



HEALTH AND SAFETY POLICY

Version 2

UNCONTROLLED WHEN
PRINTED

Revision History

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1.1 Statement of Intent

Tailored Highway Support Ltd. specialise in providing a full range of specialised temporary traffic management training courses, assessment events and consultancy. Tailored Highway Support Ltd., who are the Training Provider, shall be referred to as the Company from here on in.

The Company's health & safety policy will ensure the implementation of safe systems of work and management controls to the highest standards.

The Company realise there is the potential for our works to have an impact on the health and safety of our Clients, suppliers and the general public. Through closely working together and committing to working in accordance with NHSS 12A/B/D, Lantra Awards, the SQA and health and safety at work requirements, our aim is to achieve zero accidents and incidents as a result of our activities.

The key to achieving this is to maintain a quality service via competent Instructors and Assessors whom are highly trained experts in their fields of work and continually develop themselves through internal and external quality requirements. This will ensure our Instructors and Assessors are fully able to safely and competently train and assess our Clients whilst being aware of both their responsibilities and the environmental impact these activities could bring.

The Company commits to adequately resource this continual training and development.

The Company will ensure that all Instructors and Assessors understand and are capable of doing their jobs both safely and correctly. This can only be achieved through clear and simple risk assessments and complying with safe systems of work provided by the Client to which we are working for.

Regular and thorough auditing and reviews will ensure we are achieving this objective with a clear process for improvement should this be required, be it on an individual basis or across the Company as a whole.

To ensure these objectives are effective and achievable, we operate an open and just culture where safety is the top priority.

As a Company, we encourage feedback – both positive and negative from Clients – to ensure we learn from our Clients experiences. Health and safety is the responsibility of everybody within the Company, which means everybody has to understand that their views count and they shouldn't be afraid to raise any concerns or suggestions.

Signed on behalf of thy Company



Gavin Kershaw

1.2 Background

This health and safety policy has been written in accordance with current HSE guidance notes. Every effort has been made to cover all necessary requirements and thus develop a comprehensive policy and procedures forming the Company's health and safety management system.

1.3 Policy Requirements

Under section 2(3) of the Health and Safety at Work etc. Act 1974, the written statement must:

- State the Company's general policy on health and safety.
- Indicate the arrangements for implementing the policy.
- Be brought to the notice of all employees.
- Be revised whenever appropriate and each revision is brought to the attention of employees.

In addition to employees, sub-contractors shall also be included in all communications, reviews and updates.

1.4 Review

The Company shall review all policies annually and when required. The Company shall also carry out internal audits/reviews to ensure compliance and action any shortfalls accordingly.

Audits or reviews may occur in such circumstances as follows:

- Changes resulting from amendments to external standards.
- Any changes in relevant statutes.
- Any changes to the safety responsibility structure of the Company.
- Changes to the health and safety management system, including changes in the policy, standards, aims, objectives or priorities.
- Significant changes to the service provided or methods of working employed by the Company.
- Changes that are required following an accident, incident or near-miss, or as a result of internal/external audits/reviews.
- Changes to the process for the selection and monitoring of contractors, sub-contractors and/or suppliers.
- Changes in technology.
- Changes in assets.

Any such changes will be referred to the Owner for review, approval and assessment of risk. Any identified risks will be assessed for impact. The Owner will communicate the amended policy throughout the Company and ensure of its implementation. From here on in, the Owner refers to Gavin Kershaw, who is the Training Provider Manager of the Company.

2.1 Structure and Responsibilities

The Owner has the overall responsibility for health and safety. Any employees/sub-contractors assist him with the day-to-day health and safety responsibilities. The Owner has the responsibility of the day-to-day health and safety of all activities.

