

HEALTH AND SAFETY POLICY

For

AWP SERVICES LTD

Unit 6A Castle Road
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Wellington
Somerset
TA21 9JQ

1.0 Policy Statement of Intent

It is the policy of AWP Services Limited to promote, in so far as is reasonably practicable, the health, safety and welfare of all employees, taking account of statutory requirements and relevant codes of practice by:

1. The provision of plant, systems and working environment that are safe and without risks to health.
2. Making arrangements to ensure safety and absence of risk to health in connection with the use, handling, storage and transport of equipment and materials.
3. The conduct of operations in such a way as to ensure as far as is reasonably practicable that visitors or non-employees on the company's premises are not exposed to risks to health and safety.
4. To monitor the effectiveness of such an overall policy through group meetings with all employees.
5. To ensure that AWP Services Limited operates in a safe and suitable environment both in premises and equipment.

Our goal is to have **no accidents, incidents, losses, or injuries** and to provide a safe, healthy, injury free workplace, based on the belief that all injuries are preventable.

All employees of the company have a legal duty under Health and Safety law, to safeguard the health, safety and welfare of themselves and others affected by their undertaking. Employees also have a duty to report any accidents and consult with their managers on any safety issues. There is a legal duty to use any protective equipment provided in a safe and responsible manner, to ensure their safety.

Overall responsibility will be taken by The Director but all officers of the company will set an example and provide leadership in promoting and improving health, safety and welfare.

Directors and managers will ensure that safe systems of work are developed, through hazard and risk assessment and that suitable control measures are put in place and followed by all employees and subcontractors.

Directors and managers will provide protective equipment, instruction, supervision, and training to support the safe systems of work

Employees, at every level, are accountable for safe behaviour, reporting of accidents and safety issues to improve safety performance. All employees are expected to participate every day and on every task in the health and safety programme of AWP Services Limited.

This Policy will be reviewed annually as a minimum.

Name: Nigel Lye

Position in Company: Service Director

Introduction

AWP Services Ltd is a small/medium sized company that was formed in 2007 and has become recognised as a leading technical water pumping system specialist throughout the UK.

The organisation offers a full service from site surveys, pump selection, sourcing through to commissioning and an ongoing maintenance and breakdown service.

The organisation also offers associated pumps, pumping equipment, booster sets, and pressurisation units/sets.

We wholly embrace the contents of this company health and safety policy and have clearly communicated its contents in detail to all our staff. We review the policy and associated procedures on a regular basis to check that they are up to date with any changes in the law and that they are effective.

2.1 The Organisation.

Nigel Lye, the service director of the business is responsible for matters relating to Health and Safety at Work.

Safety instructions, Codes of Practice, Health and Safety Executive Guidance Notes are to act as guidance.

It is the policy of the company, so far as is reasonably practicable to ensure that:-

- The provision and maintenance of all plant, machinery and equipment is safe, not only for employees, but also for any person who may be affected by our operations or premises under our control.
- Making arrangements for ensuring safety and absence of risk to health in connection with the use, handling and storage, and transport of equipment and materials.
- All employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety at work and the safety of others who may be affected by their actions.
- All employees have access to relevant safety equipment and first aid facilities.
- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for their welfare at work.
- The place of work is safe and that there is safe access to and egress from the workplace.

- A system of joint consultation exists between the service director and all employees.

2.2. Responsibilities

The Directors are responsible for:

- Keeping the Health and Safety Policy of the company under review.
- Identification and allocation of health and safety responsibilities within AWP Services Limited.
- Where appropriate the Directors will appoint an external health and safety advisor to give advice on all pertinent matters.
- Allocation of resources for health and safety matters within AWP Services Limited.

Managers are responsible for:

- Providing information, training, instruction, and supervision to employees.
- To report accidents and near misses.
- Ensuring that the safety policy is complied with and safe systems of work are adhered to by employees.

