



# **Health and Safety Policy**

**Statement of Intent, Organisation &  
Arrangements**



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## Health & Safety Policy Statement of Intent

The Directors and Management of Harrison Preservation Ltd regard health and safety to be a high priority within its operations. We are therefore committed to ensuring the health, safety and welfare of all our employees and any person not in our employment but who may be affected by our undertakings. The company will provide reasonable funds to ensure the measures detailed in this policy are implemented.

To accomplish this we request co-operation from all employees to enable us to comply fully with all applicable laws and regulations so that we can, as far as is reasonably practical:

- Prevent accidents and cases of work-related ill health
- Provide adequate control of health and safety risks arising from work activities and ensure that any place of work under our control is maintained in a safe condition without risks to health
- Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health
- Provide and maintain plant and systems of work that are safe and without risk to health
- Ensure the safe use, handling, storage and transport of articles and substances
- Provide adequate information, instruction and training to ensure employees are competent to do their work
- Provide adequate supervision to ensure the health and safety of employees at work
- Provide and maintain a working environment that is safe, without risk to health and adequate as regards facilities and arrangements for employees welfare at work
- Implement emergency procedures such as evacuation in case of fire or other significant incident.

This policy is subject to review, monitoring and revision by Simon Harrison (Director) every 12 months, or sooner if work activities change or an incident occurs that indicates it is no longer valid.

Signed:

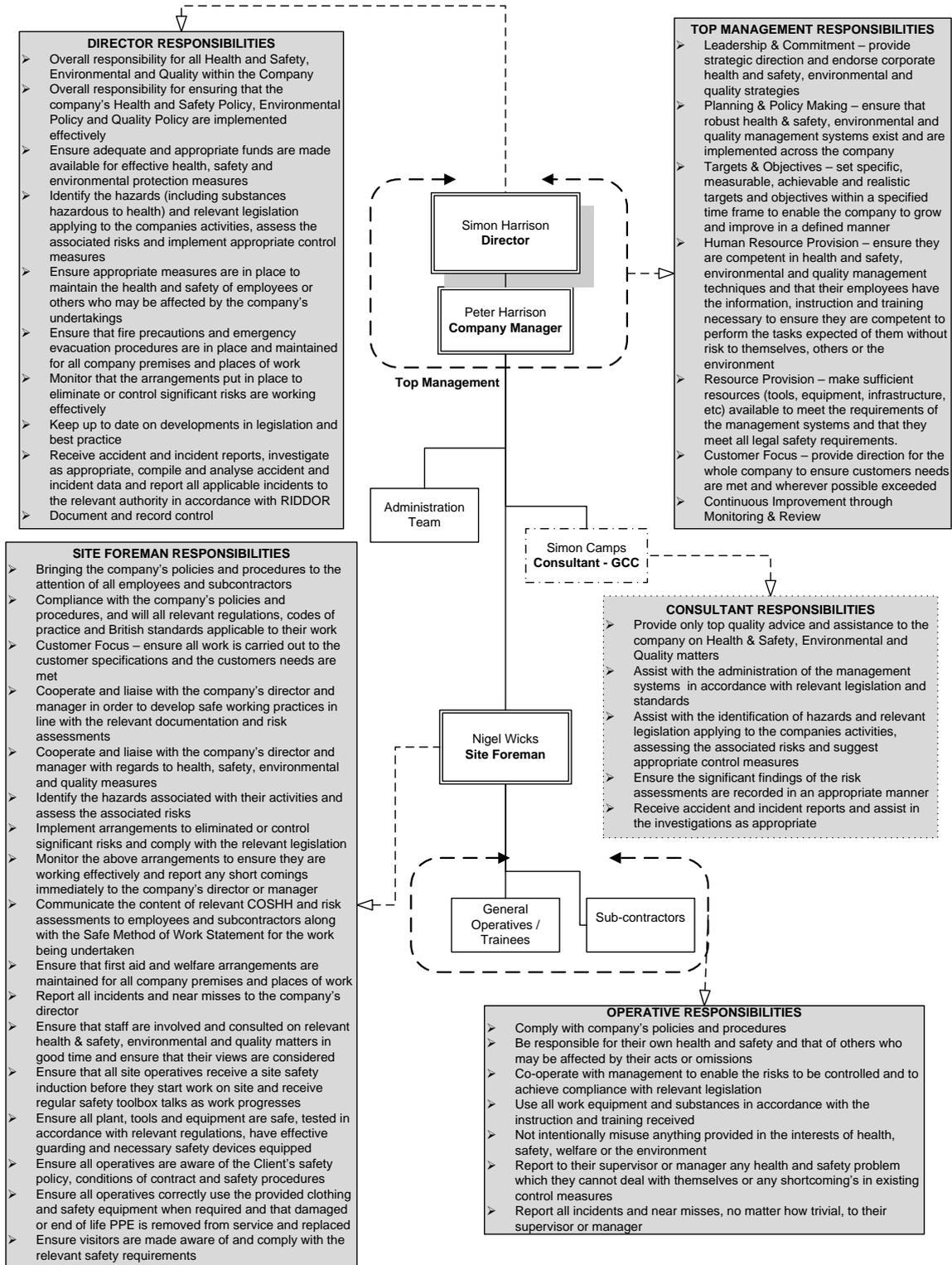
A handwritten signature in black ink, appearing to be "S. Harrison", written over a horizontal line.

