will involve regular inspection in the case of electrically powered tools.

ABCA Systems Ltd. will in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of our employees to which they may be exposed whilst working with hand tools.

These risks will then be controlled so far as is reasonably practicable so that neither the company's employees nor others who could also be exposed to them, are put at risk.

ABCA Systems Ltd. will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. ABCA Systems Ltd. will liaise with the suppliers of all new machinery to establish how that machinery should be maintained safely.

ABCA Systems Ltd. will seek to inform and train personnel to implement this policy. The implementation of the policy needs the cooperation of all management and staff.

The Department Director is responsible for:

- Identifying all plant and equipment needing maintenance;
- Ensuring that effective maintenance procedures are drawn up;
- Ensuring that all identified maintenance is implemented.

3.25 MANUAL HANDLING

The Manual Handling Operations Regulations (1992), require all employers to assess the work that their employees do, where it involves lifting and handling any loads or weights.

ABCA Systems Ltd. will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

Where manual handling operations cannot be eliminated, an assessment of those identified manual handling activities will be carried out. Risks which are identified via the assessment process will be reduced to the lowest level reasonably practicable. ABCA Systems Ltd. will assist with completing manual handling assessments utilising T.I.L.E (Task, Individual, Load and Environment). The Health and Safety Officer will be responsible for conducting site specific manual handling assessments.

Suitable information and training via iHASCO will be provided to persons who are required to carry out manual handling activities.

Employees must ensure that:

- They report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity;
- They comply with instruction and training which is provided in safe manual handling activities;
- Their own health and safety is not put at risk when carrying out manual handling activities;
- They use equipment which has been provided to minimise manual handling activities;
- Any problems relating to the activity are reported to their line manager or a responsible person.

3.26 NEW AND EXPECTANT MOTHERS

ABCA Systems Ltd. will take all reasonable steps to safeguard the health, safety and welfare of new or expectant mothers, and of their unborn children.

ABCA Systems Ltd. undertakes to assess all risks to new or expectant mothers arising from their work activities and to take appropriate preventive or control measures. No two pregnancies are the same and therefore new and expectant mothers should always seek medical advice if they have any concerns regarding their working activities.

Relevant training will be provided in identifying risks and implementing controls. ABCA Systems Ltd. undertakes to regularly monitor the work undertaken by new or expectant mothers, especially during the development of pregnancy, in order to continually assess the individual's ability to work safely and without risk. All problems identified will be addressed, so far as is reasonably practicable, and all risks will be adequately controlled and safe systems of work established.

ABCA Systems Ltd. will also make arrangements for reasonable and appropriate risk assessments for pregnant women and determine whether it will be necessary to impose limitations or special arrangements on medical grounds.

The person responsible for the implementation of this policy is the Department Director and cooperation is required of all members of management and staff.

3.27 NOISE

The Noise at Work Regulations (2005) require employers to reduce noise levels to as low as reasonably practicable.

The **lower** exposure action values are:

- A daily or weekly personal noise exposure of 80 dB (A-weighted); and
- A peak sound pressure of 135 dB (C-weighted)

Suitable hearing protection must be made available for employees, but it is not mandatory for the employee to wear.

The **upper** exposure action values are:

- A daily or weekly personal noise exposure of 85dB (A-weighted); and
- A peak sound pressure of 137 dB (C-weighted)

Suitable hearing protection will be made available for employees and must be worn by the employee.

ABCA Systems Ltd. will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

ABCA Systems Ltd. also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress, and will take all reasonable steps to reduce noise levels as far as possible.

3.28 PERMITS TO WORK

ABCA Systems Ltd. work to permit schemes on client sites and will ensure that ABCA Systems Ltd. staff who are required to work to the permits have adequate information, instruction and appropriate training to enable them to conduct the task and prescribed on the permit in a competent manner.

3.29 PERSONAL HYGIENE

In order to safeguard health, it is important that employees maintain a high standard of hygiene to help prevent illness or industrial disease. This will benefit all employees, and individuals should always do the following:

- Wash their hands regularly;
- Wash their hands after handling contaminated material or waste;
- Wash their hands before eating;
- Wash their hands after using the toilet;
- Protect cuts and grazes appropriately;
- Report any rashes or other form of skin irritation which occur after handling chemicals or contaminated materials;
- PPE must be worn by the employee when required.

