



# **HEALTH AND SAFETY PROCEDURES MANUAL**

**Issue 10 – February 2020**

## Health and Safety Procedures Manual

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<b>Section</b>	<b>Safe Working Procedure</b>	<b>Page No.</b>
1.0	Health and Safety Policy	3
	Environmental Policy	5
2.0	Organisation and Responsibilities	6
3.0	General Arrangements	7
4.0	Fire Prevention and Control	8
5.0	Safe Use of Electricity	10
6.0	Use of Power Tools	13
7.0	Working at Height	14
8.0	Solvents and Chemicals	16
9.0	Working with Pressurised Gases	18
10.0	Manual & Mechanical Handling	20
11.0	Plant and Equipment Maintenance	21
12.0	Control of Noise	22
13.0	Hand and Arm Vibration	24
14.0	Personal Protective Equipment	25
15.0	Safety in Company Vehicles	26
16.0	Construction (Design & Management) Regulations	31
17.0	Risk Assessment & Method Statements	33
18.0	Working in Confined Spaces	35
19.0	Waste Disposal	38
20.0	Management of Asbestos	39
21.0	Legionellosis	40
22.0	Display Screen Equipment	42
23.0	Employment of Young Persons	43
24.0	New and Expectant Mothers	45
25.0	Management of Occupational Stress	46
26.0	Welfare, Hygiene and Environmental	47
27.0	First Aid	48
28.0	Accident Reporting and Investigation	49
29.0	Health and Safety Training	51
30.0	Consultation and Communication	52

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## Health and Safety Procedures Manual

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### 1.0 Statement of Health and Safety Policy

It is the policy of the DBS Group to provide safe and healthy working conditions, to set and maintain high standards of health and safety practice and to enlist the active support of all staff in achieving these objectives.

#### **Company Policy in relation to Health and Safety at work is:**

- To promote standards of safety, health and welfare that fully comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other relevant statutory provisions and approved codes of practice
- To identify and control hazards in order to reduce OH&S risks
- To provide and maintain safe and healthy workplaces, safe systems and methods of work in order to protect employees and visitors, clients and customers in so far as their health and safety may be affected by the Company's activities
- To provide and maintain a safe and healthy working environment for the staff with adequate facilities and arrangements for their welfare
- To establish a framework for setting and monitoring OH&S objectives
- To provide all employees with the necessary information, instruction, training and supervision needed to work safely and efficiently with any plant and/or equipment involved in carrying out their work instructions
- To develop safety awareness amongst employees and individual responsibility for health and safety at all levels of operation
- To encourage full and effective joint consultation on all health and safety matters with employees and safety representatives
- To continually improve the performance and effectiveness of the OH&S Management System

#### **Directors responsible for health and safety**

The CEO and the Managing Director are jointly responsible for ensuring that the policy is implemented and that all relevant information, resources and facilities are available to employees to carry out their statutory and company responsibilities so far as is reasonably practicable.

## Health and Safety Procedures Manual

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

### Employees Responsibilities

Employees are reminded that they have both a legal responsibility (under Section 7 of the 1974 Act and the Management of Health and Safety at Work Regulations 1999), and a duty to take all reasonable precautions to ensure that they do not endanger themselves or anyone else who may be affected by their acts or omissions at work. Employees are required to co-operate with the Company and others in order to comply with statutory requirements and such co-operation is vital to the success of the Company's Policy.

Under Section 8 of the same Act there is a duty on everyone not to misuse anything provided, and they must not intentionally or recklessly interfere with or fail to use, or refuse to use, anything provided in the interest of their health, safety and welfare, such as personal protective equipment, firefighting equipment or other approved equipment supplied by the Company.

Neglect of responsibilities in maintaining the company's Health and Safety Policy will be considered as gross misconduct and dealt with in accordance with the company's disciplinary procedures.

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



**David Blakey** \_\_\_\_\_

CEO DBS Group



**Steve Byrne** \_\_\_\_\_

Managing Director

15/05/2019

Date: \_\_\_\_\_

15/05/2019

Date: \_\_\_\_\_

## Health and Safety Procedures Manual

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### 1.1 Statement of Environmental Policy

It is the policy of the DBS Group to comply with the requirements of the Environmental Protection Act 1990, the Water Resources Act 1991 and the Special Waste Regulations 1996 in so far as they relate to the activities of the company.

We are committed to being an environmentally conscious company. It is company policy to strive to ensure that the business has the least harmful effect on the environment. The company will adopt environmental good practice in accordance with the principles of ISO 14001.

An assessment of the company's activities has identified the handling of air conditioning refrigerants as the activity most likely to have an environmental impact.

It is the policy of the company not to discharge any refrigerant to atmosphere. Procedures are in place to ensure that all recovered refrigerant is returned to the supplier. The company has in its possession sufficient refrigerant recovery units and a supply of uniquely marked reclaim cylinders.

