



AECC
University College

Health & Safety Policy
Section 1 – Policy Statement

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SECTION 1: INTRODUCTION

1.1 Use of this document

This document is intended to outline the management commitment, arrangement and procedures for managing health and safety across the AECC University College. It is arranged across 3 documents:

Part 1 – Health and Safety Policy Statement

Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

These are designed to achieve the Plan, Do, Check, Act approach to managing health and safety within an organisation by identifying what needs managing and distributing this through the management chain. Procedures and arrangements are then set out to achieve the planned requirements.

The Principal has ultimate responsibility for health and safety within the organisation and ensuring adequate resources are made available to allow the effective implementation of this Policy. These responsibilities are further distributed through the management team, in particular the Executive Director of Administration who will coordinate the requirements on a day to day basis with line managers. Access to competent health and safety advice will be made available to assist in the monitoring, review and implementation of the policy and arrangements.

A positive culture can only be achieved when all employees are aware of their responsibility to manage their own health and safety and ensuring their activities do not harm other people while at work. This health and safety policy requires the commitment and co-operation of all employees working for or on behalf of the organisation. In pursuit of this our intent is:

- To publish and communicate our health and safety policy to all personnel working for or on behalf of the organisation.
- To ensure line managers recognise and are empowered to execute their influential role in managing occupational health and safety.
- To commit to ensuring that the policy is understood, implemented and maintained at all levels in the organisation.
- We recognise that management of health and safety should be integral to the organisation.
- We recognise that compliance with the legal requirements represent the minimum standards required. We are committed to continual cost-effective improvement.
- We commit ourselves to providing adequate and appropriate resources to implement the policy and associated procedures.
- We encourage active participation and operate a means for employees to consult on matters affecting their health and safety or that of others.
- The physical environment and equipment provided is managed so it does not pose a risk to a persons health or safety.
- We will put arrangements in place for the safe handling and use of any potentially hazardous substances.
- We will provide relevant information, instruction, training and supervision to employees and where relevant those working on behalf of the organisation.
- We will ensure employees working for or on behalf of the organisation possess sufficient skills, knowledge and experience relevant to their role and undertakings.
- To recognise and tackle the causes of stress before they lead to ill health.
- To ensure the policy and arrangements are reviewed at least annually and in light of amendments to the organisation, our undertakings, legislation, and best practice.

Signed: _____



Lesley Haig - Principal

Date: _____

29.07.19

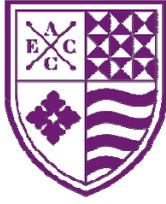
2.2 Plan, do, check, act

In order to work towards compliance and best practice it is the intention to use the HSE document *Managing for Health and Safety (Third Edition) HSG(65)* as a guidance source in particular implementing the plan, do, check, act approach.

The Plan, Do, Check, Act approach achieves a balance between the systems and behavioural aspects of management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.

2.3 Summary of arrangements

Requirement	Arrangement
A written health and safety policy.	A policy document available to all via the intranet with hard copies available on request.
Assessment of risks to employees, contractors, public and others affected by our activities.	Responsibilities distributed to line managers with others available to assist. Prescribed format for risk assessments. Training given to those with responsibilities. Review of risks at health and safety committee meetings and similar.
Arrangements for the effective planning, organisation, control, monitoring and review of the preventive and protective measures that come from risk assessment.	Responsibilities distributed to line managers. Expectations outlined in sections 2-3 of the document.
Access to competent health and safety advice, for example see the Occupational Safety and Health Consultants Register (OSHCR) at www.hse.gov.uk/oshcr	Currently engaging MSAFE Risk Management Ltd on an ad hoc basis. Senior employees are listed on the register.
Providing employees with information about the risks in your workplace and how they are protected.	Line managers to communicate findings of the risk assessments.
Instruction and training for employees in how to deal with the risks.	Line managers to communicate findings of the risk assessments.
Ensuring there is adequate and appropriate supervision in place.	A management hierarchy has been established.
Consulting with employees about their risks at work and current preventive and protective measures.	Health and safety committee is established. Line managers to consult with employees and feedback any issues.



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Health & Safety Policy
Part 2 – Roles & Responsibilities

November 2017

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SECTION 1: INTRODUCTION

1.1 Use of this document

This document is intended to outline the organisational structure which then informs the roles and responsibilities assigned to ensure that health and safety management is distributed through line management.

The document includes a summary of the roles and responsibilities however all information should be read in the context of the wider health and safety policy.

Part 1 – Health and Safety Policy Statement

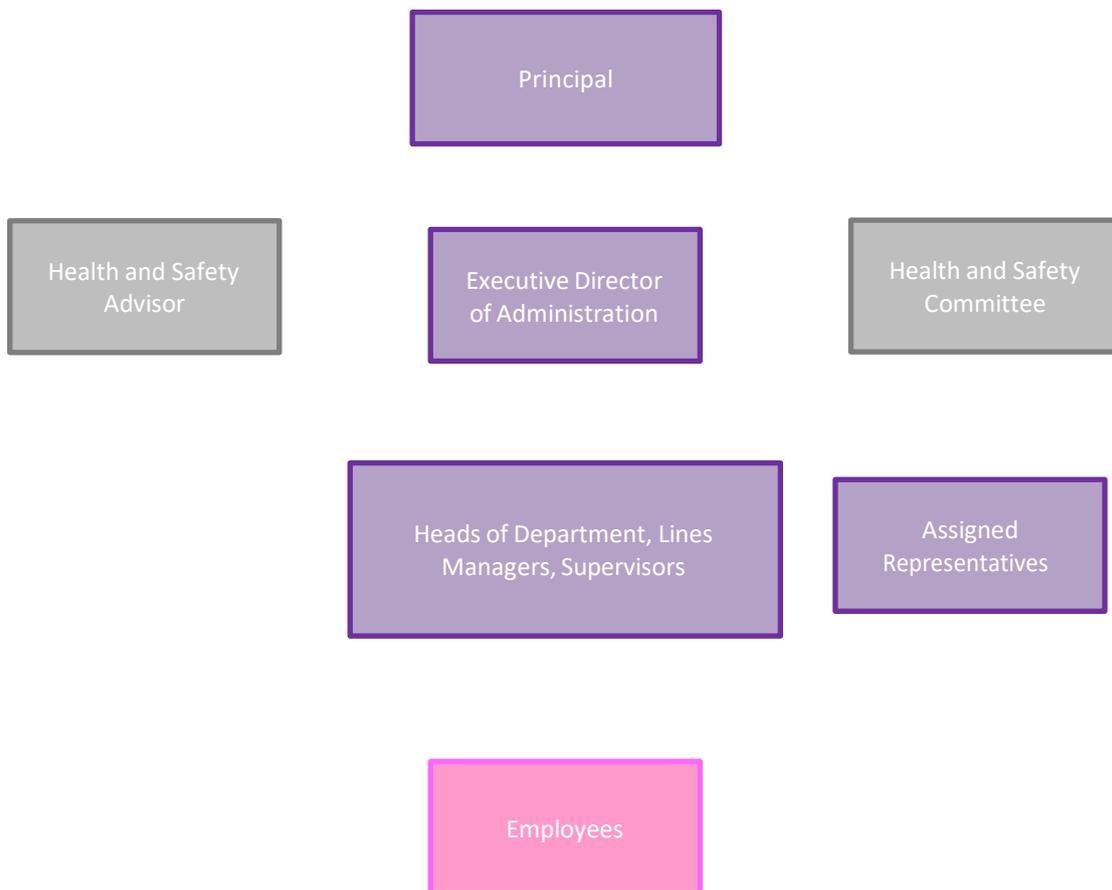
Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

SECTION 2: DISTRIBUTION

2.1 Organisation structure

The diagram below sets out the organisational structure in relation to the management of health and safety through the hierarchy.



SECTION 3: ROLES & RESPONSIBILITIES

3.1 Principal

The Principal's primary role is to ensure that the management team is effective in its task of setting and implementing the organisations direction and strategy in relation to the management of health and safety. This will predominately relate to ensuring that sufficient resources are allocated and the Executive Director of Administration is able to lead on health and safety management.

3.2 Executive Director of Administration

The Executive Director of Administration has responsibility for the University College's Human Resources, IT and Facilities and Building teams. They have oversight of health and safety across the organisation and act as the lead point of contact for Department Heads, Line Managers and Supervisors.

The Executive Director of Administration will be responsible for the planned implementation of effective health and safety standards according to agreed objectives and for ensuring that health and safety standards are taken into account in planning and organising work generally.

The practical implementation of the policy and procedures will be undertaken by Department Heads, Line Managers and Supervisors, overseen by the Executive Director of Administration.

Their key role and responsibilities will be to ensure that:

- They visibly encourage health and safety management.
- The health and safety policy is reviewed as prescribed and updated.
- Health and safety is a prime consideration during all organisational planning.
- They report to the Principal on resources required and ensure suitable distribution to the relevant departments.
- They regularly review health and safety management and direct the implementation of corrective actions.
- There is access to competent health and safety advice.
- There is a means for employees to consult on health and safety.
- They consider the "general principles of prevention" as detailed in the Management of Health and Safety at Work 1999 Regulations when making decisions on how to control hazards.
- They review all accident/incident investigation reports and ensure that action is taken based on the findings of the same and is sufficiently proportionate to minimise a reoccurrence.
- They review the health and safety inspections/reports and make recommendations directly to all line managers, representatives and employees in matters concerning health and safety.
- They act as the *responsible person* as described under the Regulatory Reform (Fire Safety) Order 2005.
- Arrangements are in place to ensure risk assessments are undertaken that reflect the organisations activities and undertakings.
- Arrangements and resources are in place to manage the *Statutory Inspections & Maintenance Schedule*.

3.3 Department Heads, Line Managers & Supervisors

Department Heads, line managers, supervisors and all other personnel within the business holding positions of responsibility over others, collectively known as the management team will ensure that:

- They visibly encourage health and safety management.
- They are familiar with the company policy applicable to their role and direct others to ensure the standards are observed.
- Any risks to the health, safety and welfare of staff under their supervision or any other persons affected by their department's work are identified, assessed and controlled.
- All staff under their control are made aware of the health and safety policy and associated documents and instructed in the implementation of the same.
- They review safety procedures and where necessary, recommend suitable changes.
- They encourage staff to identify any hazards and report them.
- They assess and arrange for instruction and where necessary training of employees under their control.
- They arrange for corrective actions arising from internal or external monitoring of health and safety to be addressed where within their area of control.
- Relevant statutory notices, instruction and warning information is displayed in their work area.
- Safe access and egress to workplaces is maintained.
- The workplace is maintained in a tidy condition and that regular clean-up periods are arranged for.
- The handling and storage of all equipment and materials is safe.
- First aid provision is maintained.
- Accidents or incidents are reported and recorded.
- All persons working under their control receive an induction.
- They provide all relevant information and assistance to the representatives to enable them to fulfil their role.

3.4 Purchasing and Procurement

Those undertaking any form of purchasing or procurement as part of their role should ensure:

- Contract awards are not made on price alone but on the basis that where relevant the work will be supervised and adequate resources are allocated to the management of health and safety.
- Appointments of contracts and sub-contractors will be based on the individual and or organisation being able to demonstrate they have the suitable the skills, knowledge and experience for the role or service they are providing.
- To communicate the health and safety policy to those they are making appointments with.
- All equipment and materials purchased are to the standards required by the policy and that they meet the minimum requirements laid down in law to eliminate or reduce risks.
- All suppliers are asked to provide information on any hazards associated with their undertakings or items supplied that demonstrates, so far as is reasonably practicable, that they or persons who may be affected are not exposed to risks to their health or safety.
- Third parties providing services, personnel, equipment, materials or similar must include for all necessary measures to control the hazards their employees or others who may be affected are exposed to. Where they make exclusions, clear information is to be provided on the nature of these exclusions and additional resources including costs that will need to be allocated to control the hazards.

3.5 Representatives

As part of management arrangements, individuals will be assigned as representatives for specific subjects, processes and geographical areas. The role of the representative is to compliment this policy and act as point of contact for staff on health and safety issues relevant to their assigned representative role. They will have responsibility for assisting in the monitoring and execution of the policy and procedures relevant to their assignment.

Representative	Area of responsibility
Heads of Department, Lines Managers, Supervisors	The geographical area or processes they are assigned to manage. Ensure risk assessments of the area/undertakings they are assigned to are undertaken and communicated effectively. Signpost and assist others undertaking risk assessments. Undertake monitoring inspections of the work area.
COSHH Representative	Coordinate with others than use hazardous substances and maintain a register of hazardous substances. Ensure assessments are in place for hazardous substances bringing potential health risks to the attention of the management team for action. Ensure measures designed to control exposure to hazardous substances are maintained. Review with others that use hazardous substances the potential to eliminate the use of a substance or change it for something less hazardous.
DSE Assessor/s	Liaising with HR to manage the identification and assessment of display screen equipment users.
Manual handling representative	Liaising with the management team in relation to specific area/tasks where requested and undertaking or advising on manual handling risks.
Fire representative	Assisting the Executive Director of Administration in ensuring that a fire risk assessment is undertaken for premises under their control and that the findings of the same are addressed. Managing fire safety actions and appointments.
First aid & accidents representative	Ensuring that there is adequate first aid provision. Ensuring that accident records are maintained and incidents are investigated.
Electrical representative	Ensuring that electrical installations and systems do not pose a risk of injury.
Catering representative	Ensuring that the kitchen facilities remain in good condition and the supply of food & drink does not pose a risk to those consuming the same.
Human resources	In addition to their human resources role, liaise with relevant representatives in relation to health and safety training, inductions and health monitoring.

