



## **Health & Safety Policy**

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## 1.0 Introduction and General Statement of Intent

It is the objective of Aircon Refrigeration Ltd to ensure the highest health safety and welfare standards at work of all of our employees and sub contractors to ensure the safety of anyone who might be affected by our undertakings by:

1. Seeking to provide and maintain safe plant, and equipment and systems of work, which are safe and minimise risks to health safety and the environment?
2. Implementing safe practices and procedures in connection with the use, handling, storage transport and disposal of articles and substances which may be hazardous to health
3. Providing appropriate information, instruction, training, supervision and assessment for all staff including new recruits and existing employees to enable them to cope with the health and safety management of their responsibilities associated with their job role
4. Provision of adequate welfare facilities and arrangements for our employees whilst at work whether on our own premises or the premises of our clients.
5. Conducting operations in such a way that we do not endanger the health safety or welfare of members of the public or other company's employees.
6. Ensuring we keep up to date with the best health safety and environmental practices in industry and employ them immediately they become available.
7. Supplying equipment and products that are safe and free from risk when be properly used
8. Encouraging ALL our employees to achieve and maintain the highest health and safety standards
9. Implementing, Developing, and reviewing policies, procedures and standards to achieving working conditions which are healthy, safe and environmentally friendly

This company believes that real progress in this field can only be achieved by a continuing commitment to improve standards in the day to day operations of the business.

We also recognise that the promotion of health, safety and welfare is an essential part of effective management.

All levels of management and employees must bear in mind that their responsibilities for health safety and environmental issues rank equally with their responsibilities in any other areas of their work.

The promotion of health safety and welfare is not solely the responsibility of the management but of everybody in our organisation.

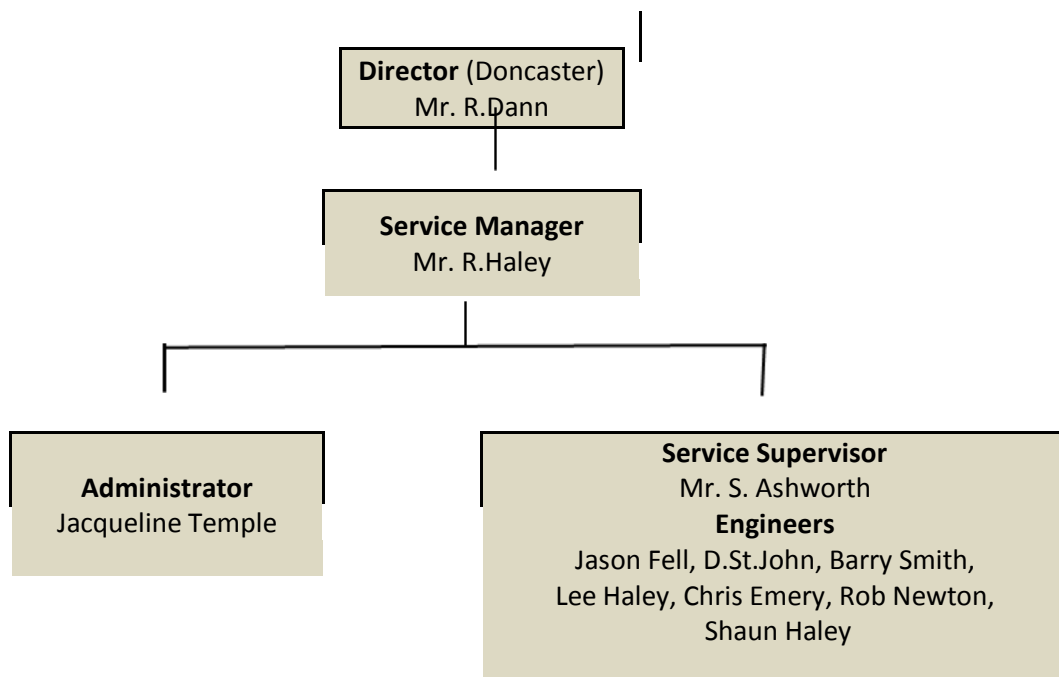
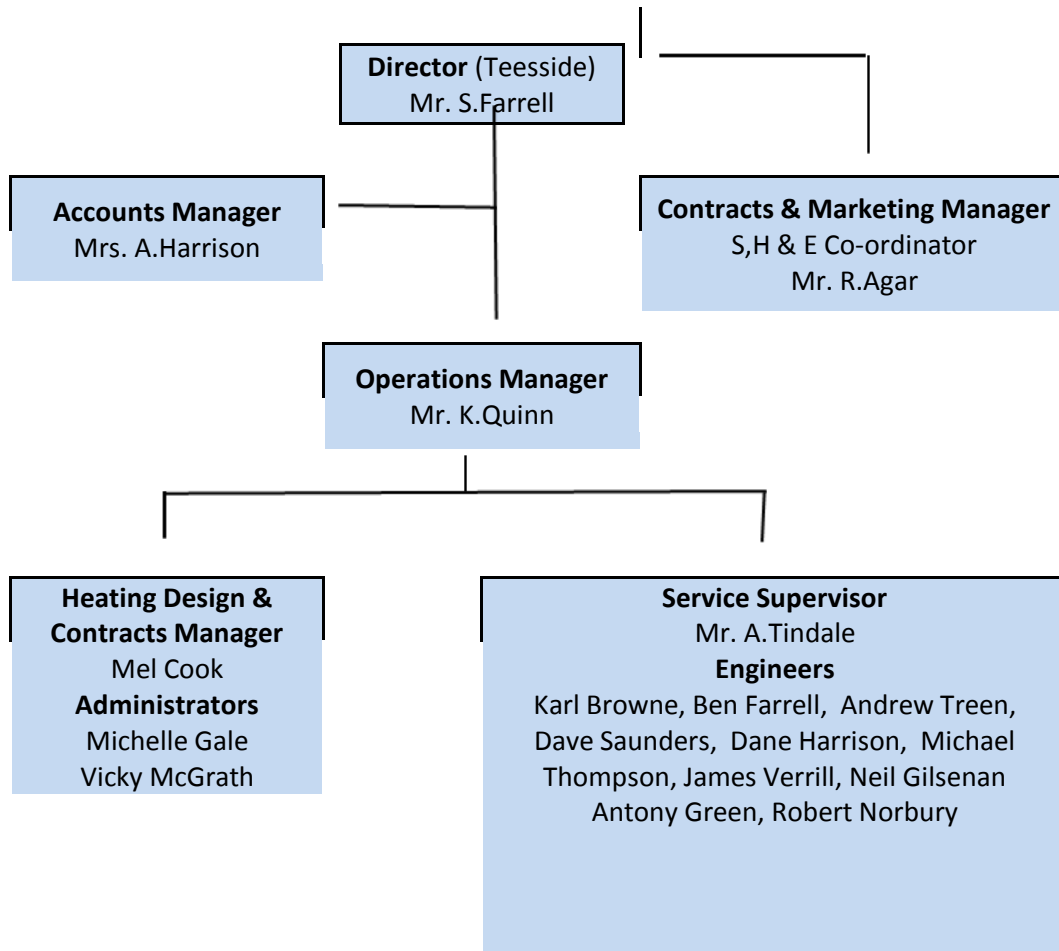
Every employee is under a legal obligation to ensure they take care of themselves and anybody who could be injured from their acts or omissions.

