

# **Written Health and Safety POLICY & STATEMENT for**

**JME Ltd  
ELECTRON HOUSE  
OLD NELSON STREET  
LOWESTOFT  
NR32 1EQ**

**Signed for and behalf of the employer**

**Date (See Monitor & Review page)**

## Contents

Tick boxes to indicate content of this statement

### GENERAL STATEMENT

Add further information if required, Senior Director to sign and date page.

### ORGANISATION

Person with overall and final responsibility for health and safety

Key personnel responsible for health and safety matters by department /area or specific function i.e. Managers, safety officer, safety representatives

Members of safety committee(s)

Competent advisers to the undertaking e.g. The enforcing agency, safety advisor /consultant Occupational health, Doctor /Nurse /Hygienist.

### ARRANGEMENTS

- Accident and dangerous occurrences
- Contractors and visitors
- Cooperation in shared workplaces
- Display screen equipment
- Electrical equipment
- First aid
- Food safety
- Hazardous substances
- Health surveillance
- Housekeeping
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- Monitoring and review
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- Radiation (ionising and non-ionising)
- Safe systems of work
- Serious and imminent danger
- Violence and bullying
- Work equipment
- Workplace and welfare

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# JME Ltd

## Health and Safety Policy Statement

The policy of the Directors of JME Ltd is to achieve and maintain the highest standard of Health and Safety for the employees, and to conduct the Company's activities with appropriate safeguards against exposing contractors, sub-contractors, visitors and the general public to risks to their Health and Safety.

The Directors of JME Ltd has overall responsibility for the implementation and enforcement of this policy and supporting Health and Safety procedures.

It is the policy of JME Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation, and to provide and maintain a healthy and safe working environment. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

JME Ltd recognise and accept their duty to protect the Health and Safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of JME Ltd will do all that is within their power to ensure the Health and Safety of the employees, it is recognised that Health and Safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of themselves and any other person.

The management of JME Ltd will provide every employee with the training necessary to carry out their tasks safely.

JME Ltd Health and Safety policy will be reviewed on an annual basis, and revised particularly when a change in operations occurs or when there is an amendment to the law. The specific arrangements for the implementation of the policy and the personnel responsible are detailed in supporting Health and Safety procedures.

**STATEMENT**

Signed: .....

Date: .....

On behalf of the Directors

**H&S function /responsibilities****Name /job title**

Overall and final responsibility within the organization rests with	Corina Wright	Director
Person responsible for the execution of the policy	Corina Wright	Director
Person who will deputise	Steve Hunt	General Manager
Financial Resources	Corina Wright	Director
Supervision of following areas;		
Machine shop	Paul Winter	Prod <sup>n</sup> Supervisor
Production Workshop	Paul Winter	Workshop Manager
Production Workshop Deputy	Kevin Blowers	Production TL
Transport	Louise Cressy	Administrator
Safety training	Kerry Breach	Directors P.A.
Safety inspections		
Reception, Offices, Kitchen	James Denton	Sales manager
1 <sup>st</sup> & 2 <sup>nd</sup> floor Production	Paul Winter	Workshop Manager
Stores, Machine shop, Betatron area	Kris Breach	Betatron Engineer
Garage, Shed, Forklift	Michael Wilson	Stores controller
Design, Conference room, M.D.'s office	Justin Francis	Senior design engineer
Whapload Road	Michael Hollidge	Machinist
Accident /dangerous occurrences	Ian Ford	Office Manager
RIDDOR	Ian Ford	Office Manager
Safety officer	Ian Ford	IOSH
H&S inspectorate	Waveney District Council	
	Town Hall	
	High street	
	Lowestoft	
	NR32 1HS	
	01502 562111	
Fire Equipment Maintenance	Fire Alarm System	Broadland Security Alarms
		Christchurch Square
		Whapload Road
		Lowestoft
		Suffolk
		NR32 1XD 01502 564499
	Fire extinguishers	Prevent Fire Ltd
		Beacon Innovation Centre
		Gorleston
		Norfolk
		NR31 7RA
		01493 448092 Steve Griffin

