

Health and Safety Policy 2022



Langley Mechanical Services Limited

Health and Safety policy document

AMMENDMENT AND REVIEW REGISTER

Date	Section/safe system of work	Description of amendment	Issue no
Feb 09	General use of step ladders	Introduction of safe system	01
Feb 09	Method statement	Introduction of battery washing task	01
Feb 09	Method statement	Introduction of engineers general task	01
Feb 09	Work instruction	Use of the high level work platform	01
Feb 09	Checklist	Introduction of the hand condition checklist	01
Nov 12	H&S coordinator	Introduction of responsibilities	01
Nov 12	First aid kits	Location of kits amended	01
Mar 13	Working at height	Amended WAH at customer premises	01
Jan 17	General policy	Removed all references to E Sweet and replaced with A Radford	01
Jan 18	General policy	Annual review	01
Jan 19	General policy	Annual review	01
Jan 20	General policy	Annual review	05
Jan 21	General policy	Annual review	06
Jan 22	General policy	Annual review	07

Date of Review

Date	By who	Signature
May 2010	E Baker	
November 2012	E Baker/P Towlson	
May 2014	E Baker / P Towlson	
June 2015	A Radford	
	P Towlson	
January 2017	A Radford (service mgr)	
January 2018	P Towlson (H&S co-ordinator)	
January 2019	P Towlson (H&S co-ordinator)	
January 2020	P Towlson (H & S Manager)	
January 2021	P Towlson (H & S Manager)	
January 2022	P Towlson (H & S Manager)	

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HEALTH & SAFETY POLICY STATEMENT

The directors, managers and members of staff acknowledge that health and safety plays an important part of our everyday business.

To this end we will commit to;

- Providing adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety
- Provide and maintain a safe working environment and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure so far as is reasonably practicable that all employees and subcontractors are competent to do their tasks, and where appropriate to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions, and to review and revise this policy at regular intervals.

Signed

A handwritten signature in black ink, appearing to read "A. W. Upshall", is written over a horizontal line.

Date; Jan 2022

Review Date; Jan 2023



Equal opportunities policy statement

Langley Mechanical Services Ltd is committed to ensuring that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, race, colour, nationality, ethnic origin, marital status, religion or disability. This commitment applies to all aspects of employment outlined below:

- Recruitment and selection
- Promotion and career advancement and opportunities
- Training
- Terms and conditions of employment including associated benefits
- Handling of any grievance or disciplinary matters
- Dismissal and redundancy
- Retirement

The Company will keep its policy under review in light of any statutory changes and will remedy any application of our policies which we feel will improve equality for all.

Signed: Andrew Whysall MD.

A handwritten signature in black ink that reads 'Andrew Whysall' with a horizontal line underneath.

Date 14.1.22



DRUG AND ALCOHOL POLICY

Langley Mechanical Services Ltd operates a drug and alcohol policy which is strictly enforced. All employees, third party contractors working on our behalf and supplier contractors carrying out repairs within our depot are subject to the requirements of the policy.

We do not have the facility for drug or alcohol testing but anyone suspected of being under the influence of either will be dealt with as set out below:

- **Langley Mechanical employee** will not be allowed to continue working and will be sent home.
Those employees having company vehicles will not be allowed to drive themselves home using their company vehicle, other arrangements will be made for them.
A review of the situation and action plan will be carried out as soon as the employee has returned to work.
- **Contractor employee** working on a Langley customer site on our behalf will be stopped from working. Their employer will be informed of the situation and asked to remove their employee from site. The employer will be expected take the necessary precautions to ensure that this situation doesn't reoccur.
- **Supplier contractor** working in Langley depot (such as plumber, electrician etc) will be removed from depot. Their employer will be informed and will be expected take the necessary precautions to ensure that this situation doesn't reoccur.

The Company will keep this policy under constant review or at least annually

Signed: Andrew Whysall MD.

A handwritten signature in black ink that reads "Andrew Whysall" followed by a horizontal line underneath.

Date 14.1.22



Mental health and wellbeing policy statement

Langley Mechanical Services recognise the importance of good mental health and wellbeing for all our employees. We aim to create a supportive workplace culture and tackle factors that may have a negative impact on the mental health of our staff. To this end we will commit to:

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any staff experiencing a mental health issue
- Supply a mental health first aider who can support staff with mental health issues and information
- Treat all matters relating to staff mental ill health in the strictest confidence
- Create a culture where employees do not feel ashamed or embarrassed if they do experience a mental health episode
- Carry out regular mental health and wellbeing at work risk assessments

