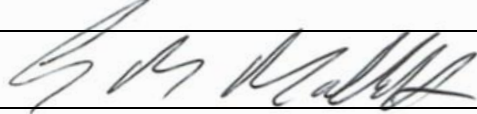




# Health, Safety & Environmental Policy – Adept BPT Ltd

This is the statement of general policy and arrangements for:		Adept BPT Ltd
Overall and final responsibility for health and safety is that of:		Greg Mabbott
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:		Greg Mabbott
STATEMENT OF GENERAL POLICY	ACTION/ARRANGEMENTS	
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	We will assess and manage the risks from our work and implement safe system of work. Employees are expected to work safely and follow the rules	
To provide adequate training to ensure employees are competent to do their work.	Employees are required to have the relevant trade skill for their job. Employees are instructed on the hazards and risk associated with the work. Specific training is provided where there is an identified need	
To engage and consult with employees on day-to-day health and safety conditions and monitor occupational health.	We will discuss safety issues directly with employees. Employees are required to raise any issues directly with management	
To implement emergency procedures in case of fire or other significant incident.	Everyone is instructed on the emergency procedures. Employees, visitors and sub-contractors are expected to follow our systems	
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.	We will ensure that equipment provided is appropriate and maintained in a safe condition, vehicles will be maintained correctly. Risk assessments will be completed, and safe systems of work implemented. Welfare facilities will be kept in a safe and healthy condition.	
To prevent pollution, to reduce waste and reduce the consumption of resources and energy and comply with the applicable legislation.	Environmental issues are included in safe system of work. Employees are expected to control waste and manage their use of energy and resource and prevent the causes of pollution	
Health and safety law information and employer's liability insurance certificates are displayed at the workshop		
Signed:	 Greg Mabbott	
Dated:	9 <sup>th</sup> June 2022 - This policy will be reviewed in 2023 or on change	
Health, Safety and Environment Advisor	HS&E advice is provided by Robert Wise CMIOSH PIEMA OSHCR 6 Golden Pheasant Drive, Snettisham PE31 7TL Mobile: 0789 429 7085 email: robert@robertwise.co.uk	
		  Occupational Safety and Health Consultants Register

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Policy & Arrangements

Activity	Arrangements
Organisation Chart	<p>Greg Mabbott &amp; Matthew Mabbott</p> <ul style="list-style-type: none"> <li>→ Administration</li> <li>→ Fitters</li> </ul> <p>Robert Wise (HS&amp;E Advice)</p>
<p>Accidents, Injuries and Near Misses and Hazards.</p> <p>Reporting H&amp;S Issues</p> <p>Accident and Incident Investigation</p>	<ul style="list-style-type: none"> <li>• Employees are required to report all accidents, injuries, near misses Greg Mabbott who will complete an investigation</li> <li>• Injuries will be treated by a first aider, minor cuts and bruises may be self-treated and an entry made in the accident book in the office</li> <li>• When working on a client's site, accidents and incidents will also be reported to the client</li> <li>• Greg Mabbott will investigate all accidents to understand the direct and root causes with the aim of implementing preventative controls. Where an injury involves lost time, a major injury or a dangerous occurrence the advice or further investigation will be completed by the safety advisor.</li> <li>• The Safety Advisor will report over seven-day, major accidents and dangerous occurrences to the HSE in order to comply with the RIDDOR Regulations, taking advice from the safety advisor</li> </ul>
Risk Assessment, Safe Systems of Work and Method Statements	<ul style="list-style-type: none"> <li>• Risk assessments and safe systems for general activities will be reviewed annually by the Greg Mabbott</li> <li>• A generic method statement and a specific on the job risk assessments are completed for specific jobs.</li> <li>• Most work in the workshop is completed following standard industry practices, trade skills and worker competence. When completing non routine work a risk assessment and safe system of work will be agreed between the workers and Greg Mabbott</li> <li>• When working on a client's site a specific risk assessment and method statement will be completed beforehand and a pre-task assessment will be completed by the worker at the place of work,</li> </ul>
Welfare Facilities	<ul style="list-style-type: none"> <li>• Appropriate welfare facilities are provided at the workshop. These are maintained by cleaners</li> <li>• On site, welfare facilities are provided by the client. We do not work as a principle contractor or standalone contractor</li> </ul>
First Aid	<ul style="list-style-type: none"> <li>• First aid kits are carried in vehicles. Greg Mabbott is responsible for first aid supplies.</li> <li>• Vehicle drivers are responsible for checking their kits    and returning them for refilling after use</li> </ul>

# Health, Safety & Environmental Policy – Adept BPT Ltd

Consultation with Employees, Worker involvement	<ul style="list-style-type: none"> <li>• Employees are consulted individually</li> <li>• Where issues affect a group of people these will be consulted together</li> <li>• Toolbox talks are used as a means of communicating issues</li> <li>• Adept BPT Ltd is a small business and everyone is expected to be involved in H&amp;S issues. We meet every day at lunchtime and we will discuss issues that affect us, including H&amp;S problems.</li> <li>• Where an issue affects worker, they will be asked for their views</li> <li>• We will discuss the RAMS with employees and expect feedback after site visits to ensure that we improve and update our systems</li> <li>• When changing processes, systems and equipment etc will seek advice from workers</li> </ul>
Competence and Training	<p>All employees and sub-contractors will be competent to complete the work allocated to them</p> <ul style="list-style-type: none"> <li>• Greg Mabbott is responsible for assessing the competence and trade skills of employees and organising training if required</li> <li>• Copies of certificates, training and accreditation are held at the office</li> <li>• All workers receive induction, on the job training and the safe systems of work</li> </ul>
Information and Instruction	<p>Employees will be given relevant information and direct instruction to enable them to complete their work safely using:</p> <ul style="list-style-type: none"> <li>• Safe systems of work, including documents provided by the HSE, trade associations and others</li> <li>• Instructions – either written or verbal</li> <li>• Method statements</li> <li>• Risk assessments</li> <li>• Policy documents</li> <li>• Clients and principle contractors safety inductions and rules</li> </ul> <p>A record of instruction will be kept at the office</p>
Supervision and Monitoring	<p>Appropriate levels of supervision and monitoring will be used to ensure the safe working of workers by Greg Mabbott</p>
Manual Handling	<p>Manual handling is a key activity for employees</p> <ul style="list-style-type: none"> <li>• Employees are trained in safe manual handling techniques and are expected to follow the rules at all times</li> <li>• Where manual handling exceeds the guidelines in the Regulations a risk assessment will be completed by the individual for one off tasks</li> <li>• High risk manual handling will be assessed, and a safe system of work written</li> </ul>
Hazardous Substances	<p>Chemicals and other substances are occasionally used</p> <ul style="list-style-type: none"> <li>• A safety data sheet for each substance is held at the office</li> <li>• A generic assessment will be completed for all commonly used substances</li> <li>• A specific assessment and method statement will be completed for non-routine work</li> </ul>

