



Health and Safety Policy For

Aldershot

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Approved by	Signed	Dated
Bill Clark	<i>Bill Clark</i>	04-06-09

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Preface

Sarnel Services Limited place health and safety as a high priority in the strategic planning and operating of the business.

The Board of Directors have a duty of care to ensure the existence and implementation of an effective health and safety management system which includes reasonable aims, arrangements on how to manage hazards and risks, performance standards and monitoring.

Affective prevention of accidents, dangerous occurrences and near miss incidents is clearly better than cure after the event. We are therefore committed to objective planning and implementing careful controls to mitigate and minimise accidents occurring.

This document details the Sarnel Service Limited Health and Safety policy and explains the arrangements to make the policy effective. It shows that health and safety affects us all and we need to strive to meet the standards if the objectives are to be met.

Legal Requirements

Health and Safety at Work Act 1974

An employer who employs five or more persons must:-

- Prepare a written statement of general health and safety policy
- Set down the organisational structure within the company
- Identify and detail the arrangements necessary to carry out the policy
- Effectively communicate the policy to all employees
- Revise and review the policy where necessary
- Audit, monitor and report upon the adequacy of policy.

Management of Health and Safety at Work Regulations 1999 - Section 4

- Every employer shall make and give effect to such arrangements as are appropriate, having regard to the nature of activities, size of undertaking, effective planning, organisation, control, monitoring and review of protective and preventative measures.
- The employer shall retain good records of that stated above.

Glossary of Terms

Active monitoring	Monitoring on what is currently taking place
Aims	What the company is trying to achieve
Arrangements	What the company will do to achieve the aim
COSHH	Control of Substances Hazardous to Health
Hazard	Any item or process which has the ability or potential to cause harm
Method Statement	Written statement showing the order of, and details of, any actions relating to hazardous work operations.
Monitoring	The recording of, or physical checking of, actions being taken to achieve the 'aim' and who is responsible for those actions
Near miss accident	An accident which could have caused injury or loss. A warning that a potentially dangerous situation exists
Performance standards	Documentation to prove that the safety arrangements are taking place
Permit to Work	Written document, detailing particular control measures and time limitations that has to be signed by persons performing the task. To be control and issued by an authorised and competent person
Personal Protective Equipment	Any form of equipment used by an individual to protect them against hazards posed by the work being completed
Reactive monitoring	The monitoring that takes place after an incident has occurred
Risk	The likelihood of a 'hazard' being realised

Risk Assessment

A written statement or document detailing information relative to the task or work being undertaken. The salient features of the document will be who is affected, the hazards likely to be encountered, the likelihood of the hazard, the severity of injury, control measures, i.e. actions necessary to mitigate or minimise the risk, references to law, help guides and necessary PPE and training required to perform the task. The assessment must be adequately communicated and kept updated as appropriate.

Safe system of work

Written instructions detailing how a hazardous activity or process must be undertaken in order to avoid injury or loss.

Welfare

Facilities such as toilets, showers, drying rooms, canteen, changing rooms, quiet areas and other benefits that are available to employees

Health and Safety at Work Act 1974

Statement of Commitment

As a contract computer installer, Sarnel Services Limited is committed to conducting its activities in a safe and responsible manner. This policy demonstrates our commitment to the health and safety of its employees, sub contracted labour, the general public and the environment.

The company recognises that it is one of its prime responsibilities as far as is reasonably practicable to provide facilities, safeguards, and safe methods of work, when used properly by employees and other authorised persons on its premises, will be conducive to ensuring health and safety to the highest level.

It is the company's intention to maintain all plant, equipment, vehicles and premises and to control materials in such a manner as to prevent harm to any employee, third party, member of the public or environment.

The object of this policy is to establish the necessary organisation to ensure each role specified in this document is appropriately assigned to a competent person and that they are informed of their safety responsibilities.

In pursuance of this policy, the company requires:-

- Acceptance by all employees employed by the company of the need to act responsibly in relation to all health and safety matters for themselves and all other persons whilst working on behalf of the company
- Acceptance by all persons holding supervisory positions of their responsibility for ensuring the proper use of plant, equipment and facilities, as well as storage movement and use of materials
- The formulation and implementation of plans that will achieve improvements in respect of accident and health hazard prevention
- The preparation and implementation of training programmes in safe working, audit and inspection, health and hygiene, and any other matter that may eliminate potential hazards
- The establishment of consultation procedures on health and safety matters according to the needs and circumstances of the business.

.....
Managing Director

.....
Dated

Roles and Responsibilities Section

1. Organisation - Roles and Responsibilities

All employees

Have responsibility to:-

1. Take all reasonable care in respect of health and safety of themselves and any other who may be affected by their work activities or omissions, and to co-operate with employers and others in meeting statutory requirements.
2. To become conversant with issued safety documents relating to their particular work activities, such as safe systems of work, risk assessments, permits to work and other signage so as to ensure maximum health and safety at all times.
3. Report any dangerous occurrences, and actions of any other employee not conforming to accepted standards of health and safety, whether or not it leads to an accident, to their immediate supervisor or management.
4. Participate with enthusiasm in such training regimes such as first aid, fire fighting, manual handling, safe systems of work, tool box talks, instructions and supervision, or any other training or lecture, as befits an increased awareness to any health and safety matter.
5. To perform quarterly audits, and inspections of the workplace in pursuance of the highest levels of health and safety and to report such findings to the management concerned.
6. Ensure that nobody shall intentionally or recklessly interfere, destroy or misuse anything provided for the purpose of generating or increasing health and safety awareness in the workplace.
7. Maintain good housekeeping procedures, especially those relating to keeping the workplace free of obstructions of access and egress and stairways and also maintain any equipment in a clean and tidy state.
8. Continually seek to examine their workplace and equipment and inform their supervisors of any damage, deficiency or ill use of any equipment that may render an action or task to have an increased risk attached to it.

9. To advise management of any other person or factor that may affect risks in the workplace, including changes in attitude, complacency, ethnic intolerance or abuse of any kind.

2.1. Organisation – Roles and Responsibilities

Managing Director

Responsibilities include:-

1. Determining the principle, standards and organisational requirements to be observed in fulfilling this policy and ensuring that this policy is effectively implemented.
2. Ensuring that adequate consideration is given to health and safety aspects in the planning, implementation and control of operations, so that those operations are carried out safely.
3. Ensuring that regular documented safety inspections, surveys or audits are carried out and improvements resulting from such actions are implemented in a timely manner.
4. Monitoring of general operations and the effectiveness of the health and safety policy.
5. Ensuring that through respective senior staff that the following items are suitably covered:-
 - a) Information, guidance or advice is made available to those persons involved so they may handle, transport, store, use and dispose of products and materials safely
 - b) No member of the public or any other third party is unduly exposed to risks or hazards resulting from activities both on and off the company's premises
 - c) That environmental issues such as noise, dust, fumes do not cause nuisance to the public or the environment.
6. Sets an example of good practice, and maintains enthusiasm toward health and safety issues.

