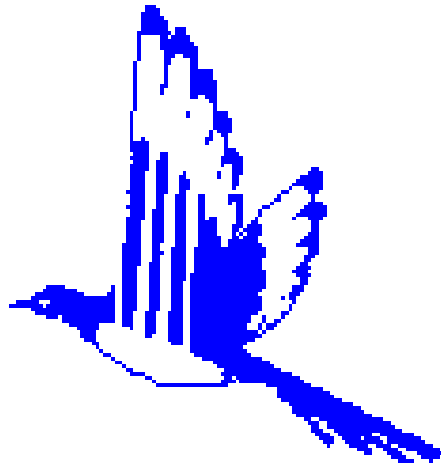


AIR TECHNOLOGY LIMITED



**HEALTH SAFETY & ENVIRONMENTAL POLICY
MANUAL**

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Note: The Company is and means Air Technology Limited.

PART 1: GENERAL POLICY STATEMENT

The Managing Director of Air Technology Limited regards Health Safety & Environmental Management as an integral part of its business activities and regards the promotion of Health Safety & Environmental management measures as a mutual objective for all staff. It is the company policy to manage its activities so as to avoid causing unnecessary or unacceptable risk to the environment, the safety and health of employees, customers, and members of the public and to others who may be affected by its operations. This policy means that the company will conform to all appropriate legal requirements and endeavour to take any additional measures it considers necessary.

All activities will be controlled and managed to ensure, as far as is reasonably practicable, the surrounding environment, the health and safety of all employees, contractors, trainers/speakers, supplier's representatives, customers and the public etc. In particular, the company has a responsibility:

- a. To provide and maintain safe and healthy working conditions and practices, and to comply with statutory requirements. This includes the provision and maintenance of equipment and safe systems of work.
- b. To undertake suitable and sufficient written risk assessments.
- c. To put in place effective arrangements for the planning, organization, control, monitoring and review of health safety & environmental measures in the workplace (including health surveillance). Such arrangements should be recorded and made available for review by all interested parties
- d. To develop suitable emergency procedures.
- e. To provide temporary workers with appropriate health safety & environmental information.
- f. To ensure the provision of information, instruction, training and supervision as is necessary to enable employees to perform their own work safely and efficiently and to understand their own statutory obligations.
- g. To ensure that the use, handling storage and transport of articles and substances is safe and without risk.
- h. To make available all necessary safety devices and protective equipment. To give the necessary information, instruction, training and supervision in its use.
- i. To maintain a constant and continuing interest in health safety & environmental matters applicable to company activities.
- j. To encourage all staff to set a high standard of safe behaviour and conduct.

- k. To ensure that any workshop under his control is safe and healthy and that proper means of access and egress are maintained, particularly in respect of high standards of housekeeping, cleanliness, disposal of rubbish and the stacking of goods in the proper place.
- l. To keep the workplace environment safe and healthy so that the atmosphere is such as not to give rise to poisoning, gassing or the encouragement of the development of diseases. Adequate welfare facilities should be provided.
- m. To consult and involve all staff in health and safety matters and the operation of this policy.
- n. To monitor and review our health, safety and environmental performance against objectives and targets
- o. To be committed to the continual improvement in the effectiveness of our health safety & environmental management system.

Staff are under legal obligations to co-operate by keeping the workplace safe for themselves and others, using control equipment provided, following the Company safety rules, by undertaking training in health, safety and environmental matters as required and reporting any hazardous conditions to the Nominated Representative or Managing Director. Safety at work can only be achieved by a positive culture incorporated with teamwork and action at every level in the business, where everyone has a roll to play. This is particularly significant as not one person is a custodian of health and safety and it is in everyone's interest to maintain high standards of health safety and environmental performance.

All contractors and other authorised persons working at the company premises must receive permission to use any plant, equipment and apparatus etc. The company health safety and environmental policy and rules for contractors should be observed at all times.

The Company:

Works on the principal that all injuries at work are preventable and will actively promote high standards of safety culture and conduct, discipline and individual accountability.