3.30 PERSONAL PROTECTIVE EQUIPMENT

It is ABCA Systems Ltd. policy only to use personal protective equipment (PPE) where the risk to health cannot be eliminated or reduced by any other method, and then only as a last resort. However, there may be specific hazards that are managed by engineering controls and still have a residual risk. Where this occurs, we will use appropriate PPE.

All employees issued with PPE are responsible for ensuring that it is in good condition and in proper repair. Defects must be notified to the individual employee's line manager.

PPE is selected based on the nature of the hazards and the degree of risk, considering the nominal protection factor which is needed to give maximum protection to the user.

All employees receive instruction on use, inspection, and maintenance of all PPE. Employees are responsible for informing their line manager if they have any defective equipment so that this equipment can be quarantined and new equipment issued.

ABCA Systems Ltd. acknowledges that health and safety hazards will have been identified if PPE equipment is to be introduced. It is the intention of ABCA Systems Ltd. to ensure, through the proper use of this equipment, that any risks are reduced to a minimum.

The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication.

3.31 SAFETY TRAINING

ABCA Systems Ltd. are committed to train all their employees in health and safety subjects relative to their normal day to day operation within the company.

Training will be organised where appropriate and will be available for all staff. Where identified training needs cannot be carried out in-house, external courses will be required to be attended by employees.

All line managers are responsible for identifying training needs by the annual employees' appraisal. All forms are completed and returned to the Department Director.

Employees will be trained in the use of all equipment used to carry out their day to day tasks. Where specialist equipment is to be used, only those persons who have undergone specific training shall be authorised to use such machinery.

A record of all training courses undertaken by employees will be kept at the Newcastle office and will be updated as and when the training has been carried out.

3.32 SMOKING / USE OF ELECTRONIC CIGARETTES

In full accordance with the Smoke-free (Premises and Enforcement) Regulations (2006) ABCA Systems Ltd. recognises its obligation to comply with the requirements of the regulations.

As such employees are **NOT** permitted to smoke in any part of any building/s used by ABCA Systems Ltd. in the pursuit of its business. Smoking or the use of electronic cigarettes in any vehicle is also not permitted where there is more than one user. Employees should consult their local branch on where smoking is permitted, if at all.

All visitors and contractors are expected to abide by the policy and it is the responsibility of all members of staff to advise them of the company requirements as necessary.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken. Breaches of any smoking policies will be dealt with through education and if staff refuse to adhere to policy then disciplinary action will be taken against any employee failing to comply with this requirement.

All waste with regards to smoking needs to be dealt with appropriately to reduce the risk of any fires being created.

To ensure this policy is followed, periodic monitoring will be carried out by the Department Director.

3.33 TEMPERATURE

ABCA Systems Ltd. acknowledges that problems can arise within both natural and artificially created environments.

We hope to ensure that employees are provided with a comfortable working environment suited to the type of work being undertaken.

Environmental factors (e.g. humidity and sources of heat in the workplace) combine with personal factors (e.g. the clothing a worker is wearing and how physically demanding their work is) to influence what is called someone's 'thermal comfort'.

Individual personal preference makes it difficult to specify a thermal environment which satisfies everyone. For workplaces where the activity is mainly sedentary (e.g. offices) the temperature should normally be at least 16 °C.

Where air conditioning systems are installed, these will be maintained regularly and employees will be advised on how best to use them in order to ensure effectiveness.

Areas that do not have air conditioning systems will be subject to temperature variations throughout the day. We will endeavour to keep these within a comfortable range.

The law does not state a minimum or maximum temperature, but the temperature in workrooms should normally be at least 16 °C or 13°C if much of the work involves rigorous physical effort

Any employee who has reason to believe that work temperatures are too high or too low should raise the matter with their line manager.

3.34 TEMPORARY AND CASUAL STAFF

ABCA Systems Ltd. will take the necessary steps to ensure the health and safety of any temporary or casual staff in its employment. Any problems connected with temporary or casual staff should be reported to a responsible person so that remedial action can be taken.

ABCA Systems Ltd. will ensure the following for all temporary or casual staff:

- They are competent to undertake the task which they have been contracted to do;
- They are provided with information to enable them to work safely;
- Supply information as required to employment agencies;
- They understand the company's systems of work and the action to take in the event of an emergency;
- Keep records of all information and training given;
- Conduct health surveillance prior to commencement of employment.

