



SAFETY CODES & PRACTICES MANUAL

ISSUE 13 – January 2009

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1.0 STATEMENT OF HEALTH & SAFETY POLICY

Birdsall Services Limited recognises and accepts its responsibility as an employer for providing, as far as is reasonably practicable, a safe and healthy environment for all of its employees, paying particular attention to:

1. A healthy working environment.
2. Adequate welfare facilities.
3. A safe place of work and safe access to it.
4. Safe arrangements for the use, handling, storage and transport of articles and substances (as and when the need arises).
5. Ensuring that plant, equipment and systems of work are safe.
6. Providing sufficient information, instructions, training and supervision to enable all employees to avoid hazards and contribute positively to their own health and safety at work.

We also accept responsibility for the health and safety of other people who may be affected by our activities, and expect full co-operation from our employees in the management of health and safety. Neglect of responsibilities in maintaining the company's Health and Safety Policy will be considered as gross misconduct and dealt with in accordance with the company's disciplinary procedures.

Responsibilities for maintaining the company's Health and Safety Policy, and specific arrangements for health and safety management are set out in the company's Safety Codes and Practices Manual and comply with statutory obligations under the Health and Safety at Work Act (1974) and associated Regulations where applicable.

As an essential part of the company's integrated management system, this Policy will be reviewed on a regular basis to ensure that it continues to demonstrate effective health and safety management practice.

The above Statement of Safety Policy expresses our company's commitment towards Health and Safety at Work.



Signed: _____

JOHN HALLS
Director

Date : 5th Jan 2009 _____

1.1 ENVIRONMENTAL POLICY

Birdsall Services Limited:

- Cares about the environment in all its forms, and recognises that concern for the environment should be an integral and fundamental part of the business
- Is aware of the effect of its operations in the environment; its objective is to balance the need to achieve its business aims with the need to protect and improve the local environment
- Conducts its operations to comply with all existing environmental legislation and to minimise the risk of all forms of pollution
- Continually reviews its environmental performance aimed to minimise energy consumption and the use of materials which are harmful to the environment
- Maintains an open information policy towards all parties affected, interested and involved in its activities and to issues which concern the environment
- Responds to the needs of its employees, the concerns of local communities and other interested parties
- Provides any relevant information pertaining to the environment to ensure effective relations with the community

Appropriate resources will continually be made available to ensure the Environment Policy is implemented in full.

As an essential part of the company's integrated management system, this policy will be reviewed on a regular basis to ensure that it continues to demonstrate effective environmental management practice.

2.0 ORGANISATION AND RESPONSIBILITIES

2.1 Overall Responsibility for Health and Safety

The Contracts Director has overall and final responsibility for health and safety.

2.2 The following persons are responsible for health and safety as shown:

Business Development	Managing Director	P. Birdsall
Design & Installation Operations	Director	J. Halls
Maintenance Operations	Operations Manager	M. Clarke
Technical Support	Senior Technical Manager	D. Smith
Service Engineers	Team Managers	S. Bond M. Noyes A. Scammell J. Finch
Satellite Offices	BFI Southbank Crystal Palace Romford Southampton	L. Dolling G. Plumbe J. Finch A. Scammell
Administration	HR & Office Manager	L. Culliton
Accounts	Accounts Manager	K. Chambers

2.3 Responsibilities of Employees

All employees have a responsibility to:

- Co-operate with the management to achieve a healthy and safe workplace
- Work with care and attention to protect their own safety and that of others
- Comply with the company's Health and Safety Policy
- Comply with health and safety arrangements and procedures
- Advise management of identified risks to health and safety, including defects in materials, plant and equipment and the working environment as necessary
- Use and maintain personal protective equipment as provided for their safety
- Heed warning signs provided for their protection
- Co-operate with accident reporting and investigation procedures
- Complying with customer site-specific health and safety procedures

3.0 GENERAL ARRANGEMENTS

The requirements of the following Regulations are complied with :

1. Management of Health and Safety at Work Regulations (1999)
2. Workplace (Health, Safety and Welfare) Regulations (1992)
3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)
4. Health and Safety (Safety Signs and Signals) Regulations (1996)

Responsibilities for General Arrangements are :

- ◆ Publication and Review of Health and Safety Policy J. Halls
- ◆ Publication and review of Safety Codes and Practices Manual J. Halls
- ◆ Publication and review of Engineers' Handbook L. Culliton
- ◆ Employers' Liability (Compulsory Insurance) Act 1969 K. Chambers
- ◆ Display of Health and Safety Law poster J. Halls
- ◆ Display of Safety Signs Team manager
- ◆ Safety information displayed on Noticeboards Team Manager
- ◆ Accident Reporting and Investigation J. Halls/Team Manager
- ◆ Risk Assessment - Design & Installation J. Halls
- Service Department Team Manager
- ◆ Building Maintenance L. Culliton
- ◆ Outside environment, roadways etc L. Culliton
- ◆ Plant and Equipment Maintenance D. Smith
Technical Manager
- ◆ Inspection of Portable Electrical Equipment D. Smith
Technical Manager
- ◆ Transport and Vehicles L. Culliton
- ◆ Lighting, Heating and Cleanliness L. Culliton
- ◆ Training and Information L. Culliton

4.0 FIRE PREVENTION AND CONTROL

The requirements of the Fire Precautions Act (1971), the Fire Precautions [Workplace] Regulations (1999) and the Regulatory Reform (Fire Safety) Order 2006 are complied with.

4.1 Responsibilities for Fire Prevention and Control are:

Provision and maintenance of escape routes	S. Bond
Provision and display of warning signs	J. Halls
Provision and maintenance of extinguishers and hose reels:	
Hemel Hempstead	J. Halls
BFI	
GLL	
Dagenham & Barking	
Southampton	
Confirmation of emergency procedures	S. Bond

4.2 In Case of Fire:

(a) Hemel Hempstead

1. Person discovering the fire - **Raise the alarm and evacuate the building**
2. Employees - **Close all doors and windows
Switch off electrical equipment
Follow signs
Report to Assembly Point
Do not stop to collect personal possessions
Do not re-enter building until advised**
3. Team Manager - **Contact Fire Brigade
Supervise evacuation and fire control
Ensure all personnel are accounted for**
4. Fire Wardens - **Fight fire if safe to do so**
5. Team Manager - **Authorise re-occupation of building when safe to do so**

(b) On Site

1. **Read and observe fire precautions advised by customer or contractor.**

-
2. **Confirm locations of fire alarms, fire escapes and escape routes.**
 3. **Before using welding or gas equipment ensure that the work area is clear and safe, there are no naked lights and no one smoking nearby.**
 4. **Obey 'NO SMOKING' signs.**

4.3 General Fire Precautions (All personnel)

- ◇ Confirm locations of fire alarms, fire escapes and escape routes
- ◇ Confirm locations of fire extinguishers and hoses
- ◇ Observe 'NO SMOKING' signs
- ◇ Dispose of flammable materials safely
- ◇ Keep flammable materials away from naked flames
- ◇ Switch off electrical equipment when not in use
- ◇ Do not obstruct escape routes or fire fighting equipment
- ◇ Report damage to electrical equipment to Team Manager

4.4 Fire Risk Assessment

It is the responsibility of the designated Team Manager to carry out and record Fire Risk Assessments in accordance with the Fire Precautions [Workplace/Amendment] Regulations and Regulatory Reform (Fire Safety) Order (2006).

