



PRODUCTION PARK

**Langthwaite Business Park
South Kirkby
Wakefield
West Yorkshire
WF9 3AP**

**Review and Amendments of the
Health and Safety Policy**

Date of Amendment	Page(s) Amended	Details of Amendment	Amendment Made By

Production Park Health and Safety Statement of Intent

Production Park is a location, housing facilities and businesses providing services to the touring music and live event industries. Production Park act as landlord to several tenant businesses, each operating from leased business premises. Production Park also operate studios and production spaces for rehearsals, meetings and events. Subsidiary organisation Backstage Academy (Training) Ltd also operate from Production Park and provide degree level education to full time students, on-site.

Production Park understands the importance of having due regard for Health and Safety to protect and promote, so far as is reasonably practicable, the health, safety and welfare of all its employees, students, visitors and others who may be affected by its activities in accordance with the requirements of the Health and Safety at Work Act 1974.

Production Park considers that good health and safety performance is a fundamental prerequisite if the Company's aim is to provide a first class working and teaching establishment.

The Directors sees Health and Safety practise as an integral part of business activities and regard the promotion of Health and Safety as a commitment to be shared by everyone working within the organisation. The Directors will ensure sufficient human and other resources are available to ensure Health and Safety requirements are met.

To this end, Production Park will:

- Comply with all relevant legislative, other requirements and look to use best practice methods wherever possible
- Take all reasonable steps to prevent accident, illness or injury
- Have a formal Management System to ensure a structured approach to managing Health and Safety
- Provide adequate control of the risks arising from our work activities
- Consult with our employees on matters affecting their health and safety
- Provide and maintain safe plant and equipment
- Ensure safe handling and use of substances
- Ensure all employees are competent to do their tasks and are adequately trained
- Maintain safe and healthy working conditions

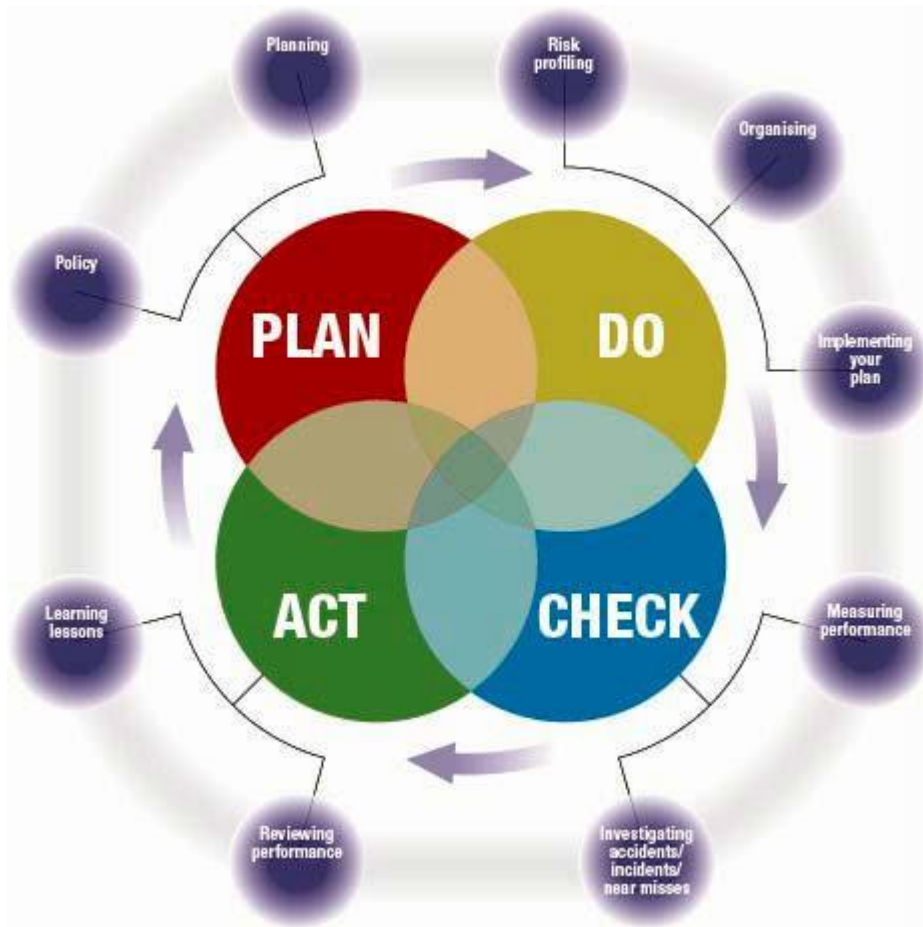
Production Park recognises that hazard identification, risk assessment and risk control are at the heart of the Company's operations. Furthermore, it recognises that it is essential to encourage a proactive safety and health culture by establishing a partnership for prevention between the organisation and its employees, ensuring active participation of the whole workforce in Health and Safety issues through discussion and open communication.

Signed:

Date:

Lee Brooks
Chief Executive

The Production Park Health and Safety Management System is based upon the plan, do, check, act cycle as laid out in HSG65.



Responsibilities

Roles and responsibilities for Health and Safety will be defined, as necessary, with job descriptions. For the purpose of this policy the responsibilities are defined as below:

The Chief Executive shall:

- Retain overall responsibility for the health, safety and welfare of all employees within the Company.
- Ensure that sufficient resources are allocated for the successful implementation of the health and safety policy.
- Positively promote health and safety in all activities undertaken by the business.
- Ensure that there is access to a competent person as defined by The Management of Health and Safety at Work Regulations 1999.
- Lead by example with regards to health and safety matters within the workplace.

The Health & Safety Advisor shall:

- Provide competent health and safety advice to the company on all aspects of health and safety.
- Update the Chief Executive on the potential impacts of all planned and new legislation where this is applicable to the business activities.
- Carry out audits on the company's activities at the request of the Chief Executive.
- Liaise with the Enforcing Authorities on behalf of the company on all aspects of health and safety.
- Carry out accident / incident investigations in conjunction with the relevant company representative/s.

The HR Advisor shall:

- Ensure that display screen equipment assessments are undertaken for relevant users.
- Ensure that adequate health surveillance procedures are in place and implemented throughout the business.

The Estates Director shall:

- Carry out H&S induction training with new employees.
- Ensure that that all members of staff are made aware of the contents of the health and safety policy and their responsibilities in relation to health and safety.
- Ensure that training needs are identified and implemented as required.
- Liaise with the competent person with regards to all health and safety aspects that impact upon the company.
- Ensure that all work activities are adequately supervised and access is available to suitable welfare facilities at all times.
- Establish the company health and safety policy for the business and ensure that this is maintained up-to-date and relevant.
- Ensure that all contractors that work on behalf of the company are assessed for health and safety competence and are adequately resourced to undertake the works.
- Ensure the accident book and near-miss logs are kept up-to-date and liaise with the board of directors regarding dangerous occurrences.
- Ensure compliance with CDM regulations in the design, construction and refurbishment of the building stock.
- Act as duty holder for the management of asbestos in the workplace.
- Ensure that staff have RA/MS in place for tasks they are undertaking.
- Ensure that adequate communication and consultation channels are in place at all times.
- Ensure that relevant accidents and incidents are reported to the Enforcing Authorities and suitable first aid arrangements are in place.
- Ensure that a fire risk assessment is completed for the premises.

The Facilities Coordinator shall:

- Arrange for periodic PAT testing to be carried out on the portable electrical appliances.
- Arrange for the periodic testing and examination of the fixed electrical system.
- Arrange for the gas system to be serviced.
- Arrange the fire extinguishers to be serviced annually.
- Ensure the building temperature management system is adequately controlled and communicate with off site management company.
- Ensure that COSHH assessments are completed for all hazardous substances used within the premises.
- Ensure that all lifting equipment is thoroughly examined.
- Undertake the weekly fire alarm test.
- Undertake the monthly emergency lights test.
- Arrange for the emergency lighting and fire alarm system to be serviced periodically.
- Ensure that the water systems within the premises are maintained in a safe condition.
- Act as the 'responsible person' will take day to day responsibility for the control of any identified risk from legionella bacteria.
- Ensure that the Legionella Risk Assessment is regularly reviewed and tenants are advised of control measures that have been put in place and that they are adhering to those control measures (including shower head disinfection).
- Carry out periodic monitoring of the workplace including communal areas to ensure that good levels of health and safety standards are being maintained.
- Undertake periodic inspections of the first aid supplies.
- Ensure that manual handling assessments are completed where manual handling cannot be avoided but a risk of injury remains.
- Arrange for emergency evacuation drills to be undertaken.
- Ensure that systems are in place for accounting for personnel in an emergency and these are being followed.
- Ensure that all work equipment provided under their control is safe to use.