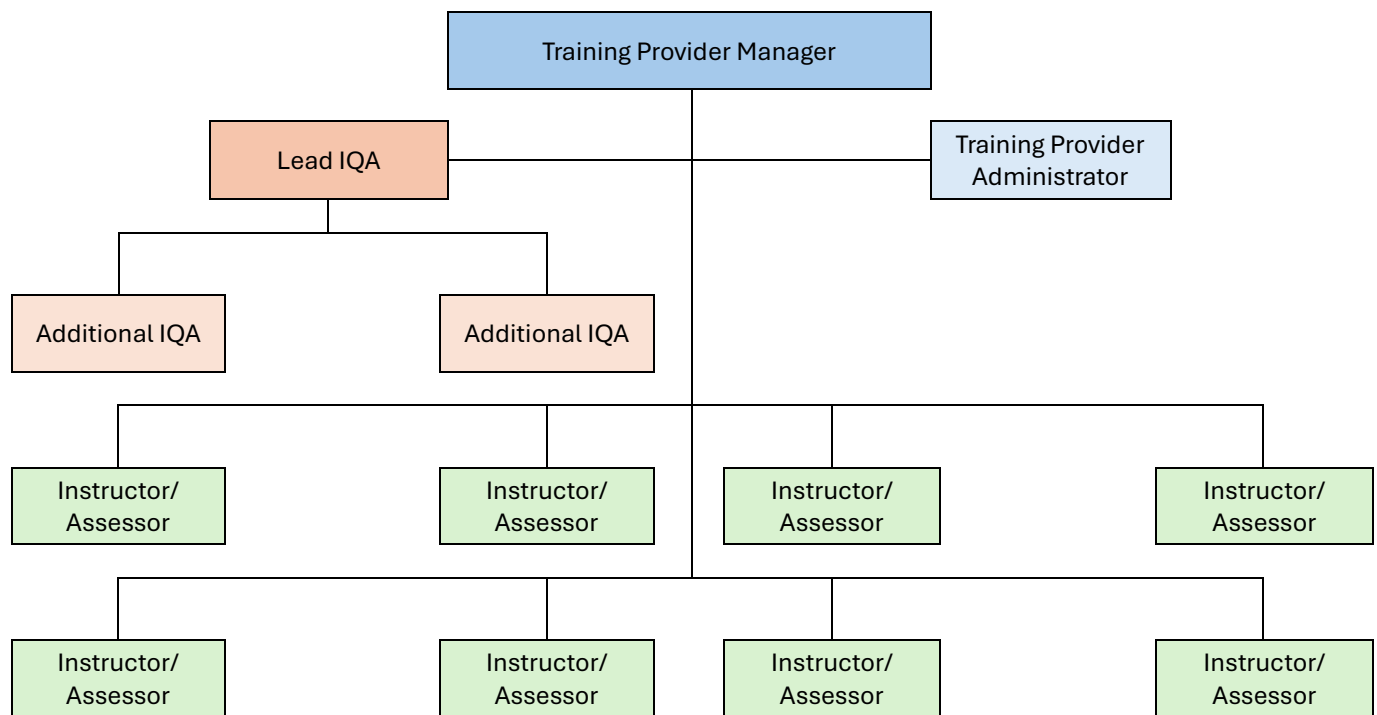
Mr. Gavin Kershaw, the Owner, also undertakes the role of the health, safety, quality and environmental (HSEQ) Competent Person.

The Competent Person will ensure that this policy and its procedures are implemented, managed, supervised and reviewed throughout the Company.

Training, support and adequate time will be made available to allow those responsibilities to be understood and executed correctly.

Mediums will be made available to allow for reporting and feedback throughout the structure of the business which will encourage a safety conscious culture throughout.

Company Organogram Example



2.2 Owners Responsibilities

The Owner has the overall responsibility for all health and safety management within the Company in all of its activities.

Responsibilities

- Ensure the Company has an implemented health and safety policy.
- Ensure that the policy is communicated to all employees, including sub-contractors, annually, and on any changes that are made during the interim.
- Ensure the established health and safety policy is reviewed whenever circumstances change (new work, new environment, new equipment, new procedures, accident and/or incident) and that all changes to the policy are undertaken with full consultation with all employees/sub-contractors.
- Ensure all risk assessments required by the Management of Health and Safety at Work Regulations 1999 have been undertaken.
- Ensure the HSE law poster is displayed within all areas, in all depots, including both office and site-based work environments and that the accident book is located in the general office.
- Ensure all training course and assessment event environments are safe and free from all hazards and potential risks that could affect the health, safety and welfare of employees, sub-contractors, associates and visitors.
- Ensure that safe access and egress is provided to training course and assessment event facilities.
- Ensure that adequate means of escape are provided from all training course and assessment event locations in case of an emergency.
- Ensure that vehicles and training facilities have a well-stocked first aid facility at all times.
- Ensure that all Instructors and Assessors are trained in first aid.
- Ensure suitable and sufficient risk assessments have been undertaken for all identifiable and reasonably foreseeable hazards for both training course and assessment event locations and that all employees, Clients, sub-contractors and Learners have access to these assessments for consultation.
- Ensure that suitable and sufficient assessments are made for all hazardous substances that may be present, or found at work, as required by the Control of Substances Hazardous to Health Regulations 2002 (COSHH).
- Ensure that safe systems of work are established for all work activities undertaken by a Learner and they are communicated and made available to all before any activities commence.
- Ensure regular safety inspections are made on training course and assessment event locations and that all identified unsafe practices, equipment and/or areas are addressed within a reasonable timeframe.
- Ensure an accident book is maintained and established procedures are managed to report, investigate and communicate action where identified to prevent recurrences in line with the Awarding Bodies.
- Ensure that a procedure is in place to report any incidents reportable by virtue of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Ensure clear procedures are established so that any employee, Client, sub-contractor or Learner may bring to the attention of the Owner any work practice that they feel involves unacceptable risks.
- Ensure suitable suppliers are sourced that also adhere to legislation when sourcing equipment and/or labour.
- Ensure that any sub-contractors are kept and work safe whilst supplying training courses and/or assessment events and competency is checked before any sub-contracted works are carried out.
- Provide sufficient information, training, instruction, supervision, resources and time to allow health and safety procedures to be carried out correctly.
- Encourage a safe working environment and attitude throughout the Company.
- Keep current on UK Government, HSE and Public Health England advice and control the risks in line with the guidance.

