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## Xenon Services and Shiners Cleaning health and safety manual policy, organisation and responsibilities

Prepared by: Xenon Services Limited

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## Table of Contents

<b>1. Change History</b>	<b>2</b>
<b>2. Foreword</b>	<b>5</b>
2.1 PURPOSE	5
<b>3. Scope and applicability</b>	<b>5</b>
<b>4. Policy and purpose</b>	<b>5</b>
4.1 STATEMENT OF INTENT ON HEALTH & SAFETY	5
<b>5. Health and safety responsibilities</b>	<b>6</b>
5.1 DELEGATION OF RESPONSIBILITIES AND ORGANISATION FOR THE HEALTH AND SAFETY POLICY	6
5.2 STATUTORY REQUIREMENTS	9
5.3 LIST OF COMPETENT PERSONS	9
5.4 WELFARE PROVISIONS	9
<b>6. Health and safety committee</b>	<b>9</b>
<b>7. Health and safety procedures</b>	<b>9</b>
7.1 QUERIES	9
7.2 PROCEDURES	9
7.3 DISTRIBUTION	10
7.4 REVIEW AND UPDATING HEALTH AND SAFETY POLICY	10
7.5 CHANGE PROCEDURE	10
<b>8. Safety audits</b>	<b>10</b>
8.1 XENON SERVICES AND SHINERS CLEANING SITE AUDITS	10
8.2 SAFETY INSPECTIONS	11
<b>9. Emergency procedures</b>	<b>11</b>
9.1 EMERGENCY ARRANGEMENTS FOR CONTROLLING A MAJOR INCIDENT	11
9.2 RECORD KEEPING	12
<b>10. Information and training</b>	<b>12</b>
10.1 INDUCTION TRAINING	12
10.2 REFRESHER TRAINING	12
10.3 SPECIFIC TRAINING	13
<b>11. Non-employees on-site</b>	<b>13</b>
11.1 INFORMATION FOR VISITORS	13
11.2 CONDITIONS OF EMPLOYMENT FOR CONTRACTORS	13
<b>12. First aid</b>	<b>13</b>
12.1 FIRST AID BOXES	13
12.2 PORTABLE FIRST AID KITS	14
12.3 RECORDING ACCIDENTS	14
12.4 SAFE SYSTEMS OF WORK	14
12.5 RECORD KEEPING	15
<b>13. Hazardous substances</b>	<b>15</b>

13.1	ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS .....	15
13.2	PROCEDURES FOR DEALING WITH HEALTH AND SAFETY ISSUES.....	16
13.3	INFORMATION AND TRAINING .....	16
13.4	SAFE SYSTEMS OF WORK .....	16
13.5	RECORD KEEPING.....	17
<b>14.</b>	<b>Machinery safety .....</b>	<b>17</b>
14.1	ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS .....	17
14.2	INFORMATION AND TRAINING .....	18
14.3	SAFE SYSTEMS OF WORK .....	18
<b>15.</b>	<b>Manual handling .....</b>	<b>19</b>
15.1	ELIMINATION OF HAZARDOUS MANUAL HANDLING ACTIVITIES .....	19
15.2	ASSESSMENT OF RISK .....	19
15.3	DUTIES OF MANAGERS AND SUPERVISORS.....	20
15.4	INFORMATION AND TRAINING .....	20
15.5	SAFE SYSTEMS OF WORK .....	20
15.6	RECORD KEEPING.....	21
<b>16.</b>	<b>PPE (Personal Protective Equipment) .....</b>	<b>22</b>
16.1	ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS .....	22
16.2	PROCEDURE FOR DEALING WITH HEALTH AND SAFETY ISSUES .....	22
16.3	INFORMATION AND TRAINING .....	23
16.4	SAFE SYSTEMS OF WORK .....	23
16.5	RECORD KEEPING.....	23
<b>17.</b>	<b>Plant, processes and facilities.....</b>	<b>23</b>
17.1	INTRODUCTION OF NEW PLANT.....	23
<b>18.</b>	<b>Disaster plan .....</b>	<b>24</b>
<b>19.</b>	<b>Related documents .....</b>	<b>24</b>
<b>20.</b>	<b>Principal legislation/standards .....</b>	<b>24</b>



## 2. Foreword

### 2.1 PURPOSE

The purpose of this document is to define Xenon Services and Shiners Cleaning' policy for providing a safe and healthy environment for everyone involved in the Groups activities.

Identify the responsibilities of Senior Management positions within the Group

Identify the Health and Safety Management Structure, team membership and standard reporting process.

**Each employee** has an individual responsibility for his/her own health and safety and that of colleagues.

Everyone must be adequately trained, equipped and instructed to perform their duties in a safe and effective way.

Xenon management are committed to ensuring our workforce are fully aware of our Health and Safety processes. We keep our workforce up to date with regular industry Health and Safety news/notices.

**EVERYONE PLAYS A PART IN THE PREVENTION OF ACCIDENTS AND WORKING IN A SAFE MANNER!**

## 3. Scope and applicability

This manual covers and applies to all people employed, all products used and buildings occupied by Xenon Services and Shiners Cleaning.

