

TROJAN SECURITY SOLUTIONS LIMITED

HEALTH & SAFETY POLICY MANUAL

Authorised by:

Managing Director

Authorised and Issued By: Managing Director

Issue Number: 1

Date of Issue: 02.02.09

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COMPANY DETAILS

Name: Trojan Security Solutions Limited

Address: 1 St Luke's Building
Hart Street
Southport
Merseyside
PR8 6BP

Telephone Number: 08708-255208

Mobile Number: 07884-137919

Name of persons with ultimate responsibility for Health and Safety in the Company:

Mr Michael Stafford **Managing Director**

Authorised and Issued By: Managing Director

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Health and Safety Policy Statement

Trojan Security Solutions Limited accepts its legal responsibilities under the Health and Safety at Work Act 1974, its associated Regulations, Codes of Practice and Guidance Notes. The Company is committed to continual improvement of Health and Safety performance and to complying with current applicable Occupational Health and Safety (OH&S) legislation and with other requirements to which we subscribe. This policy will be made available to our customers and other interested parties upon request.

The Directors give their full commitment to doing everything reasonably practicable to protect the safety, health and welfare of all its employees and other persons whose health and safety may be affected by the company's business. The promotion of health and safety is a mutual objective of the Company's Directors and for all its employees.

The Directors recognise that people are a vital resource and priority will be given to the effective reduction of risk and to contingency arrangements in doing so. The support of all employees is needed in avoiding accidents, ill health, its associated costs and disruption.

Adequate financial, human and other resources will be made available to ensure the effective implementation of this policy and proper auditing procedures will be established to monitor health and safety performance and to ensure good communication in order to encourage co-operation on the part of all employees which is vital to the success of the Company's Health and Safety Policy.

We fully endorse the contents of this manual. It is issued with our authority and adherence to this policy and procedures is mandatory for all staff at all times. It is a controlled document and cannot be copied unless we authorise it.

Mr Michael Stafford
Managing Director

Date: 2 February 2009

Health and Safety Training Statement

We believe that our success in the management of Health and Safety will be assured by the competence of our employees. We will therefore ensure the competence of our staff by:

- Developing and maintaining or otherwise procuring training for our staff appropriate to the needs of our business.
- Providing training in a timely manner.
- Ensuring that all staff and sub-contractors receive induction training before they are allowed to work on site.
- Ensuring that staff receive certificated training where appropriate.
- Ensuring that employees and sub-contractors are given appropriate operational briefings and updates on tasks that involve significant Health and Safety risks.
- Reviewing and updating training needs through:
 1. Appraisals of performance
 2. Workplace inspections
 3. Accident/incident investigation
 4. And wherever there is a significant change in the task or the workplace.

Mr Michael Stafford
Managing Director

Date: 2 February 2009

Environmental Policy Statement

Trojan Security Solutions Limited recognises that its activities have an impact on the environment, both directly and through our work on customers' premises.

It is the policy of the Company to aim for continuous improvement in its environmental performance, and where possible to take action to prevent pollution at source, taking into due consideration, business objectives, employees and the local community.

In particular the Company will:

- 1) Meet and where appropriate, exceed the requirements of all relevant legislation, and where no regulations exist, we shall set appropriate standards.
- 2) Establish objectives and programmes for the reduction and control of air emissions, discharges to trade effluent, discharges to land, waste disposal, energy and water use.
- 3) Increase the proportion of waste materials that are re-used and re-cycled.
- 4) Implement systems for environmental control and improvement, which include the clear definition of responsibilities and objectives.
- 5) Maintain the necessary procedures to deal promptly and effectively with any environmental emergencies.
- 6) Ensure that our vehicle operations minimise the impact on the local environment.
- 7) Ensure that the local community, and interested parties, are kept informed with relevant information.
- 8) Train relevant staff in environmental matters to enable them to participate in the above controls.
- 9) Review suppliers to ensure they meet acceptable environmental standards and they supply from sustainable sources where possible.
- 10) This policy is not currently available to the public, but is available upon request.