2.3 Health and Safety Competent Person

The HSEQ Competent Person will assist the Company to ensure compliance with health and safety legislation, codes of practice and environmental legislation and procedures.

Responsibilities are, but not limited to:

- To create and ensure the Company's health and safety policy is reviewed at least every 12 months from the date of the last revised issue.
- To ensure the Company's health and safety policy, having been reviewed, is issued with the latest revision identified.
- To ensure the Company risk assessments (generic) for normal work activities are reviewed at least every 12 months from date of last issue.
- Promote a positive health and safety culture, assisting all employees, Clients, sub-contractors and Learners in their roles and responsibilities.
- To ensure all employees and sub-contractors are trained on the use of personal protective equipment (PPE) for their associated work tasks.
- To ensure all accidents/incidents are reported and investigated and that documentation relevant to RIDDOR is submitted and statistics are kept for review.
- To ensure all activities with specific hazards and risks are assessed.
- Provide the mediums for reporting accidents, incidents and near-misses.
- Carry out safety audits/reviews.
- Keep KPI's and statistics up-to-date for external audit/review purposes.
- Promote a safe working environment.
- Keep current on UK Government, HSE and Public Health England advice and control the risks in line with the guidance.

This section of the health and safety policy covers the general arrangements of procedures that have been established to ensure that all work activities will be undertaken in accordance with the relevant statutory legislation and the Company's moral, legal and financial obligations.

3.1 Welfare

The Company recognises its moral, legal and financial obligation to provide adequate and maintained welfare facilities for its employees, Clients, sub-contractors, Learners and visitors in accordance with section 2 of the Health and Safety at Work etc. Act 1974, the Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice (ACOP) and additional guidance.

As a result, the Company will:

Either provide suitably maintained welfare facilities within a training course location that is sourced and/or ensure that a Client provides them to ensure that they have:

- Adequate lighting.
- Adequate ventilation with opening windows which are free from contamination and fumes and have a supply of fresh air.
- Wash facilities equating to 1 per 25 persons with hot water, soap and drying facilities.
- Water closets equating to 1 per 25 persons with lockable doors that are clean and well ventilated.
- A wholesome supply of labelled drinking water.
- Facilities for pregnant woman/individuals and nursing mothers/parents (where applicable).
- A smoke free environment.
- Adequate temperature control ensuring that the temperature in all workplaces shall be reasonable (not dropping below 16 degrees Celsius and 13 degrees Celsius where severe physical effort is required) – Sufficient thermometers shall be displayed in all work environment's that are fixed.
- Adequate workstations that are risk assessed and offer 11 square metres of space per employee with supporting equipment as identified on assessment.
- An environment where stress is kept to healthy, acceptable levels and is free from violence, intimidation and bullying where under the control of the Company.
- A safe environment with clear access, egress and means of escape in the event of an emergency.
- Provide an inspection procedure to ensure that the welfare facilities are clean and serviceable and repaired in good time.
- Complete a daily clean down and risk assessment.

In addition

All assessment event sites worked on, whether under the control of the Company or not, will be provided with the appropriate numbers of toilets and adequate welfare facilities including washrooms, mess-rooms, drying rooms and drinking water identified as required.

Due to the nature of site-based work for Assessors and Learners, welfare facilities are generally not provided for short durations such as assessment events. Local facilities are identified and communicated to all before the assessment event begins and advice on the nearest facility can be obtained by speaking to the designated Assessor.

Keep current on UK Government, HSE and Public Health England advice and control the risks in line with the guidance.

Responsibilities

The Owners responsibility is to ensure that all welfare facilities are sourced on confirming training courses/assessment events. On site welfare facilities will be the responsibility of the Client in control of that site.

On short term sites where facilities are not available, all Instructors, Assessors and Learners are to use local facilities such as garages, services or fast food outlets such as McDonalds.

All employees, sub-contractors and Learners are required to use all facilities respectfully, correctly and report any defects.

3.2 Pregnant Workers

The Company recognises its moral, legal and financial obligation to protect pregnant workers and new parents in accordance with Management of Health and Safety at Work Regulations 1999 as amended in 2003 and 2006 (Regulations 16-18) and additional guidance.