3.6 Employees

Employees working for or on behalf of the organisation will be expected to comply with the duties placed upon them by the Health and Safety at Work Act 1974 and associated Regulations in particular the Management of Health and Safety at Work Regulations 1999.

This will include:

- To take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and
- As regards any duty or requirement imposed on the organisation or any other person by or under any of the relevant statutory provisions, to co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.

- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided in accordance both with any training in the use of the equipment concerned and the instructions respecting that use.
- Informing a line manager or any other employee of the organisation with specific responsibility for the health and safety of fellow employees:
 - of any work situation which they would reasonably consider represented a serious and immediate danger to health and safety; and
 - of any matter which they would reasonably consider represented a shortcoming in the employer's protection arrangements for health and safety.

In pursuit of the above this will generally require:

- That you do not carry out any tasks, which you feel you do not have the skills, knowledge or experience, or one, which involves unreasonably high risks.
- If you have not been instructed how to carry out a task safely stop and report to your line manager for instruction.
- You take care of your own safety, health and welfare and that of any other person who may be affected by your acts or omissions while at work.
- You to be aware that you have a duty prescribed by law to use all safety equipment and protective equipment prescribed and provided.
- You To comply with safe systems of work, procedures and controls as detailed in the risk assessments and associated procedures.
- You report to your line manager without delay any defect in the plant, equipment place of work or system of work which might endanger safety, health or welfare of which you become aware.
- You intentionally or recklessly interfere with or misuse any appliance, protective clothing, convenience or equipment for securing the safety, health and welfare of persons arising out of work activities.
- Use correct tools and equipment for the job and keep tools in good condition.
- Keep your work area tidy and free from hazards. Where they are present and could affect others your prevent access to the work area.
- Keep your work area tidy and dispose of waste in the correct manner using the facilities provided.
- Respect welfare facilities provided and keep them in good order.

Consultation:

You are encouraged to make suggestions and raise concerns. Indeed this document is in itself an invitation to consultation. Read it and if you have anything to contribute then please advise your line manager, or speak to one of the employees who will be attending the health and safety committee.

3.7 Health and Safety Advisor

The organisation engages the services of an external competent advisor to assist in provision of health and safety advice. All approaches to the same should be made via the Executive Director of Administration or as instructed by the same.

In general, their role when instructed will be to:

- Assisting the management team and representatives in undertaking their duties as requested.

- Promoting health and safety awareness.
- Where requested undertaking inspections/tours to report on health and safety performance.
- Undertaking accident/incident investigations when requested.
- Advising on and updating policy.
- Attendance at health and safety management review meetings/committees to advise on compliance and action required.

SECTION 4: CONSULTATION

4.1 Consultation

Information concerning safety matters, including the results of risk assessments, which may affect any or all staff, is communicated to them at induction and through training specific to their role and activities they undertake.

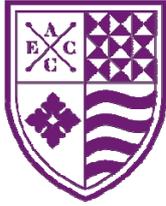
AECC University College will aim to operate a '*Don't Walk By*' policy. Employees are to communicate any health and safety concerns associated with the workplace, work activities or equipment to their line manager. Where possible the line manager will rectify the problem and inform the wider management team of the problem and the action taken. Where further assistance is required in order to rectify the problem, the issue will be raised and discussed at the committee meeting. Further advice from the health and safety advisor will be sought where necessary.

AECC University College operate a Health and Safety Committee which is a forum where any health and safety issues are raised, discussed and necessary action items established.

4.2 Committee

AECC University College have an established Health and Safety Committee which is made up of a cross section of AECC University College employees. The Committee is chaired by the Executive Director of Administration and aims to meet on a quarterly basis. The mission statement of the committee is:

- Continual improvement to meet or exceed legislative requirements and protection of the health, safety and welfare of all employees and contractors.
- To ensure objectives are met and be a responsive organisation, to make contact and provide forum for feedback and delivery.
- To continually review and investigate accident and incident reports and make improvements.



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Health & Safety Policy
Part 3 – Arrangements

November 2017

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SECTION 1: INTRODUCTION

1.1 Use of this document

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The document includes a summary of the roles and responsibilities however all information should be read in the context of the wider health and safety policy.

Part 1 – Health and Safety Policy Statement

Part 2 – Roles & Responsibilities

Part 3 – Procedure & Arrangements

SECTION 2: ARRANGEMENTS

2.1 Risk assessment

2.1.1 Requirements

Risk assessments are required by the Management of Health and Safety at Work Regulations, they also make good business sense. The requirement is for the employer to make a suitable and sufficient assessment of the risks to the health and safety of employees to which they are exposed; and the risks to the health and safety of persons not in employment arising out of or in connection with the undertaking.

Personnel will be assigned as a “representative” for geographical areas & processes within the organisation with responsibilities for ensuring that risk assessments are undertaken relevant to the same.

Risk assessments should be accessible for review by any person in the organisation. The findings of the risk assessments should be communicated to those who will be affected due to the tasks they undertake or geographical area they work in, this will include employees, sub-contractors, contractors and visitors.

Responsible person	Action/arrangement
Principal	Allocate resources for the identification, management and control of risks posed by the organisation and its undertakings. Act on advice or direction suggested by the Executive Director of Administration or other senior members of the Executive Staff.
Executive Director of Administration	Ensure that representatives are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the physical nature of the premises and activities undertaken therein. Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role. Ensure that those undertaking assessments have: <ul style="list-style-type: none"> - An understanding of the workplace - An ability to make sound judgements - Knowledge of best practicable means to eliminate or reduce the risks identified - The ability to recognise the extent and limitations of their own experience
Heads of Department/Line Managers/Supervisors	Undertake, or arrange to be undertaken risk assessments for areas and activities under their control. Ensure they review and consider the findings of the risk assessment and communicate the same to those under their control as part of training. Coordinate with the assigned representatives.
Assigned representatives	Undertake or arrange to be undertaken risk assessment for the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are taken into account when making the assessment. Ensure risk assessments are reviewed and updated if necessary in particular following any changes to the organisation, processes or physical nature of the area.
Operators/Others	Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.

Ensure you implement the control measures identified and outlined in your training.
Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.

2.1.2 Guidance

The policy is to identify hazards in the place of work and to assess the risk to safety and health and to control risks as far as is practicable so that they are reduced to an acceptable level.

Hazard refers to any substance, article, material or practice, which has the potential to cause harm to the safety, health or welfare of operatives at work.

Risk refers to the potential of the hazard to cause harm in the actual circumstances of use.

Risk Control measures are intended to reduce the risk to an acceptable level. Risk control measures will be taken in accordance with the “Principles of Prevention” detailed below;

- a) avoiding risks;
- b) evaluating the risks which cannot be avoided;
- c) combating the risks at source;
- d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, in particular, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health;
- e) adapting to technical progress;
- f) replacing the dangerous by the non-dangerous or the less dangerous;
- g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment;
- h) giving collective protective measures priority over individual protective measures; and
- i) giving appropriate instructions to operatives.

The risk assessment process will be undertaken using the HSE Five Steps to Risk Assessment format:

Step 1: Identify the hazards.

Step 2: Decide who might be harmed and how.

Step 3: Evaluate the risks and decide on precautions.

Step 4: Record your findings and implement them.

Step 5: Review your risk assessment and update if necessary.

Example copies of risk assessments can be found at: **LOCATION**

2.1.3 Training

Employees who are required to undertake risk assessments will receive training. This will include depending on their existing knowledge and experience;

- Training by the health and safety advisor on risk assessment.
- Online training on risk assessments.
- Training by other third parties particularly for unusual or high risk activities.

All employees will receive training in how to manage the hazards identified in the risk assessments in the course of their role. Normally this will be incorporated into the technical aspects of their day

to day role. Where specific risk assessments identify an additional specific training requirement this will form part of their training.

2.2 Monitoring

AECC will ensure that health and safety performance is monitored and measured by:

- Quarterly health and safety committee meetings.
- Quarterly premises and estates group meetings.
- Representatives and line managers complete formal monthly inspections of work areas.
- Health and safety advisor undertakes annual inspections of work areas.
- Recording and investigating all accidents and near miss incidents.
- Annual review of health and safety policy.

Responsible person	Action/arrangement
Principal	Undertaking proactive monitoring themselves directly by undertaking regular tours of the premises and reporting on and taking action to address any shortcomings.
Executive Director of Administration	<p>Undertaking proactive monitoring themselves directly by undertaking regular tours of the premises and reporting on and taking action to address any shortcomings.</p> <p>Ensuring that they attend or nominate a suitable senior substitute to attend health and safety committee and estates and premises meetings.</p> <p>Ensure the health and safety policy and arrangements are reviewed annually.</p> <p>Arrange for the health and safety advisor to undertake inspections.</p>
Representatives	<p>Undertaking formal monthly inspections of the area/process under their control and addressing any issues identified in the same.</p> <p>Undertaking proactive monitoring themselves directly by undertaking regular tours of the premises and reporting on and taking action to address any shortcomings.</p>
Heads of Department/Line Managers/Supervisors	<p>Ensure the monthly inspections are undertaken in areas under their control.</p> <p>Report issues escalated to them by employees or identified directly to the representatives for discussion at health and safety committee.</p>

First Aid & Accident	Provide summary accident and incident statistics for review at health and safety committee meeting.
Employees	Report and shortcomings or suggestions to eliminate or reduce risk to your line manager. Undertake daily/pre-use checks on equipment in line with your training. Report any statutory inspections or checks that appear to have expired.

2.3 Control of substances hazardous to health (COSHH)

Under the Control of Substances Hazardous to Health Regulations (COSHH) the employer is required to identify all hazardous substances used in the workplace, assess the associated risks posed to any staff potentially exposed to the substance and implement adequate control measures to avoid or reduce the risk to an acceptable level. Information on the nature of any hazards associated with a substance should be indicated on the packaging label or the Material Safety Data Sheet (MSDS) which can be obtained from the supplier.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	Ensure that a COSHH Manager is appointed to assist in discharging the duties under the Regulations. Provide access to training, resources and external expertise as necessary to enable the COSHH Manager to undertake their role.
COSHH Manager	<p>Substances</p> <p>Ensure that a schedule of all substances in use by the organisation is available and kept up to date.</p> <p>Obtain MSDS for substances and undertake an assessment of the same.</p> <p>Check substances against Workplace Exposure Limits (WEL). These are set out in EH40 http://www.hse.gov.uk/pubns/priced/eh40.pdf When undertaking the COSHH assessments using the data sheets, identify the make up of the substance and refer to EH40 then note any substances that are referred to in the same.</p> <p>Review any substances and associated tasks to identify where sample air monitoring may be required to identify if the WEL is being approached and/or effectiveness of control measures.</p> <p>Review and ensure the following is undertaken in consultation with the management team:</p>

	<ul style="list-style-type: none"> • Avoid the use of the substance if possible. • Substitution for a less harmful substance. • Reduce exposure to the substance. • Provision of adequate natural ventilation. • Provision of adequate mechanical ventilation. • Provision of suitable and sufficient personal protective equipment. <p>Local Exhaust Ventilation (LEV)</p> <p>Work with the line managers to ensure that a register of LEV in use on the premises is maintained.</p> <p>Work with the line managers to ensure a periodic thorough examination and test (at least every 14 months) of each piece of LEV is undertaken and keep this record for at least 5 years. Ensure there is information on the installed LEV system to confirm it provides adequate protection, and keep for the life of the equipment.</p>
<p>Heads of Department/Line Managers/Supervisors</p>	<p>Discuss substance selection with the COSHH Manager. Aim to eliminate use of a hazardous substance where possible or substitute for one that is less harmful.</p> <p>Ensure the COSHH Manager is informed of the intention to introduce a new substance.</p> <p>Ensure control measures outlined in the COSHH Assessment are complied with.</p> <p>Ensure there is access to first aid facilities sufficient for the substance being used and in the vicinity of the same.</p> <p>Ensure employees are trained and are aware of how reduce the risk to their health when using potentially hazardous substances.</p> <p>Report to the COSHH Manager any piece of local exhaust ventilation that does not have a valid examination and test.</p> <p>Local Exhaust Ventilation (LEV)</p> <p>Maintain a register of LEV in use.</p> <p>Ensure a periodic thorough examination and test (at least every 14 months) of each piece of LEV is undertaken and keep this record for at least 5 years. Ensure there is information on the installed LEV system to confirm it provides adequate protection, and keep for the life of the equipment.</p>
<p>Operators/Others</p>	<p>Ensure you are aware of the substances used in processes you undertake.</p>

	<p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report any faults in PPE/RPE/LEV provided to control hazards associated with the substances.</p> <p>Report any health issues you have particularly any that could be as a result of working with hazardous substances.</p>
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2.4 Display Screen Equipment (DSE)

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices. AECC recognises there is a requirement to identify DSE users and to assess the risks to the same and introduce control measures where required.