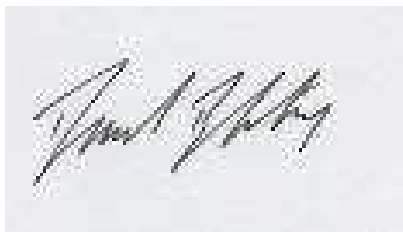
In accordance with recommended codes of practice, all air conditioning mobile staff hold certificates for "Safe Handling of Refrigerants", awarded on completion of Construction Industry Training board (CITB) approved courses.

The company is a licensed waste carrier and procedures are in place to ensure statutory requirements are maintained.

The company holds a certificate of compliance from the Air Conditioning and Refrigeration Industry Board.

The Managing Director is responsible for ensuring the implementation and maintenance of the environmental policy.

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



CEO DBS Group

Date : 15/05/2019

## Health and Safety Procedures Manual

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### 2.0 ORGANISATION AND RESPONSIBILITIES

#### 2.1 Overall responsibility for health and safety

The Directors have overall and final responsibility for health and safety.

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

Business Development	CEO Managing Director	D. Blakey S. Byrne
Design Contracts	Senior Contracts Manager	A. Brown
Airflow Design Services	Director	P. Turner
DBS Electrical	Director	G. Dunn
DBS Controls	Senior Engineer	D. Hogan
Service and Maintenance	Service Manager	J. Herbert
Administration	Managing Director	S. Byrne

#### 2.3 Responsibilities of employees

All employees have a responsibility to:

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

## Health and Safety Procedures Manual

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### 3.0 GENERAL ARRANGEMENTS

**The requirements of the following Regulations are complied with :**

1. Management of Health and Safety at Work Regulations (1999)
2. Workplace (Health, Safety and Welfare) Regulations (1992)
3. Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)
4. Health and Safety (Safety Signs and Signals) Regulations (1996)

**Responsibilities for General Arrangements are :**

- |   |   |                       |
|---|---|-----------------------|
| ◆ | Publication and Review of Health and Safety Policy      | S. Byrne              |
| ◆ | Publication and review of Health & Safety Policy Manual | S. Byrne              |
| ◆ | Employers' Liability (Compulsory Insurance) Act 1969    | S. Byrne              |
| ◆ | Display of Health and Safety Law poster                 | S. Byrne              |
| ◆ | Display of Safety Signs                                 | S. Byrne              |
| ◆ | Safety information displayed on Noticeboards            | S. Byrne              |
| ◆ | Accident Reporting and Investigation                    | Directors             |
| ◆ | Risk Assessment   |                       |
|   | - Design Contracts                                      | Project Manager       |
|   | - Service & Maintenance                                 | Service Manager       |
|   | - Airflow Design Services                               | Project Manager       |
|   | - DBS Electrical  | Project Manager       |
| • | Building Maintenance                                    | S. Byrne              |
| • | Outside environment, roadways etc.                      | Landlord              |
| • | Plant and Equipment Maintenance                         | S. Byrne<br>Engineers |
| • | Inspection of Portable Electrical Equipment             | DBSE                  |
| • | Lighting, Heating and Cleanliness                       | D. Blakey<br>S. Byrne |
| • | Training and Information                                | S. Byrne              |

## Health and Safety Procedures Manual

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### 4.0 FIRE PREVENTION AND CONTROL

The requirements of the following Regulations are complied with:

1. Fire Precautions [Workplace] Regulations (1997)
2. Regulatory Reform (Fire Safety) Order (2005)

#### 4.1 Responsibilities for fire prevention and control are:

Provision and maintenance of escape routes	Directors
Provision and display of warning signs	S. Byrne
Provision and maintenance of extinguishers and hose reels	S. Byrne Sub contractor
Confirmation of emergency procedures	S. Byrne

#### 4.2 In Case of Fire:

##### Head Office

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



## Health and Safety Procedures Manual

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### On Site

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

### 4.3 General Fire Precautions (All personnel)

- Confirm locations of fire alarms, fire exits and escape routes
- Confirm locations of fire extinguishers
- Observe 'NO SMOKING' signs
- Dispose of flammable materials safely
- Keep flammable materials away from naked flames
- Switch off electrical equipment when not in use
- Do not obstruct escape routes or firefighting equipment
- Report damage to electrical equipment to a Director

### 4.4 Fire Risk Assessment

It is the responsibility of the Directors to carry out and record Fire Risk Assessments in accordance with the Fire Precautions [Workplace/Amendment] Regulations and Regulatory Reform (Fire Safety) Order (2005).