*Director*

Date Reviewed: 9<sup>th</sup> January 2012

Next Review Date: January 2013

# Organisation & Responsibilities





## Responsibilities under Construction (Design & Management) Regulations 2007

	All construction projects (Part 2 of the Regulations)	Additional duties for notifiable projects (Part 3 of the Regulations)
<b>Contractors</b>	<ul style="list-style-type: none"> <li>Plan, manage and monitor own work and that of workers</li> <li>Check competence of all their appointees and workers</li> <li>Train own employees</li> <li>Provide information to their workers</li> <li>Comply with the specific requirements in Part 4 of the Regulations</li> <li>Ensure there are adequate welfare facilities for their workers</li> </ul>	<ul style="list-style-type: none"> <li>Check client is aware of duties and a CDM co-ordinator has been appointed and HSE notified before starting work</li> <li>Co-operate with principal contractor in planning and managing work, including reasonable directions and site rules</li> <li>Provide details to the principal contractor of any contractor whom he engages in connection with carrying out the work</li> <li>Provide any information needed for the health and safety file</li> <li>Inform principal contractor of problems with the plan</li> <li>Inform principal contractor of reportable accidents, diseases and dangerous occurrences</li> </ul>
<b>Workers/ everyone</b>	<ul style="list-style-type: none"> <li>Check own competence</li> <li>Co-operate with others and co-ordinate work so as to ensure the health and safety of construction workers and others who may be affected by the work</li> <li>Report obvious risks</li> </ul>	



## **Arrangements**

**Identification and control of risks arising from work activities**

Revision 1 - Tuesday, December 13, 2011

**Risk Assessment Procedure**

**Responsibility:** Responsibility for ensuring all necessary risk assessments are completed rests with Simon Harrison. Competent assistance in the completion of risk assessments may be obtained from consultant GCC.

**Scope:** The purpose of this procedure is to clearly identify the steps to be followed with regards to the completion and maintenance of suitable and sufficient risk assessments that will ensure, so far as is reasonably practicable, the health and safety of those employed by Harrison Preservation Ltd and those who may be affected by the company's undertakings

**Document / form references:** Risk Assessment template

**Information needed:** Details of the task being completed / equipment being used (including copy of user manual)  
 Details of who will be undertaking the task / using the equipment  
 Details of others who may be affected by the task / use of equipment  
 Details of current controls in place

**Outcome of procedure:** The creation of a suitable and sufficient risk assessment that will identify additional controls necessary to ensure the safety and health of those placed at risk by the operation that will be reviewed and updated as necessary.



## Asbestos

As with all other hazards, the risk posed by asbestos containing materials will be assessed using the previously detailed risk assessment procedure. However, in addition to this, all employees who may be at risk of coming into contact with



asbestos containing materials will have undergone some form of asbestos awareness training whether as a toolbox talk delivered by a competent member of staff or through e-learning courses provided through the HSE website.

When it is necessary to undertake work with asbestos containing materials the relevant task sheet(s) from the HSE website are obtained to provide information and best practice guidance to be included in the creation of the method statement for the work.