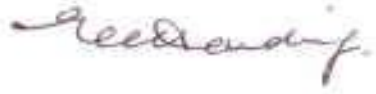
Recognise the vital importance of ongoing commitment of all employees to the highest standards of health, safety and environmental performance.

Endeavour to provide equipment, systems of work and substances, together with practical advice on application, which will not cause injury, damage to health or cause undue adverse environmental impact.

Endeavour to keep its employees and contractors appropriately informed of known potential hazards that might affect them.

I give my full backing to this policy and will support all those who endeavour to carry it out.

Signed.

A handwritten signature in dark ink, appearing to read "Eric Harding". The signature is written in a cursive style with a prominent initial "E".

Date...6/9/06

Mr Eric Harding
Managing Director

PART 2: INTRODUCTION

Air Technology Limited was founded in 1986 with the express purpose of helping clients reduce the cost of compressed air, which is a very expensive service, often ignored as it is essential, yet usually offering excellent potential for savings.

Through the years the Company has developed into other fields as a natural progression and has extended its scope to deal with air quality, water, vacuum and inert gas cost reduction, problem solving and capital consultancy. In recent years the company has also developed into a major new area; the optimisation of waste water treatment aeration systems, where we have a considerable portfolio of achieved successes for our clients.

The Company own a comprehensive range of flow, pressure and other measurement equipment, every item being exactly manufactured so that they conform where applicable with the requirement of British Standards, Federal Drug Administration or International Standards Organisation standards being worked to. All equipment used is calibrated against known traceable or primary measurement standards to a stringent calibration programme to ensure utmost accuracy of results.

A highly skilled work force contributes in the main to the Company's successful investigations at the client's premises. Air Technology engineers and technicians are expected to work completely independent of the client until a report on work completed is presented at the end of each day's work. They will have everything they expect to have to use with them, right down to the last nut and bolt. They will cause as little disruption to a client's own work schedule as possible, flow meter installations normally being made under pressure to avoid such problems.

Air Technology prides itself on presenting a comprehensive written report on completion of each survey, detailing results of actions carried out and recommendations for further improvements. Where required we will provide our clients with the skills and experience to convert these recommendations into achieved actions and consequent savings.

Air Technology also prides itself on its quality of service and the resultant impressive blue chip client portfolio including Ford Motor Company, Shell, BP Amoco, Corus, Proctor & Gamble, DuPont and AstraZeneca. Air Technology Ltd is committed to providing these, and all our other, clients the highest level of service and commitment both in the UK and abroad.

In order to maintain these levels Air Technology employ a high quality workforce, with Chartered Mechanical Engineers at senior levels within the company and several engineers accredited to carry out energy saving identification and solution development work on behalf of the Carbon Trust.

All employees undergo comprehensive safety training and all our engineers and technicians are holders of current Client Contractor National Safety Group Safety Passports

PART 3: ORGANISATION

The Managing Director has overall responsibility for health, safety and environmental performance at the Company's premises. The Managing Director will co-ordinate and authorise all matters and policies. The Managing Director will ensure that there are adequate resources to provide health and safety equipment, protective clothing, training and information etc for all employees, as necessary. The overall responsibility for ensuring that this policy is carried out is that of the Managing Director.

He will be assisted in his duties by a Nominated Health & Safety Manager (Competent Person) and Deputy Management Representative.

Health & Safety Manager (Competent Person)

The Managing Director will be aided in his responsibility by the nominated Health & Safety Manager who will recommend/formulate policies or procedures and monitor day to day practices.

The Health & Safety Manager is responsible for the following.

