

Advanced Access Platforms Ltd

HEALTH AND SAFETY POLICY



**ADVANCED
ACCESS PLATFORMS**

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1.0 STATEMENT OF GENERAL INTENT.

Advanced Access Platforms Ltd is a responsible employer and is committed to ensuring that all reasonably practicable measures are taken to maintain the Health & Safety of its employees, customers, contractors and visitors.

The company will do all that is reasonably practicable to prevent personal injury and damage to property and to protect everyone in the workplace from foreseeable work hazards.

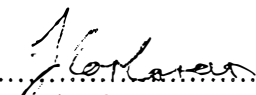
It is our duty to ensure Health & Safety forms a key part of our operations and also promote, maintain and develop a positive Health & Safety culture within our business.

The company will provide as far as is reasonably practicable:-

- a) Healthy and safe working environments, conditions and practices.
- b) Methods and procedures and equipment to ensure all operations can be carried out safely and without risk to health.
- c) Arrangements for all employees to co-operate with the company and attend any necessary training and instruction as required.
- d) The company will comply with legislation, and carry out continuous improvement in relation to Health & Safety matters.

It is the duty of all employees, contractors and visitors to embrace the importance of Health & Safety as a culture and engage with our Health & Safety policy by:-

- e) Taking reasonable care of their own Health & Safety and that of others affected by their acts or omissions.
- f) Report any hazards, unsafe practices or incidents.
- g) Use any protective equipment in the correct manner and report any damage or defect.
- h) Report any near misses, property damage, dangerous occurrences and accidents, or any related incident which has led or could lead to injury or damage.
- i) Assist with the investigation of incidents as required, with the aim of introducing measures to prevent the reoccurrence of such incidents.
- j) Report any other issue they feel could lead towards an improvement of any matter relating to Health & Safety culture, even where no immediate danger exists.

Signed..........Date.....4th January 2023:.....
Director John Corcoran
For and on behalf of: Advanced Access Platforms Ltd

1.1 ORGANISATION.

Mr John Corcoran Managing Director, has overall responsibility for Health & Safety matters within the company and will act as the competent person in all matters relating to Health & Safety, and he will appoint a deputy in his absence.

1.2 INDUCTION TRAINING.

All employees will receive a Health & Safety induction briefing on commencing employment, this will include the following:-

- General Safety.
- Working at heights.
- Electrical Safety.
- Noise.
- Fire procedures.
- Manual Handling.
- Control of substances hazardous to health (COSHH)
- Personal protective equipment (PPE)

1.3 PROCEDURES FOR DEALING WITH HEALTH & SAFETY ISSUES.

Where an employee raises an issue relating to Health & Safety the company will:-

- Take all necessary steps to investigate the circumstances.
- Take appropriate corrective measures where required.
- Advise the employee of any actions taken.

Employees must adopt the following procedures in relation to Health & Safety matters:-

- Inform their supervisor immediately a potential hazard or Health & Safety issue is identified.
- In the case of an adverse health or medical condition persons must consult their General Practitioner.

1.4 MONITORING OF POLICY.

Mr Joe Ennis will carry out an annual Health & Safety audit on both office / workshop and site operations and the policy will be amended along with any training or instruction as or when required.

1.5 HEALTH & SAFETY CONSULTATION.

Management will consult with employees over matters relating to Health & Safety. Employees are encouraged to report any Health and Safety issues they have to management who will then discuss any possible changes required including training, policy review or update.

2.0 FIRE AND EVACUATION PROCEDURES.

Every employee must be familiar with the fire regulations on any site they are allocated to attend.

2.1 EVACUATION PROCEDURES.

In the event of a fire being discovered anywhere on the site the following procedures are to be followed:-

- The person discovering the fire will raise the alarm.
- Everyone is to leave the building using the nearest safe exit.
- Everyone is to assemble at the fire evacuation point (identified during induction training)
- The senior person present will call the emergency services and inform them of the nature and location of the fire.

On hearing the alarm:-

- Leave the building by the nearest safe exit, closing all doors and windows behind you, if safe to do so.
- Do not run.
- Do not delay to collect personal belongings.
- Do not attempt to use the fire fighting equipment if there is any risk to anyone's safety.
- Do not re-enter the building until given the all clear by the Fire Services.
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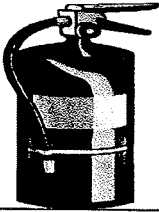
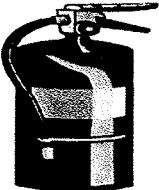
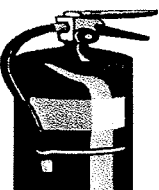

2.2 FIRE EXTINGUISHERS.

All fire extinguishers will have a red body and the colour coding will form no more than 30% of the body area of the extinguisher.

