

HEALTH AND SAFETY AT WORK ACT 1974

Health and Safety Policy

**WBM Insulation Ltd
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Policy Prepared:

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STATEMENT OF INTENT

It is the policy of WBM Insulation Ltd to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment by ensuring that adequate resources are made available to the relevant managers.

WBM Insulation Ltd health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

WBM Insulation Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary employees, as well as any members of the public who might be affected by our operations.

WBM Insulation Ltd regards the promotion of Health & Safety as a mutual objective between management and employees and sub-contractors. Co-operation on the part of all employees is vital to the success of the objectives of our Health & Safety Policy and this will be actively encouraged through involvement and joint consultation.

Whilst the management of WBM Insulation Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

The management of WBM Insulation Ltd will provide every employee with the training necessary to carry out his or her tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their manager. An effective health and safety programme requires continuous communication between employees at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the relevant Supervisor/Foreman. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

The health and safety policy will be continually monitored and updated particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

Signed:

Date: 1st August 2025

Mark Wilkins (Managing Director)

SECTION 2 ORGANISATIONAL ROLES & RESPONSIBILITIES

2.1 Managing Director

The person with overall and final responsibility for health and safety in WBM Insulation Ltd is the Managing Director, Mr Mark Wilkins

The person with overall responsibility for provision of a safe place of work is the Managing Director in accordance with the Health & Safety at Work Act 1974 and all relevant legislation and Regulations.

The Managing Director will adhere to the regulations by ensuring, so far as is reasonably practicable, the health, safety and welfare of employees at work by:

- ☐ Providing all necessary information, instruction, training and supervision to enable individuals to be safe
- ☐ Providing and maintaining a safe place of work with safe entry and exit
- ☐ Providing and maintain a working environment that is safe and without risk to health
- ☐ Providing and maintaining systems of work that are safe
- ☐ Arranging for the safe use, handling, storage and transport of articles and substances
- ☐ Providing current information, instructions and Guidance covering COVID 19

The person responsible for overseeing, implementing and monitoring the policy is the Managing Director. This responsibility includes:

- ☐ The provision of sufficient resources for implementing the general policy
- ☐ Ensuring that all employees are fully aware of their responsibilities under the Health & Safety at Work Act 1974 and that these responsibilities are fulfilled.
- ☐ Ensuring that the company complies with all the requirements of Health & Safety legislation.
- ☐ Ensuring that the arrangements made for Health & Safety and for securing the effectiveness of the general policy are implemented.
- ☐ Ensuring that inspections are carried out to establish the need for any special Health & Safety precautions, where required.
- ☐ Ensuring that all inspections and examinations required are carried out and that adequate records are maintained.
- ☐ Ensuring that all accidents are investigated and that the necessary reporting and recording procedure is implemented.
- ☐ Monitoring the effectiveness of the general policy and revising the policy when required.
- ☐ Ensuring that all employees are aware of company procedures and that these are complied with.

2.2 Directors

The Directors have the day-to-day responsibility for implementing WBM Insulation Ltd Health & Safety Policy. The responsibility includes:

- ☐ Risk Assessments are carried out and records kept.
- ☐ Compliance with current safety legislation and safe working procedures.
- ☐ Providing leadership in developing a 'safety culture' amongst employees.
- ☐ Ensuring all employees are fully trained to perform the tasks expected of them and they are suitably supervised to maintain proper work practices.
- ☐ Suitable Personal Protective Equipment is issued, worn and replaced when necessary and adequate instructions are given regarding its use.
- ☐ Ensuring all plant and equipment complies with purchase, maintenance, use and disposal procedures.

- ❑ Ensuring electrical equipment is subject to regular PAT test schedule (annually)
- ❑ All accidents at work to employees and non- employees are recorded in the Accident Book (B1510) and are investigated. WBM Insulation Ltd accident investigation report is completed for all lost time accidents and the Enforcing Authority notified on Form 2508.
- ❑ Firefighting equipment and alarm systems are fully maintained; means of escape are adequately marked and free from obstruction. Fire alarm test and evacuations are carried out.
- ❑ Good Housekeeping has a high priority.
- ❑ Where applicable, sufficient trained First Aiders are appointed and First Aid supplies are readily available, including travelling first aid kits.
- ❑ Carrying out routine monitoring of the above duties to ensure continued compliance.
- ❑ Establishing co-operative and consultative procedures within all work areas.