## 4. Policy and purpose

### 4.1 STATEMENT OF INTENT ON HEALTH & SAFETY

#### HEALTH AND SAFETY STATEMENT OF INTENT

1. It is our firm intention to enforce appropriate measures to control and monitor health and safety procedures as a vital part of running Xenon Services Ltd.
2. It is the policy of Xenon Services Ltd to ensure, as far as is reasonably practicable, the Health, Safety and Welfare of all its employees and all other persons who may be affected by its acts or omissions. (E.g. Clients and members of the public)

Including:

- Placing Health, Safety and Welfare in the highest category of management's responsibility
- Promoting safety awareness among all employees through ongoing training
- Encouraging all employees to involve themselves with the company's philosophy regarding Health and Safety
- Provide the effective control, monitoring systems and review of the measures arranged for the policies and procedures adopted by the company

The Company undertakes to:

- Provide a safe place of work for all its employees and other persons on the company premises
- Ensure the safe use, handling, transportation and storage of substances

- Provide suitable and adequate information, instruction, supervision and training
- Provide safe systems of working
- Ensuring We conduct ourselves and our business dealings in an honest and ethical manner

This policy has been initiated after carrying out a full appraisal of our health, safety and welfare requirements and will be reviewed periodically (at least annually).

The HSEQ Manager is responsible for monitoring the content in this policy and relevance and to business functions and practice.

## 5. Health and safety responsibilities

### 5.1 DELEGATION OF RESPONSIBILITIES AND ORGANISATION FOR THE HEALTH AND SAFETY POLICY

The **Operations Director of Xenon Services and Shiners Cleaning** has ultimate responsibility for ensuring the Health and Safety Policy is carried out at all the Xenon sites. This document sets out the delegation of responsibility for the various aspects of the Policy.

Notwithstanding any of the following delegations of responsibility, it is the **Contract managers'** duty to see that the demands of the Policy are achieved within their own organisation through the involvement of supervisors and all employees. One part of this responsibility is the carrying out, at three monthly intervals, a safety inspection of their department with the assistance of the Safety Representative for that department.

The **Operations Director of Xenon Services and Shiners Cleaning** is responsible for ensuring that all statutory inspections are carried out, all plant is properly maintained, all necessary fire precautions are in place and operational and that emergency routines and plans are available and practised.

The **Operations Director of Xenon Services and Shiners Cleaning** will ensure that there are Competent/Authorised persons appointed, for all relevant pieces of legislation.

The **Safety and Quality Manager** will ensure that all products purchased and contracts placed, conform to the current Health, and Safety standards and that associated instructions, information and compliance documentation are disseminated as necessary.

The **Area Managers** are responsible for ensuring a safe working environment and for making sure that all information relevant to the product and operation is available to employee and client alike.

The **Safety and Quality Manager** will carry out audits to measure performance against the Health and Safety legislation requirements and ensure that those responsible report on any remedial action necessary to achieve compliance.

The **Safety and Quality Manager** will ensure that training needs identified by the contract managers are provided to all employees to ensure that they are aware of and are capable of meeting the requirements and the needs of the Health and Safety Policy.

The **Safety and Quality Manager** will provide the necessary assistance and advice on all matters of Health and Safety, will investigate accidents and prepare the necessary reports, liaise with enforcement agencies and assist in training. All building layout changes, manufacturing procedures, Capital Financial Appropriations and proposals for new equipment will be presented to the Safety and Quality Manager for approval. The Safety and Quality Manager has recourse to the **Operations Director of Xenon Services**

and **Shiners Cleaning**, in the event that Health and Safety legislation is being ignored even though the requirements have been brought to the notice of responsible persons.

The **Safety and Quality Manager** will ensure that site buildings and their uses comply with current fire regulations and the Fire Certificate conditions for the site. The **Safety and Quality Manager** will advise on the use and storage of all materials, and the necessary Fire Precautions to be taken to avoid creating a fire hazard. The **Safety and Quality Manager** will be responsible for checking all fire warning and dowsing systems and equipment in accordance with Company procedures. The **Safety and Quality Manager** will ensure site specific fire emergency evacuation information is available and communicated to the onsite teams so employees are aware of escape routes and procedures.

The **Safety and Quality Manager** and **HR Manager** provide a occupational health monitoring service. The **Safety and Quality Manager**, will provide an advisory service to Management on the health risks of materials used, and keep records of employees exposed to hazardous materials.

The **Safety and Quality Manager** will ensure that **First Aiders** are selected, trained and names publicised for minor treatments at the workplace. **First Aiders** will provide a back up service to the **Safety and Quality Manager**.

The **Safety and Quality Manager** will review all materials used, keep copies of Hazard Data Sheets and ensure that risk assessments are carried out for all such materials and processes and will advise on the hazards associated with the use of materials.

The **Health and Safety Management Committee** will meet quarterly to discuss the Groups performance against the standards detailed in the Company's Health and Safety Policy and in any specific operating instruction. Its main function is to anticipate problems and agree action necessary to avoid them, stimulate an awareness of safety issues and provide a forum for discussions on health and safety on a Group-wide basis.

It is the duty of the **Safety and Quality Manager** to respond to requests for work to be carried out to meet the requirements of Health and Safety Legislation in a time scale appropriate to the hazard.

In particular the health and safety management controls must include the following criteria:

- **Safe systems of work** Maintenance of permit to work systems and method statements
- **Statutory testing** Pressure vessels/lifts/cranes
- **Fire precautions** Examination/testing of equipment
- **Environmental controls** Temperature, lighting, dust, noise  
ventilation, pollution, cleanliness Legionellae
- **Machine guarding** To comply with current and forthcoming legislation
- **Electricity** Safe installation and usage
- **Safety of visitors** Warning sign, risk area identification and display.