- a. Ensuring that all employees have received a copy of the Company's health and safety policy.
- b. Ensuring that the provision of information, instruction and training is carried out in relation to safety procedures and equipment.
- c. Ensuring that all employees follow the established safety rules and procedures and use any protective devices, equipment or clothing provided.
- d. Ensure that appropriate protective equipment, devices and clothing are readily available, obtained, supplied, properly maintained, used correctly and a record of the issued equipment kept and equipment replaced when necessary.
- e. Maintaining an accident report book and ensuring that all accidents occurring on the premises and on customer's site are reported and entered into the book.
- f. Notifying the Company's Managing Director of any accident or incident that occurs, this will include for near misses. He/She will then carry an investigation.
- g. Ensuring that regular maintenance and examinations etc are carried out on all items of equipment and plant as required by HASAWA.
- h. Ensuring that contractors liaise and co-operate in all H & S matters.
- i. Compiling reports for the inspection of the company premises and taking appropriate action as required.

- j. Consulting with staff whenever necessary to take a forward thinking approach in their H & S at work.
- k. Ensuring that the H & S procedures set out in the “Arrangements” section are implemented.
- l. In consultation with the company’s Managing Director and the H & S Manager will update the H & S safety arrangements as necessary.

The company Health & Safety Manager will carry out a thorough safety inspection the premises at intervals not exceeding 6 months. Reports of these inspections, together with recommendations for action will be forwarded to the Managing Director.

The Health & Safety Manager will maintain Health & Safety records and ensure that the statutory notices are displayed.

General Responsibilities of all Staff

So far as is reasonably practicable, all staff will ensure all possible measures are taken to prevent accidents, incidents, dangerous occurrences, personal injury and to maintain a safe and healthy place of work:

This will include the following:

- a. Safe systems of work are followed at all times.
- b. Staff are familiar with, understand and comply with the codes of practice given in the arrangements section of this policy (Part IV)
- c. Health & Safety Rules regarding dress, behaviour, smoking etc must be obeyed at all times.
- d. Staff must conform to the planning board where possible. Any changes are to be reported to the Managing Director as soon as they are known.

Staff will be required to report on any matters concerning Health Safety & the Environment to the Health & Safety Manager. Issues will then be progressed by the H & S Manager or, if appropriate, with the Managing Director.

The importance of staff health, safety and welfare is emphasised by its permanent inclusion in the agenda items for staff meetings.

Employees

All employees have a duty to:

- a. Co-operate with the company in securing the aims and objectives of the Health Safety & Environmental policy.

- b. To report any unsafe plant, machinery, tools & equipment, unsafe systems of work and any other safety or environmental hazards.
- c. To assist in the maintenance of good housekeeping.
- d. Wear and use PPE when specified.
- e. Observe all works safety rules & procedures.
- f. Co-operate with the Management team in meeting the statutory obligations.
- g. Observe and follow all company and local safety rules when working on client's sites.

Employee Responsibility

In recognising the joint nature of reaching and maintaining a high standard of Health Safety & Environmental Management, the company reminds its employees that they are responsible for taking reasonable care for their own health and safety and that of others, including the environment, who may be affected by what they do or do not do.

They must therefore adhere to all rules and regulations for safe working and report to their Manager / Supervisor any hazard which they themselves cannot correct.