2.2. Organisation -Roles and Responsibilities

Directors

Responsibilities include

1. Ensuring that this safety policy and other relevant safety procedures are implemented to achieve the highest possible standard of safety for all persons on the premises
2. Ensuring that all those responsible to them understand and discharge their responsibilities and duties in accordance with the Health and Safety at Work Act 1974 and any other relevant legislation.
3. Ensure that all buildings, plant, equipment and systems of work are safe and operate within the requirements of health and safety legislation.
4. Liase with the Managing Director, supervisors, health and safety consultants, HSE and any other bodies connected with health and safety legislation.
5. Maintain good housekeeping standards in the areas of their responsibility.
6. Ensure that operations present no nuisance or hazards to the public, such as excessive noise, dust or fumes. To undertake to control any substances that may cause any or all of the aforementioned.
7. Give consideration to health and safety planning, implementation and control of production operations, so that those operations will be carried out safely.
8. Monitor operations and effectiveness of this safety policy.

Set an example and maintain enthusiasm by example of their behaviour and involvement in health and safety matters. Be proactive in planning and communicate effectively to the workforce

2.3. Organisation - Roles and Responsibilities

Managers and Supervisors

Responsibilities include:-

1. Ensuring that employees under their control fully understand and observe all aspects of the health and Safety policy and associated safety procedures
2. Make sure that all employees under their control are instructed regarding the provision, location and use of safety equipment including fire prevention and first aid equipment.
3. Ensure that any matter concerning health and safety brought up by an employee under their control is communicated to the relevant member of management suitable and able to deal with such matter
4. Ensuring that all employees under their control are suitably instructed in safe systems of work and that all personal protective equipment is used appropriate to the task being carried out.
5. Ensure that all employees under their control are adequately trained, and instructed to perform all tasks required of them in line with risk assessments, and are fully aware of known hazards that may exist within the operation of those tasks
6. Ensure that all accidents and near misses including dangerous occurrences that occur within the workplace under their direct control, are investigated, reported and recorded.
7. That they maintain and conduct all routine monitoring, as is required within the remit of self-inspection or maintenance of the workplace.
8. Ensure that the workplace is maintained as a safe place to work, and that any defective equipment is taken out of use and replaced or repaired as soon as is reasonably practicable.
9. Ensure that any employee under their control safely handles, moves and stores any hazardous substance in accordance with established rules and COSHH risk assessments and procedures.

2.4. Organisation - Roles and Responsibilities

Safety Officers

Have responsibility to:-

10. Ensure that any matter concerning health and safety brought to their attention by any employee is communicated to the relevant member of management if they cannot effectively deal with the matter themselves.
11. To provide management, retained health and safety consultants, and any other safety body with information pursuant to health and safety matters and to act on instructions provided by consultants or enforcing bodies in order to carry out their duties as safety officers.
12. To conduct as planned and assist in the procurement and maintenance of risk assessments where required, and to remove, isolate or minimise identified risks to a safe and acceptable level.
13. To identify any unsafe working practice and/or conditions within the company, and to report them or actions of employees not performing actions to a safe standard, to the relevant manager.

To perform quarterly audits, and inspections of the workplace in pursuance of the highest levels of health and safety and to report such findings to the management concerned

2.5. Organisation - Roles and Responsibilities

Area of Responsibility	Name of Person	Contact number
First Aid	Neil Garrett	07887 567 822
	Steve Hayward	07990 542 756
Fire Safety	Bill Clark	07831 630 866
	Steve Hayward	07990 542 756
(Cover's Bill Clark)	Neil Garrett	07887 567 822
(Cover's Steve Hayward)	Jason Kempson	07831 666 374
Manual Handling	Bill Clark	07831 630 866
Display screens	Bill Clark	See Above
Fork lift trucks	Bill Clark	See Above
Health and safety policy	Bill Clark	See Above
PUWER	Bill Clark	See Above
LOLER	Bill Clark	See Above
On site work & inspections	Bill Clark	See Above
Welfare facilities	Bill Clark	See Above
Buildings maintenance	Bill Clark	See Above
Accident Reporting	Bill Clark	See Above
Inspections & Auditing	Bill Clark	See Above
Safety committee	Bill Clark	See Above
Vehicles and vehicle safety	Bill Clark / Jason Kempson	07831 630 866 07831 666 374
Any other matters	Bill Clark	See Above

Arrangements Section

3.0. Arrangements - Introduction

The following sections of the Health and Safety System describe how we implement the H&S within Sarnel. All pages are specific procedures for certain elements relating to our business.

Directors and Managers responsible for Health and Safety standards on our projects are responsible for ensuring all employees reporting to them benefit from the system.

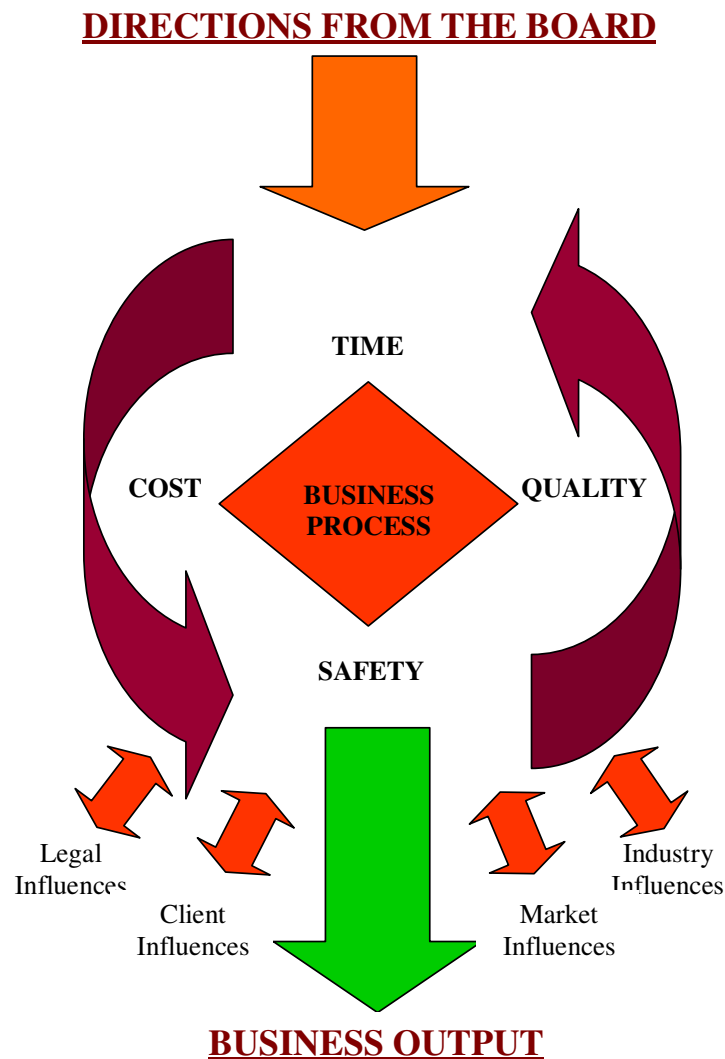
As in any effective system, the benefits are only seen after the following has taken place

- The policy has been adequately communicated to staff
- There is commitment from management and employees to adhere to the policy
- Work in harmony and co-operation to ensure the health and safety to all employees and those that may be visiting or affected by work completed by Sarnel
- The on going commitment to training, development of instruction, knowledge skills and understand of the processes that aid health and safety.