**Managers** are responsible for ensuring that all relevant health and safety legislation is complied with, within their areas of responsibility. The **Safety and Quality Manager** will advise on specific issues relating to the interpretation of such legislation.

In particular, **Managers** will have the following principal responsibilities:

- To familiarise themselves with the Health and Safety Policy;
- To ensure that all employees within their department/area/site are trained and fully aware of potential hazards associated with machinery, equipment and processes within their division, and appropriate measures required to minimise exposure to such hazards;

- To ensure that all employees are aware of the arrangements for first aid and the fire evacuation procedure;
- To ensure that adequate supervision is available at all times, particularly where young and inexperienced personnel are concerned;
- To investigate all accidents to persons or property within their division, to identify the cause and minimise the opportunity for recurrence;
- To ensure that all safety rules are observed and that PPE is worn or used when specified;
- To ensure that **safety devices** are always fitted, and properly adjusted and maintained;
- To ensure that all machinery and equipment is properly maintained and safe to use;
- To ensure good housekeeping within their division;
- To liaise with safety representatives on matters concerning health and safety;
- To accompany the Safety and Quality Manager on inspections audits and visits, and follow his/her advice and recommendations;
- To ensure that risk assessments are carried out prior to the introductions of new equipment, processes and substances and to ensure that safe systems of work are available for all manufacturing processes.

The **Safety and Quality Manager** is responsible for co-ordinating health and safety requirements and the implementation of the policy. H & S champions assist the Safety and Quality Manager in carrying out these tasks. The requirements include the following;

- Monitoring standards of health and safety and ensuring that statutory requirements are being fulfilled. This would include carrying out periodic reviews/inspections and making formal reports to management.
- To investigate accidents and make recommendation to prevent recurrence where applicable. The reporting and recording of all accidents and dangerous occurrence.
- The Safety and Quality Manager will also require access to all records relating to the pressure testing of vessels, the testing of emergency lighting, and testing of lifting equipment where applicable.
- To ensure that all statutory registers, records and reports related to health and safety are maintained and that they are available for inspection.
- To carry out health and safety induction, refresher training and special briefings as and when required.
- To assist managers and employees in meeting their health and safety responsibilities.
- To ensure compliance with Xenon Services and Shiners Cleaning Health and Safety Policy.
- May act as Secretary to the Health and Safety Committee.

All **Employees** are responsible for:

- Co-operating so far as is necessary to ensure compliance with statutory requirements.
- Complying with instructions on health and safety matters.
- Having a duty of care to themselves and other employees who may be affected by their acts or omissions.
- Raising health and safety issues to their supervisor or to an appointed safety representative.
- Any employee paying disregard to health and safety measures or instructions, or failing in their duty of care to others may be liable to disciplinary action.



## 5.2 STATUTORY REQUIREMENTS

### Arrangements for Record Keeping

- The Safety and Quality Manager will be responsible for all employee health records.
- The Safety and Quality Manager will be responsible for ensuring that all records necessitated by statutory legislation or policy requirements are maintained and they are readily available, and up-to-date.
- The Contract Manager will be responsible for maintaining records of employee health and safety induction and refresher training.

## 5.3 LIST OF COMPETENT PERSONS

A person shall be regarded as competent where they have sufficient training and experience or knowledge and other qualities to enable them properly to assist in undertaking the measures required by the discipline.

## 5.4 WELFARE PROVISIONS

In accordance with Requirements of the Workplace Health, Safety and Welfare Regulations 1992 Xenon Services will take all reasonably practicable steps to provide places of work that are safe and healthy and meet the health, safety and welfare needs of each member of staff.

Xenon staff have access to all client washroom facilities and a restroom is provided for use, where available and applicable for long working hours at the client site.

## 6. Health and safety committee

Within the defined functions and responsibilities of management of Xenon Services and Shiners Cleaning there is a duty to communicate with employees.

To enable effective implementation of the Health and Safety Policy communication is to take place between Xenon Services and Shiners Cleaning and employees, where applicable employee representatives.

This is achieved by briefing sessions with employees along with regular email bulletins and onsite tool box talks.

## 7. Health and safety procedures

### 7.1 QUERIES

There is a procedure for raising queries relating to health and safety issues, which may be referred to in the Health & Safety Procedures.

### 7.2 PROCEDURES

Specific procedures for health and safety are contained within the Arrangements for Health & Safety Manual. This manual will be subject to regular review, updating and additions. The Manual will be registered as a Controlled Document.

The Operations Director in conjunction with the Safety and Quality Manager will conduct the review annually.

These procedures are the core requirement for ensuring that compliance with the regulations is achieved.

### 7.3 DISTRIBUTION

This manual will be available to all:

- a) A controlled master electronic version will be held at Xenon HO.
- b) Provided to all staff inclusive in New Employee Starter Pack and available via personal login to Cleanlink Mobile.
- c) Available for view to all clients via Cleanlink Mobile live portal.

### 7.4 REVIEW AND UPDATING HEALTH AND SAFETY POLICY

The Health and Safety Manual and procedures will be regularly reviewed by the Operations Director or Safety and Quality Manager of Xenon Services and Shiners Cleaning, at least annually, and updated whenever required, as a result of changes in health and safety legislation, and Company Policy. This Health and Safety Manual will be registered as a controlled document and any updates will be notified by the Health and Safety Advisor.