### **Manual Handling**

Manual handling, as with other work place hazards, is managed through risk assessment; however, the risk assessment for manual handling follows a slightly different format to that previously detailed in the risk assessment procedure. Instead of just considering the hazard (the movement of the load by bodily force) and those at risk (generally the individual(s) involved in the movement of the load) it is necessary to break these elements down further and consider the Task, the Individual, the Load and the Environment before relevant and appropriate control measures can be identified and put in place. Due to this difference in assessment technique it is necessary to record the findings of manual handling assessments in a different format to standard risk assessments (see manual handling assessment form).

In addition to the completion of suitable and sufficient assessments of all manual handling tasks, all employees are provided with basic manual handling training to ensure they have the knowledge and understanding to safe guard their own safety as well as that of others who may be affected by the manual handling tasks performed during the course of the work.

### **Work at Height**

Again, all work at height will be appropriately assessed and the necessary control measures put in place to ensure the work can be carried out safely and without risk to health. Wherever possible work at height will be avoided, however when this is not possible all equipment used in the course of performing the work at height will meet the requirements of the LOLER regulations (where applicable) or, in the case of ladders and step ladders, will have been thoroughly inspected prior to works commencing and only utilised if in a safe, undamaged condition. All work at height equipment will be used by competent employees in accordance with best practice and, where identified as being necessary by the risk assessment, with an aerial rescue plan in place in case of an emergency.

## **Workforce Involvement/Consultation**



Harrison Preservation Limited is determined to protect its employees and others from harm or ill health and acknowledges that to do this it is essential to involve the workforce in the management of health and safety issues.

Harrison Preservation Ltd's workforce involvement is a two-way process in which we:

- Talk to one another and listen to on another's concerns
- Raise concerns and solve problems together
- Seek and share views and information
- Discuss issues in good time
- Consider what everyone has to say and
- Make decisions together

The employee representative is **Eamon Flanagan** and consultation with employees is provided by **Peter Harrison**, *Company Manager*, in conjunction with **Nigel Wicks**, *Site Foreman*. Being a small business an informal system for involving and consulting with employees on health and safety matters is in place. This system has been developed because experience has shown that employees are more willing to put forward comments and suggestions when able to make them in a relaxed informal way to their manager/supervisor.

### **Safe Plant and Work Equipment**

Work equipment encompasses everything from a hammer to a hydraulic breaker, from a spade to an excavator and from a wheelbarrow to a dumper. Senior management will ensure that all new plant and equipment meet, and preferably exceed, minimum health and safety standards prior to purchasing. They will also ensure that work equipment is only used for operations and in conditions for which it was designed. Maintenance and inspection regimes will be implemented to ensure that all work equipment is kept in safe operating condition.

Operators are responsible for ensuring they are familiar with the risk assessments for the particular piece of equipment they are to be using and should ensure all controls are in place and all checks carried out prior to commencing work.

Individual operators are responsible for the work equipment they are using and for ensuring it is stored in a suitable location that will prevent unauthorised access whether on site or on company premises. Individual operators are also responsible for identifying any problems with their work equipment prior to use; this includes drivers of company vehicles. Any faults or problems identified must be immediately reported for assessment and repair to the site foreman / company manager.

### **Portable Electrical Equipment**

All portable electrical equipment, e.g. hand tools, generators and temporary lighting, will only be operated at a voltage not exceeding 110 volts and must only be repaired by a qualified electrician. All portable electrical equipment must undergo the same routine inspection and maintenance as the other work equipment but must also have a current test certificate/label showing satisfactory inspection has been completed by a qualified electrician.

### **Safe Use, Handling and Transportation of Articles and Substances**



As required by the Control of Substances Hazardous to Health (COSHH) Regulations, top management will ensure that all new substances can be used safely before they are purchased and that a COSHH assessment is completed and the identified control measures implemented before any substances are used by company employees. Top management will also ensure that all relevant employees are informed about the COSHH assessments and receive any necessary training to ensure they are able to undertake their work without risk to their own or other people's health (including training on emergency procedures such as spillage and fire involving substances hazardous to health).

Copies of COSHH assessments and material safety data sheets (MSDS) will be made available at the chemical stores (so they can be easily accessed by the emergency services in case of a fire), on site and within vehicles transporting substances. To ensure the safe transportation of substances spill kits, fire extinguishers, appropriate first aid (including sufficient quantities of eyewash) and personal protective equipment will be held on all vehicles transporting substances; the vehicles will display any necessary hazard warning signage and vehicle cabs will be separated by sealed bulkheads.

