



HEALTH & SAFETY POLICY

Issued: February 2019
Revision: V1

Due review on: 02/02/2020

Index

- 1.0 General Statement of Intent
 - 1.1 Statement of intent
 - 1.2 Background
 - 1.3 Policy Requirements
 - 1.4 Review and checks
 - 2.0 Organisation
 - 2.1 Structure and Responsibilities
 - 2.2 Owner
 - 2.3 H&S Appointed Person
 - 3.0 Training Facilities and Assessment Sites General Arrangements
 - 3.1 Welfare
 - 3.2 Pregnant Workers
 - 3.3 Young Persons
 - 3.4 Violence at Work
 - 3.5 Driving Vehicles
 - 3.6 First Aid
 - 3.7 Protection of Others and the General Public
 - 3.8 Moving Traffic
 - 4.0 Environmental Considerations
 - 5.0 Procedures
 - 5.1 Accident Procedure
 - 5.2 Risk Assessment Procedure
- Appendices
- a) Current List of Legislation and Reference Documents
 - b) Accident Report

1.0 General Statement of Intent

1.1 Statement

Tailored Highway Support Ltd specialise in providing a full range of specialised traffic management courses, assessment and consultancy.

The Company Health & Safety Policy will ensure the implementation of safe systems of work and management controls to the highest standards.

We realise there is the potential for our works to have an impact on the health and safety our customers, suppliers and the general public. Through closely working together and committing to working in accordance with NHSS 12 A/B/D, Lantra awards, the SQA and Health & 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 trainers and assessors whom are highly experts in their fields of work and continually develop themselves through internal & external quality requirements. This will ensure our trainers and assessors are fully able to safely and competently train and assess our customers 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 trainers 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 customer to which we are working for.

Regular and thorough auditing 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 customers – to ensure we learn from our customers experiences. Health & safety is the responsibility of everybody within the Company which means everybody has to understand their views count and they shouldn't be afraid to raise any concerns or suggestions.

Signed on behalf of the Company



Gavin Kershaw

Date: 2nd February 2019
Review due: 02/02/2020

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 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 regulations, 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 employees' attention.

1.4 Review and Checks

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

Review or audits 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 organisation.
- Changes to the Health and Safety management system, including changes in safety 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.
- Changes to the process for the selection and monitoring of contractors and 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.

2.0 Organisation

2.1 Structure and Responsibilities

The Company Owner has the overall responsibility for health and safety. Any Employees assist him with the day to day health and safety responsibilities. The Owner has the the responsibility of the day to day health and safety of all activities.

The Owner is the competent persons whom will ensure that this policy and its procedures are implemented. Managed, supervised and reviewed throughout Tailored Highway Support Ltd.

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.

Mr Gavin Kershaw undertakes the role of the Health & Safety, Quality and Environment (HSEQ) competent person.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

2.2 Owners Responsibilities

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

Responsibilities:

- Ensure the Company has an implemented Health and Safety Policy.
- Ensure that the policy is communicated to all employees 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.
- Ensure all risk assessments required by the Management Regulations have been undertaken.
- Ensure the HSE Law poster is displayed within all areas in all depots including both office and site bases work environments and the Accident Book is located in the General Office
- Ensure all training and assessment environments are safe and free from all hazards and potential risks that could affect the health, safety and welfare of employees, associates and visitors.
- Ensure that safe access and egress is provided to the assessment and training facilities.
- Ensure that adequate means of escape are provided from all training and assessment locations in case of an emergency.
- Ensure that the vehicles and training facilities have a well-stocked first aid facility at all times.
- Ensure that all trainer and assessors are trained in First Aid.
- Ensure suitable risk assessments have been undertaken for all identifiable and reasonably foreseeable hazards for both training and assessment locations and that all customers, sub contracted trainers/assessors 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 safe systems of work are established for all work activities undertaken by a learner and they are communicated and made available to all. Before assessment commence.
- Ensure regular safety inspections are made on training and assessment 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 qualification 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 customer, sub contracted trainer/assessor 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 subcontractors are kept and work safe whilst supplying training and or assessments and competency is checked before any subcontracted works are carried out.
- Provide sufficient 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.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

2.3 Health and Safety Manager/Competent Person

The HSEQ competent person will assist the Company to ensure compliance with the Health and Safety Legislation, Codes of Practice and Environmental Legislation and Procedures

Responsibilities are, but not limited to:

- To create and ensure the Company Health and Safety Policy is reviewed every 12 months from the date of the last revised issue.
- To ensure the Company 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 every 12 months from date of last issue..
- Promote a positive health & safety culture, assisting all customers, sub-contractors and learners in their roles and responsibilities.
- To ensure all employees are trained on the use of personal protective equipment 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 company 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.
- Keep KPI's and statistics up to date for external audit purposes.
- Promote a safe working environment.

3.0 Training Facilities and Assessment Sites General Arrangements

This section of the Health and Safety Policy covers the general arrangements of procedures that have been established to ensure 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 visitors in accordance with section 2 of the HSW Act, 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 location sourced and/or ensure that a customer provides them to ensure 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 employees with hot water, soap and drying facilities
- Water closets equating to 1 per 25 employees with lockable doors that are clean and well ventilated.
- A wholesome supply of labelled drinking water.
- Facilities for pregnant women and nursing mothers (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.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

- 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.