3.1. Communication

The Board of Directors and the Managing Director promote an open and honest communication policy within the business. It is essential that we establish effective two way communication in order to facilitate a progressive safety culture.

This will be put into practice by determined professional leadership; a clear appropriate and consistent safety message; and demonstrable learning from accidents/ incidents.



3.2. Competencies

Professional Developments

It has been recognised by the Board of Directors and the Managing Director that continued professional developments for our employees is crucial to the success of our business. The organisation has endeavoured to apply a positive training matrix for safety elements of their job function. By applying a positive attitude towards training we promote the developments of a progressive safety culture by employing a competent and informed project staff structure, within our organisation.

Suppliers and Manufacturers Competencies

All suppliers and manufactures appointed by Sarnel shall demonstrate competence by submission of documented evidence for corporate competencies.

All suppliers and manufacturers appointed by Sarnel shall demonstrate as a minimum, competence equal to Sarnel or our standards.

All suppliers and manufacturers will be subjected to a Sarnel vetting process detailed within Section 4.1.

These competencies are to be communicated via the Sarnel Health and Safety Management System or via the retailer's requirements.

3.3. Consultation

It is essential that a balance is achieved by all within Sarnel that in order for us to achieve our business goal of safe construction, it is necessary for clear controls and procedures to be in place and followed. Sarnel believes that greater success can be achieved by consulting our employees on all matters that concern their health and safety and changes in procedure.

It is currently a legal requirement that, the Board of Directors of Sarnel Services Ltd consult employees on matters of health and safety that affect them, this will include;

- i. Changes in H&S Management Systems;
- ii. Changes in roles and responsibilities;
- iii. Performance standards;
- iv. H&S procedures;
- v. Significant findings in risk assessments.

Trade Unions

Sarnel currently do not formally recognise trade unions within the organisational structure. As such all health and safety consultation will be undertaken with employees regarding matters concerning their health and safety under the Health and Safety (Consultation with Employees) Regulations 1996.

Health & Safety discussions

Sarnel consults with employees by structured discussion between the health & safety officer and employees direct.

3.4 Control

In order for Sarnel to achieve its Health and Safety goals it is essential for its Senior Management, Project Staff, Suppliers and Manufacturers demonstrate sound control over its operations. This control can only be achieved through the committed cooperation of all employees and organisations associated with its operations. The Sarnel management will assist in facilitating this process by;

- i. The Board of Directors have appointed Bill Clark, responsible for all matters relating to Health & Safety within the business. His appointment does not reduce or interfere with the level of responsibility assumed by other employees within the employ of Sarnel.
- ii. Clear and concise guidance by the Board of Directors and Managing Director in all matters relating to Health and Safety. All members of the Board will take responsibility of controlling elements within their business stream and those employees who contribute to matters affecting ill health, safety and environmental.
- iii. The business will adopt and promote a systematic risk management and planning process, whereby all cognitive decisions will be assessed and recorded.

3.5. Cooperation

The Board of Directors recognise the value of the participation by all employees in supporting the control of risk within all areas of our business. We firmly believe that this plays an essential part in the encouragement of individual and team ownership of our policies and methods of arrangements.

This approach establishes an understanding that the organisation as a whole and, people working in it, benefit from good Health & Safety Performance. This is achieved by way of the following:

- i. Encouragement of knowledge transfer and promoting a belief of 'Safety is my business' attitude;
- ii. Active participation and development of H,S&E initiatives;
- iii. Open and honest reporting of current issues to the benefit of all;
- iv. Co-operation with outside parties or organisations who share premises or projects;
- v. Active Participation and development of Sarnel's Health Safety and environmental standards;
- vi. Promotion of self auditing;
- vii. Breaking down of seniority barriers.

3.6. Accidents & Reporting

Sarnel records all site accidents and incidents within the Accident Book held within the office.

Any Accident or Incident of a serious nature is investigated by the Director (Health and Safety) or the External Safety Advisor. The Investigation is recorded on the Accident Investigation Form

To ensure that all systems are reviewed thoroughly and actions are fed back into the safety system Sarnel will collate all information from accidents and incidents. Bill Clark will review the last three months of accidents and incidents and ensure that any actions are implemented or additional training established.

The incident and accident rates are compared to HSE rates periodically by the Director (Health and Safety) to ensure a continued improvement in rates compared to the national averages

3.7. Control of Substances Hazardous to Health (COSHH)

A number of regulations impose requirements for the safe handling and use of substances which are known to be a risk to health, of which the most relevant prominent is The Control of Substances Hazardous to Health Regulations 2002 (COSHH), supported by Approved Codes of Practice.

Other regulations that may be applicable to health hazards are:

- The Control of Asbestos Regulations 2006.
- The Control of Lead at Work Regulations 2002.

A wide range of Guidance Notes (especially the Environmental Hygiene [EH] series) and advisory literature is available on the precautions required with various substances and all recommendations will be applied as required.

- EH18, "Toxic Substances, A Precautionary Policy".
- EH26, "Occupational Skin Diseases Health and Safety Precautions".
- EH40, "Occupational Exposure Limits". (Note: This is updated annually).
- EH42, "Monitoring Strategies for Toxic Substances".
- EH44, "Dust in the Workplace: General Provisions of Protection".

Other Regulations, Codes of Practice, Guidance Notes may be applicable. Copies of all appropriate regulations will be kept within the Technical Department. Information on the requirements of the Regulations and advice on precautions required to handle, use or dispose of any hazardous substance is available from the Technical Department

Assessment

Specific assessments for the work task, aimed at the operative and how the hazards of the substances being used will be controlled and completed by the Director (Health and Safety).

The COSHH assessments should include the following points -

- The hazardous properties of the substance;
- Information from the safety data sheets on the health effects;
- The level, type and duration of permitted exposure;
- The type of work and quantity of the material;
- Activities that may present a high level of exposure;

- Details of the legislative exposure limits;
- The effects of the control and preventative measures to be taken;
- Results of health surveillance;
- The results of monitoring if applicable; and
- The effect of exposure to other substances in the workplace;

The assessment is recorded on the template document Sarnel COSHH Assessment and held within Appendix 2 of this manual.