As with the risk assessments, all COSHH assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

### **Personal Protective Equipment**

Personal protective equipment (PPE) is only to be used as a last resort; risks must be reduced as far as practicable by other means before PPE is used.

Top management will ensure that PPE is supplied, free of charge, to all employees needing it, that each employee signs to acknowledge receipt of their PPE and that sufficient information, instruction and training is given to allow them to use the equipment effectively and inspect it for faults or defects. Suitable accommodation shall be provided for the storage of any PPE issued such that it is protected from contamination, loss, damage, damp or sunlight. Where PPE may become contaminated during use, storage should be separate from any storage provided for ordinary clothing. PPE storage need only be appropriate; it does not have to be fixed, e.g. a case for safety glasses or a container in a vehicle for PPE.

Each employee is responsible for inspecting their own PPE before use and for reporting any faults or defects to the site supervisor / company manager immediately; all faulty PPE must then be replaced immediately or the employee should not be expected to undertake the planned work. Employees must maintain and care for their PPE to ensure it continues to provide the degree of protection for which it is designed, this may include cleaning, replacing worn / end-of-life items and testing the effectiveness / fit of the equipment; more intricate repairs must only be carried out by a competent person. They must also ensure they wear all PPE correctly and at all times when required to do so to ensure the protection of the health and safety.

### **Health Surveillance and Ill Health**



Harrison Preservation Limited acknowledges the important part health surveillance plays in protecting employees from illness caused by being exposed to health risks at work. It also acknowledges that health surveillance is not a substitute for controlling health risks at work, merely a tool which helps to check on how effective implemented control measures are and help to pinpoint where further steps may be necessary.

For the majority of cases a simple form of health surveillance will be employed involving employees checking themselves for signs or symptoms of ill health. A series of questionnaires will be utilised to assist with the periodic recording of these checks (an initial health surveillance questionnaire to identify any existing areas of concern for new employees, and a yearly health surveillance questionnaire intended to identify any new issues or worsening of existing ones). In addition to the formal recording of self assessments all employees will be encouraged to report any concerns, signs or symptoms of ill health to their supervisor or the company manager immediately so that appropriate action can be taken to prevent further harm.

In cases where more complicated assessments are required, an occupational health nurse will be employed to ask about symptoms and carry out an examination. In cases where a clinical examination is required a doctor trained in occupational medicine will be employed to carry out the examination.

Health surveillance is required in the following circumstances:

- Night work (when employees do at least 3 hours on a regular basis);
- Persons requiring a Group 2 licence (LGV and HGV drivers) as required under legislation;
- Employees regularly exposed to an average exposure over 85dBA;
- Employees exposed to vibration at or above an exposure action value;
- Where identified by a risk assessment or COSHH assessment;
- Any ad-hoc exposure incidents where health surveillance is deemed prudent and applicable.

### **First Aid**

An assessment of first-aid needs has been undertaken and to ensure Harrison Preservation's employees receive immediate attention if they are taken ill or are injured at work at least one member of each operational team must have completed an accredited emergency first aid at work course. In addition to this each company vehicle is to have a suitable first aid box and it is the responsibility of the main vehicle driver to ensure it is fully stocked at all times. All employees will be given full details on the first-aid arrangements in place both upon joining the company and periodically as part of the Company's health and safety training programme, employees will also be provided with details of any specific site arrangements that have been put in place by Client or Principal Contractor as part of the site induction process.

In the event of an incident requiring the provision of first aid, it is essential that the arrangements detailed on the following page for accident reporting and investigation are also followed.

### **Accident Reporting and Investigation**



The following definitions are used by Harrison Preservation Limited:

An accident:

An unplanned, uncontrolled event which has led to ill health, injury, damage, production losses or increased liabilities

A near miss:

An event which had the potential to cause injury and/or damage and/or loss, but which was avoided by circumstances

A dangerous occurrence:

A *near miss* which could have led to a serious injury or loss of life

All accidents and cases of work-related ill health are to be recorded in the accident book, copies of which are kept in the main office and with the site supervisor, **Nigel Wicks**. All incidents (including near misses and dangerous occurrences) are to be reported to **Simon Harrison, Director** immediately so an appropriate investigation can be performed. In the case of minor injuries a formal investigation may not be necessary, although any actions taken following the incident must be recorded for future reference. All injury incidents, however minor, must be reported so that the incident can be investigated, the cause identified, corrective action taken (where appropriate) and safer working conditions developed.