In addition:

All assessment 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 the work involved for site based trainers/assessors and learners, welfare facilities are not required/provided for short durations such as an assessment event or training course. Local facilities are identified and communicated to the all before the course/assessment begins and advice on the nearest facility can be obtained by speaking to the trainer/assessor.

Responsibilities:

The Owners responsibility to ensure that all welfare facilities are sourced on confirming training/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 trainers/assessor/learners are to use local facilities such as garages, services, fast food outlets such as McDonalds.

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

3.2 Pregnant Women and New Mothers

The Company recognises its moral, legal and financial obligation to protect pregnant women and new mothers 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 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 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 people under the age of 18 years old, before they start training/assessments.
- 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 customer supply's adequate supervision & instruction.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

3.4 Violence at Work

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

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

As a result, the Company will:

- Provide a training/assessment environment where violence including bullying, racist, sexist and derogatory actions or remarks are not accepted or tolerated.
- Provide conscious trainers/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 trainers/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 at Work

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

The company recognises that despite familiarity, driving on the roads 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 a legal, suitable, maintained vehicles that are modern and environmentally friendly
- Ensure that the use of personal vehicles is restricted and relevant documents are 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 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 customers and learners in accordance with Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work 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

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

- 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 provide the first-aid facilities that are under his/her control.

3.7 Protection of Other Workers/General Public

The Company recognises it's 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 and the Health and Safety at Work 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 and risk assessments for their own activities.
- Plan the training/assessments 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.

3.8 Moving Traffic

The Company recognises it's moral, legal and financial obligation to sub-contractors and learners in accordance with Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974, 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 and assessments to reduce the risk to learners and the general public
- Provide PPE
- Promote safe working practices at all times by learners and the Company that they work for.
- Supervise where applicable.
- Ensure assessor vehicles have high visibility markings and beacons through 360 degrees
- Conduct assessments away from live traffic where possible
- Promote safe working practices at all times.
- Ensure sub-contractors and learners are safety aware of traffic hazards

4.0 Environment Considerations

The Company recognises that it has a duty of care, as far as is 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.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

5.0 Procedures

5.1 Accident Procedure

All accidents need reporting 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 a sub-contractor, customer, learner or member of the public.

Definitions:

Accident - an unplanned event that results in the injury or ill-health of people, or damage or loss to property, plant, materials or the environment or a loss of a business opportunity

Incident – an event that, while not causing harm resulted in the damage to equipment, plant, property etc.

Near-miss – an event that, while not causing harm, injury, ill-health or damage to equipment, plant, property etc. it had the potential to do so.

How to report:

An accident - must be reported immediately to the Owner.

An incident - must be reported immediately to the Owner.

A near-miss - must be reported immediately to the Owner

The Owner – complete investigation and reports and communicate to all involved and awarding bodies within 7 days. Produce safety alerts, near-miss reports ad toolbox as required. Report any RIDDOR's correctly. Notify any third parties such as Lantra/SQA or a customer

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 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.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

Training Centre and assessment location accident reporting:

All accidents or incidents, however minor that occur whilst a learner is undertaking Lantra/SQA training or qualifications must be reported to Lantra/SQA. This includes accidents involving personal injury or damage to equipment or property. The accident or incident must be reported to Lantra/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/SQA will review the Accident / Incident Report Form, accompanying documentation and photographs. Lantra/SQA staff or an External Verifier may contact the provider 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 regulation is 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 seven 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 one 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 to 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 on file.

- Any person dies as a result of an accident arising out of or in connection with work.
- Any person at work suffers a major injury as a result of an accident arising out of or in connection with work.
- Any person not at work suffers an injury as a result of an accident arising out of or in connection with work, that 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 suffers a major injury as a result of an accident arising out of or in conjunction with work at a 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

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

Any other injury:

- leading to hypothermia, heat induced illness or to unconsciousness requiring resuscitation or
- 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 or
- 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:

- lift or hoist.
- crane or derrick.
- mobile powered access platform.
- access cradle or window cleaning cradle.
- excavator.
- pile driving frame or rig having an overall height, when operating, of more than 7 metres or
- fork lift truck.

5.2 Risk Assessment and Method Statement Procedure

All activities require risk assessment and production of a method statement to meet the company's responsibility under the HSAWA. All activities that are carried out in the yard or out on the road shall be risk assessed by a competent person, produce a method statement and communicate this correctly for its safe use. All works that are site based require an on-site risk assessment to be completed before any training or assessment commences.

How to complete a risk assessment:

Identify a hazard – A hazard is anything that has potential to cause harm? This could be something as specialised as a piece of complicated machinery, or as commonplace as a cup of coffee. If it could be harmful in any way, then it's a hazard.

Identify who and how many people are at risk – Look at the type of people who are at risk, this could be traffic management outside a nursing home with elderly pedestrians or outside a school with young and vulnerable pedestrians.