Employees

All employees in the company have a duty imposed upon them by the Health and Safety at Work etc. Act 1974. This includes:

- To take care of their own health and safety and other people who may be affected by their work.
- Co-operate with the company in the measures taken to safeguard health and safety at work.
- To follow any instructions or health and safety training provided.
- Report to a person in authority any defects which adversely affect health and safety at work.
- Be aware of the company's safety organisation and arrangements and those statutory provisions and company safety procedures relating to their works activity.
- To report any accidents and near misses.

2.3. Company responsibilities

It is the responsibility of the service director to ensure:-

- The provision and maintenance of suitable and safe equipment as required by the Provision and Use of Work Equipment Regulations 1998 (PUWER 98).
- The provision of adequate information, instruction, training, and supervision to ensure safe systems of work and the health and safety of employees.
- A proper Risk Assessment is undertaken prior to the commencement of work as required by the Management of Health and Safety at Work Regulations 1999 (MHSWR).
- The provision of any necessary protective clothing.
- The provision of first aid amenities and training and washing facilities required by the regulations, taking into account the maximum number of persons likely to be on site.
- The bringing into effect of proper procedures for dealing with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013(RIDDOR) and investigation procedures for cause and prevention.
- The requirements of the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) are met. Ensuring all lifting operations are properly planned, lifting equipment is used in a safe manner and all lifting equipment is thoroughly examined at suitable intervals by a competent person.
- Ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005(FSO) are maintained and equipment serviced regularly.

3.0 Arrangements and Procedures

3.1 Consultation

All employees have an active part to play in maintaining and improving safety standards. They are consulted on safety issues, risk assessment procedures, PPE and suitability and use of plant and equipment. All members of the workforce should draw attention to any aspect of health and safety that concerns them.

3.2 Training and competency

All new employees will receive induction training relating to company procedures, health and safety matters and legal obligations. Each new employee also receives a Team Handbook as part of their induction.

Safety training

All employees must be competent to carry out their duties effectively, safely and efficiently. To achieve this, the company will ensure employees are trained in current and safe working practices in line with their job requirements.

Employee training records are kept up to date and reviewed regularly to assess on-going training and refresher requirements.

Training is at the company's expense and where possible takes place during normal working hours.

Certification and competence

Where legislation or specific industry guidance require, employees are trained and assessed to a national competence standard. All engineers also attend training courses on the operation and safety issues on pumps that are provided by the pump manufacturers we use.

3.3 Work equipment

It is the policy of the company to comply with the Provision and Use of Work Equipment Regulations (PUWER) and the Lifting Operations and Lifting Equipment Regulations (LOLER).

Equipment will only be used for the purpose for which it is intended and in accordance with the manufacturer's instructions. All guards must remain in place and be functioning correctly. Essential details and warning signs will be in place at all times.

Equipment will be checked, inspected, maintained, and serviced in accordance with the manufacturers' instructions and the provisions of PUWER and LOLER.

All machinery and equipment shall be regularly checked for any faults and such faults as may be found must be identified and reported immediately to the team leader. (See safety checklists).

Equipment will be withdrawn from use if reported defective and repaired or replaced.

3.4 Vehicles and driving

If you are issued with a Company vehicle, then this should be used for Company business only and commuting to and from your place of work.

The following rules apply to all employees using Company vehicles:

All drivers must:

Drive within the law in a safe and responsible manner and comply with all Road Traffic Acts.

Hold a full driving licence covering the category of vehicle they are driving and provide a copy of their licence annually to the Service Director. Notify the Company immediately of any changes to their licence.

Always check the vehicle for oil, water, tyre tread and pressure, scratches and check the lights are functioning correctly, etc. and report any problems immediately.

Ensure the vehicle is kept in a clean and tidy manner at all times, this is to ensure that the image and brand of the Company is maintained at all times. Where on vehicle inspection this is not the case, this could result in disciplinary action being taken against you.