**ORGANISATION**

**H&S function /responsibilities****Name /job title**

Electrical equipment - fixed appliances

Willert Electrical  
Christchurch Square  
Whapload Road  
Lowestoft  
NR32 1XD 01502 572732

Electrical equipment - portable appliances

Electratest (East Anglia) Ltd  
14 Lulworth Park  
Lowestoft  
Suffolk  
NR32 4SA 01502 508058

Electrical installation testing

SGB Electrical  
90 Victoria Road  
Oulton Broad  
Lowestoft  
NR33 9LU 01502 501088

Housekeeping of premises

Oulton Cleaning  
64 Northgate  
Lowestoft  
NR32 2RW 0800 772 3488

Waste disposal

General Commercial Waste.

Waveney Norse Limited  
Rotterdam Road  
Lowestoft  
Suffolk  
NR32 3EF 01502 527100

Oils / greases

C&L Waste Oil Collection Ltd  
Yarmouth Business Park  
Suffolk Road  
Gt Yarmouth  
Norfolk  
NR31 0ER

Metal

DOE Metal Recycling Ltd  
The Yard  
Commercial Road  
Lowestoft  
NR32 2TD 01502 534560

Safe stacking &amp; storage

Michael Wilson Prod<sup>n</sup> Supervisor

Checking ladders and steps

Ian Ford Office/Health and Safety  
Manager**ORGANISATION**

## H&S function /responsibilities

## Name /job title

Machinery & equipment (maintenance & service)

See Arrangements section of this policy

Personal Protective Equipment

Michael Wilson Prod<sup>n</sup> Supervisor

Noise

N/A

Dangerous substances

Michael Wilson Prod<sup>n</sup> Supervisor

Gasses /fluids under pressure

Michael Hollidge Technician

Forklift trucks

Inspections & Maintenance

United Fork trucks (1992) Ltd  
Unit 35/36  
Longs Industrial Estate  
Englands Lane  
Gorleston  
Gt Yarmouth  
NR31 6BE 01493 655644

**ORGANISATION**

## Accidents and Dangerous Occurrences

*How work related accidents, dangerous occurrences and diseases are dealt with:*

At this moment there are two First aiders with FAW certificates (Gareth Jinkerson & Paul Draper)  
And three appointed persons with EFAW certificates.  
( Kevin Blowers, Justin Francis and James Denton)

Accident book is located outside the DXR workshop.  
The completed record sheets are kept in the personnel file.

It must be completed in the event of a near miss, injury, accident or incident, involving damage to personnel, plant, premises or materials.

Completed investigation forms must be passed to line manager/supervisor for further investigation.

In certain cases accidents must be reported under RIDDOR (Reporting of Incidents, Diseases and Dangerous Occurrences Regulations 1995) see details under Green section of Health and Safety File

RIDDOR reporting will be carried out on line at [www.riddor.gov.uk](http://www.riddor.gov.uk) by Ian Ford Office Manager

Accident investigation will be conducted by Ian Ford IOSH

**ARRANGEMENTS**

## Contractors /visitors

*What arrangements are in place?*

Visitors and contractors report directly to the main reception and fill in the visitor's book.

### Visitors

The individual who first greets the visitor is responsible for ensuring their health and safety and where applicable will explain the Company's Health and Safety Policy.

Contractors and or temporary staff working on the premises.

The person inviting the contractor/ temporary worker is responsible for ensuring the health and safety of such individual(s) and where applicable will explain the Company's Health and Safety Policy.

When assessing the information provided by the potential subcontractor you should take due consideration of the following points:

- Has the safety policy statement been signed by the most senior person in the company?
- Does the policy clearly set out the organisational structure, responsibilities and detailed arrangements for putting it into effect?
- Has the policy been reviewed in the past 12 months and updated if necessary?
- Do the contractor's employees have sufficient and appropriate experience and qualifications to carry the work out safely and legally?
- Do the risk assessments provide suitable information of the risks associated with the task and identify appropriate control measures?
- Do the contractor's safe systems of work and method statements provide sufficient detail of the procedures that will be followed?
- Will the contractor be able to ensure, through supervision and monitoring, that their employees on site perform to health and safety standards?
- Has the contractor a good record of safe and competent work? Do references substantiate this?
- Does the contractor's insurance provide adequate cover?