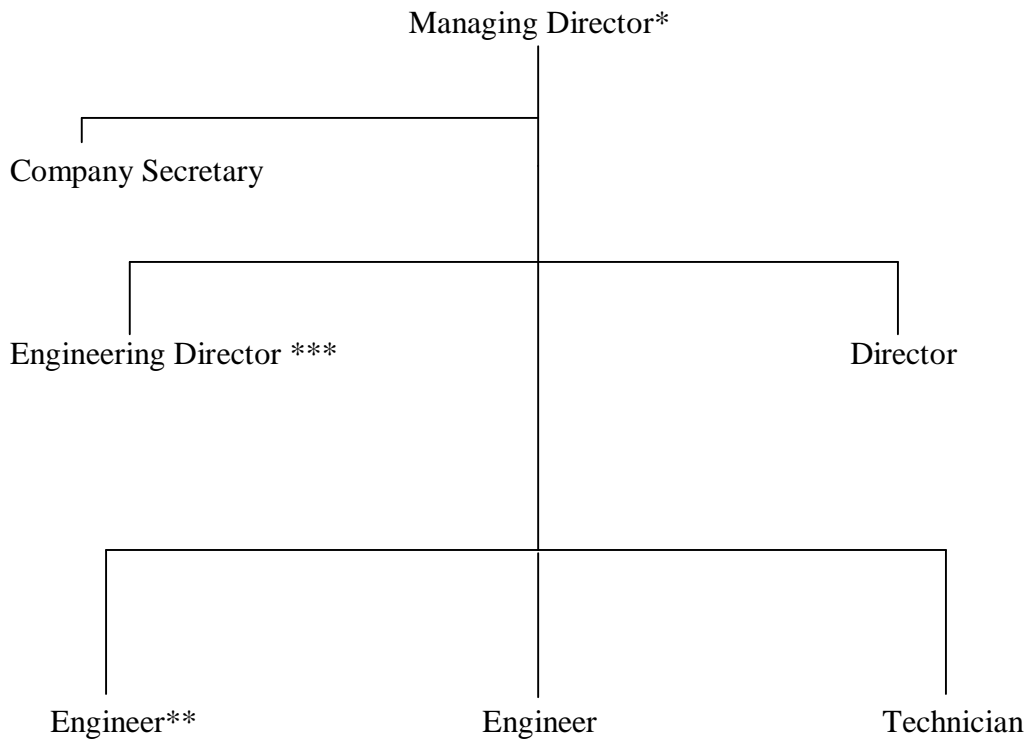
Under sections 7 & 8 of the Health & Safety at Work Act 1974 and the Management of Health and Safety at Work regulations 1999 the following specific duty is the responsibility of every employee:

- a. To take reasonable care for the health and safety of themselves and others affected by their acts or omissions.
- b. To co-operate with their employer and others to enable them to fulfil their legal obligations.
- c. No employee is to misuse or interfere with safety provisions.
- d. Use any equipment or substance in accordance with any training or instruction given by the employer.
- e. Report to the employer any serious or imminent danger.
- f. Report any shortcomings in the employer's protective health & safety arrangements.

All employees are reminded that they may be prosecuted by the Health & Safety executive for breaches of their statutory duties under the act. Any action so arising will be without prejudice to any further action the company may take.

An employee involved in an accident or dangerous occurrence is requested to ensure that the facts are reported to a senior member of staff
The company requires every employee to co-operate in implementation and development of this policy and in creating and maintaining a safe & healthy working environment from which all will benefit.

Safety Management Organisation



* Management Representative

** Nominated Health & Safety Manager (Competent person)

*** Deputy Management Representative (Quality Management System)

RESPONSIBILITIES

The Managing Director

- a. Shall ensure that there is an effective Health Safety & Environmental Policy.
- b. Shall periodically appraise the effectiveness of the policy and ensure that any necessary changes are made.
- c. Shall provide adequate staff, funds and materials to meet the Health Safety & Environmental requirements.
- d. Shall assume full responsibility for Health Safety & the Environment

- e. Shall ensure he/she receives regular reports from staff on matters relative to Health Safety & the Environment.
- f. Shall ensure the company's Health Safety & Environmental programme is understood at all levels.

Health & Safety Manager

1. Shall co-ordinate the activities of the Safety team.
2. Shall, so far as is reasonable practicable, ensure that the company is working correctly towards complying with current and planned legislation.
3. Shall ensure through Health & Safety administration that all relevant documentation is completed in a satisfactory manner, including:-
 - Reporting of accidents
 - Investigation of accidents
 - Test certification
 - Personnel files for training and health records
4. Shall prepare safety procedure assessments and maintain records of the issuing of such documents.
5. Shall produce minutes of safety meetings and ensure that any follow up action is carried out.
6. Shall cooperate fully with the Health & Safety Executive, ensuring that all requirements are met.
7. Shall ensure that the fire fighting equipment is regularly inspected and serviced.
8. Shall ensure that stocks of all first aid and safety equipment are maintained at a satisfactory level.
9. Shall ensure that accident records are kept and stored securely.
10. Shall keep the Managing Director informed of all Health & Safety activities and request additional resources as necessary.
11. Shall implement the company Health & Safety policy and monitor its effectiveness.