Mr Michael Stafford
Managing Director

Date: 2 February 2009

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Equal Opportunities Policy Statement

Trojan Security Solutions Limited welcomes diversity amongst our workforce and actively promotes equal opportunities within employment. No member of staff will be treated less favourably than another because of his or her sex, marital status, sexual orientation, racial group or disability.

This policy seeks to promote equal opportunity, to ensure the elimination of discrimination and to encourage the development of good employment practices in respect of all employees.

The reasons for developing and seeking to achieve equality of opportunity in employment are:

- To ensure the most effective use of the potential workforce in the interests of the Company and its customers.
- To ensure the Company meets its legal responsibilities under the Equal Pay Act 1970 (amended 2003), the Sex Discrimination Act 1975 (amended 2003), the Race Relations Act 1976 (amended 2003), the Disability Discrimination Act 1995 and the Age Discrimination Act 2006.

I fully endorse this policy statement and commit the Company to adhering to the principles and spirit of the above.

Mr Michael Stafford
Managing Director

Date: 2 February 2009

LOCAL EMERGENCY AND OTHER CONTACTS

Southport General Infirmary, Southport. Tel No. 01704-547471.

Adult Accident & Emergency (A & E) facilities are at Southport General Infirmary.
Tel No. 01704-547471. For Emergencies, dial 999.

Southport Police Station. Tel No. 0845-1253545.

For Emergencies, dial 999.

In case of Fire, dial 999.

British Gas supply our electricity and gas. Emergency Tel No. 0800-111-999.

United Utilities supply our water. Emergency Tel No. 0845-746-2200.
Leak Reporting, call 0800-330033.

For Flood Protection advice, call the Environment Agency. Tel No. 0845-988-1188.

BT supply our telephone lines and broadband service. In case of a Fault, dial 154.

ORGANISATION

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RESPONSIBILITIES AND DUTIES

Managing Director

The overall responsibility for Health and Safety matters rests with the Managing Director.

All staff are responsible for carrying out the duties assigned to them.

Responsible for providing the Company with clearly defined responsibilities which develop and implement effective management of Health and Safety which will be subject to continual measurement and review.

The Managing Director will implement the Health and Safety policy by:

- **Providing the Company with adequate resources** – encompassing all functional aspects of our undertakings – with clearly defined responsibilities that shall plan, implement, measure and review our management of Health and Safety in order that it is subject to progressive improvement.
- **Making provision for safe working procedures** - ensuring the provision of adequate resources including the appointment of competent persons to apply risk assessment techniques and thereafter to produce associated control measures.
- **Arranging for the assessment of competence of Sub-contractors** to carry out and/or manage the work involved as applicable.
- **Ensuring** that the Company's undertakings are conducted **in compliance with current legislative requirements.**
- **Nominating** staff to carry out **workplace Health and Safety tours.**
- **Carrying out investigations of serious accidents and incidents. Ensuring that the Accident Book is maintained and that the HSE/EHO are notified as required.**
- **Promoting Health and Safety awareness amongst all employees** through leading by example and also monitoring corrective actions subsequent to review of the various monitoring systems.
- **Liaising with the Health & Safety Representative** on the progressive development of the Health and Safety management arrangements.
- **Responding to the Regulatory Authorities** on any appropriate correspondence or communication.
- **Ensuring that the levels of work-related stress** remain acceptable to all employees of the Company.