Also consider the following;

- 1) Are hazardous substances used?
- 2) Are portable electrical tools or other powered machinery used on site?
- 3) Are contractors going to be working at height?
- 4) Are contractors carrying out hot work?
- 5) Are materials and / or hazardous equipment to be stored on site?
- 6) Are members of the public or other third parties going to have access to the work area?
- 7) Are you, your employees or other contractors at risk due to the work to be carried out?

Your responsibilities do not stop with the assessment of the contractor. To comply with your legal obligations you must also carry out checks that the contractors you use put their written procedures into practice.

**ARRANGEMENTS**



## Display Screen Equipment

*How compliance with statutory regulations is ensured*

DSE risk assessment carried out at each work station (see Risk assessment folder)

Reviewed annually or when organisational changes or changes in law take place

Risk assessments undertaken by JSS Associates and Ian Ford IOSH

**ARRANGEMENTS**

## **Electrical equipment**

*How safety of electrical equipment is ensured*

All Portable Appliance Testing is carried out by:  
Electratest (East Anglia) Ltd  
14 Lulworth Park  
Lowestoft  
Suffolk  
NR32 4SA 01502 508058

Electrical Installation tests by;  
SGB Electrical  
90 Victoria Road  
Oulton Broad  
Lowestoft  
NR33 9LU 01502 501088

Fixed Appliances Checked and tested by;  
Willert Electrical  
Christchurch Square  
Whapload Road  
Lowestoft  
NR32 1XD 01502 572732

**ARRANGEMENTS**

## Electrical Appliances

### *How electrical appliance safety is ensured:*

All portable appliances that are provided by JME are PAT tested at regular intervals and therefore this must be the equipment that is used by staff members when tasked with a job that requires an electrical appliance.

Items that are brought in from home should be limited and apply to the below standards:

BS EN 60335

- Mobile phone chargers can be used with the permission of the staff member's line manager as long as the charger meets the above standard.
- Visual checks are carried out on the equipment as per the below guidance and the item is immediately discarded in the event of any non-compliance.
- The charger is only used until the mobile phone is charged and then immediately turned off.
- Staff should ensure that any personal items are charged at home before they are brought in therefore the use of a charger would be for emergencies only and not normal practice.

Any other items that staff members want to use must be PAT tested in line with the other company equipment.

A guide to visual checks on electrical equipment:

- Switch off and unplug the equipment before you start any checks.
- Check that the plug is correctly wired (but only if you are competent to do so).
- Ensure the fuse is correctly rated by checking the equipment rating plate or instruction book.
- Check that the plug is not damaged and that the cable is properly secured with no internal wires visible.
- Check the electrical cable is not damaged and has not been repaired with insulating tape or an unsuitable connector.
- Check that the outer cover of the equipment is not damaged in a way that will give rise to electrical or mechanical hazards.
- Check for burn marks or staining that suggests the equipment is overheating.
- Position any trailing wires so that they are not a trip hazard and are less likely to get damaged.

## **First Aid**

*How first aid cover at work is provided and ensured*

There are 2 First aiders with full FAW certificates and 5 appointed persons with EFAW certificates. At least one appointed person is on site between the hours of 8.30 am and 5.00 pm

Employees will be made aware of the first aid arrangements during induction training.

First aid boxes are located on each floor and in the maintenance workshop.

## **MEDICAL SURVEILLANCE**

Will be provided and a free eye test where specific risk assessments identify that this should be the case.

The job identified as having a need for medical surveillance is radiation. Surveillance will be by means of a TLD badge. (Thermo Luminescent Dosimeter.) Named employees have their own badge and there is one general badge in the conference room. The badges are sent away every three months. New badges are sent back complete with a report for the preceding badges.

These are then monitored and filed by Ian Ford.