The Assessments shall be reviewed when -

- It is evident that they are no longer valid;
- The results of examinations or test of engineering controls and results of monitoring and health surveillance indicates that the controls are no longer suitable;
- There are reports or complaints from supervisors, safety representatives or employees on defects with the controls; or

When there has been a significant change in the circumstances of work, including a change in the substance used, plant or engineering controls modification, systems processors, volumes etc.

Control

The methods of controlling the over exposure to the substance shall be directed by the findings of the COSHH Assessment, however should consider -

- Changing the method of work to reduce exposure duration and concentration;
- Modify a process in an attempt to eliminate the substance or process generating the hazard;
- Substitute the substance for a less hazardous substance.

The control measures implemented will be subject to suitable maintenance, inspection and/or replacement regimes. Bill Clark will ensure that the inspections, maintenance and replacement of the control measures are carried out at site level. The inspection of the implemented engineering controls should be included within the weekly and/or monthly inspection documents IR07 and IR08 respectively.

Health Surveillance

If a substance detailed within Schedule 6 of the Control of Substances Hazardous to Health Regulations 2002 is to be used by Sarnel then additional information shall be obtained from the company Safety Advisor.

Communication

All staff engaged in any process involving the use or handling of any hazardous substance must be given full instructions and any necessary training in the health hazards and precautions, use of protective clothing, equipment, hygiene measures, etc. as required. All personnel who are to carry out the work activity are to be briefed by the Director (Health and Safety), prior to works commencing.

General Precautions

The following general precautions apply to the handling, transporting and use of all substances. Special precautions relating to specific products will be provided within the site specific written COSHH assessments.

Almost all chemical materials are potentially dangerous. Although they may find their way into day-to-day use, it is usually a very diluted or otherwise modified form. The following general rules should always apply:

- Chemical products must never be allowed to come into eye contact. Contact with skin and mucous membrane must likewise be avoided. Wear protective equipment and clothing supplied. Always observe good industrial hygiene practice.
- Do not swallow materials or use in areas where food is being consumed. Smoking is also prohibited during application and curing.
- Inhalation of chemical vapours or dust should be avoided. Adequate ventilation must be provided. Suitable respiratory protection will be provided if appropriate.
- Facilities for the washing and cleansing of the skin must be made available with the necessary cleansers and barrier creams.
- Store all products in ventilated areas away from extremes of temperatures and environment.
- Clean all spillages instantly and dispose of waste and used containers properly.
- Except for transport in closed packages, only authorised personnel must handle materials.
- Ensure the correct equipment for handling the product is available.

- If any person handling the materials shows the symptoms that may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Read the data sheet, container labels and detailed health and safety information before using any products

3.8. Drugs and Alcohol/Solvent Abuse

No alcohol or drugs (other than those prescribed by a registered medical practitioner and which do not affect the Employee's ability safely to undertake his duties) must be brought onto, used or consumed at any work place. The Employer will suspend any Employee who, in the opinion of the Employer, is under the influence of drugs or alcohol and appropriate disciplinary action will be taken against the Employee under the terms of the Employer's disciplinary procedure.

The company reserve the right to challenge an employee, and refuse that employee to work should they suspect an individual who may still may high levels of alcohol in his/her blood from a previous day/evening out

3.9. Display Screen Equipment

There are minimum requirements laid down for work with display screen equipment that is set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

The Equipment

The Regulations apply to any display screen equipment including, for example, computer screens, word processor screen and computer aided design screens. They do not apply to portable systems not in prolonged use; VDU's in vehicles, or machinery or equipment used on a casual basis, e.g., microfiche screens.

The User

The regulations apply to any equipment where the user is someone who uses it as a significant part of his/her normal work. Sarnel have adopted the recommendation that a user is someone who uses the equipment for more than 2 hours per day.

Assessments

Initial written assessments to check compliance with the Regulations will be arranged by the Director (Health and Safety) and thereafter repeated every two years and for each new starter. The assessment will be recorded using the Template Document Sarnel DSE Assessment. Any necessary remedial action will be taken.

Nevertheless, it is the users' responsibility to keep the equipment clean and in good order and to notify their manager of any problems that they may have in using the equipment.

Display Screen

The characters on the screen shall be well defined and clearly formed, of adequate size and with adequate spacing between the characters and lines.

The images on the screen should be stable with no flickering or other forms of instability.

The brightness and/or the contrast between the characters and the background must be easily adjustable by the operator, and also be easily adjustable to ambient conditions.

The screen must swivel and tilt easily and freely to suit the needs of the operator.

It shall be possible to use a separate base or an adjustable table for the screen.

The screen shall be free of reflective glare and reflections liable to cause discomfort to the user.

Keyboard

The keyboard shall be adjustable for height and separate from the screen so as to allow the worker to find a comfortable working position avoiding fatigue in the arms or hands.

The space in front of the keyboard shall be sufficient for support to be provided for the hands and arms of the operator.

The keyboard shall have a matt surface to avoid reflective glare.

The arrangement of the keyboard and the characteristics of the keys shall be such as to facilitate the use of the keyboard.

The symbols on the keys shall be adequately contrasted and legible from the design working position.

Work desk or Surface

The work desk or work surface shall have a sufficiently large, low-reflective surface and allow a flexible arrangement of the screen, keyboard, documents and related equipment.

The document holder shall be stable and adjustable, and shall be positioned so as to minimize the need for uncomfortable head and eye movements.

3.10. Fire and Emergency Response

The purpose of the Fire & Emergency plan is to put into practice active measures to prevent emergencies occurring on projects controlled by Sarnel and effectively respond to situations controlling damage or harm. Emergencies which the plan attempts to cater for maybe;

- Fire Prevention;
- Substance release potentially damaging to the environment;
- Accidents;
- Rescue & Resuscitation.

By complying with this plan we will be complying with insurance standards and legislative standards.

Bill Clark is ultimately responsible for ensuring the Fire & Emergency plan is compiled by the Emergency Coordinator and complied with by all parties on the project.

A fire risk assessment will be completed for the office regardless of whether Sarnel are the principle contractor.

Emergency Coordination Appointments

The person described above is responsible for determining who will be nominated for the emergency appointments. These appointments will be;

- Emergency Wardens.

Emergency Wardens











The Emergency Warden(s) should be appropriately trained in the duties expected of them. The Director (Health and Safety) must appoint the Emergency Wardens with a clear strategy in mind to location. A warden would normally be a responsible person located within the office. In the event of an alarm being raised the emergency warden will clear their area vacating the locality with the site population. Communication with operatives within the warden's area is encouraged explaining the reasons for the control measures and escape routes and signage.