Signature

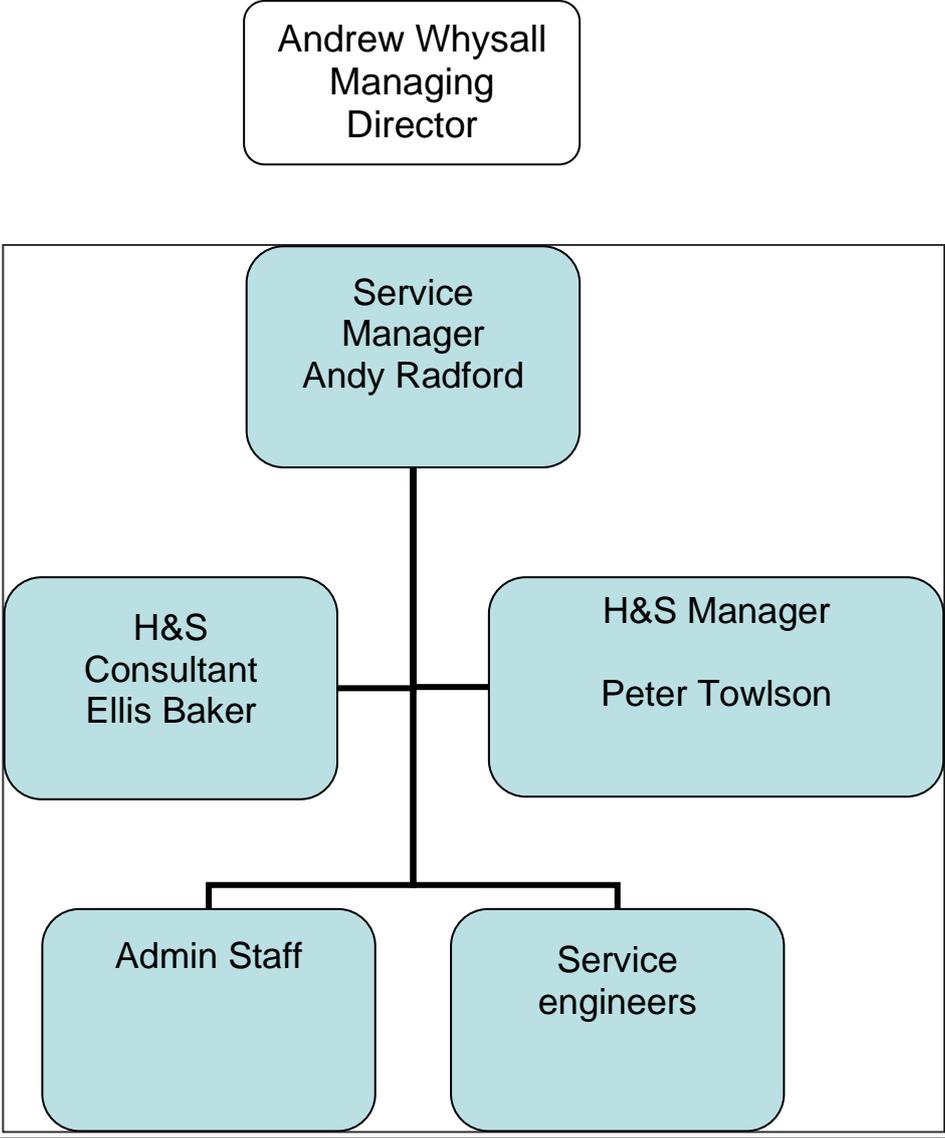
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Date; Jan 2022

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LANGLEY MECHANICAL SERVICES LIMITED

Organisation structure for Health and Safety purposes



DIRECTORS HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES

The overall and final responsibility for Health, Safety and Environmental issues lies with all the directors of the company not withstanding this Andy Radford shall ensure that,

- The responsibility for health, safety and environmental issues are delegated appropriately and maintained during all work activities.
- Make provision to ensure that funds are available and allocated for the continual improvement of the health, safety and environmental performance of the company.
- Cooperate with external agencies on all aspects related to health, safety and the environment.
- Ensure that where subcontractors are employed that they are conversant with the standards expected when working on behalf of Langley Mechanical Services Limited.
- Ensure cooperation between all parties in reducing the companies' environmental impact on all aspects adversely affecting the environment.
- Ensure that necessary training is organised so that all employees are able to carry out their jobs safely.

HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES-H&S Manager

The health and safety Manager role has been designated to Peter Towlson who will ensure that,

- The health & safety policy documentation is updated as required
- Current copies of health and safety documentation are available for our own staff & customers when requested
- Workplace assessments and audits are conducted to ensure a safe working environment is maintained

EMPLOYEE HEALTH AND SAFETY RESPONSIBILITIES

If you are a member of Langley Mechanical Services Limited you must play your part in ensuring a safe working environment by;

- Working safely and in accordance with our safety policy
- Operate all equipment in accordance with your training
- When and if required to wear relevant and designated PPE as the job and site conditions dictate.
- Be aware of all possible dangers to yourself, colleagues and others who may be affected by your actions
- To follow safety procedures and instructions given by members of your own department and other members of the companies management
- Report all accidents, damage to property, and equipment to your line leader immediately
- When carrying out on site activities report to your customer/site contact any risk to health and safety as soon as you notice it
- For each site you frequent understand the emergency procedures required in the event of a medical emergency or a fire

**YOU MUST ACTIVELY CARRY OUT YOUR
HEALTH AND SAFETY RESPONSIBILITIES**

HELP US MAINTAIN OUR SAFE WORKING ENVIRONMENT

Health and Safety risks arising from our work activities

- Generic risk assessments will be undertaken by:

Andy Radford, Ellis Baker and Peter Towlson

- Each engineer will undertake a dynamic risk assessment before starting any job
 - Any concerning findings of the assessments will be reported to:

Andy Radford and Peter Towlson

- The above person will then be responsible for ensuring the action required is implemented and will check that the implemented actions have removed or reduced the risks to an acceptable level.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.
- Our procedure for risk assessment is held under a separate cover.

Pregnant, young and home workers

- An independent risk assessment shall be carried out when workers become pregnant, are deemed to be at risk due to their inexperience i.e. 16-18 years old or carry out normal working activities from home.

General risks presented within the working environment at
Langley Mechanical Services Limited

General risk	Control measures
General vehicle movement	<p>All visitors' vehicles shall be directed and parked to the front of both units</p> <p>Vehicle movement shall be kept to a minimum speed necessary to carry out the task</p> <p>If a driver has to negotiate a blind corner the vehicle's horn is to be sounded to warn others of the vehicles approach</p> <p>Where possible vehicles shall be reversed into position</p>
Slips, trips and falls	<p>All tooling, cables and hoses shall be put away once the item has been used and finished with</p> <p>No tooling, cables, hoses or boxes shall be stored within established walkways</p>
Working at height	<p>While at the company depot all work at height is to be carried out under the direct supervision of Andy Radford</p> <p>All step ladders and platforms are to be inspected for good working order before use. Any found to be unsafe are to be disposed of.</p> <p>While at a customer site, engineers are to work within the method statement and be supervised during the work</p>
Use of hazardous substances	<p>All hazardous substances are to be used in accordance with their safety data sheet</p> <p>PPE is to be worn in accordance with the safety data sheet and the relevant method statement</p>
Visitors and contractors activities	<p>All visitors and contractors must sign in the visitor book at the reception</p> <p>All visitors and contractors are escorted around site by a member of our staff</p> <p>All contractors working in depot must be proven to be</p>