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

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

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

## Health and Safety Procedures Manual

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### 5.0 SAFE USE OF ELECTRICITY

The requirements of the following Regulations are complied with:

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

#### 5.1 General arrangements

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

## Health and Safety Procedures Manual

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### 5.2 Electrical live testing

#### Installation Engineer

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

#### Test Engineer

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

### 5.3 Maintenance of mains electrical equipment

#### Director

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

### 5.4 Maintenance of Portable Electrical Equipment

#### Engineer

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

#### Project Manager/Service Manager

Ensures that portable electrical equipment is inspected and tested by a competent engineer annually.

## Health and Safety Procedures Manual

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### **5.5 In Case of Electric Shock:**

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

## Health and Safety Procedures Manual

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### 6.0 USE OF POWER TOOLS

The requirements of the following Regulations are complied with:

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

#### 6.1 Responsibility for the provision and maintenance of power tools

It is the responsibility of the Project Manager to ensure that:

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

#### 6.2 Installation and Service Engineers

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

## Health and Safety Procedures Manual

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### 7.0 WORKING AT HEIGHT

The requirements of the following Regulations are complied with:

1. The Construction (Design & Management) Regulations (2015)
2. The Work at Height Regulations (2005)

#### 7.1 Risk Assessment

It is the responsibility of the Project Manager to carry out risk assessments for working at height to include:

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

#### 7.2 Installation & Service Engineers

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

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

## Health and Safety Procedures Manual

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13. Access towers castors to be locked when in situ.
14. Exclude unauthorised persons from area when working at height.
15. Use safe method of carrying tools.
16. Ensure adequate overhead clearance when working at height.
17. Use safety harnesses when working in awkward or inaccessible positions.
18. Use mechanical handling where appropriate.
19. Wear appropriate P.P.E. appropriate to the task.

### 7.3 Mobile Elevated Work Platforms [MEWP]

Where risk assessments require the use of mobile elevated work platforms it is the responsibility of either the Service Manager or Project Manager to hire the appropriate equipment from an approved supplier who is responsible for delivery, inspection, certification and equipment collection. Only a suitably trained and competent person operates the platform, for example hold a suitable qualification such as a training certificate from the International Powered access Federation (IPAF) or a CPC card that covers the equipment being used. It is the responsibility of either the Service Manager or Project Manager to ensure that engineers using powered access equipment have received the necessary certificated training.

Fall arrest equipment is provided and used by the person or persons inside the platform; no one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this; all hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped; a suitable means of descent from the platform is provided in case of an emergency; maintenance and test records (dated within the last 6 months) of the equipment are available for inspection; all out riggers are used and ensure the MEWPs is on even surface/ground.

### 7.4 Fixed Scaffolding

As required by the scope of work it is the responsibility of either the client or Main Contractor to provide and maintain fixed scaffolding ensuring: It has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person; it is only erected on a firm level foundation that is capable of taking the load of the scaffold; it is braced and tied to a permanent structure or otherwise stabilized.

If it is to be loaded then it must be appropriately altered to withstand the extra weight; that platforms are fully boarded and wide enough for work and access; that scaffold boards are properly supported and do not over hang excessively i.e. more than four times its thickness; that there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one metre above the platform to provide a safe handhold; it is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability. Engineers are required to use fall arrest equipment for added protection if determined by site risk assessment, and ensure that equipment and tools are prevented from falling from the scaffold to prevent injury to others.

## Health and Safety Procedures Manual

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### 8.0 SOLVENTS AND CHEMICALS

The requirements of the following Regulations are complied with:

1. Control of Substances Hazardous to Health Regulations (2002)
2. Management of Health and Safety at Work Regulations (1999)
3. Dangerous Substances and Explosive Atmosphere Regulations (2002)
4. Fluorinated Greenhouse Gases [Amendment] Regulations (2018)

#### 8.1 Provision of information

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

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

#### 8.2 Risk Assessment

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

For each of the substances identified carries out and records a risk assessment to confirm:

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



## Health and Safety Procedures Manual

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### 8.3 Substances subject to the COSHH Regulations

Scale Remover  
De-foaming agents  
Condenser Cleaner  
Compressor Oil  
Compressed gases - Refrigerants  
Ammonia  
Propane  
Acetylene  
Oxygen  
Nitrogen

Solder  
Welding/Brazing flux  
Vacuum pump lubricant  
WD-40

## Health and Safety Procedures Manual

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### 9.0 WORKING WITH PRESSURISED GASES

The requirements of the following Regulations are complied with:

1. Control of Substances Hazardous to Health Regulations (2002)
2. Management of Health and Safety at Work Regulations (1999)
3. Highly Flammable Liquids and Liquefied Petroleum Gases Regulations (1972)
4. Fluorinated Greenhouse Gases [Amendment] Regulations (2018)
5. Gas Safe Register.