Compliance with company policy will assure all individuals that they are fulfilling their statutory duties. All employees will be issued with this statement and must read this and the organisation and arrangements which form part of this Policy.



Steve Farrell  
Director

**2.0 Organisation**  
**2.1 Management Structure**



## 2.2 Specific Responsibilities

The general organisation for ensuring health safety and welfare of all employees is that of the normal management and supervisory structure supplemented by specific expertise of the Health and Safety Advisor /Co-ordinator, Directors, Engineers

On all matters relating to Health and Safety, the normal management communications network is used in the form of daily team briefings between directors.

The board of directors is responsible for the application of Health & Safety Legislation and for applying the spirit of the law and regulation to ensure safe and healthy working conditions for all their employees. Enabling them to make their maximum contribution to the efficiency of the company.

**The Managing Director** Whilst specific responsibilities rest with members of the board of directors. Overall, responsibility for the implementation of the Health and Safety Policy is in the charge of the Managing Director.

**All Directors** have the responsibility for carrying out the requirements of the health and safety policy and for complying with the relevant health and safety legislation in their own departments and on site.

### **Specific responsibilities include the following;**

- i) Maintaining safe working conditions and practices for the protection of employees under their control including off site projects and any visitors who may be affected.
- ii) Ensuring conformity with statutory and company requirements in relation to the safe operation of plant and equipment and the maintenance inspection and testing of that plant/equipment.
- iii) Ensuring that advice suggestions etc. from employees or from safety advisors receive proper consideration and suitable reply, whether acceptable or not
- iv) Encourage by active participation when necessary, the two-way communication of safety matters between themselves and the other directors.
- v) Ensuring that accident statistics, costs, reports are examined regularly and they are investigated thoroughly
- vi) Ensuring that department managers / supervisors are fully aware of their specific responsibilities to promote safety and good example
- vii) Ensuring that all job training includes consideration of the relevant safety matters and that authorisation does not take place until proper assessment has been completed and that re-training is implemented where indicated or where employees are not deemed to be competent the director prohibits the employee from performing that type of work.
- viii) Placing proper emphasis on safety prior to the selection, purchasing, hiring of plant, buildings materials, substances which may be used at work
- ix) Be conversant with relevant legislation to be able to apply the spirit of the law as well as the detailed arrangements

## **2.3 Specific Responsibilities Engineers**

Supervisors have the responsibility for carrying out the requirements of the Health Safety and Environmental policy and for complying with the relevant health and safety legislation in their own departments.