# Health, Safety & Environmental Policy – Adept BPT Ltd

Lone Working	<ul style="list-style-type: none"> <li>Workers are expected to have a mobile phone with them when working away from the site. When working alone a colleague will check on them at least once a day. In the event of a safety issue the worker will phone the office for advice.</li> </ul>
Fire and Emergency Procedure	<ul style="list-style-type: none"> <li>Everyone is required to comply with clients and principle contractors emergency procedures</li> <li>There is a safe system of work when working on a client's site</li> </ul>
Personal Protective Equipment	<p>Appropriate PPE will be worn where there is a defined requirement and when workers are at risk</p> <ul style="list-style-type: none"> <li>Employees are responsible for the safe use, storage and maintenance of PPE</li> <li>PPE is provided free of charge to employees.</li> <li>PPE will be specified in safe systems of work, method statements and risk assessments</li> <li>Employees will be instructed on the safe use of PPE</li> </ul>
Noise and Vibration	<ul style="list-style-type: none"> <li>Hearing protection will be worn on client's sites where specified</li> <li>Hearing protection must be used on specified equipment</li> <li>Hearing protection will be worn in obviously noisy areas and when working near to noise sources</li> <li>Vibrating tools are used for short periods, but exposure is not significant</li> </ul>
Vehicles Safety	<p>Employees must comply with the Highway Code.</p> <ul style="list-style-type: none"> <li>A valid licence must be held for the class of vehicles, this is checked regularly. Drivers are required to inform Greg Mabbott if there is a change in their health, their ability to drive or if there is any issue that may affect their licence.</li> <li>Visual daily checks will be completed on all vehicles and maintained in a safe condition - report any problems to Greg Mabbott</li> <li>Materials, tools and tools in vehicles must be secured and stored safely</li> <li>Mobile phones must not be used when driving – stop to make a call or call back later.</li> </ul>
Powered and hand tools	<ul style="list-style-type: none"> <li>Portable electrical equipment will be tested and inspected annually</li> <li>Workers are expected to follow safe system of work and apply their trade skills to the use of tools</li> </ul>
lighting	<ul style="list-style-type: none"> <li>Adequate lighting is required to complete the work.</li> <li>A portable light is provided in the van kits and is adequate to supplement site lighting.</li> <li>Workers assess as required and use when appropriate</li> <li>Lighting is assessed as part of the pre-task assessment</li> </ul>

# Health, Safety & Environmental Policy – Adept BPT Ltd

Plant and Machinery	<ul style="list-style-type: none"> <li>Plant and machinery will only be operated by certified operators</li> <li>Where plant is hired, this will be used by competent workers following the guidance from the hirer</li> </ul>
Electrical safety	<ul style="list-style-type: none"> <li>Electrical work is not completed by employees. Any connections will be checked by the client before power is applied</li> <li>Power will be isolated and locked off by the person working on the job to prevent accidental start up or energising circuits</li> </ul>
Housekeeping, Workplace Safety, Slips Trips and Falls	<ul style="list-style-type: none"> <li>Good housekeeping is the primary means of maintain a safe place of work. Workers are required to maintain a safe and tidy work area at all times.</li> <li>Belts, components, materials, equipment and waste must be controlled to ensure it does not create hazards.</li> <li>Before and after competing individual task the working area will be checked, cleaned and tidied.</li> </ul>
Working at Height	<ul style="list-style-type: none"> <li>Workers are expected to work safely at height at all times. Training for working at height is given to all employees.</li> <li>Where possible work will be completed from ground level or from a safe working platform.</li> <li>The safe systems of work, risk assessments and method statements will specify what access equipment is to be used.</li> <li>Scaffolding will be erected, checked and maintained by a competent scaffolding company.</li> <li>Tower scaffolding will be erected by trained person</li> <li>Ladders will only be used for access or short term, low risk work, where alternative means are not reasonably practicable.</li> <li>Workers are expected to check any means of access before use to ensure it is safe.</li> <li>MEWPS are hired to for access to high level work and used by trained employees with a current IPAF certificate</li> <li>When using a MEWP use a harness in a cherry picker – check it before use and clip it on every time</li> <li>Use the equipment following your training and check the hire instructions for use of outriggers. Complete a pre-use inspection</li> <li>Fall Prevention and Protection Policy</li> </ul> <p>Adept BPT Ltd use the following methods of fall protection and fall preventions – this is the hierarchy of control:</p> <ul style="list-style-type: none"> <li>Avoid working at height - this is assessed as part of the initial inspection of the work and agreed with the client</li> <li>Scaffolding – this is erected by the client following the site rules, using a competent scaffolding company</li> <li>Tower scaffolding – this is erected by the client’s competent erectors</li> <li>MEWP - this is hired or provided by the client and used by trained/certified employees</li> <li>Leaning ladder – is provided by the client for access only, workers are trained and complete a re-use inspection</li> <li>Stepladder – are provided for access and short term working, workers are trained and complete a re-use inspection</li> <li>Hop-up – are provided for access and short term working, workers are trained and complete a re-use inspection</li> </ul>

# Health, Safety & Environmental Policy – Adept BPT Ltd

Waste Management	<ul style="list-style-type: none"> <li>Waste will be properly managed to prevent pollution and comply with environmental legislation.</li> <li>Workers will ensure that waste is controlled, stored safely, recycled where possible and put into the proper waste streams.</li> <li>Make sure that any spilt waste is cleared up before leaving the site.</li> <li>Scrap metal is taken for recycling or left with the client, used or off cuts of belting are left with the client or taken back to the workshop for recycling</li> </ul>
Pollution Prevention	<ul style="list-style-type: none"> <li>Workers are required to take reasonable care to prevent pollution. Possible cause of pollution could be:                             <ul style="list-style-type: none"> <li>- oil, fuel or chemical spills</li> <li>- waste or packaging blown away from the working area</li> </ul> </li> </ul>
Occupational Health	<p>Workers are exposed to the following hazards with their work. These are controlled by the safe systems of work, training and trade skills.</p> <ul style="list-style-type: none"> <li>- noise</li> <li>- hand/arm vibration</li> <li>- manual handling and work-related upper limb disorders</li> <li>- Exposure to oils, chemicals and acid that could affect their skin</li> <li>- Dusts and fume from working with belting that could affect their respiratory system</li> </ul> <p>Our assessment is that the risks are not significant, and that surveillance is not required. However, employees are required to follow the safe systems of work and report any problems. If they suffer any conditions that affect their health at work they must get medical advice and report to Greg Mabbott</p>
Drugs and Alcohol Policy	<ul style="list-style-type: none"> <li>To protect the health and safety of members of staff whilst at work, the consumption of alcohol or being under the influence of alcohol is not allowed at any time on Company premises or whilst working at customer's premises. At no time may alcohol be brought into the workplace.</li> <li>The Company operates a zero-tolerance policy with regard to the use of any prohibited drugs or other substances during the course of your employment. Drug or substance use will be regarded as gross misconduct which may result in dismissal, as will the dispensing, distribution, possession, use, sale or offering to buy controlled drugs or alcohol at work. If you are prescribed medication which may have some influence on your abilities at work then you must advise the Company immediately</li> </ul>
Personal Safety and Safe Behaviour,	<ul style="list-style-type: none"> <li>It is an expectation that all employees work in a safe and responsible manner.</li> <li>Most accidents are caused by people's behaviour and everyone is expected to work safely, follow the rules and report problems.</li> <li>Unsafe working will not be tolerated and disciplinary action may be used where appropriate.</li> <li>Do not cut corners, take risk, break the rules or put yourself or others at risk.</li> <li>We expect you to work responsibly and come home safe.</li> <li>If you have any health, safety or environmental concerns or issues please report them to a Greg Mabbott.</li> </ul>