As a result, the Company will:

- Carry out a risk assessment on the environment and any activities of the expectant or nursing mother/parent to see if any additional risks are evident or existing risks are enhanced.
- Provide additional support where required as identified in the risk assessment.
- Provide additional facilities where practicable.

3.3 Young Persons

The Company recognises its moral, legal and financial obligation to protect young persons in accordance with the Management of Health and Safety at Work Regulations 1999 as amended in 2003 and 2006 (Regulation 19) and additional guidance.

As a result, the Company will:

- Assess the risk to young persons under the age of 18 years old, before they start any training courses/assessment events.
- Take account of their inexperience, lack of awareness of existing or potential risks and immaturity.
- Take account of the risk assessment in determining whether the young person should be prohibited from certain work activities, except where it is necessary for their training and ensure that the Client supplies adequate supervision and instruction.

3.4 Violence at Work

The Company recognises its moral, legal and financial obligation to protect all employees, sub-contractors, and Learners in accordance with Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974 and additional guidance.

The Company recognises that there is an increased risk to site-based employees, sub-contractors and Learners to abuse, threats and physical violence when interacting with the general public.

As a result, the Company will:

- Provide an environment where violence, including bullying, racist, sexist and derogatory actions or remarks are not accepted or tolerated.
- Provide conscious Instructors/Assessors that will recognise the signs of this type of behaviour and intervene accordingly.
- Provide support and guidance to those affected by it.
- Monitor such events on contracts where the risk is deemed high.
- Carry out a risk assessment on activities where Instructors/Assessors are placed in positions where there is an increased risk of such behaviour.
- Raise awareness of the appropriate actions if confronted by a violent situation via the Awarding Bodies.

3.5 Driving Vehicles

The Company recognises its moral, legal and financial obligation to protect employees in accordance with Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974, the Provision and Use of Work Equipment Regulations 1998 (PUWER) and additional guidance.

The Company recognises that despite familiarity, driving on the road network is by far the most hazardous activity most of them will ever undertake. The Company will ensure that authorised people use only vehicles that are well maintained and the risks of driving on a public highway and a construction site are fully appreciated.

As a result, the Company will:

- Restrict reversing to places where it can be carried out safely.
- Provide suitable PPE for all employees.
- Source and manage legal, suitable and maintained vehicles that are modern and environmentally friendly.
- Ensure that the use of personal vehicles is restricted, that relevant documentation is presented and that those vehicles are legal and maintained correctly.
- Plan works to minimise the requirement to drive and ensure that those who do drive have suitable rest before and during duties.
- Ensure basic visual checks are made before using vehicles.
- Ensure the vehicle is taxed, tested and that there is adequate insurance cover to use it at work.
- Ensure vehicles are never driven under the influence of alcohol and/or drugs.
- Ensure all loads carried by the vehicle are secured.
- Provide a service in the event of a breakdown.
- Ensure adequate breaks are taken – STOP AND REST IF TIRED.

3.6 First Aid

The Company recognises its moral, legal and financial obligation to protect its Clients and Learners in accordance with Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974, the Health and Safety (First Aid) Regulations 1981 and additional guidance.

As a result, the Company will:

- Provide suitably trained first responders.
- Provide suitable training and refresher training every 3 years.
- Provide suitably stocked first aid kits in the vehicles.
- Provide an accident procedure to prevent recurrences and report them to the Awarding Bodies.
- Ensure that on sites, the Client provides the first-aid facilities that are under their control.

3.7 Protection of Others and the General Public

The Company recognises its moral, legal and financial obligation to protect sub-contractors, visitors and the general public in accordance with Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974 and additional guidance.

As a result, the Company will:

- Carry out risk assessments.
- Ensure sub-contractors that are working for the Company are aware of the associated hazards and have their own relevant risk assessments for their own activities.
- Plan training courses/assessment events safely with adequate time frames.
- Provide members of the public technical information if relevant and available.
- Appoint only suitable and safe sub-contractors where applicable.
- Carry out non-conformance investigation both internally and externally if required.
- Maintain social distancing and wear face coverings.
- Keep current on UK Government, HSE and Public Health England advice and control the risks in line with the guidance.

3.8 Moving Traffic

The Company recognises its moral, legal and financial obligation to protect employees, sub-contractors and Learners in accordance with Management of Health and Safety at Work Regulations 1999, the Health and Safety at Work etc. Act 1974, the Working Time Regulations 1998 and additional guidance.

As a result, the Company will:

- Carry out risk assessments and produce method statements where necessary.
- Plan training courses and assessment events to reduce the risk to Learners and the general public.
- Provide PPE.
- Promote safe working practices at all times by Learners and the organisation that they work for.
- Supervise where applicable.
- Ensure Assessor vehicles have high visibility markings and beacons that are visible through 360 degrees.
- Conduct assessment events away from live traffic where possible.
- Promote safe working practices at all times.
- Ensure sub-contractors and Learners are aware and have an appreciation of traffic hazards.