Directors

Directors will implement the Health and Safety policy by:

- **Maintaining a programme of operations** and organising the workplace such that work is carried out, to the correct standard of safety with minimum risk to operatives and other persons affected by our activities.
- **Encouraging all employees to contribute** towards good Health and Safety management within their areas of activity and influence.
- Ensuring that **Sub-contractors identify hazards and assess the risks** in their operations and that their **assessments are checked for adequacy** by nominated staff, and that any risks to others are notified to the appropriate employer.
- Ensuring that employees are **adequately informed of risk controls, and are trained and competent** for the operations that they are required to perform. Particular attention must be given to the provision of induction, operational briefing and update training.
- Ensuring that **emergency procedures** are implemented with practice drills (where relevant) under the control of competent persons and made known to all employees.
- Ensuring that **all statutory and company examinations and inspections** of plant and machinery are carried out and the relevant registers are completed, maintained and audited.
- Providing **adequate supervision** to ensure that the workplace is maintained in a **safe and tidy condition**, and that safety devices are provided and utilised, protective equipment worn, safety rules observed and safe-working practices enforced.
- Ensuring full **co-operation of workplace personnel** with the Health and Safety Representative including prompt response to their recommendations.
- Convening **Health and Safety Meetings** at regular intervals to review safety performance in the workplace.
- Ensuring that the relevant **statutory notices, regulations** etc. are displayed and maintained at relevant locations.
- Ensuring that the arrangements for **first aid and other emergency services** are provided and are known to all employees.
- Ensuring compliance with established Health and Safety procedures by **regular Internal Audit and examination of documentation**.
- Carrying out **workplace inspections** to monitor the effectiveness of control measures identified by risk assessment.

- Ensuring **remedial actions** identified by workplace inspections, audits and incident investigations are agreed and implemented.
- Ensuring that **all employees at risk are informed immediately** of any serious situation of imminent danger or shortcoming in the prescribed risk control measures become apparent. The danger area is to be evacuated and the matter reported to the Managing Director.
- **Taking action upon any Health and Safety matter** which has been brought to their notice and which demands their attention. All matters must be reported to the Managing Director.
- Investigating and reporting in accordance with Company Procedures **all accidents and dangerous occurrences** with a view to taking such measures as will prevent recurrences.
- Carrying out regular **workplace Health and Safety tours**.
- **Promoting Health and Safety awareness** through leading by example.
- **Maintaining the Accident Book**.

All Employees and Sub-contractors

All employees and sub-contractors shall:

- **Perform their work activities in the manner in which they have been instructed and trained such that they do not place themselves or anyone else at risk.**
- **Not attempt to carry out work of any dangerous nature nor perform any tasks, nor operate any equipment unless they have been correctly trained and authorised to do so, in accordance with recognised procedures.**
- **Use the correct equipment for their work, ensuring that it is maintained in a safe condition and immediately report any known defects to a Director.**
- **Use the protective clothing and equipment provided for their safety and ensures that it is maintained in a safe condition. All queries on this matter must be directed to a Director.**
- **Report any unsafe conditions, incidents and near misses to a Director so that remedial action can be taken to eliminate risk.**
- **Report any shortcomings in the instructed protection arrangements to a Director as soon as these become apparent.**

- **Report all accident and personal injuries to a Director and if necessary receive medical attention.**
- **Use the main access ways as provided, comply with relevant safety notices and not enter any area where they may be placed at risk or do not have authorisation to enter.**
- **Keep their workplace and vehicles in a safe and tidy condition.**
- **Conform with the fire fighting and emergency procedures applicable to their place of work.**
- **Develop a personal concern for safety and if they have any doubt as to their ability to perform a task safely they must inform a Director.**
- **Check with their Doctor the risk of any prescribed drugs affecting their fitness for work and inform a Director.**
- **Shall not report for duty or enter the workplace having taken illegal substances (drugs) or consumed alcohol or be under the influence of alcohol.**
- **Be aware that the quality of their workmanship and materials must be right first time to prevent the possibility of dangerous situations. Any concern must be notified to a Director.**

Health and Safety Representative

The Health & Safety Rep. will implement the Health and Safety policy by:

- Undertaking periodic **Risk Assessments**.
- Assisting the Managing Director on the production of **Health and Safety Plans detailing protective and preventive measures**.
- Assisting in the implementation of **safety training programmes**.
- **Advising staff on all safety, occupational health and welfare**, and keeping them appraised of the success or otherwise of their measures, and where necessary advising the Managing Director of possible alternative arrangements.
- Conducting **regular workplace inspections** to identify hazards and risks.
- **Reporting the findings and recommendations** from workplace inspections to the Managing Director.