**Specific responsibilities include the following:**

- i) Maintaining safe working conditions and practices for the protection of employees under their control and other visitors to their departments, or others who may be affected by the site work that they carry out or is under their control.
- ii) Ensuring conformity with statutory and company requirements in relation to the safe operation of plant and equipment
- iii) Defining and communicating clearly, safe operating procedures and instructions to all the relevant personnel
- iv) Maintaining a high standard of housekeeping within the department and at clients' sites
- v) Ensuring health and safety receive sufficient consideration in the planning of production work schedules and in new operations or methods of work or new equipment
- vi) Ensuring that any employees / contractors under their control are fully aware of their individual responsibilities
- vii) Ensuring that all employees under their control receive suitable training to enable them to carry out their duties in a safe manner
- viii) Ensuring that the relevant personal protective equipment is used in accordance with good practice and current legal requirements
- ix) Ensuring that potentially hazardous materials substances are issued for use in a restricted way. Details of hazards associated with them are explained fully to employees who may be exposed to them including aspects on the handling, storage, transport and use of the substances
- x) Ensuring that risk assessments are available for tasks/operations under their control.
- xi) Ensuring that risk assessments and method statements/safe systems of working are available for all tasks/operations under their control.

## **2.4 Specific Responsibilities Safety Advisor/Coordinator**

The principal responsibility of the safety advisor is to promote at the appropriate level action to be taken to achieve the objectives of the Health Safety and Environmental Policy:

**Specific responsibilities include**

- i) Advising on safety aspects in the design and use of plant and equipment
- ii) Carrying out periodic investigations to identify unsafe, plant, working conditions, practices and to report results of such investigations, making the appropriate recommendations.
- iii) Advising on drawing up and implementation of safe systems of work and the provision and use of personal protective equipment

- iv) Advising on the updating and maintenance of Hazard Data Sheets
- v) Advising on the legal requirements affecting safety
- vi) Advising and assisting directors to ensure the suitable inclusion of safety in all training programmes
- vii) Provide assistance in the investigation of accident causes and the compilation of necessary reports where requested
- viii) Maintaining liaison with the enforcing authorities, directors, and other external bodies

## **2.5 All Employees Specific Responsibilities**

- i) To take reasonable care for the health and safety of himself and others who may be affected by his acts or omissions at work.
- ii) To co-operate with his employer to enable him to comply with any statutory duty placed on him
- iii) Not to interfere or misuse with anything which has been provided in the interests of health safety or welfare?
- iv) To use the information, instructions and any training given to ensure compliance with statutory provision.
- v) To inform the employer through the supervisors or works director of any failure in any control measure as soon as it is observed.
- vi) To wear correctly and at all times in mandatory areas of danger the Personal Protective Equipment and to ensure any faults in that equipment is reported immediately.

## **2.6 Sub-contractors**

- a. All sub-contractors will complete a pre qualification questionnaire before any works to be confirmed.
- b. In the case of working with foreign workers while sub-contracting the following procedures apply where applicable:
  - Buddy system to ensure safety and supervision
  - Allocation of employee with relevant language skills
  - Issue of communication by pictures for effective understanding.

## **3.0 Specific Health, Safety, Welfare and Environmental Arrangements**

### **3.1 General Safety Rules**

The following general safety rules apply to everybody employed by Aircon Refrigeration Ltd and all locations where work is carried out on behalf of Aircon Refrigeration Ltd:

- i) That all accidents /injuries and unsafe conditions or practices are reported promptly and recorded in the appropriate manner.
- ii) First Aid Treatment must be sought for all injuries and reported in the accident book both on site and at Aircon main office.
- iii) Personal protective equipment Must be worn at all times in the designated areas on site or where instructed by Site Manager
- iv) Safety Footwear MUST be worn at all times.
- v) Ensure that safeguards are in place or in position before the commencement of work
- vi) Do not operate any machinery or plant which you have not been trained.
- vii) Do not tamper with anything provided for your safety.
- viii) Always use the correct tool for the job
- ix) Ensure you are aware of the specific hazards and risks in your work area or project
- x) Ensure you follow any signs and signals, which tell you to do or not to do something or warn you of a hazard or unsafe condition.

### **3.2 Staff Welfare Facilities**

Aircon Refrigeration provides adequate facilities at their premises for staff welfare. These include, but not restricted to, toilet facilities appropriate to the number of staff working at the premises, facilities to wash, clean and dry hands, drinking water facility, and a 'mess' area for light refreshments. The mess area includes a sink and kettle. It is the responsibility of all employees to maintain the cleanliness of this area. Every six months an audit is carried out in the office/workshop ensuring health and safety for all staff and visitors a checklist is completed for each audit.

It is policy at Aircon Refrigeration Ltd to ensure effective consultation and communication with all our employees. It is to this end that we seek active participation from all our employees in the identification of hazards the evaluation of risks and the co-operation in ensuring freedom from accidents and incidents.

We encourage the reporting of bad practice and actively involve our employees in expressing concerns through regular board meetings and team briefings on a weekly basis. We further encourage communications by the following:

- Management worker discussions
- Team Briefings
- Training sessions
- Risk Assessments
- Job safety analysis and method statement development.
- Workplace inspection - done on a regular basis
- Annual Audits & spot site checks with review meetings after each project

### **3.3 Accident reporting & investigation**

All accidents at will be investigated by the director and the safety advisor/co-coordinator with a formal written report completed and those records kept for a minimum of 5 years. Where an accident occurs on site the accident will be investigated by the appropriate director and the safety advisor with a formal written report.