Always take care to park the vehicle in a safe place. Ensure the vehicle is locked and items that can be removed overnight are stored in a safe place.

Never allow anyone to smoke in a vehicle.

Inform the Company if they have any accident.

Take care when driving to minimise the general wear and tear of Company vehicles, by not driving erratically and having regard to efficient fuel consumption.

Drivers must not under any circumstances:

Drive a vehicle that does not meet the legal requirements.

Use a vehicle for the carriage of goods or passengers for hire or reward.

Drive when over tired or feeling unwell where the level of concentration may be affected adversely.

Drive when over the legally permitted level of alcohol or under the influence of drugs.

Use a mobile phone when driving. When driving a vehicle that does not have a 'hands free kit' the phone must be switched off. Where a 'hands free kit' is available, this should only be used to take calls when safe to do so on the basis of returning calls after safely parking the vehicle.

Drive in an inappropriate, unsafe, or illegal manner.

3.5 Personal Protective Equipment (PPE)

It is the policy of the company to comply with the Personal Protective Equipment at Work Regulations 1992 (as amended).

Where employees are exposed to risk that cannot be controlled by other means, they will be provided with suitable, properly fitting and effective personal protective equipment (PPE). This equipment will meet all current safety standards. Training and information in the use of that PPE will be given at the time of issue.

Employees will maintain all PPE provided by the company in good working order. Defects in any PPE will be reported to the management and withdrawn from service.

Where PPE is issued or identified in the risk assessment, employees must use it.

3.6 Risk assessment

Generic Risk Assessments are available for operations carried out by the company. These are reviewed and updated on a regular basis.

Prior to all site operations a site-specific risk assessment will be undertaken by the team leader, and all measures for safe working practices resulting from this will be discussed with staff and implemented by the operatives.

3.7 Incidents and accidents

It is the policy of the company to record all accidents and to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 2013).

An accident is any unplanned event and includes 'near miss' incidents even if no injury has resulted, or where there is no damage to property or equipment whether owned by the company or others.

All employees are responsible for reporting any accident or 'near miss' that occurs at work to the team leader on forms supplied.

The team leader is responsible for ensuring that any accidents or 'near misses' are entered into the Accident Book located in the office.

Each recorded incident will be reviewed by the service director as soon as possible and any recommendations where applicable will be actioned.

Reportable injury, occupational disease or dangerous occurrence will be reported to HSE according to guidance in HSE publication 'Reporting accidents and incidents at work – A brief guide' (INDG 453 (rev 1)).

3.8 First aid

In accordance with the Health and Safety (first aid) regulations 1981, the company has nominated Nigel Lye the Service Director in respect of the risks to the business.

The office, workshop and all vehicles will be equipped with suitable first aid kits. The managers must ensure these first aid kits are replenished after use.

A company director will ensure each kit is checked monthly and contents will be renewed before expiry dates.

3.9 Fire safety

A Fire Risk Assessment of all workplaces will be carried out as required by the Regulatory Reform (Fire Safety) Order 2005.

We are a responsible employer and take our fire safety duties seriously. All company premises will be assessed for fire risk as part of an overall fire control policy. This will also include maintaining and inspecting fire detection and fire suppression systems, fire escape routes and refuges, fire containment measures and fire evacuations and drill training. Testing of sources of ignition e.g., electrical equipment and distribution boards will be carried out at suitable intervals. Storage of fuel sources will be inspected and monitored as part of the regular Health and Safety inspection regime.

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce to protect the safety and well-being of our staff and visitors.

We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

Where employees are required to work on client's premises/sites they must comply with local policies and procedures which shall be communicated using site specific induction on arrival.