- **Monitoring the Company's Health, Safety and other activities** and issuing formal reports, recommending corrective and preventive action as necessary.
- Carrying out full **investigations into serious accidents**, and issuing reports detailing causes and recommended actions.
- Liaising with the Managing Director and outside agencies as necessary and the **notification of accidents and dangerous occurrences**, and the reporting/ recording of these incidents.
- Holding periodic **Management Safety Meetings** and communicating these to all staff within the Company.
- Carrying out an **annual Internal Audit of Health and Safety Management Systems and procedures**.
- **Promoting Health and Safety awareness** through leading by example.

COMPANY HEALTH AND SAFETY OBJECTIVES

Policy	To have a sound, well thought out policy contributing to business efficiency and continuous improvement throughout the operation. The demonstration of senior management involvement is evidence to all stakeholders that responsibilities to people and the environment are taken seriously.
Organisation	The shared understanding of the Company's values and beliefs, at all levels of the company, is an essential component of our positive health and safety culture. The Company will be noted for good staff involvement and participation, high quality communications; the promotion of competency, and the empowerment of all employees to make informed contributions.
Planning	A clear health and safety plan involves the setting and implementation of performance standards and procedures through an effective health and safety management system. Based on risk assessment methods to decide on priorities and objectives for controlling or eliminating hazards and reducing risks. Our success is measured by our performance standards against which our achievements can be measured.

**Measuring
Performance**

The measurement of Health and Safety performance includes both active and reactive monitoring to see how effectively our Health and Safety Management System is working. Active monitoring involves looking at the premises, plant and substances plus the people, procedures and systems. Reactive monitoring discovers through investigation of accidents and incidents why controls have failed. It is also important to measure the company against our own long-term goals and objectives.

**Reviewing
Performance**

The auditing and reviewing of Health and Safety performance. The results of our monitoring and independent audits should be systematically reviewed to see if the management system is achieving the right results. This is not only required by the Health & Safety at Work Act 1974, but is part of the Company's commitment to continuous improvement.

HEALTH AND SAFETY ARRANGEMENTS

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1. First Aid Arrangements

The Health and Safety (First Aid) Regulations 1981

The First-Aid facilities provided by the company shall be:

1. The provision of the appropriate qualified First-Aiders. The Company's First Aiders are Mr Michael Stafford, Mr Kevin Stafford and Mr William Johnson. Whilst on clients' sites, the client's First Aiders will fulfil this role.
2. The provision of adequate first-aid facilities that comprise:
 - First-aid kits appropriate to the size of the workplace/workforce as described by statutory regulations. This is located in the office.
 - An occupational First-Aider where required and defined by statute.
 - An Accident Book compliant with the Data Protection Act 1998.

The approved code of practice indicates what should be taken as a minimum requirement.

2. First Aid Training

The Company shall ensure that first-aid training is given by persons or organisations qualified to do so (HSE approved). This shall be made available to any members of the workforce expressing an interest, provided that there is a need for additional First-Aiders. All such training will be recorded on Training Records.

3. Accident Reporting

Minor Accidents

Minor accidents must be reported in the HSE **Accident Book (BI 510)** that is located in the office. More serious accidents should be considered as below.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)

In the event of an injury or dangerous occurrence, the member of staff shall ensure that he/she reports the incident immediately to a Director.

Depending on the severity the Director will notify the relevant Regulating Authority.

Upon receiving a detailed appraisal of the incident, the Director, consulting where appropriate with the Managing Director and Health and Safety Rep. shall be responsible for:

- Reporting by telephone or via the website, the details to the appropriate enforcing authority, followed up within ten days by a full written report of the incident, using Form F2508, or F2508A in the case of a disease.

NOTE:

Every serious incident is thoroughly investigated by the Company Health and Safety Rep. in order to identify the cause of the incident and to plan and implement measures to prevent recurrence.