**ARRANGEMENTS**

## **Hazardous Substances**

*How compliance with statutory requirements is ensured*

COSHH risk assessments carried out (See risk assessment folder)

Reviewed annually or when organisational changes or changes in law or changes in work practices take place  
Risk Assessments undertaken by JSS Associates Ltd/Ian Ford.

Transporting of hazardous chemicals is only carried out on the premises.

Storage - depending on substance is either at point of use or in a lockable storage area.  
- Flammable substances are stored in a lockable metal cabinet and marked up as such.

A VICES policy for storage and usage of hazardous substances is employed.

Ventilation ensure where necessary that there is adequate ventilation to disperse vapours

Ignition ensure that ignition sources are kept away from storage areas

Containment suitable metal containers should be used and kept secure.

Exchange can a substitute material or safer alternative be used?

Separation store away from areas of work and use suitable barriers where possible.

Where hazardous substances are employed/produced we will use the following plan to reduce risks as low as reasonably practicable.

Identify hazards associated with work / processes carried out.

Eliminate its use /production where possible

Substitute with an alternative that has a lower risk

Isolate the hazard from the worker

Enclose the hazard to protect the employee

Training the employee on correct use, handling, labelling, storage etc. (MSDS sheet)

and routes of entry into the body - Inhalation, Absorption, Ingestion, Injection

Personal Protective Equipment.

Controls will include,

Avoidance

Prevention

Dilution

Reduced Exposure

Personal Protective Equipment

See COSHH Risk Assessments for details.

## **ASBESTOS**

An asbestos survey has been carried out on both sites (Old Nelson Street and Whapload Road)

Reports can be found in Main Office

No asbestos containing materials were found at Old Nelson Street.

An external brickwork damp course at Whapload road was found to contain Chrysotile. The resultant risk is LOW and requires annual inspection as part of its management. Warning labels should remain intact.

## Housekeeping Arrangements

*How general cleanliness & tidiness of the workplace is maintained*

Each individual is responsible for the tidy ness of their own work station and work area.

Monthly checks are carried out as follows:

Justin Francis	Design dept.
Paul Winter	Production
Michael Wilson	Stores and Workshop
Michael Wilson	Garage / Shed/ Fork Truck
Robert Poll	Admin Office.
Michael Hollidge	Whapload Road

A cleaner comes in every Tuesday and Friday to clean offices, floors, desks, work surfaces, toilets and kitchen. (Oulton Cleaning Ltd)

**ARRANGEMENTS**

## **Information, Instruction, Training**

*How H&S information, instruction, & training is ensured*

Law Poster displayed beside the official notice board in the staff kitchen (Rest room)

Enforcement authority is:

Waveney District Council

Town Hall

High street

Lowestoft

NR32 1HS

01502 562111

01603 753800

Induction training will be carried out within the first 3 days of employment  
(See separate induction sheet)

Job specific training and instruction is arranged by the departmental supervisor.  
A training matrix will be used to indicate what training is required, for whom and when.

**ARRANGEMENTS**

## **Consultation with employees**

Health and safety issues are discussed on a one to one as needed basis.

Health and safety information is given to employees via notice boards in the staff kitchen and workshop 1.

Health and Safety is on the agenda of the monthly management meetings

JSS Associates Ltd make monthly visits, talk to personnel and pick up any issues from hazard check sheets.

## Lone Working

*How compliance with statutory requirements is ensured*

Mobile phones will be used for the following.

If an employee works outside of normal working hours (Monday to Friday 8.30am - 5.00 pm) they will inform a colleague, relative or friend that they are at work on their own and give an expected time that they will be leaving.

On leaving the premises they will inform their colleague, relative or friend that they are now leaving and give an expected time home.

An out of hours telephone number will be available if contact by the colleague, relative or friend cannot be made by mobile phone.

