

Health & Safety Manual



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Introduction

PTG Treatments Health & Safety Management System (HSMS) covers all locations including treatment centres and office sites and relates to all its business activities. The purpose of this manual is to provide an overview of the HSMS.

It is the **Policy** of PTG Treatments (“the Business”) that health and safety be given the highest priority in all our work activities:

The Business is committed to:

- ensuring that any health and safety risks arising from our work activities are properly managed
- ensuring that it’s work activities do not present any risks to our staff or to anyone who may be on Company premises
- working to prevent accidents and work related ill health
- ensuring that it provides the correct plant or equipment for the tasks to be carried out
- ensuring that all plant or tools used by it are maintained properly
- ensuring that the welfare facilities are adequate for the number of staff
- ensuring the safe handling, use and storage of materials whether solid, gas or liquids
- ensuring that appropriate Personal Protection Equipment is supplied where needed
- ensuring that all employees are competent to do their tasks, and to giving them adequate training and/or supervision
- reviewing this policy annually

The Business will implement this Policy for three key reasons:

1. Moral

It is not acceptable for employees to suffer injury and ill health as a result of doing their job. Demonstrating that the organisation cares about the health and safety of its staff will lead to a happier and more productive workforce.

2. Legal

The business is subject to a wealth of health and safety legislation and codes of practice that requires us to assess reasonably foreseeable risks from the company’s activities and to put in place control measures that will reduce the risks, so far as is reasonably practicable. Without a formal system in place it is difficult to understand and meet all of our legal obligations.

3. Financial

In many cases there is often no conflict between what is good for business and what is good for health and safety management. Improved health and safety performance leads to increased productivity, reduced insurance premiums, improved morale and increases the company’s chances of winning new business.

Leadership & Worker Participation

Senior Management demonstrates leadership and commitment to the Health & Safety System by:

- a) Taking overall responsibility for the prevention of work-related injury and ill health and provision of safe and healthy workplaces and activities.
- b) Ensuring that the H&S policy is established and reviewed and compatible with the strategic direction of the company.
- c) Ensuring the integration of the Health & Safety System into the company's business processes.
- d) Ensuring sufficient resources are available for the Health & Safety System.
- e) Communicating the importance of effective Health & Safety Management and of compliance with the requirements of the Health & Safety System.
- f) Ensuring that the Health & Safety System achieves its intended outcomes.
- g) Directing and supporting persons to contribute to the effectiveness of the Health & Safety System.
- h) Ensuring and promoting continual improvement.
- i) Supporting other relevant management roles to develop their leadership as it applies to their areas of responsibility.
- j) Developing, leading and promoting a culture that supports the intended outcomes of the Health & Safety System.
- k) Protecting workers from reprisals when reporting incidents, hazards, risks and opportunities.
- l) Ensuring the organisation establishes and implements a process for consultation and participation of workers.
- m) Supporting the establishment and functioning of a Health and Safety Committee.

1. Training & Supervision

It will be the policy of PTG Treatments Ltd (“the Business”), that health and safety information relevant to the activities at hand is made available to all employees and contractors.

Ongoing training will be provided to ensure that employees at all levels are:

- competent to carry out their duties, to operate specialist tools, plant and work equipment; and
- aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be reviewed on a regular basis. The person with day to day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on file.

Checks will be made to ensure that contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The Management Team will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained and revised as needed.

3. Workplace Safety and Welfare

The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015))

The management will ensure that all workplaces meets the health, safety and welfare needs of all those who will use them, including contractors, and wherever appropriate, people with disabilities. Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Business’ offices. From the Risk Assessments the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No employee will introduce any substance without the specific consent of their Manager.

Assessments must take into consideration the following:

- a. The type of substance to which employees are exposed to.
- b. Being in possession of a correctly completed, fully detailed Information COSHH information data sheet.
- c. The possible effects of those substances on the body, and state of health of the employees.
- d. Any possible control measure requirements to ensure the protection of the employees.

e. Identify any hazards with regard to materials, machines and processes and recommend and implement control measures to possibly eliminate the identified hazards, or fully control them.