	<p>competent and fully insured</p> <p>All contractors working in depot must be issued with a "Permit to work" before starting the task</p>
Compressed air	<p>Eye wear to be worn when using air lines</p> <p>Air lines not to be used to "blow off" settled dust from clothing</p>
Coronavirus (Covid 19)	<p>Follow the latest national / local guidelines</p> <p>The risk assessment for Covid 19 is kept under a separate cover</p>
Use of hand tools	<p>Prior to use all hand tools are to be visually inspected, any deficiencies or damage to tooling is to be reported back to the service manager and either repaired (by competent person) or replaced.</p> <p>Safety devices are to be checked before use, any hand tools found with safety devices not functioning correctly are to be removed from operation and either repaired (by competent person) or replaced</p>
Safety footwear	<p>Safety footwear is to be worn in all areas where there is significant risk of slips, trips or items being dropped onto feet.</p>
Fire	<p>Smoking is prohibited within any part of any building on our site</p> <p>All extinguishers and fire alarm systems are maintained by external contractors</p> <p>Alarm and fire fighting media is present throughout site</p> <p>Evacuation routes are kept clear and unobstructed throughout the site</p> <p>All waste rags (oil, paint, solvent, etc soaked) are to be disposed of into steel bins before cease work</p>
Handling of components	<p>Where possible the movement of components is to be carried out by mechanical means i.e. trolleys, pallet trucks, forklift trucks etc</p>

Use of DSE/VDU's	All users of DSE/VDU's are to complete an analysis/risk assessment of their work station
Workplace transport, customers premises	At initial contract/planning stage the customer is requested to allow the engineer to work within an area away from general vehicle routes All engineers wear hi visibility equipment Engineers are to make their work area as safe as possible from site traffic by the use of barriers, cones and flashing beacons
General risk	Control measures
Lone working	The Service Planner maintains a daily log of where each engineer is due to work and is in contact with each engineer by phone Engineers are to sign in and out of each customer site
Welding and hot work	All welding is to be carried out by trained and authorised engineers All welding must be carried out behind screens All hot work must cease at least 30 minutes before the end of the working day
Use of gas cylinders	Cylinders are to be secured by a restraining chain when not in use A bottle trolley/welding rig is to be used to move the cylinders around the premises Welding is only to be carried out by competent and authorised engineers
Handling of oil covered components, contact dermatitis	All staff handling oil covered components are to wear suitable personal protective gloves to prevent direct contact Engineers are to inform Peter Towlson should they be aware of any change to their skin colour, texture or sensation
Use of mobile phones	It is illegal to use a mobile phone while driving and is therefore strictly prohibited by Langleys.

	<p>Except in the following two exceptions:</p> <ol style="list-style-type: none">1) Calls to 999 or 112 in a genuine emergency where it would be unsafe or impractical to stop.2) Hands-free phones can be used while driving but must not cause a distraction or have an adverse effect on your driving.

SAFE PLANT AND EQUIPMENT

Electrical

- The Unit 11 premises electrical system is maintained by Amber Valley District council all recommendations made will be passed to either Sheila Whysall or Andy Radford.
- The main office, the Paint shop, and the truck storage buildings electrical systems are the responsibility of Langley Mechanical and must be checked at least every five years and any recommendations reviewed by Sheila Whysall and Andrew Whysall.
- Once in possession of any recommendations given to the company Sheila Whysall and Andy Radford will be responsible for ensuring the action points are completed.
- Portable appliances are subject to periodic inspection and test, the record for all tests is to be maintained by Peter Towlson
- Prior to using any portable appliance, a visual check must be made to identify any damage, cable tears, cracked casings, etc. If damage is found on any portable appliance it must not be used but must either be repaired by a competent person or replaced.

Fire

- The fire appliances situated at the companies' Unit 11 are maintained by a contractor nominated by Amber Valley Borough Council, all recommendations made by the nominated contractor will be passed to either Sheila Whysall or Andy Radford
- Once in possession of any recommendations given to the company Sheila Whysall and Andy Radford will be responsible for ensuring the action points are completed.
- Fire appliances in all other buildings are the property of Langley Mechanical and maintained by a third party on their behalf
- Fire alarm testing is to be carried out on a weekly basis

Safe Handling and use of Substances

- All substances brought onto the premises (for use by either our own employees or contractors) requiring an assessment under the present COSHH requirements will be identified by Peter Towlson. These substances will be logged onto the COSHH register and a COSHH risk assessment carried out.
- Ellis Baker will be responsible for conducting initial coshh assessments using the protocols outlined through the Health and Safety Executives web site coshh essentials. This can be accessed via the HSE home page or direct at www.coshh-essentials.org
- Once assessed any follow up recommendations shall be passed to either Sheila Whysall or Andy Radford for action.
- Sheila Whysall or Andy Radford will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and measures to be taken to reduce the hazards presented to employees.
- Assessments will be reviewed periodically or when the work activity changes, whichever ever is soonest.
- All substances carried and used by service engineers will be risk assessed as above with the significant findings (including the PPE to be worn) will be annotated within the engineers method statement

General use of substances, oils, greases, etc

Before the use of any substance a check should be made in the section marked hazardous substances within the engineer's method statement. Detailed within this section is the requirement to wear specific items of personal protective equipment and where further control measures may be required such as ensuring good ventilation. All items of personal protective equipment must be worn before you use the substance and remain on until you have finished.

Warning

Please note that warning labels on any container of chemicals, paint, oils or any hazardous substance are there for your safety and offer important health and safety information. These must never be removed or defaced even if the container is empty.

LONE WORKING

Lone working, be it working late after hours or work away from the companies main operating premises can be hazardous. When working alone,

Responsibilities

Andy Radford

- The responsibility for knowing the location of each engineer is to be known by Andy Radford and in his absence other members of the office staff.
- A list of contact numbers of all engineers is to be maintained and updated periodically
- Engineers working alone in the Paintshop to have and use the two-way radio

Engineers

- Ensure that another member of staff knows where you are and your expected return time.
- You have your regular mobile phone with you.
- Should you be at a customer premises then all information given to visitors is to be adhered to at all times.
- Any specific PPE is worn and additional safety information and site-specific guidelines adhered to.

Working from home

Since Covid 19 it is far more likely that office staff will work from home from time to time.