- The fire evacuation procedures will be practiced at least annually
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities, such as fire marshals
- It is our policy that all staff with specific responsibilities for Fire safety will be trained in the use of fire extinguishers
- All new members of staff and temporary employees will be provided with induction training on how to raise the alarm and the available escape routes
- All escape routes will be clearly signposted and kept free of obstructions at all times

- All fire-related equipment will be regularly serviced and maintained. If any employee notices defective or missing equipment, they must report it to a manager
- Alarm systems will be tested regularly. Staff will be told when a test is scheduled
- Any other safety systems will be checked regularly to ensure correct operation, where necessary, e.g., emergency lighting
- This policy forms part of employees' conditions of employment. Failure to comply may be treated as a disciplinary matter.

Procedures in the event of a fire.

On discovering a fire

- If you discover a fire, raise the alarm immediately
- If you have been trained and feel that it is safe to do so, attempt to fight the fire using the equipment provided
- If this fails, evacuate immediately. Ensure that no-one is left in the room and close the door behind you
- ensure that you or the designated person has called the fire brigade
- play your part in the rollcall so you are safely accounted for.

If you hear the fire alarm

- operate any essential shutdown devices, e.g., machinery
- Immediately leave using the nearest available fire exit
- Report to the assembly point for a rollcall
- If you are with a visitor, ensure they accompany you.

Fire marshals

- encourage staff around you to evacuate and to proceed to the assembly point
- Report to the person in charge, noting any absentees.

Person in charge

- gather all information regarding the evacuation
- establish if it is a genuine fire or false alarm
- ensure that the fire brigade has been called
- liaise with the fire brigade on its arrival.

3.10 Manual handling

It is the policy of the company to comply with the Manual Handling Operations Regulations 1992. The company will attempt to avoid or minimise manual handling whenever possible through use of alternative methodologies. Employees are given instruction on good handling techniques to ensure the risk of injury is minimised. Individuals should consider the load, the environment, individual capability, and the task to hand when undertaking manual operations.

3.11 Alcohol and drugs

It is the policy of the company to have an alcohol and drug free workplace.

Any person working for or on behalf of the company found to have consumed alcohol or drugs will be excluded from work and subject to the company's disciplinary procedure.

Any person taking prescribed medication must seek the advice of their doctor before working. Written evidence of their fitness to work may be required.

3.12 Noise

It is the policy of the company to comply with the Control of Noise at Work Regulations 2005 which imposes a duty on employers to protect workers and take steps to reduce the risk from noise at work. Guidance is taken from HSE publication 'Noise at work: A brief guide to controlling the risks' INDG362 (Rev 2).

- Suitable PPE is issued to all employees for the equipment they operate, including hearing protection.
- All PPE and equipment will be selected and maintained to ensure that noise levels are kept as low as possible.
- Employees are instructed to report any problems with their hearing protection or noise control devices immediately.
- Employees are informed about the risks associated with exposure to high noise levels and are advised to report any ear or hearing trouble.

3.13 Working with ladders.

It is the policy of the company to comply with The Work at Height Regulations 2005. Guidance is taken from the HSE publication 'Safe use of ladders and Step ladders a brief guide' INDG455.

3.14 Working in confined spaces.

It is the policy of the company to comply with The Confined Spaces Regulations 1997. Guidance is taken from the HSE publication 'Confined Spaces a brief guide to working safely' INDG258(rev1).

3.15 Lone working

Lone working is undesirable but cannot be avoided in some circumstances such as site surveying and some pump servicing.

The procedure for working alone is as follows:-

- Always sign in on to the customer's site.
- Assess the risk.
- Follow all the customer's health and safety instructions.
- Carry a mobile phone.
- Ensure a first aid kit is on hand.

- In areas of uncertain mobile phone reception, carry a whistle to aid location in an emergency.
- Always sign out of the customer's site.

3.16 Warning notices and fencing off

All work in public places and work likely to impinge on property, will have warning notices displayed nearby.

The working area will be fenced off, to prevent the public gaining access to the working area.

3.17 Proximity to the highway.

All work must be suitably signed in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.