Events which are reportable.

1. The death of any person as a result of an accident arising out of or in connection with work – including the death of an employee, if this occurs some time after the reportable injury which led to that employee’s death (but not more than one year afterwards).
2. Any of the following major injuries to a person at work as a result of an accident arising out of or in connection with work:
 - Any fracture of any bone other than finger, thumb or toes:
 - Any amputation:
 - Dislocation of the shoulder, hip, knee or spine:
 - The loss of sight (whether temporary or permanent)
 - A chemical or hot metal burn to the eye or any penetrating injury to any eye:
 - Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
 - Any other injury:
 - leading to hypothermia, heat-induced illness or to unconsciousness:
 - requiring resuscitation: 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 requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.
3. Incapacitation of a person at work (i.e. an employee, a self employed person or a person receiving training for employment) from his or her **normal** work for more than 3 days as a result of an injury (an ‘over 3 day’ injury) caused by an accident at work – written report to be sent to the enforcing authority on Form F2508 within 10 days of the accident.
 4. Any injury to a person **not** at work, e.g., visitor/sub-contractor, resulting from an accident arising out of or in connection with work, which results in them being taken to hospital, from the accident premises, for treatment in respect of that injury.
 5. Any dangerous occurrence as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR).
 6. Any disease as defined in the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR).
 7. Specific accidents involving moving vehicles on public roads – exposure to conveyed substances, loading/unloading activities, construction work alongside public road.

NOTE:

For the purposes of the Reporting of Injuries and Dangerous Occurrences Regulations 1995 (RIDDOR), an accident includes an act of non-consensual physical violence done to a person at work.

The Person responsible for Reporting the Reportable Injury is Mr Michael Stafford.

A record must be made and kept of all reportable injuries and dangerous occurrences. The record must contain in each case:

1. The date and time of the accident causing injury.
2. The following particulars about the person affected:
 - Full Name.
 - Occupation.
 - Nature of injury or condition.
3. Place where the accident happened.

4. A brief description of the circumstances.

The nature of the record is not stipulated by “RIDDOR”. It is left to the responsible person to use a form of record considered to be appropriate. A photocopy of each completed Form F2508 kept in a file will suffice.

4. Health and Safety Training

The Health and Safety Rep. will carry out annual assessments to ascertain what training is required. Records will be kept and a training programme will be established giving priority to the most hazardous areas, and the needs of young and/or new employees.

No person will be permitted to operate any equipment unless they are selected, trained and competent to do so.

Arrangements will be made, where necessary, to train staff in the use of fire fighting equipment and its proper use and maintenance.

All employees are required to assist and co-operate with the Company in any arrangements made for their training requirements. The Health and Safety Rep. will maintain a record of all training that is undertaken.

5. Fire and Emergency Procedure

Regulatory Reform (Fire Safety) Order 2005

As part of the Government’s commitment to reducing death, injury and damage caused by fire, a number of changes have been made designed to make the law easier to understand and comply with. The main effect of the changes is a move toward greater emphasis on fire prevention in all non-domestic premises. Fire authorities will no longer issue fire certificates and those previously in force will have no legal status.

Key elements of the Regulatory Reform (Fire Safety) Order 2006 include the creation of a Fire Safety Policy and undertaking Fire Risk Assessments. These include:

- Identifying fire hazards such as sources of ignition, fuel or oxygen.
- Identifying all people at risk in and around the premises.
- Evaluating the risk of a fire starting or the risk to people from a fire.
- Removing or reducing fire hazards or risks to people from a fire.
- Protecting people by providing fire precautions.
- Recording any major findings and actions.
- Preparing an Emergency Plan.
- Informing and instructing any relevant people.
- Providing training for staff and visitors.
- Reviewing the Fire Risk Assessment regularly and making changes where necessary.
- Keeping accurate Fire Risk Assessment records.