## General Risk Assessments & Safe Systems of Work

### GENERAL ROLES AND RESPONSIBILITIES

#### All employees:

- Every employee is responsible for health, safety and environmental issues and is expected to look after themselves and their colleagues.
- Everyone must keep the workplace clean, tidy and safe to help prevent accidents and injuries
- If you discover a hazard or safety issue either sort it out yourself or make it as safe as you can and report it– do not leave a problem to turn into an accident
- Always try to follow the safe systems of work or safe practices for the job. Where this isn't possible use the safest way possible and notify Greg Mabbott.

#### The proprietor and the supervisor are responsible for:

- Ensuring employees follow the rules and work safely
- Making sure the workplace is safe and work is completed safely
- Managing risks to develop and improve health and safety
- Taking control in an emergency

### FIRST AID

#### Risk assessment

Up to 3 employees work on client's sites. It is moderate risk engineering and installation work and additional/significant first aid hazards include cuts from sharp metal, electric shock and exposure to fume. It is expected that the site will have first aid facilities and probably a first aider. A first aid kit should be carried in vehicles which is the responsibility of the driver, it should be checked regularly and anything missing must be replaced.

#### Emergency procedures

Self-treat any minor injuries or ask for help from the client's staff. Follow the site rules and report any injuries, particularly on some sites as they have food safety rules. In the event of a major injury or ill health a first aider from the site will treat the injured person. Away from the site call 999.

# Health, Safety & Environmental Policy – Adept BPT Ltd

## **MANUAL HANDLING – General Safe System of Work**

Manual handling heavy and large pieces of material presents a significant risk of an injury.

Always try and use mechanical aids when possible.

Workers receive manual handling training

If you cannot manage a load, get help. Long components require two or more people to handle, normally this done by a lift truck

Safe handling depends on the worker's skill, experience, capability and judgment. Workers are expected to:

- Follow safe lifting techniques whenever possible – keep the back straight, do not reach, twist or stretch and get help if you need it
- Complete your own assessment before lifting – use TILE – but check if it is possible to use mechanical means first:
  - Task** – review what you have to do and ensure it is safe, within your capabilities and there is not a safer way of doing it. Do not take risks
  - Individual** – do not lift if you think it may hurt you, get help or ask for advice
  - Load** – Get enough people to lift heavy loads and position everyone in the best place, check for sharp edges, wet/dusty/slippery surfaces, etc
  - Environment** – check where you are going, slip and trip hazards, the distance to go and the final position for the load
- Keep your working area clean and free from slip and trip hazards, remove cables and waste materials, clean up as you go and check before the task.
- Keep the load close to you
- Hold it securely and balanced to prevent it being dropped
- When lifting and lowering keep a straight back and avoid twisting and reaching
- Report any problems as soon as possible, and look after your health

## **FALL PREVENTION AND PROTECTION POLICY**

Adept BPT Ltd use the following methods of fall protection and fall preventions – this is the hierarchy of control:

- Avoid working at height - this is assessed as part of the initial inspection of the work and agreed with the client
- Scaffolding – this is erected by the client following the site rules, using a competent scaffolding company
- Tower scaffolding – this is erected by the client's competent erectors
- MEWP - this is hired or provided by the client and used by trained/certified employees
- Leaning ladder – is provided by the client for access only, workers are trained and complete a re-use inspection
- Stepladder – are provided for access and short term working, workers are trained and complete a re-use inspection
- Hop-up – are provided for access and short term working, workers are trained and complete a re-use inspection
- Harnesses - are provided when there is a risk of falling and no fall prevention is possible. This is a last resort but may be necessary for some jobs or inspections. This is identified on the RAMS or site assessment. Workers are trained and the harnesses inspected pre-use.



## **WORKING AT HEIGHT**

- The safe method of access will be specified in the method statement
- Employees are required to be instructed using the HSE document INDG455 Safe use of ladders and steps

### **If fixed scaffolding is used then you must ensure the following:**

- That it has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person
- A scaffold is fitted to the access point and shows an inspection within the last 7 days. Users must check this before first use
- It is only erected on a firm level foundation that is capable of taking the load of the scaffold
- It is braced and tied to a permanent structure or otherwise stabilised
- If it is to be loaded then it must be appropriately altered to withstand the extra weight
- That platforms are fully boarded and wide enough for work and access
- That scaffold boards are properly supported and do not over hang excessively i.e. more than four times its thickness
- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold
- It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability

### **If you are using a ladder you must make sure that:**

- The work is of short duration and involves only light work
- Three points of contact can be maintained at all times
- The work only requires one hand to be used
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping
- A good handhold is available
- The ladder is safe to use and has been regularly inspected, complete a pre-use check yourself

### **If you are using a MEWP, you must ensure the following:**

- Only a suitably trained and competent person operates the platform and hold a current IPAF certificate
- A harness is used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped
- A suitable means of descent from the platform is provided in case of an emergency
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection

### **If a mobile scaffolding tower is used, you must ensure the following:**

- It has been erected by a suitably trained and competent individual eg PASMA trained etc
- The relevant components show no signs of rust or damage

# Health, Safety & Environmental Policy – Adept BPT Ltd

- A suitable means of access is provided inside the tower
- Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task
- Manufacturers guidelines are followed in relation to the height to base width ratio
- The client will ensure that the scaffold is inspected weekly

## **SUB-CONTRACTOR APPROVAL**

Adept BPT Ltd will only use contractors who will provide a service that meets customer requirements, work safely, provide the appropriate documentation and support safe working practices