12. Shall ensure that all incidents, accidents and near misses are correctly reported, review all accident reports and ensure that a suitable and sufficient investigation is carried out and arrange for corrective measures if necessary.
13. Shall ensure that all employees are aware of the hazards and are fully acquainted with the company Health & Safety policy and are involved in all Safety Inspections in their departments.
14. In the case of new operations, shall ensure that Method Statements and Risk assessments are established and adhered to.
15. Shall ensure, so far as is reasonably practicable, that specific legal requirements are met and that reasonable steps are taken to comply with changes in these requirements.
16. Shall ensure that all maintenance work necessary to ensure safety and good health is carried out promptly and efficiently.
17. Shall regularly inspect the work area to ensure that procedures are being complied with and make recommendations on all matters concerning Health & Safety.
18. To ensure the necessary instruction of staff under his / her control at all levels in accident prevention, legislation and to ensure safe methods of operation and working within his / her area of control.
19. Shall ensure that all plant and equipment is adequately guarded.
20. Shall ensure that all employees know what to do in the event of a fire and, if trained to do so, how to use the fire fighting equipment.
21. Shall ensure that all employees know the whereabouts of the first aid facilities.
22. Shall ensure that suitable and sufficient supervision is available at all times and additional supervision where young or inexperienced workers are concerned.
23. Shall ensure that all safety rules are observed and that all personal protective equipment is worn correctly and used when appropriate.
24. Shall ensure that all safety devices are fitted, properly adjusted and maintained.
25. Shall ensure that all machinery and equipment is properly maintained, safe to use and inspected at regular intervals.
26. Shall ensure that good housekeeping techniques are utilised at all times.
27. Shall seriously consider any representation about Health & Safety from any employee.

28. Shall ensure that all new employees receive safety training before starting work in the company (Induction training) and issue copy of the Company's Induction programme.

Deputy Management Representative (Quality Management System)

1. Shall assist the MD and Health and Safety Manager to ensure the Health Safety and Environmental Policy and associated documentation is maintained correctly and kept up to date in line with changes to the company operation and current and planned legislation.
2. Shall regularly report to the management team on the performance of the Environmental Management System, including needs for improvement.
3. Shall promote awareness throughout the organisation and interested parties of the companies commitment to Environmental Management

All Employees

1. Shall immediately report to management any hazardous conditions
2. Shall liaise with the Managing Director and Health & Safety Manager in accident investigations and plant inspections.
3. Shall fully familiarise themselves with the company Health, Safety & Environmental policy.
4. Shall co-operate in attending all Safety meetings where possible .
5. Shall promote safe working practices.
6. Shall be aware of the correct emergency action to take in the event of an accident or fire.
7. Shall ensure that stocks of all first aid and safety equipment are maintained at a satisfactory level.
8. Shall ensure that accident records are kept and stored securely.

PART 4: ARRANGEMENTS

1. Risk Assessments

It is the responsibility of the Health & Safety Manager to produce and review suitable and sufficient risk assessments of all work areas, processes, working procedures and equipment to establish:

- a. The risk to the Health & Safety of employees to which they are exposed whilst they are at work.
- b. The risks to the Health & Safety of persons not in the company's employment, arising out of, or in connection with the company's activities.
- c. The risks to the environment arising through normal operations and reasonably foreseen abnormal operations.

2. Safety & Monitoring

The Health & Safety Manager will carry out a general inspection of the company's premises at intervals of not less than six months.

3. Accident & Incident Reporting & Investigation

Any accident or near miss will be investigated, whether personal injury or loss to plant is sustained or not to ascertain the causes and to allow preventative action to be taken. The reporting of injuries, diseases and dangerous occurrences are to be reported as per RIDDOR regulations, this is to be performed by the Health & Safety manager. An internal accident report form is presented as appendix IX.