The Managers and Team Leaders shall:

- Ensure that risk assessments are carried out for the work activities under their control.
- Ensure that all work equipment provided under their control is safe to use.

All Employees shall:

- Observe safety rules at all times and report immediately any unsafe practices, conditions or defects in equipment.
- Where applicable, wear appropriate personal protective equipment and clothing.
- Conform to instructions and training received in respect of safe methods of working at all times.
- Report to their relevant Manager/Supervisor all accidents and incidents whether persons are injured or not.
- Make any suggestions to management to improve health and safety within the company.
- Report any uncontrolled hazards to management.
- Co-operate with the company where necessary in order to enable the relevant statutory provisions to be fulfilled by the company.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- Be aware of emergency procedures in the premises where work is being undertaken.

Legislation

Production Park is subject to the requirements of the Health and Safety at Work Act and the numerous Regulations, recommended Approved Codes of Practices and Guidance associated with it. The responsibility for ensuring that the system reflects the latest legal requirements and guidance rests with Production Park's Health and Safety Manager.

Changes in legislation and other requirements are tracked, the relevant information about any changes is communicated to management and employees.

Training Awareness and Competence

Management shall ensure that all personnel are competent to perform any task that may impact on Health and Safety within the workplace. Competence being defined in terms of appropriate skills, training and/or experience. The Risk Assessment process will highlight training needs and the Estates Director shall maintain the training matrix. All new employees will receive induction training as appropriate to the role, however, all inductions will include as a minimum requirement:

- Emergency Evacuation
- Welfare Facilities
- Health and Safety Responsibilities
- Hazards and Risk Control Measures (Safe Systems) in relation to their role / place of work

Standard Operating Procedures (SOPs) are developed from the relevant Risk Assessment and detail the required operating procedures. Managers shall ensure that all operators have been trained in the SOP, are made aware of the potential consequences of deviation and that competence is assessed. Where required, specific supervision arrangements will be made appropriate to the level of risk.

The frequency of the training will depend on the competence of the employee, and the nature of the activity. Awareness training is carried out / co-ordinated by the Estates Director to ensure that all employees are aware of the relevance and importance of their activities and how they contribute to the achievements of health and safety objectives.

Health and Safety Champions

Employees from each business area who show an interest in health and safety will be put forward for the Health and Safety Champion role. The Health and Safety Champion will undertake training to facilitate the consultation and communication of health and safety issues. If a health and safety issues arises, employees can go to the Health and Safety Champions in the first instance. The Health and Safety Champions will assist the Estates Director in completing risk assessments, SOPS and other documentation.

A monthly Health and Safety Forum will be held with the Estates Director, the Health and Safety Champions and nominated Management. The Estates Director chairs with meeting and minutes of the meeting and pertinent information is distributed via Management Meetings, the Board Report and monthly team briefs.

Each business unit has an H&S information centre which details of information such as Health and Safety Champions, Health and Safety Forum minutes and relevant health and safety information.

Monitoring

Monitoring checks and audits will be carried out both on site and at customer locations for installation, to monitor the design, development, installation and operation of management arrangements. This will include:

- routine inspections of premises, plant and equipment
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant

Reactive methods monitor evidence of poor health and safety practice but can also identify better practices that may be transferred to other parts of a business, for example:

- investigating accidents and incidents
- monitoring cases of ill health and sickness absence records

Asbestos Management

Asbestos is a generic name used to describe different types of asbestos materials. It is an incombustible fibrous silicate mineral material. There are three types typically found in buildings:

- Chrysotile (white)
- Amosite (brown)
- Crocidolite (blue)

It should be noted that using the colour to try and visually identify the type is not possible, the only way is by laboratory analysis.

Procedure

- The Production Park site has been surveyed to ascertain the risk from asbestos
- A licensed asbestos contractor shall undertake any asbestos work required in accordance with The Asbestos Licensing Regulations. The contractor shall be Production Park approved as per the requirements of the Visitor / Contractor Working procedure
- Survey findings shall be recorded. If an asbestos risk is identified action requirements shall be planned, implemented and monitored
- Using site survey results, a risk assessment shall be completed for any identified risk and controls implemented
- The Estates Director shall create and maintain an Asbestos Register, and keep on site
- Required management controls shall include location, asbestos type, condition identification, provision of information instruction and training to people who may disturb asbestos, permit to work, asbestos identification signage, monitoring and review
- Any damage to asbestos (or suspected asbestos) is to be reported to the Estates Director immediately, the area is to be quarantined
- Following removal, the Asbestos Register shall be amended to demonstrate what asbestos has been removed and from where. The Estates Director shall ensure the site register is amended.

Annual Inspection

The Estates Director shall ensure an annual visual examination of asbestos on the Production Park site. The examination shall determine if the asbestos has been disturbed or deteriorated. Examination of asbestos roofing, guttering and down pipes shall consist of a perimeter examination of the building. The examination shall be recorded. If the asbestos condition gives concern then an action plan shall be formulated in line with current HSE guidance.

Asbestos Permit to Work

The Estates Director is responsible for the control and issue of an Asbestos Permit to Work.

Risk Assessment

A risk assessment shall be completed for each job and method statement defined. These shall be approved by the Estates Director prior to commencement of the work.

Control of Hazardous Substances

Production Park recognises the need to properly control any substance that any person might be exposed to during their work that may have a harmful effect on the health of that person or others. This procedure outlines the actions to be taken to ensure this control.

Definition

The definition of a hazardous substance is any substance, in whatever form, which presents a hazard to health. Hazardous substances are identified by the GHS (Globally Harmonized System of Classification) hazardous pictograms and are classified as:

- Health Hazard / hazardous to the ozone
- Serious health hazard
- Explosive
- Flammable
- Oxidising
- Corrosive
- Acute toxicity
- Hazardous to the environment
- Gas under pressure

Purchasing of Hazardous Substances

The purchasing function shall request safety data sheets (MSDS) from the manufacturer / supplier for all potential substances prior to purchase. Where the safety data sheets identify a hazardous substance, the safety data sheet must be forwarded to the Estates Director for approval prior to the product being purchased. Where reasonably practicable, arrangements shall be made for an alternative less hazardous substance to be specified.

Assessment

A suitable and sufficient Risk Assessment shall be carried out with reference to the appropriate safety data sheet for all hazardous substances. The Risk Assessment shall be reviewed periodically or if no longer valid, or after any operating changes. MSDS and COSHH risk assessments records will be kept in each store area for reference.

During the risk assessment phase, the Estates Director shall ensure that any risk is either eliminated or reduced so far as is reasonably practicable and must consider the preferred hierarchy of controls. The following is the hierarchy of risk control principles:

Substitution. If a substitute can be found, it must meet the following criteria:

- Be safer than the original material.
- Be suitable for the process to ensure the require quality of finished product.
- Be economically viable.
- Minimise the quantity. Ensure only the minimum quantity of substance is used in the process.

Total enclosure will ensure that escapes of gases, fumes or liquids are completely contained. If access is necessary to the plant during parts of the process, local air extraction should be provided. Personal Protective Equipment (PPE) shall only be used as a last resort and only if engineering control measures are ineffective.

Monitoring and Health Surveillance

Appropriate monitoring of exposure levels shall be carried out if deemed necessary. Where a requirement has been identified, ongoing health surveillance for either specific individuals or operators of specific processes, an appropriate occupational practitioner shall carry this out.

Any employee who feels unwell and / or suffers any kind of adverse reaction, and suspects that the cause is related to any substance used shall report this to their Manager or the Estates Director as soon as possible. The Manager shall investigate and take appropriate and timely action in liaison with the Estates Director. Should any illness or disease be officially diagnosed by a doctor as an Occupational illness or disease, this will be reported in the accident book and, if reportable under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR), an official report will be made by the Estates Director.

Information, instruction and training

Employees who handle, or use hazardous substances shall receive appropriate training in the correct safe systems of work.

Storage

Only the amount of substance that is required should be requested from stores. While not in use and at the end of each shift any unused substance should be stored in the COSHH cupboard. All substances must be kept in their original container and not decanted into other containers without labels.

Disposal of Hazardous Waste

Any hazardous substance, including the empty containers in which the substance was stored, shall be disposed of as hazardous waste. Hazardous waste must not be allowed to enter the drainage or watercourse system.