In situations involving major injury the designated First Aider shall use their discretion with regard to any recommendation for hospital attention. If the injury is such that an ambulance is required, the First Aider is responsible for designating someone to contact the emergency services. **Nigel Wicks, Site Supervisor**, is responsible for suspending any work and making the site safe as necessary following such an incident and is then responsible for ensuring as much detail as possible about the incident is relayed to **Simon Harrison**.

If there is an incident where an employee, self-employed person working on the premises or a member of the public is killed **Nigel Wicks, Site Supervisor**, shall be responsible for contacting the emergency services and ensuring the site is secured and, where possible, screened off from onlookers before immediately informing **Simon Harrison** of the event. **Simon Harrison** will be responsible for reporting the incident to the HSE via telephone that day and for completing accident report form F2508 which must be submitted within 10 days of the incident.

Irrespective of whether an injury has occurred, the scene of a Dangerous Occurrence shall be secured and not disturbed until advised by a senior manager, e.g. the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment. (Refer to Appendix 1 for summary list of each reportable dangerous occurrence).

If anyone suddenly begins to feel unwell during the course of a days work, whether an employee, subcontractor or site visitor, they must be immediately referred to the First Aider on site who will give the patient any necessary help or attention. It is the responsibility of the First Aider to make the decision whether or not to recommend hospital attention if there are no signs of improvement in the patients condition. In certain circumstances of ill-health and disease it is necessary to report the incident to the HSE (refer to Appendix 2 for details).



**Simon Harrison** is responsible for undertaking all incident and accident investigations and for obtaining professional assistance from Health and Safety Consultant **GCC** as necessary. The following defines the steps that will be followed to perform a successful investigation:

- Investigate as soon as possible after the event
- Visit the scene – direct observation should be done of the scene of the accident; photos should be taken showing the condition of the site and any equipment, materials or substances involved in the incident
- A statement of events should be taken from each witness, making sure as much information is obtained and recorded as possible. Talk to the people involved with patience, sensitivity and courtesy (remember they may be reluctant to talk freely because they may feel it indicates they have done something wrong)
- Establish facts not opinions – use open type questions such as those starting with the words; what, when, where, who and how, to ensure as much information is obtain as possible
- Check and, where possible, obtain copies of relevant job instructions, safe working practices, Method Statements, Risk Assessments, etc,
- Check the Site attendance (if appropriate)
- Consider the knowledge of those involved
- Consider the environment and weather conditions
- Look for all things that are not as they should be, even those they may not suggest they contributed to this particular incident
- Clearly identify plant and equipment using name, any reference number, date of inspection, etc
- Retain or impound equipment or other articles that contributed to the incident
- Seek further information from technical experts if necessary
- Concentrate on the cause of the incident rather than the cause of the injury. The distinction can be understood in the following example: a knife is being used to strip sheath from a cable, slips and cuts the user. The injury is caused by the knife slipping and contacting the flesh, whereas the cause of the incident could be the incorrect use of the knife instead of sheaf strippers, a lack of supervision or training or a combination of both and/or others
- Use sketches, photographs or diagrams to help
- Make concise, positive recommendations to prevent any reoccurrence
- Contact the Health and Safety Consultant for further guidance or assistance if needed to carry out the investigation.

**Simon Harrison** is also responsible for acting on the findings of the investigations to ensure a recurrence is avoided and for reporting the relevant accidents, diseases and dangerous occurrences to the enforcing authority as stipulated by RIDDOR.

### **Information, Instruction, Training and Supervision**



All employees (including management and temporary staff) will receive information, training, instruction and supervision proportionate to the risk of the work they will be undertaking. Information will be provided in the form of the display of the "Health & Safety Law – What You Need to Know" poster at the company premises as well as handbooks, manuals, labels, risk assessments, method statements and emergency procedures, along with other forms of information that may be required.