Risk Assessment

Risk assessments shall be compiled using the Sarnel standard Fire Risk Assessment

First Aid Fire prevention Measures

All Fire extinguishers used on Sarnel projects shall comply with BS EN 3-6 & BS EN 7863. Types of extinguishers are to be suitable to the potential fire and source materials present. These are as follows;

					
FIRE RISK TYPE		 WATER	 FOAM	 CO ₂	 POWDER
 A	Paper, Wood, Textile and Fabric	✓	✓		✓
 B	Flammable Liquids		✓	✓	✓
 C	Flammable Gases				✓
	Electrical Hazards			✓	✓
	Vehicle Protection		✓		✓

Fire points must be adequately signed and possess appropriate information on location of the fire points and emergency escape routes.

One fire point will be located within the office and appropriately signed. The Director (Health and Safety) is responsible for ensuring the maintenance of the fire point and ensuring the fire routes are maintained.

Employees working on projects away from the Aldershot premises will take with them a small portable fire extinguisher approved by Bill Clark. The maintenance and responsibility to have the extinguisher handy whilst performing the work task will lay with the employee conducting the work.

The size and number of extinguishers will be commensurate with the task and size of the project.

3.11. First Aid

Sarnel have duties under the Health and Safety (First Aid) Regulations 1981.

Sarnel shall ensure medical treatment is provided at the scene of an accident within a Sarnel workplace, office or project. The treatment shall be delivered promptly and efficiently.

First Aid can save lives and can prevent minor injuries from becoming major ones.

Appointed First Aider

Sarnel have appointed Neil Garrett and Stephen Hayward as the company's appointed first aider's.

General Comment

All employers are responsible for making arrangements for the immediate management of any illness or injury suffered by a person at work. First Aid at work covers the management of First Aid in the workplace.

Information

Bill Clark acting as health and safety officer, will, as part of an induction to new permanent and temporary employees, must inform them where the First Aid point is and the identity of the First Aiders and Appointed Persons.

Selection

First Aiders must be reliable and of good disposition. Not only should they have good communication skills, but they must also possess the ability and aptitude for acquiring new knowledge and skills and must be able to handle physical and stressful emergency incidents and procedures. Their position in the company should be such that they are able to leave their place of work immediately to respond to an emergency. The First Aiders and Appointed Persons should be flexible in being able to provide adequate cover for after hours and weekend working.

Table 1 - For Assessment Guidance

First Aid Personnel		
<i>Category of risk</i>	<i>Numbers employed at any location</i>	<i>Suggested number of First Aid personnel</i>
Lower risk - e.g. shops, offices, libraries	Fewer than 50	At least one Appointed Person
	50 - 100	At least one First Aider
	More than 100	One additional First Aider or every 100 employed
Medium risk - e.g. light engineering and assembly work, food processing, warehousing	Fewer than 20	At least one Appointed Person
	20 - 100	At least one First Aider for every 50 employed (or part there of)
	More than 100	One additional First Aider for every 100 employed
Higher risk - e.g. most construction, slaughterhouse, chemical manufacturer, extensive work with dangerous machinery or sharp instruments	Fewer than 5	At least one Appointed Person
	5 - 50	At least one First Aider
	More than 50	One additional First Aider for every 50 employed
	Where there are hazards for which additional First Aid skills are necessary	In addition, at least one First Aider trained in the specific emergency action

3.12. Food Hygiene

The main hazards associated with the work and the areas involved are:-

- i. Dangerous machinery/appliances - electricity, steam, hot water etc;
- ii. Use and safe storage of sharp knives etc;
- iii. Burns from hot surfaces;
- iv. Food hygiene and personal cleanliness.

Requirements of the relevant standards will need to be considered in respect of protection from both mechanical and electrical hazards, and regular inspection procedures will be arranged.

Bill Clark will also regularly inspect all areas and ensure that good hygiene and safety precautions are observed.

Machinery should be switched off and isolated before carrying out any cleaning or maintenance.

Machinery and electrical equipment are regularly checked and maintained, and tested as required. This also includes the correct operation and temperature control of refrigerators, ovens etc.

Faults are reported promptly and employees must not use equipment if it has any fault that could cause a risk to health and safety.

Employees must keep the work area and machines, clean and tidy. Preparation and storage surfaces should be smooth, non-absorbent, easy to clean and pest proof. Employees must clear up spillages promptly.

Employees must take care when using microwave ovens and follow cooking instructions carefully especially when using covered/sealed containers.

3.13. Inductions

All staff employed by Sarnel will undergo an induction process.

This induction is to be carried out by Bill Clark or other designated health and safety officer. The system will:

- Explain to the new employee what he/she will be required to do and to whom he/she will be directly responsible.
- Show the new employee where the Company Safety Policy is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
- Ascertain if the new employee has any disability or illness that could prevent him/her carrying out certain operations safely or require additional protective measures.
- Show the new employee where copies of any Regulations are kept.
- Warn new employees of any potentially dangerous areas of operations in the workplace.
- Ascertain and obtain copies of any existing training certificates and establish if there is any training or instruction required, inform management, e.g. first aid etc.
- Tell the new employee who the First Aider is, the location of the First Aid box and explain the procedure in the event of fire or an accident, in particular, the necessity to record all accidents, however trivial it may appear at the time.

Induction forms are completed by Bill Clark and held on file within the head office.

New starters are also requested to complete a basic Medical Questionnaire

3.14. Lone Working

Is it legal to work alone and is it legally safe? It will depend on the findings of a risk assessment.

Sarnel have legal duties to manage lone working as required by the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974 etc.

Bill Clark is required to carry out a risk assessment for Sarnel employees, in consultation with the office manager and project manager.

The scope of the assessment will need to cover Personnel Selection

- Age and fitness - physical capability
- Hazards within the workplace
- Task constraints - manual handling, plant operations
- Violence, molestation
- Emergency access
- Any other business specific hazards

Possible controls to be implemented:

- Periodic visits/communication checks
- Warning devises - to warn employer in the event of incident, e.g. phone, alarm
- Emergency arrangements
- First aid provision - mandatory provision is required (it is prudent to train lone working)
- Assistance in the event of sustaining an injury
- Training in lone working procedures

Once the assessment has been completed, arrangements are to be made to ensure a suitable implementation. The risk assessment for lone working will be recorded on the template document Risk Assessment 03 and contained within Appendix 2

3.15. Manual Handling

More than a quarter of all accidents reported each year to enforcing authorities are associated with manual handling.

Avoidance of Manual Handling

Where it has been assessed that there is a risk of injury from manual handling, the first consideration should be whether the loads need to be handled at all or whether the requirement for handling can be minimised. Careful planning of storage areas and deliveries of loads can reduce handling requirements. Where load handling operations are essential, consideration must be given to the use of mechanical handling, e.g. by the use of forklifts.

Bill Clark has undertaken a manual handling risk assessment taking into account the task, people and work environment as part of the overall risk assessment process as recorded on the O4 Risk Assessment

The assessment will apply the following hierarchy of controls:

- Avoidance of the manual handling activity, so far as is reasonably practicable.
- Assess the residual manual handling operations.
- Reduce the level of risk, so far as is reasonably practicable.