Risk Assessments will be conducted in accordance with Fire & Rescue Service recommendations and recorded in an approved format to include:

- Identification of fire hazards
- Building and environmental hazards in respect to fire spread
- Fire detection and alarm procedures
- Provision and serviceability of fire fighting equipment
- Emergency and evacuation procedures
- Provision and accessibility of escape routes and emergency exits
- Provision of training & information

Fire Risk Assessments will be subject to monitoring and periodic review.

5.0 ELECTRICITY AT WORK

The requirements of the following Regulations are complied with:

1. Electricity at Work Regulations (1989)
2. The Provision and Use of Work Equipment Regulations (1998)

5.1 General Arrangements

1. Work on electrical systems should be carried-out only after the system has been made '**dead**' (Isolation from power supply, locked-off and clearly marked as such).
2. Work to be carried-out on '**live**' systems should only be considered when:
 - (a) It is not possible for work to be carried-out unless the conductor is '**live**'
 - (b) It is not possible for the work to be carried-out away from the '**live**' conductor
3. All necessary protective measures to be taken when working on electrical equipment (e.g. Circuit Breakers, Lock-Off devices, Earthing, ELB or fuses).
4. Re-chargeable power tools or 110v power supply to be used where practical.
5. An Earth Leakage Breaker (ELB) must be used when using power tools outside from 240/415v supply.
6. All electrical equipment to be fused at the correct rating and fitted with good quality, undamaged plugs and connectors.
7. Trailing cables to be raised clear of the ground or protected to prevent damage from traffic, water etc.
8. Service Engineers are required to regularly inspect cables and extension leads for damage.
Repairs to electrical cables must be with appropriate connectors -
NB : No taped joints are permitted
9. It is the responsibility of the Team Managers, Installation and Service Engineers to ensure that power tools are only used for the appropriate purpose and operated by trained or experienced employees.

5.2 Electrical Live Testing

Team Manager

1. Ensures that live testing is avoided where possible.
2. Ensures that live testing is only carried out by a qualified or experienced tradesman.
3. Ensures that requirements for live testing are clearly identified in Method Statements together with detailed Risk Assessment.

Test Engineer

1. Ensures that only insulated, calibrated equipment is used when carrying out live testing.
2. Ensures that rubber matting is used when carrying out live testing.
3. Ensures that areas where live testing is to be carried out are cordoned off from other trades, members of the public etc and warning signs displayed.

5.3 Maintenance of Mains Electrical Equipment

Team Manager

Ensures that mains electrical equipment is inspected and tested in accordance with BS 7671 every five years.

5.4 Maintenance of Portable Electrical Equipment

Engineer

Visually inspects portable, electrical equipment for physical damage prior to use.

Team Manager

Ensures that portable electrical equipment is inspected and tested by a competent engineer annually, or as determined by the Operations Manager.

5.5 In Case of Electric Shock:

1. DO NOT TOUCH CASUALTY. SUMMON ASSISTANCE.
2. TURN OFF POWER OR UNPLUG EQUIPMENT (if safe to do so)
(If power cannot be turned off pull or push casualty clear using insulated material (e.g. Wood, rubber))
3. IF NOT WEARING THICK RUBBER-SOLED SHOES/BOOTS, STAND ON WOOD OR RUBBER TO PREVENT ELECTRIC SHOCK
4. IF CASUALTY IS BREATHING PLACE IN RECOVERY POSITION
5. TRANSFER CASUALTY TO HOSPITAL

General requirements for working on Electrical Live Testing
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1. Live testing should be avoided wherever possible, should testing / works be carried out, it will only be done by a qualified and experienced tradesmen.
2. Only use Insulated calibrated equipment.
3. Rubber matting to be used where required.
4. Warning / Hazard notices to be displayed and area cordoned off as applicable to site conditions.
5. Further considerations to be addressed on the method statement & risk assessment.

6.0 USE OF POWER TOOLS

The requirements of the following Regulations are complied with:

1. Electricity at Work Regulations (1989)
2. The Provision and Use of Work Equipment Regulations (1998)
3. Workplace (Health, Safety and Welfare) Regulations (1992)

6.1 Responsibility for the provision and maintenance of power tools

It is the responsibility of the Team Managers to ensure that:

1. All equipment used is suitable for the intended purpose.
2. All equipment is regularly examined and maintained by competent persons.
3. Employees are provided with instruction and training in the use of equipment.
4. Equipment provided complies with EC Product Safety Directives where appropriate.
5. Test equipment subject to calibration is tagged confirming calibration status.
6. Fixed and portable equipment is provided with suitable guarding when required.
7. Work areas are suitably and sufficiently lit taking into account the type of work being done.
8. Specific hazards are identified by appropriate warning signs.
9. Controls and Emergency Stops are clearly marked and easily reached.

6.2 Team Manager

1. Maintains list of machinery and equipment in area of control.
2. Ensures that all equipment is maintained in accordance with procedures.
3. Carries-out and records periodic routine inspection and maintenance on all portable electrical equipment.
4. Withdraws defective equipment from use until repaired or replaced.
5. Ensures that machinery guarding is provided and used where appropriate.
6. Ensures that Service Engineers are provided with and use personal protective equipment where appropriate.
7. Ensures that only suitably qualified or experienced operators use power tools and equipment.
8. Maintains good housekeeping standards to ensure that work areas are free of obstructions.

6.3 Installation and Service Engineers must:

1. Be qualified or experienced in the use of the equipment in question.
2. Be familiar with the position and operation of all controls, guards etc.
3. Ensure that guards are properly positioned and used at all times.
4. Only use a piece of equipment for its intended purpose.
5. Notify Team Manager of defective or damaged equipment.
6. Use appropriate personal protective equipment where supplied.
7. Maintain work area clean, tidy and free from obstructions.