Assessment Review

Relevant Risk Assessments will be reviewed on issue of safety data sheet revisions.

Hazardous substances shall be reviewed as follows:

- Acute Toxicity every 12 months.
- All other classifications at least every 24 months.

A review will also be carried out where data on ill health or the results of active monitoring suggest that the current control measures are inadequate.

Display Screen Equipment Procedure

This applies to any Production Park DSE equipment users anywhere whether used on an occasional or regular basis, in the office or working from home.

Definition

A workstation is defined as the display screen equipment itself, the accompanying hard drive/laptop, printer, desk, chair, document holder, telephone, etc. and the immediate work.

VDU - A VDU is a Visual Display Unit. It is another term for monitor or screen, but may also refer to a projector or other type of display. VDUs may be peripheral devices or may be integrated into a computer system.

DSE - Display Screen Equipment is a device or equipment that has an alphanumeric or graphic display screen, regardless of the display process involved; it includes both conventional display screens and those used in emerging technologies such as laptops, touch-screens and other similar devices.

Procedure

All new employee (including home-based and temporary employee) that will use display screen equipment must carry out a workstation self-assessment as soon as possible after starting work with Production Park. All employee must complete a re-assessment at least annually.

If the assessment shows that changes to the workstation or work practices are required to reduce any risk, then the appropriate remedial action must be taken.

An assessment must be carried out whenever a new workstation is set up, employee move desk or there is an increase or decrease in the use of the DSE and reviewed if there are any changes that may make the original assessment invalid.

It is very important that employees report any signs of ill-health connected with their work as promptly as possible so that action can be taken to prevent the effects becoming serious or permanent. Employee should report problems to their Manager and the Estates Director. The indicators of possible problems are:

- Back pain
- Pins and needles or numbness in the hands or arms
- Persistent aches and pain in the hands, arms or shoulders
- Tired eyes or headaches
- Focusing difficulties or oversensitivity to light.

Eye Tests

Eyesight tests will be made available to employee every two years or at any time recommended by an optician, or if a member of employee experiences any problems.

Where an optician certifies that lenses are necessary solely for use with DSE and for no other reason, Production Park will reimburse employee with costs up to the limit for the provision of suitable lenses which is currently £50.

Specialist Assessment at Equipment

If the employee is registered as having a disability and requires a specialist assessment the Estates Director will liaise with the employee and Access to Work to arrange an assessment and any equipment that is required.

Electricity at Work

The Electricity at Work Regulations apply to all places of work and electrical systems (equipment and voltages) of all voltages.

Safe Working Requirements

Electrical systems must, so far as is reasonably practicable, be constructed and maintained so as to be safe. All work activities involving electricity shall be carried out without danger. All work equipment must be suitable for purpose. The strength and capability of electrical equipment must not be exceeded so as to cause danger. Equipment should be able to withstand normal, overload and fault current. Electrical systems shall incorporate protection, such as circuitbreakers.

Equipment shall have the ability to be isolated from the power supply and not be made live during maintenance work. The following safe working requirements apply:

- Safety devices shall be provided and used, such as residual current devices (RCDs). Fuses, circuit breakers and other devices shall be correctly rated for the circuit they protect
- Fused multi – socket blocks shall be used rather than adaptors
- There shall be isolation devices near all fixed equipment to isolate power
- Mains switches shall be readily accessible and clearly marked
- Power cables to machines shall be insulated. Frayed and damaged cables and broken plugs shall not be used
- User checks shall be carried out on a regular basis. If equipment is suspected as being faulty, it shall be taken out of service
- Access to electrical dangers shall be prevented. Covers to distribution boards and other access shall be kept closed and locked. Access will be restricted to a responsible person who shall hold the key
- Electrical installations shall be checked periodically and repairs carried out by a competent person
- All portable apparatus shall be recorded so that it can be regularly inspected and its condition recorded
- All tools and power sockets shall be switched off before plugging in
- Appliances shall be unplugged before cleaning or making adjustments.

Live Working

Live working shall only be permitted if it can be justified and all of the following conditions are met:

- It is unreasonable in all circumstances for the system to be dead.
- Suitable precautions are taken to prevent injury.
- Only properly trained and competent employees or contractors shall carry out the work.
- Additional first aid facilities should be made available.
- Entry to the work areas to be restricted to trained personnel only.

Permit to Work

For live working, a Permit to Work must be issued and authorised by the Estates Director before work commences.

Dangerous Substance and Explosive Atmospheres

Dangerous Substances

The definition of a dangerous substance is any substance, in whatever form, which presents a risk of fire or explosion and is classified as:

- Oxidising (meaning contact with combustible material may cause fire)
- Explosive
- Flammable / highly flammable / extremely flammable

Explosive Atmospheres

The definition of an explosive atmosphere is a mixture of air and one or more dangerous substances, whether as a gas, vapour, mist or dust, which after ignition has occurred, results in combustion spreading to unburned mixture.

Identified explosive atmosphere will be risk assessed and equipment undergo statutory testing and maintenance.

Information Instruction and Training

Employees who are exposed to dangerous substances and explosive atmospheres shall receive training in the correct safe systems of work. Such training shall include:

- Identification of the dangerous substance, any perceived risk, and access to further information
- The findings of the risk assessment
- Any permit to work systems

Emergency Situations

Where identified by a risk assessment, suitable emergency procedures shall be established. Emergency procedures shall be communicated to all those personnel involved with the process. Safety drills shall be carried out at regular periods determined by the risk assessment. In the event of an accident, near miss or emergency, immediate steps shall be taken to lessen any effects, restore the workplace to normal and inform those personnel who may be affected.

Fire and Emergency Management

A major emergency is any event (happening with or without warning) causing or threatening death or injury, damage to property or the environment or disruption to the community.

Introduction

An emergency situation could be:

- Fire
- Hazardous material incident
- Explosion
- Gas leak

A Business Continuity Plan contains details of business disasters such as loss of premises due to any of the above, loss of computer systems/communications, biological disaster or terrorism.

Risk Assessment

The Risk Assessment shall be reviewed annually or when significant change occurs.

Emergency Plan

The Emergency Plan for each business unit is displayed on the fire notice boards and includes a drawing and shall show:

- Essential structural features such as the layout of the workplace, escape routes, doorways, walls, partitions, corridors, stairways etc.
- Means for fighting fire (number, type and location of firefighting equipment).
- The location of manually operated fire alarm call points and control equipment for the fire alarm.
- The location of any emergency lighting equipment and any exit route signs.
- The location of any automatic fire fighting systems and sprinkler control valve.
- The location of the main electrical supply switch, the main water shut off valve and gas/oil shut off valves where appropriate.

Training

Training includes a tour of the fire evacuation procedures to ensure familiarisation, and location of the fire notice boards. Details of training shall be recorded and signed by the employee. Employees working with flammable materials, used or stored shall receive specific training in safe operating procedures and emergency responses.

- Reporting of faults and incidents, including leaks / spillages of flammable liquids
- Emergency procedures for plant and processes in the event of a fire, spills or leaks

Fire Drill and Detection System

Action	Frequency
Emergency lighting service	Annually
Smoke detector service	6 mthly
Fire Fighting Equipment Service	Annually
Fire Alarm System Service	6 mthly
Evacuation Drills	6 mthly
Emergency lighting tests	Monthly
Fire Fighting Equipment checks	Monthly
Smoke detector tests	Weekly
Fire Alarm System checks	Weekly

Emergency Evacuation

Should there be a need to evacuate the site in the event of an emergency like a fire, gas leak or major spill, the following procedure outlines the key responsibilities employees have:

Controlling Officer (CO)

The controlling officer (Estates Director or lead Fire and Emergency Marshal) is responsible for controlling an evacuation in the event of the fire alarm being sounded. The CO will also receive training in the setting and re-setting of the fire alarm.

Actions To Be Taken in the Event of a Fire or Emergency Evacuation

The CO is the main point of contact throughout the evacuation and shall receive information from the following personnel:

- Attendance Recorders will provide information on roll call and if anybody has reported a process still in operation. Any missing persons will be noted
- Fire and Emergency Marshals will provide information on the type of incident, location of fire if known and any processes still in operation
- First Aiders shall also report to the Controlling Officer
- The CO shall identify themselves to the Emergency Services upon arrival. The CO shall pass the emergency plan onto them and all known information

The gas supply shall be switched off at the request of the Emergency Services. The CO shall await further instruction from the Emergency Services. Only upon the notification from the Emergency Services shall the CO announce the all clear.