The implementation of this section requires the cooperation of management and staff and the person responsible for its implementation is the Department Director.

3.35 VIBRATION

ABCA Systems Ltd. will take all reasonable steps necessary to ensure that the risk of both short term and long term injury from vibrating tools (Hand Arm Vibration - HAV) and/or equipment (Whole Body Vibration - WBV) is either eliminated or reduced to a minimum.

ABCA Systems Ltd. also recognises that vibration levels below those which are recognised as being able to cause harm, can still cause problems and will take all reasonable steps to reduce vibration levels as far as possible.

ABCA Systems Ltd. will, as far as is reasonably practicable, take all steps to reduce vibration exposure levels of employees by means other than the use of personal protection.

Employees will have an individual assessment made of the task(s) to ensure any such exposure is reduced. Reference shall be made to the HSE guidance and assessment tools in such cases, inclusive of:

- *Exposure Limit Value* – Which is the maximum amount of vibration an employee may be exposed to on any single day, representing a high risk above which employees should not be exposed (ELV) or
- *Exposure Action Value* – The daily amount of vibration exposure above which employers must take action to control exposure (EAV) for assigned tasks.

Responsibility for the implementation of the provisions of this policy lies with the Department Director.

3.36 VISITORS

ABCA Systems Ltd. accepts its responsibility to ensure the health and safety of all personnel who come into contact with the company, whether directly or indirectly, or the consequences of our activities.

ABCA Systems Ltd. will make the following arrangements to enable this responsibility to be effectively discharged, and assigned overall responsibility for implementation to the Department Director:

- Visitor to sign onto site.
- Make sure that a responsible person knows the whereabouts of each visitor at all times;
- Make sure that all visitors are made fully aware of all the arrangements for health and safety that apply to them;
- Take all reasonable steps to prevent visitors, including trespassers, from becoming exposed to hazards.

3.37 WELFARE FACILITIES

It is the policy of ABCA Systems Ltd. to ensure the health, safety and welfare of all employees, so far as is reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of toilets and hand basins (with soap and hand towels), drinking water, as well as somewhere to rest and eat meals.

To ensure that suitable and sufficient washing and sanitary conveniences are maintained, the points listed below should be followed by all employees:

- Use washrooms and toilets only for their intended purpose;
- Clean up after yourself and ensure that all facilities are left in clean and tidy order;
- Report any damage, blockage, leakage or other defect to a responsible person without delay.

3.38 WASTE DISPOSAL

ABCA Systems Ltd. is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials which result from our work.

Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with statutory and environmental requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practicable in order to help protect the environment and make better use of resources.

To ensure that waste is disposed of safely and in accordance with statutory requirements, ABCA Systems Ltd. will:

- Not allow waste to accumulate and regularly move it to properly marked and suitable containers;
- Ensure compliance with the Duty of Care imposed by the Environmental Protection Act 1990, and all relevant waste regulations;
- Deal immediately with any reported problems regarding waste or waste disposal.

The person responsible for the implementation of this policy is the Department Director.

3.39 WORK RELATED UPPER LIMB DISORDER

ABCA Systems Ltd. is aware that some repetitive activities, or combination of activities, could result in the condition referred to as Work Related Upper Limb Disorder (WRULD) or Repetitive Strain Injury (RSI).

This commitment extends to taking all reasonable precautions necessary to secure the health and safety of employees through the application of engineering and sound ergonomic principles. We utilise INDG171 Managing Upper Limb Disorders in the Workplace when considering factors / observations / control measures.

Due to the nature of WRULD it is a clear responsibility of all employees to consult and inform management of perceived risks and of any symptoms.

The person responsible for the implementation of this policy is the Department Director.

3.40 WORKING AT HEIGHT

ABCA Systems Ltd. recognises that additional risks arise from working at height and will therefore take all reasonable steps to eliminate the need for working at height but if this is not possible we will provide a safe working environment for all employees who are required to undertake work at height.

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from ladders and through fragile roofs. The purpose of Working at Height Regulations (2005) is to prevent death and injury from a fall from height.

ABCA Systems Ltd. use INDG401 (rev2) to assist in 'reasonably foreseeable' risk assessment.

When working at height, employees must take all necessary precautions to avoid the risk of falling. Priority must be given to collective protection measures. ABCA Systems Ltd. use eye bolts to secure ladders to external brick work and personal protective equipment in the form of safety harnesses when working at height.