2.3 Managers

Managers are accountable to the Directors for the day-to-day implementation of the Company's general health and safety policies and safe working practices and to provide employees with information about hazardous substances and precautions in general.

They are additionally responsible for the induction of remedial measures to reduce or eliminate unsafe acts or conditions. Their responsibilities also include informing, instructing, training and supervising employees in safer methods of work and for investigating accidents that occur in their area or to an employee who reports to them.

Managers are responsible for day-to-day aspects of the Company Health and Safety Policy within the scope of their responsibility i.e. within their relevant departments.

Managers shall:

- ❑ Ensure the Company's Health and Safety Policy is communicated to employees
- ❑ Ensure appropriate information or expert advice is obtained in respect of:
 - design and use of new plant and equipment
 - use of substances which may be hazardous to health
- ❑ Assist in the maintenance of all health & safety provisions made for the place of work, process and procedures, in keeping with the requirements of the Company health & safety policy.
- ❑ Ensure employees are trained and are aware of the potential hazards associated with machinery, equipment, substances and process and of the appropriate measures required to minimise the exposure to such hazards.
- ❑ Ensure protective clothing and equipment is available where necessary and is worn or used at all appropriate times by the person to whom it is issued.
- ❑ Ensure no person is allowed to work alone in a hazardous area and that appropriate arrangements for obtaining any necessary assistance are made available to all persons working alone.
- ❑ Ensure all safety rules are observed and that protective equipment is worn or used when specified.
- ❑ Ensure employees are aware of the arrangements for first aid and the fire evacuation procedure.
- ❑ Ensure that adequate supervision is available at all times, particularly where young people are employed.
- ❑ Maintain good housekeeping within their department and carry out regular inspections.
- ❑ Ensure that any contractors are aware of the Company's safety procedures and do not undertake any activities that in any way contravene the Company's Health & Safety Policy.
- ❑ Shall pass on or action any suggestions / opinions received from staff with regards to any hazards or for improving health & safety within their work environment.
- ❑ Actively promote good health and safety practice throughout all levels of the Company.

2.4 Employees

All employees have a duty to ensure the Health & Safety of themselves. In addition, they have a duty towards their colleagues and other people not employed by WBM Insulation Ltd - e.g. the Public. In order to fulfil those duties, employees must:

- ☐ Comply with this policy.
- ☐ Take reasonable care of their own health, safety and welfare, and the health and safety of others that may be affected by their acts or omissions. Guidance will be given to employees concerning the standards of reasonable care expected.
- ☐ Co-operate with the Company in the performance of Company policy and legal duties. All compliance requirements will be clearly defined for each employee.
- ☐ Not misuse equipment provided in the interest of safety and health. Full training will be provided so that employees know the correct use of equipment.
- ☐ Ensure that all safeguards and protected equipment are used where necessary. Supervision will be provided to prevent forgetfulness and error so far as is reasonably practicable.
- ☐ Assist in the maintenance of good housekeeping.
- ☐ Wear and maintain Personal Protective Equipment issued and comply with all its requirements.
- ☐ Report immediately any equipment found to be unsafe.
- ☐ Report immediately to their manager, any accidents or near misses and where necessary obtain first aid treatment.
- ☐ Assist in the investigation of accidents, near misses and dangerous occurrences.
- ☐ Comply with safety rules at all times.
- ☐ Adhere with information, instructions and training provided as applicable

All employees are encouraged to take a proactive role in assessing WBM Insulation Ltd Health & Safety Policy (through a manager) by suggesting any ways in which they feel improvements could be made.