The COSHH Regulations (Regulation 8) states, that wherever possible and is reasonably practicable, control measures for hazardous substances, or substitution of a less hazardous substance should be implemented by methods other than the provision of personal protective equipment/clothing, this provision will be used as a last resort, and could possibly be inclusive of other relevant implemented control measures, other methods include the following:

- a. Substitution with a less hazardous substance.
- b. Totally enclosing the area with regard to where the hazardous substance is to be used.
- c. Providing specific and satisfactory local and general exhaust ventilation.
- d. Reducing the number of employees that will be exposed to the hazardous substance.
- e. Reducing the duration of time that the employees will be exposed to the hazardous substance.

5. Asbestos

(Control of Asbestos at Work Regulations 2012)

In the event that any substance suspected to be, or containing, asbestos is found during the course of the Business' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been carried out by a specialist contractor.

6. Manual Handling

(Manual Handling Operations Regulations, 1992)

The designated H&S person will assess all manual handling operations within the workplace, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided.

PTG will undertake Manual Handling Risk Assessments using the principles outlined in the HSE Approved code of Practice:

Avoid – Avoid Manual Handling – Use a Mechanical Aid

Reduce – Reduce the size / weight of the load

Risk Assess – Using the TILE approach

1. TASK – Can the Task be avoided, can the distance the object has to be moved be reduced?
2. INDIVIDUAL – Does the load put a particular individual at Risk?
3. LOAD – How Heavy is the load? Does the Load have an odd centre of gravity? Shape and Size of Load? Intrinsic Hazards – Sharp edges, Hot, Cold etc?
4. ENVIRONMENT – Does the environment pose any hazards? Hot, Cold, Slippery,

Windy etc.

7. First Aid

(Health and Safety (First Aid) Regulations, 1981),

The designated H&S person shall ensure that all employees have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment.

8. Accident Reporting

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

A complete record of all accidents that occur at PTG, regardless of how minor they are, must be recorded in the accident recording book. It is essential that all employees report all accidents that occur, regardless of how trivial they are thought to be, on an immediate basis as soon as they occur in order that any required remedial action can be undertaken as quickly as possible.

In the event of an accident occurring, the person (s) involved must report it immediately to ensure that correct First Aid Treatment can be administered if required. The first aid person attending will be responsible, after treatment of the injured person, for correctly recording into the accident book all relevant details of the accident. Should it be a requirement under current Regulations, a thorough investigation of the accident must be undertaken.

Reportable Accident Under RIDDOR 2013 Regulations:

Fatality – Excluding Suicide The Responsible Person on site will call the HSE Incident Contact Centre on 0345 300 9923 Opening Hours (Mon – Fri 0830 -1700hrs) Reporting Out of Hours - Call the HSE Incident Officer on 0151 922 9235

Major Accident: A major accident is and accident involving an amputation, fracture, asphyxiation, blindness, dislocation of a limb, if a person is detained in hospital for more than 24 hours etc. This type of accident must be reported to the Enforcing Authority (Health and Safety Executive), by use of an official RIDDOR Regulations 2013 reporting form (F2508), this is completed online www.hse.gov.uk/riddor, within 10 days of the accident occurring. It must also be reported, within 24 hours, by telephone, after the occurrence of the accident.

Seven Day Lost Time Accident: A Seven-Day lost time accident is an accident where an employee is off work for seven days or more (not counting the day of the accident occurring, but inclusive of non-working days), as a result of the accident. This type of accident must be reported, by the Company Maintenance Manager to the Enforcing Authority (Health and Safety Executive), by use of an official RIDDOR Regulations 2013 reporting form (F2508) this is completed online www.hse.gov.uk/riddor , within 10 days of the accident occurring.

Reportable Diseases / Illnesses: The Responsible Person will report online any Reportable Diseases or Illnesses

Dangerous Occurrence: A dangerous occurrence or a near miss incident is an occurrence such as collapsing scaffolding, collapsing load-bearing walls, stairways, overturning of any load bearing part etc. This type of accident must be reported, to the Enforcing Authority (Health and Safety Executive), by use of an official RIDDOR 2013 reporting form (F2508) this is completed online www.hse.gov.uk/riddor, within 10 days of the accident occurring. It must also be reported, within 24 hours, by telephone, after the accident occurring. A near miss is classed as an incident where no injuries are sustained by any person.