This review must be recorded and any changes brought to the attention of the work force.

### 7.5 CHANGE PROCEDURE

Any person wishing to change any part of the policy or procedures manual must put such request in writing to the Safety and Quality Manager for review and consideration.

## 8. Safety audits

To ensure compliance with legislation and the requirements laid down within the Health and Safety manual and associated documentation the activities of Xenon Services and Shiners Cleaning will be monitored as follows.

### 8.1 XENON SERVICES AND SHINERS CLEANING SITE AUDITS

A full health and safety audit of all Division Offices and facilities will be organised annually by the Safety and Quality Manager. All managers are required to support this audit, which will provide feedback on standards of health and safety in the Group.

All health and safety related issues will be audited on a regular basis, and co-ordinated via the Safety and Quality Manager.

The Safety and Quality Manager will be responsible for compiling the audit report and issuing copies to managers.



## 8.2 SAFETY INSPECTIONS

In normal circumstances the frequency of the inspections of Divisional offices and facilities is set at 12 monthly intervals. The inspection should be undertaken by Safety and Quality Manager.

Furthermore, as an extension of safety inspections Xenon Services will carry out surface finish/slip testing utilising the HSE SAT tools. These tests will be undertaken by the Operations Manager. All findings will be recorded. The results of surface finish testing provide Xenon with accurate information to ensure appropriate preventative measures are in place resulting in less slips and trips in the workplace.

## 9. Emergency procedures

It is the intention of Xenon Services to ensure that any risks arising from work activities are eliminated or reduced to a minimum. However, Xenon Services acknowledges that despite these measures it cannot be assumed that a major incident will never occur. Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be catastrophic and so Xenon Services will plan certain emergency procedures to ensure injury and damage limitation in the event of such an incident. The person responsible for implementing these procedures is Site Manager assisted by the Safety Advisor.

The organisation will also endeavour to give information and training as often as is necessary to all employees (and other persons, such as contractors and visitors) to enable a better understanding of these matters.

### 9.1 EMERGENCY ARRANGEMENTS FOR CONTROLLING A MAJOR INCIDENT

In order to be prepared for any emergency event, Xenon Services will plan for reasonably foreseeable incidents and prepare a written plan outlining procedures to be followed in such an event. These plans will be discussed with all interested parties before being finalised.

(The type of incidents for which plans should be prepared depend on the workplace and the work activity, but typical examples include serious accidents, explosions, floods, fire, bomb threats, spillages or release of hazardous substances or release of radioactivity).

Xenon Services will, in consultation with workers and their representatives:

- Establish procedures to be followed by employees in the event of an emergency situation, including;
  - Raising the alarm.
  - Means of escape.
  - Assembly points and “safe havens”.
  - Summoning the emergency services.
  - Evacuation of disabled persons.
- Where the client has no existing procedure: appoint persons to be responsible for specific procedures in the event of an emergency situation (plus deputies for those listed below to cover holiday or sick leave), including;
  - Incident controller.
  - Site main controller.
  - Employees responsible for shutting down equipment and making it safe before evacuation the area.
  - Fire wardens and fire marshals.

- Persons responsible for emergency power supplies and lighting.
- Persons responsible for moving equipment to or from the scene of the incident.
- First aiders.
- Rescuers (if appropriate).
- Provide a written version of the procedures to all personnel.
- Ensure that the plans cover night and shift working, weekend working & closures for holidays.
- Ensure there is an up to date call-out list for key personnel and that this is readily accessible.
- Clearly label all important items such as shut-off valves, electrical isolators and fire points or equipment.
- At regular intervals stage evacuation drills, test and check emergency equipment and inspect the means of escape.
- Keep all access routes for emergency services and all escape routes clear at all times.
- Assist the emergency services by clearly marking the premises and by drawing up a simple plan of the premises (eg showing the location of hazardous substances).
- Reassess the emergency plan at regular intervals and following any major change in process plant and personnel, and update or alter it as necessary.
- Provide training in emergency procedures for all employees, plus specialist training for those with special responsibilities

## 9.2 RECORD KEEPING

Employers must maintain satisfactory records which must be readily available for inspection at any reasonable time by the relevant enforcing authorities. Records should be kept of the following:

- Procedures to be followed in the event of an emergency.
- Competent persons responsible for implementing procedures.
- Details of emergency evacuation drills and any other relevant training provided.
- Maintenance of emergency alarms and other equipment for use in an emergency.

## 10. Information and training

### 10.1 INDUCTION TRAINING

It will be the responsibility of the Contract Manager to ensure that suitable health and safety induction training is provided for new employees including Trainees, college Students, work experience, and contract staff.

### 10.2 REFRESHER TRAINING

It will be the responsibility of the Contract Manager, in conjunction with the Safety and Quality Manager, to ensure that adequate provision is made for refresher health and safety training. The Division concerned must record the details of this training, and the Contract Manager will be responsible for ensuring that employees attend such training.

### 10.3 SPECIFIC TRAINING

Safety and Quality Manager will also provide specific health and safety training of employees.