Even when this is the case, Langley Mechanical still have a responsibility for the health, safety and wellbeing of those employees and the following guidelines will apply:

- If possible, find a dedicated area for home work area
- Carry out a work-station risk assessment of your work area and make the necessary arrangements with regards to seating, alignment of monitor and keyboard etc

- Take regular breaks away from your desk
- Use separate monitor, keyboard and mouse as opposed to laptop
- Create sufficient working space
- Have appropriate lighting
- Keep in contact with other colleagues during the working day
- Do not be tempted to extra excessive hours just because its convenient

SAFE SYSTEM OF WORK

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (R.I.D.D.O.R) ENCOMPASING ACCIDENT INVESTIGATION

1.0 Introduction

All injuries, illnesses or dangerous occurrences that are work related, no matter how minor they may appear to be at the time, must be reported to the below;

When working from the company main depot;

Andy Radford / Peter Towlson

When working at a customer premises;

The customer site contact

Andy Radford / Peter Towlson

The record of the accident including the full details of the incident are to be recorded by both the host company and ourselves.

2.0 Additional information

The Management of Health and Safety Regulations 1999

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

3.0 Responsibilities

Peter Towlson / Andy Radford are responsible for completing the accident book and for carrying out initial investigations.

Should a further investigation be deemed as appropriate the company external health and safety advisor will be informed.

4.0 Procedure

4.1 Andy Radford is to investigate any accident/incident in which harm did actually occur or had the potential to occur.

4.2 The company health and safety advisor is to be informed

- 4.3 The accident reporting book must be completed
- 4.4 The initial incident/accident form must be completed.
- 4.5 All documentation must be collated relative to the incident this may include but not be limited to;
 - 4.4.1 Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.
 - 4.4.2 Photographs of the incident/accident site.
 - 4.4.3 Dimensions/sizes of any relevant distances i.e. fall, drop or trip heights, distances/sizes, etc
 - 4.4.4 Details of any Police, HSE or EHO officers involved
 - 4.4.5 Previous relevant maintenance records
 - 4.4.6 Details of any relevant training
 - 4.4.7 Copies of any previously carried out risk assessment
 - 4.4.8 Copies of any method statements, safe systems of work or safe working procedures being followed
 - 4.4.9 Copies of any safety data sheets for any substances involved in the incident/accident
- 4.5 All documentation must be held for a minimum of three years from the date of the incident/accident and indefinitely should the incident/accident involve any substances, which may create or give rise to a medical condition in the future i.e. occupational asthma.
- 4.6 Following the occurrence of an incident/accident the companies' management must meet to discuss the possibility of involving the companies' insurer.

FIRST AID

At the companies main operating office

The first aid requirements of the main operating office has been risk assessed, the results of the assessment indicate that the premises require one appointed person on site at all times.

The First Aid Boxes are located in the Cabinet in the kitchenette
Administration office

The on-site first aider is; Peter Towlson

- The appointed person(s) designated to maintain the stocks within the first aid kits is;

Peter Towlson

- All accidents and cases of work-related ill health are to be recorded in the accident book.
- The companies accident book is kept by: Peter Towlson
- Andy Radford, Pete Towlson or Ellis Baker is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- The first aider is responsible for completing the initial accident investigation form.

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Ensure all staff are aware of this policy statement and are acting upon it.
- This policy will be brought to the attention of all staff
- Monitor all working areas regularly to ensure employees are following the advice contained in this policy statement.
- Make regular checks of all areas to ensure working conditions and systems of work are in accordance with this policy statement.
- Carry out spot checks and inspections of working areas during working hours.
- Andy Radford, Peter Towlson and Ellis Baker are responsible for investigating accidents.
- Sheila Whysall or Andy Radford are responsible for acting upon investigation findings to prevent a reoccurrence.
- Site visits are to be made by any the health and safety manager to ensure that all staff and engineers are working within a safe working environment. Site visits will be recorded and significant findings actioned as appropriate.
- We do not carry out formal testing of employees for being under the influence of alcohol or drugs. If however a member of the management have reasonable grounds to suspect that this does appear to be the case then the company will take the appropriate action against that employee.

EMERGENCY PROCEDURES FIRE AND EVACUATION

Andy Radford is responsible for ensuring the fire risk assessment is undertaken and implemented.

Fire Extinguishers are maintained and serviced by the preferred contractor appointed by Amber Valley Borough Council (in the case of unit 11) and by Langleys in the case of all other buildings

Evacuation notices and extinguishers will be checked periodically

Extinguisher types and locations are listed under a separate cover

Fire evacuation procedures;

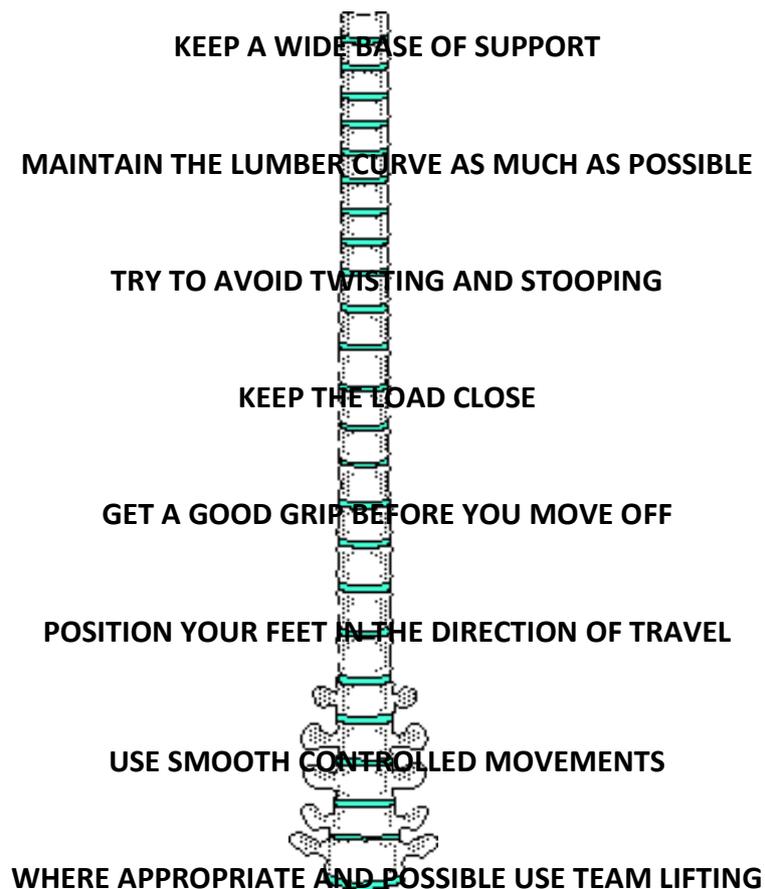
- On hearing the alarm all staff will leave the building by the nearest available exit.
- Once out of the building the most senior person is to conduct a head count at the assembly point (located in the car park, to the front of the building).
- A roll call will be taken to ensure that all people are accounted for
- Andy Radford/ Peter Towlson are to call 999 to inform the emergency services that there is a fire at the premises.
- The most senior person is to ensure a call has been made to the emergency services stating, "a fire is in progress at Langley Mechanical Services Limited, Langley Bridge Industrial Estate, Derby Road, Eastwood, NG16 3RZ"
- The most senior person on site is to liaise with the fire service's attending officer as they arrive and offer assistance as required