It will be the responsibility of the appropriate director to ensure that the Reporting of Injuries, Diseases and Dangerous Occurrences regulations is complied with and appropriate written reports are sent within the time limits.

All accidents are reported to the first aider or his appointed person who will ensure that they are reported in the accident book at the general office and that the Reporting of Injuries Diseases and Dangerous Occurrences regulations are complied with.

An accident book is kept on each site at all times and where accidents occur on client premises the accident will also be recorded in our own accident book by the site supervisor for that project and to the director in charge.

F2508 HSE major injury/dangerous occurrences report forms are kept at the main offices at Teesside.

F2508 (A) industrial diseases report forms are also kept at the main offices at Teesside

All accident reports will be sent to the appropriate enforcing authority, with copies kept on site.

### **3.4 Provision of Medical Services & Health Surveillance**

Aircon Refrigeration Ltd has an EMAS registered Occupational Health specialist, who from time to time gives advice on matters of occupational health. Through assessment no Health Surveillance requirement has been identified.

All occupational health data will be secure and confidential to each individual.

New recruits will be expected to provide health information before being offered a contract of employment with Aircon Refrigeration Ltd. Within the terms and conditions of that employment they would be expected to submit themselves to any health surveillance identified which Dr. Moran deemed necessary to ensure compliance with any relative statutory provisions which may be in place at the time.

### **3.5 Training**

The Health and Safety at Work etc Act 1974, the Management of Health and Safety at work regulations 2003, amendments and various other statutory provisions place a duty on employers to ensure whomever is employed are competent and adequately informed, instructed, trained and supervised and that employees use that information, instruction and training in the execution of their duties.

To this end, Aircon Refrigeration Ltd ensures that whenever they are selecting / recruiting staff that they are screened intensively to ensure only competent persons are employed.

We will ensure that we provide the most appropriate and up to date, training that is available. We will also ensure compliance with the relative statutory provisions in relation to any training and in particular specific nationally approved training and certification on the Safety Passport Scheme. We further ensure that we will provide appropriate training to deal with the hazards associated with all our operations where employees or non-employees may be exposed to risk. Training in emergency procedures and information instruction on serious / imminent dangers is also undertaken.

Training, Informing, Instruction also takes place at the following stages:

- (a) On recruitment through Induction ( See Induction Checklist)
- (b) Prior to being exposed to new or increased risk
- (c) Where changes occur in Risk Assessments
- (d) Where changes occur in Regulation or Approved Codes of Practice
- (e) Where other employers / contractors ' Risk Assessments / Method Statements may expose employees to risk
- (f) Where employees are selected to administer first aid

All training will be conducted during the course of normal working hours and will be paid at normal rate of pay.

Training and assessment will also be carried out for operating procedures of all plant and equipment and only competent personnel will be authorised to operate that machinery or plant.

We consider that training and assessment is an ongoing matter for ensuring our employees are competent and therefore needs to be monitored regularly and records maintained. An annual training audit will be carried out and recorded.

### **3.6 Risk Assessment**

Hazard Identification / Risk Assessment have been carried out by the directors and Engineers with support from the safety advisor/co-coordinator.

After the hazards were identified the severity and the likelihood of injury were quantified based on the foresee ability, numbers of people exposed and the frequency of exposure, existing controls were then considered and a new risk rating given. Where the new risk rating is acceptable, monitoring action would be considered. Where the new risk rating was not acceptable recommendations and action advised.

The Risk Assessment/Hazard Identification sheets are complete for all hazards. Risk Assessments are kept by all supervisors in their transport and must be made available for every client on site.

Take 2 risk assessment is in place with documents available to aid assessment.

Blank risk assessment sheets are also in the risk assessment packs for engineers to complete on site where the site conditions may have changed. These revised risk assessments must form part of the monitoring and updating risk assessment on site. Risk Assessments have been completed for the following areas:

- Dust
- Machinery
- Chemicals/Compressed gases
- Slips, trips and falls
- Lift trucks Transport
- Manual / Mechanical Handling
- Loading / Un-loading
- Electricity
- Fire/ Explosion
- Noise
- Specific Operations i.e. maintenance and site operations.
- Working at height
- First Aid
- Generic assessment for service and maintenance programmes

### **3.7 Safe Systems of Work / Method Statements**

Systems or procedures for working safely are developed by Aircon Refrigeration Ltd through completion of risk assessment and job safety analysis.

These are carried out by the directors with advice from the safety advisor, and follow a logical sequence of steps.

Each task or operation/installation is broken down into a logical sequence of stages from conception to completion. Each stage is then recorded and examined for hazard identification and risk evaluation studying at the same time British and or European standard of conformity, Approved Codes of practice and relevant legislation to ensure best practice is developed. Risk Assessments / method Statements are made available to all prospective clients prior to commencement of work, with specific details of materials used stages of completion and written instructions on the use and maintenance of the finished project for the client. (This is made available for the principal contractor where the project comes under the Construction Design Management Regulations).

Some risk assessment/ method statements may specify the need for strict controls to be applied i.e. Permit to Work System or Authorisation system. All supervisors will ensure that Risk Assessments are available for every job before travelling to site. Supervisors will also ensure those Risk Assessments and method Statements are available for their use at all times during work operations.