Information and Instruction

Bill Clark will inform the employee of the contents of the assessment and deliver suitable instructions as to what system of work is to be implemented.

Training

All Sarnel employees will undertake basic awareness training re manual handling as part of their induction and continuing health and safety training to be delivered by the health and safety advisor and external training providers.

3.16. Risk Assessments

Introduction

There are clear legal requirements to all industries for employers or members of management within an organisation, who place people to work, assess the hazards associated to the task and provide means for controlling the level of risk associated to that hazard.

All employees within Sarnel can have an input into what will be carried out and how, as such all who place persons to work must agree elements to be considered.

Sarnel have appointed Bill Clark as having overall responsibility for collating all risk assessments and ensuring they are implemented within the workforce. All risk assessments will be recorded and reviewed every 6 months.

Explanation

Risk Assessment is an informed judgement quantified upon the hazards associated with a work activity and its likelihood of being realised. Basic definitions are;

- **Hazard** - Something likely to cause harm or damage e.g. Electricity, work at height, crush from certain plant etc;
- **Severity** - the extent to which someone can be harmed or assets can be damaged e.g. fatality, major injury, reportable incident, minor cuts, collapse of structure etc;
- **Risk** - The likelihood that a given severity of injury or damage associated with a hazard will actually occur e.g. highly likely, likely or unlikely;
- **Initial Risk** - An initial assessment of risk associated with a hazard without any form of controls e.g. fall from height whilst working on a roof is likely without any form of guardrail;
- **Residual risk** - An assessment of risk associated with a hazard after controls have been put in place e.g. fall from height whilst working on a roof is unlikely with full system of guardrails in place;
- **Control Measures** - Systems, processes or physical practices put in place to *control* work activities. The complexity of the controls are proportionate to the level of risk assessed;

- **Multiple Fatality** - Where the severity of harm would result in more than one person being fatally harmed or catastrophic damage occurs to assets or building/ structures;
- **Fatality** - Where Severity of harm results in fatality or major damage occurs to assets or building/ structures;
- **Major Injury** - Where Severity of harm results in major injury;
- **3 Day Injury** - Where Severity of harm results in a three day lost time injury (L.T.I.);
- **Minor Injury** - Where Severity of harm results in a minor injury (L.T.I.).

Planning

It is essential that the management of Sarnel carry out, with clear understanding, management control of risks.

We do this in two main ways for all projects, these will include;

- i. Project Risk Assessments - PRA
 - Carried out prior to project start date by the management i.e. Specific limited edition computer based projects
 - All elements of the project will be assessed in outline terms and how it will be expected to be managed.
- ii. Task Risk Assessments - TRA
 - Specific assessments for the work task, aimed at the operative and how the hazards will be controlled completed by the management.

Evaluation Matrix

For assessment of risks within all operations on Sarnel projects, the following matrix will be used when completing the Risk Assessment form. This Risk Assessment Standard Form attempts to link hazards to action. This is carried out using a grading system to award points to the probability of a hazard having an effect, and also award points to the severity of that effect. If you then multiply the points together, then you will get an indication of the significance of the hazard which will lead onto the action that you will have to take. Below is how to award the points, and also an indication on the relationship between the points, significance and action:

Probability (P)		Severity (S)	
0	Impossible	0	No Injury
1	Improbable	1	Trivial Injury/Effect
2	Possible	2	Minor Injury/Effect
3	Likely	3	Reportable Injury/Effect (<than 3 days lost)
4	Very Likely	4	Major Injury/Effect (Hospitalisation)
5	Certain	5	Death

Multiply (PxS)	Significance	Recommended Action
1 to 4	Low	No Action
5 to 8	Low/Medium	Protective Measures
9 to 10	Medium	Reassess or Possibly Modify Design and Mandatory Protective Measures
11 to 18	High	Reassess or Modify Design in order to reduce Significance
19 to 24	Very High	Redesign Urgently
25	Too High	Completely Re-think

<i>Enter hazard details</i>			1-4 Low
No Action			
<i>Enter hazard details</i>			5-8 Low/Medium
Protective Measures			
<i>Enter hazard details</i>			9-10 Medium
Reassess or Possibly Modify Design and Mandatory Protective Measures			
<i>Enter hazard details</i>			11-18 High
Reassess or Modify Design in order to reduce Significance			
<i>Enter hazard details</i>			19-24 Very High
Redesign Urgently			
<i>Enter hazard details</i>			25 Too High
Completely Re-think			

The Risk Assessments will be maintained by Bill Clark and retained at Aldershot. These documents will be compiled by Bill Clark and altered where required when the works vary. The assessments will be reported to the Board of Directors and any actions required will be actioned by Bill Clark. He will ensure that the actions are implemented throughout the company.

Communication

All personnel who are to carry out the work activity are to be briefed by the Manager responsible, prior to works commencing.

Keeping of records

All Assessments generated from the Document Template Risk Assessment, will be kept within the Aldershot offices.

COSHH assessment will also be completed by the Director (Health and Safety) using the Document Template COSHH Assessment. These will also be filed within the Aldershot offices

Copies will be requested as part of potential accident/ incident investigations.

Review

Formal review of the Risk Assessments must be conducted annually due to changes in: -

- Personnel;
- Physical activity;
- Equipment type use;
- Environmental conditions; and
- Design changes.

Fire Risk Assessments

A Fire risk assessment, (FRA01), has been compiled for the office and the fire risk assessment will link into the Company's Fire Risk procedures where applicable.

The Fire Regulatory Reform (Fire Safety) Order 2005, places a duty on a 'responsible person' to carry out a suitable fire risk assessment. Responsibility for complying with the Fire Safety Order will rest with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g. the occupier or owner. In all other premises the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises, all must take all reasonable steps to work with each other.

The fire risk assessment is an organised and methodical look at your premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises.

The aims of the fire risk assessment are:

- To identify fire hazards
- To reduce the risk of those hazards causing harm to as low as reasonably practicable
- To decide what physical fire precautions and management arrangements are necessary to ensure the safety of people in your premises if a fire does start

The fire risk assessment comprises of six stages as below:

Location details

A description of the site is required along with any existing fire safety precautions such as; means of escape, assembly points, fire alarms, name of Managing Agents if applicable if Sarnel are not responsible for the site as a whole.

For Example:

1 Location Details

Site Description

Add in details of the site

Means of Escape

Highlight the main means of escape and fire assembly point.

Fire Alarm

Highlight the means of raising an alarm.

Identify the hazards

This stage deals with the three main components of a fire; sources of ignition, fuel and oxygen, if any one of these three is missing a fire cannot start. Taking measures to avoid the three coming together will therefore reduce the risk of a fire occurring. The hazards are split into two sections - sources of ignition and combustible materials.