If work at height cannot be avoided the following general principles should be followed:

- All work at height should be properly planned and organised;
- Ensure that no work is done at height, if it is reasonably practicable to avoid it;
- Ensure that the work is properly planned, appropriately supervised and carried out in a safe way, as far as reasonably practicable;
- Plan for emergencies and rescue;
- Take account of the risk assessment carried out under the Management of Health and Safety at Work Regulations.

In consideration of the above general principles, the following factors should also be considered:

Weather conditions could endanger health and safety

- Postpone work at height if weather conditions endanger health and safety.

Training and competence are required by those who work at height

- ABCA Systems Ltd. will ensure that all employees involved with working at height are competent.
- All site employees will undertake the relevant Safe Working at Height (SWAH) training course
- Where applicable to their role, the relevant IPAF or PASMA accreditations will also be undertaken.

A safe place of work should be provided

- Ensure that the place where work is done at height (including the means of access) is safe and has reasonably practicable control measures to prevent a fall.

Ensure equipment for work at height is suitable and appropriately inspected

- When selecting equipment for work, ABCA Systems Ltd. will ensure we use the most appropriate/ suitable equipment;
- Give collective protection measures priority over personal protection measures.
- Take account of the working conditions and risks to the safety of all those at the place where the work equipment is to be used.
- All users of working at height access equipment will ensure that inspections are carried out after it is assembled/ installed and prior to use, and on a regular basis by a competent person.

Ensure the risks associated with fragile surfaces are properly controlled

- Avoid work on or near fragile surfaces unless this is the only reasonably practicable option.
- For work on or near fragile surfaces, ensure that suitable work platforms, coverings, guard rails etc. are provided.
- Risk assessments to be carried out.
- Provide prominent warning signage at approaches to fragile surfaces.

Ensure that the risks from falling objects are properly controlled

- Ensure that plant, equipment or objects are not thrown from height.
- Ensure that protective control measures are implemented to ensure objects cannot be tipped or kicked from height.

3.40.1 LADDERS

The working at height risk assessment must assess other forms of working at height equipment, prior to ladders being identified. All reasonable actions will be taken by ABCA Systems Ltd. to ensure the safety of employees who work with ladders.

Any work activity using ladders will be risk assessed and as a result of that assessment suitable ladders will be provided. Control measures will be introduced to reduce the risks to a minimum and information and training will be provided to employees.

All reasonable steps shall be taken by ABCA Systems Ltd. to provide a safe working environment for employees required to carry out their trade or professional skills at height. ABCA Systems Ltd. shall provide the necessary preventive and protective measures to prevent falls of persons or materials from the workplace, and will liaise with any other persons involved in the work activity.

The employee and any other person involved in the work activity shall cooperate in the implementation of this policy.

Ladders are only to be used as a workplace when other, better means are not reasonably practicable.

- The supervisors or equivalent identified each ladder with an individual mark and records this on a register denoting type, class and date first used.
- Only Class 1 or EN131 (industrial or trade class) ladders are used.
- Personnel inspect ladders before use to ensure that they are not damaged and more thoroughly on a weekly basis for damage or defects.
- Personnel quarantine ladders that have damage or defects and promptly inform the supervisors or equivalent of such damage or defects.
- All badly damaged ladders are destroyed.
- Personnel ensure that ladders are positioned on a firm and level base and away from any excavations or unstable ground.
- Personnel ensure that ladders are of an appropriate length, positioned away from hazards, at an angle of 75 degrees and are footed by someone until secured.
- Only one person shall be on the ladder at any time.

The responsibility for the implementation of this section of the policy lies with the Department Director.

3.40.2 ROOF WORK

ABCA Systems Ltd. will take all reasonable steps to secure the health and safety of those involved in roof work and acknowledges the safety hazards inherent in roof work, and intends to ensure that any risks are reduced to a minimum.

By carrying out risk assessments and providing safe systems and places of work, roof work can be carried out with minimal risk. ABCA Systems Ltd. will undertake to give information and training to enable its employees to carry out their work safely. Any problems experienced during roof work should be reported immediately to a responsible person (usually a manager or supervisor) so that action can be taken to eliminate the problem.

The implementation of this policy requires the co-operation of management and staff. The person responsible for implementing this policy is the Department Director.