Actions in the event of a Fire / Emergency Evacuation

The attendance recorders shall evacuate the building, picking up the relevant "fire cards" and visitors book. (Only if not putting themselves at risk). ARs shall report to their respective assembly points and carry out the roll call. ARs shall identify any operating processes still operating from personnel at their respective assembly points and report this to the CO. On completion of the roll call ARs shall return to their respective assembly point and await instruction.

Fire and Emergency Marshals

Fire and Emergency Marshals are provided for each business unit. The Fire and Emergency Marshals are identified on notice boards throughout the site. Fire and Emergency Marshals shall receive specific training from an approved training establishment before being appointed.

Actions in the event of a Fire / Emergency Evacuation

Fire and Emergency Marshals shall carry out a sweep and clear all their areas of responsibility. If they find a fire, they should assess, if it is safe to attempt to extinguish it, and if so use the available portable appliances, ensuring that they do not put themselves at risk. Once they have completed a sweep and clear, they shall report to the CO and report on:

- The location of the fire / incident (if known)
- Whether their specific area is clear.
- The location of any trapped personnel

First Aiders

First Aiders shall collect a First Aid Box and report to their respective assembly points. Upon completion of the roll call, First Aiders shall report to the CO who will co-ordinate the treatment of any casualties.

Provision of First Aid

First aid is the initial action taken to preserve life, prevent deterioration and promote recovery in the case of illness or injury.

A risk assessment must be carried out to identify first aid provision. The risk assessment shall be reviewed annually or after any operating changes.

First Aiders

First Aiders shall be full time employees at a location and shall be judged by Management to be reliable, likely to remain calm in an emergency and physically capable of carrying out first aid duties. Their work shall not prevent or delay their attendance at an emergency.

A poster displaying the name and location of the first aiders will be displayed in relevant locations in the business units.

Training

First Aiders shall hold a valid certificate of competence in first aid at work. The First Aider shall receive a re-qualification course before their certificate expires. At no time or under any circumstances are any First Aiders permitted to issue drugs or medicines to any person.

First Aid Container Contents

First Aid boxes shall be clearly marked with a white cross on a green background. First aid facilities shall be easily accessible and if possible, located near to hand washing facilities. First Aiders shall ensure the contents of the container are checked fortnightly and restocked after use. Supplies shall be updated when the expiry date is reached.

Keeping Records

Each First Aider has an accident book in which any accident or incidents that require first aid treatment must be recorded. To comply with the Data Protection Act personal details entered into the accident book must be removed from the accident book, these must be sent onto the HR Manager.

Incident Reporting

It is a legal requirement to make record of and inform the Health and Safety Executive (HSE) of any major, lost time accident or dangerous occurrence that may occur. It is also essential to monitor causes of accidents and near misses, in order to take appropriate corrective and preventative action. The completing of corrective and preventative action is a key part in maintaining a positive Health and Safety culture.

- An Accident is an unplanned event, which causes harm, damage or loss
- A Near Miss is an unplanned event, which doesn't cause harm, damage or result in loss but had the potential to do so

Reporting and incident

The accident book will be filled in by the First Aider completing all the required information. The sheet is then removed from the accident book and passed to the Health and Safety Manager.

If the incident has occurred on a customer site it may be entered into the site accident book but must also be reported to the Estates Director on arrival back at the Production Park site. If a major incident has occurred the Estates Director must be informed by phone immediately.

Investigation

The Estates Director shall investigate an accident, with the assistance of Health and Safety Champions as necessary. Investigation shall be carried out as soon as reasonably possibly and

corrective and preventative action implemented and actions taken recorded. The investigation process will include of the associated risk assessment of SOP. The monthly health and safety forum will review and discuss the monthly incidents and these will also be documented in a report to the board. Any noted trends will be reviewed and action implemented as required.

Notification to HSE (Health and Safety Executive)

It shall be the responsibility of the Estates Director to ensure that any of the following incidents are reported to the Health and Safety Executive:

- Where a person dies as a result of work activities.
- Where a person suffers a specified injury as a result of work activities.
- Where a person is absent from work for more than seven days as a result of work activities.
- Where a dangerous occurrence occurs.
- Where a work related disease has been diagnosed.

Manual Handling

A part of Production Parks operation it is a requirement to move, at certain times, heavy items. Wherever possible such movement shall be achieved by mechanical means. However, it is inevitable that at times employees will need to manually move heavy objects. Where use of mechanics is impracticable, sufficient labour shall be made available to handle any heavy or awkward loads and instructions shall be issued to appropriate personnel on the handling of these loads.

Provision of Mechanical Aids

Various mechanical aids are provided to eliminate the need to manually handle, these undergo regular testing to ensure safety and include:

- Fork Lift trucks
- Pallet Trucks
- Pumps Trucks
- Sack barrows
- Trolleys

Risk Assessment

An assessment of the risk of potential, and existing manual handling operations shall be carried out and reviewed annually or wherever changes are made. Managers / Supervisors / Team leaders are responsible for ensuring that assessments are implemented for all areas of risk within their scope of responsibility. The following is the hierarchy of risk control principles:

- Elimination of handling
- Can the work routine be changed to avoid handling operations altogether
- Can the load be redesigned to reduce the size and weight
- Minimise the risk by use of mechanisation. Consider handling aids, such as trucks, trolleys, lifting devices and conveyors
- Minimise risk by use of automation. Consider the use of conveyors, palletisation, vacuum handling

Information Instruction and Training

As part of the company induction all employees shall receive basic information on the principles of manual handling. Specific manual handling training will be provided to all employees that require it as part of their job role.

Noise

Risk Assessment

Noise is likely to be a hazard wherever people have to shout or have difficulty being heard by someone 2m away. The risk assessment shall be reviewed when:

- Installation / removal of new machinery.
- Substantial changes in workload, work patterns, exposure times, machine speeds etc.
- Changes in building structure.
- General deterioration of equipment.
- Modifications to machinery.

Noise Survey

A competent person must carry out the noise survey. The noise survey must be carried out as per the requirements laid down. The noise survey must be kept on file until a new one is made.

Review when changes in the number of hours worked in noisy environments, changes in work patterns, the introduction of new machinery, the implementation of noise control measures, or, every two years.

Noise Controls

The following considerations will be taken to reduce the noise at source:

- Damping - adding material to reduce vibrations / ringing
- Isolation - separating the machine from its surroundings.
- Silencers
- Reducing air turbulence. Increasing distance between rotating parts and stationary parts reduces air turbulence.
- Screens / barriers - Placing a physical obstacle between noise source and employees
- Sound absorbing material. Controls noise reflections in a work area
- Total Preventative Maintenance. To reduce worn components which may be vibrating.
- Reduction of noise exposure. Implementing job rotation.

Ear Protection Zones (EPZ)

All entry in EPZs and at appropriate places, mark with the appropriate signs. Ear protection is required to be worn at all times whilst in these zones.

Training

- Employees should be made aware of the likely noise exposure and the risks to hearing.
- Where and how personnel can obtain protection.
- How to report defects in ear protection and noise control equipment.
- Employee's duties, including legal requirements and employee actions to minimise risk.

Personal Protective Equipment

Where a need to provide Personal Protective Equipment (PPE) has been identified by a Risk Assessment, Production Park recognises its responsibility to provide it. PPE will only be issued as a last resort where the hazard cannot be controlled by any other means. The provision of PPE will incur no cost to the employee.

Risk Assessment

Prior to purchasing PPE for a particular hazard, the Estates Director will review the current risk assessment. Where employees have to wear more than one item of PPE, such equipment shall be compatible and continue to be effective against the risks.

Maintenance and Replacement of PPE

Users of PPE shall examine their equipment, prior to putting it on and if found to be defective, the user shall not wear it. Stocks of relevant spares shall be made available. Simple maintenance shall be carried out by the user if required, but more intricate repairs shall only be done by specialised personnel. Manufacturers' shelf lives for PPE shall be adhered to.

Where PPE is specified for an operation, accommodation shall be provided so it can be safely stored when not in use.

Information Instruction and Training

Users of PPE shall be trained in its proper use. Managers / Supervisors / Team leaders shall be aware of why PPE is being used and how it is used properly. Personnel involved in the maintenance, repairing and testing of the equipment shall receive appropriate training.

It is imperative that all office employee, visitors and contractors abide by the rules of the factory shop floor and wear safety footwear and ear protection in the mandatory areas.