- All sub-contractors will be vetted by Greg Mabbott, who will check documentation, accident records, check the quality of work and audit performance, seek references. Sub-contractors are known to Adept BPT Ltd as this is a small industry
- The following documentation will be supplied
  - PL,PP and PI insurance certificates
  - training records/certificates
  - Risk assessments and method statements
- A site-specific assessment will be completed prior to work starting by the contractor
- Employees will comply with the client's safety rules and industry standard practices
- Contractors will hold policies for modern slavery and human trafficking
- Adept BPT Ltd expect all contractors and suppliers of products and services to have appropriate environmental policies and practices

## **VULNERABLE PEOPLE**

Risk assessments will be completed for :

- Disabled people
- Workers who are sick but signed as "fit with restrictions" by a doctor
- Workers with health conditions or injuries or on a rehabilitation programme
- Workers under 18 and anyone under 16 on a work experience programme
- New and expectant mothers

Advice will be sought and assessments will be completed using guidance from the HSE and where appropriate medical and safety advisors

## **SAFE ISOLATION OF ENERGY SOURCES**

- Refer to the client's isolation procedures and instructions
- All energy sources must be isolated or made safe prior to working on a panel, other than commissioning, testing and fault finding.
- Do not work live
- The client is responsible for safe isolation unless it is local and simple
- The fitter is responsible for local isolation and checking and testing isolation has been safely completed. Safe isolation is a trade skill

## **Safe System of Work**

- The Fitter will check that isolation is appropriate before starting work
- The isolator will be locked off key will be kept by the fitter until the equipment is handed over or back under the client's instructions.
- Tags will be fitted when instructed
- Where using a lock is impossible the fitter will agree the safe way to secure proper isolation to the client's requirements. A tag will always be fitted.
- Fitters will check that the isolation is appropriate when completing a pre-work assessment and check the isolation is safe before starting work.
- The fitter will check the equipment is dead before starting work
- Before handing back after completion the fitter will check that it is safe to do so
- Report any problems to the client. If you lose a key report to the client

# Health, Safety & Environmental Policy – Adept BPT Ltd

## ELECTRICAL APPLIANCES

If it is misused or damaged portable electrical equipment has the potential to cause an electric shocks and burns – which could be fatal - and a fire or explosion. There are 5 factors that help to prevent an accidents:

- **Suitable equipment:** You must select the appropriate equipment for the task. Don't use equipment that could be affected by water in damp conditions and don't use domestic equipment for heavy duty work.
- **Safe equipment:** New equipment will be safe, but older equipment needs to be checked by you before use it and must be tested regularly - every year or longer depending on the type of equipment and use.
- **Safe user:** You need to apply your skills and training for your work equipment. Don't use equipment that you are not trained or authorised to use.
- **Safe use:** You must follow safe systems of work for the jobs you are doing. Make sure the environment is safe for the equipment. Don't take risks and report any problems.
- **Safe storage:** When you've finished put the equipment away correctly. Equipment and cables are easily damaged.

## Safe System of Work

- Equipment must be approved by Greg Mabbott to ensure it is the correct type and duty for the job.
- Hand tools and work equipment will be PAT tested annually
- **User checks** - before using equipment you must visually check it is safe before operating it:
  - do not use faulty or damaged equipment
  - make sure there is a pass sticker on the cable or the equipment, if you suspect it is unsafe do not use it
  - the plug must be undamaged and the cable properly secured at each end
  - the flex must be unbroken and must not have any cracks or abrasion through to the inner cables
  - the equipment itself must be undamaged, do not use it if it has a broken casing, shows any overheating or you feel it is unsafe
  - faulty or damaged equipment must be made safe - locked off and tagged – or taken to the workshop
- Only use the equipment for it's designed purpose – abusing or tampering equipment is not safe and may lead to an accident
- Take care where you use the equipment – wet or dusty environments could be hazardous when using electricity.
- When you have finished check the equipment is safe and store it in a safe place where it will not get damaged. Secure the cable but avoid tightly coiling to prevent damage caused by stress or strain.
- Hired equipment will be inspected and tested by the hiring company unless otherwise specified

## **FORKLIFT TRUCK SAFETY**

Forklifts are used for moving and handling goods. Drivers are trained and refreshed every three to five years. Pedestrians need supervising by the driver and others to remove them from the danger areas during truck movements and when handling loads.

There are risks to pedestrians when the truck is in the workshop.

- Drive very slowly and watch out for people, obstruction and keep your distance from work benches, pallets and walls etc.
- Drivers must ensure everyone around him is aware that the vehicle is in use
- Pedestrians have a priority – stop and wait until they are safe
- Stop pedestrians walking under loads or close to the rear of the truck – use barrier tape to make a safe area if necessary

### **You must follow your training these general rules:**

- Only trained operatives, with a valid license are permitted to drive a lift truck. The licensed should be refreshed every 3 – 5 years. Refer to the certificate
- Complete the pre start-up checks before driving.
- Wear a seat belt when driving outside the building or on an uneven surface as there is a greater risk of overturning a truck
- Keep to a reasonable speed. You may need to drive slower if there are people about.
- Do not overload the truck - watch the weight and load centre of the load.
- Passengers must not be carried.
- Drivers must avoid pedestrians - pedestrians must avoid trucks.
- Stop and sound your horn at potential danger spots, such as corners, doorways, then proceed slowly.
- Do not run over cables, pipes etc unless properly protected.
- Drive slowly over damaged or uneven surfaces.
- Take care when braking to prevent load slip.
- You must lower the load before maneuvering, drive with the forks lowered and the mast tilted back.
- Drive in reverse if the load restricts forward vision.
- Do not drive with a load of pallets higher than the mast, they may fall.
- Do not pick up a load if someone is nearby.
- Stop people from walking near to a raised load.
- Do not obstruct exits, fire precautions or other safety items when you drop the load
- Do not lift an unstable load or an unsound pallet. Wrap or secure a load before handling it.
- Lower the forks, apply the brake and remove keys when leaving.
- Keep the keys secure when the truck is parked.
- Drivers must not drive under the influence of alcohol or drugs.
- Drivers must advise their supervisor if they are ill or unfit to drive.
- Report any damage and do not use an unsafe truck
- Take care of uneven surfaces in the yard. Dropping a wheel into a drain cover or pot hole may make a load unstable or make it fall
- Do not drive on the public roadway. If you unload a vehicle from outside the yard make sure that you prevent access to the unloading area by pedestrians

If you use a FLT on site you must get permission beforehand, check it is safe to use, check if there is any special rules you must apply and always take extra care

# Health, Safety & Environmental Policy – Adept BPT Ltd

## EMERGENCY PROCEDURES

Any incident must be reported to a Greg Mabbott immediately.