All Method statements will;

- (a) Fully document the hazards associated with the project or tasks within it
- (b) Describe the stages in the development of the project
- (c) Outline how the work will be done
- (d) Give reference to a Risk Assessment
- (e) Be associated with a ACOPs HSE Guidance, BS/EN Standard or manufacturer data
- (f) Specify competence / job training

When developing Method statements / Safe Systems of work Aircon Refrigeration Ltd will give due consideration to the following:

- 1) Safety by Design
- 2) Safe Installation
- 3) Safe Tools/Plant/ Equipment/Materials
- 4) Safe Place
- 5) Effective Planned Maintenance
- 6) Correct usage of equipment
- 7) Authorisation of competent personnel
- 8) Supervision
- 9) Employee involvement at the development stage
- 10) Capabilities of staff

### **3.8 Fire / procedures for serious danger**

A fire risk assessment has been completed for both Head office & Doncaster Branch works.

Fire risk assessments are available for inspection at the offices at Teesside & Doncaster.

There are CO2, water and foam fire extinguishers available at our workshops and they are inspected weekly for use and maintained on a regular basis with external contractor servicing them every 12 months.

There are sufficient emergency exits from the entire workshop and offices, which are inspected every day and are kept free from obstruction at all times when the workshops are occupied.

Smoke detection / heat detection is installed at each site and is tested weekly.  
Evacuation Procedures are exercised every 12 months and records are kept in a fire precautions logbook.  
Instructions are given to all employees on how to raise the alarm, what to do in the case of fire and where the nearest exits are.

### **Client Site**

A fire risk assessment will be completed for every project, by our supervisors and form part of the Risk Assessment pack and made available to clients / principle contractors (where CDM applies)

1. The fire risk assessment will include identification and controls of sources of ignition
2. Identification of fuel sources location use and controls
3. Location of fire fighting equipment and emergency exits
4. How to raise the alarm and what action should be taken in hearing the alarm

## **3.9 Asbestos**

Aircon Refrigeration Ltd will comply with the Control of Asbestos Regulations 2006 (the Asbestos Regulations) and other relevant legislation in order to manage risk from asbestos on its premises and in its activities.

Our policy is to prevent risk of exposure to asbestos, or to reduce it to as low a level as is reasonably practicable.

Aircon Refrigeration Ltd will therefore:

- systematically and proactively identify throughout its offices, any material containing asbestos or presumed to contain asbestos;
- presume that materials contain asbestos unless there is strong evidence to suppose that they do not;
- maintain an up-to-date record of the location and condition of asbestos and of materials presumed to contain asbestos (the Asbestos Register);
- assess the risk of likelihood of exposure from such materials;
- prepare and implement a plan to manage the risk to ensure that:
  - any material known or presumed to contain asbestos is kept in a good state of repair, and inspected / reassessed regularly;
  - any material known or presumed to contain asbestos is, because of risk associated with its location or condition, is repaired or if necessary removed, and information on location and condition of the material is given to anyone potentially at risk.

Undertake risk assessments before commencing work which exposes or is liable to expose, employees or others to risk from asbestos, and produce a plan of work detailing how such work is to be carried out;

Prevent exposure to asbestos or reduce it to as low a level as is reasonably practicable.

The Company will implement appropriate management arrangements and provide sufficient resources to carry out its legal duties imposed by the Asbestos Regulations.

The Directors of Aircon Refrigeration Ltd are the lead for the management of risk from asbestos.

The Operations Manager is responsible for the day to day management of risk from asbestos including:

- the systematic and proactive identification of asbestos in all RUH premises
- The maintenance of a record of location and current condition of asbestos – and presumed asbestos-containing materials (ACMs).

- assessing the risk of the likelihood of exposure from these materials in accordance with the 'Method for Determining Hazardous Substances 100 (MHDS 100)
- the preparation and implementation of a documented plan to manage that risk
- the preparation of risk assessments before commencing any work which exposes or is liable to expose employees or others to asbestos
- provision of appropriate training for all staff and contractors engaged by Aircon
- procedures for action in the event of ACMs being discovered or suspected

All Engineers and their managers are required to attend asbestos awareness training which will be refreshed annually. This will normally be provided internally by our H&S Manager. Newly employed staff and managers will receive asbestos awareness training as part of their induction.

### **3.10 Manual Handling**

Our policy is based mainly on the legal requirements identified in the Manual Handling Operations Regulations 1992 and subsequent Guidance issued by the Health and Safety Executive.

#### Avoidance of Hazardous Manual Handling Operations

Aircon Refrigeration Ltd will ensure that operations that involve manual handling are avoided, so far as is reasonably practicable, through ergonomic design of the workplace and activities and the provision of automated or mechanical aids.

An assessment of risk will be carried out in respect of all manual-handling operations unless the risks associated with the operation are obviously insignificant. The following factors will be considered during the assessment:

- the task
- the load
- the working environment
- the individual

Other factors such as hindrance to posture or movement caused by the need to wear personal protective equipment will also be assessed.

The risk of injury from manual handling activities will be reduced to the lowest extent reasonably practicable and will depend on the circumstances identified in the risk assessment.