Prolonged use of Display Screen Equipment (DSE) can cause several adverse health effects:

- **Repetitive strain injury (RSI)** – can cause temporary cramps, aches and pains in the hands, wrists, arms, neck, shoulders or back. Usually, these disorders only occur after long uninterrupted sessions of DSE work and soon disappear but in a few cases can become permanent and even disabling.
- **Stress / fatigue and headaches** – are more likely to result from poor job design, work organisation or user interaction rather than the physical aspects of the work station. However, stress / fatigue and headaches may result from screen glare, poor image quality, a need for spectacles, stress arising from work demands, anxiety about new technology, working for prolonged period without a break, poor posture or a combination of the above.
- **Skin disorder** – can be caused in rare circumstances. A small number of people have suffered from skin irritations and rashes after prolonged work. This is thought to be caused by a combination of dry air caused by heat from the DSE and static electricity, although there is no conclusive evidence to support this.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that a representative/s for DSE is appointed to assist in discharging the duties under the Regulations by undertaking or assisting in identifying and assessing the risks to DSE users.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p> <p>Ensure that resources are available for eye and eye sight tests and corrective eyewear identified as being specifically required for use of DSE.</p>

<p>DSE Representatives</p>	<p>Assist line managers in identifying if an employee is a DSE user. Even where an employee is not recognised as a user, an assessment may still be completed.</p> <p>The DSE Representative will:</p> <ul style="list-style-type: none"> - Undertake/or arrange for a workstation analysis to assess and reduce risk. - Ensure that the controls identified by the assessment are in place. - Provide information and training to DSE users (this may be directly of through third parties/on line training). - Where requested facilitate eye and eyesight tests. - Review the assessments where the user or DSE changes.
<p>Heads of Department/Line Managers/Supervisors</p>	<p>Identify users of display screen equipment and arrange for a workstation assessment to be undertaken by the DSE Representative or other trained person. A user would normally use DSE for continuous spells of an hour or more on a daily basis.</p> <p>Monitor and ensure that control measures required by the assessment are available and implemented.</p> <p>Ensure assessments are undertaken when the user or DSE equipment changes.</p>
<p>DSE Users</p>	<p>Take note of training you receive in relation to DSE equipment.</p> <p>Utilise any equipment, or take corrective action as outlined in any assessment you receive.</p> <p>Report any changes in health or ability to undertake work with DSE equipment.</p>

When assessments have been undertaken assessors should manage the results of the same in particular considering:

- Prioritising the highest risk concerns first.
- Investigating and where possible identifying causes of ache and pains from users.

Training

Those who are identified as users of DSE should receive training and this will include. Actions and procedures that can be adopted by the user to make the necessary adjustments including:

- The arrangement of workstation components to facilitate good posture to prevent over reaching and avoid glare and reflections on the screen
- Using adjustment mechanisms on chairs to provide a comfortable seating position
- Determining the most suitable monitor height and angle
- The importance of taking regular breaks and changes of activity away from the workstation

- The need for regular cleaning (or inspection) of screens and other equipment for maintenance.

2.5 First Aid

The requirement for first aid is set out in The Health and Safety (First Aid) Regulations. The Regulations are however non-prescriptive; and requires that first aid provision must be adequate and appropriate in the circumstances. There must be sufficient first aid equipment, facilities and personnel at all times. Notwithstanding this, AECC will provide at least one qualified first aider (3 day) person to be available at the premises at all times, or where through risk assessment deemed lower risk at least 1 appointed person.

Each First Aider will be supplied with their own first aid kit, which should be kept at the premises they operate from. Contents of the first aid boxes are checked as part of the First Aider's duties and items reordered as necessary.

Although not a legal requirement we will aim to use first aid kits compliant with British Standard BS-8599-1:2011. Suggested contents are detailed below:

Item	Small (up to 25 persons)	Medium (up to 25-50 persons)	Large (over 100 persons)
"First Aid in an Emergency" booklet	1	1	1
Medium Dressing 12x12cm	4	6	8
Large Dressing 18x18cm	1	2	2
Triangular Bandage	2	3	4
Finger Dressing 3.5x3.5cm	2	3	4
Conforming Bandage 7.5cm x 4.5m	1	2	2
Safety Pins	6	6	24
Eye-pad	2	3	4
Washproof Plasters (assorted) 10pk	4	6	10
Sterile Moist Cleansing Wipes 10pk	2	3	4
Microporous Tape 2.5cm x 10m	1	1	1
Nitrile Powder Free Gloves (pair)	6	9	12
Face Shield (Resuscitation mask with valve)	1	1	2
Disposable Heat Retaining Foil Blanket	1	2	3
Burns Dressing 10x10cm	1	2	2
Scissors	1	1	1

Eye wash bottles (also in suitable locations around the site where there is risk of eye injury).	2	4	6
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Medicines

It is recommended that supplies of analgesics, pills or medications are not kept in First Aid Boxes. Individuals who believe they might have a need of these items must be responsible for their own supplies.

Epipen

The use of an Epipen to treat anaphylactic shock is an example of an exemption from the restriction imposed by the medicines legislation. Therefore, first-aiders may administer an Epipen if they are dealing with a life-threatening emergency involving a casualty who has been prescribed and is in possession of an Epipen, and where the first-aider is trained to use it.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that a First Aid & Accident Representative is appointed to assist in discharging the duties under the Regulations.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p>
First Aid & Accident Representative	<p>Lead the requirement to assess first aid requirements consulting with the health and safety committee. This will consider:</p> <ul style="list-style-type: none"> - nature of the work undertaken - workplace hazards - nature and size of the workforce - holiday & absence cover - history of accidents <p>Ensure that first aid facilities are available in suitable locations and the contents is reviewed, checked and re stocked as necessary.</p>
Heads of Department/Line Managers/Supervisors	<p>Discuss with the First Aid & Accident Representative changes in the workforce (numbers/age/skills), location of work, processes and activities undertaken so that the first aid assessment of need can be updated as necessary.</p> <p>Assure themselves that there is sufficient access to first aid provision (trained first aiders and equipment) for all persons under their control.</p>
Employees	Report all accidents/incidents to your line manager.

	<p>Unless in case of a true emergency do not take/interfere with the first aid provisions and report anything you do take.</p> <p>Ensure your line manager and human resources are aware of any pre existing medical issues.</p>
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2.6 Training

Inadequately trained employees are potentially hazardous to themselves and their colleagues. Management at AECC shall identify the training needs of their staff and ensure they are fulfilled. It is the policy of AECC that all new personnel shall receive health and safety training as part of their induction.

AECC will:

- Provide basic induction training for all new employees on commencement with AECC.
- Assess the training need of employees and provide the correct level of training for employees to work in an efficient and safe manner without risks to their health.
- Undertake an annual review of training requirements.
- Provide additional training when introducing new work equipment or processes.
- Ensure training needs are monitored by human resources and line managers.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	Provide access to training, resources and external expertise as necessary to enable those with responsibilities to undertake their role.
Human resources	<p>Ensure that all new employees receive induction training and the same is recorded.</p> <p>Develop and update as necessary a training matrix that identifies basic health and safety training needs for employees. This may be incorporated with other skills or orientation based training they receive.</p> <p>Initiate, arrange and manage training required with the relevant line managers.</p> <p>Review and assess employee training on a regular basis with the management team and ensure that all employees are receiving training that is suitable and sufficient to the tasks they are undertaking.</p> <p>Keep records of training including relevant certificates and ensure that where relevant expiry dates or refresher requirements are identified.</p>
Heads of Department/Line Managers/Supervisors	Ensure that human resources are aware of all new starters including temporary or contract staff.

	<p>Regularly review training records of those under their control with human resources, identify gaps and ensure required training is undertaken.</p> <p>Review and assess employee training on a regular basis with the management team and ensure that all employees are receiving training that is suitable and sufficient to the tasks they are undertaking.</p>
Employees	<p>Attend all training you are requested to attend.</p> <p>Report any shortcomings or areas where you feel you do not have sufficient training.</p>

2.7 Accidents & incidents

Accidents, incidents and near misses should be recorded as these can act as a source of information for identifying areas where existing hazard controls are inadequate or not being applied correctly. A positive accident and incident reporting culture can assist in ensuring that relatively minor incidents are identified and preventative action taken before serious harm occurs. The emphasis should not be on apportioning blame.

There is a specific requirement for reporting accidents, illnesses and dangerous occurrences to the Health and Safety Executive where they meet the relevant thresholds or prescriptions under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).

If an accident is fatal or very serious then the Health and Safety Advisors must be immediately advised by telephone. If the accident is fatal, the scene of the accident must be left undisturbed after notice has been given other than for rescue purposes or to prevent further accidents from occurring.

The root cause of any accident/incident or near miss is to be identified and the following as a minimum:

- 1 – Reinforce the existing control measures where they are sufficient but failed due to management or individual diversion from the existing control measures. This may require reinforcement of existing control measures, re-training of employees and a programme of reinforcement training to existing and new employees as required.
- 2 – Introduce new control measures that address the root cause of the incident and undertake a programme of training and communication to ensure that all employees are aware of this new control measure. Relevant third parties are to be informed of these new control measures as appropriate.

Responsible person	Action/arrangement
Principal	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p> <p>Review accident and incident reports and satisfy themselves that existing control measures are adequate or that corrective action is planned.</p>
Executive Director of Administration	<p>Ensure that representatives for First Aid & Accidents are appointed to assist in discharging the duties under the Regulations.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p>

	<p>Report or arrange for the reporting of accidents, illnesses and dangerous occurrences as necessary to the Health and Safety Executive under the Reporting of Injuries, Disease and Dangerous Occurrences Regulations 2013 (RIDDOR).</p> <p>Guidance on when to be report can be found at http://www.hse.gov.uk/riddor/reportable-incidents.htm</p> <p>The full Regulations are at http://www.legislation.gov.uk/uksi/2013/1471/contents/made</p> <p>Reports can be undertaken on line at http://www.hse.gov.uk/riddor/ or by calling 0845 300 99 23 (normally only for fatalities). Normally a report should be actioned as soon as possible if you are aware the incident/accident is notifiable if not within 7 days.</p>
First Aid & Accident Representative	<p>Receive information on all accidents and incidents that have occurred in the company and record the same in the prescribed format for reporting at the health and safety committee.</p> <p>Monitor accident and incident statistics with a view to identifying trends.</p> <p>Encourage near miss reporting to identify areas where existing hazard control measures may require improvement.</p> <p>Review all accidents/incidents/near misses and undertake an investigation commensurate with the nature of the occurrence.</p> <p>Assist the Executive Director of Administration in undertaking RIDDOR Reports.</p> <p>Advise when an accident/incident is outside of their area of expertise and consult with the external health and safety advisor/other relevant source of advice.</p>
Heads of Department/Line Managers/Supervisors	<p>Monitor and ensure employees report accidents/incidents to the First Aid & Accident Representative.</p>
Employees	<p>Report any accidents or incidents to your line manager.</p> <p>Cooperate with any accident/incident investigation.</p>

2.8 Managing contractors

AECC have a duty to manage contractors to comply with the requirements of the Management of Health and Safety at Work Regulations and where the work involves construction, the Construction (Design & Management) Regulations. Arrangements should be in place to ensure that contractors working do not affect the health and safety of employees and the public. Likewise, arrangements should be in place to ensure that AECC activities do not affect the health and safety of contractors.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that arrangements are in place for the management of contractors and that line managers engaging contractors understand the same.</p> <p>Provide access to training, resources and external expertise as necessary to enable line managers to manage contractors.</p>
Heads of Department/Line Managers/Supervisors Electrical Representative	<p>Prior to appointment</p> <p>Ensure that the contractors they intend to appoint can demonstrate their competency (skills, knowledge and experience) in relation to their work and health and safety relevant to the same.</p> <p>Ensure that hazards associated with the site and work area have been communicated to them.</p> <p>On premises</p> <p>Receive contractors that they have engaged directly or you have been instructed to liaise with.</p> <p>Ensure that hazards associated with the site and work area have been communicated to them.</p> <p>Ensure that the area contractors are working in does not pose a risk to employees and vice versa.</p> <p>Ensure the contractors sign in and receive an induction/contractor briefing including information on:</p> <ul style="list-style-type: none"> - site rules and safety procedures - specific personal protective equipment requirements - what to do in an emergency, the sound of the alarm and how and when to raise it. <p>Operate relevant permits to work:</p> <ul style="list-style-type: none"> - Hot works - Lock out and tag out procedures <p>Tour the premises and observe the contractor working and assure yourself the work is being undertaken safely.</p> <p>Post works</p>

	Review the works, with the contractor if necessary and others who the work may have affected. Decide if the work was undertaken safely and where relevant the contractor will be used again.
Employees	<p>Respect instructions from visiting contractors to keep clear of the work area etc.</p> <p>Report to your line manager any serious shortcomings you observe with the contractors working methods.</p> <p>Do not undertake any activity that will put adjacent visitors and contractors at risk.</p>

2.9 Permits to work

In order to assist with management of contractors it is proposed that permits to work will be operated to control significant hazards and assist in ensuring communication and coordination between representatives on the premises and contractors.