New employees will receive induction training. The objective is to make them familiar with all aspects of health and safety relating to their time in WBM Insulation Ltd employment. Aspects covered include:

- ☐ Emergency procedures
- ☐ First aid arrangements
- ☐ Accident and injury reporting procedures
- ☐ Method statements and Risk Assessments
- ☐ Control measures in place to control risks
- ☐ Health risks involved with substances hazardous to health
- ☐ Use and maintenance of personal protective equipment
- ☐ Reporting of hazards

2.5 Contractors

Contractors will only be permitted to work for WBM Insulation Ltd following an appraisal of the Contractor's health and safety standards relating to staff competence, methods of work, equipment and materials, risk assessments and safety policy.

The Managing Directors will approve contractor tendering documents which will then enable the successful contractors to be entered on the Approved Contractors List. Unsuccessful contract tenders will be duly informed as to why their tender was not acceptable,

Contractors will be expected to provide proof of their own safety standards and procedures (Health & Safety Policy, risk assessments, method statements, etc) and also complete a contractor questionnaire.

Contractors will be subject to routine monitoring and will be expected to maintain standards in line with company policy.

All contractors shall comply with all rules and requirements set out by WBM Insulation Ltd.

No contractors will be permitted to commence work anywhere on WBM Insulation Ltd premises without first informing the relevant Manager or their delegate.

Contractors shall ensure all equipment brought onto the premises, including borrowed or hired equipment, is safe and suitable and will only be used in accordance with legal requirements.

No contractor will endanger other persons by their activities and will use the correct equipment safely equipment and work in a safe manner.

Contractors must have adequate insurance to indemnify the company against any or all loss, injury, damage or claim which may arise directly or indirectly as a result of an act or omission on the part of the contractor.

All contractors must report accidents and near misses to a WBM Insulation Ltd Manager or their delegate.

Company Organogram

SECTION 3 ARRANGEMENTS

3.1 Consultation

The management of WBM Insulation Ltd sees consultation and communication between employees at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Inductions, toolbox talks, and safety meetings as often as is deemed necessary.

The purpose of safety meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition, these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

The law sets out how employees must be consulted in different situations and the different choices employers have to make. There are two sets of general regulations about employers' duty to consult their workforce about health and safety - the Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Health and Safety (Consultation with Employees) Regulations 1996 (as amended)

It is the policy of WBM Insulation Ltd to comply with The Safety Representatives and Safety Committees Regulations 1977 (as amended) and the Safety (Consultation with Employees) Regulations 1996 (as amended) as applicable and shall consult with employees or their representatives on:

- ☐ The introduction of any measure which may substantially affect their health and safety at work, for example the introduction of new equipment or new systems of work (such as the speed of a process line and shift-work arrangements)
- ☐ Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has sufficient training and experience or knowledge and other qualities that allow them to help an employer meet the requirements of health and safety law);
- ☐ The information they must give their employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk
- ☐ The planning and organisation of health and safety training
- ☐ Health and safety consequences of introducing new technology.

Employees are made aware that a copy of *INDG232 (rev1)* Consulting employees on health and safety - A brief guide to the law is available at all times.

3.2 Communication

The management of WBM Insulation Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. WBM Insulation Ltd communicates with its employees orally, in the form of directions and statements from the relevant Supervisor or Manager, in writing, in the form of directives and this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

All employees are expected to co-operate with management and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

3.3 Information, Instruction & Training

It is the policy of WBM Insulation Ltd to provide suitable and sufficient information, instruction and training to all our employees, not only to comply with statutory requirements but to secure a safe and healthy working environment for employees and visitors who may be affected by our activities.

To fulfil this duty, we shall:

- ☐ Induct all new employees
- ☐ Inform employees of updates of this Policy and provide them with a copy of the updates
- ☐ Discuss method statements and risk assessments with relevant employees
- ☐ Hold Toolbox Talks on a regular basis, keeping record of the date, attendees and topics covered
- ☐ Ensure employees receive results of any inspections or audits carried out
- ☐ Ensure that employees who have transferred from task to another receive suitable information, instruction and training in their new task before they undertake the work

Safety training is regarded as an indispensable ingredient of an effective health and safety program. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of WBM Insulation Ltd that if a job is not done safely then it is not done effectively.

All personnel shall receive the required information, instruction and training on the tasks they are to regularly undertake.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

A training matrix will be implemented by WBM Insulation Ltd and updated constantly as additional and refresher training is undertaken and new employees join the company.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

Employees will be provided with suitable information, instruction and training prior to starting tasks on new work areas.