Information and training will be provided to employees who may be required to carry out manual handling operations. Information and training will include the safe systems of work to be applied, including the use of mechanical devices (where appropriate) and correct handling techniques.

Wherever it is practicable to do so, employees will be provided with information on the weight of loads and on the position of the centre of gravity, where this is not in the centre of the load.

Records will be kept of:

- risk assessments undertaken
- information and training provided.

### **3.11 Work Equipment (Works /Client Site)**

All our work equipment is assessed to ensure that we are complying with the Provision and use of work equipment regulation 1998. We ensure when we purchase equipment that it is suitable by checking the specifications for the equipment and establishing how it is to be used, what it should only be used for and the type of environment it is to be used in. Ensuring the equipment is only used in ways that are safe

All work equipment will be kept and maintained in effective working order. We will also ensure the following:

We authorise only competent persons to use and carry out maintenance on equipment.

That where maintenance logs are available, logs are kept up to date

That personnel who use work equipment where there are specific risks are informed instructed and trained in the hazards, risks and the control measures associated with the equipment.

That where practicable totally enclosed fixed guards are used or

That the guarding of work equipment prevents access to dangerous parts or stops the movement of dangerous parts before persons can gain access to moving parts or

other guards or protective devices are used or isolation procedures are in place or protective appliances used.

Procedures/arrangements in place for the isolation of equipment - each engineer are issued with a padlock able key tag to isolate rotary isolators.

Ensuring that all of the above are inspected by engineers and effectively maintained at all times.

### **3.12 Portable Electrical Equipment/ Services**

A competent electrician has installed all fixed appliances installed at Aircon Refrigeration Ltd' offices and works and all systems have a certificate of installation as appropriate to the IEE regulations.

All fixed appliances at the Distribution Board have over current protection devices (Circuit breakers, fuses etc). Fixed appliances are tested every three to five years in accordance with IEE regulations.

Portable electrical appliances used by Aircon Refrigeration Ltd which are used on client site are all 110v with centre tapped transformers.

All equipment is correctly fuse rated and equipment is examined by an independent electrician before use on site or taken from main offices and works.

Portable appliances are tested in accordance with risk assessments (3, 6, or 12 Monthly) Records are kept of testing and are available for inspection at Main Office.

### **3.13 Working at Heights**

The hazards of working at height are very often over looked, which is why falls from height continues to be the biggest killer in the construction industry.

The Regulations require duty holders to ensure:

- All work at height is properly planned and organized;
- Those involved in work at height are competent;
- The risks from work at height are assessed and appropriate work equipment is selected and used;
- The risks from working on fragile surfaces are properly controlled; and
- Equipment for work at height is properly inspected and maintained.

When working at height the safest and most appropriate working platform must be used. When making the decision what equipment to use, you must look at what the job includes, how long will it last and where it needs to be done. It is not illegal to use a ladder to work at height but other means of access such as fixed scaffold, tower scaffold or mobile elevated working platforms should be considered, in preference to relying on ladders.

If you are considering using a ladder you must make sure that:

- The work is of short duration and involves only light work
- Three points of contact can be maintained at all times
- The work only requires one hand to be used
- The work can be reached without stretching
- The ladder can be fixed to prevent slipping
- A good handhold is available
- The ladder is safe to use and has been regularly inspected

If a mobile elevated working platform is selected then you must ensure the following:

- Only a suitably trained and competent person operates the platform
- That fall arrest equipment is provided and used by the person or persons inside the platform
- No one in the platform will climb out over the guard rails unless the platform is specifically designed to allow this
- All hand tools are secured to the platform with safety ropes to prevent them falling should they be dropped
- A suitable means of descent from the platform is provided in case of an emergency
- Maintenance and test records (dated within the last 6 months) of the equipment are available for inspection

If a mobile scaffolding tower is selected then you must ensure the following:

- It has been erected by a suitably trained and competent individual
- The relevant components show no signs of rust or damage
- A suitable means of access is provided inside the tower
- Toe boards and guard rails are provided at the suitable heights (Toe board 150mm, intermediate guard rail 470mm and the top guard rail 950mm)
- That weather and ground conditions are properly considered as these may adversely affect the stability of the tower and also its suitability for the task
- That an inspection regime is in place to ensure the tower remains safe at all times

If fixed scaffolding is selected then you must ensure the following:

- That it has been designed, erected, altered and dismantled by a competent person or the work is supervised by a competent person
- It is only erected on a firm level foundation that is capable of taking the load of the scaffold
- It is braced and tied to a permanent structure or otherwise stabilized
- If it is to be loaded then it must be appropriately altered to withstand the extra weight
- That platforms are fully boarded and wide enough for work and access
- That scaffold boards are properly supported and do not over hang excessively i.e. More than four times its thickness

- That there is a safe ladder or other means of access to the platform. If a ladder is used it must be tied off and extend at least one meter above the platform to provide a safe handhold
- It is regularly inspected and formal detailed inspections are made at least every 7 days or sooner if something occurs that may have affected its strength and/or stability

### 3.14 Noise

Aircon Refrigeration Ltd will put in place measures to protect employees from the risks of Noise Induced Hearing loss (NIHL) and tinnitus, which can be caused by exposure to excessive noise.