3.40.3 PROCEDURE – FALL PREVENTION / FALL ARREST (Harnesses, lanyards & connecting devices)

There are 2 ways of using harnesses and lanyards:

1. As "work restraint", which means you cannot get to a position from which you can fall while attached. - "fall prevention".
2. As "fall arrest" which will catch you if you fall, and reduce, but not always prevent, injury, and from which you may have to be rescued. Fall prevention is above fall arrest in the hierarchy, and the two shouldn't be confused, even though the equipment may be similar or identical (no reason not to use a fall arrest lanyard for work restraint, as long as it is of suitable length).

- The Supervisor or equivalent identifies each item of fall prevention / arrest equipment with an individual mark and records this on a register.
- The Supervisor or equivalent examines fall prevention / arrest equipment when it is signed out and signed back in; it is stored to prevent damage between each use.
- The Supervisor or equivalent ensures that anchor points are designed and proven safe prior to permitting personnel to use any such point, and those points are re-tested following unplanned loading or a fall. Where this is on behalf of a client or other third-party, records will be held on file for each job in the contract file.
- Personnel thoroughly inspect fall prevention equipment before each use.
- Personnel wear fall prevention equipment when working in situations where a fall resulting in personal injury could occur and other means of protection are insufficient to prevent the risk of injury
- Use of fall prevention equipment is inspected during site inspections on the occasions that it is being used and the result recorded
- Fall prevention equipment is replaced when it becomes damaged, if a fall is taken that could compromise its strength or after 5 years of use, whichever is earliest.
- Fall prevention equipment condition is checked against a recording checklist at least every 6 months or monthly where it is used continuously.

3.40.4 MOBILE ELEVATING WORK PLATFORMS (MEWPs)

The Supervisor or equivalent arranges hire of MEWPs from reputable suppliers, considered for their diligence in providing plant that is maintained, inspected and suitable for the work scope, with all relevant manufacturers' literature supplied with each item of plant including a thorough examination certificate dated within the last 6 months in accordance with the Lifting Equipment and Lifting Operations Regulations 1998.

- The Supervisor or equivalent ensures that the ground state for the MEWP is adequate as regards level and firmness. This may require revision over the course of a contract due to physical obstructions and weather variations.
- Only competent personnel (or approved contract operators) operate MEWPs; a list of competent operators is maintained by the Company. No-one else is permitted to move, operate or interfere with these items of plant. Part of competency is training and this must be to the IPAF standard.
- Personnel inspect MEWPs before use for all operational safety features and complete a pre-shift inspection record according to the Manufacturer's Instruction Manual.
- Components found to be damaged are reported to the Site Manager or equivalent. If the damage may affect the safety of personnel using the MEWP it is not used until inspected and repaired by a competent person.
- Personnel operating scissor type MEWPs may not require the use of a secondary system of fall prevention (harness and short lanyard) provided they operate only within the confines of the platform and are travelling slowly across uneven surfaces.
- Personnel operating boom type MEWPs must wear a full body harness, lanyard and suitable attachment device (usually a locking karabiner, not a 'scaffold' clip) clipped to the platform attachment point at all times that they are in the working platform. The lanyard must not permit climbing up onto the guardrails and must not have a shock absorber. The Principal is to prevent the individual leaving the confines of the platform, either intentionally or inadvertently if travelling over rough terrain or traversing suddenly.

3.40.5 RESCUE OF PERSONNEL FALLING FROM HEIGHT (fall arrest / prevention harness)

Means of rescue such as MEWPs or tower scaffolds must be immediately available for use at all times when any fall arrest is in use, with a trained operator, if necessary.

- Where a person falls and is suspended by a full body harness and either a fall arrest or a fall prevention system it is paramount that they are returned to ground as swiftly as possible. Rapid intervention is essential if severe health effects and potential death is to be avoided.
- For this reason, the emergency procedure must be communicated to all relevant persons and an emergency plan put in place before the work commences.
- This may require individual actions and will form part of the Method Statement.
- The Supervisor or equivalent ensures relevant personnel are trained in this procedure before using these systems and how to execute it.