The following training needs will be the responsibility of supervisors and contract managers:

- hazards in the workplace
- hazards associated with specific processes
- wearing of personal protective equipment

## 11. Non-employees on-site

### 11.1 INFORMATION FOR VISITORS

All visitors will be issued with health and safety information on entering the site. This will include provisions for emergency means of escape in the event of fire and precautions to be taken in specific areas.

### 11.2 CONDITIONS OF EMPLOYMENT FOR CONTRACTORS

Specific health and safety requirements must be included in the conditions of employment for contractors. These must include the following:

- a) The use of safe systems of work.
- b) The use of safe equipment, which is properly maintained.
- c) The provision of assessments of hazardous substances used by the contractor.
- d) Compliance with existing permit to work systems.
- e) The provision and use of personal protection equipment where necessary.
- f) The attendance at health and safety induction where necessary.
- g) The use of safe processes that does not compromise the safety of Group employees or property.

## 12. First aid

Xenon Services is committed to providing first aid facilities to deal with accidents and injuries occurring at work.

To this end, Xenon Services will provide information and training on first aid to employees to ensure that statutory requirements and the needs of the organisation are met. Should employees have concerns about the provision of first aid within the organisation, they should inform a responsible person to enable Xenon Services to investigate and rectify the situation if necessary. The person responsible for the implementation of this is Contract Manager.

### 12.1 FIRST AID BOXES

First aid boxes are provided within the workplace to ensure that there are adequate supplies for the nature of hazards involved. These are normally provided by our clients but will be provided by Xenon Services and Shiners if not available. In the case of lone workers a first aid mobile carry kit will be supplied. All boxes will contain at least the minimum supplies which are required under law. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept in these boxes. The location of first aid boxes will be advised of during company induction and the

name of the person responsible for their upkeep will be clearly indicated on First aid boxes. First aid boxes will display the following information:

- The name of the person responsible for their upkeep.
- The nearest location for further supplies
- The contents of the first aid box and replenishing arrangements.
- The location of the accident book.

First aid boxes are maintained and restocked when necessary. Site supervisors will be responsible for the ordering of replacement supplies via the Contract Manager or directly to the Safety and Quality Manager.

## 12.2 PORTABLE FIRST AID KITS

Xenon Services will provide portable first aid kits for work away from the normal workplace, where access to facilities may be restricted. Examples of these circumstances include:

- Staff travelling in vehicles on a regular basis, eg contracts manager.
- Staff whose work takes them to isolated or remote locations.

## 12.3 RECORDING ACCIDENTS

All accidents must be recorded, however minor. Xenon Services has provided accident reporting forms available for use at all sites which is housed in the Master Folder. Accident reporting and relating procedures are all covered during employee induction and are further detailed in the company Health & Safety Handbook.

It is the responsibility of employees to ensure that they complete an accident report form as soon as possible after the injury has occurred. Where the injured person is unable to enter his or her account onto the accident form, the first aider or witness (where relevant) should enter details on the employee's behalf. Where an accident results in admittance to hospital, or inability to continue work, the relevant manager must be informed immediately, who in turn must inform the Safety and Quality Manager as soon as possible. For the purposes of maintaining first aid supplies, first aiders should keep a record of those supplies that are used, by whom and for what reason.

## 12.4 SAFE SYSTEMS OF WORK

The following arrangements should be followed in order to ensure that suitable and sufficient provision for first aid personnel and equipment is available at the workplace:

- First aid personnel must inform Xenon Services when their training certification period is nearing expiry.
- Management must ensure that employees are familiar with the identity and location of their nearest first aider and first aid box.
- The name(s) and location(s) of first aid personnel and equipment must be displayed on the first aid box, on the door of the first aid room and on notice boards.
- Ensure that information displayed on notice boards, the first aid room and first aid boxes is updated to reflect any changes in location or changes in appointed personnel which may take place.
- Ensure that the contents of each first aid box are regularly checked to establish that supplies are sufficient to meet requirements.
- Order replacement supplies immediately after equipment has been used.
- Ensure that there is easy access to first aid equipment and the first aid room at all times.
- Summon professional medical assistance where necessary.

- Ensure that details of all accidents are reported and entered into the accident book.

## 12.5 RECORD KEEPING

Records should be kept of the following:

- First aiders' details.
- Training provided to first aiders.
- First aid supplies, including location and content of boxes, and the person responsible for checking and reordering supplies.
- Details of first aid treatment administered.

All accidents, however minor, must be recorded, details of which should be kept in an accident book.

## 13. Hazardous substances

Xenon Services acknowledges that no substance can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. Xenon Services undertakes to control exposure by engineering means where reasonably practicable.

Where exposure cannot be adequately controlled by engineering means, appropriate PPE will be provided free of charge after consultation with employees or their representatives. All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The implementation of this policy requires the total cooperation of all members of management and staff.

The person responsible for implementing this policy is Site Supervisor.

### 13.1 ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Xenon Services will, in consultation with workers and their representatives, implement the following:

- An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
- Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control.
- All operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
- Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventative maintenance and annual performance monitoring.
- All employees, and others who may work in the affected areas, will be informed of the purpose and safe operation of all engineering controls.
- PPE will be used only as a last resort or as a back up measure during testing or modification of other controls.
- The type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.