MANUAL HANDLING

- Where handling tasks take place, members of staff must in the first instance use some form of mechanical lifting/handling aide such as pallet trucks, trolleys, fork lift trucks, etc
- Where the use of lifting/handling aides are not possible the lift is to be assessed and where possible the lift is to be conducted by two or more persons (team lifting) where this is practicable
- Where the use of lifting/handling aides and team lifting is not practicable operators must ensure they are capable of lifting and handling the load before commencing the lift, where single operator lifting must take place the following must be considered throughout the lift

PRINCIPLES FOR SAFE LIFTING

WHERE POSSIBLE



PERSONAL PROTECTIVE EQUIPMENT (PPE)

- PPE supplied by the company shall be worn by each member of staff as and when appropriate
- Issued PPE is signed as received in the issue and receipt register held within each member of staff's personnel file held within the administration office
- Mandatory PPE situations shall be identified by risk assessment with signage displayed in each area
- Specific PPE is to be worn by engineers when working at customers premises, where these items are over and above the accepted PPE supplied by Langley Mechanical Services Limited the supply of additional PPE will be made by the customer

DISPLAY SCREEN EQUIPMENT

All personnel who have been identified as users of display screen equipment must have their workstations subject to analysis to ensure that potential harm can be identified at an early stage with control measures implemented to ensure no adverse effects to the user.

- Andy Radford is responsible for ensuring that all relevant existing staff and all new starters carry out a self questionnaire
- It is the responsibility of each member of staff to report all instances of discomfort which could be attribute to DSE work to either Andy Radford or Peter Towlson
- New starters are to complete the workstation analysis within the first week of their employment. The completed questionnaire is to be evaluated by Andy Radford and the companies' health and safety advisor. Any recommendations will be documented and completed within agreed time scales.
- On going analysis will be carried out periodically as and when new starters commence employment.
- Each completed analysis is to be held and recorded on either hard copy within the health and safety paper system or held electronically on the companies' network.

WORKING AT HEIGHT

Working at height must be strictly controlled both at the company depot and when working at a customer premises (working at height includes work which could cause injury from a fall-in the case of working near a vehicle inspection pit)

Any work at height carried out at the depot must be authorised and supervised by Andy Radford

While at a customer's premises, if your work requires you to work at height which is outside of your normal scope of work, you are to carry out a risk assessment of the work to ensure that all reasonably foreseeable hazards have been identified & adequately controlled. In carrying out the assessment you should ask for help from the customer if the risk can be reduced further with their advice or assistance. If the work/risk cannot be adequately controlled work is to be stopped & head office is to be informed of the situation.

The following apply to all engineers while on a customer premises;

- You may be asked to wear a harness when working where there is a risk of falling
- If you are working from a cage, scissor lift or cherry picker the item of equipment must have been checked with a brief report on the effective condition of the equipment recorded by the client/customer-this may be kept with the cage if not you should ask to see it before using the equipment
- You must report any safety hazard regarding the working task to the duty holder at the premises you are at, in addition to this you are to report the same to Andy Radford as soon as possible
- As a contractor you must also use the equipment provided for you

If you have any safety concerns over what is being asked of you while on site, you are to report the situation to Andy Radford immediately

TRAINING AND AUTHORISATION

Unless you have been trained and are expressly authorised to use items of plant and equipment you are forbidden to use such items

EMPLOYEE ACKNOWLEDGMENT OF RESPONSIBILITY

A sign off sheet for each of our employees acknowledging their roles and responsibilities is located to the rear of this policy manual

SERIOUS AND IMMINENT DANGER

As a provider of statutory inspections we have a duty of care to both our customers and others who may be affected by their actions and activities. To this end we as a company have a duty to advise the enforcing authority of any instances which could lead to serious and imminent danger

While carrying out work should you encounter a fault, condition or failure which if left in its present condition could give rise to serious and imminent danger (i.e. lead to serious injury) you are to inform your contact with the host company and report your concerns immediately to Andy Radford.

SAFETY SIGNS AND NOTICES

Various signs and notices are displayed throughout our site a brief explanation is made for each below, where each is displayed you must act appropriately in each case.

Prohibition (Must not)



A sign prohibiting behaviour likely to increase or cause danger

A round sign with a white back ground and a red border/diagonal cross bar

Warning



A sign giving a warning of a hazard or danger.

Triangular with a yellow background, black border and black symbols.

Mandatory (Must be done/worn)



A sign prescribing specific behaviour.

Round with a blue background and white symbol

Emergency Escape or First Aid Sign



Is a sign giving information on emergency exits, first aid or rescue facilities (escape routes, etc)

Square or oblong with white symbols on a green background.

HOUSEKEEPING

The company recognises that poor housekeeping is one of the most common causes of accidents in the workplace.