7.0 WORKING AT HEIGHT

The requirements of the following Regulations are complied with:

1. The Construction (Design & Management) Regulations (2007)
2. The Construction (Health, Safety & Welfare) Regulations (1996)
3. The Work at Height Regulations (2005)

7.1 Risk Assessment

It is the responsibility of the Team Managers to carryout Risk Assessments for working at height to include:

1. Avoid work at height where practical.
2. All work at height to be planned and organised.
3. Determination of appropriate means of access taking into account the nature and duration of the task.
4. Use work equipment or other measures to prevent falls where work at height cannot be avoided.
5. Where the risk of a fall cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall.
6. Provision of adequate resources for lifting heavy or awkward weights.
7. Provision of guardrails and toe boards for access towers and work platforms.
8. Provision of safety harnesses for operator protection as required.
9. Provision of adequate lighting.
10. Provision of P.P.E (hard hats, gloves and safety footwear).
11. Provision of information and training in the use of access/handling equipment and P.P.E.
12. Periodic inspection of access/handling equipment, harnesses and P.P.E.

7.2 Installation & Service Engineers

It is the responsibility of Engineers when working at height to:

1. Establish a safe means of access.
2. Verify ground conditions when using ladders and access towers.
3. Use appropriate access and handling equipment.
4. Examine ladders and access equipment prior to use.
5. Secure ladders at top and base.
6. Position ladders to maintain 1:4 rule (1 rung out for every 4 up).
7. Ladders to extend 1m above landing point where practical.
8. Avoid over-reaching and carrying heavy/awkward loads when using ladders.
9. Access towers and work platforms to be used when practical.
10. Toe Boards and guardrails to be fitted to access towers.
11. Access towers to be fitted with outriggers when 1: 3 ratio (Base to Height) is exceeded.
12. Access towers not to be moved when carrying personnel or equipment.
13. Access towers castors to be locked when in situ.
14. Exclude unauthorised persons from area when working at height.
15. Use safe method of carrying tools.

16. Ensure adequate overhead clearance when working at height.
17. Use safety harnesses when working in awkward or inaccessible positions.
18. Use mechanical handling where appropriate.
19. Wear appropriate P.P.E. as recommended by Team Manager.

8.0 SOLVENTS AND CHEMICALS

The requirements of the following Regulations are complied with:

1. Control of Substances Hazardous to Health Regulations (2002)
2. Management of Health and Safety at Work Regulations (1999)
3. Highly Flammable Liquids and Liquefied Petroleum Gases Regulations (1972)

8.1 Provision of Information

It is the responsibility of the Team Manager to ensure that Safety Data Sheets are provided to all engineers handling and using substances, solvents and chemicals that are potentially hazardous to health.

Responsibilities include confirmation of safe working methods, the provision of personal protective equipment where required and confirmation of First Aid treatment in the event of exposure or contamination.

8.2 Risk Assessment

A list of substances, chemicals and solvents subject to the C.O.S.H.H. Regulations is maintained by the Team Manager and Installation/Service Engineers.

For each of the substances identified, the Team Manager carries-out and records a Risk Assessment to confirm:

1. The substance, chemical or solvent.
2. The appropriate use.
3. Engineers qualified to use the substance.
4. The safe working method.
5. Appropriate control measures.
6. Requirements for the use of personal protective equipment.
7. First Aid treatment to be provided in the event of exposure leading to injury.

8.3 Substances subject to the Control of Substances Hazardous to Health

Acid Powered Scale Remover
Acti-Brite
Acti-Clean
Alki-Foam
Armstrong Paints and Cleaners
Condenser Cleaner
Condensate Tray Treatment
Caustic Soda
Compressor Oil
Compressed gases - Isceon 12
Isceon 22
Arcton 11
Arcton 12
Arcton 22
Arcton 114
Arcton 500
Arcton 502
Klea 134a
Chlorotrifluoromethane
Ammonia
Propane
Acetylene
Oxygen
Nitrogen
Ethane
Ethylene
Liquid Petroleum Gas

Evaporator Cleaner
Ferno products
Foamsulate
Liquid Drain Solvent
Liquid Ice Machine Cleaner
Permagum Cords/Slugs
Myacide AS
Refrigeration Oil
Rockwool products
Smoke pellets
Solder
Trimite paints and associated products
Vacuum pump lubricant
WD-40
Welding/Brazing flux

9.0 WORKING WITH PRESSURISED GASES

The requirements of the following Regulations are complied with:

1. Control of Substances Hazardous to Health Regulations (2002)
2. Management of Health and Safety at Work Regulations (1999)
3. Highly Flammable Liquids and Liquefied Petroleum Gases Regulations (1972)

9.1 Pressurised Gases in use

Oxygen Acetylene Nitrogen Ammonia Refrigerants
Aerosols for - Painting/Cleaning/Lubricating/Hot Working

9.2 Contracts Manager

1. Provides secure external storage for flammable and explosive gases (Oxygen, Acetylene, Ammonia).
2. Provides secure internal storage for other gases (Nitrogen, Refrigerants).
3. Ensures that all gas cylinders are stored in upright position with valves uppermost.
4. Confirms appropriate hoses, clamps, couples and regulators for the gas and appliance being used.
5. Ensures that cylinders are fitted with effective non-return valves and flame arresters where appropriate.
6. Displays warning signs on premises and company vehicles where appropriate.
7. Provides information and training to engineers in the use of pressurised and flammable gases.
8. Ensures that only trained or experienced engineers handle, use or transport pressurised gases.
9. Carries-out and records Risk Assessments for the use of pressurised and flammable gases where there is a risk of personal injury.
10. Provides appropriate P.P.E. as indicated by Risk Assessment.
11. Provides company vehicles with appropriate fire extinguishers and ensures they are subject to periodic inspection and service.
12. Obtains Hot Working Permits as required when working on client premises

9.3 Installation & Service Engineers

1. Maintains appropriate handling, storage and transportation procedures as confirmed by the Team Manager.
2. Ensures that pressurised and flammable gases are only used for their designated purpose.
3. Avoids use of pressurised gases in poorly-ventilated areas.
4. Handles and protects hoses, cylinders and coupling to prevent accidental damage.
5. Turns off cylinder valves at the end of each operation or shift.
6. Changes cylinders away from sources of ignition and in a well-ventilated place.

7. Ensures availability and serviceability of fire extinguishers when transporting and using flammable gases.
8. Ensures that protective screening is available for oxy-acetylene welding.
9. Wears appropriate P.P.E as instructed by the Team Manager.
10. When working with ammonia ensures that a respirator is available in the event of ammonia leak.

The engineers have been advised by discussion and within this document that only transportation to site and from site is acceptable in non –compartmentalised/ and ventilated vehicles as recommended by the Health and Safety Executive.