Permits to Work

The purpose of a Permit to Work system is to ensure that proper consideration is given to the risks of particular work and that these are assessed and controlled before work starts.

Permit to Work

The permit to work control procedure applies to the following high-risk hazards at Production Park:

- Hot Work
- Working on Live Electrical Equipment
- Work with Asbestos
- Roof Work
- Work Involving the Removal Of Guarding From Dangerous Machinery
- Work on Fire Alarm Systems
- Entry into Confined Space
- Demolition

The Estates Director is the person nominated as competent to implement a permit to work system. They must have satisfied that he / she has adequate knowledge of the Permit System. Permit to Work is the term applied to a pro-forma that forms a part of an overall safe working system. The essential features of Permits to Work are:

- Clear definition of who may authorise the work
- Clear identification of who is responsible for implementing the necessary precautions to be taken
- Effective instruction and information to all personnel involved in the high-risk hazardous work
- Performance monitoring in order to ensure that the safe system is implemented as intended

The permit is therefore a written document that gives authorisation to certain people to carry out specific work within certain time constraints and which sets out the main precautions needed to complete the work safely and without any risks to health to those people who are involved. It is important to understand that the mere issue of a Permit to Work does not simply give permission to carry out dangerous work or in itself make a job safe

Permit to Work Process

1. The Estates Director is the nominated Permit Controller for Production Park. The permit controller must study the work requirements and the necessary steps to ensure that work may proceed safely. The Permit Controller may instruct the nominated contract person to take special precautions during the work and which should be specified on the permit to work document.
2. The person arranging for the contractor to carry out the work is responsible for ensuring a contractor reports to the Estates Director upon arrival and leaving the site. Permits to work shall be explained and issued to a nominated contract person, who shall oversee the implementation of the permit requirements.
3. The permit controller shall issue the permit to work directly to the "Nominated Contract Person" and ensure that he / she understands the scope of work, conditions, notifications and safety precautions that are specified in the permit document.
4. All authority signatures as designated by the permit shall be completed before work commences or obtained as scheduled on the permit, i.e. work inspection required before commencement of next stage, etc.

5. The "Nominated Contract Person" is responsible upon issue of the permit to ensure that all persons associated with that work are aware of and understand any restrictions and precautions to be taken and are subject to a high level of supervision.
6. When the work is complete the nominated contract person must sign, time and date the completion section on the permit and return it without delay to the permit to work controller or nominated deputy.

If at any point during the works it cannot be demonstrated that a permit to work is in place then the works must cease immediately.

Cancelling a Permit to Work

Should it be required to cancel a permit, the site permit controller shall collect the permit from the nominated contract person and write on the permit "Cancelled". The nominated contract person shall inform all workers operating on the permit of the cancellation. Contractors must not under any circumstances photocopy a permit, which is in use. An unauthorised copy of a permit could lead to danger if the actual permit were to be cancelled whilst a copy remained in existence.

Risk Assessment

Risk assessments are required to identify the level of risk and decide whether the risk is tolerable. Risk assessments must be carried out on all work equipment and activities that offer a risk to the health, safety and welfare of employees, contractors and visitors.

Hazard identification and assessment of risks is the key to the Health and Safety Management System. Risk Assessments are carried out for all routine and non-routine activities carried out by employees and others (including contractors and visitors).

Operation

Risk assessments shall be carried out on all new equipment / processes, or where changes have been made, or planned, to existing processes to assess the potential benefits or implications of proposed corrective / preventative action. Risk assessments shall be carried out on introduction of new legislation. Risk assessments shall also follow specified accidents, lost time accidents, or near misses. Risk assessments shall be completed by trained competent personnel.

Assessment Process

Managers are responsible for ensuring that risk assessments are implemented for all areas of risk within their scope of responsibility. They shall co-ordinate the actioning of risk assessments with a trained Risk Assessor. Assessments shall be carried out by observation of the process / activity, discussions with relevant employees and reviewing historical data. Reference shall be made to relevant legislation, approved codes of practice or guidance notes. When assessing the suitability of control measures, Risk Assessors must consider the preferred hierarchy of controls.

Improvement in the control measures identified from assessments shall be actioned to the appropriate Managers for action. All identified hazards and control measures shall be detailed in the appropriate Standard Operating Procedure and communicated to any relevant persons.

Where there is any new equipment or proposed change of process the Estates Director will consider all the hazardous and associated risk prior to the introduction of any of the above. This will be recorded in the minutes of the Health and Safety Forum meeting and a RiskAssessment form.

Assessment Review

Copies of the relevant risk assessments are kept with machinery, electronic copies will be retained with the Estates Director.

Risk assessments shall be reviewed annually, or sooner if changes have been made to the process or activity or if an incident occurs or if any legislation changes occur.

The Estates Director shall conduct a review every two years to ensure the effectiveness of the risk assessments and the implementation of any required actions. This shall also be an agenda item for discussion during the regular safety forums. The effectiveness of the risk assessment process to form part of the annual Management Systems review.

Substance Misuse

Production Park is required, by law, to ensure the general health and welfare of its employees. It is committed to ensuring the highest possible safety standards in all its operations. In addition, Production Park has specific responsibilities towards its employees, the public and employees of other organisations working on the premises or property.

It is possible that in certain circumstances charges may be brought against Production Park if particular legislation is breached. Of particular relevance is the misuse of Drugs Act. Production Park cannot ignore the illegal activity of an employee possessing, supplying or using controlled drugs on work premises or work sites otherwise the Production Park itself may be committing an offence.

Substance Screening

It is becoming more and more expected for organisations to have in place a screening programme for the detection of drugs or alcohol during work periods. The screening process can be designed to detect whether any person has taken alcohol and / or certain drugs before arriving for work or during the working day or shift. There is currently no evidence within Production Park to suggest we have a drugs and / or alcohol problem amongst our people therefore screening will not be introduced until such a time is deemed more appropriate or by risk assessment. We will however deal sensitively and appropriately with cases as and when they are detected.

Highlighting Potential Problems

A drug and alcohol problem can be detected or suspected in various ways, i.e. behavioural changes, mood swings, absenteeism, accidents and in some cases visible signs; swollen / red features, smell of alcohol on the breath, shaking hands etc.

If a manager has reasonable grounds to believe that certain behaviours may be associated with drug or alcohol abuse they should first consult the individual giving the person every opportunity to explain the circumstances and respond to the concern highlighted.

If the employee acknowledges that they have a problem our approach should be one of care and encouragement. It is appropriate to deal with these issues in the same way as any other serious health problem. The Company will provide support and assistance with the aim that the employees' health will ultimately improve and that they will be able to return to an acceptable level of performance / attendance with no recurrence of the original or related problem.

Continued support will depend on the demonstrated commitment of the employee to any rehabilitation programme. If this is not evident the Company will then invoke the disciplinary procedures. In extreme cases, for example drunkenness on site, it may be appropriate to invoke disciplinary procedures immediately.

Procedure

Employees are required to present themselves for work in an appropriate physical condition at the beginning of the working day/shift and after any break without the presence of alcohol in their body in excess of drink driving limits.

Alcohol will not be consumed on Company premises or during working hours, unless specifically authorised by the CEO. On these occasions employees are expected to behave responsibly as regards the sensible consumption of alcohol consistent with the occasion.

Employees should not have on their person, in Company or their own vehicles or personal belongings any illegal drugs as defined in the Misuse of Drugs Act.

Illegal drugs must not be supplied, consumed or taken during working hours either on or off Company premises or work sites in any circumstances.

Any of the above may be regarded as gross misconduct. Each individual case will be investigated and dealt with on its merits. Please refer to the employee handbook for further information.

Smoke Free

The purpose of this policy is to explain the approach towards dealing with smoking issues for both smokers and non-smokers. It aims to apply a fair and equitable approach for all employees. Production Park's smoking procedure applies to all employees, contractors, visitors and includes electronic cigarettes.

Smoking

- Smoking will only be allowed in specific designated areas. Smoking represents a potential fire hazard both to employees and any other persons on or near our work places and therefore all designated smoking areas are external to buildings to minimise risk of fire. At the Production Park site this is in the main car park. Cigarette disposal has been provided. Smoking in anywhere other than the designated area is prohibited.
- All company vehicles are to be smoke free. This applies at all times to all drivers and any passengers. They are all to display a no smoking sign.
- All employees must follow the smoking arrangements as apply to each customer site. It is expected that as a general rule this means no smoking indoors or in the vicinity of the shop front, smoking being restricted to designated areas only. We also expect site workers to behave reasonably and responsibly in terms of time taken to have a smoking break and would expect these to be in line with Production Park smoking breaks as detailed below.
- It is unacceptable for smokers to have more breaks than non-smokers. Therefore, employees are allowed to smoke in their designated break time (where appropriate) their lunch break and pre and post work.