Instruction and training will be provided as dictated by the law and the needs of the employees and company. Induction training is provided to all employees upon joining the company, prior to starting any work. Signed induction forms and copies of training certificates for all employees and subcontractors are to be sent to **Peter Harrison, Company Manager**, so they can be logged and filed to allow periodic checks to be made to ensure that only competent operatives are undertaking specific tasks. These records will also be used to identify skills gaps and to arrange necessary training and refresher courses.

Specific formal training will be provided as required by specific regulations dealing with particular hazards, such as asbestos and manual handling; when employees are expected to use work equipment requiring specialist training, such as abrasive wheels and scaffold towers; when employees work or responsibilities change and there are new or greater risks as a result; when new plant, equipment or materials are introduced; and to refresh skills that do not get used regularly, such as first aid training. Training will be provided during working hours and at the expense of the company, not the employees. Periodic training will be provided in the form of toolbox talks in order to ensure staff remain up-to-date with health and safety issues.

### **Fire Precautions**

In order to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005 Harrison Preservation Limited will ensure that fire risk assessments are undertaken and will implement and maintain a fire management plan. It is the responsibility of **Simon Harrison, Director**, to make sure the relevant fire risk assessments are undertaken, that the results of the assessments are implemented and a fire management plan maintained.

Escape routes within the offices/yards will be kept clear of obstructions and checked daily to ensure this is the case and all fire extinguishers will be regularly maintained and checked by an approved contractor on a yearly basis and undergo a visual check once a month to ensure they are still in effective working order (i.e. fire extinguishers in the correct positions and unobstructed; that pressure gauges (were fitted) are reading in the green zone; that all seals are intact; that the safety pin is in place and secured by a tamper-evident seal; that the cylinder does not show signs of leakage, rust spots or dents; and that the labelling remains clear and sharp to read).

Evacuation procedures will be clearly displayed and briefed to all employees when they join the company and when anything within the procedure changes. Emergency evacuation procedures will be tested every 6 months and their effectiveness assessed in order to develop improved procedures where applicable.



## Welfare Facilities

Appropriate arrangements will be made to ensure adequate welfare facilities are available at all times. On sites under the direct control of Harrison Preservation Limited **Simon Harrison, Director**, will be responsible for ensure adequate facilities and arrangements for the welfare at work are provided. For sites not under the direct control of the company, responsibility for the provision of adequate welfare facilities will fall to the Principle Contractor, however it still remains the responsibility of **Simon Harrison, Director**, to ensure such facilities and arrangements are in place prior to any Harrison Preservation Limited staff beginning work on site.

## Monitoring, Audit and Review

To check working conditions and ensure safe working practices are being followed six monthly checks will be performed to ensure all appropriate documentation is being displayed; that all fire extinguishers are present, have been recently tested and not discharged' that emergency plans are in place and have been practiced where necessary; that relevant PPE is available for everyone; the workplace is in a clean, tidy, uncluttered and well lit condition; that welfare facilities are available and in good, clean condition; chemicals are stored correctly and vehicles have undergone regular inspections and maintenance.

Six monthly recorded checks will also be performed to ensure all PPE is still in good condition and fit for use and that each operative has all the PPE needed for the tasks they are expected to undertake.

Inspections will be carried out on at least one worksite per quarter to ensure safe working practices are being followed by operatives on site and to check that the working environment is safe.

The results of these checks and inspections are to be passed on to **Simon Harrison, Director**, for review and recording; this information along with an assessment of accident records and investigations will be used to identify improvement opportunities and any additional preventive actions. From the findings of the monitoring activities, the effectiveness of the current health and safety policy and arrangements will be reviewed and there contents altered as necessary to ensure continual improvement in the company's health and safety performance.

All risk assessments, COSHH assessments and associated safe working practices along with the contents of this health and safety policy document will be reviewed annually; or sooner if there is reason to believe they are no longer relevant or adequate.