- Each assessment will be reviewed annually and all operations using hazardous substances will be reassessed every 3 years.
- Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified professionals.
- Employee health records will be kept of all exposures to substances hazardous to health for a minimum of 40 years.
- All employees will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed about any monitoring and health surveillance results.
- All changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

### 13.2 PROCEDURES FOR DEALING WITH HEALTH AND SAFETY ISSUES

Where an employee raises a point related to the use of substances hazardous to health Xenon Services will:

- Ensure that the hazard associated with the substance has been correctly identified.
- Ensure that the assessment of the use of the substance is correct and up to date.
- Ensure that the controls in place are adequate.
- Correct any observed deficiencies in the control of the hazards.
- Inform the employee, and his or her representative where appropriate, of the results of the investigation and actions taken.

If an identified exposure has taken place, those affected, and their managers and representatives, will be informed immediately. Possible health effects will, in addition, be communicated to Xenon Services occupational health physician and the employee's own general practitioner.

### 13.3 INFORMATION AND TRAINING

Xenon Services will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors. Managers and Supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

### 13.4 SAFE SYSTEMS OF WORK

Employees must be encouraged to report defects and systems must be in place for prompt repair and for the provision of temporary replacement controls (eg PPE). The following steps can be taken to minimise the risk:

- Ensure hazard information is kept up to date.
- Ensure assessments are reviewed annually and reassessed every three years or when material changes are made.
- Ensure employees are trained in the nature of the hazards and use of control measures.
- Ensure controls are maintained and monitored.
- Ensure all documentation is comprehensive and comprehensible.
- Encourage employees to report faults and problems.



## 13.5 RECORD KEEPING

Under the provisions of COSHH, records should be kept of the following:

- Inventory of hazardous substances.
- Assessment of risk exposure.
- Control measures provided.
- Methods of use of control measures and defect/fault reporting.
- Examination, testing and repairing of control measures. Either the record itself, or a summary, must be kept for a minimum of 5 years (regulation 9).
- Exposure monitoring; for 5 years if a record of background exposure or control proving record, and for 40 years if a record of exposure of an identifiable employee (regulation 10).
- Individual health record of exposure or potential exposure for 40 years from the date of last entry (regulation 11).
- Training given to employees.

## 14. Machinery safety

Xenon Services will take all reasonable steps to ensure the safety of all employees working on the machinery as well as to ensure the safety of others who may be affected by the machinery. Xenon Services will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to implement this policy. Should employees have any problems relating to machinery safety, they should immediately inform a responsible person (usually a Manager or Supervisor) so that steps can be taken to remedy the situation promptly. The implementation of the policy needs the cooperation of all management and staff. The person responsible for implementing this policy is Site Supervisor.

### 14.1 ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Xenon Services will, in consultation with the operators and their representatives:

- Assess the operation of the machine itself which will include the assessment of its controls, the visibility of any operating parts that need to be seen and the accessibility of all parts that need to be adjusted or changed.
- Carry out an assessment of how the use of the machine affects its environment, including the layout of the machine and any barriers that are needed to prevent visitors coming within the danger zone.
- Carry out an assessment of all guards, all isolation procedures of any part of the machinery and all emergency procedures.
- Carry out an assessment of any chemicals involved with the machine and its use, maintenance or cleaning (in compliance with COSHH).
- Take all reasonable steps to minimise all the risks found from these assessments.

Xenon Services will assess the methods of any adjustments or tool changes made on the machine so that tools are fitted and carried safely. Machine guards must be suitable and should be removed and replaced safely.

## 14.2 INFORMATION AND TRAINING

Xenon Services will give the information, instruction and training necessary to ensure the health and safety of all operators and any others affected by the machinery. Managers responsible for supervising the operation of the machinery will be appropriately trained.

## 14.3 SAFE SYSTEMS OF WORK

Xenon Services will ensure that the machinery is safely and securely positioned. The Provision and Use of Work Equipment Regulations 1998 provide for the following safe systems of work:

- Machinery should be maintained in an efficient state, in efficient working order and in good repair (regulation 5). This will include planned preventive maintenance (eg changing worn parts regularly before they cause damage) and periodic maintenance (eg greasing).
- All persons who use machinery and all persons who supervise or manage the use of machinery should have available to them adequate and readily comprehensible health and safety information and, where appropriate, written instructions pertaining to the use of the machinery (regulation 5). This information should include:
  - The methods by which and the conditions in which the machinery may be used.
  - Any foreseeable abnormal situations and the action to be taken when they occur.
  - Any conclusions to be drawn from experience in using the machinery.
- All persons who use, supervise or manage work machinery should have received adequate training in its use for the purposes of health and safety (regulation 9).
- The employer shall ensure that measures are taken to:
  - Prevent access to any dangerous part of machinery rotating stock-bar.
  - Stop the movement of any dangerous part of machinery before allowing a person to enter a danger zone (regulation 11). The alternative measures required to comply with this requirement are as follows:
    1. provision of fixed guards
    2. provision of other guards or barriers
    3. provision of jigs, holders, push sticks or similar
    4. provision of information, instruction and training
- Any machinery or equipment at high or low temperature must be suitably guarded (regulation 13).
- Xenon Services should ensure that personal protective equipment is used where necessary when using a machine.
- All machinery should have suitable controls (regulations 14-18) including the method of starting and restarting, the method of normally stopping and the method of emergency stopping. These controls should be clearly visible and clearly identifiable. All control systems should be safe.
- Isolation of all equipment or machinery from all sources of energy should be possible. Both the isolation and reconnection procedures must avoid any risks (regulation 19).