Lone workers should not be at more risk than other employees. This may require extra risk-control measures. Precautions should take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Employers should identify situations where people work alone and ask questions such as:

- Does the workplace present a special risk to the lone worker?
- Is there a safe way in and a way out for one person?
- Can any temporary access equipment which is necessary, such as portable ladders or trestles, be safely handled by one person?
- Can all the plant, substances and goods involved in the work be safely handled by one person?
- Consider whether the work involves lifting objects too large for one person
- Whether more than one person is needed to operate essential controls for the safe running of equipment.
- Is there a risk of violence?
- Is the person medically fit and suitable to work alone?

**ARRANGEMENTS**



## **Machinery and Equipment (PUWER) Provision and Use of Work Equipment Regulations**

*How H&S of persons in the workplace is ensured*

*i.e. Safety checks, guarding, maintenance, training.*

General office equipment i.e. Computers, printers and fax machines are checked on an ongoing basis by Electratest (East Anglia) ltd. (Damaged / loose / broken cables or parts, PAT testing)

Workshop equipment

Safety checks and servicing / maintenance is carried out in house by technicians where possible.

All plant, machinery and hand held power tools will be fit for purpose, maintained in a safe condition by a competent person and be suitably isolated and signed when maintenance and repairs are in progress. This will be monitored by the departmental supervisor.

Lifting equipment will undergo thorough examination annually and will have clearly Marked its SWL (Safe Working Load). Which must not be exceeded.

Operators will undertake pre use checks on lifting equipment and machinery and a defect reporting system will ensure immobilisation and necessary repair, should there be a fault.

Any machines fitted with guards and / or other safety devices will be regularly checked to ensure their continued effective operation.

Documentation will be kept for the above.

Michael Wilson tracks and arranges radiation instruments, electrical test equipment, fume extraction and fork lift.

### **FORK TRUCK**

United fork trucks inspect, service and repair Fork Lift Truck.

Every employer has a responsibility under Regulation 9 of the PUWER 1998 to ensure that employees have adequate training before they use work equipment. The training required to operate fork lift trucks should be for each type of truck they may be required to operate. A certificate or other document should be provided giving details and results of such training. The employer is required to give written authorisation to actually operate the equipment. The employer alone will determine how long this authority remains valid, but it is good practice to ensure that the performance of all operators is formally monitored. There is no legal requirement for operators to receive refresher training after a set interval, but experienced operators need to be re assessed from time to time to ensure they continue to operate lift trucks safely and should form part of the firm's normal monitoring procedures. Refresher training if required should not follow a set programme but should be designed to overcome the weaknesses highlighted by the monitoring/assessment process.

Other equipment is serviced by their manufacturers.

### **DRIVERS**

Louise Cressy tracks Servicing, MOT's , Insurance etc. and arranges for them to be carried out / renewed.

Local dealers carry out maintenance and servicing on vehicles.

## Manual Handling

*How manual handling operations are dealt with*

Manual handling risk assessment carried out and training given (see Risk assessment folder)

Reviewed annually or when organisational changes or changes in law take place

Risk assessments undertaken by Ian Ford IOSH and training given by Ian Ford/relevant departmental managers

*The Manual Handling Operations Regulations 1992, as amended in 2002*

Before carrying out a risk assessment we will consider:

Have all individuals involved been trained in Manual Handling

Do the regulations apply? (Any Lifting Pulling Pushing Lowering or Carrying)

Is there a risk of injury?

Is it reasonably practical to avoid moving the loads?

Is it reasonably practical to automate or mechanise the operations?

*Consult and involve* the workforce.

Employees and their representatives know first-hand what the risks in the workplace are.

So they can probably offer practical solutions to controlling them.

The Regulations require employers to:

- *avoid* the need for hazardous manual handling, so far as is reasonably practicable;
- *assess* the risk of injury from any hazardous manual handling that can't be avoided; and
- *reduce* the risk of injury from hazardous manual handling, so far as is reasonably practicable.

When carrying out risk assessments:

Consideration will be given to - The task, the individual, the load and the environment.

Can the work be carried out in any other way? I.e. Without manual handling

Can mechanical aids be used?

Is extra help available?

Can the size of the load be reduced?

Can the frequency of the operation be reduced?