The permit details the work to be done and the precautions to be taken (for instance, they may involve action to be taken to minimise the fire risk or prevent reactivation of services). Permits should be issued, checked and signed off as being completed by someone competent to do so, and who is not involved in undertaking the work.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that line managers are aware of and can implement the relevant permits to work.</p> <p>Review at the health and safety committee the effectiveness of permit to work procedures and amend/substitute or revoke as necessary.</p> <p>Provide access to training, resources and external expertise as necessary to enable line managers to operate the permit to work system.</p>
Heads of Department/Line Managers/Supervisors	Review with contractors their proposed undertakings prior to the commencement of works. Where possible, issue information on permit to work systems they will be required to work with on AECC premises.
Electrical Representative	<p>Issue and monitor the control measures required by permits to work including but not limited to:</p> <ul style="list-style-type: none"> - Hot work permit - Lock out and tag out procedure for work on services/equipment
Employees (including contractors)	Comply with the agreed permit to work system.

	Do not interfere with any measures designed to protect others.
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2.10 Electricity and electrical equipment

The electrical installation at the premises AECC operate from together with the electrical equipment in use can pose a risk to employees and visitors if not managed. AECC will ensure that electrical systems and equipment is maintained, so far as reasonably practicable, to prevent danger. This will include all items of electrical equipment including fixed or portable equipment

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that a person/s is assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards the electrical equipment and installations pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and external expertise as necessary to enable those with responsibilities to undertake their role.</p>
Heads of Department/Line Managers/Supervisors	<p>Training/instruction Instruct the users of equipment on the daily user checks that need to be taken and who any faults should be reported to.</p> <p>General Review electrical equipment regularly (at least monthly more frequently when it is used daily) through a visual inspection and look for the following signs which may indicate a fault in the equipment which could lead to shock or fire:</p> <ul style="list-style-type: none"> • Damaged cables. • Bent plug pins. • Scorch marks. • Cracked plug casing. • Taped joints in cable. • Outer casing is not effectively secured into the plug or the equipment, exposing the coloured internal cables. • Damage to the external casing of the equipment, or loose joints and screws. • The equipment has been subject to conditions for which it is not suitable (e.g. the equipment is wet or excessively contaminated). <p>Portable Appliance Testing Liaise with the electrical representative on the purchasing/obtaining any new portable electrical equipment so they can keep the register up to date.</p> <p>Environment</p>

	<p>Ensure that electrical equipment used is suitable for the environment in which it is used and does not pose a risk eg through use of equipment in an environment that becomes wet, or could cause a fire/explosion due to presence of substances in the atmosphere.</p> <p>Unauthorised/non AECC equipment</p> <p>Review with the electrical representative unauthorised equipment brought onto the premises and decide if it is safe, can be inspected and tested as a piece of AECC equipment or should be removed from site.</p> <p><i>Student equipment – Student equipment (e.g. mobile phones and laptops etc) will inevitably be used in the AECC premises with limited control that AECC can have over the same. Notwithstanding this, if students appear to be using equipment that is clearly damaged they should be asked to refrain from using the same on the premises.</i></p>
<p>Electrical representative</p>	<p>Ensure that the premises electrical installation is inspected and tested at least every 5 years and that copies of the same are retained. Undertake regular visual inspections of outlets, lighting and containment to ensure that the general condition of the installation remains in good order.</p> <p>Arrange for the isolation of repair of any electrical distribution or equipment where a fault or damage is identified.</p> <p>Ensure that any electrical installations, adaptations/additions are undertaken in a safe manner, within the capacity of the existing system and that a commissioning certificate is issued for all associated work.</p> <p>Maintenance and testing of electrical systems is only undertaken by trained and competent persons.</p> <p>A lock out and tag out procedure is to be used to isolate and control all work on electrical installations.</p> <p>No live work is permitted.</p> <p>Portable Appliance Testing</p> <p>Maintain a register of portable electrical appliances used on the premises that identifies the inspection and testing regime for the same.</p> <p>Monitor the inspection and testing regime and ensure that it is kept up to date.</p>
<p>Employees</p>	<p>Undertake daily user checks of equipment.</p> <p>Report any faults to your line manager and do not use the equipment.</p> <p>Inform your line manager of any piece of equipment that does not appear to have a valid portable appliance test.</p> <p>Report any faults or damage with the main electrical distribution system you observe.</p> <p>Do not overload sockets through use of multi adapters.</p>

The inspection and testing regime shall be in line with HSE recommendations set out in the table below as a minimum. The inspection and testing regime will be more frequent where the risk assessment deems that the environment the equipment is being used in and/or frequency of use deems that the equipment could be at greater risk of damage/deterioration.

Equipment	User checks	Formal visual inspection	Combined inspection & testing
Battery operated (less than 40 volts)	No	No	No
Extra low voltage: (less than 50 volts AC) eg telephone equipment low voltage desk lights	No	No	No
Heavy industrial/high risk of equipment damage (but not construction)	Yes, daily	Yes, 6-monthly	Yes, 6-12 months
Light industrial	Yes	Yes before initial use then 6 monthly	Yes before first use on site then yearly
Office information technology; eg desktop computers VDU Screens, photocopies, fax machine.	No	Yes 2- 4 years	No if double insulated- otherwise up to 5 years.
Double insulated (class ii) equipment: Not hand held. Moved occasionally eg fans, table lamps, slide projectors	No	Yes 2-4 years	No
Double insulated (class ii) equipment: Hand-held eg some floor cleaners, kitchen equipment.	Yes	Yes 6 months – 1 year	No
Earthed equipment (Class 1): eg electric kettles, some floor cleaners.	Yes	Yes 6 months – 1 year	Yes 1-2 years
Cables (leads) and plugs connected to the above. Extension leads (mains voltage)	Yes	Yes 6 months – 4 years depending on the type of equipment it is connected to.	Yes 1-5 years depending on the type of equipment it is connected to.
Construction equipment			
110v equipment	Yes, weekly	Yes, monthly	Yes, before first use on site then 3 monthly
230v equipment	Yes, daily/every shift	Yes, weekly	Yes, before use on site then monthly
Fixed RCDs	Yes, daily/every shift	Yes, weekly	Yes, before first use on site then 3 monthly (portably RCDs – monthly)
Equipment in site offices	Yes, monthly	Yes, 6-monthly	Yes, before first use on site then yearly.

Extract from HSG107 (Third edition) Published 2013 Maintaining Portable Electrical Equipment.

2.11 Manual handling

It is a legislative requirement to identify tasks that will require manual handling and so far as is reasonably practicable avoid the same where there is a risk of injury. AECC takes this requirement

seriously and will ensure that measures are in place to either avoid manual handling, reduce the size and weight of items that require manual handling and/or introduce mechanical devices to assist with handling.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that line managers are able to assist in discharging the duties under the Regulations by identifying tasks that require manual handling during risk assessments and identifying if the existing control measures are sufficient.</p> <p>Provide access to training, resources and external expertise as necessary to enable the line managers to undertake their role.</p>
Line managers	<p>Ensure that they consider manual handling risks when undertaking risk assessments. For repetitive, complex, high risk manual handling tasks complete a specific manual handling risk assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Consider how the materials used, equipment, workplace etc could be adapted to avoid or reduce the risk of manual handling.</p> <p>Ensure they take account of the findings of the manual handling issues identified in risk assessment and communicate the same to those under their control as part of training.</p>
Manual handling representative	<p>Liaise with the line managers and employees as necessary to:</p> <ul style="list-style-type: none"> - Arrange or deliver training and information on manual handling - Assist with undertaking specific manual handling risk assessments
Human resources	Bring to the attention of the relevant line manager any health condition of specific employees reported to them that may impact on, or increase the risk to health of an employee undertaking manual handling.
Employees	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures relevant to manual handling identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.</p>

	Bring to the attention of human resources and your line manager any health condition that may impact on your ability to undertake any form of manual handling.
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Where manual handling cannot be avoided or substituted for a mechanical means of lifting, the following safe working principles should be adopted:

- Share the load with a colleague and agree safe working principles.
- Wear appropriate gloves, safety footwear and other personal protective equipment as appropriate to the working environment and risks associated with the task.
- Ensure the route is free from obstructions and of a good surface.
- Assess if the weight of the object is within your capability. Seek assistance if necessary.
- Avoid twisting, stooping or reaching to lift or place down the load.
- Keep the load close to your body.
- For repetitive work ensure sufficient breaks are taken.

Correct Lifting Technique

- a) Place feet approximately one shoulder width apart with left or right foot slightly in front of the other.
- b) Bend knees slightly around the load if possible and grip the load securely keeping a straight back.
- c) Use the legs to lift the load rather than the back.
- d) Hold load with heaviest side close to the trunk and move feet to turn, do not twist body.

2.12 Machinery and equipment

Any machinery and equipment purchased is built to the relevant European Standards and have a current EC Certificate of Conformity. The equipment will have a risk assessment in accordance with the Provision and Use of Work Equipment Regulations taking into account the Management of Health and Safety at Work Regulations hierarchy of risk control. Work equipment considered for selection shall comply with all statutory requirements and be safe to operate.

Prior to purchase and use new equipment should be assessed to ensure that it does not pose a risk to the safety of users or others who may be affected.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that a person/s are assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards the machinery and equipment pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and external expertise as necessary to enable those with responsibilities to undertake their role.</p>

<p>Heads of Department/Line Managers/Supervisors</p>	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure machinery and equipment in use is taken into account when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Ensure all operatives have undergone training (regardless of their level of experience) on the hazards associated with each item of equipment and the safe working procedures to be adopted. The operative training provided should be based on the findings of risk assessments, company rules and procedures.</p> <p>Ensure that any defect reported or noted at regular inspections, servicing or maintenance is attended to as soon as possible. Where defects could affect safe use of equipment, instructions will be issued for use of equipment to stop immediately.</p>
<p>Employees</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Do not wear scarves, jewellery or similar loose items of clothing or accessories. Long hair should be tied up when operating machines.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Do not interfere with anything provided on machinery and equipment to ensure your health and safety.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to your line manager.</p>

Work equipment will only be serviced and maintained by persons who are competent and experienced. Powered equipment must be provided with sufficient means of isolating the equipment from the power source when undertaking inspection and maintenance work. A risk assessment must be undertaken by all those undertaking maintenance and inspection work.

The representative or line manager responsible for the machinery or equipment being maintained should ensure that a “Lock Out and Tag Out (LOTO)” procedure is initiated to ensure a safe isolation and that those working on equipment have control over the same.

2.13 Pressurised systems

The pressure systems are covered by the Pressure Systems Safety Regulations 2000 which applies to equipment and systems that:

1. Comprise a pressure vessel, its associated pipework and protective device containing a relevant fluid, other than steam, at a pressure greater than 0.5 bar above atmospheric pressure

2. Pipework with its protective devices to which a transportable pressure receptacle (compressed gas cylinder) is connected. Pipework containing a relevant fluid (other than steam) at a pressure of 0.5 bar or less is outside the scope of the Regulations

Certain small vessels, where the combination of the internal volume and pressure of the vessel is less than 250 bar litres are exempt from some parts of the Regulations. Where the relevant fluid is steam, all the regulations apply, irrespective of the vessel pressure.

AECC will review equipment on their premises and consult the L122 Safety of pressure systems Pressure Systems Safety Regulations 2000 ACOP (<http://www.hse.gov.uk/pubns/priced/l122.pdf>) to determine if the Regulations apply, if in doubt they will seek external advice. AECC is to appoint an external Competent Person (s) in pressurised systems who will ultimately decide which systems require inspection under a written scheme.