9. Electricity

(Electricity at Work Regulations, 1989)

All fixed electrical wiring and equipment in situ at PTG operational sites will be subject to a Fixed Wire Inspection every 5 years. This will be conducted by an accredited electrical engineer, in accordance with the IEE 17th Edition Wiring Regulations. Any remedial works required will be undertaken, before the installation is certified and labelled as been safe to use. No employee will be allowed to make alterations or undertake repairs to the Fixed Wiring unless they hold a IEE 17th Edition Qualification.

All portable electrical appliances with an output voltage above 50V will be subject to Portable Appliance Testing. Items that are approved will bear an approved PAT label.

10. Noise

(Control of Noise at Work Regulations, 2006)

The person in charge of a working area/site will ensure that noisy works do not cause a nuisance to others in the vicinity of their works area. They will always ensure that suitable ear protection is freely available to anyone who needs it.

11. Vibration

(Control of Vibration at Work Regulations 2005)

The designated H&S person will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12. Working at Height

(Work at Heights Regulations 2005)

Any place is classified as “At Height”, if any person could be injured by falling from it, even if it is at, or below ground level. “Work” is inclusive of moving around at a place of work (with the exception of by a staircase in a permanent workplace), but not travelling to or from a place of work.

Where the business activities involve ‘work at height’ the designated H&S person will assess the task beforehand and will consider the most suitable means of access. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

13. General Work Equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

The PUWER Regulations require that equipment provided for use at work is:

- Suitable for use, and for the purpose and conditions in which it is used:

- Maintained in a safe condition for use so that person's health and safety is not at risk:
- Inspected in certain circumstances to ensure that it is, and continues to be, safe for use. Any inspection should be carried out by a competent person (this could be an employee, if they have the necessary competence to perform the task) and a record kept until the next inspection.

The LOLER Regulations require that lifting equipment provided for use at work is:

- Strong and stable enough for the particular use and marked to indicate safe working load:
- Positioned and installed to minimise any risk of injury:
- Used safely, i.e. the work is planned, organised and performed by competent persons:
- Subject to ongoing, thorough examination and, where appropriate, inspected by competent persons.

It will be the designated H&S person's responsibility to ensure:

- Suitable equipment is supplied for the tasks to be done (Reg. 4)
- That the equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)
- That all equipment and plant shall be inspected as required by Regulation 6
- That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

14. Fire

(The Regulatory Reform (Fire Safety) Order 2005), Fire (Scotland) Act 2005

It is the policy of PTG, to ensure that every effort is made to reduce both the likelihood of the outbreak of fire and control the severity of any outbreak of fire that does occur. The Responsible Person on site will ensure that a Fire Risk Assessment is in place.

All employees should be extremely vigilant and report to the Responsible Person, anything that could possibly be a fire hazard. All employees must also be fully conversant with the fire precautions and fire drill procedures. Employees must not, under any circumstances whatsoever, attempt to attack any outbreak of fire, unless they have received full and comprehensive training in the correct use of fire fighting equipment, then only if it is safe to do so without endangering themselves or any other persons.

It will be the responsibility of the designated H&S person to ensure adequate fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a suitably qualified person or contractor.

15. Computer Screens

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The designated H&S person will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

16. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

PTG will take all reasonably practical measures in order to remove risks and hazards from all working processes. Should this not be reasonably practicable, PTG will provide to its employees, free of charge, the correct required personal protective equipment and clothing and the relevant training in its use and maintenance, in order to enable working processes to be conducted in a safe and effective manner.

The Personal Protective Equipment and Clothing Availability is as Follows:

- a. Eye Protection: Eye Protection must be worn by all employees wherever there is a foreseeable likelihood of any foreign body entering the eyes.
- b. Safety Gloves/Gauntlets: Safety Gloves/Gauntlets must be worn by all employees when handling any chemicals or hazardous substances. EN374 for Chemical / Biological Hazards)
- c. Ear Defender Protection: Suitable Ear Defender Protection must be worn where a risk assessment has indicated that it is required.
- d. Safety Shoes/Boots: Safety Shoes or Boots must be worn by all employees, at all times whilst on the sites. Boots will be selected that meet EN345-1.
- e. Hi-Vis Clothing: Hi-visibility clothing must be worn by all employees, at all times.
- f. Respiratory Protection: Respiratory protection must be worn by all employees where a risk assessment has indicated that it is required.

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

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