10.0 MANUAL & MECHANICAL HANDLING

The requirements of the following Regulations are complied with:

1. Manual Handling Operations Regulations (1992)
2. Construction (Health, Safety and Welfare) Regulations (1996)

10.1 Manual Handling Assessment

It is the responsibility of the Team Managers to assess manual handling operations in order to reduce the risk of injury by:

1. Avoiding hazardous tasks (as far as reasonably practical).
2. Assessing those tasks that cannot be avoided taking into account:
 - a) The task
 - b) The load
 - c) The working environment
 - d) Individual capability
3. Reducing risk of injury (as far as reasonably practical) by mechanical handling.
4. Providing information and training to employees required to carry-out manual handling operations.
5. Providing manual/mechanical handling equipment appropriate to the load.
6. Providing personal protective equipment where an injury resulting from manual handling can be reasonably foreseen.
7. Ensuring that handling equipment is only used by competent employees.

10.2 Engineers' Responsibilities

Engineers are required to make full and proper use of any system of work recommended by the company to reduce manual handling risks, and to use the appropriate personal protective equipment when provided.

Employees are required to advise the Team Manager of any significant manual handling hazards not already under control.

10.3 Inspections and Reports

Where appropriate, it is the responsibility of the Team Manager to ensure that mandatory inspections of hoists, scaffolds, working platforms and suspension equipment have been carried-out by competent persons, and that inspection records are maintained for the required periods.

10.4 Authorised Forklift Truck drivers are –

D. Smith S. Bond M. Noyes

11.0 PLANT AND EQUIPMENT MAINTENANCE

The following Regulations are complied with:

1. The Provision and Use of Work Equipment Regulations (1998)
2. Construction (Health, Safety and Welfare) Regulations (1996)

11.1 Responsibility for Plant and Equipment Maintenance

It is the responsibility of the Team Managers to ensure that plant and equipment maintenance procedures are established and maintained for installation and maintenance activities, including the retention of appropriate records.

11.2 Maintenance procedures

1. The Team Manager establishes maintenance procedures for all equipment, and nominates either sub-contract or in-house maintenance personnel as appropriate.
2. Ensures that mandatory inspections of hoists, scaffolds, working platforms and suspension equipment are carried-out by competent persons, and that inspection records are maintained for the required periods.
3. Team Manager/Service Engineer:
 - a) Maintains list of equipment in area of control.
 - b) Ensures that all equipment is maintained in accordance with Procedures.
 - c) Carries-out and records periodic routine inspection and maintenance on all portable electrical equipment, where appropriate.
 - d) Withdraws defective equipment from use until repaired or replaced.
 - e) Ensures that machinery guarding is provided and used where appropriate.
 - f) Ensures that operators are provided with and use personal protective equipment where appropriate.
 - g) Ensures that only suitably qualified or experienced operators use power tools and equipment.
 - h) Maintains good housekeeping standards to ensure that work areas are free of obstructions.

11.3 Abrasive Wheels

It is the responsibility of the Team Managers to ensure that only suitably trained personnel operate, change and maintain abrasive wheels.

12.0 NOISE

The requirements of the Noise at Work Regulations (2005) are complied with.

12.1 Company Policy

It is the responsibility of the Team Managers to reduce the level of noise as far as is practical -

First Action Level = 80 dB(A)

1. Carryout Noise Assessments.
2. Provide information & training to engineers.
3. Confirm steps to be taken to minimise risk.
4. Provide hearing protection on request.

Second Action Level = 85dB(A)

As for First Action Level plus –

5. Reduce noise levels by noise control techniques.
6. Mark hearing protection zones with warning signs.
7. Ensure hearing protection is supplied & worn as standard.

12.2 General Responsibilities

It is the responsibility of the Team Manager to:

1. Select plant and equipment that has acceptable noise levels.
2. Ensure that plant and equipment is regularly maintained to prevent a progressive increase in noise levels.
3. Segregate or insulate noisy equipment where practical.
4. Identify operations subject to noise and carryout risk assessment.
5. Provide hearing protection to all employees where there is a significant risk of hearing loss or damage.
6. Ensure that warning signs are displayed in areas of risk attributable to noise.
7. Arrange work to reduce noise levels where practical.
8. Ensure that equipment is maintained to reduce noise levels.
9. Ensure that tools and equipment are only used for the appropriate purpose.

It is the responsibility of engineers to:

1. Co-operate fully with procedures and controls introduced to prevent injury as a result of exposure to noise.
2. Use any noise control equipment provided by the company.
3. Request & wear hearing protection at First Action Level (80 dBA) if required.
4. Wear Hearing Protection as standard at Second Action Level (85 dBA) and above.
5. Report any defects in plant, equipment or Hearing Protection that increases the risk from noise.
6. Advise Team Manager of significant risks attributable to noise.

13.0 PERSONAL PROTECTIVE EQUIPMENT

The requirements of the following Regulations are complied with:

1. The Personal Protective Equipment at Work Regulations (1992)
2. Construction (Head Protection) Regulations (1989)

13.1 General Responsibilities

It is the responsibility of the Team Manager to ensure that personal protective equipment is used to provide added protection to employees, and that safe systems of work are implemented at all times.

Is responsible for:

1. Providing P.P.E. as required without charge to the employees.
2. Ensuring that P.P.E. is suitable for employee protection and of reasonable quality.
3. Ensuring that P.P.E. complies with European Product Directives (CE Marking) where appropriate.
4. Providing training and instruction on the use of P.P.E.
5. Ensuring that P.P.E. is adequately stored and maintained.
6. Displaying warning signs requiring the use of P.P.E. where required.

13.2 P.P.E. Issue and Use

It is the responsibility of the Team Manager to supervise the issue and use of P.P.E. to Installation and Service Engineers where appropriate, including:

- Company work wear (shirts, trousers)
- Ear defenders/Ear plugs
- Protective glasses/goggles
- Protective footwear
- Protective gloves
- Hard Hats

13.3 Engineers' Responsibilities

It is the responsibility of all engineers to make proper use of P.P.E, and to report loss or damage to the Team Manager.

14.0 SAFETY IN COMPANY VEHICLES

14.1 Vehicle safety and serviceability

Procedures for the safe and appropriate use of company vehicles are confirmed in the Engineers' Safety Folder and include:

1. Routine servicing
2. Mechanical repairs
3. Tyres and exhausts
4. Windscreens
5. Fuel
6. Accident procedures and reporting
7. Birdsall motor insurance details

It is the responsibility of engineers to check oil, fuel, wipers, brakes, oil levels and tyre pressures daily to maintain vehicles in good working order.

All vehicles to be loaded safely. All accidents to be reported to the Contracts Manager.

14.2 Driving licences, insurance and statutory documents

Employee licences shall be full, current and appropriate to the vehicle being driven. Employees are required to notify the company immediately of any endorsements or disqualifications or if there is a change in the status of their licence.