Extinguishers are sited at all exits and entrances and at suitable intervals around the building. They are clearly signed and will conform to the following colour coding:-

RED –	Water
BLUE-	Dry powder
CREAM-	Foam
BLACK-	CO2

Please refer to the following table:-

	DRY POWDER	FOR LIQUID AND ELECTRICAL FIRES. DO NOT USE ON METAL FIRES.
	FOAM	FOR USE ON LIQUID FIRES DO NOT USE ON ELECTRICAL FIRES
		FOR USE ON WOOD, PAPER, TEXTILE AND SOLID MATERIALS DO NOT USE ON LIQUID, ELECTRICAL OR METAL FIRES.
	CARBON DIOXIDE CO ₂	FOR LIQUID AND ELECTRICAL FIRES. DO NOT USE ON METAL FIRES

DO NOT REPLACE ANY EXTINGUISHERS BACK AT THE FIRE POINTS AFTER USE.

ANY ABUSE / MISUSE OF FIRE FIGHTING EQUIPMENT WILL RESULT IN DISCIPLINARY ACTION BEING TAKEN.

2.3 FIRE PREVENTION.

- Where possible, source materials which are less flammable.
- Minimise quantities of flammable materials stored.
- Store flammable materials in a safe manner (away from sources of ignition and in a suitable container)
- Remove any oil soaked rags or combustibles before starting any “hot” work.
- Keep combustible material storage to a minimum.
- Never store combustible materials with sources of ignition.
- Place oil soaked rags / materials in a metal container away from other flammable materials / sources of ignition, and dispose of in the correct manner.

2.4 BOMB THREATS.

Should you have any reason to believe there is a risk of a bomb being on the premises, or see a suspicious looking package, you should follow the instructions below.

- Do not touch the object.
- Evacuate the building if in any doubt about the package.
- Inform the emergency services, giving a brief description and a location of the object.
- Once the building has been evacuated – **DO NOT ATTEMPT TO RE-ENTER UNTIL TOLD TO DO SO BY THE EMERGENCY SERVICES.**

2.5 INSPECTION OF FIRE FIGHTING EQUIPMENT.

Annual inspections of fire fighting equipment are carried out by competent persons and the extinguishers are signed and dated with the latest inspection and when the next inspection is due.

Weekly checks of fire extinguishers are carried out and recorded in the fire log book.

3.0 ACCIDENTS, INCIDENTS AND EMERGENCIES.

3.1 FIRST AID.

The first aid box is stored in the Service Managers office.

All uses of the first aid kit will be recorded in the accident book (stored in the office)

All entries in the accident book are to be removed and stored securely as per the

instructions inside the front cover.

A responsible person will be appointed to ensure that adequate first aid provisions are provided and the first aid box contents are kept up to date.

3.2 REPORTING OF ACCIDENTS, INCIDENTS AND EMERGENCIES.

Reporting of injuries, disease and dangerous occurrences regulations (RIDDOR) requires employers, the self employed and persons in charge of premises to report certain serious accidents and incidents to the HSE or other enforcing authorities.

The responsible person must notify the enforcing authority without delay by the quickest practicable means reporting brief details about the organisation, the injured person and the circumstances of the accident, and soon after complete and send off an accident report form F2508.

The following are all examples of reportable accidents / incidents.

- Any death or serious injury in the workplace.
- Any instances of electrical shock or poisoning.
- Over three day lost time injury.
- Work related disease (complete F2508A form)
- Dangerous occurrence (that could have resulted in a reportable injury)

3.3 ACCIDENT STATISTICS.

The following accident information will be checked to identify any possible trends:-

- The cause of the accident (i.e. manual handling, working at height etc.)
- The area of the injury (i.e. hand, eye etc.)
- The site of the injury (i.e. office, workshop etc.)
- The injured person.

Following this check the company may offer further training and instruction, and require employees to use further types of PPE as and if required.

3.4 REPORTING OF HAZARDS.

Employees are to report to their immediate superior whenever they see or hear anything that they consider to be dangerous or liable to cause a risk to anyone's health.