### Emergency guide

- **Fire or explosion** - See the site's fire action notice or instruction during your induction
- **Serious injury or health problem**  
A first aider will take control, call an ambulance, keep the person safe and warm following first aid training.
- **Vehicle incident.**  
Make the area safe, deal with any injury; watch out for secondary issues such as fuel leaks or fires.
- **Electrical Fault**  
Emergency lights provide escape illumination. Follow the site emergency procedures. Leave the building and wait for the power to be restored.
- **Building damage incident**  
Make sure people are safe, keep away from unsafe areas, make it safe or tape it off and get help

If the police arrive, co-operate with them and let Greg Mabbott know as soon as possible.

### Emergency Numbers:

- Fire or Ambulance (9) 999
- Police (9) 999 or 0845 4564 567
- For the nearest A&E see your host on site
- Health & Safety Executive 0845 300 9923 (Report a major injury or fatality only)
- Environment Agency 0845 345 0055

## Environmental Arrangements and Procedures

We use electricity, energy, water and drive for work. These activities use resources, produce waste and produce carbon dioxide as a by-product. In order to reduce our impact, we need to manage them and aim to reduce them as much as possible. While the business can implement changes and adopt technologies that use less resources, we can all help by reducing what we use and looking for opportunities to make improvements

We will look for opportunities to maintain our compliance and reduce our environmental impact. We will apply technology where possible, invest in equipment and processes to manage risks and implement industry best practices to reduce our environmental impact. We accept that managing environmental issues is an investment but understand that costs can be offset by savings and reduced impact.

**WASTE MANAGEMENT** – apply the same principle to your waste at home

Our process does not produce much waste. However, we still need to minimise it as much as possible. We need to re-use or recycle where possible. Packing, in particular, needs to be reused to protect products rather than use new material

When working, we accept people to manage materials and energy to reduce waste and prevent pollution. Everyone is expected to follow our rules and look for opportunities to improve our performance and reduce our impact

All our waste is either recycled by the contractor or used to generate energy. However, we can still REDUCE, REUSE and RECYCLE better

- Make sure waste is put into the correct bins and recycled whenever possible
- Try to segregate waste as you work, even small amounts of recyclables should be removed and put into the correct bins
- Avoid printing documents unless you need a hard copy, if you can, print double side
- Maintain the heating and air conditioning at an agreed level, avoid turning it up and down as it this does not maintain a level temperature. Keep the windows closed if the heating or air conditioning is on and close the doors.
- Make sure your computer is turned off at the end of the day and lighting is off if the office is lit by daylight. The last person should turn off lighting when they go home
- If you smoke, you may only use the designated place outside, do not smoke on the foot paths or yards and dispose of your waste in the ashtray. Do not discard cigarette butts on the floor
- Put paper in the recycling bins. Shred confidential papers
- Recycle toner and ink cartridges. Give used batteries to Jennie. Do not put waste electrical equipment into general waste
- Separate drinks cans for recycling and avoid using single use or disposable cups
- Take any waste food and packaging from your packed lunch home and put them in your food recycling bins
- Chemical and oil leaks and spills are a pollution risk and can be hazardous to people's health, report minor issues. Use absorbents or mats to clear up the spill. Put any waste into bags for safe disposal. Do not put into general waste
- Never dispose of any chemical, oil or hazardous substance in the drains.
- If you can see a way to reduce waste, please report it

We also need your help to improve. Please share any ideas to help us reduce our energy use and waste, reuse and recycle wherever possible, identify opportunities and report problems

## Environmental Arrangements and Procedures

### **DRIVING FOR WORK** - apply this to your domestic driving as well

Driving produces a significant amount of carbon dioxide. If you drive or travel for work, please ensure that you plan your route to ensure that you reduce your impact as best as you can. Choose the best route to avoid traffic and aim to get a balance between the time it takes and the amount of fuel you use.

#### **Before you go**

- Save weight – extra weight means extra fuel so if you don't need it, take it out
- Don't hang around – idling wastes fuel and your engine warms up more quickly when you're moving so don't start the engine until you're ready to go.
- De-icing – scrape ice in the winter rather than leave your car idling to warm up
- Plan your journey – getting lost wastes fuel. Check traffic news before you go too.
- Combine short trips – cold starts use more fuel so it pays to combine trips if you can.

#### **Driving**

- Smooth and gentle – drive smoothly, accelerate gently and read the road ahead to avoid braking unnecessarily. Decelerate smoothly by releasing the accelerator in time, leaving the car in gear.
- Keep rolling – stopping then starting again uses more fuel than rolling. Slow early for traffic lights or approaching a queue and you might not have to stop completely.
- Change up earlier – don't labour the engine but try changing up at an engine speed of around 2,000 rpm (diesel) or 2,500 (petrol). Since 2014 new car models have been fitted with a gear shift indicator to encourage use of the most efficient gear.
- Use your air-con wisely – at low speeds, air-con increases fuel consumption but at higher speeds the effect is less noticeable. Try opening the windows around town and save the air-con for high-speed driving. Don't leave it on all the time but running it at least once a week helps keep the system in good condition.
- Cut down on the electrics – turn off your rear window heater, demister fan and headlights when you don't need them
- Stick to the limit – going faster uses more fuel. Drive at 70mph and you'll use up to 9% more than at 60mph and up to 15% more than at 50mph. Taking it up to 80mph can use up to 25% more fuel than at 70mph.

### **ELECTRICITY**

Our solar panels on the roof provide us with clean energy and excess is sold into the national grid. All our other electricity is generated from renewable sources

- Our lighting is energy efficient LEDs. We heat the building using electricity
- We have designed our processes to be as energy efficient as possible. However, we appreciate that we can make more improvements and will continue to explore opportunities.
- Compressed air used a significant amount of energy and needs to be managed and used economical
- Compressed air leaks use a lot of energy and can be easily repaired. Report them if you hear them when it is quiet
- If you notice any lights that are not required, turn them off when no one is working
- Turn off equipment when not in use



# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
General safe working	<p>Workers are competent workers who are trained and experienced in the work and are required to apply their trade skills to ensure safe working</p> <p>Installation and maintenance work is controlled by general trade skills, on the job training and accepted safe working methods</p> <p>There is a risk assessment and method statement completed for each job completed on a client's site</p>	
<p>Loading and unloading lorries</p> <p>Using a FLT to handle materials</p>	<p>Lorries are unloaded by a FLT operated by a trained driver. Materials are lifted into position by a FLT</p> <ul style="list-style-type: none"> <li>• The others are required to stay out of the immediate unloading area to prevent injury from the load, dislodged materials and the FLT operations.</li> <li>• Do not stand next to or behind the FLT, keep a safe distance and do not distract the driver</li> <li>• If the load needs to be steadied - do this from the ends, otherwise the load will need to be secured before it is moved and people are in a safe place.</li> <li>• FLT drivers must ensure the loads are safe or secure</li> <li>• Other people must be either stopped from entering the area or the operation halted until the person is safely out of the way.</li> <li>• Reversing vehicles must be supervised to prevent accidents to other pedestrians</li> </ul>	
Housekeeping - Slips, trips and falls	<p>Workers are responsible for keeping their work area tidy and free from hazards – the policy is clean as you go.</p> <ul style="list-style-type: none"> <li>• Do not leave empty pallets, materials or packaging where people can trip over them.</li> <li>• Keep your work area tidy, remove waste and put unused materials back</li> <li>• Do not lean material up against benches, machinery or walls – secure them to stop the falling over</li> <li>• Keep trailing leads under control</li> <li>• Clean up spills immediately</li> </ul>	
Working off steps and ladders	<p>Work of leading ladders is for short duration only.</p> <ul style="list-style-type: none"> <li>• Do not lean out and try to maintain three points of contact.</li> <li>• Workers must apply general safe working practices – see the HSE guidance in INDG402 and INDG405</li> <li>• Ladders must be checked prior to use</li> </ul>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
Fabrication of belts	<p>Manufacture of belting components is completed by competent workers applying trade skills and experience. Belts are normally a standard design and workers are experienced in service, maintenance and fabrication.</p> <p>Joining belts is completed in the workshop or on sit and produces fume</p> <ul style="list-style-type: none"> <li>Joining in the workshop is normally completed using the dedicated machinery with local exhaust ventilation or general ventilation</li> <li>Joining on site using portable machinery relies on general ventilation</li> </ul> <p>Nominated workers receive manufacturers or suppliers training on the equipment and this are then trained on to others as required. Greg Mabbott ensures workers are competent</p>	
Repetitive work – using hand tools and working in awkward postures	<p>Any susceptibility to upper limb disorders is likely to have been identified during the early stages of an workers training</p> <p>Where possible power tools are used. Tools are of a modern design that limit the force required</p> <p>Workers are advised that repetitive work is a risk and to follow good practices for the industry, avoid repetitive work for long and repeated periods and report problems</p> <p>If a worker develops an upper limb disorder or other health condition, appropriate advice will be sought</p>	
Use of powered/hand tools - Cut off saw - battery drills - joining equipment	<p>Workers are competent workers</p> <ul style="list-style-type: none"> <li>Portable tools are PAT inspected and tested</li> <li>Workers should check the equipment, cable and plug prior to use</li> <li>When drilling into metal above head height wear safety glasses</li> </ul>	
Using compressed air	<p>Avoid using compressed air to blow clean – use a brush or a vacuum</p> <ul style="list-style-type: none"> <li>You must wear eye protection when using compressed air to blow. Ordinary prescription glasses are not adequate – they must be proper safety spectacles or goggles</li> <li>Releasing compressed air generates a lot of noise, use hearing protection if using for more than a couple of minutes at a time</li> <li>Make sure everyone else around you is aware that you are blowing and keeps a safe distance – debris can be blown towards others and cause an eye injury</li> </ul>	
lighting	<p>Adequate lighting is required to complete the work. A portable light is provided in the van kits and is adequate to supplement site lighting. Workers assess as required and use when appropriate</p>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
Fire Safety	<p>Follow the site's emergency procedure</p> <ul style="list-style-type: none"><li>• In the event of a fire raise the alarm , leave by the nearest exit call the emergency services and check everyone is safe</li><li>• Use a fire extinguisher to protect yourself or others or to deal with a minor fire. DO NOT take risk</li><li>• On site employees are required to be instructed on the safe use of fire extinguisher</li><li>• Keep exits clear and open them regularly</li><li>• Check electrical leads for damage</li><li>• Keep flammable substances in the proper place and away from ignition sources</li><li>• Do not smoke in or near to the building, around waste skips or wood</li></ul>	
Hand protection	<p>Manual workers need to protect their hands from damage</p> <ul style="list-style-type: none"><li>• You must wear cut proof gloves when handling sharp sheet metal, especially thin stainless or just guillotined sheets.</li><li>• Wear rigger type gloves when handling heavy galvanised or aluminium sheet, mild steel and handling pallets or general waste</li></ul> <p>Good industrial hygiene prevents dermatitis and other skin conditions</p> <ul style="list-style-type: none"><li>• Wear chemical proof gloves to prevent contact with solvents, oils and other chemicals</li><li>• Wear rigger type gloves when handling material contaminated with oil or other substances</li><li>• Always wash your hands after work, before eating, going to the toilet or leaving the workshop</li><li>• Use barrier cream and after work cream to help protect your skin</li></ul>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
Using Workshop Machinery	<ul style="list-style-type: none"> <li>• Workshop machinery will only be used by competent persons approved by the directors</li> <li>• Operators are expected to be trained and experienced or supervised while being trained</li> <li>• Eye protection will be worn at all times</li> <li>• Fixed guarding, chuck guard and positional guards must be used to prevent access to moving parts or to protect against swarf unless impossible</li> <li>• Ensure the work piece is clamped and the vice secured. Do not hold a piece when drilling as it may snag</li> <li>• Take care if wearing gloves when handling sharp material, rotating parts may catch the glove and drag your hand into the machine.</li> <li>• Follow the rules for managing cutting oils, wear overalls, chemical gloves or use barrier cream when handling the oil. Check it is in good order, does not smell and avoid creating mists. Wash your hands thoroughly after use, before eating and before going to the toilet.</li> <li>• Use the extraction systems where fitted</li> <li>• Check the emergency stop is functioning and isolate before maintaining, cleaning or repairing the machine</li> <li>• The workshop foreman is responsible for checking the machines and making sure they are in good order</li> </ul>	
PPE	<p>PPE must be used when at risk. PPE will be purchased from a proper PPE supplier and meet the required BS/EN standards</p> <ul style="list-style-type: none"> <li>• Safety footwear when working in the factory, workshops on site or if at risk.</li> <li>• Safety glasses, goggles or a face visor must be used when using powered cutting tools and when at risk of an eye injury. Unless proper prescription safety spectacles are used then over-specs must be used – normal glasses do not provide adequate protection</li> <li>• HIVIS clothing must be worn when working around vehicles or working in the roadways.</li> <li>• Hearing protection – either ear muffs or ear plugs - when using noisy tools. Any type will do as long as they are worn correctly</li> <li>• Wear cut proof gloves when at risk from sharp metal, pallets, handling cut metal if sharp</li> <li>• Wear chemical proof or nitrile gloves if handling solvents, cleaning fluids or other chemicals with a warning symbol on the label</li> <li>• Protect your hands from hot surfaces after working with power tools</li> <li>• Employees are trained on the use of PPE</li> </ul>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