It is the responsibility of Administration to ensure that company vehicles and authorised drivers are insured at all times. Insurance certificates shall be checked to ensure that work related travel is covered.

Licences, insurance documents and MOT certificates shall be regularly inspected by the company and submitted for inspection on demand.

14.3 Fitness to drive

Employees are advised that any medical condition which may affect their ability to drive or carry out their general duties must be notified to the company immediately and, where appropriate, the Driver Vehicle Licensing Authority.

14.4 Risk Assessment

The company will carry out a risk assessment of all employees authorised to drive on company business noting any convictions, endorsements, accidents or health issues.

Individual Risk Assessments will be based on the following criteria:

- ✓ Employee
- ✓ Position in the company
- ✓ Age
- ✓ Type of licence held
- ✓ Total number of penalty points on licence
- ✓ Physical conditions that may affect driving capability
- ✓ Medical history that may affect driving capability
- ✓ Estimation of annual mileage driven on company business
- ✓ Type of vehicle to be driven

Company car drivers will be provided with defensive driving instruction if considered expedient.

The company will continually monitor employees' driving history, and review risk assessments annually, as a result of changes in circumstances or following an accident.

14.5 Age restriction on drivers of company vehicles

Employees under the age of 18 are not authorised to drive company vehicles.

14.6 Policy on the use of mobile telephones

It is company policy to provide employees with mobile telephones for business use if required in the course of their employment.

Users of mobile telephones are advised that it is a legal requirement not to use a hand-held mobile telephone or any similar piece of telecommunications equipment whilst in control of a vehicle. Company drivers intending to use a mobile phone whilst on company business must ensure that a hands-free kit is installed in the vehicle.

Calls should not be made or received whilst the vehicle is in motion. If a call is received (on a hands free set) while on the move the caller should be asked to hold and a safe place found to stop before accepting the call.

14.7 In the event of a road traffic accident

Company car drivers are required to notify the company of any accident history over the previous three years on commencement of employment.

In the event of an accident, the driver shall notify the company and complete an accident report form as soon as possible after any accident.

An investigation will be carried out into any accident involving a company vehicle or vehicle being driven on company business. Risk assessments may be reviewed following any accident investigation.

14.8 Transportation of pressurised and flammable gases

Senior Technical Manager/Team Manager

Ensures that only minimum quantities of hazardous gases are transported in company vehicles, and appropriate warning signs displayed where required. Provides fire extinguishers in vehicles and ensures that they are subject to periodic inspection and servicing.

Provides suitable storage locations in vehicles for carrying pressurised gases.

Installation and Service Engineers

Maintains safe transportation procedures as advised by Senior Technical Manager or Team Manager when carrying pressurised gases. Loads all pressurised gases with valve to rear of vehicle.

15.0 FIRST AID

The requirements of the following Regulations are complied with:

1. Health and Safety (First Aid) Regulations (1981)
2. The Management of Health and Safety at Work Regulations (1999)

15.1 General Responsibilities

The Contracts Director is responsible for:

1. Ensuring that a representative number of employees have received training as Appointed Persons.
2. Ensuring that suitable First Aid kits are provided and maintained for installation, maintenance and administration personnel.
3. Ensuring that notices are displayed confirming the location of First Aid boxes and the identity of the Appointed Persons.
4. Ensuring that First Aid cover is provided at all times.
5. Confirming the location and telephone number of the nearest Accident and Emergency department.

15.2 Appointed Persons

The Appointed Persons are:

Administration	Engineers	BFI	GLL	Dagenham	Southampton
Lynne Culliton	Kevin Affleck				
John Halls	Kevin Warne				
Dave Smith					
Martin Noyes					

15.3 Location of First Aid Kits

First Aid kits are located:

1. Contracts Department
2. Administration (1st Floor)
3. All Service Engineers' vehicles
4. Satellite offices

It is the responsibility of the Appointed Person in each location to maintain adequate supplies of First Aid materials.

16.0 ACCIDENT REPORTING AND INVESTIGATION

The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) - RIDDOR - are complied with.

16.1 Responsibility for Accident Reporting

1. It is the responsibility of all employees to ensure that all accidents and incidents are recorded in the Accident Book.

The Accident Book is maintained by the HR & Office Manager.

2. It is the responsibility of the Contracts Director to report the following to the Health and Safety Executive (HSE):

- a) Lost time accidents resulting in absence from work of three days or longer (Form F2508 within ten days of accident)
- b) Fatal accidents, major injuries and dangerous occurrences (Immediate telephone call and Form F2508 within ten days)
- c) Notification of industrial disease (Form F2508A) when confirmed by appropriate person (i.e. patient's GP, hospital etc)
- d) Accidents/incidents involving flammable or compressed gas
- e) Accidents/incidents involving contact with overhead power lines, collapse of scaffold, failure of pressure vessels, fire/explosion etc

3. It is the responsibility of Engineers to ensure that all accidents are recorded in the customer's Accident Book when working on site, and duplicate records maintained by Birdsall Services.
4. It is the responsibility of the Appointed First Aid Officer to advise the Contracts Director of all industrial injuries resulting in absence from work of three days or longer.
5. It is the responsibility of the Contracts Director to maintain accident and incident records for at least three years from the date of the occurrence.

Health and Safety Executive Reporting Contacts

Incident Contact Centre	Telephone No.	0845-300-9923
Caerphilly Business Park	Fax No.	0845-300-9924
Caerphilly		
CF83 3GG		
Internet	www.riddor.gov.uk	
Web site	www.hse.gov.uk	
E-mail	riddor@natbrit.com	

16.2 Responsibility for Accident Investigation

Following a reportable accident or incident, it is the responsibility of the Contracts Director to carry out an accident investigation, assisted by the Team Manager and relevant Engineers as required.

The purpose of the investigation is to confirm:

1. Details of injured personnel
2. Details of injury, damage or loss
3. What happened?
Where?
When?
How?
What was the direct cause?
4. What equipment and materials were involved?
5. Were procedures in place? Were they adhered to? Were they adequate?
6. Were the employees - Authorised to be doing the job?
Competent?
Trained and Instructed?
Supervised?
Properly organised?
7. Were there witnesses to the accident? What are their comments?
8. What was the underlying cause?
9. Were inspection procedures in place? Were they effective?
10. Is there any previous relevant accident history?
11. Conclusions
12. Summary of recommendations

The Accident Report is signed and dated by the Contracts Director and retained on file for a minimum of three years following the accident/incident.

Accident statistics are reviewed annually by the Managing Director to identify trends or evidence of repetitive injuries.

17.0 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (2007)

The requirements of the Construction (Design and Management) Regulations (2007) are complied with where appropriate to contract.