The risk of accidents and injuries can be reduced if you adopt the following precautions:

- Check that your workplace is free from hazards, fit for your working task and remains so throughout your time on site
- Put articles away immediately after use
- Clear up any spillages, etc immediately
- Do not place objects in, or allow them to protrude into walkways
- Do not obstruct access to fire alarms, extinguishers or other emergency equipment
- Do not obstruct access to electrical switches or panels
- Ensure that waste materials are deposited in the containers provided
- Do not store articles or substances anywhere other than in designated storage areas
- Ensure the site is tidy and that articles and substances have been put away at the end of your visit

SAFE USE OF STEP LADDERS

INTRODUCTION

You don't have to fall from a great height to become injured while working at height. Many injuries are caused from low falls from ladders, step ladders, low level staging, etc. Your individual safety when working from the step ladders must be maintained and planned by yourselves when working on site. All of the companies' ladders have been individually marked/identified, do not use any other ladder, including any purchased by yourselves or borrowed from a customer.

BEFORE USE

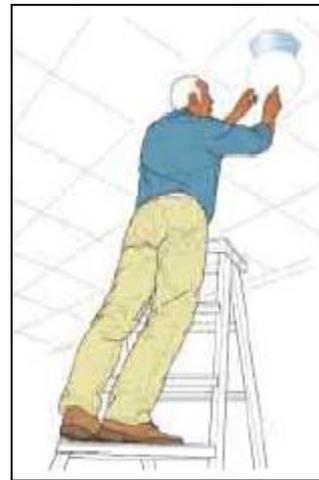
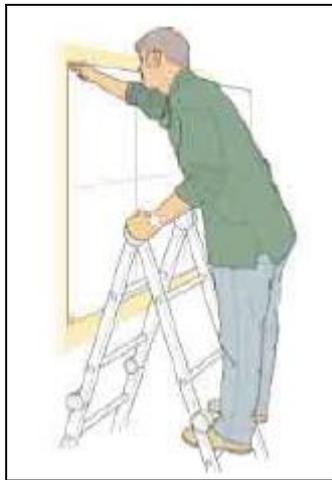
1. CARRY OUT A PRE-USE CHECK
 - CHECK THE STILES (UPRIGHTS) AND RUNGS (TREADS), FOR DAMAGE, CRACKS, DENTS, OIL, GREASE, ETC OR ANYTHING WHICH COULD FORSEEABLY AFFECT THE STABILITY OF THE STEP LADDER OR YOUR POSITION ON IT
 - CHECK THE SURROUNDING AREA TO ENSURE THE FLOOR IS CLEAN AND NOT SLIPPERY
 - CHECK THE FEET OF THE STEP LADDER FOR ITEMS WHICH MAY HAVE BECOME STUCK IN THE FEET SUCH AS SWARF, STONES, GREASE, DIRT, ETC
 - MAKE SURE YOUR FOOTWEAR IS IN GOOD CONDITION, I.E. CLEAN AND WITHOUT THE LACES DANGLING
2. MAKE SURE YOU HAVE ENOUGH ROOM TO FULLY OPEN THE LADDER
3. IF LOCKING/BRACING DEVICES ARE FITTED TO THE STEP LADDER THEY MUST BE USED
4. CHECK THE GROUND, MAKE SURE IT IS FIRM AND LEVEL

IF YOU SEE ANY DAMAGE OR FAULTS ON THE STEP LADDER, DO NOT USE THE STEP LADDER OR TRY TO REPAIR IT YOURSELF. REMOVE IT FROM USE AND INFORM A MEMBER OF THE COMPANIES MANAGEMENT TEAM

DO NOT USE THE LADDER IF YOU HAVE A MEDICAL CONDITION, OR TAKING MEDICATION THAT COULD AFFECT YOUR SAFETY, OR YOU ARE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL

IN USE

1. MAKE SURE THE WORK IS FOR A SHORT DURATION (NO MORE THAN 30 MINUTES), WORK OF A LONGER DURATION WILL REQUIRE AN ADDITIONAL WORK PLATFORM I.E. STAGING, SCISSOR LIFT, ETC
2. ENSURE ALL FOUR FEET ARE ON THE GROUND
3. MAKE SURE THE STEP LADDERS LEGS ARE FULLY OPEN
4. DO NOT WORK OFF THE TOP TWO STEPS (THE TOP THREE STEPS FOR SWING-BACK/DOUBLE SIDED STEP LADDERS) UNLESS YOU HAVE A SAFE HANDHOLD ON THE STEPS



5. AVOID SIDE-ON WORKING WHERE POSSIBLE, THIS IS LESS STABLE, TRY TO POSITION THE STEP LADDER HEAD ON TO THE WORK TASK AREA
6. DO NOT OVER REACH-MAKE SURE YOUR BELT BUCKLE STAYS WITHIN THE STILES (UPRIGHTS) AND KEEP BOTH FEET ON THE SAME RUNG (TREAD) AS YOU CARRY OUT THE TASK

Method Statement-battery washing

Job Description:

Battery washing

Access and Egress to engineers working area:

Where a signing in system exists engineers will sign in at reception prior to commencing work

Contact is to be made with the host companies work coordinator

When required, before leaving site the engineer will sign out at reception

Assembly Point (emergency evacuation)

Should an evacuation take place the engineer will assemble at the designated point and make contact with the person responsible for contractors and visitors

Langley Mechanical Services Limited, Emergency contact

Mr Andy Radford, 01773 763 546-Normal office hours

Mr Andy Radford, 07870 577 828 -Mobile

Supervisory control and monitoring

The host companies' management will ultimately control all work on site, direct supervision for the service engineers will be controlled by Mr. Andy Radford.

On site monitoring will take place via safety audits by Peter Towlson and Langleys external health and safety consultant

Method Statement-battery washing (continued)

First aid and emergency aid
Emergency first aid cover will be provided by the host company
Minor injuries will be the responsibility of the engineer using the vehicles' first aid kit

Safety of the host companies employees
All engineering and maintenance tasks will be carried out in an area provided by the host company to ensure minimal disruption to normal operations.