3.4 Risk Assessment

It is the policy of WBM Insulation Ltd to comply with the Management of Health and Safety at Work Regulations 1999. The Directors shall be responsible for risk assessments being carried out.

A Risk Assessment Procedure is implemented. The Procedure is reviewed (and updated as required) on an annual basis and the latest version provided to all relevant personnel.

All work activities will be subject to a risk assessment to identify equipment, system and training needs. Assessments will be carried out by WBM Insulation Ltd, and advice sought from our consultants if necessary.

WBM Insulation Ltd keeps a record of all activities for which assessments have been made, and includes all activities required (Manual Handling, COSHH, DSE, Fire, Equipment, Workplaces, etc) and all other areas where potential injury or ill health, both mental and physical, might arise.

All work activities will be carried out in accordance with current good practice as a minimum requirement.

Tasks will be listed on a specific or generic basis. Once tasks are listed, those at risk will be identified and the degree of any required training will be recognised.

Risks inherent in each task will be identified. To do this, the hazards are listed and a judgement made of the risk.

Risk can be defined as the likelihood of an accident happening times the likely severity of the outcome.

$$\text{RISK} = \text{LIKELIHOOD} \times \text{SEVERITY}$$

A simple numerical scale can be used.

Likelihood	Severity
1 Remote chance	1 Minor injury
2 Unlikely	2 First aid treatment
3 Possible	3 Reportable
4 Likely	4 Major injury
5 Happens frequently	5 Death or disability

When judging likelihood, foreseeability will be considered together with experience in the task. Based on the numerical criteria, action can be planned.

Risk assessments are working documents and form the basis of health and safety training. They can also be used for accident investigation and in communication meetings.

Manager's Duties

To ensure that risk assessments are made for all tasks carried out within the company which pose significant risk and that all such assessments are properly recorded in accordance with legislative requirements.

To identify any significant hazards within their workplace for appropriate inclusion in the risk assessment process, and to ensure that risk assessments take all conditions into account.

Supervisor's Duties

To ensure personnel have been informed of the significant findings and the measures they need to take to ensure the risks arising from the hazards are eliminated or controlled.

He must also ensure that adequate and suitable instruction, information and training is given and that controls are in place so far as is reasonably practicable.

Company Policy and Procedure on Risk Assessments

As the first step in making such assessments, WBM Insulation Ltd will identify all significant hazards of the company's activities. Where possible, these hazards will then be eliminated by such means as are reasonably practicable.

In circumstances where a hazard cannot immediately be removed, the risk posed by that hazard will be assessed with the assistance of our external H & S Advisors if necessary.

All measures necessary to control or reduce that risk will be considered, specified, and recorded, and the appropriate action taken as soon as possible.

Records of risk assessments will be kept and reviewed on an annual basis in order to establish their continual validity.

Any new process or equipment will have its risks duly assessed before work with it commences. Any modifications to a process or equipment likely to significantly alter its characteristics will be similarly assessed, before such modifications are carried out.

WBM Insulation Ltd will keep a current copy of the assessments carried out within the company.

The findings of the assessments will be integrated into the general safety training programme to ensure that legal obligations embodied in Regulations, Approved Codes of Practice, Guidance Notes and other literature are fully evaluated and discharged.

Specific Assessments

Where any further assessment is necessary, either due to specific areas of risk or legislative requirements, WBM Insulation Ltd will arrange to carry out the necessary assessment, seeking further specialist advice from our external H & S Advisors if required.

Following the assessment, the relevant findings will be implemented and communicated to the employees.

Examples of specific assessments may include:

- ☐ Manual Handling
- ☐ Machinery
- ☐ Noise

3.5 Disciplinary Rules

WBM Insulation Ltd believes that Health & Safety is a critical factor that needs to be taken into account when running a business. To enable the Company to control safety, a number of safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action.