The sections should be completed marking a cross in the relevant section identifying if the hazard is present within the site and/or work area. Details are then provided as to the types of ignition/combustible materials present and also to the control measures i.e. hot works permit to be used, no smoking policy in force which is documented in the Sarnel Safety Management System, etc.

2 Identify Fire Hazards

2.1 Sources of Ignition

	Ignition sources
2.1.1	Example: Smokers materials, Naked Flames, Engines or boilers, Spark generation, Arson and Faulty or misused electrical equipment.
2.1.2	List Below:-

2.2 Combustible Materials

	Combustible Materials
2.2.1	Example: Flammable Liquids & Solvents, Gas, Waste materials and Packaging materials.
2.2.2	List Below:-

Identifying people at risk

The second stage of the fire risk assessment identifies those people within the site/structure/building who could be at risk in a fire situation due to where they are working or their particular needs. This section also considers people who may be especially at risk such as:

- Employees who work alone in remote areas, e.g. security staff

- People unfamiliar with the premises, e.g. sub-contractors, visitors, Clients
- The sections should be completed marking a cross in the relevant section identifying if that type of person is at risk within the site and/or work area. Details are then provided to the control measures to be taken i.e. tool box talks, permits to work, site inductions, site liaison meetings etc.

3 Persons at Risk

Persons at Risk	
3.1.1	Example: Visitors, New or Temporary Members of Staff, Sub-contractors, Lone Workers and Adjoining Sites
3.1.2	List Below:

Fire safety provisions

This section looks at the physical fire safety provisions available to prevent a fire occurring or spreading and to provide detection and warning should a fire occur in order for people to escape safely such as:

- Fire detection and warning
- Means of escape
- Fire fighting equipment
- Fire procedures and training
- Testing and maintenance

The sections should be completed marking a cross in the relevant section identifying if the provisions which are present within the site and/or work area. Details are then provided as to what types of provisions have been made i.e. what warning signs have been placed, fire evacuation plans displayed in canteens, tool box talks, inductions etc. Or to the level of testing and maintenance which is provided.

Within section 4.4.1 you will need to reference the Fire and Emergency Prevention and Response Plan that has been developed for the site by Bill Clark

or reference the Principal Contractors Fire/Emergency Plan. Section 4.4.6 will also need to be completed with appointed persons.

4 Fire safety Provision

4.1 Fire Detection & Warning

	Provisions	Yes	No	N/A
4.1.1	Adequate Fire Detection			
4.1.2	Adequate Fire Warning			
4.1.3	Staff Awareness			
4.1.4	Adequate Fire Action Notices			
4.1.5	Consistent with Fire and Emergency Prevention and Response Plan			

4.2 Means of Escape

	Provisions	Yes	No	N/A
4.2.1	Suitable Time & Distance To A Place of Safety			
4.2.2	Sufficient Exits & Suitably Located			
4.2.3	Exit Routes Available			
4.2.4	Suitable Protection To Escape Route			
4.2.5	Suitable Exit Signage			
4.2.6	Adequate Fire Safety Signage			
4.2.7	Suitable Lighting			

	Provisions	Yes	No	N/A
4.2.10	Fire Escapes Free from obstructions			
4.2.11	Staff Awareness of Fire Evacuation Procedures			

4.3 Fire Fighting Equipment

	Provisions	Yes	No	N/A
4.3.1	Suitable and Sufficient			
4.3.2	Correctly Located on Brackets/ Stand			
4.3.3	Adequately Sign Posted			
4.3.4	Consistent with Fire and Emergency Prevention and Response Plan			

4.4 Fire Procedures and Training

	Provisions	Yes	No	N/A
4.4.1	Fire & Emergency Prevention and Response Plan Available			
REF: _____				
4.4.2	Suitable and Sufficient			
4.4.3	Adequate Staff Induction & Training			
4.4.4	Consistent With Emergency Plan			
4.4.5	Adequately Recorded			
4.4.6	Appointed Persons			


4.5 Testing and Maintenance


	Provisions	Yes	No	N/A
4.5.1	Fire Detection & Warning Testing			
4.5.2	Fire Detection & Warning Maintenance			
4.5.3	Means of Escape			
4.5.4	Emergency Lighting Testing & Maintenance			
4.5.5	Fire Fighting Equipment			


4.5.6	Portable Appliance Testing			
4.5.7	Adequate Recorded			

Risk Assessment Significant Findings & Action plan

The significant findings of the risk assessment are recorded when a safety issue has been identified. A brief description of the issues is provided along with a recommendation in order to improve fire safety. Each recommendation is colour coded and graded in terms of risk priorities. The grades are as follows:

 High risk priority

 Medium risk priority

 Low risk priority

The grading system is intended to assist you in prioritising the implementation of risk controls. You are required to confirm the implementation of recommendations by providing signing and dating the action plan.

The actions may be simply to undertake works on site following the hot works permit system, if so please identify this as a recommendation.

5 Risk Assessment Significant Findings & Action Plan

5.1 Significant Findings

Item	Findings	Recommendations	Priority Action
4.1.5	<i>Fire action notices are not posted at each fire exit door</i>	<i>Order additional fire action notices and display at each fire exit door</i>	Medium
Action completed by:		Date completed:	

Risk Assessment Review

In order to ensure that the risk assessment remains valid it is important to periodically review the assessment. Risk assessments should be reviewed whenever there are significant changes in people, plant and processes or when the 'responsible persons' suspects that the risk assessment is no longer valid, such as:

- Following a fire or arson attempt
- Major alterations to the building structure i.e. construction of walls from slab thus enclosing the site/work area
- Significant operational changes
- When requested to do so by a Fire Officer

3.17. Smoking

Sarnel operate a non-smoking policy.

Whilst Sarnel are not legally obliged to help employees to stop smoking, they do however, care about and are thoughtful employers that do provide cessation support could reduce the risk of non-compliance with the law. As well as taking advantage of the opportunity it offers to improve employee's health, they will also benefit from reduced sickness absence and increased productivity.

Employers should also take action to reduce the risk to the health and safety of their employees from second hand smoke to as low a level as is reasonably practicable.

Smoking policy should give priority to the needs of non-smokers who do not wish to breathe tobacco smoke.

Employers should consult their employees and their representatives on the appropriate smoking policy to suit their particular workplace.

It should be borne in mind that not only does it apply to the workplace but also to smoking in all vehicles.

When visiting client sites it is also beneficial not to smoke.

We wish to create a good impression with suppliers and customers and certain persons may take offence if time is taken to smoke, or persons are in their vicinity, smelling of smoke.

The law clearly states rules and guidelines that have to be followed. The company will help you attempting to cease smoking.

The designated smoking area is to the side of unit 3.

3.17. Statutory Tests and Records

Inspections and statutory tests must be carried out. A certain piece of equipment may come under one specific set of regulations but at the same time, overlap with one or more other sets of regulations.