17.1 Responsibility for C.D.M. Regulations

1. It is the responsibility of the Contracts Director or Project Manager to confirm if the Regulations apply at the tender stage.
2. It is the responsibility of the Contracts Director to confirm the identity and responsibilities of:
 - (a) The Client
 - (b) The Designer (if relevant)
 - (c) The Planning Supervisor
 - (d) The Principal Contractor
 - (e) Contractors and Sub-contractors
3. As appropriate to contract it is the responsibility of the Contracts Director or Project Manager to maintain the following:
 1. Generic Method Statements for work to be carried-out.
 2. Risk Assessments for identified hazards (where appropriate).
 3. Principal Contractor's Health & Safety Plan (if applicable).
 4. Site Health & Safety procedures.
 5. Site welfare and security arrangements.
 6. Site records appropriate to contract.
 7. Training records for Service Engineers and sub-contractors.
 8. Records of accidents and incidents.
4. It is the responsibility of the Contracts Director or Project Manager to liaise with the client and Principal Contractor as required.

17.2 Design Responsibility

It is the responsibility of the Contracts Director or Project Manager to:

- Notify the client regarding requirements of design in respect to C.D.M.
- Prepare designs in a way which:
 - Avoids risk to health and safety
 - Reduces the risk as far as is reasonably practicable to enable project structures to be constructed, cleaned, maintained and (eventually) dismantled/demolished

- Where risks cannot be avoided, provide adequate information to the Planning Supervisor for inclusion in the Health & Safety Plan, including:
 - Unavoidable hazards
 - Principles of structural design
 - Specific work sequences
 - Method Statements
 - Structures to be altered/dismantled
 - Statutory Authority plans
 - Materials - Specification
 - Fragile materials
 - Known hazards
 - Identified risks
 - Industry Standards and Codes of Practice
 - High-risk contractor interfaces
 - Issue & use of P.P.E.
 - Confined space entry
 - Working at height
 - Requirements for restricted access
 - Permits to Work Systems [Hot Working/Working on live power]
 - Design variations during construction
 - Planning restrictions which may affect future work
 - Temporary work sequences
 - Project-specific health & safety requirements
- Provide evidence of appropriate training in regard to the C.D.M. Regulations
- Demonstrate a clear strategy for effective implementation of the Designer's duties under the C.D.M. Regulations
- Confirm specific procedures for identifying hazards and risks associated with the design which may affect the health & safety of :
 - Construction operators and sub-contractors
 - Other contractors who interface with design activity
 - Maintenance & cleaning personnel
 - Third parties who may be affected by the work
- Confirm specific Method Statements and Risk Assessments with the objective of:
 1. Eliminating or minimising the risk
 2. Providing information on 'residual' risks for inclusion in the Health & Safety Plan and the Health & Safety File

17.3 General Health and Safety Arrangements for sites under C.D.M. Regulations

It is the responsibility of the Contracts Director, Project Manager and Installation Engineers to ensure that:

- a) The Principal Contractor's Site Health and Safety rules are complied with.
- b) Hard hats are provided and worn at all times if required by contract.
- c) Protective footwear is provided and worn when appropriate.
- d) Members of the public and children are not permitted access to Birdsall Services sites.

17.4 Site Safety Inspections

The Contracts Director, Project Manager and Team Manager are responsible for carrying out Site Safety Inspections as required. Results of Safety Inspections are recorded and retained on file in the Contract or Maintenance file.

Significant non-conformances in Health & Safety management will be recorded on a Corrective Action Report for determination of appropriate action by the Director responsible for health and safety.

17.5 Selection and Approval of Sub-contractors

Where appropriate it is the responsibility of the Contracts Director or Project Manager to appoint qualified or experienced sub-contractors.

Sub-contractors will be subject to formal evaluation prior to being included on the company's Approved Supplier List in respect to:

- 1. Company details and trading record.
- 2. Evidence of appropriate training or experience.
- 3. Confirmation of availability of adequate resources.
- 4. Nomination of Site Supervisor and sub-contract team (when appropriate).
- 5. Confirmation of arrangements for the management of Health and Safety.
- 6. Evidence of safe systems of work (e.g. Risk Assessments, Method Statements).
- 7. Maintenance of Birdsall Service site information.
- 8. Satisfactory past Health and Safety record.

It is the responsibility of the Contracts Director or Project Manager to provide information relevant to the management of Health and Safety to sub-contractors when working on Birdsall Services installations.

Refer to BS EN ISO 9001:2008 Process Document PD/026 – Sub-contractor Approval & Selection.

18.0 RISK ASSESSMENT AND METHOD STATEMENTS

The requirements of the following Regulations are complied with:

1. Management of Health and Safety at Work Regulations (1999)
2. Control of Substances Hazardous to Health Regulations (2002)
3. Construction (Design and Management) Regulations (2007)

18.1 Responsibility for carrying-out Risk Assessment

It is the responsibility of the Contracts Director, Project Manager or Team Manager to carryout Risk Assessment in respect to:

Welding	Brazing	Soldering	Gas Cutting
24v Working	240v Working	415v Working	Electrical fitting
Angle Grinding	Drilling	Cutting	Mechanical fitting
Handling -	Refrigerant/Oil/Biochemicals/Radioactive materials/Solvents		
Pressurising systems	Leak-testing systems	Pressure/Steam system working	
Confined space working		Boiler House/Cold Room working	
Explosive/Hazardous Area working		Working at Height	Ladder work
Lifting Equipment	Moving Equipment	Suspension Safety Equipment	

18.2 Responsibility for the preparation of Method Statements

It is the responsibility of the Contracts Director, Project or Team Manager or Lead Engineer to compile Method Statements as required by contract in respect to:

- ✓ Job reference
- ✓ Site/Location
- ✓ Scope of work
- ✓ Task
- ✓ Engineers required
- ✓ Qualifications/Experience required
- ✓ Sequence of work
- ✓ Tools/Equipment required
- ✓ Risk Assessments
- ✓ Safety procedures
- ✓ Safety Equipment required
- ✓ Customer arrangements for the management of Health and Safety

18.3 Reactive Risk Assessment

It is the responsibility of engineer on site to carry out and record Reactive Risk Assessments where a significant risk to health, safety or welfare is identified.

In cases where the risk is considered high, and cannot be reduced by effective control measures, stops work and contacts Team Manager.

Transfers copy of Risk Assessment to Team Manager and retains copy on site.

19.0 WORKING IN CONFINED SPACES

The requirements of the following Regulations are complied with:

The Confined Spaces Regulations	[1997]
The Management of Health & Safety Regulations	[1999]
The Control of Substances Hazardous to Health Regulations	[2002]
The Personal Protective Equipment Regulations	[1992]
The Provision and Use of Work Equipment Regulations	[1998]
Electricity at Work Regulations	[1989]
Workplace (Health, Safety & Welfare) Regulations	[1992]

19.1 Responsibility for managing work in confined spaces

Contracts Director/Project Manager/Team Manager

Arranges initial visit to confirm scope of work and carryout site survey to include:

- List of equipment to be installed/serviced
- Health and Safety issues
- Birdsall manpower requirements
- Requirement to work in confined spaces

As required records equipment/location details on digital camera for reference.