#### 9.1 Pressurised gases in use

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

#### 9.2 Service Manager

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

## Health and Safety Procedures Manual

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### 9.3 Installation & Service Engineers

1. Maintains appropriate handling, storage and transportation procedures as confirmed by the Service Manager.
2. Ensures that pressurised and flammable gases are only used for their designated purpose.
3. Avoids use of pressurised gases in poorly-ventilated areas.
4. Handles and protects hoses, cylinders and coupling to prevent accidental damage.
5. Turns off cylinder valves at the end of each operation or shift.
6. Changes cylinders away from sources of ignition and in a well-ventilated place.
7. Ensures availability and serviceability of fire extinguishers when transporting and using flammable gases.
8. Ensures that protective screening is available for oxy-acetylene welding.
9. Wears appropriate P.P.E as instructed.
10. When working with ammonia ensures that a respirator is available in the event of ammonia leak.

**Engineers have been advised that it is company policy that transportation to and from site is only acceptable in non – compartmentalised/ventilated vehicles as recommended by the Health and Safety Executive.**

## Health and Safety Procedures Manual

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### 10.0 MANUAL & MECHANICAL HANDLING

The requirements of the following Regulations are complied with:

Manual Handling Operations Regulations (1992)

#### 10.1 Manual handling assessment

It is the responsibility of the Service Manager or Project Manager to assess manual handling operations in order to reduce the risk of injury by:

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

#### 10.2 Engineers' responsibilities

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

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

#### 10.3 Inspections and reports

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

## Health and Safety Procedures Manual

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### 11.0 PLANT AND EQUIPMENT MAINTENANCE

The following Regulations are complied with:

The Provision and Use of Work Equipment Regulations (1998)

#### 11.1 Responsibility for plant and equipment maintenance

It is the responsibility of the Service Manager or Project Manager to ensure that plant and equipment maintenance procedures are confirmed for installation and maintenance activities, including the retention of appropriate records.

#### 11.2 Maintenance procedures

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

#### 11.3 Abrasive Wheels

It is the responsibility of the Project Manager or Service Manager to ensure that only suitably trained personnel operate, change and maintain abrasive wheels.

## Health and Safety Procedures Manual

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### 12.0 CONTROL OF NOISE

**The following Regulations are complied with:**

The Control of Noise at Work Regulations (2005)

#### 12.1 Company Policy

It is the responsibility of a Director to reduce the level of noise as far as is practical:

##### **First Action Level = 80 dB(A)**

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

##### **Second Action Level = 85dB(A)**

##### **As for First Action Level plus –**

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

#### 12.2 General responsibilities

**It is the responsibility of the Service Manager or Project Manager to:**

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

## Health and Safety Procedures Manual

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### It is the responsibility of engineers to:

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

## Health and Safety Procedures Manual

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### 13.0 HAND AND ARM VIBRATION [HAVS]

The requirements of the following Regulations are complied with:

- Control of Vibration at Work Regulations (2005)
- Management of Health and Safety at Work Regulations (1999)
- Personal Protective Equipment Regulations (1992)

Employee exposure to Hand and Arm Vibration Syndrome (HAVS) is considered to be low risk as low powered hand-held power tools are only used intermittently and not for extended periods of time.

#### **Project Manager**

Is responsible for the prevention of employees' exposure to Hand and Arm Vibration Syndrome [HAVS] by:

- Using alternative work methods where the risk of exposure to HAVS is excessive
- Providing low vibration tools appropriate for the task
- Ensuring tools are maintained and in good condition
- Providing jigs and handling aids where appropriate
- Minimising the time that employees are required to use vibratory tools by job rotation, work breaks etc.
- Providing employees with protective clothing and P.P.E. to reduce the effects of HAVS



## Health and Safety Procedures Manual

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### 14.0 PERSONAL PROTECTIVE EQUIPMENT

The requirements of following Regulations are complied with:

The Personal Protective Equipment at Work Regulations (1992)

#### 14.1 General responsibilities

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

**Is responsible for:**

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

#### 14.2 P.P.E. issue and use

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

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

#### 14.3 Engineers' responsibilities

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

## Health and Safety Procedures Manual

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### 15.0 SAFETY IN COMPANY VEHICLES

#### 15.1 Vehicle safety and serviceability

Procedures for the safe and appropriate use of company vehicles are confirmed to engineers and include:

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

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

All vehicles to be loaded safely. All accidents to be reported to a Director.

#### 15.2 Driving licences, insurance and statutory documents

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

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

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

#### 15.3 Fitness to drive

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

#### 15.4 Alcohol and Drugs

Employees are advised that the use of alcohol and / or drugs when driving company vehicles can seriously impair judgement, perception and co-ordination resulting in a serious threat to themselves and others.

Driving under the influence of drink or drugs at work is a disciplinary offence considered as gross misconduct and may lead to dismissal.