## **Medical Emergency**

*How serious accidents or health conditions are dealt with  
Gas, Electricity 999, doctor, hospital, contact outside of working hours*

First aider, appointed persons or employees will assess the situation and assist if able.  
Take control and make sure emergency services are called.

They will make sure the emergency services are called and take control until they arrive.

As soon after the event as possible the First aider / Appointed person will inform Corina Wright.

The accident / incident will be recorded in the accident book and or incident sheet (kept in Health and Safety File) by the First aider / appointed person and any witnesses.

A separate investigation will be carried out by Corina Wright with the help of Ian Ford.

**ARRANGEMENTS**

## **Noise at Work**

*How compliance with statutory requirements is ensured*

The policy is to reduce the effect of noise on individuals by reduction and elimination at source.

Low vibration and noise characteristics will be given consideration in the purchasing or hiring of equipment.

Where sources that exceed statutory limits cannot be eliminated, orientation and location away from the work area will be adopted. Screening, enclosure, use of sound insulation and double glazing will be among the measures to be considered

Noise readings will be taken by Ian Ford IOSH, where risk assessments have identified the need.

**ARRANGEMENTS**

## Personal Protective Equipment

*How compliance with statutory requirements is ensured*

Risk assessment to be carried out by Ian Ford IOSH to determine Personal Protective Equipment requirements.

A PPE Register is kept by Michael Wilson

The relevant regulations are the Personal Protective Equipment at Work Regulations 1992. Regulation 4 states:

Every employer shall ensure that suitable personal protective equipment is provided to his employees who may be exposed to a risk to their health or safety while at work except where and to the extent that such risk has been adequately controlled by other means which are equally or more effective.

The accompanying guidance states:

Employers should, therefore, provide appropriate personal protective equipment (PPE) and training in its usage to their employees wherever there is a risk to health and safety that cannot be adequately controlled by other means.

In order to provide PPE for their employees, employers must do more than simply have the equipment on the premises. The employees must have the equipment readily available, or at the very least have clear instructions on where they can obtain it.

Every business is legally obliged to maintain a safe working environment.

The key to complying with this obligation is to carry out a **risk assessment**. This involves identifying workplace hazards and the steps required to minimise the risk of harm they may cause. For certain businesses, minimising workplace risks will require the use of personal protective equipment (PPE). Workers must use PPE and clothing if their health and safety can't otherwise be adequately protected.

Where PPE is necessary, employers must provide it to employees **free of charge**. Self-employed people are also required to obtain it for themselves.

ARRANGEMENTS

### Do I need PPE?

As the effectiveness of protective equipment can easily be compromised by being badly worn or used, it should be seen as a last resort. Examine whether processes can be carried out differently to minimise risk instead. Carry out a risk assessment to see what PPE is needed.

Before purchasing equipment consider carefully what is needed and whether separate items are compatible. For example, do protective goggles make it difficult for a respirator to fit properly? You must also ensure that all PPE meets set standards.

### Buy the right personal protective equipment

Before purchasing any personal protective equipment (PPE), you need to carry out a risk assessment.

Under the Personal Protective Equipment at Work Regulations 1992 you may need to provide:

- protective clothing, eg aprons, gloves, footwear, helmets, high-visibility waistcoats and clothing which gives protection against the weather

- protective equipment, eg eye protectors, respirators and safety harnesses

PPE equipment or clothing must be:

- appropriate to the risks and workplace conditions

- suitable for the ergonomics and state of health of the employee

- capable of fitting the wearer correctly, eg helmets with adjustable chin straps

- CE marked to meet the standards set out in the regulations

The British Standards Institution (BSI) is one organisation that can give a CE mark to show that a product meets the requirements of all relevant European Union directives. It can also give a Kitemark - its own quality mark - to equipment such as respiratory masks.

## **Pressure systems /transportable gas containers**

*How compliance with statutory requirements is ensured*

Examples of pressurised systems likely to require a written scheme of examination are:-

A compressed air receiver and associated pipe work where the product of the pressure times the internal capacity of the receiver is greater than 250 bar litres.