Visitor and Contractors

The procedure applies to all visitors and contractors, who visit or undertake work such as repair, maintain, refurbish, or install plant and equipment or alter site buildings at this site. This procedure does not cover contractors who supply goods and services such as agency employee or distribution of goods.

Definition

- Contractor is a company, who accepts by prior agreement with Production Park to repair, maintain, refurbish, or install plant and equipment or alter site buildings.
- Visitor is a person or persons who visit the site for a business purpose or a person or persons who visit to make contact with a company employee.

Responsibility

- Managers are operationally responsible for the Health and Safety within their specific area and those team leaders, employees, agency workers, visitors and contractors working in their area.
- Managers and supervisors shall ensure their operations activities are conducted in such a way that employees, visitors, contractors and the general public are not exposed to risks to their Health and Safety.
- Managers and supervisors have overall responsibility for contractors and visitors who enter their area of authority. They shall ensure any problems with their area are resolved before a visitor or contractor can proceed with any intended activity in their area.
- Any employee or representative acting on behalf of Production Park who arranges for contractors to undertake work or for visitors to come to site have responsibility for complying with this procedure. If visit / contractor arrangements involve visiting an area outside their authority then the responsible manager and / or supervisor of that area shall be notified of the visit and any relevant information provided to the affected manager / supervisor.
- Employees or representatives with responsibility for hosting a visitor or contractor shall ensure procedures, Health and Safety rules, codes of conduct are complied with at all times.
- Any employee or representative arranging a visit shall prior to a visit ascertain any action requirements before visitor / contractor arrival. This may include the implementation of the contractor approval process, bringing of hazardous substances, equipment, and machinery, obtaining risk assessments, method statements, determining permit to work is requirements and personal needs such as disability access or the provision of PPE.
- Contractors and visitors are responsible for taking reasonable care during their visit. Contractors are required to comply with the Health and Safety at Work Act 1974 and its supporting legislation and to comply with Production Park site rules and procedures.

The Estates Director has responsibility for:

- For supporting employees who arrange visits in their approval of risk assessments and method statements
- The retention of contractor records as defined by this procedure
- Issuing the permit to work

Appointment of Contractors

- During the quotation stage for the work, contractors shall be given available information on hazards, including any relevant Risk Assessments, which may affect their proposed work. A copy of the site safety rules should be passed to the contractor for completion. The receipt should be kept on file for audit purposes.
- A host employee shall assume full responsibility for the contractor's activities and any cooperation / coordination between the contractor and the organisation. The contractor

- shall carry out a suitable and sufficient Risk Assessment to their employees, sub-contractors and Production Park employees, prior to the commencement of the project.
- If significant risk has been identified, the contractor shall provide written method statements detailing how the work will be carried out safely. Departing from the method statements means ceasing operations.
 - The host employee along with the Estates Director shall check contents of method statements before work commences and ensure that any employees who may be affected by the project are provided with sufficient information, instruction and training.
 - The scope of work should be checked to ensure the contractor has considered all Health and Safety issues.
 - Before work commences, all contractors, their employees and their sub-contractors must receive a contractor Health and Safety induction.

Completion of Work

The host employee and the contractor shall review the work carried out after completion to see if the work was carried out satisfactorily, safely and the area has been left in a safe condition. Any issued permit to work shall be completed and returned to the Health and Safety Manager.

Work Vehicles

Production Park fully recognizes the risks involved with the operation of powered vehicles within the manufacturing environment and will ensure that only trained and competent persons will operate the equipment. Any employees who operate powered vehicles without authorization and training may be subject to disciplinary action. The fork lift trucks must not under any circumstances operate on the public highway.

Maintenance

A thorough examination of the vehicles will take place every twelve months by an engineering surveyor or six monthly if the forklift truck is used for lifting personnel. All vehicles shall be inspected daily, and the inspection findings, including faults, are to be recorded on the appropriate Total Production Maintenance (TPM) record. Significant faults and / or malfunctions are to be reported to a Manager or the Estates Director immediately they are discovered.

Training

No one should be permitted to operate a powered vehicle unless they have been trained and authorized to do so by the Company. Someone with appropriate knowledge should give operators familiarisation training at the workplace under close supervision. Familiarisation training should cover the application, under normal working conditions, of the skills already learned, covering features of the work, which it was not feasible to teach off the job, such as local emergency procedures etc. Refresher training shall be carried out by a suitably competent person for all forklift truck drivers every three years.

Health Surveillance

All operators and potential operators shall to be screened for fitness before employment and again at regular intervals, which shall be determined by Risk Assessment and / or Occupational Health Recall. Examination shall also occur after an accident or sickness absence of more than three months, or after a shorter period if it appears likely that the illness may affect fitness to operate. Where an employee is taking drugs prescribed by a medical practitioner, the Estates Director should establish that these would not affect operating ability.

Provision of work equipment

Work equipment includes any equipment used in the course of work, including toolbox tools, lifting equipment, and ladders. Many serious accidents at work involve machinery. The safeguarding of dangerous parts of machinery is an absolute legal requirement. Employee training in the safe use of work equipment is equally of paramount importance.

Risk Assessment

Risk assessments must be carried out to identify all foreseeable risks to employees arising from work equipment.

Inspection

Where the safety of work equipment depends on installation conditions it shall be inspected before being commissioned, or after assembly at a new location. Where work equipment is exposed to conditions causing deterioration, inspection must be carried out at suitable intervals. The purpose of the inspection is to ensure the equipment can be operated, adjusted and maintained safely.

Information Instruction and Training

All persons who use machinery and all persons who supervise or manage the use of machinery shall have adequate health and safety information and written instructions relating to the use of machinery. Employees failing to comply with these written instructions may be subject to disciplinary action. Refresher training shall be carried out on a regular basis, especially for those who deputise for others on occasions. Training shall be managed by use of a training matrix.

Maintenance of Work Equipment

A system of planned maintenance has been introduced for all key plant and equipment. Electrical and mechanical safety standards of the equipment provided will be checked periodically and any necessary maintenance or repair carried out. Work equipment shall be maintained so that it is in efficient working order and in good repair. A reporting system has been implemented based on the Total Productive Maintenance (TPM) criteria. This allows equipment operators to report faults, which will be addressed. Equipment shall be inspected frequently to ensure that safeguarding features are functioning correctly.

Isolation of Power

Appropriate measures shall be taken to ensure, so far as is reasonably practicable, maintenance operations shall be carried out while the work equipment is shut down. This isolation of power shall be addressed by means of which the power cannot be re-supplied while the maintenance operative is at work. This shall be carried out by means of using lock off systems, padlocked by the maintenance operative whilst working. Where working on live equipment is required, a permit to work system must be used.

Statutory Testing of Plant and Equipment

Items of plant and equipment covered by the relevant statutory requirements shall be thoroughly examined at appropriate intervals by an external authorised body. The Estates Director shall maintain records of all statutory inspections and shall contact the appropriate examination body to arrange for any equipment that does not have a statutory inspection certificate. Copies of plant schedules can be obtained from them.

Fixed Installation Testing

Electrical installations shall be maintained in a safe condition and therefore be subject to periodic testing and inspection by a competent person approved to NIC/EIC standards. The competent person shall be supplied with a schedule of circuit details to assist them in their inspection. On completion of the inspection, the competent person shall supply a periodic inspection report and a certificate of periodic inspection and testing. Fixed installation testing shall be carried out, by a competent person, every three years.

Portable Appliance Testing

All portable electrical equipment in use shall be recorded in a log and inspected by a competent person.

Work Related Stress

Any set of tasks, responsibilities and day to day problems result in pressures and demands being placed upon almost any employee in any working environment. Individuals accept reasonable pressures, which are, in the main, considered as positive and motivational. These pressures can provide the key to a sense of achievement and job satisfaction.

It is only when there is excessive workplace pressure that it might become harmful. It can then damage performance and undermine the health of a workforce. It is only where pressures are intense and continue for some time that the effects of stress can become more sustained and far more damaging, leading to longer-term psychological problems and physical ill health.