The Regulations require the owners and operators of pressurised systems to:

- Establish the “safe operating limits” of the plan
- Have suitable Written Scheme drawn up or certified by a Competent Person for the examination at appropriate intervals of:
 - Every pressure vessel and every pipeline in which (in either case) a defect may give rise to danger; and
 - Those parts of the pipework in which a defect may give rise to danger, and such parts of the system shall be identified in the scheme.
 - All safety devices
 - Any pipework which is potentially dangerous

Format of the Written Scheme should include:-

- (a) Those parts of the system which are to be examined;
- (b) Identification of the item of plant or equipment
- (c) The nature of the examination required, including the inspection and testing to be carried out on any protective devices
- (d) the preparatory work necessary to enable the item to be examined safely;
- (e) specify what examination is necessary before the system is first used, where appropriate.
- (f) the maximum interval between examinations
- (g) the critical parts of the system which, if modified or repaired, should be examined by a competent person before it is used again
- (h) the name of the competent person certifying the written scheme; and
- (i) the date of certification

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that a person/s is assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards the machinery and equipment pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and external expertise as necessary to enable those with responsibilities to undertake their role.</p> <p>Appoint and organisation to undertake the role of Competent Person to:</p>

	<p>(a) drawing up and certifying schemes of examination (Regulation 8) (b) carrying out examinations under the scheme (Regulation 9)</p> <p>Inform the Competent Person(s) of any changes to systems to allow update of the Written Scheme.</p>
<p>Heads of Department/Line Managers/Supervisors</p>	<p>When undertaking risk assessments, bring to the attention of the Executive Director of Administration anything that they consider may come under the Pressure Systems Safety Regulations 2000 so that they may be reviewed by the external competent person.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Liaise with the Executive Director of Administration prior to undertaking any changes to their operations or equipment that could impact on the pressurised systems.</p> <p>Ensure all operatives have undergone training (regardless of their level of experience) on the hazards associated with working with pressurised systems.</p> <p>The line manager is to ensure that any defect reported or noted at regular inspections, servicing or maintenance is attended to as soon as possible. Where defects could affect safe use of equipment, instructions will be issued for use of equipment to stop immediately.</p> <p>Ensure that instructions to operators include: Users have adequate instruction and training and are made aware of the safe operating limits of the system.</p> <p>The instructions given should include a schematic circuit or flow diagram for the system, including pipework.</p> <p>The diagram should include all significant controls, valves and relevant safe operating limits, with those of importance in an emergency clearly identified.</p> <p>The diagram should be updated when changes are made to the system. The safe operating limits may include:</p> <ul style="list-style-type: none"> • the maximum design pressure of the vessel; • the minimum design pressure of the vessel when it is other than atmospheric; • the design temperature; • the maximum flow rate of the relevant fluid; • the volume of the relevant fluid.

<p>Employees</p>	<p>Only operators with system knowledge, experience and suitable training will be allowed to operate and maintain pressure systems to ensure systems are operated safely within:</p> <p>(a) safe operating limits of the plant/equipment (b) and the action to be taken in the event of any emergency (c) The user of the pressure system shall ensure that it is not operated except in accordance with the instructions provided in respect of that system</p> <p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to your line manager.</p> <p>Undertake daily user checks and report any faults to your line manager prior to use.</p>
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2.14 Food preparation

Premises within AECC have facilities that prepare and serve food. There are hazards associated with the physical preparation of food and also food hygiene. The management of AECC will ensure that measures are put in place to control the hazards associated with food preparation.

Responsible person	Action/arrangement
<p>Principal</p>	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
<p>Executive Director of Administration</p>	<p>Ensure that a person/s is assigned with sufficient skills, knowledge and experience to undertake assessments of the hazards associated with catering and equipment pose and identify actions that should be taken based on the same.</p> <p>Provide access to training, resources and external expertise as necessary to enable the line managers and those preparing food to undertake their role.</p>
<p>Catering manager</p>	<p>Manage food preparation to the same standard as if they were serving food to the public and take account of the Food Standards Agency guidance including but not limited to; http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/hygienebooklet.pdf.</p> <p>Complete the catering hygiene checks to identify and record that basic compliance requirements are being maintained.</p>

	<p>Ensure the premises where food is being prepared are kept clean and maintained in good repair and condition.</p> <p>Ensure that the layout, design, construction, site and size of the premises:</p> <p>Allows for adequate maintenance, cleaning and/or disinfection.</p> <p>Avoid or minimise air-borne contamination (i.e. contamination carried in the air). Provides enough working space for staff to carry out all tasks hygienically.</p> <p>Protects against the build-up of dirt, contact with toxic materials, shedding of particles into food and forming of condensation or mould on surfaces.</p> <p>Allows good food hygiene practices, including protection against contamination and, in particular, pest control.</p> <p>Provides, where necessary, suitable conditions for handling and storing food while keeping it at appropriate temperatures. Those temperatures should be monitored and, where necessary, recorded.</p>
Catering staff	<p>Have undertaken a suitable formal food hygiene training certificate.</p> <p>Maintain a high standard of personal hygiene and do not handle food if you are not “fit for work” ie</p> <ul style="list-style-type: none">• are suffering from, or carrying, a disease likely to be transmitted through food• have infected wounds, skin infections, sores<ul style="list-style-type: none">• have diarrhoea <p>Ensure you are aware of and practice good hand washing techniques and undertake the same where required.</p> <p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Do not wear scarves, jewellery or similar loose items of clothing or accessories. Hair should be covered and long hair should be tied up when operating equipment.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Do not interfere with anything provided on machinery and equipment to ensure your health and safety.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to your line manager.</p>

The guidance produced by the Food Standards Agency - *Food Hygiene a Guide for Businesses* will be used as a basic source of goal setting and advice:

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/hygieneguidebooklet.pdf>

Extracts from the same:

“Cold food must be kept at 8°C or below.

Hot food must be kept at 63°C or above. When you reheat food, make sure that it is steaming hot all the way through.

When you are serving or displaying food, you can keep it out of temperature control for a limited period of time:

Cold food can be kept above 8°C for up to four hours. You should only do this once. If any food is left after this time, you should throw it away or keep it chilled at 8°C or below until it is used.

Hot food can be kept below 63°C for up to two hours but you should only do this once. If any food is left after this time, you should reheat it till steaming hot and put it back into hot holding, or cool it as quickly as possible to 8°C or below, or throw it away. Remember to keep the food at a safe temperature until it is used.

Remember, you should only do this if you need to and it is very important not to keep food out of temperature control for longer than these times.

Cross-contamination

Cross-contamination is when bacteria are spread between food, surfaces or equipment. It is most likely to happen when raw food touches (or drips onto) ready-to-eat food, equipment or surfaces. Cross-contamination is one of the most common causes of food poisoning. Do the following things to avoid it:

- *Clean and disinfect work surfaces, chopping boards and equipment thoroughly before you start preparing food and after you have used them to prepare raw food.*
- *Use different equipment (including chopping boards and knives) for raw meat/poultry and ready-to-eat food unless they can be heat disinfected in, for example, a commercial dishwasher.*
- *Wash your hands before preparing food.*
- *Wash your hands thoroughly after touching raw food.*
- *Keep raw and ready-to-eat food apart at all times, including packaging material for ready-to-eat food.*
- *Store raw food below ready-to-eat food in the fridge. If possible, use separate fridges for raw and ready-to-eat food.*
- *Provide separate working areas, storage facilities, clothing and staff for the handling of ready-to-eat food.*
- *Use separate machinery and equipment, such as vacuum packing machines, slicers and mincers, for raw and ready-to-eat food.*
- *Separate cleaning materials, including cloths, sponges and mops, should be used in areas where ready-to-eat foods are stored, handled and prepared.*
- *Make sure that your staff know how to avoid cross-contamination.*

Cleaning

Effective cleaning gets rid of bacteria on hands, equipment and surfaces. So it helps to stop harmful bacteria from spreading onto food. You should do the following things:

- *Make sure that all your staff wash and dry their hands thoroughly before handling food.*
- *Clean and disinfect food areas and equipment between different tasks, especially after handling raw food.*
- *Clear and clean as you go. Clear away used equipment, spilt food etc. as you work and clean work surfaces thoroughly.*
- *Use cleaning and disinfection products that are suitable for the job, and follow the manufacturer's instructions.*
- *Disinfection products should meet BS EN standards. Check product labels for either of these codes: BS EN 1276 or BS EN 13697.*
- *Do not let food waste build up.*

Chilling

Chilling food properly helps to stop harmful bacteria from growing. Some food needs to be kept chilled to keep it safe, for example food with a 'use by' date, cooked dishes and other ready-to-eat food such as prepared salads and desserts. It is very important not to leave these types of food standing around at room temperature. So, make sure you do the following things:

- *Check chilled food on delivery to make sure it is cold enough.*
- *Put food that needs to be kept chilled in the fridge straight away.*
- *Cool cooked food as quickly as possible and then put it in the fridge.*
- *Keep chilled food out of the fridge for the shortest time possible during preparation.*
- *Check regularly that your fridge and display units are cold enough.*

Cooking

Thorough cooking kills harmful bacteria in food. So it is extremely important to make sure that food is cooked properly. When cooking or reheating food, always check that it is steaming hot all the way through.

It is especially important to make sure that you thoroughly cook poultry, pork, rolled joints and products made from minced meat, such as burgers and sausages. This is because there could be bacteria in the middle of these types of products. They should not be served pink or rare and should be steaming hot all the way through. Whole cuts of beef and lamb, such as steaks, cutlets and whole joints, can be served pink/rare as long as they are fully sealed on the outside."

2.15 Legionella

The occupier of premises is responsible for undertaking a Legionella risk assessment associated with the use and ongoing management of the building in accordance with Control of Substances Hazardous to Health Regulations and HSE Guidance L8 *The Control of Legionella Bacteria and Water Systems*. Suitable and sufficient inspection, monitoring, testing, water treatment and maintenance of the wet systems should be undertaken at least annually by a competent person/contractor.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	Ensure resources are allocated to appoint a competent person/contractor to undertake an assessment of Legionella risk of the water systems on the premises in accordance with Control of Substances Hazardous to Health Regulations and HSE Guidance L8 <i>The Control of Legionella Bacteria and Water Systems</i> .
Facilities and Building - Plumbing	<p>Liaise with the competent person/contractor as necessary and act on advice forming part of the assessment.</p> <p><i>Ensure the assessment identifies:</i></p> <ul style="list-style-type: none"> • management responsibilities, including the name of the competent person and a description of the system. • any identified potential risk sources. • any means of preventing the risk or controls in place to control risks. • monitoring, inspection and maintenance procedures. • records of the monitoring results and inspection and checks carried out. • arrangements to review the risk assessment regularly, particularly when there is reason to suspect it is no longer valid. <p>Ensure that records include details of the:</p> <ol style="list-style-type: none"> a. person or persons responsible for conducting the risk assessment, managing, and implementing the written scheme b. significant findings of the risk assessment c. written control scheme and details of its implementation d. details of the state of operation of the system, i.e. in use/not in use e. results of any monitoring inspection, test or check carried out, and the dates
Facilities and Building – Manager	<p>Manage and monitor the implementation of the Legionella controls and actions required identified in the Legionella assessment with plumbing.</p> <p>Consult with the Executive Director of Administration on any issues/concerns regarding Legionella risk management.</p>
Line Managers	Ensure that they are aware of sources of Legionella risk within their area of control and consult with Facilities and Buildings to ensure that the relevant equipment is covered by the Legionella risk assessment and action plan.

2.16 Fire & emergency arrangements

Fire and emergency arrangements are required by The Regulatory Reform (Fire Safety) Order & Management of Health and Safety at Work Regulations respectively. The organisation in control of the premises will need to ensure that there are adequate fire and emergency arrangements in place at the same taking into account the activities undertaken in the same and the nature of persons present.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>The Executive Director of Administration is the nominated 'responsible person' as defined under the Regulatory Reform (Fire Safety) Order 2005. In this regard, they shall ensure that the requirements of the Order are met, and ensure that:</p> <ul style="list-style-type: none"> • Competent persons are appointed as necessary to assist in meeting the requirements of the Order. • Adequate precautions are in place to prevent fires. • A fire risk assessment is completed by a competent person at least every 12 months or following any reason to believe that the existing risk assessment is no longer adequate. • A suitable and sufficient fire emergency plan is in place. • Adequate means of escape are available to all building occupants. • An adequate fire alarm / detection system is maintained. • Adequate means of fighting fire. • Suitable and sufficient training is provided to staff. • Fire marshals are appointed and trained to undertake their role.
Fire Representative	<p>Manage the implementation of the findings of the fire risk assessment.</p> <p>Fire action plans are displayed in convenient locations within the premises.</p> <p>Ensure that contractors and visitors are informed of the fire and emergency procedures.</p> <p>Monitor equipment provided for fire safety and ensure that it is inspected and tested at the required intervals.</p> <p>Arrange for fire drills to be undertaken at intervals not exceeding 12 months.</p>
Heads of Department/Line Managers/Supervisors	<p>Ensure they take account of the findings of the fire risk assessment and communicate the same to those under their control as part of training.</p> <p>Report any changes in the condition of the building and processes undertaken therein that could impact the existing fire risk assessment to the Fire Representative.</p> <p>Ensure that any contractors and visitors they receive are aware of the fire and emergency arrangements.</p>

Employees	<p>Ensure you are aware of the fire risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.</p>
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2.17 Welfare facilities

AECC shall provide and maintain welfare facilities for their staff that comply with the requirements of the Workplace (Health, Safety & Welfare) Regulations.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	Ensure that welfare facilities remain in good order and are sufficient for the number of employees using the premises.
Heads of Department/Line Managers/Supervisors	<p>Ensure that employees are respectful of the facilities provided and keep the same in good order.</p> <p>Report any concerns or shortcomings in the facilities to the Executive Director of Administration.</p>
Employees	<p>Respect the facilities provided, clean up after using the same.</p> <p>Report any shortcomings/faults.</p>

Requirements of the Workplace (Health, Safety and Welfare) Regulations 1992.