All machinery and equipment on loan or hire must be accompanied by the appropriate inspection and maintenance records as applicable to that machine or piece of equipment.

Failure on behalf of the supplier to provide the equipment will mean the equipment must be either returned or quarantined until such time as the records are received. Copies of the records will be

maintained on file for as long as the equipment is on hire or loan.

## 15. Manual handling

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace. The person with the responsibility for implementing the provisions of this policy is Contract Manager.

### 15.1 ELIMINATION OF HAZARDOUS MANUAL HANDLING ACTIVITIES

Xenon Services will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

### 15.2 ASSESSMENT OF RISK

An assessment of manual handling activities will be carried out by competent persons. Risks which are identified will be reduced to the lowest level reasonably practicable. The following factors will be considered during the assessment.

**The Task** - Bending and stooping to lift a load significantly increases the risk of back injury. Items should ideally be lifted from no lower than knee height to no higher than shoulder height. Outside this range, lifting capacity is reduced and the risk of injury is increased. Where items are required to be lifted from above shoulder height, a stand or suitable means of access should be used. Items which are pushed or pulled should be as near to waist level as possible. Pushing is preferable particularly where the back can rest against a fixed object to give leverage. Carrying distances should be minimised, especially if the task is regularly repeated. Repetitive tasks should be avoided wherever possible. Tasks which involve lifting and carrying should be designed in such a way as to allow for sufficient rest breaks to avoid fatigue. Avoid tasks which require twisting the body wherever possible.

**The Load** - The load should be kept as near as possible to the body trunk to reduce strain and should not be of such size as to obscure vision. An indication of the weight of the load and the centre of gravity should be provided where appropriate. Unstable loads should be handled with particular caution. The change in centre of gravity is like to result in overbalancing. Ensure that there is a secure handhold, using gloves where necessary to protect against sharp edges or splinters.

**The Individual** - Consideration must be given to age, body weight and physical fitness. Regard must be given to personal limitation; employees must not attempt to handle loads which are beyond their individual capability. Assistance must be sought where this is necessary. Persons with genuine physical or clinical reasons for avoiding lifting should be made allowance for, as should pregnant women, who should not be required to undertake hazardous lifting or carrying tasks.

Sufficient knowledge and understanding of the work is an important factor in reducing the risk of injury. Individuals undertaking lifting or carrying will be given suitable instruction, training and information to undertake the task with minimum risk.

**The Working Environment** - There must be adequate space to enable the activity to be conducted in safety and the transportation route must be free from obstruction. Lighting, heating, and weather conditions must be taken into account. Floors and other working surfaces must be in a safe condition, and adequate ventilation is required, particularly where there is no natural ventilation.

**Other Factors** - Use of personal protective equipment may be necessary whilst carrying out manual handling activities. If the use of PPE restricts safe and easy movement, this should be reported. Constant

interruptions from other workers must be avoided, as this can reduce the concentration of an individual.

### 15.3 DUTIES OF MANAGERS AND SUPERVISORS

Managers or Supervisors must ensure that:

- Manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Adequate information and training is provided to persons carrying out manual handling activities.
- Any injuries or incidents relating to manual handling are investigated, with remedial action taken.
- Employees adhere to safe systems of work.
- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling activities are suitably screened for reasons of health and safety, before undertaking the work.
- Special arrangements are made, where necessary, for individuals with health conditions which could be adversely affected by manual handling operations.

Employees must ensure that:

- They report to management (in confidence) any personal conditions which may be detrimentally affected by the handling activity.
- They comply with instruction and training which is provided in safe manual handling activities.
- Their own health and safety is not put at risk when carrying out manual handling activities.
- They use equipment which has been provided to minimise manual handling activities.
- Any problems relating to the activity are reported to a responsible person.

### 15.4 INFORMATION AND TRAINING

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals. Employees will be informed of approximate weights of loads which are handled and objects which have eccentric weight distribution.

### 15.5 SAFE SYSTEMS OF WORK

Poor lifting and carrying techniques can result in discomfort and increase the risk of injury. In extreme circumstances, these injuries can have permanent affects. These risks can be reduced by adopting the following simple precautions:

- Ensure that formalised systems of work which have been designed for the work activity are complied with.
- Make full and proper use of aids to lifting and carrying, such as trolleys, chutes and access equipment.
- Store heavy items between shoulder and hip height.
- Use the legs and knees to bend and lift - do not stoop or bend the back.
- Avoid tasks which require stretching or twisting.

- Ensure that regular rest breaks are taken where manual handling activities are repetitive or to prevent the onset of fatigue.
- Ensure that there are no sharp, hot or cold edges which could cause injury.
- Ensure that walkways are free from obstructions. Make full and proper use of personal protective equipment.
- Report any problems or concerns associated with manual handling operations to a responsible person without delay.

## 15.6 RECORD KEEPING

Employers with five or more employees must record assessments which have identified a significant risk of injury. These may be kept in any format, provided that they are easily retrievable and kept up to date. These records should identify the following:

- Location/department.
- Activity under assessment.
- Description of activity/present system of work.
- Previous accident/damage statistics for activity.
- Numbers and groups of employees involved.
- Groups or individual employees identified as being at higher risk.
- Significant risks identified from assessment.
- Existence and effectiveness of existing control measures.
- Any further controls which are required.
- Target date for implementation of controls.
- Date for review.
- Name of assessor(s).
- Date of assessment.