## Health and Safety Procedures Manual

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### 15.5 General standards of driving

Drivers of company vehicles are required to:

- Use all equipment provided for their safety (e.g. seat belt, head restraints etc.)
- Ensure vehicle is fit for purpose and loaded safely
- Comply with the Road Traffic Act and associated legislation
- Drive with due care and attention at all times
- Show courtesy and consideration to other road users

### 15.6 Risk Assessment

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

Individual Risk Assessments will be based on the following criteria:

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

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

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

### 15.7 Age restriction on drivers of company vehicles

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

## Health and Safety Procedures Manual

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### 15.8 Policy on the use of mobile telephones

It is company policy to provide employees with mobile telephones if required by the nature of their employment.

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

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

### 15.9 Satellite Navigation

Satellite Navigation must be used sensibly and avoid distraction to the driver. Drivers using Sat-nav are required to:

- Set routes only whilst stationary
- Switch on oral command
- Set screen to '**Driving**' setting

### 15.10 Other electronic in-car devices

It is company policy that electronic devices such as MP3 and I-Pod players, Blackberry, tablet computers are not used whilst driving.

Drivers using these devices whilst driving may be subject to disciplinary action.

### 15.11 Transportation of pressurised and flammable gases

#### Service Manager/Project Manager

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

Provides suitable storage locations in vehicles for carrying pressurised gases.

#### Installation and Service Engineers

Maintains safe transportation procedures as advised when carrying pressurised gases. Loads all pressurised gases with valve to rear of vehicle.

## Health and Safety Procedures Manual

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### **15.12 In the event of a road traffic accident**

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

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

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



## Health and Safety Procedures Manual

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### 16.0 CONSTRUCTION (DESIGN & MANAGEMENT) REGULATIONS (2015)

The requirements of the Construction (Design and Management) Regulations (2015) are complied with where appropriate to contract.

#### 16.1 Responsibility for C.D.M. Regulations

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

#### 16.2 Design responsibility

Not the responsibility of DBS Group unless specified by contract.

#### 16.3 General health and safety arrangements for sites under C.D.M. Regulations

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

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

## Health and Safety Procedures Manual

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### 16.4 Site safety inspections

Project Managers are responsible for carrying out site safety Inspections as required. Results of safety inspections are recorded and retained in the project or Maintenance file.

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

### 16.5 Selection and Approval of Sub-contractors

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

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

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

It is the responsibility of the Project Manager to provide information relevant to the management of health and safety to sub-contractors when working on DBS Group installations.

It is the responsibility of the Project Manager and Installation Engineers to monitor the activities of sub-contractors when working on behalf of DBS Group.



## Health and Safety Procedures Manual

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### 17.0 RISK ASSESSMENT AND METHOD STATEMENTS

The requirements of the following Regulations are complied with:

1. Management of Health and Safety at Work Regulations (1999)
2. Control of Substances Hazardous to Health Regulations (2002)
3. Construction (Design and Management) Regulations (2015)

#### 17.1 Responsibility for carrying out Risk Assessment

It is the responsibility of the Service Manager or Project Manager to carry out Risk Assessment in respect to:

Brazing                      Soldering                      Gas Cutting    Angle Grinding  
240v Working              415v Working              Electrical fitting              Pipe work  
Drilling              Cutting              Installation              Service/Maintenance/Repair  
Handling : Refrigerant/Oil/Biochemicals//Solvents  
Pressurising systems              Leak-testing systems              Pressure/Steam systems  
Confined space working              Boiler House/Cold Room working  
Working at Height              Lifting Equipment              Moving Equipment

#### 17.2 Responsibility for the preparation of Method Statements

It is the responsibility of the Service Manager or Project Manager compile Method Statements as required by contract in respect to:

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

## Health and Safety Procedures Manual

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### 17.3 Reactive Risk Assessment

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

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

Transfers copy of Risk Assessment to manager and retains copy on site.

## Health and Safety Procedures Manual

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### 18.0 WORKING IN CONFINED SPACES

The requirements of the following Regulations are complied with:

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

#### 18.1 Responsibility for managing work in confined spaces

##### Service Manager/Project Manager

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

- List of equipment to be installed/serviced
- Health and safety issues
- Manpower requirements
- Requirement to work in confined spaces

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

##### Service Manager/Project Manager

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

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

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

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

## Health and Safety Procedures Manual

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### 18.2 Risk Assessment

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

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

#### Responsibilities of Installation/Service Engineers

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

## Health and Safety Procedures Manual

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### 18.3 Method Statements

It is the responsibility of the Service Manager or Project Manager to compile a Method Statement to ensure a safe system of work to include the following:

- The task
- The working environment
- Working materials and tools
- Competence of those carrying out the work
- Identified hazards
- Risk Assessments
- Personal protective equipment required
- Isolation of mechanical & electrical services
- Arrangements for emergency rescue
- Customer's/Main Contractors Permit to Work System
- Permit to Work System

### 18.4 Emergency Procedures

It is the responsibility of the Service Manager or Project Manager to:

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

## Health and Safety Procedures Manual

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### 19.0 WASTE DISPOSAL

#### **Managing Director**

Maintain Hazardous Waste Registration with Environmental Agency.