<p>Hazardous substances - These are COSHH assessments</p>	<p>There are no significant risks when handling substances during normal manufacturing, installation or maintenance and the control measures specified are applied Safety data sheets are kept by Greg Mabbott</p> <ul style="list-style-type: none"> <li>• Small quantities of degreasers are used to clean material after work. Applied by cloth. Wear gloves or wash your hands after use. Any flammable materials must be stored in a safe place in a sealed container away from ignition sources. Containers must be labelled with the correct contents and warnings – do not use drinks bottles or any container that could be confused for something else. Always use chemicals in a well-ventilated place and avoid breathing the vapours</li> <li>• When joining, make sure the ventilation is adequate to avoid a build-up of fumes</li> <li>• Adhesives and a hot press are used to join.</li> <li>• Fumes created by the joining process are controlled by local in the workshop or general ventilation on site. However, avoid breathing the fumes.</li> </ul>	
<p>Handling hazardous substances</p> <p>Products are purchased for a specific job. Different suppliers and trade names are used, but the products are generally the same.</p> <p>A data sheet is obtained for all products and kept in the office</p>	<p>General use of chemicals and other hazardous substances requires the following simple precautions;</p> <ul style="list-style-type: none"> <li>• Read the label before using any substance</li> <li>• Wear chemical proof or nitrile gloves if handling solvents, cleaning fluids or other chemicals with a warning symbol on the label</li> <li>• If cleaning with small amounts, use a clean cloth, do not soak it and avoid contact with significant amounts of the chemical. Wipe or wash hands after use.</li> <li>• Use safety glasses if handling any solvent or chemical that may splash – during decanting for example</li> <li>• Safety data sheets are kept in the office</li> <li>• Any flammable materials must be stored in the flammable cupboard when not in direct use and after the shift is over</li> <li>• Always use chemicals in a well-ventilated place and avoid breathing the vapours</li> <li>• Clean up spills immediately</li> <li>• Containers must be labelled with the correct contents and warnings – do not use drinks bottles or any container that could be confused for something else – you must use a proper industrial container with the contents correctly marked in indelible ink.</li> <li>• Do not decant flammable liquids, these must remain the original container</li> </ul>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
First aid for all hazardous substances used in the workshop and on site	<p>In the event of an accident apply the following first aid procedures</p> <ul style="list-style-type: none"> <li>• Read the label on the container</li> <li>• Wash hands after skin contact, if a rash develops seek medical advice</li> <li>• If the substance gets in the eyes, rinse with water for at least 10 minutes. If any pain or discomfort remains, seek medical help. If a solvent cleaner gets in the eyes, rinse with water and seek medical advice</li> <li>• If a person feels unwell after breathing in solvent vapour, aerosols or similar substances, move to fresh air and seek medical advice if discomfort or symptoms persists</li> <li>• If any substance is ingested, seek medical help</li> </ul> <p>Have a copy of the safety data sheet or the label on the container when seeking medical advice Contact NHS111 for advice. Consult a GP if symptoms persist. Take a person to the local A&amp;E in an emergency</p>	
<p>Paints and thinners</p> <p>Various products</p> <p>1L to 2.5L containers</p> <p>Vapours can cause a narcotic effect and cause skin health issues</p>	<p>Paints and thinner may be flammable and most contain solvents. Vapours can cause a narcotic effect and cause skin health issues</p> <ul style="list-style-type: none"> <li>• Store in the flammable cupboard/store unless in direct use</li> <li>• Use in a well-ventilated area if brushing</li> <li>• Avoid breathing the vapours</li> <li>• Avoid contact with your hands, wipe splashes off as soon as you can</li> <li>• Clear up spills with the spill kit, take outside to evaporate, then put into general waste when dry</li> </ul>	
<p>Oils and greases</p> <p>Products on customers conveyor systems</p> <p>May cause skin health issues</p>	<p>Oils and greases can cause skin problems, irritate your eyes and spills may cause slips</p> <ul style="list-style-type: none"> <li>• Follow the hand hygiene rules</li> <li>• Wear chemical proof gloves for repeated or heavy contact, when servicing or filling machines for example</li> <li>• Clean up any spill immediately, do not allow into the drains</li> <li>• Use spill mats to catch splashes and clear up spills. Dispose of as oil waste, not in general waste</li> <li>• Wear safety specs if there is a risk of splashing.</li> </ul>	
<p>Solvent or water-based cleaners, hand cleaning and belt preparation. Up to 2½L containers</p> <p>Hand cleaning with cloths</p> <p>Isopropanol</p>	<p>Contact with cleaners may irritate your skin and splashed may harm your eyes. Vapours can cause a narcotic effect Some chemicals are harmful and/or flammable. Most chemicals will irritate the skin with repeated contact</p> <ul style="list-style-type: none"> <li>• Use safety glasses or goggles if there is a risk of splashing</li> <li>• Wear gloves if handling large quantities or if your hands get wet with the chemical. Use paper cloths to wipe and dispose of after use</li> <li>• Read the label on the container</li> <li>• Use in a well-ventilated area and avoid breathing the vapours</li> <li>• Allow solvent contaminated cloths to dry before putting into waste</li> <li>• Clear up spills with the spill kit, take outside to evaporate, then put into general waste when dry</li> </ul>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
Aerosols – cleaners, paints, degreasers, lubricants, WD40 Various products, harmful or irritant and flammable Single/few aerosol cans at point of use	Small amounts used for cleaning, preparation or maintenance. Some aerosols are harmful and/or flammable. Read the label on the can <ul style="list-style-type: none"> <li>• Use in a well-ventilated area and avoid breathing the vapours</li> <li>• Do not spray any significant amount near to ignition sources</li> <li>• Avoid over spray whenever possible, clean up the area after use</li> <li>• Spray away from you, avoid skin contact. Wipe up any overspray</li> </ul>	
Plastic cement Harmful or irritant and flammable Containers less than 1L Epoxy and hardener less than 1L Contact adhesive	Applied by brush or , thinner applied by cloth to clean <ul style="list-style-type: none"> <li>• Use safety glasses or goggles if there is a risk of splashing</li> <li>• Wear gloves if handling large quantities or if your hands get wet with the chemical. Use paper cloths to wipe and dispose of after use</li> <li>• Read the label on the container</li> <li>• Use in a well-ventilated area and avoid breathing the vapours</li> <li>• Allow solvent contaminated cloths to dry before putting into waste</li> <li>• Clear up spills with the spill kit, take outside to evaporate, then put into general waste when dry</li> </ul>	
Fume from welding belts Plastic fume may be harmful to the respiratory system	Plastic welding completed on the bench using local exhaust extraction <ul style="list-style-type: none"> <li>• Adjust the extraction system to remove the fume from the welding position, do not weld without using the extraction system</li> <li>• The extraction system has a thorough examination every year to confirm it is working correctly</li> </ul>	
Working with other contractors and site workers	When other contractors are working in or around the job, make sure that you co-operate with each other to avoid conflicts <ul style="list-style-type: none"> <li>• You must report to a host before starting work, agree a safe system of work and follow any agreed rules</li> <li>• When completing work that involves a significant risk to others, a specific risk assessment and method statement is required before starting work. The person commissioning the work will decide if this is required and ensure it is completed</li> </ul>	
Construction, Design & Management Regulations	Adept BPT Ltd do not undertake construction work, do not operate as a principle contractor and are never the sole contractor on site. All sites are established and have welfare facilities provided by the client. As a contractor we comply with the client's or principle contractor's safety plan or contractors' rules. We do not work on a site that does not provide welfare facilities <ul style="list-style-type: none"> <li>• Work is planned, job specific RAMS are produced, and a site-specific assessment is completed on the site</li> <li>• Work will be co-ordinated with the client and other work on the site</li> <li>• Workers are instructed, supervised and monitored by the site and Adept BPT Ltd management.</li> </ul> All employees have the appropriate competence to undertake the work allocated	

# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
Installation, maintenance and service on a client's site	<p>Installation work is completed by competent installers, applying trade skills and on the job training</p> <ul style="list-style-type: none"><li>• There are quality standards, drawings and instructions from the customer</li><li>• Fitters are required to attend and follow the site induction and pay particular attention to emergency procedures, vehicle and transport safety, smoking rules and any rules required to protect others.</li><li>• If issued with a permit or permission to work this must be signed off at the end of the shift</li><li>• A risk assessment and method statement is prepared beforehand. Make sure you read this and follow it.</li><li>• Before starting work make sure you check the work area is safe for you to work and complete your own risk assessment – ask yourself if there is anything that will cause an accident, injury or damage</li><li>• Warn other trades what you are going to do and make sure there is enough space.</li><li>• Make a safe area to unload materials if required.</li><li>• If there are any issues report these to the site contact or phone the office.</li><li>• Follow the safe working practices for trailing cables and work at height – make sure that you do not place others at risk.</li></ul>	
Hot Work Joining belts is not hot work	<ul style="list-style-type: none"><li>• Hot work is no longer completed on site. If this is required, it will be undertaken by the client as preparation work</li><li>• Belts are joined on site using heat from a joining machine. This is not a fire hazard and does not constitute hot work</li></ul>	



# Health, Safety & Environmental Policy – Adept BPT Ltd

## Task/Specific Risk Assessments

Task/Hazards/Risks	Safe System of Work and Control Measures	Further action required?
Driving for work Travelling to and from sites	<p>Driving has a greater risk of an accident than your work</p> <ul style="list-style-type: none"><li>• Drivers must be authorised and licensed for the type of vehicle driven. They must meet the DVLA standards for fitness and be able to meet the eyesight requirements. It is the driver's responsibility to ensure he/she is compliant and safe and to report any problems to a manager</li><li>• Drivers must comply with the Highway Code and safe driving practices. Drivers are responsible for their own actions and risk prosecution, fines and points on their licence if they break the law.</li><li>• Check the vehicle is safe before driving</li><li>• Plan your journey before starting off,</li><li>• Do not drive if you are unwell over tired or if you are using prescription drugs that have a warning notice.</li><li>• Never drive under the influence of alcohol or drugs, bear in mind that you may be suffering with the effects of last night's alcohol the following morning</li><li>• Do not smoke in the vehicles and always wear the seat belt</li><li>• Load vehicles safely to prevent movement, secure heavy or large loads so they will not cause damage or injury during heavy braking</li><li>• Take regular breaks or share the driving. Two hours is generally the maximum safe driving time before a break. However, this depends on the individual, the journey, the time of day and a person's fitness or tiredness on the day. Therefore, you must make a judgement as you go along. However, stop and rest if you are tired.</li><li>• If you breakdown, get off the highway if possible and phone for assistance.</li><li>• Wear HIRIS clothing when at risk from traffic, unloading or is at risk</li></ul>	

# Health, Safety & Environmental Policy – Adept BPT Ltd

Electrical Appliance Testing	Pre Use Check	Formal Visual Inspection	Annual Combined Inspection and Test	Two-Three Yearly Inspection and Test
Office IT equipment	No	Two years	No	No, if double insulated, otherwise 5 years
Double insulated equipment – not hand held Fans, desk lamps, microwave, fridge, radios	No	Three years	No	No
Hand held double insulated equipment - Vacuum cleaner	Yes	One year	No	No
Earthed equipment – Kettles, toasters etc	Yes	One Year	No	Two years
Cables, plugs, extension leads	Yes	One year	No	Two years
Workshop equipment hand held	Yes	One year	Yes	NA
Workshop equipment, small or not fixed and with a plug .eg bench grinder	Yes	One year	No	Two years
<b>Electrical appliance</b> <ul style="list-style-type: none"> <li>Equipment will have a reference number and date of last test – do not put an expiry date</li> <li>New equipment should be entered onto the register when purchased or at the next annual inspection</li> <li>Formal visual inspection may be completed by an employee following instruction by a competent person</li> <li>Combined inspection and testing must be completed by a competent person.</li> </ul>				
<b>Employees are instructed to check appliances are safe before use</b> <ul style="list-style-type: none"> <li>damage to the lead including fraying,</li> <li>cuts or heavy scuffing, eg from floor box covers,</li> <li>damage to the plug, eg to the cover or bent pins,</li> <li>tape applied to the lead to join leads together or coloured wires visible where the lead joins the plug (the cable is not being gripped where it enters the plug);</li> <li>damage to the outer cover of the equipment itself, including loose parts or screws;</li> <li>signs of overheating, such as burn marks or staining on the plug, lead or piece of equipment;</li> <li>equipment that has been used or stored in unsuitable conditions, such as wet or dusty environments or where water spills are possible, and cables trapped under furniture or equipment</li> <li>any faulty or damaged equipment must be labelled or the plug cable tied and returned to the workshop</li> </ul>				

# Health, Safety & Environmental Policy – Adept BPT Ltd

Training Matrix	Frequency	All Workers	Nominated Workers	Comments
Lift trucks	3-5 years	✓		Trained where appropriate by an external provider
First aid			✓	First aid is self-treated or completed by site first aiders. There is an emergency first aider at the workshop
Fire Training and drill	Annual	✓		Tool box talk
Fire safety - extinguishers	3/5 years	✓		
Manual handling/refresher	3/5 years	✓		On the job training
General safe working	3 Years	✓		Based on this document and on the job training
Task specific safe systems of work – on the job	Initial and on change	✓		Based on this document and on the job training
On site risk assessments and method statements	Task specific	✓		Based on this document and on the job training
MEWP	3 Years		✓	External provider
Safe contractor require asbestos training every 1-2 years	1-2 years		✓	Tool box talk by competent person
Quality, employment and environment	Annually		✓	Tool box talk by competent person