The Company recognises that it has a duty of care, as is as reasonably practicable, regarding the environment.

All activities carried out aim to reduce waste and energy and recycle as much waste materials as possible.

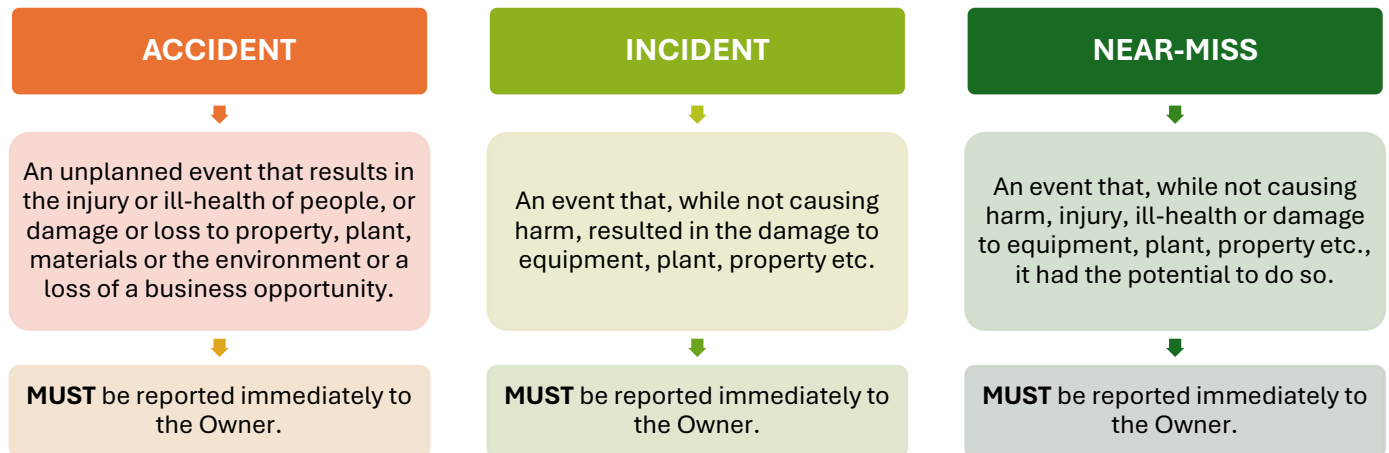
As a result, the Company will:

- Ensure training facilities doors are not left open during cold and windy weather conditions to maintain a consistent temperature.
- Provide means of filling vehicles and machinery with fluids that minimise the chance of spillage.
- Prevent spillage entering drains and watercourses.
- Switch off vehicles when not in use.
- Transport and handle all equipment securely.
- Segregate recyclables and dispose of them correctly.
- Prevent the accumulation of waste materials so that they do not pose an unacceptable risk.

5.1 Accident Procedure

All accidents need to be reported no matter how minor. In the event of an accident, incident or near-miss, all must report it to the Company as soon as possible and practicable. An accident, incident or near-miss may involve an employee, Client, sub-contractor, Learner or member of the public.

Definitions and reporting



Responsibilities

The Owner – Complete investigations, reports and communicate to all involved and the relevant Awarding Bodies within 7 days. Produce safety alerts, near-miss reports and toolbox talks as required. Report any RIDDOR's correctly. Notify any third parties such as Lantra Awards/SQA or Clients.

First Aiders – Provide first aid where required and assist/notify emergency services where required.

Investigation Guidance

The Owner will investigate the accident/incident either by visiting or by asking the person reporting it all the relevant questions. The investigation should be thorough and sufficiently un-biased to allow for a totally independent report to be submitted Owner and Company insurers. Such process should:

- Include no pre-judging by the investigator.
- Gather any witness information.
- Gather photographic evidence where available.
- Focus on when, where, to whom and the outcome.
- Have a secondary focus on how and why, looking at the immediate cause of the injury or loss and any secondary or other contributory causes.

Training course and assessment event location accident reporting

All accidents/incidents, however minor, that occur whilst a Learner is undertaking Lantra Awards/SQA training courses or assessment events must be reported to Lantra Awards/SQA. This includes accidents involving personal injury or damage to equipment or property. The accident/incident must be reported to Lantra Awards/SQA to a Quality and Services Manager.

In the case of a reportable accident, contact details for other Learners must be included. If they saw what happened, other Learners should produce a written account of what happened.