#### **Service Manager**

Ensures that controlled waste (e.g. Refrigerant/Oil/Asbestos) is identified and handled as appropriate by licensed Trade Waste contractors, including completion of Controlled Waste Transfer Notes as required.

## Health and Safety Procedures Manual

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### 20.0 MANAGEMENT OF ASBESTOS

The requirements of the following Regulations are complied with:

1. The Control of Asbestos at Work Regulations (2012)
2. The Special Waste Regulations (1996)

#### 20.1 General responsibilities

It is the responsibility of the customer or Main Contractor to confirm with Service Manager or Project Manager where appropriate:

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

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

#### Service Manager/Project Manager

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

#### 20.2 Installation & Service Engineers

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

**On discovering asbestos on site will:**

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

## Health and Safety Procedures Manual

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### 21.0 LEGIONELLOSIS

Legionnaires' disease is a potentially fatal pneumonia caused by Legionella bacteria. Infection is caused by breathing in small droplets of water contaminated by the bacteria. Legionella is common in natural water systems and can contaminate other water systems such as cooling towers, evaporative condensers, humidifiers, pumps, heat exchangers, hot & cold-water systems, spa baths and showers.

Equipment and services provided by the DBS Group are not considered to be a likely source of Legionella but may be associated with customer property or equipment on which we are required to work.

DBS has a duty of care to consider the potential risks from Legionella that may affect engineers, sub contractors, customers and members of the public, and to ensure that systems installed and maintained prevent the growth and multiplication of Legionella.

**The policy of DBS is:**

#### 21.1 System design and specification

- Systems to be designed, installed, commissioned and maintained to control the growth or multiplication of Legionella
- Systems designed to ensure the release of water spray is properly controlled
- Hot water is stored at temperatures in excess of 60° and distributed above 50°
- Cold water is stored below 20°
- Water temperatures are avoided that encourage the growth of Legionella and other micro organisms
- Systems to be designed to ensure that water cannot stagnate anywhere in the system by keeping pipe runs short or by removing/eliminating redundant pipe work
- Avoiding materials that encourage the growth of Legionella
- Systems to be designed that are safe to use and can be cleaned and maintained satisfactorily
- To provide advice and guidance to system users on effective water management to prevent contamination



## Health and Safety Procedures Manual

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### 21.2 Service and Maintenance

- Identify and assess potential sources of risk from Legionella
- Review system specification including schematic diagrams, pipe work runs and layout
- Determine safe and correct operation of the system
- Review system control methods including precautions to prevent contamination by Legionella
- Recommend system improvements to reduce risk from Legionella
- To provide advice and guidance to system users on effective water management to prevent contamination or control infection
- Appoint an Approved Sub contractor registered to a recognized Regulatory Body or Trade Association to sample, treat, monitor and maintain water systems susceptible to Legionella

### 21.3 In the event of suspected exposure to Legionella

It is the responsibility of the Managing Director to:

1. Notify the Health and Safety Executive by submitting a R.I.D.D.O.R. Report.
2. Notify the client of suspected exposure.

## Health and Safety Procedures Manual

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### 22.0 DISPLAY SCREEN EQUIPMENT

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

#### 22.1 General Responsibilities

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

#### 22.2 Risk Assessment

1. It is the responsibility of the Directors to ensure that the working environment and equipment provided are appropriate to use.
2. It is the responsibility of the Directors to ensure that all DSE users carry out a satisfactory assessment of their own workstation.
3. It is the responsibility of the Managing Director to review DSE self-assessments to ensure that employees are not exposed to unnecessary risk.

#### 22.3 Employees' responsibilities

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

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

## Health and Safety Procedures Manual

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### 23.0 EMPLOYMENT OF YOUNG PERSONS

#### 23.1 General Policy

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

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

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

Operations and controls identified in the company's Health & Safety Policy Manual comply with relevant Health & Safety legislation and pose no additional risks in the employment of young persons.

It is the responsibility of the Directors to ensure that young persons, including Work Experience and Job Placement trainees, receive induction Health and Safety training, job-specific safety training and are provided with P.P.E. appropriate to the tasks for which they are employed.

It is the responsibility of the Service Manager or Project Manager to ensure that young persons, including Work Experience and Job Placement trainees, are supervised at all times.