If any hazards with life threatening or serious injury implications are identified then **work must cease in that area until the necessary appropriate control measures are in place to minimise the risk. Any dangerous machinery must be stopped immediately and not re-started until safe.**

3.5 INVESTIGATING ACCIDENTS AND DANGEROUS OCCURENCES.

Any notifiable accident or dangerous occurrence will be investigated by the company, with the full co-operation of any employees involved, and rectifying actions taken if required.

4.0 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH.

The control of substances hazardous to health regulations 2004 (COSHH) makes it a duty of all employers to minimise the risks from hazardous substances, whether the substance is biological, chemical or physical (including fire and explosion) Some substances in the workplace are not obviously dangerous and care should be taken before opening any container. Employees are instructed to read all instructions / labels and check hazard signs before using any substances. Incompatible chemicals should not be stored together (i.e. acids and alkalis or oxidising substances and flammable substances)

Use the supplier's information to determine storage arrangements. A safe storage system will:-

- Separate flammable materials.
- Prevent incompatible chemicals from mixing due to spillage.
- Prevent rapid spread of fire, smoke or liquids.

Never decant hazardous chemicals or products into different containers without the required warning / hazard labels.

Manufacturer's data sheets are retained for all substances used in the workplace and a COSHH assessment carried out and reviewed if required.

4.1 RISK ASSESSMENT.

Any hazardous substance must be assessed with regard to its potential risk, using the suppliers product data sheet and the knowledge of its application in the workplace.

Assessment includes whether the substance can be inhaled, swallowed or absorbed through the skin, and the consequences of short and long term exposure. The company will keep up to date records of hazardous substances and make provision for minimising the risks using the order of risk control below:-

- Substitute for safer products whenever possible.
- Isolate the substance from the operator whenever possible.
- Limit the exposure area.
- Ensure adequate ventilation systems are in place.
- Maintain good standards of housekeeping.
- Ensure operators use PPE when required.
- Ensure operators maintain a good standard of personal hygiene.
- Monitor employee's health in any area of high exposure.

4.2 PROCEDURES IN THE EVENT OF A SPILLAGE.

Should a serious spillage occur, the following procedures are to be initiated:-

- Ascertain exactly what was spilt (i.e. acid, alkali, flammable etc.)
- Evacuate the immediate area (even if the substance is innocuous it will have to be cleaned up, and persons in the area may prevent this)
- Check the data sheet for relevant information on spillage control.
- Clean up the product according to the spillage control information and dispose of any waste in the correct manner.

4.3 COSHH.

Every employee must be aware of the nature of the substances they are using, the risks involved and the treatment required in the event of ingestion, inhalation or absorption.

5.0 GENERAL SAFETY.

5.1 HOUSEKEEPING.

Housekeeping is a very cheap and effective means of controlling risks. It involves keeping the workplace clean and tidy at all times and maintaining good storage systems for hazardous substances, and other potentially dangerous items.

The risks most likely to be influenced by good housekeeping are:-

- Fire.
- Slips, trips and falls.

A tidy site or workplace is generally a safer place to work, and all employees need to contribute towards this end, keeping working areas, walkways, corridors, stairs etc clear of materials and rubbish.

5.2 HAND TOOLS.

Many accidents are caused each year by the incorrect or careless use of hand tools or by the failure to keep them in a serviceable condition, or in a safe storage area. All tools should be suitable for the purpose and location in which they are being used. Check all tools regularly and before each use and repair or replace if required.

6.0 NOISE.

The noise at work regulations impose a duty on the employer to measure noise levels in the workplace and inform employees of the results.

Ear protection zones may be designated in some areas. The areas will be clearly marked with easily visible signs and access is restricted to persons wearing ear protection of a suitable type.

7.0 PERSONAL PROTECTION EQUIPMENT.

All personal protection equipment (PPE) should be checked before each use and replaced or repaired if required. **If any types of PPE are found to be damaged they should not be used under any circumstances.**

7.1 EYE PROTECTION.

Eye protection comes in three forms:-

- Safety spectacles.
- Goggles.
- Face visors.

Eyes may be damaged by chemical and solvent splashes or vapours, flying particles, molten metals or plastics, non-ionizing radiation (arc welding and lasers) and dust.

7.2 HEAD PROTECTION.

Head protection comes in two forms:-

- Bump cap.
- Safety helmet.

If there is a chance of you bumping your head or a falling object hitting your head then you should wear some form of head protection.

7.3 PROTECTION OF HANDS AND ARMS.

Hand protection comes in two different forms

- Gloves.
- Gauntlets.