Investigation – Lantra Awards/SQA will review the *Accident Reporting/Investigation Forms*, accompanying documentation and photographs. Lantra Awards/SQA staff or an External Quality Assurer may contact the Company and/or the Instructor/Assessor concerned to offer support and to seek clarification or further information where necessary.

RIDDOR reporting

A full list of reportable criteria can be found on the HSE website <http://www.hse.gov.uk/riddor/index.htm>.

Reporting over 7 day injuries

A report will be sent to the enforcing authority if the injured person is incapacitated from work for more than 7 consecutive days (excluding the day of the accident but including any days which would not normally be classed as working days e.g. bank holidays and weekends). The regulations are not confined to cases of incapacity which keep injured people away from work, e.g. if an injured employee turns up for work immediately following an accident and is, for more than 7 days, put on light duties which are not part of their normal work, then the injury must be reported.

Reporting of a death of an employee

If, as a result of an accident, an employee dies within 1 year of the date of the accident, the Company will inform the enforcing authority in writing of the death as soon as possible.

Reporting injuries and dangerous occurrences

The following injuries and dangerous occurrences will be notified to the Incident Contact Centre by the nominated person who should telephone 0845 300 9923, fax 0845 300 9924 or e-mail riddor@natbrit.com. A copy of the report given will be forwarded back to the Company to correct any errors in it. The Company will keep a copy of this report securely on file.

- Any person who dies as a result of an accident arising out of or in connection with work.
- Any person at work who suffers a major injury as a result of an accident arising out of or in connection with work.
- Any person not at work who suffers an injury as a result of an accident arising out of, or in connection with work, that the person will be taken from the site of the accident to a hospital for treatment in respect of that injury.
- Any person not at work who suffers a major injury as a result of an accident arising out of, or in conjunction with work, who requires to be taken to hospital.

Major Injuries

- Any fracture, other than to the fingers, thumbs or toes.
- Any amputation.
- Dislocation of the shoulder, hip, knee or spine.
- Loss of sight whether temporary or permanent.
- A chemical or hot metal burn to the eye or any penetrating injury to the eye.
- Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.

Any other injury:

- Leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation.
- Requiring admittance to hospital for more than 24 hours.
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent.

Either of the following conditions which result from the absorption of any substance by inhalation, ingestion or through the skin:

- Acute illness requiring medical treatment.
- Loss of consciousness.
- Acute illness which requires medical treatment where there is a reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Dangerous Occurrences

The following dangerous occurrences must be reported to the HSE.

- Lifting machinery etc.
- The collapse of, the overturning of, or the failure of any load-bearing part of any:
 - Lifts or hoists.
 - Cranes or derricks.
 - Mobile powered access platforms.
 - Access cradles or window cleaning cradles.
 - Excavators.
 - Pile driving frames or rigs having an overall height, when operating, of more than 7 metres.
 - Fork lift trucks.