If after investigation WBM Insulation Ltd believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct:

- ☐ Deliberately breaking any safety rules
- ☐ Removal or misuse of any piece of equipment, label, sign or warning device which is provided by the Company for the protection and safety of its employees
- ☐ Using a naked flame in no smoking areas
- ☐ Failure to follow laid down procedures for the use of:
 - Flammable or hazardous substances
 - Toxic materials
 - Items of lifting equipment
- ☐ Behaviour in any manner that could lead to accidents (horseplay, practical jokes etc)
- ☐ Undertaking any action that may interfere with an accident investigation

3.6 Monitor & Review

The Managing Director has the specific responsibility for monitoring and reviewing WBM Insulation Ltd Health & Safety Policy. In order to do this, will:

- ☐ Liase with our Health & Safety Advisers as required in order to keep up to date with current health and safety legislation, HSE initiatives and the latest Guidance documentation.

- ❑ Review any significant accidents or incidents to decide whether a procedural change is necessary.
- ❑ Review any criticism from the HSE, or other relevant parties to decide whether any procedural changes are necessary.
- ❑ Review new legislation, guidance notes, HSE initiatives, etc.
- ❑ Review working procedures and training requirements as necessary.
- ❑ Set safety objectives.

3.7 Audits

In the office environment, the Directors will carry out safety audits on a regular basis. These will include looking at housekeeping, workstations and any problems that have been raised by an employee.

Generic risk assessments will be reviewed and updated on an annual basis.

Other documents including the Health & Safety Policy and written procedures shall be reviewed and updated on an annual basis, or sooner should it be required by any changes in Legislation or working procedures.

Display screen equipment assessments shall be undertaken whenever any major changes take place in the office environment.

For work carried outside the office environment, audits will need to be made more often by Managers.

These audits will include not only checking the operations being carried out but also fire procedures, machines and their operators, risk assessments and method statements relating to the operations.

Written records of inspections with identified problems and remedial actions taken will be made and kept on file.

The Directors will support the Managers by carrying out audits when requested if a specific problem arises. This will be in addition to and will not replace routine audits carried out.

For higher risk environments the Managing Director and designated Superiors with the assistance of the external Health & Safety Advisors will carry out regular and systematic safety inspections and prepare documented reports.

3.8 Welfare Facilities

Suitable welfare facilities including separate ladies and gents' toilets and a kitchen equipped with kettle, microwave, fridge, chairs and tables are provided. Employees are expected to treat facilities with due respect, leaving them clean and tidy after use.

3.9 Workplace Inspection

It is the policy of WBM Insulation Ltd to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Managers will conduct regular inspections of the premises. Inspections will provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Regular inspections will help to maintain standards of housekeeping and welfare arrangements and will help to ensure compliance with the requirements of the Health and Safety at Work etc Act 1974 and the regulations made under it.

Written records of inspections shall be made, and the Directors are responsible for ensuring that any remedial action identified as a result of inspections is suitably actioned.

3.10 Work Equipment

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Plant and equipment provided by WBM Insulation Ltd will meet all relevant safety standards. Electrical and mechanical safety standards of the equipment provided will be checked periodically and any necessary maintenance repairs to damaged equipment will be carried out.

WBM Insulation Ltd will endeavour to ensure that all equipment used is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the wellbeing of persons in or around the premise will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers caused by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

Employees must not use any equipment not belonging to WBM Insulation Ltd unless authorisation has been obtained first.

Electrical equipment is annually PAT tested, and records kept on file in the office.

Checklists on use of equipment will be completed by the Managing Director or nominated Supervisor on their regular inspections of the workplace. Any issues highlighted will be discussed at an arranged safety meeting and necessary changes implemented accordingly.

Machinery safety – general

Before any new piece of equipment is purchased, WBM Insulation Ltd will obtain an assurance from the supplier that it complies with the requirements of Section 6 of the Health and Safety at Work (etc) Act 1974, Provision and Use of Work Equipment Regulations, Supply of Machinery (Safety) Regulations, and any relevant British standards.

It is the responsibility of the Managing Directors to ensure that, if any machinery has dangerous parts, those dangerous parts are fully and properly guarded as intended by the manufacturers.

The Managing Directors will ensure that machinery known to present particular hazards is operated only by a person trained and authorised, in writing, to do so.