Look at the Likelihood - Likelihood is a measure of the chance that the hazardous event will occur. If the hole is in a busy area, such as a shop entrance, it's more likely someone will fall down it. However, if it's in an area that doesn't get a lot of traffic, such as a back yard, falling down it would be less likely.

Look at the consequences – The Consequence is the outcome of the hazardous event. If you fell down the hole, there could be several possible outcomes: you might land on your feet with no damage at all, you might drop whatever you were carrying, or you could end up with a break or dead.

Look at what control measures are already in place – are they sufficient or are there other measures that could control, reduce or eliminate those risks, this could be filling the hole in or covering it with walking plates.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

Record the findings – record the findings on the risk assessments provided. Onsite risk assessments appendix G, Specific risk assessments appendix E or generic risk assessments for generic works or tasks appendix F.

Risk rating – For **on-site risk assessments** we use a LOW/MEDIUM/HIGH scale taking in to account at the likelihood and the consequence for on-site risk assessments.

- Low - No further action required, monitor conditions throughout the shift.
- Medium - Implement additional control measures and monitor conditions throughout the shift.
- High - Do not proceed, contact a supervisor and the office, implement any additional control measures and monitor conditions throughout the shift.

For **specific risk assessments** we use a 5 x 5 scale.

Likelihood of	Consequence of				
	1 Trivial	2 Minor	3 Moderate	4 Major	5 Catastrophic
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Moderate	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Certain	5	10	15	20	25

Risk Rating	1 to 6 Acceptable No further action	8 to 12 Acceptable Can additional control measures be implemented?	9 to 12 Medium Implement additional control measures	15 High Implement Additional control measures and seek guidance	16 to 25 Unacceptable seek advice and alternatives measures must be implemented

Hierarchy of control:

Where reasonably practicable (cost, time and effort) then measures such 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 statement) – Make a method statement is produced and communicated to all employees.
- **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 use.

Issued: February 2019

Revision: V1

Due review on: 02/02/2020

Current List of Legislation

Name of Legislation	Date last checked
Construction (Design and Management) Regulations 2015	02/04/2018
Provision and Use of Work Equipment Regulations 1998 (the Work Equipment Regulations)	02/04/2018
The Manual Handling Operations Regulations 1992	02/04/2018
The Noise at Work Regulations 2005	02/04/2018
The Personal Protective Equipment (EC Directive) Regulations 1992, as amended in 1993, 1994 and 1996	02/04/2018
The Management of Health and Safety at Work Regulations 1999, (the Management Regulations) The Workplace (Health, Safety & Welfare) Regulations 1992	02/04/2018
The Construction (Head Protection) Regulations 1989	02/04/2018
The Electricity at Work Regulations 1989	02/04/2018
The Control of Substances Hazardous to Health Regulations 2002 (as amended)	02/04/2018
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)	02/04/2018
Health and Safety (First Aid) Regulations 1981(Rev 2009)	02/04/2018
The Health and Safety (Miscellaneous Amendments) Regulations 2002	02/04/2018
The Control of Vibration at Work Regulations 2005	02/04/2018
The Work at Height Regulations 2005	02/04/2018
The Hazardous Waste Regulations 2005	02/04/2018
The Health & Safety (Display Screen Equipment) Regulations 1992	02/04/2018
The Health & Safety (Information for Employees) Regulations 1989	02/04/2018
The Health & Safety (Consultation with Employees) Regulations 1996	02/04/2018
The Equality Act 2014	02/04/2018
The N R S W Act 1991	02/04/2018
The Highways Act 1980	02/04/2018

Current List of Legislation

Road Vehicles (Const & Use) Regulations 1986	02/04/2018
Road Traffic Regulation Act 1984	02/04/2018
The Road Traffic (temp restrictions) Procedure 1992	02/04/2018
Traffic Management Act 2004	02/04/2018
The Traffic Signs (Temp. Obstruction) Regs 1997	02/04/2018

Accident Report Form

Name of Person competing this form			
Job Title		Date	
		:	
Injured Person Details			
Name of Injured Person			
Depot			
Accident Details			
Location of the Accident			
Date of the Accident			
Time of the Accident			
Nature of the injury			
Plant 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 or type etc.			
PPE worn :			
Look at the PPE that was worn, how it was worn and the condition 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 HR within 12 hours.			

Accident Report

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:			
Plant or Equipment Involved:			
Weather Conditions:			
Emergency Services Contacted and Crime Reference Number:			
Brief			
RIDDOR Raised	Yes	No	If Yes RIDDOR Number:
Named Persons within this Report			
Name	Initials	Job Title	Company
Report			

Accident Report

Supporting Evidence

Shortfalls

Immediate Preventative Action

Action Required:	Name of Person(s) Closing it down:	Initial on completion :	Time Frame:

Accident Report

Medium Term Preventative Action			
Action Required:	Name of Person(s) Closing it down:	Initial on completion :	Time Frame:
Long Term Preventative Action			
Action Required:	Name of Person(s) Closing it down:	Initial on completion :	Time Frame:

All Supporting Evidence of Close Downs shall be Emailed to the Relevant Manager/Director and HSEQ Manager