The Health & Safety Rep. and Fire Wardens will ensure that:

- All employees receive comprehensive induction before commencing work on all premises, to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure.
- A Register of Employees (Time sheets) is kept up to date at all times. This Register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- A Visitors Book is kept up to date at all times recording the names of all visitors to the premises. This Visitors Book will be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.
- The requirements for employee training in Fire Safety are adhered to.
- A Fire Logbook is kept up to date with all relevant records relating to fire safety and is available for inspection by the local authority Fire Brigade.
- All fire fighting equipment is tested on a regular basis as per manufacturers' guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded in the Fire Logbook.
- Automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- Emergency lighting and emergency exit lights are tested according to current guidelines and tests recorded.
- A fire Risk Assessment is undertaken within the workplace, outlining who may be affected by a fire along with any special requirements that may be required.
- All hazardous chemicals, gases and other hazardous materials are recorded and an inventory kept for the information/inspection by the local authority Fire Brigade.
- A regular check is made to ensure escape routes and doors are not obstructed. Fire Exit doors should be unlocked and available for use at all times when persons are in the building. Fire doors should be closed at all times and not wedged open.

6. Welfare Facilities

Workplace (Health, Safety and Welfare) Regulations 1992

The Company shall ensure that welfare facilities for the office meet the requirements of the above regulations.

Welfare facilities shall be maintained in good condition and regularly cleaned.

The Company Health and Safety Rep. will inspect all such facilities to ensure that they are all in good order and are well maintained.

The requirements of the above regulations will be made known to all staff. All employees will be encouraged to make pertinent suggestions as to the safe use of such facilities and will be required to keep them clean at all times.

No materials are to be stored in the kitchen or rest room areas. Those who desire to smoke must do so only in the designated smoking areas outside the building.

7. Consultation and Communication

The Health and Safety (Consultation with Employees) Regulations 1996

The Company will encourage the active participation of all employees in promoting good health and safety practice.

Company Safety meetings will take place at appropriate intervals in order to discuss the effectiveness of the policy and procedures and to review all safety reports and any recommendations.

The Company will consult with employees on:

- The introduction of any measure or change which may substantially affect employees' health and safety.
- The arrangements for the appointment of competent persons to assist in following health and safety law.
- Any information resulting from Risk Assessments or their resultant control measures which could affect the health, safety and welfare of employees.
- The planning and organisation of all health and safety training required by legislation.
- The health and safety consequences to employees of the introduction of new technologies into the workplace.

Use will be made of all means of communication to ensure that health and safety issues are brought to the attention of all staff via notice boards, circulars, "face to face" discussions, and talks by outside agencies.

8. Risk Assessment

Management of Health and Safety at Work Regulations 1999

In line with regulation 3, the Company will undertake to make a suitable and sufficient assessment of the risks to employees and any others who may be affected by its undertaking, and to record the significant findings of that assessment. This record should represent an effective statement of the hazards and risks, which then leads management to put in place the relevant control measures to ensure the health and safety of its workforce, sub-contractors, visitors and, when appropriate, the customer.

This will involve:

1. Identifying the significant risks arising out of the work activity.
2. Identifying and prioritising the measures that need to be taken to comply with relevant statutory provisions.
3. Ensuring that all relevant risks and hazards are addressed.
4. Addressing what actually happens in the workplace or during the work activity.
5. Ensuring that all groups of employees and others who might be affected are considered and informed of the risks.
6. Identifying groups of workers who might be particularly at risk, or lone workers.
7. Taking account of existing preventive or precautionary measures.

The risk assessments will be used positively by the Company to change working procedures and improve health and safety performance. Records of risk assessment will be retained on file by the Health and Safety Rep.

9. The Working Time Regulations 1998

Consideration as to, working hours, rest periods, annual leave, shift working etc. and suitable maintenance of records will be maintained to ensure compliance with these regulations.

10. Display Screen Equipment

Health and Safety (Display Screen Equipment) Regulations 1992

Under the Health and Safety (Display Screen Equipment) Regulations 1992, the employer and user have joint responsibility to make sure all workstations are safe and comfortable to use. This guide will help you in working towards a safer environment.