- Personnel witnessing/becoming aware of a fall raise the alarm immediately by telephone, sending someone for help or by going for assistance themselves.
- The casualty should be told not to move (if conscious) until assistance arrives.
- In this instance a 999 call must be made immediately and paramedic and rescue service assistance requested.
- If it is possible to reach the casualty and they are conscious they may be rescued by MEWP or a man-riding cage specifically designed for use with a fork-lift truck and suitably attached to the forks.
- If they can be reached, are conscious, but cannot be retrieved, a sling may be attached to each side of their harness and then below the feet to form a loop that they can stand up on; this prevents the tourniquet effect from inducing suspension trauma and slows the onset of shock.
- If the casualty is unconscious or incapacitated they must be reached and brought to ground level urgently and the rescue services may be the best qualified personnel to attempt this.
- On no account should unsafe methods be used to reach the casualty; these can put other persons at risk and increase the severity of the situation.
- Once returned to ground level or a place of safety, the casualty must NOT be lain down, they must be kept in a sitting position with the head raised in order to stabilise their circulation otherwise shock may ensue.
- Once the casualty is attended and safe the Supervisor or equivalent and the Health and Safety Advisor undertake a safety review and accident investigation into the event to establish cause and prevent re-occurrence.
- All equipment involved is initially retained for this investigation, then (once completed to the satisfaction of the relevant authority) the equipment must be destroyed to prevent inadvertent use.

Rescue of personnel trapped at height (MEWP)

- This procedure is used where an operator of a MEWP is trapped at height or requires first aid or medical attention.
- The Supervisor or equivalent ensures relevant personnel are trained in this procedure and how/when to execute it.
- The Supervisor or equivalent ensures rescue equipment is readily available at all times.
- This must be done in advance of any such work as delays could be critical.
- Personnel trapped at height raise the alarm by continuously sounding the vehicles horn or shouting until assistance arrives.
- The Rescuer referred to in this procedure is someone specifically trained to undertake the functions in this procedure.

Stage 1 of rescue

- The Rescuer will attempt to return the MEWP to ground level by using the ground controls located on the chassis

Stage 2 of rescue

- Where Stage 1 fails or cannot be expedited, the Rescuer will attempt to come alongside the inoperable MEWP using another MEWP, or a man-riding cage specifically designed for use with a fork-lift truck and suitably attached to the forks.
- The inoperable MEWP operator (and any other operatives) will prepare to transfer to the rescue platform/cage.
- The Rescuer will ascend to the height of the inoperable MEWP also using a fall-prevention harness and lanyard, bringing the platform/cage as close to the inoperable MEWP as possible.
- The operator of the inoperable MEWP (and any other operatives) will attach their lanyard to the front guardrail and climb into the rescue platform/cage with assistance from the Rescuer.
- They will attach themselves to a lanyard connected to the rescue platform/cage and unclip from the one connected to the inoperable MEWP. They will then descend to ground level and exit the rescue platform/cage.
- Should no Rescuer be on-site at this time or unsafe to approach the inoperable MEWP with another machine or if more urgent rescue is required proceed to stages 3 or 4 as appropriate.

Stage 3 of rescue

- Where the Rescuer cannot easily access the location of the MEWP or needs to administer first-aid, an extension ladder of sufficient length may be used provided that it is of adequate length and will not impose excessive side-loading on the MEWP.
- This will be deployed as for the procedure for ladders noted above.
- First Aid personnel can then ascend the ladder to assist the MEWP operator with the ladder adequately footed, or the operator can make their way to ground level having first tied off the ladder to the MEWP.

Stage 4 of rescue

- Where urgent medical attention is required or the preceding stages cannot be executed, the Supervisor /Manager or equivalent shall contact the Paramedics and Fire and Rescue Services on a 999 callout.
- Time shall not be wasted in hierarchy; anyone with supervisory capacity can expedite this procedure where they believe it is vital to the safety of the MEWP operator or other operatives.

Once the operative(s) are safe the Supervisor or equivalent and the Health and Safety Advisor undertake a safety review and incident investigation into the event to establish cause and prevent re-occurrence.

3.40.6 SAT AND DAT WORK

The requirement for SAT and DAT training for installation staff has been reviewed and it is deemed that ABCA Systems Ltd. installation staff do not carry out activities that require additional SAT and DAT training.

3.41 YOUNG PERSONS

The definition of a ‘Young Person’ relates to any person who has not reached the age of 18 years old.