#### 23.2 Risk Assessment

It is the responsibility of the Service Manager or Project Manager to review Risk Assessments for suitability for young persons in respect to:

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

## Health and Safety Procedures Manual

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### **23.3 Young persons will not be employed for the following:**

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

## Health and Safety Procedures Manual

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### 24.0 NEW AND EXPECTANT MOTHERS

The requirements of the following Regulations are complied with:

- Management of Health and Safety at Work Regulations (1999)
- Control of Substances Hazardous to Health Regulations (2002)
- Maternity (Compulsory Leave) Regulations (1994)

#### 24.1 General

Safe working procedures outlined in the company's Health and Safety Procedures Manual apply to new and expectant mothers where appropriate.

It is the responsibility of the employee to notify the Managing Director in writing of her condition where a potential risk to her health can be reasonably foreseen.

There are no significant additional risks to pregnant employees working for the DBS Group, other than the precaution not to lift heavy/awkward weights (files, stationery, water cooler bottles etc.) during confinement.

As the employee's mobility becomes impaired during the later stages of pregnancy, a member of staff will be assigned to assist them to safely evacuate the building during drills and emergencies.

#### 24.2 Risk Assessment

It is the responsibility of the Line Manager to carry out a Risk Assessment on notification by a new or expectant mother to determine:

1. The nature of the work to be carried out.
2. Any requirements for manual handling.
3. Likely exposure to harmful substances (physical, biological or chemical agents).
4. Any work liable to cause physical or mental fatigue.
5. Any work liable to cause occupational stress.
6. Requirement to work on slippery or wet surfaces.
7. Any work in which the taking of rest breaks and/or distance to rest rooms/toilets may be a problem.
8. Requirements for extended periods of driving.
9. Requirements for extended periods of sitting or standing.
10. Any requirements for lone working.
11. Suitability of the working environment (heating, ventilation etc.).
12. Suitability of premises for baby nursing and feeding (privacy, smoke-free).

In the event that a new/expectant mother's normal duties are considered unsafe will:

- a) Assign suitable alternative work.  
/or/
- b) Recommend suspension from work with normal remuneration.

## Health and Safety Procedures Manual

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### 25.0 MANAGEMENT OF OCCUPATIONAL STRESS

It is the policy of the DBS Group of Companies to provide and maintain safe and healthy working conditions, equipment and systems of work for our employees, engineers and sub-contractors, and to provide such information, training and supervision as needed for this purpose.

The company recognize that stress is the natural reaction that employees have to excessive pressure or other types of demands placed upon them.

The company accepts responsibility for ensuring that occupational stress levels are appropriate to the nature of the business and employee capabilities and expect full co-operation from our employees in the management of work-related stress.

In order to recognize, control and monitor occupational stress at acceptable levels the company will:

- Provide adequate resources, training and information to enable employees at all levels to carry out assigned tasks and responsibilities within acceptable stress levels
- Compile Job Descriptions for key roles, and to ensure that existing employees and new recruits are capable of carrying out the required tasks and responsibilities
- Carry out Risk Assessments where there is a significant potential for occupational stress, confirm control measures and ensure effective implementation
- Provide induction and ongoing job-related training for designated employees
- Provide Managers with Stress Awareness training
- Implement and maintain appropriate and effective communications systems at all levels
- Continually monitor the working environment to identify unacceptable levels of stress, particularly during periods of change, excessive workloads or seasonal activity
- Provide independent counselling and support for employees suffering from the effects of occupational stress, and facilitate rehabilitation through appropriate 'Return to Work' programmes under supervision

## Health and Safety Procedures Manual

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### 26.0 WELFARE, HYGIENE AND ENVIRONMENTAL

**The requirements of the following Regulations are complied with:**

Workplace (Health, Safety and Welfare) Regulations (1992)

**The Directors are responsible for:**

- Ensuring that buildings are in good repair
- Providing adequate space for the safe movement of vehicles and personnel
- Providing appropriate work space including access to equipment and storage locations
- Maintaining floors and access areas in good condition appropriate to use
- Ensuring that floors, corridors and stairs are free of obstructions
- Marking steps, kerbs and fixed obstacles with hazard-warning tape or paint
- Maintaining outdoor routes during adverse weather conditions
- Providing safe access to and from work and storage areas
- Ensuring that floors and storage areas are not over-loaded
- Providing hand rails on stairs and ramps where necessary
- Providing hand rails, guard rails etc. on exposed floor edges
- Ensuring that lighting levels are adequate, regularly cleaned and maintained
- Providing adequate means of collecting and disposing of trade waste
- Providing adequate heating and ventilation appropriate to the work environment
- Providing welfare facilities including:
  - Toilets (male and female)
  - Running water (hot, cold and drinking)
  - Soap/Hand Cleanser
  - Towels/hand dryers
- Providing lockers or hanging spaces for clothing

Consideration is also given to special requirements for disabled employees and visitors, including access and toilet facilities where appropriate.