The type of glove or gauntlet used, should fit the job to be undertaken (i.e. anti slash or chain mail gloves for knives or sharp objects, or rubber gloves for handling chemicals etc.)

7.4 PROTECTION OF FEET AND LEGS.

Safety footwear comes in two main types:-

- Safety shoes.
- Safety boots.

Safety footwear should be worn at all times when there is a risk of injury.

7.5 RESPIRATORY PROTECTION.

Respiratory protection comes in two main types:-

- Respirators (face masks) which filter and clean the air.
- Breathing apparatus which supply breathable air.

Respirators should not be used in air which is dangerous to health, including oxygen deficient atmospheres.

8.0 MANUAL HANDLING.

The term manual handling is defined as the movement of a load by human effort alone. This movement will include:-

- Pushing.
- Pulling.
- Lifting.
- Lowering.
- Carrying.
- Supporting.

Manual handling is a higher risk area than most people imagine and care should be taken to always assess the risks before carrying any out. The job should be assessed for risk in the following areas:-

- TASK- frequency, distance to be moved, training.
- INDIVIDUAL- the physical capabilities of individuals differ tremendously depending on gender, age, physical fitness, illness, pregnancy etc.
- ENVIRONMENTAL- floor surface, accessibility, weather, temperature, etc.

Some common risks to take into consideration when manual handling are:-

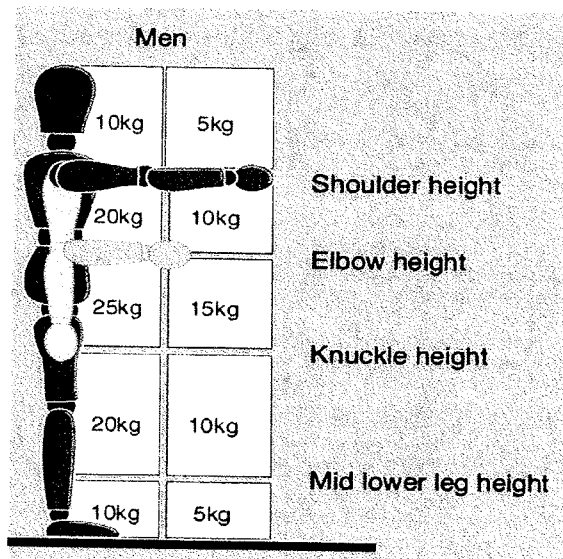
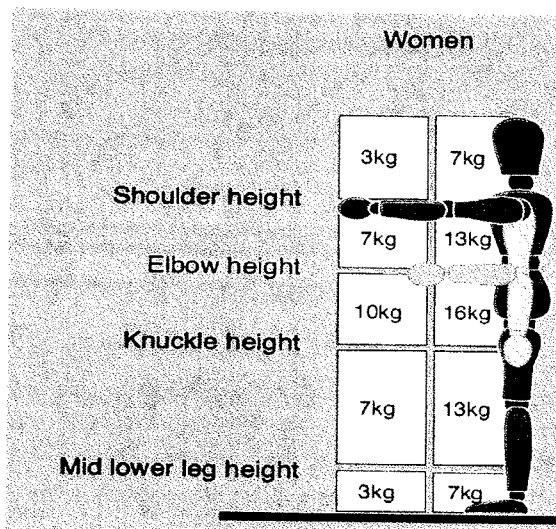
- Sharp edges.
- Weight of object is greater than anticipated.
- Object may be wet or slippery.
- Object may have an uneven weight distribution, or it's centre of gravity may shift during the movement (liquids etc)

Once you have decided on the best way to grip an object:-

- Check you are wearing suitable clothing including the required PPE.
- Assess the load and have the heaviest side towards your body.
- Place your feet apart, bend your knees, keep your back straight.
- Firmly grip the object close to your body.
- Back straight, lift smoothly, first to knee level and then waist level.
- With clear visibility, move forward without twisting.
- Set load down at waist level or to knee level, then to the floor.

If the lift requires more than one person – Nominate one person only to give clear, unhurried instructions. Make sure everyone lifts, moves and works together.

For recommended weights to be lifted please see the attached guidance charts:-



9.0 ELECTRICAL SAFETY PROCEDURES.

9.1 ELECTRICAL EQUIPMENT.

Never use electrical equipment or appliances other than those provided by the company.

Faults in the main electrical circuit equipment should only be rectified by a qualified electrician.