- Suitable supplies of drinking water at convenient locations.
- Facilities for changing and storing clothes.
- Facilities for boiling water and a means of preparing hot food (microwave etc).
- Facilities for rest and to eat meals.
- Washing facilities (with hot and cold water, soap and towels or equivalent).
- Suitable number of WCs as detailed in table below:

Number of people at work	Number of water closets	Number of wash stations
1 to 5	1	1
6 to 25	2	2
26 to 50	3	3
51 to 75	4	4
76 to 100	5	5

2.18 Personal protective equipment (PPE)

In order to meet with the requirements of Personal Protective Equipment at Work Regulations AECC will supply all required personal protective equipment e.g. safety shoes, respiratory protection, eye protection, safety gloves etc. as necessary to their operatives. Where visitors require personal protective equipment to enter a work area they will be supplied the same unless otherwise indicated prior to their visit. Contractors requiring personal protective equipment as part of their work will be expected to provide their own. All protective equipment will be to approved standards and 'CE' marked. It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that line managers are appointed to assist in discharging the duties under the Regulations.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p> <p>Ensure that personal protective equipment is only selected as a last or additional means of controlling exposure to a hazard.</p> <p>Ensure that adequate resources are available to supply equipment required. Ensure that equipment selection is made on suitability for the task and individual and not solely on price.</p>
COSHH Manager	<p>Equipment</p> <p>Ensure that risk assessments make reference to the nature of personal protective equipment that is required when undertaking a task.</p> <p>Local Exhaust Ventilation (LEV)</p> <p>Maintain a register of LEV in use on the premises.</p> <p>Ensure a periodic thorough examination and test (at least every 14 months) of each piece of LEV is undertaken and keep this record for at least 5 years. Ensure there is information on the installed LEV system to confirm it provides adequate protection, and keep for the life of the equipment.</p>

Heads of Department/Line Managers/Supervisors of Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure machinery and equipment in use is taken into account when making the assessment.

Based on this make recommendations on the expectations for personal protective equipment.

Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.

Ensure that equipment selection is suitable for the individual.

Ensure that where respiratory protective equipment is required the user receives instruction in the use of the same, is aware that they need to be clean shaven and that face fit testing has been undertaken for the specific model of equipment they are using.

Ensure users of PPE receive training in:

- Hazards and Risks
- How the PPE protects against the hazards and risks
- Limitations of the PPE
- Selection, inspection, fitting, use, removal, storage, cleaning
- Safe systems of work / permits-to-work
- Factors which could affect PPE performance
- Defect recognition
- Loss and defect reporting procedure
- Employees' legal duties and disciplinary procedures

Ensure all personal protective equipment and clothing is used in a safe manner and maintained in a clean and serviceable condition. All equipment and clothing must only be used for the purpose they were intended. All faulty or damaged protective equipment or clothing must not be used and shall be replaced as soon as possible.

Employees	Use personal protective equipment as outlined in your training and report and faults or damage associated with the same.
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Recommended personal protective equipment standards

Feet

Where employees are required to wear suitable safety footwear it will be 200 joule impact protection to be compliant with BS EN 345. Boots should have a puncture resistant sole and provide adequate ankle support. Operatives must wear boots correctly with any laces tied sufficiently tight to prevent trip hazard and allow the boot to provide sufficient support.

Consideration will be given to the nature of the sole and the suitability for the environment that they are being used in.

Hands

In some instances, an alternative glove may be required to manage task specific risks (e.g. manual handling, working with chemicals etc). The line manager is responsible for ensuring that a suitable and sufficient assessment is made to determine the correct PPE for the task by referring to manufacturer's instructions and any relevant material safety data sheets. The task specific risk assessment and method statement should refer to the specific PPE as pre-requisite to commencement of work.

Eye Protection

Where eye protection is required all operatives will wear protective eye glasses compliant with BS EN166 as a minimum. Operatives wearing normal glasses are required to wear specifically designed 'over glasses'. It is the line managers responsibility to ensure that the eye protection to be worn for each specific task is suitable and sufficient.

Classification of protective eye wear

Type of Hazard	BS EN 166 Markings	
	Frame	Lens
Optical Class:		
Refractive Tolerance + 0.06 dio	.	1
Refractive Tolerance + 0.12 dio	.	2
Refractive Tolerance + 0.12 / 0.25 dio	.	3
Mechanical Strength		
Minimum robustness	.	.
Increased robustness (General Purpose)	.	S
Low Energy Impact (Grade 2 - 125 ft/s)	F	F
Medium Energy Impact (Grade 1 - 360 ft/s)	B	B
High Energy Impact	A	A
Use		
Basic	.	.
Liquids (Chemical)	3	.
Large Dust Particles (Dust)	4	.
Gas and Fine Dust Particles (Gas)	5	.
Short Circuit Electric Arc	8	.
Molten Metals and Hot Solids	9	9

Respiratory protection

The line manager is responsible for consulting with the area/task responsible person and identifying in the risk assessment, any specific respiratory protective equipment (RPE) required for the safe completion of the task. Reference should always be made to the Material Safety Data Sheet for any products that will be processed as part of the task (e.g. gases, vapours, dusts). All operatives must be trained in the safe use of the RPE and face fit certificates should be obtained by the line manager. RPE should be inspected and confirmed in good working order prior to the commencement of works.

Classification of respiratory protective equipment

British Standard	Type of Respiratory Protective Equipment	Hazards which the Respiratory Protective Equipment will protect Against	Class or Filter	Assigned Protection Factor
BS EN 149	Particle filter which covers the nose, mouth and chin	Only protects against dust particles NOT against gases or vapours.	FFP1	4
			FFP2	10
			FFP3	20

BS EN 405	Disposable half mask containing a gas filtering as well as a particle filtering element.	These masks can protect against dust particles and certain types and quantities of gases and vapours.	FFGasxP1 FFGasxP2 FFGasxP3	4 10 10
BS EN 140	Half mask cover the nose, mouth and chin. It is usually made of rubber or silicon and has replaceable filters.	The mask can be fitted with a series of replaceable filters to protect against dust hazards and gas hazards.	P1 P2 P3 Gas Gas+P3	4 10 20 10 10
BS EN 136	Full mask covering all the face. It is usually made of rubber or silicon and has replaceable filters.	The mask can be fitted with a series of replaceable filters to protect against dust hazards and gas hazards.	P2 P3 Gas Gas +P3	10 40 20 20
pr BS EN 12941	This is a positive pressure full face hood/helmet	This mask/helmet can be used to protect against dust particles and certain gases/vapour hazards.	TH 1 TH 2 TH 3	10 20 40
pr BS EN 12942	Power assisted full face mask respirator	This mask protects against both particulates and gases/vapour hazards. It is power assisted as if the power fails, the system will still filter the air reaching the worker.	TM 1 TM 2 TM 3	10 20 40

2.19 Asbestos

Asbestos is a naturally occurring fibrous silicate mineral which has been mined, processed, and used in the manufacture of many building materials. When an asbestos containing material is disturbed, the asbestos can split into many microscopic fibres which are released into the surrounding atmosphere. When inhaled these asbestos fibres can cause numerous respiratory illnesses including lung cancer. In most cases asbestos was mixed with another substance to form the finished material, the asbestos fibres being sealed within. To that end, where ACM is in good condition the probability of fibre release from the material is low until the material becomes damaged or its condition deteriorates. The key requirement is to identify where (if any) asbestos is present in the premises and make an assessment of the condition of the same. Where it is in poor condition, removal may be the most appropriate solution. Where asbestos is in good condition and is unlikely to be damaged a processes of monitoring and managing access may be sufficient.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	Ensure that an asbestos survey is undertaken for premises that were constructed after 2000 and that subject to the findings in the same an asbestos management plan is produced for any asbestos identified in the same. Ensure that prior to major demolition or refurbishment works the asbestos survey is updated to a Refurbishment & Demolition Asbestos Survey in the specific areas of work.

Heads of Department/Line Managers/Supervisors	<p>Be aware of the presence of asbestos containing materials within there area of work and understand how work and maintenance activities could impact on the same.</p> <p>Communicate the location of any asbestos containing materials to employees and visitors during their induction.</p> <p>Ensure that those who are liable to be exposed to asbestos or supervises such employees that they have received asbestos awareness training and that it is reviewed at suitable intervals.</p>
Employees	<p>Do not interfere with anything identified as or suspected to contain asbestos.</p> <p>Report any damage to identified or suspect asbestos containing materials.</p>

2.20 Health surveillance

Health surveillance will be undertaken for employees whose health could be affected by the hazards they are exposed to during their work. This may include substances they are exposed to or activities they undertaken.

Responsible person	Action/arrangement
Principal	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
Executive Director of Administration	<p>Ensure that line managers are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the substances used/or employees are exposed to and activities undertaken therein.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p>
COSHH Manager	<p>Substances</p> <p>Identify where substances could pose a risk to employees and health surveillance is required. Check substances against Workplace Exposure Limits (WEL). These are set out in EH40 http://www.hse.gov.uk/pubns/priced/eh40.pdf When undertaking the COSHH assessments using the data sheets, identify the make up of the substance and refer to EH40 then note any substances that are referred to in the same.</p> <p>Identify and bring to the attention of the line managers and representatives any substance (or a mix that contains a substance) that legally requires health surveillance including but not limited to:</p> <ul style="list-style-type: none"> Work with those substances hazardous to health that are subject to Schedule 6 of The Control of Substances Hazardous to Health Regulations <p style="text-align: right;">2002</p>

	<p>(http://www.legislation.gov.uk/uksi/2002/2677/schedule/6/made)</p> <p>Consult with the line managers and representatives on substances that require employees to undertake health monitoring. Notify human resources where health surveillance is required.</p>
<p>Heads of Department/Line Managers/Supervisors</p>	<p>Initially line managers are required to identify employees who may require health surveillance. This will be based on:</p> <ol style="list-style-type: none"> 1. Identification of activities that may expose employees to health risks. 2. Identification of employees who may be at risk due to existing conditions. 3. Identification of employees that work with substances that legally require health surveillance including but not limited to: <ul style="list-style-type: none"> • Work with lead • Work with those substances hazardous to health that are subject to Schedule 6 of The Control of Substances Hazardous to Health Regulations 2002 (http://www.legislation.gov.uk/uksi/2002/2677/schedule/6/made) <p>Consult with the COSHH Manager on identifying substances that may require employees to undertake health surveillance.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Ensure that they are aware of the health surveillance that those under their control should be receiving and working with personnel ensure that this is undertaken by competent advisor.</p> <p>Notify human resources where health surveillance is required.</p>
<p>Human resources</p>	<p>Based on findings of the risk assessment by others assist in arranging and recording for health surveillance this should include:</p> <ul style="list-style-type: none"> - Identify type health surveillance - Set up and design health surveillance according to the need - Identify health surveillance providers - Implement and monitor

	<ul style="list-style-type: none"> - Discuss the findings of any results/changes with the line manager, as necessary so action can be taken to eliminate or reduce risk of ill health <p>Arrange that new employees undertake health-screening questionnaire prior to commencement and review the findings of the same with the line manager to ensure that they do not undertake tasks that put them at risk due to an existing health condition.</p> <p>When an employee raises concerns about symptoms, receives a GP certificate stating work related symptoms or the health questionnaire identifies concerns, a health assessment by a <i>qualified occupational health professional</i> will be arranged.</p>
Employees	<p>Attend any health surveillance required.</p> <p>Report any changes in health.</p>

Noise

The Line Manager is responsible for identifying and assessing activities and tasks that may result in operatives being exposed to noise that exceeds the action values.

At the simplest level manufacturer's equipment data will be consulted to determine the likely noise levels of the equipment to be used and control measures will be proposed based on the expected output. Where possible AECC will avoid exposing their employees to noise. There is a legislative requirement to undertake a risk assessment where noise levels are likely to expose employees to a significant risk. The noise regulations have to action values as detailed below:

The lower exposure action values:

- Daily or weekly exposure of 80 dB;
- Peak sound pressure of 135 dB;

If the employee is exposed to noise at or above these levels, then measures must be taken to reduce the noise where possible and personal hearing protection provided to employees where they request it.

The upper exposure action values:

- Daily or weekly exposure of 85 dB;
- Peak sound pressure of 137 dB.