Personal Protective Equipment To be used:		
a. Type:	b. Specific references:	c. To protect against:
Hi visibility waistcoat	EN-471	Increase visibility when working
Safety footwear	EN-345	Items dropped onto feet/toes and sharp objects on floor
Work wear (company issued)	Overalls, polo shirts, sweatshirts	Contaminating engineers own clothing with oil, grease, etc
Safety gloves	EN-455	Oils and lubricants
Safety eye wear/full face visor	Full face mask EN 166/B	Battery acid
Apron	EN 340;1993	Battery acid
Bump cap	EN-812	Minor bumps or cuts to the head
Ear defender	EN-352	Noisy working environments

(Makes of items may differ due to availability of products)

Method Statement-battery washing (continued)

Hazardous Substance:		
a. Hazardous Substance to be used:	b. Risk phrases:	c. Controls required:
LMS 18 Battery terminal spray	R38 R51/53 R67	Full face mask Safety gloves
LMS General purpose concentrate TFR	R36/38	Full face mask Safety gloves

Technical Content of the job:

1. Disconnect battery
2. Use the small wood saw, battery terminal spray and screw driver to remove any built up corrosion from edge of battery and between cells
3. Spray neat tfr onto battery and use the brushes to agitate solution, leave for 10 minutes to activate.
4. Dilute tfr in small bucket at a ratio of 4parts water to 1 part tfr re-apply using brushes, leave for a further 10 mins.
5. Rinse off using clean water in pump bottle, use clean cotton rags to dry off.
6. Use suction pump to remove excess water inside battery casing
7. Use battery terminal spray on and around tank to seal any damaged areas.
8. Remove any debris in a suitable container, and return to depot for disposal.
9. If battery corrosion is severe , step 4 may be repeated

Method Statement-battery washing (continued)

Risk assessment of the work to be done.		
a. Hazards?	b. Risk to people/Environ	c. Controls to be used?
Lone working	Potential to be injured or unaccounted for while the engineer is carrying out the job/task	All engineers carry a mobile phone. Numbers are held at the companies' head office along with the engineers' diary/movements for that day. Any restrictions on/to the engineers working area are to be identified on arrival. Where the host company has a lone worker alarm system the engineer shall cooperate and comply with all requirements.
Slips, trips and falls	Risk presented to the host company should the engineers tooling/components lay across designated walkways.	All items of tooling will be placed away from areas designated as walkways to reduce the chance of occurrence. All engineers will wear appropriate safety footwear.
Battery acid	Potential for battery acid to burn the engineers eyes or exposed skin	Appropriate PPE, full face mask, apron, all exposed skin covered
Use of chemicals	Irritant to exposed skin and eyes	All exposed skin is to be covered, full face visor to be worn when using the substance

Signature of director responsible for on site engineering;

Andy Radford;

Date;

Method Statement-Engineer general task

Job Description:

General servicing of lifting equipment

Lifting Operations and Lifting Equipment Regulation Inspections and testing

Access and Egress to engineers working area:

Where a signing in system exists engineers will sign in at reception prior to commencing work

Contact is to be made with the host companies work coordinator

When required, before leaving site the engineer will sign out at reception

Assembly Point (emergency evacuation)

Should an evacuation take place the engineer will assemble at the designated point and make contact with the person responsible for contractors and visitors

Langley Mechanical Services Limited, Emergency contact

Mr Andy Radford, 01773 763 546-Normal office hours

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Supervisory control and monitoring

The host companies' management will ultimately control all work on site, direct supervision for the service engineers will be controlled by Mr. Andy Radford.

On site monitoring will take place via safety audits by the companies management and external health and safety consultant

Please note that the Risk assessments and Method statements contained within this policy are generic in nature.

It may be necessary (and some customer sites will insist) that a dynamic risk assessment and method statement is carried out and agreed with the customer before any work is started.

Method Statement-Engineer general task (continued)

First aid and emergency aid
Emergency first aid cover will be provided by the host company
Minor injuries will be the responsibility of the engineer using the vehicles' first aid kit

Safety of the host companies employees
All engineering and maintenance tasks will be carried out in an area provided by the host company to ensure minimal disruption to normal operations.

Personal Protective Equipment To be used:		
a. Type:	b. Specific references:	c. To protect against:
Hi visibility waistcoat	EN-471	Increase visibility when working
Safety footwear	EN-345	Items dropped onto feet/toes
Work wear (company issued)		Contaminating engineers own clothing with oil, grease, etc
Safety gloves	EN-455	Oils and lubricants
Safety eye wear	EN-166	Aerosol irritants
Bump cap	EN-812	Minor bumps or cuts to the head
Ear defender	EN-352	Noisy working environments

(Makes of items may differ due to availability of products)

Method Statement-Engineer general task (continued)

Coshh register

Warning

Please note that warning labels on any container of chemicals, paint, oils or any hazardous substance are there for your safety and offer important health and safety information. These must never be removed or defaced even if the container is empty.

COSHH Risk assessment index

See separate cover for COSHH details

COSHH assessment number	Substance	Next review date
LMS 001	Lithium lubricating grease	27/03/2021
LMS 002	68 grade hydraulic oil	20/06/2021
LMS 003	Brake cleaner (Reca)	21/01/2021
LMS 004	Antifreeze	07/04/2021
LMS 005	Long lub chainspray (Reca)	14/04/2021
LMS 006	Bio Cut tapping fluid (Reca)	14/04/2021
LMS 007	Ultra Release fluid (Reca)	14/04/2021
LMS 008	Long Lub H1 food safe chain spray	23/01/2021
LMS 009	UPOL aerosol paint	23/04/2021
LMS 012	Paraffin	23/04/2021
LMS 013	Battery terminal protector (Ambersil)	28/04/2021
LMS 014	Athena SAE 80 gear oil	29/04/2021
LMS 015	Total Source paint	26/05/2021
LMS 020	FLT Chainlube (Ambersil)	14/04/2021
LMS 021	Brake Cleaner (Ambersil)	05/04/2021
LMS 023	5W/30 fully synthetic engine oil	01/03/2021
LMS 025	Battery acid	25/06/2021
LMS 026	Propane	22/06/2021
LMS 031	TFR Xtra car cleaning agent	11/02/2021
LMS 032	Glass clear	05/09/2021
LMS 034	Silbronze brazing flux	26/06/2021
LMS 037	Gravitex Plus	30/07/2021
LMS 038	Smartsan RTU	30/07/2021
LMS 039	Quantum brake clutch cleaner	30/07/2021
LMS 040	Bio Spray (disinfectant)	30/07/2021
LMS 041	Clear Spray Grease	22/06/2022