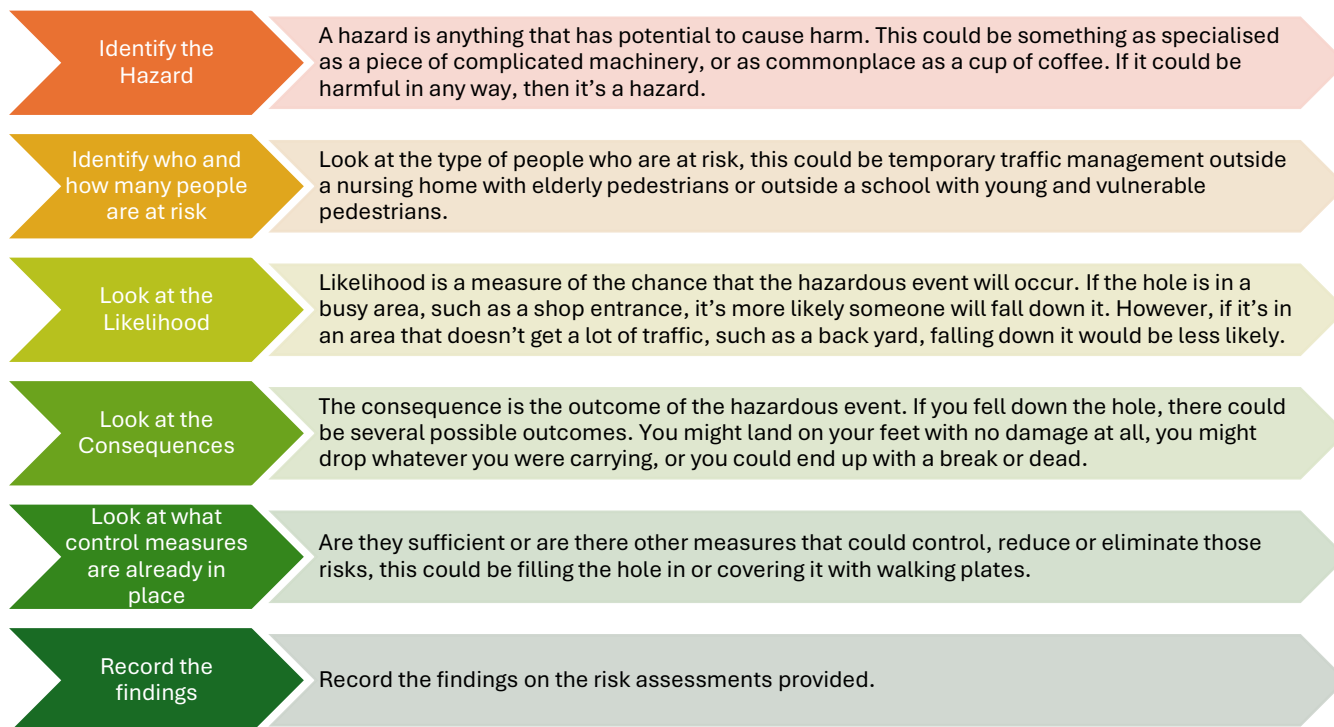
Appendices

- *Appendix B and C*

5.2 Risk Assessment Procedure

All activities require risk assessments and production of a method statement to meet the Company's responsibility under the Health and Safety at Work etc. Act 1974. All activities that are carried out in the yard or out on the road shall be risk assessed by a competent person, with a method statement produced and communicated correctly for its safe use. All works that are site-based require an on-site risk assessment to be completed before any activities commence.

How to complete a risk assessment



Risk rating – For **on-site risk assessments** the Company use a **LOW / MEDIUM / HIGH** scale taking in to account the likelihood and the severity of the hazards/risks identified.

- **LOW** – No further action required, conditions to be monitored throughout the shift, following all control measures.
- **MEDIUM** – Implement further control measures where possible, following all SSOW, and monitor conditions throughout the shift.
- **HIGH** – Do not proceed, contact a supervisor and the office, implement additional control measures and monitor conditions throughout the shift.

For **site-specific risk assessments**, the Company use a 5 x 5 scale, which can be seen below.

		Likelihood of Harm				
		1	2	3	4	5
Severity of Harm	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25

Likelihood of Occurrence	
5	Certain
4	Likely
3	Moderate
2	Unlikely
1	Rare
Severity of Harm	
5	Catastrophic
4	Major
3	Moderate
2	Minor
1	Trivial

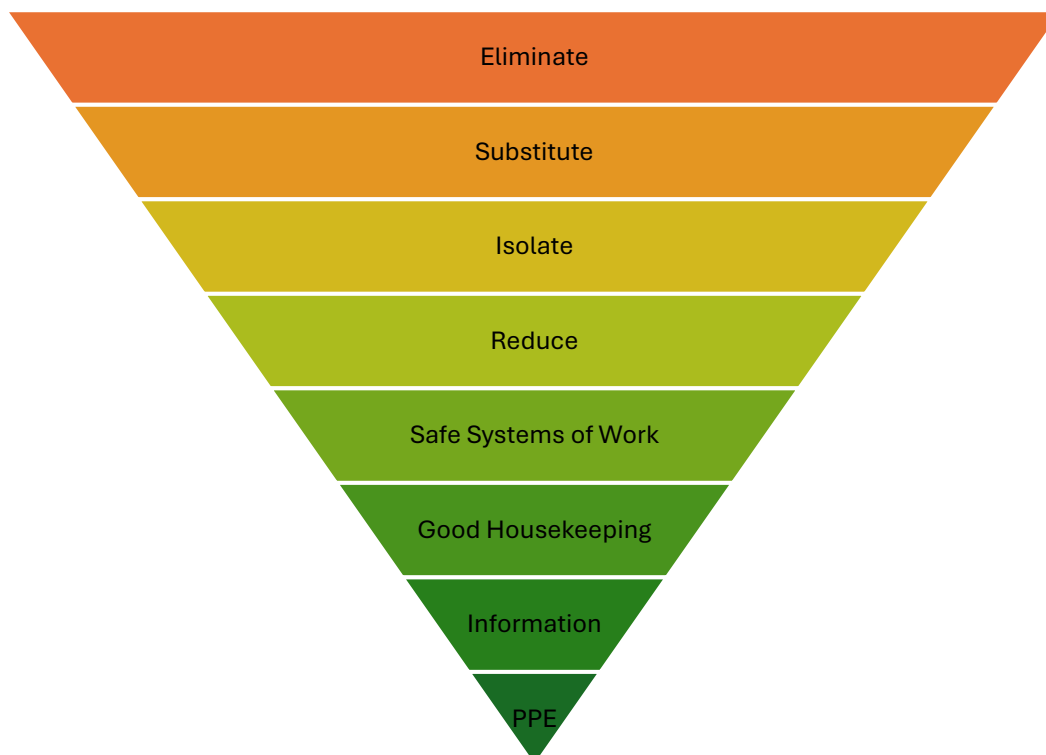
Controlled Risk Level				
1 – 3	4 – 8	9 – 12	15	16 – 25
ACCEPTABLE	LOW	MEDIUM	HIGH	UNNACCEPTABLE
No further action required	Can additional control measures be implemented?	Implement additional control measures	Implement additional control measures and seek further guidance	Seek advice and alternative measures MUST be implemented