9.2 PORTABLE ELECTRICAL EQUIPMENT.

Only low voltage (110v max) tools should be used and they must be supplied from a suitable transformer.

All portable electrical equipment needs to be checked visually before each and every use, and any damage reported, and the equipment isolated and labelled as unfit for use. An annual check (PAT) must be carried out on all the portable electrical equipment by a competent person and a record of this check kept.

When carrying out a visual check please refer to the checklist below:-

- Socket (no damage or loose wires)
 - Plug (no damage or loose wires)
 - Cable (no damage to insulation, long enough for the job)
 - Casing (no damage, cracks etc)
 - Check for any loose, worn, cracked parts or burn marks)
- If any damage is found- DO NOT USE THE EQUIPMENT.

9.3 OVERHEAD POWER LINES.

Avoid working near or under overhead power lines unless absolutely necessary. Pre-plan the work to avoid possible dangers.

Have the cables diverted or "made dead"

Consult the electricity board (or other governing body) to establish safe working distances.

Erect barriers and define walkways.

Select suitable plant for the work.

10.0 WELDING AND BURNING OPERATIONS.

Before commencing any burning or welding work:-

- Ensure any flammable materials are removed from the area.
- Shut off any fuel supplies in the vicinity.
- Have an appropriate fire extinguisher available.
- Ensure the area is adequately ventilated.
- Make sure anyone else working within the area is aware of your work.

On completion make sure the area is safe until the work cools down.

11.0 PERSONAL PROTECTIVE EQUIPMENT.

The person responsible for Health & Safety will ensure that personal protective equipment (PPE) will be made available wherever a need has been identified. All employees will be trained in the use of PPE and should use the PPE made available at all times it is required. The company recognises that PPE itself is a preventative measure and is used when a risk is unavoidable and reduced sufficiently with the use of PPE.

PPE should be checked for damage, wear and tear etc. before each use and any damage reported, and the PPE removed from use, and a suitable replacement found.

12.0 ABRASIVE WHEELS.

Grinders of all kinds and certain cutting off machines that use abrasives can be dangerous if not properly used or maintained.

Suitable eye protection must be worn by the operator, and the machine and its guards must be kept properly adjusted. Abrasive wheels should only be fitted by a trained and competent person.

Abrasive wheels should be checked for any forms of damage before each and every use.

13.0 MACHINERY AND PLANT.

13.1 GENERAL.

To be safe machinery must be:-

- Properly guarded.
- Properly maintained.
- Properly used.

Machines become unsafe when guards are left off or are allowed to become unserviceable, when the machine becomes worn or neglected. Never interfere with machines or their guards unless you are authorised to do so as part of your job. Report any faults or defects which may develop immediately, and do not use the machine until the fault or defect has been rectified.

13.2 WORK BENCH.

Make sure that tools and materials cannot fall from benches or tables. Worn or defective vice jaws should be replaced. Keep benches and floors clear from rubbish and obstructions. Take care when using power tools.

13.3 NEW PLANT AND EQUIPMENT.

All new plant and equipment must comply with accepted standards H.S.E., B.S.I., CE etc. No person may use any plant or equipment unless he / she has had suitable and sufficient training in the safe operation of said plant or equipment. All risks and hazards associated with the use of said plant or equipment will be brought to the attention of the user during training and instruction, and the necessary safety measures will form an integral part of the training programme.

14.0 SECURITY AND SAFETY.

14.1 GENERAL.

Sites should be made secure from trespass from children and others, particularly outside normal working hours. Any plant or machines left outside the workshop should always be left isolated.

14.2 VISITORS.

Visitors must always report to the office, and sign in. It is our duty to ensure the safety of all visitors to our premises. They should not enter any work area unaccompanied and they should not be allowed to enter any areas where danger might exist. PPE will be provided as required.

14.3 MEMBERS OF THE PUBLIC.

The safety of members of the public is paramount. Obstruction by materials and plant, of footpaths and access ways must be avoided if at all possible. Any work areas likely to encroach on public right of ways should be clearly marked and taped off.

15.0 TRAINING.

Training can take many forms:-

- Health & Safety training.
- Induction training.
- Job specific training.
- Specialist training.

The company will offer all employees Induction training, which will include details on their specific job description and Health & Safety. Any further training will take place as and when required.

The company will also carry out familiarisation training for any persons attending training courses on the premises.

16.0 WORKPLACE WELFARE.

16.1 HYGIENE.

The company will ensure that toilet / rest rooms are kept clean and in good working order, and well stocked with toiletries and provisions.