Contracts Director/Project Manager/Team Manager

Is responsible for confirming any requirements for confined space working and to:

1. Avoid entry into confined spaces where practical by an alternative safe system of work.
2. Confirm and implement a safe system of work where confined space working is unavoidable.
3. Provide additional personal protective equipment as required to enable work to be carried out safely in confined spaces.
4. Ensure that lone workers are not permitted to work in confined spaces.
5. Confirm and implement adequate emergency arrangements where work in confined spaces is required over extended periods.

Confirms requirement to comply with customers'/Main Contractors' Permit to Work system, or implements Birdsall Services' Permit to Work system in hazardous environments.

Provides Installation and Service Engineers with Air Testing/Monitoring equipment when required to work in confined spaces where air quality is poor or subject to deterioration during installation/service periods.

19.2 Risk Assessment

It is the responsibility of the Contracts Director, Project Manager or Team Manager to identify potential hazards and carry out a Risk Assessment in respect to:

- ✓ Inadequate ventilation
- ✓ Inadequate lighting
- ✓ Build-up of gases/fumes rendering air unbreathable
- ✓ Oxygen depletion
- ✓ Concentration of flammable/explosive gases
- ✓ Fire
- ✓ Restricted access
- ✓ Proximity of moving machinery, plant & equipment
- ✓ Static/electrical discharge from tools and equipment in a potentially explosive atmosphere

Installation/Service Engineers

It is the responsibility of Installation/Service Engineers to:

- ❑ Be aware of Risk Assessments and Method Statements applicable to confined space working
- ❑ Assess working environment and advise Contracts Director, Project Manager or Team Manager if conditions are considered to be unsafe
- ❑ Ensure that they do not work in confined spaces when working alone
- ❑ Comply with customers'/Main Contractors'/Birdsall Services' Permit to Work systems
- ❑ Ensure that services (electricity, gas, compressed air, fuel oil etc) are isolated prior to working in confined spaces
- ❑ Clear confined spaces of substances that may produce vapour, or avoid unnecessary disturbance (e.g. slurry, oil/fuel residues etc)
- ❑ Ensure that tools and equipment are selected and used to avoid electrical discharge (e.g. Battery pack tools, use of Residual Current Device etc)
- ❑ Continually monitor air quality to detect toxic substances, flammable gases and oxygen deficiency when working in confined spaces for extended periods
- ❑ Wear and maintain Personal Protective Equipment provided for working in confined spaces
- ❑ Ensure contact can be made with customer or Birdsall Services at all times by the most appropriate method (e.g. mobile 'phone, personal alarm etc)

19.3 Method Statements

It is the responsibility of the Contracts Director or Project Manager to compile a Method Statement to ensure a safe system of work to include the following –

- (a) The task
- (b) The working environment
- (c) Working materials and tools
- (d) Competence of those carrying out the work
- (e) Identified hazards
- (f) Risk Assessments
- (g) Personal protective equipment required
- (h) Isolation of mechanical & electrical services
- (i) Arrangements for emergency rescue
- (j) Customer's/Main Contractors Permit to Work System
- (k) Birdsall Services' Permit to Work System

19.4 Emergency Procedures

It is the responsibility of the Contracts Director or Project Manager to:

1. Appoint a competent supervisor.
2. Provide adequate access and egress from confined space, including emergency evacuation (taking into account the movement of equipment, materials and the wearing of P.P.E).
3. If natural ventilation is inadequate, provide workers with breathing apparatus and training in the wearing and use.
4. In confined spaces where access is restricted workers provide engineers with rescue harnesses with lifelines attached secured to a point outside the confined space.
5. Establish and maintain effective communication system with workers in the confined space, including a method of raising an alarm in the event of an emergency

20.0 WASTE DISPOSAL

It is the responsibility of the Team Manager to ensure that controlled waste (e.g. Refrigerant/Oil/Asbestos etc) is identified and handled as appropriate by licensed

Trade Waste contractors, including completion of Controlled Waste Transfer Notes when required.

21.0 ASBESTOS

The following Regulations are complied with:

1. The Control of Asbestos at Work Regulations (2006)
2. The Special Waste Regulations (1996)

21.1 General Responsibilities

It is the responsibility of the Contracts Director, Project Manager or Team Manager to confirm with the customer where appropriate:

1. The likely presence of asbestos in the building.
2. The location of the asbestos.
3. The form of asbestos (lagging, ceiling tiles, partition board etc).
4. The type of asbestos (blue, brown or white).
5. The condition of the asbestos.
6. If Birdsall Services operations are likely to be in contact with asbestos.

Where appropriate assigns a licensed contractor to handle, remove, re-instate or dispose of asbestos material.

Ensures that all engineers are provided with Asbestos Awareness training. Provides information to Installation and Service Engineers as required in the Safety Folder.

21.2 Installation & Service Engineers

- Undertake Asbestos Awareness training as part of health & safety induction
- Refer to Safety Folder for specific sites where asbestos has been identified

On discovering asbestos on site will:

1. Stop work immediately.
2. Ensure that asbestos material is not disturbed.
3. Mark the area containing asbestos.
4. Keep all unauthorised personnel out of the area.
5. Contact the Contracts Director, Project Manager or Team Manager immediately.
6. Wear suitable personal protective equipment if required to work in the vicinity of asbestos.
7. Avoid use of power tools, breaking-up asbestos etc to prevent generation of dust.

22.0 DISPLAY SCREEN EQUIPMENT

The requirements of the Health and Safety (Display Screen Equipment) Regulations (1992) are complied with.

22.1 General Responsibilities

1. It is the responsibility of the Department Manager to identify employees who regularly use VDU equipment as part of their normal work. (For clarification, the company have deemed that employees who use VDU equipment for continuous periods in excess of one hour per day are considered to be regular users).
2. It is the responsibility of the Directors to provide eye tests for regular users on request. The company will fund eye tests once every two years.
3. The company will contribute to the cost of prescription lenses when it is confirmed by an optician that the deterioration of an employee's sight is directly attributable to their work. The level of contribution is currently £30.00.
4. It is the responsibility of the Department Manager to provide training and information relevant to the use of VDU's to identified operators.

22.2 Risk Assessment

1. It is the responsibility of the Directors to ensure that the working environment and equipment provided are appropriate to use.
2. It is the responsibility of the Department Manager to ensure that all VDU operators carryout a satisfactory assessment of their own workstation.
3. It is the responsibility of the Department Manager to review VDU Self-Assessments to ensure that employees are not exposed to unnecessary risk.