These measures will include:

- Assessing the risks from noise exposure
- Taking measures to reduce noise exposure where a risk assessment shows that this is necessary
- Ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired
- Providing hearing protection where necessary if risks cannot be adequately reduced by other means
- Providing training and information on the risks from noise and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

We have equipment which is noisy i.e. drills, portable grinders. A noise survey and risk assessment will be undertaken with the results available for inspection at the main office,

We regularly review the exposure of employees to noise - lower exposure value is 80dBA, higher exposure value is 85Dba. The exposure limit values are 87dBA (An average daily/ weekly personal noise exposure level)

#### Risk Assessment

Aircon will carry out a noise risk assessment wherever it is likely that exposure will occur at or above the lower exposure action value.

The following are useful guides:

- If noise is intrusive but normal conversation is possible, likely noise level is approx 80dB(A)
- If you have to shout to talk to someone 2m away, likely noise level is approx 85 dB(A)
- If you have to shout to talk to someone 1m away, likely noise level is 90dB(A)
- A tractor, a power mower and a hand drill are each likely to generate at least 90dB(A)
- A chain saw may be well over 100dB(A)

Formal, documented risk assessment will be carried out if any individual works in an area exceeding 80 dB on a regular basis (e.g. 4 hours or more, most days) or if noise levels exceed 85dB, even if exposure is infrequent or irregular.

If risk assessment is deemed not to be necessary this should be recorded, for example as part of a section's general risk assessment.

The risk assessment will include an action plan which documents the measures already in place to reduce the risk from noise exposure and any further measures planned.

All employees are informed of the hazards associated with noise and the importance of wearing ear protection properly, and that disciplinary action will follow if ear protection is not worn in specified areas where it is mandatory to wear it.

Policy arrangements cover the following:

- Review of the Risk Assessment
- Competence
- Controls
- Hearing Protection
- Health Surveillance
- Training and information

### **3.15 Control of Substances Hazardous to Health (Workshop/Site)**

There are particular activities associated with our manufacturing processes and installations which substances hazardous to health may be used. We carry our risk assessments to evaluate how dangerous the exposure might be, prior to our employees, or non-employees being exposed to the substances. .

Hazard data sheets and risk assessments are available for all substances/ tasks which are undertaken or used by Aircon Refrigeration Ltd and are kept in the Offices on Both sites All task / operations which expose employees to hazardous substances are assessed for the risk and records of risk assessments reviewed annually.

It is and always has been our intention to purchase substances and gases which have the lowest toxicity and are the least dangerous to health at the same time ensuring they are suitable for the integrity of the installation or project.

Managers who control work with hazardous substances have a duty to ensure that all of the specific requirements listed below complied with:

- To carry out a risk assessment
- To provide control measures to prevent exposure to hazardous substances.
- To ensure that control measures are properly maintained, examined and tested at the appropriate intervals.
- To provide information, instruction, training and supervision in relation to work with hazardous substances
- To ensure that a person does not work with hazardous substances alone unless training has proven they are competent to do so.
- To ensure that any personal protective equipment provided is suitable for the person and the job, and is properly used and maintained.
- To be prepared for any possible emergencies involving the hazardous substances in their area

#### **Prevention and control of exposure**

Before exposure can be controlled, the way the substance enters the body must be identified and considered. The main routes of entry are:

- Inhalation
- Skin absorption
- Injection
- Eye contact (e.g. splashes in the eye) – vapours can affect the eyes
- Ingestion

#### **Monitoring of exposure**

For certain airborne hazardous chemicals it may be possible to arrange monitoring. Such checks are a legal requirement if the exposure to people in the workplace is likely to be near or above the legal limits.

### **Health surveillance**

The employer is required by COSHH to carry out health surveillance where people may be affected by the chemicals or micro-organisms with which they work.

### **Information, instruction, training, supervision**

Information, instruction, training and supervision is provided for engineers working with hazardous substances.

**Information** includes details of the health risks and the precautions that should be taken. Special attention should be paid to those groups shown in the assessment to be especially at risk (e.g. young persons and *new or expectant mothers*).

There should be information on the control measures – why they are needed, how and when they should be used. Where health surveillance is indicated, the staff concerned must be told about the procedures and have access to their own records.

**Instruction** is given to staff on how to carry out procedures safely and how to use control measures. They must also be instructed about procedures to be followed in any foreseeable emergency that may arise during work with the substance.

**Training** must be given to people who also need to use control measures and personal protective equipment (PPE). The training needs to cover the carrying out of risk assessments.

**Supervision** is particularly important for managers to make a critical appraisal of the competence of each employee because this, together with the complexity of the job, will dictate how much supervision should be given.

### **Accidents & Emergency measures**

It is a legal requirement to be prepared for emergencies.

Should any spillage require the intervention of the emergency services (e.g. Fire Brigade), then the person responsible for the process needs to ensure that the appropriate information is available for the emergency services.

## **3.16 First Aid**

Effective first aid provision relies on a number of factors. As well as an adequate number of trained first aiders and first aid equipment there has to be:

- local risk assessment to determine needs & resources
- local organisation of first aiders
- local display of information on how to obtain help
- periodic review of arrangements

The Director must appoint a First Aid Co-ordinator to organise first aid for the company. The co-ordinator must be given sufficient time, authority & support for them to fulfil their responsibilities.