There is CO2 Cylinder the machine shop fixed to the MIG welder.

Examination, inspection carried out by;

Michael Hollidge

**ARRANGEMENTS**

**Radiation (ionising and non-ionising)**

*How compliance with statutory requirements is ensured:*

See Separate file marked IR99 **Local Rules** (kept in Production Supervisor Office with film badges).

This file is monitored and updated annually by Paul Winter Workshop Manager and a licensed Radiation Protection Advisor:

Mike Bone  
Cerrig Gwyn  
Chapel Road  
Saxted  
Suffolk  
IP13 9RB

01728 685392

These include:

Safe systems of work.

Written system of work for non-classified person (Individual permit to work) reviewed annually and reissued.

Radiation Protection Safety Awareness Training certificates

Training Matrix

Written Arrangements

Information / declaration certificates.

Female workers of child bearing age are issued with information and an HSE booklet.

**ARRANGEMENTS**

## **Safe Systems of work**

*Is required by the Health & Safety at Work Act 1974*

*Consult with employees and equipment/machinery manuals when compiling*

It describes the safe method of performing a job activity.

If risks are Medium or High, the details of the system should be in writing and should be communicated to employees formally in a training session.

Systems for Low risk activities may be conveyed verbally. There should be records that the employee or (contractor) has been trained or instructed in the safe system of work and that he or she understands it and will abide by it.

Version numbers should be included on documentation so that it can quickly be verified that the most recent/update version is in use.

Examples include:- Permits to work, Isolating equipment, Locking off procedures, Hot work permits.

Safe systems of work can be found in the health and safety file.

**ARRANGEMENTS**



## **Serious and imminent Danger**

*How emergency situations are dealt with*

See separate Emergency procedures sheet in health and safety file.

**ARRANGEMENTS**

## Vibration

*How operations / issues of vibration are dealt with:*

Hand-arm vibration describes vibration transmitted from physical work processes into workers' hands and arms. It can be caused by a variety of sources, including power tools, such as grinding wheels, sanders and angle-grinders used in abrasive finishing processes.

While occasional exposure is unlikely to cause ill health, frequent exposure to hand-arm vibration – usually when contact with a vibrating tool or work process is a regular part of an operator's job function – can lead to permanent health problems. These include a range of effects collectively known as hand-arm vibration syndrome (HAVS), as well as conditions such as carpal tunnel syndrome, white finger, neurological problems, and musculoskeletal disease.

While the effects of HAVS are permanent once the damage is done, it is preventable. The Control of Vibration at Work Regulations 2005 place a clear duty on employers to take action to ensure their staff are not exposed to a daily '**exposure action value**' above **2.5m/s<sup>2</sup>** or an overall '**exposure limit value**' of **5m/s<sup>2</sup>** (see panel overleaf). These vibration levels are now applicable to all tools used in the workplace.

### **The operator should be trained in:**

The risks of HAVS and how to avoid them;

The importance of correct operation and maintenance of equipment;

Arrangements for health surveillance, and their duty to cooperate.

### **Assess and address the risks**

The 2005 Regulations require employers to focus on the elimination or control of vibration exposure, and the most effective means of achieving this is to seek new, or alternative work methods.

The risk assessment should involve:

Establishing which processes and equipment create regular exposure to vibration;

Finding out if there are any warnings of vibration risks in equipment handbooks;

Establishing whether employees have any symptoms of HAVS,

Whether the equipment they are using produces high levels of vibration or uncomfortable strain on the hands or arms.

The times for which employees' hands are in contact with the equipment while it is vibrating – also known as 'trigger times'

If, after carrying out a risk assessment it is deemed to be so. We will put in place an effective Hand Arm Vibration Management System to Measure, Monitor and prevent any risks associated with Hand Arm Vibration. We will provide training on health risks and the safe use of equipment to ensure that your Workforce is fully aware of the problems associated with Hand Arm Vibration.

## Working at Height

*How safety when working at height is ensured.*

Regulation 6(3) of the Work at height Regulations 2005 states;

‘Where work is carried out at height. Every employer shall take suitable and sufficient measures to prevent, so far as reasonably practicable, any person falling a distance liable to cause injury.’