All staff are instructed that, in the interests of their own and other people's Health & Safety, they should report all accidents, incidents, near misses and hazardous situations to the Health & Safety manager. The accident book is to be kept by the company secretary.

Any environmental incidents should be reported using the Non Conformance and Corrective Action procedure detailed in the Quality Management System.

4. Contractors

Any contractor working on the Company's premises must carry out his / her work in accordance with any applicable Health, Safety & Environmental legislation. Risk assessments and method statements must be provided to the Health & Safety manager for inspection.

The Health & Safety manager must ensure that all contractors and sub – contractors are given a copy of the company's rules for contractors and that they understand and

agree with them as a condition of the contract. See Appendix IV for additional rules for contractors.

The Health & Safety manager will check for any issues that may affect either the employees of the company or the employees of the contractors.

5. Visitors

All visitors and contractors are required to report to reception.

- a. Delegates on seminars and training courses will be accounted for on arrival at reception
- b. At conferences the involved senior members of staff will be responsible for accounting for participants in the event of an emergency.
- c. All staff entertaining visitors at the time of an emergency should account for those visitors to the Health & Safety manager.
- d. Contractors must report to reception during normal working hours before commencing any work whatsoever. Reception must immediately advise the Health & Safety manager or a nominated representative if the H&S manager is not in the office. Outside normal working hours contractors should report to a senior member of staff.

6. New Materials & Equipment

The company will ensure, as so far as is reasonably practicable, that all new materials or equipment are safe and without risk to health or the environment before they are taken into use. The company's Health & Safety manager will advise on such matters. A Risk Assessment will be produced in all cases.

7. Lone Working / Out of hours work

- a. Work of a hazardous nature

Any member of staff on their own shall carry out no work of a hazardous nature such as working at heights or in a confined space. Where it is necessary to carry out such work another person must be present at all times, this person shall have the necessary instruction, training and information to take the necessary action should an emergency arise.

- b. Work of a non hazardous nature

If it is essential for any such work to be carried out at weekends or late in the evening then a contact procedure shall be followed. This shall involve the person carrying out the work informing a responsible person that they are carrying out work in the building and for approximately how long. A responsible person can be either a colleague or spouse.

c. Signing in and out

All employees' movements over the weekend shall be noted on the company diary.

d. Equipment Isolation

It is the responsibility of each individual member of staff to ensure that all appropriate machinery used out of hours is switched off prior to leaving the premises.

8. **First Aid**

Trained staff as advised on the staff notice board are available to provide first aid treatment. Serious injuries must be reported immediately to the Health & Safety manager or a senior member of staff who will make arrangements for appropriate medical attention.

The senior first aider is responsible for ensuring that the official first aid boxes contain the correctly prescribed items.

All company vehicles will carry an adequate supply of first aid equipment. Those employees with responsibility for company vehicles should ensure the kit is available, properly maintained and stocked.

9. **Fire**

See appendix I

10. **Biological Agents**

There are numerous infectious viruses, e.g. AIDS & Hepatitis. The risk of being infected at work is extremely low, especially in an environment such as found in this company. However, recently there has been a requirement to work around raw sewage, this has increased the risk of blood borne pathogens and infections and as such an information sheet is available from the Health & Safety manager. See Appendix XIV

11. **Hazardous Substances**

Any employee who purchases hazardous goods for the company shall ensure that the MSDS (Material Safety Data Sheets) are obtained for the substance and filed in the appropriate location. The Health & Safety manager will conduct assessments of the substance. All contractors must have copies of their own MSDS and assessments; these must be forwarded to the Health & Safety manager for scrutiny.

Where necessary, control measures will be taken to eliminate, substitute or control any risk to health and safety.

Where elimination or substitution is not possible then engineering controls should be implemented to reduce the risk, isolation etc. PPE should only be used as a last resort if no other control is possible. Suitable and sufficient training will be given to ensure all personnel at risk are informed of the risks and what measures need to be taken to control the risks. The Health & Safety manager will keep all records of assessments and controls. All staff will follow instructions given as a result of the assessments. Staff shall also report any detrimental effects noted after using potentially hazardous substances to the Health & Safety manager.