### **First Aid Co-ordinators.**

The person appointed at each branch should be willing to take on the role, able to carry out risk assessments and preferably be a first aider. Co-ordinators must have an e-mail account. A co-ordinator will normally be responsible for:

- undertaking & reviewing the department's assessment of first aid needs
- organising recruitment of first aiders
- inducting new first aiders
- distributing information notices to first aiders
- organising stocking and replenishment of first aid supplies
- display and updating of first aid notices

Aircon Ltd has certified First aiders in accordance with Health & Safety First Aid regulations. They must be allowed time to attend incidents and to attend training. They should have easy access to a first aid kit and disposable gloves. All first aiders should be contactable via e-mail for distribution of information on first aid issues.

Wherever we are on sites other than our own, we ensure that adequate first aid risk assessment is carried out to ensure cover is available through our client base.

### **3.17 Specific hazards**

There are other specific hazards both on Aircon Refrigeration Ltd premises and clients' undertakings where our employees may be working. To this end we ensure that prior to our employees going out on site we co-operate and co-ordinate with all our clients in the management and control of risks which our employees or non employees may be exposed to whilst carrying out the undertakings of Aircon Refrigeration Ltd.

Other specific hazards which employees may be exposed to during the course of employment may be any of the following:

Maintenance activities/ Confined spaces  
 Work near Electrical Equipment  
 Work with Portable Electrical Equipment  
 Hand Tools  
 Transport  
 Manual handling  
 Asbestos  
 Compressed gases

All of the above have been assessed by us and Risk Assessment/ Hazard Identification sheets have been completed and are available for inspection.

Some project work may require Permit to Work Systems. All our Supervisors are trained and assessed in the use and operation of Permits to Work.

### **3.18 Personal Protective Equipment**

It is our policy only to use personal protective equipment where the risk to health cannot be eliminated or reduced in any other method, and then only as a last resort. However, there are specific hazards that are managed by engineering controls and still have a residual risk. Where this occurs we use appropriate PPE.

Personal protective equipment is selected based on the nature of the hazards the degree of risk, taking into account the nominal protection factor which is needed to give maximum protection to the user.

We regularly assess PPE with our employees to ensure that it is compatible with other PPE and comfortable for our employees to wear.

Training in the use, inspection, fault finding, maintenance of all PPE is completed for all employees with records kept and available for inspection.  
Employees are actively encouraged in the assessment of PPE to ensure that it is suitable for them as individuals.  
Disciplinary action is taken where PPE is not worn in mandatory areas.

### **3.19 Consultation Monitoring & Review, Auditing**

It is our policy to constantly monitor all aspects of the companies working practices. Audits and reports are reviewed and any actions required or procedure to put in place will be carried out

### **3.20 Pressure Systems**

All refrigeration systems operate under pressure, the system contains a high and low side, and extreme caution must be taken whilst working on the high side. Please ensure that all procedures for carrying out safe systems of work in your engineer folders i.e. Risk and Task assessment sheets.

### **3.21 Transport**

It is our policy at Aircon refrigeration to provide transport for our engineers, ensuring that they are regularly serviced and maintained, and the responsibility of the engineers to ensure the vehicle is kept clean and well stocked with equipment and fuel. Any problems that engineers have with vehicle must be reported immediately to the office. All speeding and parking offences are the responsibility of the driver.

### **3.22 Equal Pay**

Aircon Refrigeration fully complies with the above act. Aircon Refrigeration do not treat one group of people less favorably than others because of their gender, color, race, nationality, ethnic origin, disability, marital status, religion or belief, sexual orientation or gender reassignment in relation to recruitment, pay and working conditions.

### **3.23 Environmental Policy**

Aircon Refrigeration Ltd recognises the increasing importance and need to safeguard the environment and has made a commitment to meet all necessary environmental legislative requirements.

It is our policy to comply with the Environmental Protection Act 1990 and any future changes in environmental legislation.

The Policy requires us to

- Operate in accordance with the Environmental Act.
- To liaise with the enforcing authorities to eliminate any known problem or to identify environmentally known best practices.
- To monitor and review environmental systems.
- To promote environmental awareness at all levels.

- Work with our customers to help achieve their Corporate Social Responsibilities.

The company is committed to the prevention of pollution, the minimisation of waste, consumption of resources, and to actively encourage recycling in order to reduce our impact on the environment.

**Recycling:**

General office waste & IT/Comms consumables are to be returned to suppliers or recycled.

Metal – via approved scrap metal merchants.

Timber – Pallets re used and returned to supplier where practical.

Cardboard – recycled where possible.

Waste chemicals and fluids are duly disposed of via approved and registered contractors and appropriate Waste Transfer notes to be completed and retained for a minimum period of two years and held in waste control file.

Aircon Refrigeration Ltd is a registered licensed waste carrier (Environmental Agency reference: CB/BE5201UC

**Annually a review of Health and Safety audit is be carried out by the Managing Director, H&S Advisor and the Office Manager.**

Signed



Date 10.09.2011

Next review due – September 10<sup>th</sup> 2012