Harmful Stress

The levels of stress, which are harmful, differ for each individual according to their personality, experience, motivation and the support they receive from Managers, colleagues, family and friends. The ability to cope with high levels of stress will also be determined by events being experienced outside of work; such situations as bereavement, family sickness, marital or other inter-personal problems also cause stress. Harmful stress is more likely to occur where there are:

- Pressures which are cumulative and / or prolonged.
- Demands placed upon the individual over which he or she has lost control.
- Demands which are conflicting, causing confusion.
- High levels of uncertainty or under-utilisation of skills.
- Inflexible and / or over-demanding work and / or travel schedules.
- Prolonged inter-personal conflicts.
- Absences of leadership and / or understanding from Managers.
- Failure of managers to address issues and concerns that have been raised by employees.
- Physical conditions such as noise, heat, humidity, vibration and a presence of toxic or dangerous materials or other hazards might also increase stress levels for the employees working within that environment.

Provisions

Production Park wishes to deal with stress at work as a serious problem. Managers, employees and colleagues must all be committed to understanding and addressing excessive stress. Any individual who has concerns over work related stress is encouraged to seek support and assistance at the earliest opportunity. Their request will be dealt with in a confidential and supportive manner by the organisation. The organisation considers that a good management style and a regard for its employees is possibly a more effective approach for dealing with stress than any temporary high profile "stress initiative".

The organisation will ensure, so far as is reasonably practicable, that jobs will be designed in such a manner that the responsibility and tasks can be clarified and communicated to each jobholder.

- The job is achievable by the jobholder who can receive credit for its accomplishment.
- Job holders are not placed within a job for which they do not have the ability, resource and / or training.
- Early training and instruction with regard to the job, the working environment and any specific pressures can be given.
- Where appropriate all current jobs will be assessed in order to identify tasks and responsibilities, which may place prolonged and harmful levels of stress upon the jobholders. When necessary, and in consultation with the jobholders, job design may then be altered in order to reduce the risk.

Employee Responsibility

It is the responsibility of any employee who considers that he or she is suffering from the harmful effects of stress to raise this matter with their Manager. If the employee is not comfortable discussing the issue with their Manager they may contact a member of the senior management team or the CEO

Medical Advice

Where an employee is unable to continue working as a result of the harmful effects of stress or begins to suffer intermittent sickness absence, long-term absence, or from serious physical / behavioural effects, they must contact their own general practitioner for advice. Any action and / or support that the organisation can provide must not be seen as an alternative to seeking professional medical help.

Please refer to the employee handbook for further information.

Managing staff experiencing mental ill health

Production Park will ensure that the mental health of its employees are managed within the workplace. Whilst dealing with physical ill health is more straight forward and the signs of mental health are not as easily recognised, a similar approach of management will take place. It is known that many mental health issues may well start outside the workplace however it could be the added pressures of work that contribute to the situation.

Managers will play a key part on the management of mental health issues as they will often be the first people to recognise that there are issues. With this in mind our managers will:

- Spot the signs of mental ill health
- Talk to the team member who may be experiencing mental ill health
- Managing a team member who may feel unable to talk
- Consider how to support the team member
- Supporting the rest of the team
- Managing absence related to mental ill health
- Helping a team member return to work
- Identify actions that may prevent further periods of mental ill health
- Assess where individual capability may be part of the problem

All Managers will be approachable, available and encourage staff to talk to them if they are having problems. They will tailor their management to suit the needs of the relevant staff members.

Workloads will be monitored in a way to ensure that they are not too excessive which could lead to additional pressures being placed on the employees. This will include the setting of realistic targets which are achievable and have suitable timescales attached to them.

To assist Managers in the management of mental health issues, they shall all be provided with suitable training and information that will enable them to:

- Recognise some of the common signs and symptoms of mental ill health
- Know when and how to intervene
- Know what additional support is available for them and the employee within the organisation

Managers should be aware of what additional support the organisation could offer staff experiencing mental ill health which could include:

- Trained mental health first aiders from within the organisation
- Occupational Health services provided by the company
- Onsite counsellors

Typical signs and symptoms of mental ill health will include:

- changes in usual behaviour, mood or how they interact with colleagues
- changes in the standard of their work or focus on tasks
- appearing tired, anxious or withdrawn and reduced interest in tasks they previously enjoyed
- changes in appetite and/or increase in smoking and drinking
- increase in sickness absence and/or turning up late to work

A Manager who believes a team member may be experiencing mental ill health should take the lead and arrange a meeting as soon as possible to talk to the team member in private. The conversation should be approached in a positive and supportive way.

Managers should also be prepared for a team member to come and talk to them about their mental health. This can be very difficult for both the team member and the manager, so it is vital that the manager stays calm and patient, is supportive and offers reassurance. A team member may not want to talk about issues they are going through. A manager should not try to rush them or pressure them to talk. Instead, it may be best for a manager to simply ensure that the team member knows they are available at any time, to talk about anything.

Usually small, simple changes to working arrangements or responsibilities will be all that are required. For example, allowing them to have more rest breaks or working with them each day to help prioritise their workload.

Any adjustment should only be made following discussion and agreement between the manager and team member on what might be helpful and what is possible. The team member will often know what support or changes they need. An Occupational Health referral can also help to identify adjustments that should be made.

Working at height

Definitions

- A place is at height if a person could be injured falling from it, even if it is at or below ground level
- Work includes moving around at a place (except by a staircase in a permanent workplace) but not travel to or from a place of work
- IPAF is Powered Access Federation
- PASMA is Prefabricated Access Suppliers and Manufacturers Association.

Procedure

In the first instance the need for working at height should be eliminated. Where working at height cannot be eliminated then an assessment of the risks must be considered.

As a result of the assessment a properly planned and organised safe system of work shall be formulated and documented. The safe system of work can be a working at height stand-alone plan or integrated with other activity plans. A plan must be available before work commencement and all personnel who work at height are to be familiar with its requirements. A plan must be available for reference wherever the work is undertaken.

Information Instruction and Training

Employees and contractors who erect, dismantle, move / drive or inspect equipment need to attend the following courses and carry for inspection purposes the appropriate ID qualification card, as indicated in the table below.

WORK AT HEIGHT ACCESS EQUIPMENT	TRAINING REQUIREMENT (• indicates ID card required to be carried)
**Fixed Scaffold	• Scaffold Inspection for site supervisor (principal contractor)
Mobile Elevating Platform	• IPAF course for operator
Boom Lift	• IPAF course for operator
Forklift with Man Lift Cage	Appropriate fork truck course for driver
Mobile Tower Platforms	• PASMA for operators who erect, dismantle or move a tower
Stepladders and Ladders	Ladder Access Safety for all users

** All fixed scaffolds shall be erected, dismantled, altered and handed over to the principal contractor site supervisor by an approved scaffolding contractor.

Inspection of Working at Height Access Equipment

In general all equipment listed in the table above shall be inspected:

- After it is assembled or installed if its safety depends on how it is installed and assembled.
- As often as is necessary to ensure its safety.
- Before a piece of equipment leaves the business or arrives at the place of business it must have indication that it's last due inspection was completed. All hire equipment is required to have this information.
- A platform used for access to construction work and from which a person could fall more than 2 metres shall be inspected before use, and not more than 7 days before use.
- Where it is a mobile tower, inspection at site is sufficient without re inspection every time it is moved. A report shall be prepared before the competent person goes off duty and handed to the person for whom the inspection was done within 24 hrs of the inspection.

Inspection of places of work at height

Each individual place of work where working at height is to be performed shall be checked before use. The check shall ensure there are no gaps in which a person or materials or objects could fall, the surface is safe, parapet, permanent rail are secure, etc. In

circumstances where the risk of fall cannot be eliminated the following safeguards need to be considered and documented as appropriate in the work at height plan.

- Wearing a restraint harness fixed to a suitable anchor point
- Wearing a fall arrest harness fixed to a suitable anchor point
- Provision of fall netting
- Provision of air bags
- Provision of landing mat

All operatives who install use or move the above safeguards shall be trained in the safeguard. Personnel who rescue operatives shall be trained in rescue procedures.

Inspection of safeguards

Restraint and fall harnesses shall be inspected by the wearer prior to each use and for condition by a competent person every 6 months or 12 months dependent on amount of harness usage. The date of competent person last inspection shall be indicated on each harness. Fall netting, air bags and landing mats shall be checked, after they are assembled or installed and as often as is necessary to ensure safety.

Fragile roofs

No one shall go near a fragile roof unless the work can be carried out safely having regard to the task, equipment or working environment:

- Suitable platforms, coverings, guardrails and the like shall be provided.
- If a risk of fall remains, suitable safeguards shall also be used.
- Prominent safety signs shall be displayed on the approaches to the fragile roof to identify the hazard zone.