16.2 CLEANLINESS AND HOUSEKEEPING.

Housekeeping is a very cheap and effective means of controlling risks in the workplace. It involves keeping the workplace clean and tidy at all times and maintaining good storage systems for materials, hazardous substances and other potentially dangerous items. The risks most likely to be influenced by good housekeeping are.

- Fire
- Slips, trips and falls.

The company is committed to keeping a healthy and safe environment for all employees, contractors and visitors and operates a clear work policy – Any items or materials that are no longer being used should be stored away safely in the correct area and any spillages are cleaned up immediately.

16.3 PERSONAL HYGIENE.

All personnel are to be aware of personal hygiene responsibilities:-

- Use of barrier cream and gloves.
- Wash hands frequently especially after using chemicals and oils.
- Change overalls / uniform frequently and always after spillages.
- Avoid cross contamination – Putting clean overalls with dirty ones etc.

17.0 COMPANY DRIVING POLICY.

- Drive with care and attention at all times.
- Obey all traffic regulations including those imposed on site visits.
- Make regular checks on the vehicles as defined in the manufacturer's handbook.
- Maintain the vehicle in a clean and presentable order.
- Ensure any minor defects are reported and repaired to a high standard.
- Ensure that vehicles are serviced at the correct intervals.
- Ensure that the vehicle is safely parked at all times.
- Ensure that the vehicle is securely locked when left.
- Report any accidents that happen, even when no damage is caused.
- Only authorised users are allowed to operate company vehicles.
- Ensure that your licence is valid for the vehicle you are operating.
- Report any form of traffic convictions to the management.
- Do not drive whilst under the influence of alcohol or drugs.
- Abide by any tachometer rules and take regular breaks and rests.

18.0 ENVIRONMENTAL POLICY.

The company recognises the importance of environmental protection and is committed to operating its business responsibly and in compliance with all environmental regulations, legislation and approved codes of practice relating to all company activities. It is the company objective to operate with and maintain good relations with all regulatory bodies.

It is the company policy to carry out all measures reasonably practicable to meet, exceed or develop all necessary or desirable requirements and to continually improve environmental performance through the implementation of:-

- Continually assessing the environmental effects of company activities.
 - Training employees in environmental issues.
 - Minimising the production of waste.
 - Minimising material wastage.
 - Where possible promote the use of recyclable and renewable products.
 - Reduce the production of pollutants where possible.
 - Control noise emissions where possible.
- The company is committed to safe and proper disposal of all wastes generated by its activities, and the recycling of waste where at all possible (paper etc.)

19.0 BEHAVIOURAL AND OTHER ISSUES.

19.1 DRUGS AND ALCOHOL.

No drugs, alcohol or other mind altering substances are allowed on company premises. Employees will not be allowed on sites or company premises while under the influence of drugs, alcohol or other mind altering substances, and the company deems the attempt of this a disciplinary matter.

19.2 WORKPLACE STRESS.

Workloads and environmental factors are under constant review with employee stress in mind. The company is committed to providing a stress free environment for staff to work in, and will investigate any absence or sickness that may be or appears to be stress related.

19.3 WORKING TIME DIRECTIVE.

Hours of work are negotiated before the commencement of employment and are Strictly within the “Working Time Directive” guidelines.

19.4 YOUNG PERSONS.

Persons under the age of 18 years are not currently employed by the company. Any policies relating to young people will be reviewed periodically and modified as required. Young persons on work experience will only be allowed to enter the company's workplace after a risk assessment has been carried out on the hazards they are likely to be exposed to, and the risks can be reduced to a sufficient level.

19.5 LONE WORKERS.

No lone working is to take place where there is a risk of falling from height. Lone working can only be carried out after a risk assessment has been completed to assess whether it is safe to work unaccompanied.

Lone workers are encouraged by the company to carry a mobile telephone at all times, and to inform a supervisor when they start and finish lone working activities.

19.6 PREGNANCY.

The company is committed to providing full and adequate arrangements for staff in the case of pregnancy. Risk assessments will be carried out to determine whether any tasks they undertake may carry any unacceptable risk levels.

20.0 DISPLAY SCREEN EQUIPMENT.

Regular risk assessments are carried out in accordance with the Display Screen Equipment (DSE) Regulations for any person deemed a "user" under the regulations:-

- Someone normally using DSE for continuous or near continuous spells of an hour or more at a time.
- Someone using DSE more or less daily
- Someone dependant on DSE to do their job.