If you work at a workstation and regularly use display screen equipment the following will help minimise potential problems like back, neck, hand and wrist pain, eyestrain and headaches. The main aim is to position yourself so that you are well-supported, avoiding awkward posture when doing your job. Remember, it is not just the workstation that causes problems, but how they are set up and used.

1. Arrange for your workstation to be positioned neatly for your needs.
2. Allow yourself enough space to change your posture.
3. Adjust your chair to allow your feet to rest on the floor.
4. Adjust your keyboard and screen so you are comfortable while using them.
5. Clean your screens regularly.
6. Adjust the brightness and contrast so you can read it easily.
7. Clean your keyboard regularly.

Correct workstation set up can help reduce problems, like glare and repetitive strain injuries. Remember, the general principle is: that what you most need to see is where you can most easily see it, and what you most need to reach should follow the same reasoning.

Workstation Screens - try and position the screen so that it is at a comfortable reading distance, adjusting either your screen or your chair to suit.

The top line of display should be just below your eye level. The height can be adjusted by arranging for the screen to be installed on or off the process box.

Adjust the screen to a comfortable angle that doesn't strain your neck and glare or reflections are minimised, tilting and swivelling the screen as necessary.

Adjust the brightness and contrast of the display screen so that it is easy to read. There should be no flicker or instability in the image. Cleaning the screen regularly will help visibility.

Where there is still glare or reflections, the source of light should be shaded or repositioning of the screen is recommended.

Keyboards and Work Surfaces - the keyboard must be separate from the display unit and can be tilted for a comfortable working position allowing easy access to all the keys.

Experiment to find the best (most restful) position.

Your wrist and hands should be as straight as possible and your elbows at an approximate 90 degree angle. Most importantly, they should be in a comfortable keying position. Position your keyboard so that your hands and lower arms are more or less in a straight line and parallel to the floor. Do not rest your wrists on the desk. Your keyboard should not overhang the edge of the desk as this may affect your posture. Move the keyboard back slightly to maintain a relaxed position.

The work surface must be big enough for the source documents, keyboard and screen to be in front of you. The importance is the avoidance of bending your back all the time.

Chair - try to sit with your back (in particular the lower or ‘small’ of your back) properly supported by the backrest, adjusting the backrest to suit. Sit well back in your chair, taking full advantage of your backrest. Try to avoid slouching forwards.

Sit so your feet can rest on the floor or a suitable footrest. The backs of your knees should be at an appropriate 90 degree angle, slightly higher than the chair seat. Raise and lower your chair to suit your different work tasks.

Correct posture and positioning should help reduce neck and back strains. Arrange for your workstation to fit your body and needs. Allow enough room to make it easy to move around. It can be harmful to sit in the same position for too long. To avoid eyestrain and tension, try to organise your work by varying your tasks.

HSE ‘Working with VDUs’ leaflets are available for staff to read that provide proper guidelines for safe VDU operation. Staff are encouraged to read these and adopt the recommended practices contained within them.

11. Disciplinary Code

Where any employee is in contravention of Health and Safety rules and procedures, they will be subject to the Company disciplinary procedure. Depending on severity, disciplinary action will be taken which can lead to dismissal.

12. Alcohol and Drugs

All alcohol and drugs impair individual reaction speeds and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees:

- Report or endeavour to report for work on any of the premises having consumed alcohol or under the influence of drugs.
- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a General Practitioner for medical treatment are permitted provided such use does not adversely affect the person’s ability to carry out the work for which he is employed in a healthy and safe manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

13. Waste Management

Environmental Protection Act 1990

The Environmental Protection (Duty of Care) Regulations 1991

All staff will ensure that all waste is disposed of in line with the above legislation. The Company shall fulfil its duties under the legislation by:

1. Preventing anyone from dealing with its waste illegally.
2. Preventing the escape of waste.
3. Ensuring waste is only transferred to an authorised person.
4. Ensuring an accurate description of waste is provided when the waste is transferred, and a transfer note is completed.