Hierarchy of Control

Where reasonably practicable (cost, time and effort) then measures shall be put in place using the following hierarchy.

Where practicable (irrelevant of time, cost and effort) then the following hierarchy should be used.

- **Eliminate** – Eliminate the original activity.
- **Substitute** – Can this be done by using a safer method or equipment?
- **Isolate** – Can this be done by isolating the risk such as closing the road?
- **Reduce** – Can you reduce it down by installing at a different time or less time spent on the road?
- **Safe Systems of Work** (method statements) – Ensure method statements are produced and communicated to all employees, sub-contractors and Learners.
- **Good Housekeeping** – Clear up before, during and after the work.
- **Information** – Provide information about the intended activity and brief all involved.
- **PPE** – Provide the correct PPE and train on its correct use.





HEALTH AND SAFETY POLICY APPENDICES

UNCONTROLLED WHEN PRINTED

Name of Legislation	Date Last Checked
The Health and Safety at Work etc. Act 1974	April 2026
The Construction (Design and Management) Regulations 2015	April 2026
The Provision and Use of Work Equipment Regulations 1998 (the work equipment regulations)	April 2026
The Manual Handling Operations Regulations 2002, as amended in 2002	April 2026
The Noise at Work Regulations 2005	April 2026
The Personal Protective Equipment (EC Directive) Regulations 1992, as amended in 1993, 1994, 1996 and 2022	April 2026
The Management of Health and Safety at Work Regulations 1999 (the management regulations)	April 2026
The Workplace (Health, Safety and Welfare) Regulations 1992	April 2026
The Construction (Head Protection) Regulations 1989	April 2026
The Electricity at Work Regulations 1989	April 2026
The Control of Substances Hazardous to Health Regulations 2002 (as amended)	April 2026
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	April 2026
The Health and Safety (First Aid) Regulations 1981 (rev. 2009)	April 2026
The Health and Safety (Miscellaneous Amendments) Regulations 2002	April 2026
The Control of Vibration at Work Regulations 2005	April 2026
The Work at Height Regulations 2005	April 2026
The Hazardous Waste Regulations 2005	April 2026
The Health and Safety (Display Screen Equipment) Regulations 1992	April 2026
The Health and Safety (Information for Employees) Regulations 1989	April 2026
The Health and Safety (Consultation with Employees) Regulations 1996	April 2026
The Equality Act 2010 (as amended)	April 2026
The New Roads and Street Works Act 1991	April 2026
The Highways Act 1980	April 2026
The Roads (Scotland) Act 1984	April 2026
The Road Vehicles (Construction and Use) Regulations 1986	April 2026
The Road Traffic Regulation Act 1984	April 2026
The Road Traffic (Temporary Restrictions) Procedure 1992	April 2026
The Traffic Management Act 2004	April 2026
The Traffic Signs (Temporary Obstruction) Regulations 1997	April 2026

Name of person completing this form			
Job title		Date	
INJURED PERSONS DETAILS			
Name of injured person			
Depot			
ACCIDENT DETAILS			
Location of the accident			
Date of the accident			
Time of the accident			
Nature of the injury			
Plat or equipment involved			
Witness names			
INITIAL INVESTIGATION			
Plant or equipment List the equipment or plant details such as the vehicle type and registration, sign size and type etc.			
PPE worn Look at the PPE that was work, how was it worn and what was the condition that it was in.			
Conditions and environment Look at the ground conditions, weather and lighting etc.			
Evidence gathering Collect evidence such as photographs, paperwork etc. and forward this form and supporting evidence to the Company Owner within 12 hours.			

Accident title			
Name of author		Date of report	
ACCIDENT DETAILS			
Name of injured person(s)			
Location of the accident			
Date of the accident			
Time of the accident			
Nature of the injury			
Plat or equipment involved			
Weather conditions			
Emergency services contacted and crime reference number			
BRIEF			
RIDDOR raised	YES	NO	If yes, please provide RIDDOR number
NAMED PERSONS WITHIN THIS REPORT			
Name	Initials	Job Title	Company

REPORT

SUPPORTING EVIDENCE

SHORTFALLS

Next Review: **Mar 27**