Assessments of low risk activities which can be very quickly and easily repeated need not be formally recorded. Records should also be kept of any training given to employees.



## 16. PPE (Personal Protective Equipment)

To comply with statutory requirements the Company will provide and maintain PPE's in accordance with the PPE Assessment Procedure.

Xenon Services will provide personal protective equipment when the risk presented by a work activity cannot be adequately controlled by other means. All reasonable steps will be taken by Xenon Services to secure the health and safety of employees who work with PPE.

Xenon Services acknowledges that health and safety hazards will have been identified if this equipment is used. It is the intention of Xenon Services to ensure, through the proper use of equipment, that any risks are reduced to a minimum. Whilst it is generally recognised that the use of PPE can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. Xenon Services will seek to give information and training to enable a fuller understanding of these issues. The implementation of this policy requires the total co-operation of all members of management and staff. There will be full consultation with employee representatives through existing channels of communication. The person responsible for implementing this policy is Site Supervisor.

### 16.1 ARRANGEMENTS FOR SECURING THE HEALTH AND SAFETY OF WORKERS

Xenon Services will, in consultation with workers and their representatives:

- Carry out an assessment of proposed PPE to determine whether it is suitable.
- Take any necessary measures to remedy any risks found as a result of the assessment.
- Ensure that where two (or more) items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately.
- Arrange for adequate accommodation for correct storage of the PPE.
- Implement steps for the maintenance, cleaning and repair of PPE.
- Train staff in the safe use of PPE for all risks within the organisation.
- Replace PPE, which has been provided to meet statutory obligation, as necessary and at no cost to the employee.
- Inform every employee of the risks which exist.
- Reassess as necessary if substances used or work processes change.

### 16.2 PROCEDURE FOR DEALING WITH HEALTH AND SAFETY ISSUES

Where an employee raises a matter related to health and safety in the use of PPE, Xenon Services will:

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

Where a problem arises in the use of PPE the employee must:

- Inform a responsible person immediately.
- In the case of an adverse health condition advise Xenon Services doctor and his or her own general practitioner.

## 16.3 INFORMATION AND TRAINING

Xenon Services will give sufficient information, instruction and training, including demonstrations in the wearing of PPE, to ensure the health and safety of workers using PPE, which includes temporary staff, persons gaining work experience with Xenon Services and contractors, as well as those in direct employment. Managers and supervisors who are responsible for users of PPE will also receive appropriate training.

## 16.4 SAFE SYSTEMS OF WORK

The use of PPE is an important means of controlling risks involved in various work activities. To ensure that it is effective, it is necessary to follow the manufacturer's and employer's instructions on its correct use. The following procedures should be observed when using PPE:

- Ensure that protective clothing fits properly and adjust PPE so that it is comfortable when working.
- Make sure that the PPE is functioning correctly before use in specified work activity - if in any doubt, report the suspected defect.
- When using two (or more) types of PPE together, ensure that items are compatible when used together and that combined use does not reduce their effectiveness.
- Report symptoms of discomfort or ill health immediately.
- Inform the employer of any training needs.

## 16.5 RECORD KEEPING

Records should be kept of the following:

- The results of the PPE assessment.
- Actions taken as a result of PPE assessment.
- Inventory of PPE equipment and to whom each item has been supplied.
- The provision of training.
- Information given to employees.
- Complaints or alleged reports of discomfort, or non-suitability of the PPE discovered following field tests or surveys.
- Action taken in respect of such complaints.
- Manufacturer's advice with regard to compatibility of various items of PPE which are used together.
- Replacement of PPE (with dates).
- Maintenance and testing of PPE equipment.
- PPE given as a personal issue.

# 17. Plant, processes and facilities

## 17.1 INTRODUCTION OF NEW PLANT

When new equipment, plant or substances are being introduced a report must be originated and approved prior to the equipment, process or substance being used. The Safety and Quality Manager must be included on the approval list of this document.

## 18. Disaster plan

The provision of emergency procedures will be required to ensure the safety of employees and preserve Company property. The Divisional Managers will ensure that "Emergency Teams" are organised and appropriate procedures implemented.

## 19. Related documents

UK Health and Safety ACT 1974.

Control of Substances Hazardous to Health Regulations 2004.

Environmental Manual

Contractors on Site

Waste Procedure

New Processes

New Employee Induction

Manufacturing- Key Safety Issues

Contractors Terms and Conditions

Training and Development Procedure

## 20. Principal legislation/standards

Regulatory Reform (Fire Safety) Order 2005/ Subordinate Provisions Order 2006

Workplace (Health, Safety & Welfare) Regulations 1992.

Lifting Operations and Lifting Equipment Regulations 1998.

Provision and Use of Working Equipment Regulations 1998.

The Electricity at Work Regulations 1992.

Personal Protective Equipment at Work Regulations 1992.

The Control of Noise at Work Regulations 2005.

Manual Handling Operations Regulations 1992.

Health and Safety (Display Screen Equipment) Regulations 1992.

The Management of Health and Safety at Work Regulations 1999.

Construction (Design and Management) Regulations 2015.

The Health & Safety (Safety Signs and signals) Regulations 1996

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

Environmental Protection Act 1990

Waste Management Regulations 2015