12. Electrical Safety

All electrical equipment will be properly inspected and maintained. Portable electrical appliances will be tested annually by a competent person and the test details entered into a register.

The main electrical services will be maintained in accordance with current requirements. All fixed services will be inspected every five years. Staff are required to report any defects immediately to the Health & Safety manager. All defective machines must be isolated from the power supply and clearly marked "Faulty – Do not use". Electrical repairs should only be performed by a competent person. All trailing wires and extension leads should be covered wherever practicable.

Equipment marked "Do not switch off" should not be disconnected unless in the event of an emergency situation.

13. Housekeeping & Hygiene

High Standards of housekeeping will be maintained throughout the company offices. All employees are responsible for ensuring that their working areas are kept tidy. The company will provide:

- a. Adequate facilities for the proper storage of clothing and materials for use at work.
- b. Suitable & safe arrangements for the disposal of waste paper and other refuse. Staff must make proper use of these facilities.

Items such as briefcases, portable work equipment and parcels etc should not be left where they could be tripped over. The stacking of files, equipment etc on the top of filing cabinets is not to be performed.

The kitchen areas and yard area will be kept in an especially hygienic condition.

14. Welfare

The company will provide and maintain adequate welfare facilities. This includes washing facilities, toilets and first aid facilities.

15. Manual Handling

Where reasonably practicable any manual handling operations are to be eliminated automated or mechanized. Where it is not reasonably practicable to avoid the MHO, a suitable and sufficient risk assessment must be carried out in accordance with the manual handling regulations 1992. The company will, where reasonably practicable, take steps to minimise risks to injury where it is not possible to avoid manual handling operations. Staff involved in manual handling operations will be given instruction in proper lifting techniques.

16. Display Screen Equipment

See Appendix III

17. Dangerous Equipment

Dangerous machinery and equipment will be provided with guards in accordance with the manufacturer's guidelines and the advice of the Health & Safety Manager. Information & training in the use of all equipment is the responsibility of the Managing Director in conjunction with the Health & Safety Manager. Maintenance records and manuals will also be filed correctly by the Company Secretary. Staff will not attempt to correct any faults on machinery unless they have received suitable & sufficient training and are qualified to do so. Clothing or long hair which is likely to become entangled must be tied up or adjusted. Jewellery must be removed to prevent danger.

18. Sharps

Any broken items of glass, china or discarded blades must be removed from use immediately. This will be performed carefully. All broken items resulting in sharp fragments which may cause injury must be placed in a strong cardboard box and securely sealed before disposal. A suitable method of cleaning up "sharps" should be used. E.g. by Vacuum cleaner or by pan & brush. Kitchen knives should only be used with great care and attention; they should also be properly stored.

19. Maintenance & Testing

All necessary plant & equipment will be provided and maintained by the company. Such equipment should meet all relevant British Standards, European Standards and any applicable legal requirements. Electrical and Mechanical safety standards will be checked on a variable frequency depending on the exact requirement for any particular piece of equipment. Any necessary maintenance or repairs to damaged equipment will be carried out immediately.

Employees will not use equipment which is defective. All defects observed as part of the pre – use inspection must be notified to the Health & Safety Manager as soon as they are discovered.

20. Working at Heights

Please refer to the HSE leaflet “Working at Heights” in the Safety folder located on the Network

21. Suspicious Packages

Suspicious packages should be left where they are and their location reported to the Health & Safety Manager. On no account should potentially dangerous or packages be opened. If in doubt, the company’s emergency procedure should be instigated. See Appendix II

22. Slips, Trips & Falls

The risk of slips, trips & falls will be minimised by good housekeeping and cleaning up any spillages immediately. If floors are wet for any reason then a warning sign should be displayed. Any uneven or broken floors should be reported. Electrical cables should not trail across walkways, corridors or escape routes without ensuring that they are securely protected. When carrying electrical equipment the plug should be carried as well as the appliance.