Suitable disposal equipment shall be used to contain all waste materials and the waste shall be disposed of regularly by approved contractor at regular intervals.

The Directors shall be responsible for the systems and arrangements for the safe disposal of waste and for keeping full and appropriate records.

14. Personal Protective Clothing and Equipment

Personal Protective Equipment at Work (PPE) Regulations 1992

Where risks cannot be adequately controlled by other means the Company provides PPE for employees who are exposed to that risk. Adequate training and information is given to employees to ensure the correct use, care and storage of PPE. All PPE is the joint responsibility of the Company and its employees and any damage, loss or deterioration must be immediately notified to the Directors.

Footwear

Boots with toe protection must be worn at all times at work. All safety footwear must be adequate against a variety of hazards. You should consider the ability of footwear to resist corrosion, abrasion and industrial wear and tear. All safety footwear should be maintained in good condition.

Hand Protection

Hands may be pierced by abrasive, sharp or pointed objects or damaged by impact when handling goods. Gloves protect against hazards in the workshop for some specific tasks. Correct hand protection should be worn at all times, and when required by the Directors.

15. Manual Handling Operations

The Manual Handling Operations Regulations 1992 as amended in 2002

Even office work involves lifting and handling to some extent. Although mechanical equipment should be used whenever practicable, much of the work will inevitably continue to be done manually. The risk of injury can be greatly reduced by a knowledge and application of correct lifting and handling techniques and by taking a few elementary precautions as follows:

- Take up position - feet apart with one foot slightly forward in the position you intend to move.
- Bend the knees; back muscles should be relaxed.
- Take a secure hold on the load; remember it may be out of balance.
- Lift - keep the back straight, head close to the body, let the leg muscles do the work; the thigh muscles are the strongest in the body.
- If it is too heavy at the first attempt, get help. It will not be any lighter at the second attempt.

HSE 'Getting to Grips with Manual Handling' leaflets are available for staff to read that provide proper guidelines for safe manual handling. Staff are encouraged to read these and adopt the recommended practices contained within them.

16. Managing Stress in the Workplace

Management of Health & Safety at Work Regulations 1999

Health & Safety at Work Act 1974

Employment Rights Act 1996

The Protection from Harassment Act 1997

The Working Time Regulations 1998

The Disability Discrimination Act 1995

The Company plans to effectively and actively manage sickness, ill health, stress related absences, absenteeism generally and their costs. By tackling such absences directly and quickly with employees, the Company believes it can reduce the effects of such sickness accordingly to the benefit of both the employee and the organisation.

The Health & Safety Executive (HSE) has defined stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them.' The Company recognizes that when pressure is felt to be excessive by an individual that ill health can result.

Directors are encouraged to read and adopt 'Work-related Stress – A Short Guide' by the HSE (INDG281rev1 9/02 C1000). This describes how good timely management will pre-empt many of the problems associated with work-related stress for the benefit of both the organisation and the employee.

Directors at the Company are responsible for managing staff who have been absent from work due to apparent stress. They will seek to determine as far as is practicable whether the absence is legitimate. Where there is doubt, Occupational Health may be asked to interview the member of staff to determine if the absence is considered legitimate.

17. Health and Safety Monitoring

The Company monitors the following Health and Safety activities:

Audits of Health and Safety Arrangements

These are undertaken annually by independent assessor and are used to formulate an action plan leading to improvements in Health and Safety arrangements.

Health and Safety Inspections

These are undertaken by the Managing Director and senior managers at regular intervals to assess Health and Safety compliance by staff. The results of these inspections are recorded.

Accidents, Incidents, Near-misses and their Costs

These are analysed by the Health and Safety Rep. and the Office Manager and the findings presented to the Managing Director for corrective and preventive action.

Sickness, Ill health, Stress related Absences, Absenteeism generally and their Costs

Statistics are compiled by the Office Manager and presented to the Managing Director for corrective and preventive action.