### Register of Legal Requirements

Legislation/Requirements	Comments/Action Needed
Confined Spaces Regulations 1997	No person at work shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry. Where work in a confined space is necessary then a system of work shall be put in place to ensure the workers safety at all times.
Construction (Design and Management Regulations) 2007	These regulations apply to any construction or potential construction work and categorises such work into non-notifiable and notifiable. Appropriate risk assessments and method statements must be produced for the work and appropriate duty holders nominated.
Construction (Head Protection) Regulations 1989	Every employer shall provide each of his employees who is at work on operations or works to which there Regulations apply with suitable head protection and shall maintain it and replace with wherever necessary.
Construction (Health, Safety and Welfare) Regulations 1996	This is aimed at protecting the people who work in construction and those who may be affected by the work; as such detailed requirements are given for working in construction activities, such as using access equipment or work in excavations, although they do not include lifting operations.
Control of Asbestos 2002	The risk from asbestos must be managed to prevent harm, to do this it is necessary for a suitable and sufficient assessment to be carried out as to whether asbestos is present in the premises and then adequate control and monitoring measures be put in place to manage the risk posed.
Control of Noise at Work Regulations 2005	These regulations are intended to protect persons against risk to their health and safety arising from exposure to noise at work. In order to meet the employer's duty of care an assessment must be carried out and appropriate controls put in place where noise could pose a risk to health and safety.
Control of Substances Hazardous to Health Regulations 2002 Control of Substances Hazardous to Health (Amendment) Regulations 2003 and 2004	These regulations are intended to protect persons against a risk to health, whether immediate or delayed, arising from exposure to substances hazardous to health. An assessment of the risk created by the work and the steps needed to ensure the health of employees must be undertaken before works commence.

Legislation/Requirements	Comments/Action Needed
Control of Vibration at Work Regulations 2005	These regulations are intended to protect persons against risk to their health and safety arising from exposure to vibration at work. Exposure limit values have been introduced and an assessment of the risks and necessary controls must be made prior to any work commencing.
Corporate Manslaughter and Corporate Homicide Act 2007	A death at work resulting from a gross breach of duty of care can now lead to the company being prosecuted rather than an individual having to be identified as with previous legislation. It is therefore imperative that all adhere strictly to all aspects of the company's health and safety management system.
Dangerous Substances & Explosive Atmosphere Regulations 2002	Where a dangerous substance is or is liable to be present at the workplace, the employer shall make a suitable and sufficient assessment of the risks to his employees which arise from that substance. Appropriate control measures are then to be introduced as a result of the risk assessment.
Electricity at Work Regulations 1989	Intended to protect persons from the risks posed by electricity and electrical equipment at work. All system must at all times be of such construction as to prevent danger, so far as is reasonably practicable, and should be operated and maintained in such a manner as to prevent such danger.
Employers' Liability (Compulsory Insurance) Act 1969 and Regulations 1998	This ensure that an employer has at least a minimum level of insurance cover against such compensation claims as may be made by an employee injured at work, or an employee or former employee who becomes ill as a result of their work while employed.
Regulator Reform (Fire Safety) Order 2005	Where the premises are a workplace, the responsible person must take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees. A suitable and sufficient assessment of the risks must be carried out and appropriate control measures put in place.
The Gas Safety (installation and use) Regulations 1998	Where an employers requires any work in relation to a gas fitting to be carried out at any place of work under his control he shall take reasonable steps to ensure that the person undertaking that work is approved by the Health and Safety Executive

Legislation/Requirements	Comments/Action Needed
Health and Safety at Work Act 1974	A duty of care is imposed on everyone at work related to their roles, including employers, employees, owners, occupiers, designers, suppliers and manufacturers or articles and substances for use at work. It is therefore necessary for a complete and functional Health and Safety management system to be in place.
Health and Safety (Consultation with Employees) Regulations 1996	The employer must consult relevant employees in good time with regard to: the introduction of any measure which may substantially affect their health and safety; appointing of competent persons; any information required to be provided by legislation; the planning and organisation of health and safety training; and the health and safety consequences to employees of the introduction of new technologies into the workplace.
Health and Safety (Display Screen Equipment) Regulations 1992	These regulations cover the minimum health and safety requirements for the use of display screen equipment. A suitable and sufficient assessment of the risks posed by task and the workstation must be performed and adequate controls put in place, including training and eyesight test provision.
Health and Safety (First-Aid) Regulations 1981	These regulations set out employers' duties to provide adequate first aid facilities. An employer has a duty to provide adequate and appropriate facilities and equipment; qualified first aiders to render first aid; appointed persons where medical aid needs to be summoned.
Health and Safety Information for Employees (Amendment) Regulations 2009	These regulations require that the Approved Poster entitled, <i>Health and Safety Law - What you should know</i> , is displayed or the Approved Leaflet is distributed. This information tells employees in general terms about the requirements of health and safety law.
Health and Safety (Miscellaneous amendments) Regulations 2002	This give various amendments to the Health and Safety (First-Aid) Regulations, Health and Safety (Display Screen Equipment) Regulations, Manual Handling Operations Regulations, Personal Protective Equipment at Work Regulations, Workplace (Health, Safety and Welfare) Regulations, Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Equipment Regulations