Method Statement-Engineer general task (continued)

Technical Content of the job:
All job/work descriptions are conveyed to the engineer via individual job sheets

Risk assessment of the work to be done.		
a. Hazards?	b. Risk to people/Environ	c. Controls to be used?
Workplace transport	Collision with transport	Engineers are to wear a hi visibility waistcoat when on site. The host company shall provide a clear and unobstructed area for the engineer to work within.
Fire evacuation	Risk of being unaccounted for	Engineers will sign in and out on entering and exiting the site (where such a system exists), ensuring they understand where to evacuate to and who to report to.
Accident reporting		Should an engineer have an accident whilst on the host companies' site the companies' management will be informed to enable an investigation and any subsequent reporting to take place. Minor injuries away from the host company will be dealt with through the engineers minor injuries first aid kit located within the vehicle
Lone working	Potential to be injured or unaccounted for while the engineer is carrying out the job/task	All engineers carry a mobile phone. Numbers are held at the companies' head office along with the engineers' diary/movements for that day. Any restrictions on/to the engineers working area are to be identified on arrival. Where the host company has a lone worker alarm system the engineer shall cooperate and comply with all requirements.
Slips, trips and falls	Risk presented to the host company should the engineers tooling/components lay across designated walkways.	All items of tooling will be placed away from areas designated as walkways to reduce the chance of occurrence. All engineers will wear appropriate safety footwear.

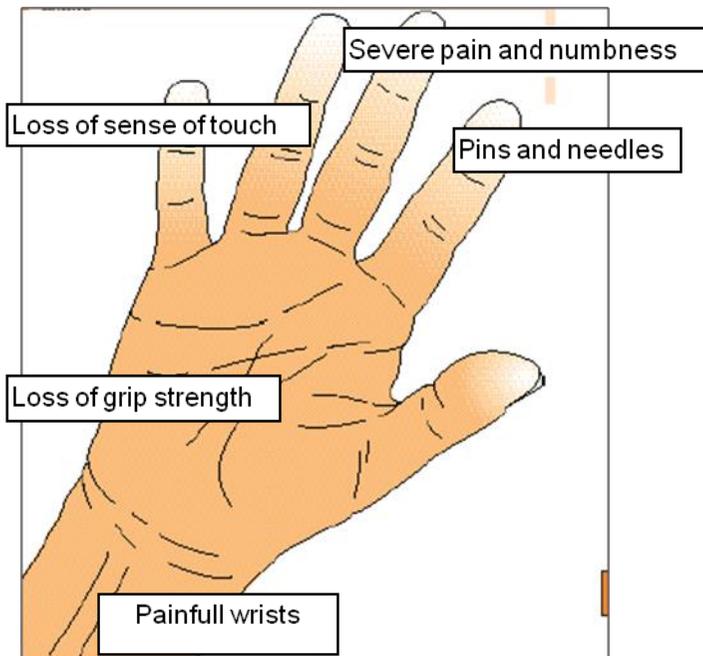
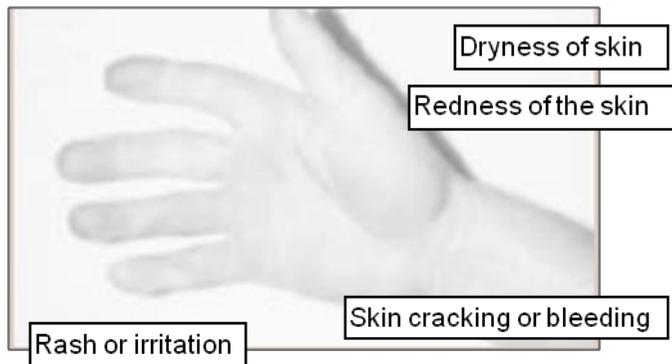
Method Statement-Engineer general task (continued)

Risk assessment of the work to be done.		
a. Hazards?	b. Risk to people/Environ	c. Controls to be used?
Use of electrical tools	Risk of electrical failure/electrical injuries when using hand tools	All tools are subject to Portable Appliance Testing, the company maintains a register of tested items at its head office.
Use of hoists/load bearing equipment	Risk of lifting equipment failing during normal working task in turn causing crushing or impact injuries.	All lifting equipment is subject to inspection and test in accordance with LOLER '98.
Restraining items of plant or equipment	Risk of nips to fingers and hands should any restraining tooling or slinging fail	All equipment and tooling is to be secure prior to any fine adjustments being made.
Battery acid	Potential for battery acid to burn the engineers eyes or exposed skin	Any battery related problem will not be dealt with by the engineer, a specialist battery company will be contacted to carry out any remedial work.
Generation of waste	Risk of contamination of floor surfaces due to spilt oil/grease	All waste generated by the engineer will be disposed of via approved waste channels
General minor injuries	Risk of minor injuries due to sharp edges of machinery	A minor injuries first aid kit is kept with the vehicles equipment
General low level fire/instances of fire	Potential risk of fire generated during the general use of the vehicle	Portable fire extinguisher held within the vehicle
Working at height	Risk of low level falls during accessing the mast/beacons, etc	Access at height shall be via any staging, fork lift cage or company issued ladder

Signature of director responsible for on site engineering;

Andy Radford;

Date;



DERMATITUS AND HAND ARM VIBRATION CONDITION CHECKLIST

Due to the use of oils and machining fluids within the working environment we are introducing a check of the condition of your skin . The check is a low level check by your supervisor to ensure you are not being exposed to anything which could damage your skin.

Due to the use of hand held grinders we are also checking for the early symptoms of hand arm vibration syndrome

If you experience any of the symptoms outlined on the diagrams you are to report them to your supervisor immediately

Date	Check carried out by	Initials both	Remarks

Name of member of staff	
Department	