Falling objects from height

All that is reasonable shall be done to prevent objects falling. Nothing must be thrown or tipped from height that is likely to injure. Objects shall not be stored in a way that their movement is likely to injure. If the workplace contains an area where there is a risk of someone being struck by a falling object the area shall be indicated and unauthorised persons prevented from entry to the danger area.

Provision of Welfare Facilities

The Workplace (Health, Safety and Welfare) Regulations aims to ensure that physical conditions of the workplace meet the health and safety and security of all employees. Production Park understands that this is not just for the relative comfort of employees, but also to encourage good hygiene practices and to help prevent occupational health disease such as dermatitis.

Ventilation

All areas of enclosed workplaces should be sufficiently well ventilated so that stale, hot or humid area is replaced at a reasonable rate by fresh or purified air. This is predominantly achieved by opening windows.

Temperature

During working hours the temperature in all workplaces inside buildings should ensure reasonable comfort (at least 16°C, or 13°C where physical work is taking place). Remedial action includes the provision of fans and air conditioning units. Thermometers are positioned at convenient places throughout the workplace.

Lighting

The workplace will have suitable and sufficient lighting, and as far as reasonably practicable from a natural source. If necessary local task lighting shall be provided at workstations. There should also be sufficient emergency lighting where persons are specifically exposed to risk of injury in the event of failure of artificial light.

Cleanliness/Waste disposal

All workplace furniture, furnishings and fittings shall be kept suitably clean, including surfaces, floors, walls and ceilings. Precautions must be taken against risks created by cleaning processes (such as wet floors) and arrangements made to deal with accidental spillages.

Waste material must not be allowed to accumulate, suitable receptacles are provided for waste disposal. Specific procedures apply to the disposal of hazardous waste.

Room dimension and space

Every room where people work shall have sufficient floor area, height and unoccupied space to allow people to move about, and vacate the premises with ease.

Workstations and seating

A seat appropriate to the work and the individual shall be provided where can or must be done in a seated position. Seating should provide adequate support for the lower back and a footrest should be provided if the individual cannot comfortably place their feet flat on the floor. Reference should be made to the Display screen equipment and the workstation assessment section.

Maintenance

The workplace, and certain equipment, devices and systems should be maintained in efficient working order. Such equipment and devices are those, which could cause risk to health, safety or welfare if a fault occurred.

Conditions of floors

Surfaces must be kept clear of obstructions, slippery materials, unprotected holes, trip hazards etc. Arrangements must also be made to minimise the risk of falls from snow, ice and water

Persons falling and falling objects

Work at height is a potential hazard and risk assessments are to be completed before and work at height is carried out. Suitable and effective measures must be taken to prevent persons being struck by falling objects. Reference the working at height section

Windows, Skylights and Ventilators

Windows or transparent / translucent surfaces in walls / partitions / doors should be of safety material or protected against breakage. It will be adequately marked to guard against impact.

Traffic routes

Traffic route means a route for pedestrian traffic, vehicles or both and includes any stairs, fixed ladders, gateways, loading bays and ramps. Reference the operation of vehicles section. Designated pedestrian walkways are marked both in the car park and in the manufacturing area where fork lift trucks manoeuvre.

Doors, gates and lifts

Doors and gates will be suitably constructed, and fitted with safety devices if necessary. Any doors/gates that swing both ways or any doors/gates that open into main traffic routes should have a transparent viewing panel.

Sanitary conveniences and washing facilities

Sanitary conveniences must be adequately ventilated and lit and kept in a clean and orderly condition. Washing facilities must provide clean hot and cold water, soap and towels (or suitable alternatives). Facilities must be adequately segregated for men and women with suitable sanitary disposal.

Drinking Water

Clean cups must be provided with clean drinking water.

Accommodation for clothing and facilities for changing

Storage accommodation must be provided for special work clothing and workers own clothes where changing is necessary for the job.

Facilities for rest and to eat meals

Rest breaks can be taken in the workplace provided that risks to health and safety from dangerous substances, noise, chemicals etc. are insignificant. The canteen area is provided for eating facilities including seating and surfaces onto which to place food. Microwaves are provided for food preparation however these must be maintained and kept clean. Food waste must be disposed of in a way as to not attract vermin. The vending machines are cleaned and maintained by the vending machine company. Suitable facilities shall be provided for any person at work who is a pregnant woman or nursing mother to rest.

Young People

Production Park take into account any special needs, which arise from the employment of young persons. It also considers the young people that attend our premises as part of the Academy

- Young Person – is anyone under 18
- 'Atwork':
 - Work under a contract of employment (e.g. work as a Production Park employee).
 - Participation in a "work experience" scheme (i.e. schoolchildren on work experience placements).
 - Participation in a "training for employment" scheme.

The Regulations require that particular consideration be given to the activities that young persons may carry out, with a view to identifying and controlling any risks to their health and safety that may exist as a result of their age. Guidance on the risk factors that particularly affect young persons and on how to record such an assessment is given in the following sections. Where those who are under minimum school leaving age (taken here as age 16) are at work the conclusions from such a risk assessment must be brought to the attention of the child's parent or guardian.

Risk Factors Affecting Young Persons at Work

Although in many cases the risks affecting young persons are no different to those affecting older workers, young workers have certain characteristics which may, under some circumstances, result in their being more likely to suffer injury at work. In particular, the following factors should be considered:

- Inexperience - There may be individual differences in the psychological maturity of young persons, which may affect their ability to understand the need to follow procedures correctly or to recognise hazardous situations. This will affect the nature and extent of health and safety training and the level of supervision, which is required. It may also have a bearing on the organisation of the activity and the equipment to be employed.
- Physical Ability - In some tasks, young workers may be more at risk than adult workers as their muscle strength may not be fully developed and they may be less skilled in handling techniques or in pacing the work according to capability. This should be taken account of in considering the layout of the workplace/workstation, the duration of the activity, the equipment to be employed and the organisation of the activity.

Action Required Where Young Persons Are At Work (16 to 18 Age Group)

Managers and supervisors alike should be aware that risks to persons within this age group might differ from those affecting adults for the reasons indicated above. It is sufficient to take such differences into account as an integral part of the existing arrangements for risk assessment. If special, or more stringent control measures (e.g. closer supervision, training) are identified as being appropriate for younger workers this finding should be recorded using existing arrangements and the necessary actions implemented.

Additional Action Required where children are at work (Under 16 Age Group)

This category principally includes schoolchildren who are on work experience placement within Production Park. As a result of the Regulations Production Park, as provider of the work experience placement, must provide the parent / guardian of the child with information about the potential risks to the child's health and safety and the preventative measures which will be in place to guard against these risks during the work experience placement.

Arrangements for the Risk Assessment of Work Experience Placements

Production Park is anxious that the requirements do not deter the business from offering work experience opportunities. The following procedure has been devised to allow the legal requirements to be addressed in a simple and consistent manner. When the business agrees to provide a work experience placement the following actions should be taken:

- The Line Manager will nominate a senior member of staff to act as Placement Supervisor (PS). The role of the Placement Supervisor is to oversee proper conduct of the health and safety aspects of the work experience placement.
- The Estates Director will provide the Placement Supervisor with a copy of the risk assessment form.
- After appropriate consultation within the department, the Placement Supervisor will decide in which activities the child will participate during their work experience. The Placement Supervisor will complete the risk assessment form (with support from the Estates Director). This form will explain, in simple terms likely to be understood by laypersons, the nature of the hazards to which the child may be exposed during their work experience and how the risks from these hazards will be controlled during the placement.
- The Placement Supervisor will arrange for three paper copies of the risk assessment form to be generated and will send one copy to the Estates Director for record purposes. The department should retain one copy. One copy of the form must be posted, by the Placement Supervisor, directly to the child's parent / guardian prior to the commencement of the work experience placement. This is essential in order to meet legal obligations.
- Depending on the nature of the activities carried out during work placements it may be appropriate to present the information provided in the risk assessment form on the basis of a range of potential activities which have been assessed in general terms. Emphasis should be given to explaining the measures that will be in place to ensure that the child does not suffer harm during the placement. It is particularly important to record the level of training and supervision that will be provided. The risk assessment form must also provide a contact name (normally the Placement Supervisor) and a telephone number. Parents / guardians should be encouraged to use this contact to discuss any concerns that they may have about the placement.