Legislation/Requirements	Comments/Action Needed
Health and Safety (Safety Signs and Signals) Regulations 1996	Where appropriate techniques for collective protection, and measures, methods or procedures used in the organisation of work cannot avoid or adequately reduce risks to employees except by the provision of appropriate safety signs to warn or instruct, or both, the nature of those risks and measure to be taken.
Ionising Radiations Regulations 1999	The main aim of the regulation is to establish a framework for ensuring that exposure to ionising radiation arising from work activities, whether from man-made or natural radiation is kept as low as reasonably practicable and does not exceed dose limits specified for individuals.
Lifting Operations and Lifting Equipment Regulations 1998	The regulations aim to reduce risks to people's health and safety from lifting equipment provided for use at work. Equipment provided must be strong and stable enough for the use intended; positioned and installed to minimise risk; used safely by competent person and subject to ongoing thorough examination.
Management of Health and Safety at Work Regulations 1999 Management of Health and Safety at Work Regulations (amendments) 2006	These regulations supplement the requirements of the Health and Safety at Work Act 1974 and specify a range of management issues, most of which must be carried out in all workplaces. Every employer is required to make suitable and sufficient assessment of risks to employees and manage the risks.
Manual Handling Operation Regulations 1992	Employers should take steps to avoid the need for employees to carry out manual handling operations which involves a risk of their being injured. Where it is not reasonably practicable to avoid manual handling operations an assessment of the risks involved and necessary control measures is required.
Occupiers Liability Act 1984	A duty is owed by a person as occupier of premises to persons other than his visitors in respect of any risk of their suffering injury on the premises by reason of any danger due to the state of the premises or to things done or omitted to be done on them.
Personal Protective Equipment Regulations 1992	Every employer shall ensure that suitable personal protective equipment is provided free of charge to their employees who may be exposed to risks to their health and safety except where it has been adequately or more effectively controlled by other means.

Legislation/Requirements	Comments/Action Needed
Pressure Systems Safety Regulations 2000	Any pressure system or article which is intended to be a component part of any pressure system must be designed and properly constructed from suitable material to prevent danger, only operated within the safe operating limits of the system and regularly maintained to prevent danger.
Provision and use of Work Equipment Regulations 1998	The regulations primary aim is to ensure that work equipment is used without risks to health and safety, regardless of its age, condition or origin. Requirements are placed on employers to carry out risk assessments, ensure suitability of work equipment, maintenance, inspection and employee competency
Reporting of Diseases and Dangerous Occurrences Regulations 1995	These regulations require the reporting of specified accidents, ill health and dangerous occurrences to the enforcing authorities. They include death, major injury and more than three-day lost-time accidents, as well as certain diseases and dangerous occurrences, refer to the guidance for details.
Smoke Free Workplace Regulations 2007	All enclosed and substantially enclosed public places and workplaces must now be smoke free. This includes both permanent structures and temporary ones, such as tents and marquees, as well as works vehicles.
Working Time Regulations 2002	These regulations restrict the working week to 48 hours per 7-day period. Individuals can voluntarily agree to dis-apply the weekly working hours limit and employers must keep a copy of all such individual agreements.
Workplace (Health, Safety and Welfare) Regulations 1992	Employers have a duty to ensure that workplaces under their control comply with the requirements of these regulations. Any workplace and relevant equipment, devised and systems must be properly maintained. An appropriate environment and welfare facilities must be provided where reasonably practicable.
Work at Height Regulations 2005 Work at Height (Amendment) Regulations 2007	These regulations require a risk assessment for all work conducted at height and arrangements to be put in place for: eliminating or minimising the risk from working at height; safe systems of work for organising and performing the work at height, selecting suitable work equipment and protecting people from the consequences of work at height.