### HIERARCHY OF CONTROL CHECK

**AVOID**- The risk by not working at height – where it is reasonably practicable to carry out the work safely by other means.

**PREVENT FALLS** – Assess risks and take measures to allow the work to be done whilst preventing so far as reasonably practicable. People or objects falling.

**MITIGATE THE CONSEQUENCES OF A FALL** – Steps should be taken to minimise the distance and consequence of such falls and involves the safe selection and safe use of work equipment.

#### Check the following:-

Has the work at height been properly planned?

Have ladders/steps been checked for good condition?

Have access and egress been covered?

Have weather conditions been taken into account?

Have ground conditions/un even surfaces been taken into consideration?

Are those involved working at height trained and competent?

Have risks from fragile surface been properly controlled?

Is the place where the work is to be carried out, safe?

Has the correct PPE been issued?

Are there any manual handling issues?

Note: Can also include below ground level from which a person can fall.

A Safe working method statement has been written when using Betatron test pit. (HS27 & HS28)

ARRANGEMENTS

## **Work Equipment**

*How safety /suitability of work equipment is ensured training, testing, servicing*

Health and safety consideration given to the purchase of new equipment i.e. Noise, cleaning, handling, training and ergonomics.

Specialists /manufacturers are called in to repair breakdowns.

Maintenance and servicing are carried out in house where possible.

**ARRANGEMENTS**

## **Workplace & Welfare**

*How the provision of suitable and sufficient facilities for employees is ensured  
i.e. toilets, lighting, heating, ventilation, drinking water, waste management  
Housekeeping, smoking*

All work stations provide enough work space and allow the operator to move freely between stations and each other.

### **2nd FLOOR**

Natural light is used supplemented by fluorescent lighting  
Heating is by means of a gas boiler and radiators. Ventilation is provided by opening windows.  
Drinking water is provided by cold water tap on sink unit in kitchen  
Toilets - male / female provided with hot and cold water washing and drying facilities.  
Ventilation is provide by extraction fan.  
Lighting - by fluorescent lighting

### **1st FLOOR- including production workshop 2**

Reception area and offices- Natural light is used supplemented by fluorescent lighting  
Heating is by means of a gas boiler and radiators.  
Ventilation is provided by opening windows.  
Drinking water is provided by cold water tap on sink unit in kitchen

### **KITCHEN**

Washing facilities with hot and cold running water  
Natural lighting supplemented with fluorescent lighting.  
Ventilation is by means of opening the window.  
Heating is by water radiators heated by gas boiler.  
Drinking water is provided by cold water at the sink unit.  
Appliances consist of Kettle, fridge microwave oven and a small cooker unit.  
Toilets - female provided with hot and cold water washing and drying facilities.  
Ventilation is provide by extraction fan.  
Lighting - by fluorescent lighting

### **GROUND FLOOR - including production workshop 1**

Natural light is used supplemented by fluorescent lighting.  
Heating is by means of a gas boiler and radiators.  
Ventilation is provided by opening doors and windows.  
Toilets - male / female provided with hot and cold water washing and drying facilities.  
Lighting by fluorescent lighting.  
Ventilation is provided by an extraction fan.

### **SMOKING**

JME Ltd, There is NO Smoking within the buildings  
Provision for smokers is a dedicated area outside.

### **HOUSEKEEPING**

Floors, toilets offices and kitchen are cleaned twice per week on Tuesdays and Fridays  
by outside contractor Oulton Cleaning and is very good.

Each person is responsible for cleaning their own work area.

### **WASTE MANAGEMENT**

Specific waste is separated and collected by,  
See under Organisation

Radioactive materials are covered under specific rules - See IR99 Local Rules documentation located in  
Production Supervisors office.

## **Monitoring and Review**

How H&S performance is monitored & reviewed  
i.e. annually, accident books for trends,

This document will be reviewed and signed as such at least annually

Accident books will be monitored to establish trends.

Signature

Date

**ARRANGEMENTS**