Before permitting a young person to start work, a risk assessment will be carried out relating to the activities to be undertaken by the young person. This will be regularly reviewed to consider the young person’s performance, attitude and acquired skills. No employees under the age of 18 will be employed where the work:

- Is beyond their physical capabilities;
- Involves exposure to carcinogenic substances which cause genetic damage, harm to unborn children or cause any other chronic health effect;
- Involves a risk of accidents which they may not reasonably recognise due to their insufficient attention to safety, or lack of experience or training;
- Involves a risk to health from extreme temperatures (hot or cold), noise or vibration.

During training, young persons may operate high risk equipment provided they are adequately supervised.

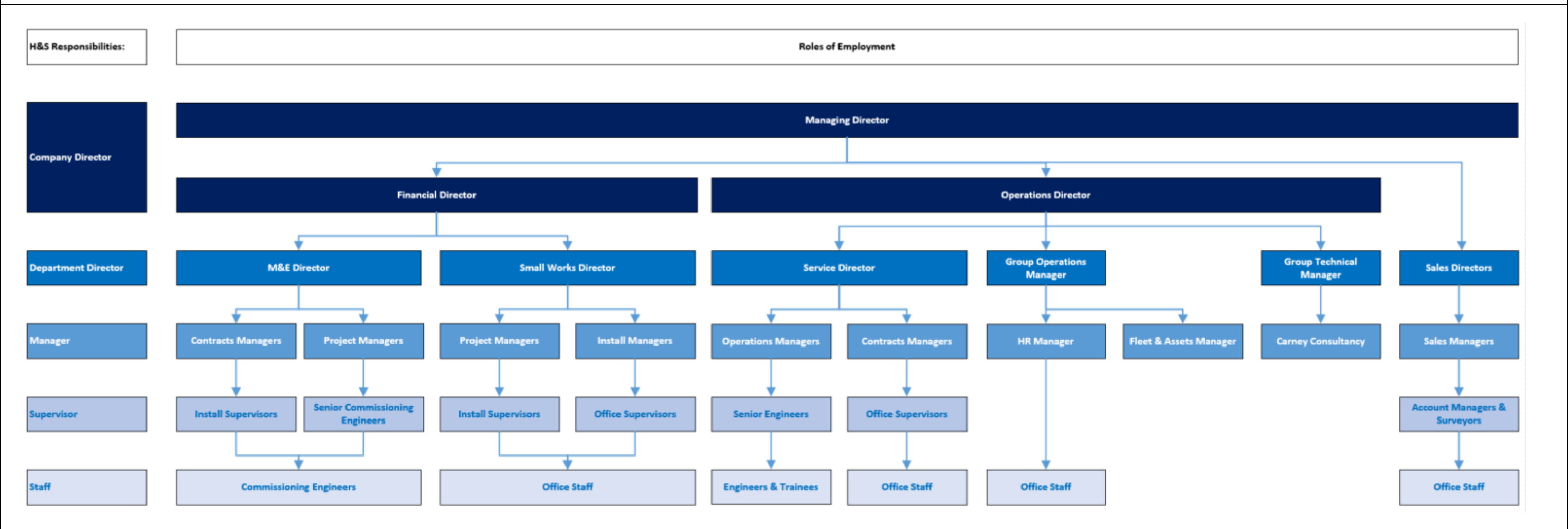
ABCA Systems Ltd. is aware of the additional risks that may follow as a consequence of the employment of young persons and will take all measures necessary to minimise those risks so far as is reasonably practicable. We will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

ABCA Systems Ltd. is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions.

Young persons will be given the raised level of information, instruction, training and supervision required to enable them to work safely.

Employees' concerns regarding young persons in the workplace should be addressed to the Department Director and measures will then be taken to investigate the circumstances and provide a solution.

The Department Director will have the responsibility for ensuring that the provisions of this policy are met.