22.3 Employees' responsibilities

Regular users of VDU equipment are required to carry-out an assessment of their own work station in order to minimize the risks of potential eye strain, headaches and upper limb disorders. All self-assessments are subject to review by their Department Manager.

It is the responsibility of Department Managers in conjunction with individual employees to plan the work in order to provide breaks or changes in activity to minimize the effects of extended use of VDU equipment where appropriate.

23.0 EMPLOYMENT OF YOUNG PERSONS**23.1 General Policy**

1. Young persons employed by Birdsall Services will be any employee under 18 years old, but above the Minimum School Leaving Age [MSLA] of 16 years old.

2. Exceptions will be made for children under 16 years old when offered short-term employment at Birdsall Services under a recognised Work Experience or Job Placement programme supervised by either the school, college or Local Authority.

Parental consent will be obtained when offering young persons less than 16 years old short-term Work Experience opportunities.

3. Operations and controls identified in the company's Safety Codes and Practices Manual comply with relevant Health & Safety legislation, and pose no additional risks in the employment of young persons.
4. It is the responsibility of the Contracts Director and Team Manager to ensure that young persons, including Work Experience and Job Placement trainees, undergo induction Health and Safety training, job-specific safety training and are provided with P.P.E. appropriate to the tasks for which they are employed.
5. It is the responsibility of the Contracts Director and Team Manager to ensure that young persons, including Work Experience and Job Placement trainees, are supervised at all times.

23.2 Risk Assessment

It is the responsibility of the Contracts Director and Team Manager to review Risk Assessments for suitability for young persons in respect to:

- a) Physical abilities of young persons.
- b) Psychological capability (i.e. immaturity, lack of understanding).
- c) Skill level in comparison to an experienced older employee.
- d) Lack of practical work experience.
- e) Lack of awareness of hazards and risks.
- f) Likely exposure to toxic or carcinogenic substances.

23.3 Young persons will not be employed for the following:

- Work considered beyond their physical or psychological capability
- Work exposing the employee to extreme heat, cold or vibration
- Work exposing the employee to radiation
- Driving forklift trucks, powered lifting equipment, cranes and construction site hoists
- Work exposing the employee to toxic or carcinogenic substances
- Work where there is an increased risk of accidents or injury due to insufficient attention to safety, lack of experience or inadequate training
- Work where there is a likelihood of exposure to violence or aggressive behaviour
- Work where there is a requirement for decision making under stressful conditions
- Driving company vehicles and fork lift trucks

24.0 HEALTH AND SAFETY TRAINING

It is the responsibility of the Contracts Director and the HR & Office Manager to ensure that all personnel receive adequate health and safety training.

24.1 The following training with associated records is maintained:

Skill/Task

- ✓ Induction
- ✓ Abrasive Wheels
- ✓ First Aid
- ✓ Manual Handling
- ✓ Fire Prevention & Control
- ✓ Electricity
- ✓ Use of Power Tools
- ✓ Solvents and Chemicals
- ✓ Equipment Maintenance
- ✓ Noise
- ✓ Asbestos Awareness
- ✓ Personal Protective Equipment
- ✓ C.D.M. Regulations
- ✓ Risk Assessment
- ✓ Product training
- ✓ CSCS Registration

Records of Health and Safety training are confirmed on individual Training Records which are retained in the Birdsall Services Training file.

24.2 Engineers' Qualifications

It is the responsibility of the Contracts Director and the Team Managers to ensure that engineers are appropriately qualified for work carried-out on behalf of Birdsall Services.

Ensures that relevant qualifications have been obtained as a result of a recognised apprenticeship or by evidence of appropriate experience to include:

City & Guilds/NVQ	Refrigeration & Air Conditioning
City & Guilds/NVQ	Electrical Installation
BS 7671	Registered Electrical Contractor
ACOP Certification	Gas Installation
C.O.R.G.I.	Registered Gas Installation Engineer
ACRIB	Refrigerant Handling

24.3 Tool Box Talks

It is the responsibility of each Team Manager to carry out and record Tool Box Talks on a monthly to:

- Provide and refresh safe working procedures confirmed in Safety Codes & Practices Manual
- Provide training on specific issues relevant to health & safety
- Provide equipment training as required

HR & Office Manager

Retains training records relevant to Gas Safety Certification and associated technical training in engineer's Training file.

25.0 COMMUNICATION

25.1 Arrangements for the communication of Health and Safety

The Contracts Director and Team Managers are responsible for communicating Health and Safety information as appropriate.

The company's Health and Safety Policy is confirmed in a Statement of Policy, and is reviewed on a regular basis to ensure that it continues to demonstrate effective health and safety management practice.

Specific procedures and controls are confirmed in the Safety Codes and Practices Manual provided to all employees, which is periodically reviewed and updated as required.

Service Engineers are provided with a Safety Folder confirming arrangements for:

Section 1	Safety Codes & Practices Manual
Section 2	Regulations regarding work routines
Section 3	Work allocation
Section 4	Procedures relating to timesheets
Section 5	Use of company mobile 'phones
Section 6	Tools & Test equipment
Section 7	Use of company vehicles
Section 8	Handling Refrigerant

Health & Safety Information

- Relevant Health and Safety legislation
- Risk Assessments
- Method Statements
- Customer Safety procedures
- Technical Data Sheets

25.2 Monitoring of Health and Safety

Significant non-conformances in Health & Safety management will be recorded on a Corrective Action Report for determination of appropriate action by the Director responsible for health and safety.

The Contracts Director is responsible for monitoring health and safety:

1. Following an accident or incident
2. As a result of a significant change in either processes, equipment or materials
3. As a result of changes to health and safety legislation
4. As a result of a periodic review

Documented policies and procedures are subject to amendment following consultation with employees and other interested parties.

25.3 Advice and guidance on Health and Safety issues

It is the responsibility of the Directors to ensure that all employees receive appropriate training in the management of Health and Safety, and are provided with adequate information and guidance to prevent personal injury.

To ensure that information provided is current and appropriate, the company subscribe to recognised sources of Health and Safety information and have access to qualified Health and Safety consultants if required.

I have read and understood the contents herein.
And have been given the opportunity for queries or questions, I understand that this document may be limited in its content and constant updates within Health and Safety will be added as required.

COSHH Data sheets the reading and understanding of them are the responsibility of the engineer working with the substance, the use safe handling and storage are also the responsibility of the Engineer until passed on to the customer / client in the form of a signed time sheet.

I have read understood and agree to abide by the Health and Safety and policy and Procedures within this document.

Signature of Engineer. Date

Witnessed by Position

Date