Any equipment in a dangerous state, or worn condition, must be reported by the employee to Bill Clark. All electrical equipment that does not require continuous operation should be switched off when not in use and plugs removed from socket outlets. Employees should never use equipment that is suspected to be faulty, or where the cable or flex is damaged or connections are loose. Any faults should be immediately reported to the Director (Health and Safety).

Employees should not attempt to repair or interfere with electrical equipment or wiring them-selves and should not use dual or other socket outlets, unless these have been properly authorised by an electrical engineer.

Sarnel operate an on-going monitoring system and complete monthly inspections of the office environment using a Monthly Health and Safety Inspection Form.

Portable Appliance Testing of all electrical equipment will be completed by qualified contractors and records will be held by Bill Clark.

The main electrics to the offices are the responsibility of the managing agent and they are responsible for undertaking the thorough inspections of the hard wiring every 5 years.

Fire Safety

Sarnel will carry out monthly checks of fire fighting equipment within the office and record these on the monthly Health and Safety Inspection Form.

Sarnel are responsible for testing all other fire protection equipment and completing regular fire drills

3.18. Stress Management

It is the duty of an employer to ensure that any person whom they think is suffering from stress or stress induced conditions has a procedure that can be implemented to manage stress.

The object of the procedure is to ensure that the employee can return to his or her full time employment as soon as is reasonably practicable, without returning that person into the same or worse conditions as to when they were suffering.

Whilst an employer may approach the subject, the employee must bear in mind that the employers are not specialists in stress identification, and can only assume that something may be wrong that is affecting the normal working routines of an employee.

As such, Sarnel have organised that an employee can approach a specialist, and any costs inherent to the initial meeting will be fully borne by the employers.

The benefits of this are as follows:-

- The employee's discussions with the specialist, are fully **private and confidential and will remain so.**
- A report will be generated to the employers with possible suggestions as to the severity of a condition, i.e. how long the condition is likely to last* and suitable steps to ensure careful recovery
- Other options that may be appropriate to bring to the employees attention that may assist. These actions may include sharing work-loads with other members of staff, a review of working practices, reducing the individuals working hours to part time, referrals on to other specialists, or even a change in the type of work being undertaken.

By completing an independent assessment, it is hoped that the employers and employee can work together to achieve the aim, to get the person back to work as soon as possible in a good physical and mental state.

- Employers do need to organise cover, possibly with temporary or permanent staff and re-organisation of work-loads or rotas.

3.19. Selection of Suppliers and Manufacturers

To ensure that suppliers and manufacturers used by Sarnel adhere to all requirements of current legislation, have adequately trained personnel and a quality management system a vetting system is implemented.

Suppliers and manufacturers are unable to be considered to start work on behalf of Sarnel until they produce, and Bill Clark has verified, the following:

- Suppliers and Manufacturers Vetting Form (Suppliers and Manufacturers Vetting Form)
- Suppliers and Manufacturers Health and Safety Policy
- Suppliers and Manufacturers Quality Management System
- Valid Insurance certificates

Once these items have been received and checked the suppliers and manufacturers are placed onto the Sarnel 'Approved Suppliers and Manufacturers List'.

Once suppliers and manufacturers have been placed on the 'Approved Suppliers and Manufacturers List' they shall remain on the list for 12 months and then Bill Clark shall undertake a review of the vetting system obtaining updated copies of the insurance details and a newly completed Suppliers and Manufacturers Vetting Form.

Within the year the suppliers or manufacturers will be audited by appointed Health and Safety Advisor to ensure the suppliers and manufacturers are conforming to their safety management and quality management systems. The Health and Safety Advisor will use the Suppliers and Manufacturers On-Site Audit Form

If during work a suppliers or manufacturers is not performing or is in breach of Health and Safety the suppliers and manufacturers can be removed from the 'Approved Suppliers and Manufacturers List'. The suppliers or manufacturers will be notified in writing of their removal from the 'Approved Suppliers and Manufacturers List'.

3.20. Use of Mobile Phones

According to research carried out by the government, you are four times more likely to crash when using a mobile phone. You can use a hands-free kit, but the government also advises against this since it, too, can distract you.

Sarnel want to ensure that you and employees around you, are safe at all times, not only in the workplace, but also out on company business.

As such you must comply with the following rules:-

- Do not use a mobile phone whilst driving unless you have a hands free kit.
- Keep your call to a minimum, move off the road, park your cark in a safe place, switch your engine off and then proceed with your call.
- Do not use your mobile phone in any other place of the workplace apart from the office. (pertinent especially to fork lift drivers or those likely to be in charge of any machinery or equipment)
- Keep your time for personal calls to a minimum
- For business mobile phones, ensure that your phone is charged up and switched on during normal office hours.
- Look after your phone. In the event of you are working alone, ensure your phone is switched on at all times

3.21 . Welfare

Sarnel have legal duties as stated within the Workplace (Health, Safety and Welfare) Regulations 1992 (applicable to offices.) to ensure Sarnel comply with their duties. The following arrangements and standards are to be in place:

- adequate ventilation and lighting;
- adequate heating or cooling;
- adequate sanitary conveniences;
- adequate washing facilities;
- drinking water;
- accommodation for clothing;
- facilities for changing clothing;
- facilities for rest and eating meals including the separation of smokers and non-smokers.

Facilities must be clean and maintained free from rubbish and defects that could cause hygiene problems. The facilities provided must also be free from high level or constant noise.

3.22. Young Persons at Work

Young people at work are those viewed as being particularly at risk to injury from hazards, which they may be exposed to. This may be as a result of their lack of experience, awareness, maturity or perhaps purely as a result of their unwillingness to question through fear of showing their lack of knowledge.

The legal definition of a young person in the United Kingdom is someone over the age of 13 and under the age of 18. Children below the age of thirteen are usually prohibited from any form of employment in the United Kingdom.

Legal Requirement

Particular statutory provision that is applicable to young people at work is the Health and Safety (Young Persons) Regulations 1997. There is guidance given to employers from the Health and Safety Executive in HS (G) 165 Young People at Work.

Elements	Considerations
Physical capacity	Although there is a great deal of difference between young people in terms of physical development. Consider physical, repetitive, pace set by machinery (conveyors) or perhaps harsh environmental conditions may lead to injuries of the muscular skeletal type. Consider possibilities of a young persons susceptibility to peer pressure and a desire to prove physical prowess.
Physiological capacity	A young persons social skills and mental abilities are no different to an adults. There are areas of work however that may be beyond the capabilities, such as, particularly aggressive, violent situations or decision making in particularly stressful situations.
Biological agents	Not individually less immune to the effects but their perception of the hazard is greatly deficient.
Chemical agents	Not individually less immune to the effects but their perception of the hazard is greatly deficient.
Radioactive agents	Set at annual dose limits for all adults, young people are set at 30% of adult limits. Young persons are not to be classified as a 'designated person' and should not enter controlled zones.