GLOSSARY OF TERMS

ABSOLUTE DUTY:	No defence available against non-compliance with statutory requirements.
ACCIDENT:	An unplanned or unexpected event which may result in loss, injury or damage. • Contact with energy resulting in a loss (injury, damage). • Contact with substances resulting in a loss. • Or any combination of the above.
ACM:	Asbestos Containing Material. A
APPOINTED PERSON:	One who is trained in accordance with the appropriate schedule, competent to carry out the duties and appointed in writing.
APPROVED CODE OF PRACTICE (ACOP):	<p>A Code of Practice (COP) prepared by management, unions and/or the HSE, that has been approved and accepted by The Health and Safety Commission (HSC). ACOP have a special legal status and failure to comply with their recommendations could lead to a prosecution.</p>
COMPETENT PERSON:	A practical and reasonable person with sufficient documented training and experience, who knows what to look for, how to recognise it when they see it, and how to deal with it to make it safe. They also know and work within the limits of their competence.
COSHH:	Control of Substances Hazardous to Health.
DSE REGULATIONS:	Health and Safety (Display Screen Equipment) Regulations 1992.
ERGONOMICS:	The study of the relationship between workers and their occupation, equipment and environment and particularly, the application of anatomical, physiological and psychological knowledge to the problems arising there from.
FIRE PRECAUTIONS:	The measures taken and the fire protection features provided in a building (e.g. design, systems, equipment and procedures) to minimise the risk to the occupants from and outbreak of fire.
FIRE PREVENTION:	The concept of preventing outbreaks of fire, of reducing the risk of fire spreading and of avoiding danger to persons and property from fire.
FIRE RISK ASSESSMENT:	A fire risk assessment is an organised look at what, in your work activities and workplace, could cause harm to people. This will allow you to consider whether you have taken enough precautions or should do more to avoid harm. The important things you need to decide are whether a hazard is significant and whether you have covered it by satisfactory precautions so that the risk is acceptably low.
FIRST AID:	The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities or materials available at the time.
HAZARD:	Something with the potential to cause harm.
HSWA:	Health and Safety at Work etc. Act 1974.
INCIDENT:	An event where there is no shown damage, injury or loss, but which may cause problems to an organisation.
LOLER:	Lifting Operations and Lifting Equipment Regulations 1998.

LOSS:	Personal injury and/or asset damage.
MHSWR:	Management of Health and Safety at Work Regulations 1999.
MANUAL HANDLING:	Any means of transporting or supporting a load manually. Lifting, putting down, pushing, pulling, carrying or moving by hand or bodily force.
MEANS OF ESCAPE:	Structural means whereby a safe route is provided for persons to travel unaided from any point in a building to a place of safety.
METHOD STATEMENT:	A method of working that eliminates or reduces the risk of injury.
NEAR MISS:	An incident, which does not show a visible result, but had the potential to do so.
NEGLIGENCE:	The omission to do something, which a reasonable person, guided upon those considerations which ordinarily regulate the conduct of human affairs would do, or something, which a prudent and reasonable man would not do.
PERMIT TO WORK:	A formal written or verbal authority to operate a planned procedure, which is designed to protect personnel, working in hazardous areas or activities. Authority for a safe system of work.
POLICY:	A statement of corporate intent, which will be adopted and pursued as advantageous or expedient.
PPE:	Personal Protective Equipment (i.e.: hard hat, gloves, safety goggles, etc.)
PUWER:	Provision and Use of Work Equipment Regulations 1998.
REASONABLY PRACTICABLE:	A computation made in which the quantum of risk is placed on one scale, and the disadvantages involved in the measure necessary for averting the risk is placed upon the other. A balance between: risk and cost, inconvenience, effect on production.
RIDDOR:	Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013.
RISK:	The potential for harm, not actual harm. Risk reflects both the likelihood that harm and/or damage will occur and its severity.
RISK ASSESSMENT:	A process where hazards are identified and risks evaluated, with the objective of eliminating or reducing the risks as low as is reasonably practicable.
SAFETY POLICY:	A written statement of an organisations intent regarding the health and safety of their employees and operations in general. The legal requirement for a written Safety Policy is for organisations with 5 or more employees.
WORKPLACE:	The workplace may be described as any place where people are at work.

RECEIPT OF HEALTH AND SAFETY POLICY AND MANUAL

ABCA Systems Ltd. has compiled a Health and Safety Policy as legally required under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations.

The main Health and Safety Policy documentation is located online and is available for inspection upon request.

It is ABCA Systems Ltd.'s policy to issue each employee with a copy of the Health and Safety Policy in the form of an employee's Health and Safety handbook. It is important that you read and understand the details written within the handbook prior to signing your name at the bottom of this page.

I confirm that I have read and understand the employee's Health and Safety handbook and will comply with all rules that are imposed in the interest of safety.

Date: -----

Name: -----

Signature: -----

Please return this form to the HR Manager.