All work associated with public highways will be undertaken with reference to 'Safety at Street Works and Road Works' Code of Practice 2013 issued by the Secretary of State for Transport under Section 65 and 124 of the New Road and Street Works Act 1991 Ch. 8.

When work is to be carried out that could affect users of a highway, the relevant authority will be notified and a licence obtained if necessary.

All staff will be issued with and must wear High visibility clothing to BS EN 471 when working on or within 2 metres of the highway and includes public paths.

Signing, lighting and guarding must equally protect pedestrians as well as road users.

Only trained and certificated personnel will erect signs.

3.18 Waste disposal

The office, yard, workshop, and work sites will be kept tidy and must not block emergency access or escape routes. Potentially hazardous or flammable waste must be separated from other waste materials. The company's Environmental Policy must be complied with at all times together with ISO14001.

All waste materials must be disposed of in accordance with The Environmental Protection Act, Control of Substances Hazardous to Health Regulations, Hazardous Waste Regulations.

3.19 The control of substances hazardous to health

Before any hazardous substances are used during a work process, a material safety data sheet (MSDS) will be requested from the supplier and an appropriate assessment made of the risks from that substance will be undertaken by the Health and Safety Co-ordinator / Representative, in line with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

1. Alternative less harmful substances will be used wherever possible.
2. Assessments will consider storage, handling, how the substance is used, the quantity used, the routes and level of exposure, PPE requirements, workers' health, and emergency actions.
3. Supervisors will brief staff on any hazard or substance precautions, with written records being located in an accessible location within each department.
4. An inventory of all substances and materials hazardous to health is held at head office.
5. Health surveillance will be provided when determined as appropriate in the COSHH assessment.

4.0 Monitoring and auditing.

The **Management of Health and Safety at Work Regulations 1999** governs the legal requirement for the company to monitor and review that their preventative and protective measures are in place and are effective to identify patterns and trends in health and safety performance and use these to further improve the policy and its arrangements. Monitoring and auditing may be completed in house by the Service Manager or by an external provider.

To comply we will:

1. Ensure regular audits of our health and safety compliance are undertaken, these will be annually. Audits may be carried out by an external organisation on our behalf in order to obtain an objective view.
2. To underpin the audit programme, we shall also undertake regular workplace and equipment inspections. These will be carried by the operators of equipment and appropriate managers or, where appropriate, our safety advisor using documented checklists.
3. We shall review our risk assessments regularly to ensure all hazards have been identified and controlled to their lowest possible level.
4. Where there is a need to address an area of non-compliance this will be added to a safety plan and prioritised.

5. All employees will be communicated with where it is identified further control is required to ensure measures are effective and appropriate prior to implementation.
6. The results of inspections will be published for the information of all employees.
7. In addition to the above we will also investigate and review all reported accidents, incidents and near misses, which may identify further issues not identified using the above systems.
8. All employees have a duty to report any shortfalls in protective measures and should these be identified must be reported to line managers.

Where required, and appropriate, employees will be trained to enable them to carry out inspections as required.

5.0 Contractors: roles and responsibilities

1. Contractors and the workers under their control are most at risk of injury and ill health from construction work. Contractors, therefore, have an important role in planning, managing, and monitoring their work to ensure any risks are controlled.
2. Contractors on all projects must make sure the client is aware of the client duties under CDM 2015 before any work starts.
3. Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them.
4. Check that all workers they employ or appoint have the skills, knowledge, training, and experience to carry out the work, or are in the process of obtaining them.
5. Make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the principal contractor
6. Provide appropriate supervision, information, and instructions to workers under their control
7. Ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
8. Ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

5.1 Specific Safety Procedures

Safety procedure is governed by industry best practice, provided by the Health and Safety Executive (HSE) in conjunction with the pump manufacturers.

Every employee is issued with a copy of each Guidance leaflet, relevant Safety Guides and as part of their Health and Safety Manual, which together provide safety procedures for all our operations.

Activity	Reference Material