If the employee is exposed to noise at or above these levels, then measures must be taken to reduce the noise where possible and personal hearing protection provided to employees and measures taken to ensure that they use it including displaying appropriate warning signage.

Exposure limit values:

- Daily or weekly exposure of 87 dB;
- Peak sound pressure of 140 dB.

These values must not be exceeded however they can take into account any reduction as a result of hearing protection provided.

A good guidance tool is the ability to verbally communicate with another member of staff over a 2 metre distance.

If communication cannot be made easily within 2m distance, it is likely that the 80dBA threshold is being reached and measures appropriate measures should be undertaken. These should include

limiting the time of noisy activities and implementing an ear protection zone were staff within the vicinity are enforced to wear adequate ear protection. The zone should be enforced using adequate signage and staff informed through tool box talks. Contractors are expected to inform AECC of any activities where the noise action levels are likely to be exceeded and expose others.

Vibration

The Line Manager is responsible for identifying and assessing activities and tasks that may result in operatives being exposed to noise that exceeds the action values.

At the simplest level manufacturer's equipment data will be consulted to determine the likely noise levels of the equipment to be used and control measures will be proposed based on the expected output. Where possible AECC will avoid exposing their employees to vibration.

The Control of Vibration at Work Regulations 2005 requires employers to control the risks to health and safety from exposure to HAV, including preventing HAV-related diseases as well as situations where vibration could affect the ability to safely handle controls.

Suitable and sufficient risk assessments will be carried out for all employees to enable AECC to make a valid decision about control measures necessary to prevent or adequately control the exposure of employees to HAV. These risk assessments include:

- Identifying employees who may be at risk
- Estimating exposure to vibration
- Considering and making available risk control options
- Keeping records of the assessment and the control measures and plans for further actions

HAV Exposure Levels

The Vibration Regulations set two exposure levels:

a) Exposure Action Value (EAV) - $2.5 \text{ m/s}^2 \text{ A(8)}$

The daily level of exposure to vibration above which actions are required to reduce exposure.

b) Exposure Limit Value (ELV) - $5 \text{ m/s}^2 \text{ A(8)}$

The daily maximum quantum of vibration an employee may be exposed to on any single day.

Assessing Daily Exposure

The Line Manager will make suitable assessments to establish whether the ELV or EAV will be exceeded for each individual operation where an operative is exposed to vibration. Two pieces of information will be required to be able to do this

- The average magnitude (quantum) of vibration at the surface in contact with the hands. This value is measured in metres per second squared (m/s^2).
- The daily exposure time that the employee's hand is actually in contact with the vibration.

AECC or their appointed sub-contractors will obtain information on vibration emissions for hand-held machinery directly from the manufacturers or suppliers as they are required to provide this information by the Supply of Machinery (Safety) Regulations 1992 (as amended).

Having established a good estimate of the vibration magnitude, the exposure will be established observing a sample of typical work. With both pieces of information, the daily vibration exposure will be calculated using the HSE's on-line exposure calculator.

For each piece of equipment used by the employee record in hand arm vibration register;

- a. The vibration magnitude **in m/s^2** as provided by the manufacturer, from published data or another source
- b. The amount of time the employee is exposed to the vibration (e.g. **actual trigger time**, not the time spent using or holding the equipment)

Once exposure information has been collected for each item of equipment used, it can now be input into the HSE Vibration calculator at:

<http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> to establish the following;

- **The *Partial exposure*** is the vibration exposure for each individual tool or process.
- **The *Total exposure*** given in $m/s^2A(8)$
- ***Time to reach EAV (exposure action value)***. This is the total exposure time required for the individual tool or process, before the exposure action value ($2.5 m/s^2A(8)$) is reached.
- ***Time to reach ELV (exposure limit value)***. This is the total exposure time required for the individual tool or process, before the exposure limit value ($5 m/s^2A(8)$) is reached.

When the vibration calculator or vibration estimate indicates that the Exposure Action Value (EAV) for HAV is reached or exceeded, AECC will ensure that the following control measures are applied;

Eliminating or reducing the use of vibrating tools

- Introducing alternative work methods which eliminate or reduce exposure to vibration or *by mechanising or automating the work*.

Equipment selection

- Where possible replace equipment with suitable, modern, ergonomic low vibration types. Select the lowest vibration tool that is suitable and can do the work efficiently.
- Equipment that is unsuitable, too small or not powerful enough is likely to take much longer to complete the task and expose employees to vibration for longer than is necessary.

Inspection of Tooling

- Tools should be inspected by the user to ensure they are in good working condition. Replace consumable items such as grinding wheels, so that equipment is efficient and keeps employee exposure as short as possible.

Maintenance of Tooling

- Introduce appropriate maintenance programmes for equipment to prevent avoidable increases in vibration (following the manufacturer's recommendations where appropriate).

Work schedules

- Limit the time that employees are exposed to vibration.
- Plan work to avoid individuals being exposed to vibration for long, continuous periods – several shorter periods are preferable.
- Where tools require continual or frequent use, introduce employee rotas to limit exposure times (you should avoid employees being exposed for periods which are long enough to put them in the high risk group).

Clothing

- Provide your operatives with protective clothing when necessary to keep them warm and dry. Gloves can be used to keep hands warm and promote

The Line Manager is responsible for ensuring contractors adopt the following methods for managing HAV risk:

- Select methods that avoid HAV (as long as these methods do not pose other unacceptable risks).
- Select machinery where HAV exposure is kept to a minimum.

- Ensure all machinery is adequately maintained and fit for purpose.
- Ensure all staff are trained in the risks associated with HAV and are aware of the EAV and what that means practically with the use of each machine.
- Identify the safe exposure duration for each machine / activity and ensure staff are aware of the same.
- Ensure staff are trained in the use of tools as to reduce HAV (i.e. don't grip the tool too tightly, don't force a tool, match the right accessory with the right tool, take regular breaks, correct posture and technique).
- Ensure staff are trained to report any tingling in the fingers immediately.
- Avoid the EAV where possible.
- Where the EAV is unavoidably approached or exceeded undertake health surveillance.
- Do not exceed the ELV.

2.21 New employees

New employees can be seen as being at significantly more risk of injury or ill health than those that are familiar with the premises and undertakings. To that end, putting in procedures to ensure that new employees are given information on the hazards associated with the premises, their work and others will assist in eliminating or reducing the potential for injury or ill health.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that each new employee is assigned a line manager.</p> <p>Provide access to training, resources and external expertise as necessary to enable the line managers and representatives to undertake their role.</p>
Heads of Department/Line Managers/Supervisors	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are taken into account when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training to new employees.</p> <p>Consult with the representatives when new starters commence to ensure they are aware of new persons starting and can review and update the associated risk assessments as necessary.</p> <p>Ensure that new employees undertake a full induction process and you are satisfied they understand the contents of the same.</p>

Human resources	<p>Manage and monitor the process of integration of new starters with the relevant line manager.</p> <p>Ensure that they undertake a full induction and records are kept of the same.</p> <p>Ensure that full training needs are reviewed and a programme for delivery is prioritised.</p>
Employees	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.</p> <p>As a new employee if you are unsure of anything stop and ask before proceeding.</p>

2.22 New and expectant mothers

Special precautions must be taken to protect the health and safety of new and expectant mothers and their unborn children. Employees are requested that AECC are notified in writing when a pregnancy has commenced. Without this information, we will be unable to assess whether any changes are required to your job to ensure that any risks to health and safety are managed to an acceptable level. In some instances we may require a Doctor's certificate for our records.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that the organisation recognises the risks to new and expectant mothers and that there is a procedure for assessing risks to new or expectant mothers.</p> <p>Ensure that human resources, line managers, representatives for geographical areas and processes are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the role.</p> <p>Provide access to training, resources and external expertise as necessary to enable the managers to undertake their role.</p>
COSHH Manager	<p>Substances</p> <p>Where notified that a new or expectant mother will be working with a substance, review the substance and identify if there is any substance or mix of substances that they will be exposed to that could pose a risk to the mother, fetus or in the case of breast feeding mothers the child.</p>

	Consult with human resources, line manager on the findings of the review.
Heads of Department/Line Managers/Supervisors	<p>Undertake or arrange for a specific risk assessment to be undertaken for the new or expectant mother.</p> <p>Ensure they take account of the findings of the existing risk assessment and communicate the same to those under their control as part of training to new or expectant mothers.</p> <p>Consult with the other line managers/representatives when they are notified of new or expectant mothers to ensure they are aware of the situation and can review and update the associated risk assessments as necessary.</p> <p>It is the Line Manager's responsibility for ensuring a specific risk assessment is completed of the workplace and work activities associated with the new and expectant mother. Assistance may be requested from human resources and/or the health and safety advisor in this regard. Adjustments may be required to the workplace or job tasks to prevent the following:</p> <ul style="list-style-type: none"> - Lifting / carrying of heavy loads - Standing or sitting for long lengths of time - Exposure to infectious diseases - Exposure to chemicals and hazardous substances <ul style="list-style-type: none"> - Work-related stress - Poor posture at workstation - Excessive noise & vibration
Human resources	<p>Ensure that line managers are informed when they are notified of a new or expectant mother.</p> <p>Ensure that a risk assessment is undertaken for the new or expectant mother and updated as necessary as their condition changes.</p> <p>Arrange that employees undertake health-screening where deemed necessary to ensure their continued good health.</p> <p>When an employee raises concerns about symptoms, receives a GP certificate stating work related symptoms or the health questionnaire identifies concerns, a health assessment by a <i>qualified occupational health professional</i> will be arranged.</p>
New or expectant mothers	<p>Notify human resources as soon as possible when you are aware you are pregnant or if you are a new mother.</p> <p>Attend any health surveillance required.</p> <p>Report any changes in health.</p>

2.23 Construction work

The Executive Director of Administration is responsible for ensuring adequate arrangements are in place to ensure that the organisation meets its duties under the Construction (Design & Management) Regulations 2015. These regulations will apply to any construction work undertaken by AECC. In particular, the Executive Director of Administration shall ensure that:

- They understand and meet their duties as client under the Construction (Design & Management) Regulations 2015 and engage advice as necessary.
- Adequate health and safety arrangements are in place from the outset of the project.
- A Principal Designer is appointed at the earliest opportunity (but before construction commences) for each project where there is likely to be more than one contractor who has adequate skills, knowledge and experience.
- A Principal Contractor is appointed for each project where there is likely to be more than one contractor working on site and a construction phase plan is in place prior to the commencement of works.
- The project is notified to the Health and Safety Executive where it is over the notification threshold.

2.24 Young persons

Young persons may be at more risk due to lack of experience, learned skills and in some cases physical ability. The relevant line manager is responsible in consultation with human resources for ensuring all staff below the age of 18 are inducted and fall under the strict supervision of a named experienced employee.

If a young person below the age of 18 is proposed to work at AECC, a specific risk assessment will be undertaken in conjunction with the line manager and formally recorded that takes account of any increased risk to them due to their age and/or ability.

2.25 Vehicles and driving

AECC operates a small number of vehicles. Those using vehicles must be over 25 unless specific arrangements have been agreed and have a full valid driving license.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	Ensure that a representative for managing vehicles is appointed to assist in ensuring vehicles are maintained to a suitable standard. Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.
Fleet manager	Ensure that a current MOT certificate is maintained for the vehicles. Undertake regular inspections of the company vehicles particularly for elements that could impact on safety between MOTs e.g.

	<ul style="list-style-type: none"> - Tyre wear - Break wear - Condition of mirrors - Brakes - Visibility - Rust/structure <p>Make arrangements to repair the vehicle where faults are identified or remove from service.</p>
Heads of Department/Line Managers/Supervisors	<p>Ensure that they check any employee they send to use a company vehicle is insured and has a valid driving licence.</p> <p>Ensure that on long trips it is possible to programme in regular breaks and where overnight accommodation is provided.</p>
Employees	<p>Make inspections of your vehicle for obvious defects and ensure any noted are rectified without delay.</p> <p>Ensure before reversing that there are no obstructions or people behind the vehicle giving due care and attention.</p> <p>Report all accidents or damage, however minor, to your line manager.</p> <p>Ensure any traffic violations you are involved in are reported to your line manager.</p> <p>Never use a mobile phone whilst driving. Whilst hands free kits are legal at the time of writing, it is AECC Policy to discourage the use of mobile phones whilst driving. Calls may be taken but we recommend that this is only when the road is clear and safe to do so. You should speak to the caller and offer to call back when convenient.</p> <p>Do not drive when tired or under the influence of alcohol, drugs or medication.</p> <p>Do not drive if you have any health conditions or changes to your health that could impact on your ability to drive.</p>

2.26 Stress

Stress is an adverse reaction people have to excessive pressure. Stress can occur when work demands exceed the person's capacity and capability to cope. If stress is intense and goes on for a prolonged time it can lead to poor mental and physical health (e.g. depression, nervous breakdown, heart disease).