The authorised operator must ensure that all machinery guards are properly in place at all times while the machinery is in use and will check prior to the commencement of each working day that all guards and emergency stop devices are in good condition and function correctly.

The operator will report any defects, actual or suspected, to their manager who will take the appropriate action forthwith.

The Managing Director will ensure that all maintenance schedules are adhered to and will keep written records of all such maintenance.

Should a fault occur with any equipment, employees shall remove the equipment from service and report it to a Supervisor or a Director.

Operating machinery

It is obvious that tools such as grinding and cutting machines are dangerous. However, so are gear ratios, drive belts, fans and chain drives, rotating shaft or spindles such as starting handles. Numerous accidents have occurred where people have been severely injured or killed due to being trapped by conveyor systems.

Machinery is fitted with guards to prevent any person coming into contact with moving parts as well as work pieces flying out of the machine. The Law requires all dangerous machinery to be guarded. It is illegal for employees to remove any guards or tamper with any safety devices such as interlocks. If employees are required to remove any guards, it is important to ensure authorisation to do so and the machine is isolated.

Before operating any machinery, employees shall receive suitable information, instruction and training to ensure they are aware how to stop the machine. Always check that guards are in position and functioning correctly.

Do

- ☐ Make sure you know how to stop the machine.
- ☐ Ensure all guards are in place.
- ☐ Check that no oil or grease drips on the floor and always wipe up accidental spills
- ☐ Always report any faulty machinery immediately.
- ☐ When using a starting handle, always keep your finger and thumb on the same side of the handle.

Do not

- ☐ Talk to or distract any machine operators
- ☐ Clean a machine whilst it is in motion.
- ☐ Clean machines with compressed air blowers.
- ☐ Wear any jewellery that may be caught in moving parts.
- ☐ Undertake any maintenance operations without the machine being isolated.

If employees are unsure about the safe operation of a piece of machinery, they must not use it and should immediately inform their supervisor.

3.11 CDM

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Construction (Design & Management) Regulations 2015 (CDM). WBM Insulation Ltd will:

- ☐ Comply with the requirements of the CDM Regulations for all construction work carried out within the premises
- ☐ Co-operate with relevant parties so far as is necessary

3.12 Work at Height

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Working at Height Regulations 2005.

WBM Insulation Ltd will ensure any work at height is properly planned prior to work being carried out.

- ☐ The work shall be appropriately supervised.
- ☐ Work at height will be carried out in a safe manner.
- ☐ There will be a plan for any emergencies and rescue needed.
- ☐ Weather conditions will be taken into account.

WBM Insulation Ltd will comply with:

- ☐ Assessing the overall risk
- ☐ Addressing the findings of the risk assessment.
- ☐ Implementing a safe system of work.

For some operations, even though all practical steps have been taken, there may still be a risk of persons falling from height. In such cases, safety harnesses will be worn by WBM Insulation Ltd personnel and clipped to a secure anchor point.

Users will inspect their harness and lanyard before every use.

Managers will undertake a formal thorough inspection of safety harnesses on a six-monthly schedule or as recommended by the manufacturers. The manufacturers provide record cards for inspection reports.

3.13 Scaffolds

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Working at Height Regulations 2005. WBM Insulation Ltd personnel only work from scaffolds which:

- ☐ Have been erected by competent and authorised people
- ☐ Have toeboards and guard rails installed (and brick guards where necessary)
- ☐ Are on firm, stable ground
- ☐ Are suitable for the conditions likely
- ☐ Are stable enough to withstand the likely load
- ☐ Have safe access and egress means for personnel (secured ladder or internal ladder)

A competent person will carry out pre-use visual checks of scaffolds before first use, every 7 days thereafter as applicable and after inclement weather conditions.

WBM Insulation Ltd personnel will never alter any scaffold or remove any components. WBM Insulation Ltd personnel will never overload the working platform of scaffolds and will keep the working platform clear of obstructions and tripping hazards.

WBM Insulation Ltd personnel will never throw materials or waste down to the ground. Chutes or hoists will be utilized.