23. Smoking

In line with the Smoke-free (Premises and Enforcement) Regulations 2006 there will be no smoking anywhere on the company’s premises or in any company vehicles at any time.

24. Storage

Suitable shelving and filing cabinets will be provided for storage. Staff will be required to use the correct method of storage. Broken or unsteady shelving or racks should be reported to the Health & Safety manager. All storage areas must be kept tidy and clear. The top areas of filing cabinets are not to be used for storage of files or other paperwork. Gangways should be left to enable free access and egress from the area.

25. Training

All staff including temporary, casual and / or contractors will be given a short induction package on commencing work. This will include information on general health & safety, environmental issues, fire, first aid and accident / emergency procedures. Induction training will be supported by the job supervisor and / or training as necessary. Refresher sessions will be arranged regularly. Records of all staff training appropriate to the correct implementation of the policy will be kept by the Company Secretary. Please see Appendix VII for Induction programme.

26. Lighting

The company will ensure that there is adequate lighting for all persons to carry out their work and to move about safely. Delicate, precision or tasks involving dangerous equipment may require additional lighting levels. If lighting is inadequate the Health & Safety manager should be informed. Only designated, trained individuals should change light bulbs, tubes etc.

27. Kitchen Equipment

Under normal circumstances the boiling of water may only be undertaken in the kitchen. All kitchen equipment will be serviced and maintained on a regular basis.

28. Environmental aspects and impacts

The company shall identify the environmental aspects associated with its service that it can control and over which it can be expected to have an influence. These aspects are assessed for their environmental impact and objectives set for continuous improvement. All environmental aspects and planned objectives are regularly reviewed for their suitability and achievement under the QA Management review process. Where the company identifies environmental aspects significant enough to warrant external communication appropriate action will be taken and records of such action will be maintained.

See Appendix V for environmental aspects register

29. Company Vehicles

It is the responsibility of the main users of these vehicles to carry out routine checks as recommended by the manufacturers. They are also responsible for ensuring regular servicing. Suitable breaks of at least 10 minutes will be taken for every two hours of driving.

30. Mobile Phones in Vehicles

The use of mobile phones by the driver whilst the vehicle is in motion is not permitted under any circumstances unless the phone is in a correct cradle and a hands free kit is installed.

31. Temperature

An adequate temperature will be maintained in all work areas. After the first hour of the working day the temperature must be a minimum of 16°C. Where employees are not required to be in a seated position and involving manual labour this can be reduced to a minimum of 13°C. If this temperature is not maintained then the Health & Safety manager will be informed.

The only heaters permitted in the building are heaters provided and maintained by the company. Any additional local heating provided should be used in a safe manner with regard to fire, tripping and electrical hazards.

32. Decoration

Walls and ceilings will be decorated as often as necessary and records kept of any such work performed. Any defects in decoration should be reported to the Health & Safety manager.

33. Occupational Health

Anyone feeling unwell at work must report immediately to another member of staff. Any member of staff taking prescribed medications which may create problems of unsafe working e.g. through drowsiness / affecting balance must alert a senior member of staff.

34. Personal Protective Equipment

Appropriate personal protective equipment will be provided for all members of staff free of charge. Staff who regularly visit other sites may need additional protective equipment which will also be provided, free of charge, to the employee. Advice on specific PPE needs can be discussed with the Health & Safety manager.

35. Advice on Health, Safety & Environmental matters

Advice on all Health, Safety & Environmental matters is available from the Health & Safety Manager.

36. Food Hygiene

See Appendix VI

37. Communication

The Company has a policy of thorough internal communication, both horizontally and vertically, with regard to the Health Safety & Environmental Management System and its effectiveness. The company will receive, document and respond to relevant communications from external interested parties if received.

The Health Safety & Environmental Policy Statement is displayed at Head Office and is available for public review.

38. Substance abuse policy

The company has a substance abuse policy as part of the contract of employment. This is detailed in the Company Handbook, Appendix XII.