Signs and Symptoms of Stress

Emotional Symptoms	Mental Symptoms	Behavioural Symptoms
<ul style="list-style-type: none"> • Tearfulness • Feeling that they can't cope • Short-temper • Irritability or anger • More sensitivity • Feeling that they've achieved nothing at the end of the day • Loss of motivation • Loss of commitment • Depressive feelings • Anxious /worried • Frustration 	<ul style="list-style-type: none"> • Inability to plan, concentrate and control work • Indecisive • Muddled thinking • Mind racing or going blank • Confusion • Poor memory • Morbid thoughts 	<ul style="list-style-type: none"> • Eating when they're not hungry/comfort eating • Losing their appetite • Smoking, drinking and recreational drug taking to get them through the day • Getting less work done • Irrational behaviour /mood swings • Poor relationships with colleagues or clients • Verbally or physically aggressive

<ul style="list-style-type: none"> • Feeling drained • Guilt • Neglected • Feel there's no-one to confide in • Loss of sense of humour • Cynicism • Low self esteem 		<ul style="list-style-type: none"> • Socially withdrawn at work and home • Inflexible • Difficulty sleeping/changes in sleep patterns • Fidgeting/impatience • Nervous habits (nail biting, foot tapping) • Susceptibility to accidents • Disregard for personal appearance • Lack of confidence • Increased absence from work • Poor time management • Denying there's a problem
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AECC are committed to identifying the sources and signs of stress in the workplace, assessing the risks associated with stress and taking proactive measures to prevent stress in the workplace. AECC aim to operate an open culture where it is 'safe' for employees to communicate any concerns to their Line Manager or higher.

It is the Line Manager's responsibility to design the workplace, job tasks and demands to ensure that employees are not subject to prolonged excessive pressure. The Line Manager is responsible for assessing the risks associated with stress within their departments and taking adequate steps to prevent stress occurring. Any signs of stress and anxiety should be reported to human resources to enable early action to be taken where possible.

2.27 Housekeeping

Many accidents occur as a result of poor housekeeping. All employees have a responsibility to ensure their area of work is arranged so as to avoid risks to health and safety. Good housekeeping practices include:

- Regular disposal of combustible waste in order to reduce the risk of fire.
- Ensuring combustible materials are not kept within close proximity to sources of heat.
- Ensuring materials are stacked safely on a load bearing and even surface in order to reduce the risk of collapse.
- Ensuring materials are located in a place that does not cause obstruction or trip hazards.
- Ensuring cables are routed so as to avoid a tripping hazard and reduce the risk of their damage.
- Ensuring spillages are cleaned up immediately.
- Ensuring flammable substances are stored safely away from any ignition sources.
- Ensuring safe means of access and egress are maintained at all times.
- Desks and work stations are kept as clear as possible with only materials and equipment required for the task in hand present.

- An adequate supply of waste receptacles are provided to allow waste to be removed from work areas.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Promote good housekeeping through reinforcing a positive example of good housekeeping in their own work environment.</p> <p>Reinforcing good housekeeping through regular walk rounds of the site during which they:</p> <ol style="list-style-type: none"> 1. Make positive comments on work areas that they see are kept in good order. 2. Make recommendations on where improvements in housekeeping could be made. 3. In extreme cases of poor housekeeping ceasing all work in a specific area or if necessary the entire site and organisations a mass clear up and organisation.
Heads of Department/Line Managers/Supervisors	<p>Consider housekeeping issues during the risk assessment process and make recommendations on:</p> <ol style="list-style-type: none"> 1. Work organisation 2. Facilities for waste management <p>Communicate the importance of good housekeeping to employees at induction and regular intervals.</p> <p>Manage the areas under their control and ensure that high standards of housekeeping are maintained and that production or timing pressures do not result in poor housekeeping.</p> <p>All waste materials and spillages are cleared and disposed of safely as work proceeds. All materials delivered to the premises for use will be stored safely ensuring that accesses are not obstructed.</p> <p>Electrical leads are routed so as to avoid tripping hazards by being kept up off the ground and they are protected from physical damage.</p> <p>Areas around plant and machinery are kept clean and tidy.</p>
Employees	<p>Be aware of how good housekeeping and positively impact health and safety.</p> <p>Do not walk by items that require housekeeping intervention whether you caused them or not.</p>

	Report to your line manager any facility or equipment you lack to undertake effective housekeeping.
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2.28 Work at height

The majority of accidents in the workplace each year are as a result of falls from height. Employees (including contractors) are not permitted to work from places where there is a risk of falling from height which could result in an injury.

The Work at Height Regulations requires an assessment to be conducted and all work at height to be planned. The overall principle is so far as is practicable to prevent anyone falling. Duty holders are required to;

- Avoid work at height where they can;
- Use work equipment or other measures to prevent falls where they cannot avoid working at height; and
- Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Responsible person	Action/arrangement
Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure line managers are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the physical nature of the premises and activities undertaken therein.</p> <p>Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p>

<p>Heads of Department/Line Managers/Supervisors</p>	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are taken into account when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure that risk assessments take into account any work at height and apply the hierarchy of risk control as set out in the Regulations and guidance:</p> <ul style="list-style-type: none"> • Avoid work at height where possible; • Use work equipment or other measures to prevent falls where they cannot avoid working at height; and • Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Regularly review and inspect equipment provided for work at height and ensure it is in good order.</p> <p>Where employees are required to work at height ensure that they have received training in the same relevant to the task and inspection of the equipment they are using.</p>
<p>Employees</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training.</p> <p>Report and shortcomings or suggestions to eliminate or reduce risk to your line manager.</p> <p>Inspect equipment for work at height prior to use and do not use any equipment that is faulty.</p> <p>Do not construction or use equipment you are not trained to use.</p>

2.29 Traffic management

The requirements of the Workplace (Health, Safety & Welfare) Regulations will be referred to when organising vehicle and traffic routes.

Responsible person	Action/arrangement
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Principal	Provide resources to enable those with responsibilities outlined below to execute the same.
Executive Director of Administration	<p>Ensure that line managers are appointed to assist in discharging the duties under the Regulations by undertaking risk assessments relevant to the physical nature of the premises and activities undertaken therein. Provide access to training, resources and external expertise as necessary to enable the representatives to undertake their role.</p> <p>Ensure that vehicle and traffic management is considered during all future planning and construction works and that wherever possible existing issues are resolved or improved.</p>
Heads of Department/Line Managers/Supervisors	<p>Undertake a risk assessment of the areas and activities they are representatives for in the prescribed format. Consult with others in the area and undertaking activities to ensure they are taken into account when making the assessment.</p> <p>Ensure that the risk assessment considers:</p> <ul style="list-style-type: none"> • Organisation of the workplace and ensures vehicles and pedestrians can circulate in a safe manner. • Traffic routes in a workplace are suitable for the persons or vehicles using them, sufficient in number, in suitable positions and of sufficient size. • Pedestrians or, as the case may be, vehicles can use a traffic route without causing danger to the health or safety of persons at work near it. • There is sufficient separation of any traffic route for vehicles from doors or gates or from traffic routes for pedestrians which lead onto it. • Where vehicles and pedestrians use the same traffic route, there is sufficient separation between them. • All traffic routes are be suitably indicated where necessary for reasons of health or safety. <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area. Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training. Ensure that vehicles involved in delivery or similar operations associated with their area of management are adequately managed so as not to put the public and adjacent workers at risk of injury.</p>
Employees	<p>Comply with all vehicle and pedestrian segregation systems and notices. Do not walk behind vehicles manoeuvring. Report any concerns or near miss incidents to your line manager.</p>

2.30 Health and safety notices

The Executive Director of Administration is responsible for ensuring that the following documents are displayed in a prominent position in AECC premises.

Notices to be displayed on AECC premises

Item	Purpose / Requirement
H&S Law Poster	Health and Safety at Work Act
Liability insurance certificate	Health and Safety at Work Act
Electric Shock treatment notices	Electricity at Work regulations
Workshop/kitchen area rules	To remind operatives of any AECC Safety Rules to be implemented in these specific areas.
Fire and Emergency Plan	To remind operatives of the general procedures adopted including muster point etc.
First Aid notices	Confirm first aid arrangements for premises and display name of first aiders in local area
AECC H&S Alerts	Provide information to operatives on any accident or H&S findings that may reduce the risk of accidents / ill health

2.31 Snow and ice

The Facilities and Buildings Supervisor is responsible for ensuring that adequate measures are in place to protect against risks associated with snow and ice. This will include:

- Keeping aware of the weather forecasts
- Adequate planning for adverse weather
- Adequate equipment and arrangements for the spreading of grit or removal of snow and ice.

Responsible person	Action/arrangement
Executive Director of Administration	Provide resources to enable those with responsibilities outlined below to execute the same.
Facilities and Buildings Supervisor	Be vigilant of impending adverse weather and ensure that adequate planning takes place. Ensure that adequate equipment and arrangements for the spreading of grit and/or removal of snow and ice are in place.

Heads of Department/Line Managers/Supervisors	<p>Ensuring adequate measures are in place on outside traffic routes (vehicle and pedestrian) to protect against slips and trips.</p> <p>Ensuring adequate measure are in place to protect plant and equipment against damage associated with freezing conditions, snow and ice.</p> <p>Report any areas that are observed as being particularly icy/slippy as requiring attention.</p> <p>If grit is at hand action directly where possible.</p>
Employees	<p>Keep to defined walkways during periods of adverse weather.</p> <p>Take care when walking and driving in the car park and access routes.</p> <p>Report any areas that are observed as being particularly icy/slippy as requiring attention.</p>

2.32 Lifting equipment

Lifting equipment is covered by specific regulations the Lifting Operations & Lifting Equipment Regulations 1998. Where you undertake lifting operations involving lifting equipment you must:

- plan them properly
- using people who are sufficiently competent
- supervise them appropriately
- ensure that they are carried out in a safe manner

Regulation 8(2) of LOLER defines a lifting operation as

- '... an operation concerned with the lifting or lowering of a load'.

A 'load' is the item or items being lifted, which includes a person or people.

'Lifting equipment' means work equipment for lifting and lowering loads. This includes lifting accessories and attachments used for anchoring, fixing or supporting the equipment.

At present AECC operate MEWPs which will come under the Regulations.

Responsible person	Action/arrangement
Principal	<p>Provide resources to enable those with responsibilities outlined below to execute the same.</p>
Executive Director of Administration	<p>Ensure that lifting equipment in use on the premises is identified and the requirements of LOLER are complied with.</p> <p>Ensure that persons responsible for planning and undertaking lifting operations are trained and experienced.</p> <p>Provide access to training, resources and external expertise as necessary to enable the management team to undertake their role associated with lifting equipment.</p>

<p>Heads of Department/Line Managers/Supervisors</p>	<p>Ensure that a schedule of lifting equipment and accessories is kept and that certificates of thorough inspection are maintained for the equipment at prescribed intervals:</p> <ul style="list-style-type: none"> • 6 months, for lifting equipment and any associated accessories used to lift people • 6 months, for all lifting accessories • 12 months, for all other lifting equipment <p>Undertake a risk assessment of the use of the lifting equipment in the area under their control. Consult with others in the area and undertaking activities to ensure they are taken into account when making the assessment.</p> <p>Review and update the risk assessments regularly and following any changes to the organisation, processes or physical nature of the area.</p> <p>Ensure they take account of the findings of the risk assessment and communicate the same to those under their control as part of training.</p> <p>Ensure that those operating lifting equipment have received formal training.</p> <p>Ensure that lifting operations are planned.</p> <p>Undertake inspection checks of the lifting equipment to ensure that user checks are being conducted and that the equipment is in good order.</p> <p>Monitor and manage the arrangements for lifting and ensure that they are being maintained for example:</p> <ul style="list-style-type: none"> - Exclusion zones are in place during lifting operations - Items are being lifted in the correct manner.
<p>Emplouees</p>	<p>Ensure you are aware of the risk assessment and associated hazards in the area and processes you undertake.</p> <p>Ensure you implement the control measures identified and outlined in your training and can effectively plan a lift using the equipment you have been trained to use.</p> <p>Report any shortcomings or suggestions to eliminate or reduce risk to your line manager.</p> <p>All lifting equipment operators will:</p> <ul style="list-style-type: none"> • Only operate plant and equipment that they are trained and competent to use.

- Ensure that the certificate of thorough inspection is in place and in date for lifting equipment and accessories prior to its use.
- Carry out their work in a safe manner.
- Obey the rules of the road and site speed limits.
- Report any faults in lifting equipment and do not use until it is rectified or replaced.
- Inspect lifting equipment prior to use and record formal weekly checks.
- Utilise and safety devices installed to lifting equipment and not interfere with the same.
- When operating MEWPs or similar machinery ensure that they have full visibility or utilise a banksman to coordinate movements.
- Only load lifting equipment within their capacity.
- Position equipment to reduce risk of;
 - Equipment or load striking a persons
 - Load drifting
 - Falling freely or being intentionally released