## Health and Safety Procedures Manual

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### 27.0 FIRST AID

The requirements of the following Regulations are complied with:

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

#### 27.1 General responsibilities

The Directors are responsible for:

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

#### 27.2 Appointed Persons

The Appointed Persons are:

##### Administration

C. Price  
S. Coleman  
L. Smith

##### Project Managers/Engineers

H. Martin  
N. Pitts  
S. Kemp  
R. Hollis

##### Engineers

Access to client facilities on site

#### 27.3 Location of First Aid Kits

First Aid kits are located:

1. Head Office.
2. All Engineers' vehicles.

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



## Health and Safety Procedures Manual

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### 28.0 ACCIDENT REPORTING AND INVESTIGATION

The requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 - RIDDOR - are complied with.

#### 28.1 Responsibility for accident reporting

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

The Accident Book is maintained by the Managing Director.

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

#### Health and Safety Executive Reporting Contacts

Incident Contact Centre	Telephone No.	0845-300-9923
Caerphilly Business Park	Fax No.	0845-300-9924
Caerphilly		
CF83 3GG		

Internet	<a href="http://www.riddor.gov.uk">www.riddor.gov.uk</a>
Web site	<a href="http://www.hse.gov.uk">www.hse.gov.uk</a>
E-mail	riddor@natbrit.com

3. It is the responsibility of Engineers to ensure that all accidents are recorded in the customer's Accident Book when working on site, and duplicate records maintained by DBS.
4. It is the responsibility of Administration to advise the Managing Director of all industrial injuries resulting in absence from work of seven days or longer.

## Health and Safety Procedures Manual

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### 28.2 Responsibility for accident investigation

Following a reportable accident or incident, it is the responsibility of the Directors to carry out an accident investigation assisted by the Service Manager or Project Manager and relevant engineers as required.

**The purpose of the investigation is to confirm:**

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

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

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

## Health and Safety Procedures Manual

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### 29.0 HEALTH AND SAFETY TRAINING

It is the responsibility of the Directors to ensure that all personnel receive adequate health and safety training.

#### 29.1 The following training with associated records is maintained:

##### Skill/Task

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

Records of Health and Safety training are confirmed on individual Training Records which are retained on file.

#### 29.2 Engineers' Qualifications

It is the responsibility of the Directors to ensure that engineers are appropriately qualified for work carried out on behalf of the DBS Group.

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

- |                      |                                      |
|----------------------|--------------------------------------|
| • City & Guilds/NVQ  | Refrigeration & Air Conditioning     |
| • City & Guilds/NVQ  | Electrical Installation              |
| • BS 7671            | Registered Electrical Contractor     |
| • ACOP Certification | Gas Installation                     |
| • Gas Safe           | Registered Gas Installation Engineer |
| • ACRIB              | Refrigerant Handling                 |

## Health and Safety Procedures Manual

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### 29.3 Tool Box Talks

It is the responsibility the Service Manager or Project Manager to carry out and record Tool Box Talks as required to:

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

### 29.4 Site Induction Training

It is the responsibility of a Project Manager or Lead Engineer to ensure that engineers are provided with appropriate induction training when working on specific sites.

## Health and Safety Procedures Manual

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### 30.0 CONSULTATION AND COMMUNICATION

#### 30.1 Arrangements for the communication of Health and Safety

The Directors are responsible for communicating health and safety information as appropriate.

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

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

Engineers are provided with relevant health & safety information including:

- Risk Assessments
- Method Statements
- Customer safety procedures
- Technical Data Sheets
- Material Safety Data Sheets

#### 30.2 Non English-Speaking Engineers

It is the responsibility of the Project Manager to provide appropriate translations, instructions or supervision for engineers where English is not their first language.

#### 30.3 Monitoring of health and safety

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

The Directors are responsible for monitoring health and safety:

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

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

## Health and Safety Procedures Manual

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### **30.4 Advice and guidance on health and safety issues**

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

To ensure that information provided is current and appropriate, the company subscribe to recognized sources of Health and Safety information, maintain registration to relevant Health & Safety Accreditation Schemes and have access to qualified Health and Safety consultants if required.

## Health and Safety Procedures Manual

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### Confirmation of issue and receipt of Health & Safety Procedures Manual

I \_\_\_\_\_ have received a copy of the company's Health &  
(print name)

Safety Procedures Manual and accept my responsibilities under the Health and Safety at Work Act to co-operate fully with required procedures and controls for my own safety and others affected by my work.

I have read, understood and agree to comply with DBS Health and Safety Policy and Safe Working Procedures confirmed in this document.

I understand that this document may be subject to periodic review and revision in regard to Health and Safety procedures and controls to ensure effectiveness.

Signature of Engineer: \_\_\_\_\_ Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_