3.14 Mobile Towers

Relevant personnel shall receive suitable information, instruction and training on the safe erection and use of mobile towers and records of training shall be stored in the office.

WBM Insulation Ltd will ensure that mobile towers, once erected, are subject to the following pre-use checks:

- ☐ Tower is vertical and square, and the horizontal braces and platforms are level
- ☐ Outriggers and stabilisers are correctly positioned and secure.

- ☐ Baseplates/castor wheels are in full contact with the ground (including those on stabilisers or outriggers). All castors shall be properly locked.
- ☐ Spigot and socket joint locks holding the frame together have been secured
- ☐ Bracing members are located exactly in accordance with instructions in the supplier's manual
- ☐ Guardrails and toeboards are in position as required
- ☐ Access stairways and ladders are in position and secured

Mobile towers will be maintained in good order. A competent person will undertake regular inspections to ensure the tower has not been altered in any way. Any damaged or defective components will be replaced before a tower is used again.

3.15 Ladders & Stepladders

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Working at Height Regulations 2005.

Ladders will be in accordance with EN 131.

Ladders will be inspected for any visible damage or undue wear on a daily basis prior to use.

All ladders will be:

- ☐ Always erected on a firm and level base
- ☐ Supported by the stiles only
- ☐ Secured from slipping
- ☐ If there is no other means of securing the ladder, a colleague will foot the ladder at the base when it is being used
- ☐ At all times the operator on the ladder shall keep both feet securely on the rungs and not use parts of buildings such as windowsills etc.
- ☐ The operator will never over-reach at any time i.e. more than one arm length from the ladder.

Ladders will only be used for works of short duration or when they are most practicable means of access.

Stepladders will only be used when:

- ☐ They are the correct type
- ☐ They are in good condition
- ☐ They are stood on firm, level ground
- ☐ There is adequate space
- ☐ They are positioned so that personnel do not need to overreach

3.16 Lifting Equipment

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

All WBM Insulation Ltd personnel required to operate and control lifting equipment shall receive the relevant training required. Records of certification will be available at all times.

Lifting equipment designed to carry persons is subject to additional requirements. Thorough examinations must be undertaken at 6 monthly intervals and records kept until replaced by a new report or if the equipment is no longer in use for a period of 2 years from the date of the last thorough examination.

Lifting accessories (slings, shackles, etc) will be thoroughly examined at least once every 6 months. Records of thorough examinations will be retained in the office.

A competent person will carry out a weekly inspection of lifting equipment and accessories and results recorded in the company register.

If lifting equipment is taken out of service and scrapped, the original declaration of conformity and the last thorough examination certificate will be kept for a further period of 2 years.

3.17 Working with Compressed Air

Dangers

- ☐ Compressed air can enter natural orifices of the body and cause severe/fatal injuries and at high pressure it can penetrate the skin.
- ☐ Particles of oil carried in the air jet can damage the skin or eyes.
- ☐ Toxic substances can be dispersed into the atmosphere when compressed air is used to clean surfaces.
- ☐ Vessels containing compressed air, even at low pressure, can explode violently once their integrity is lost.
- ☐ Dirty or wet air can cause a system to fail, e.g. by blocking safety valves.
- ☐ Equipment can be very noisy.

Working with compressed air

Blowguns and handheld tools are usually connected to a length of flexible hose, which, during the course of its life will be subject to mechanical damage and considerable flexing. This damage and/or flexing particularly around connections can cause the hose to rupture and lead to unsupported lengths dangerously whipping about in a snake like manner.

Check that hoses are free from obstructions prior to use. Never peer into the end of a hose whilst it is connected to the air supply. If an airline is blocked, return it to the plant depot/supplier.

When changing jackhammer points etc disconnect the hose, lay the tool on the ground, insert the new attachment and lock into place using the small lever on the side of the shaft. Do not use blunt or worn attachments.

WBM Insulation Ltd personnel shall:

- ☐ Never attempt to clear blockages themselves
- ☐ Never fool around with compressed air.
- ☐ Ensure equipment is subject to regular test and inspection procedures.
- ☐ Ensure guards are secured in position (where applicable)
- ☐ Always use attachments that are correct for the tool and check the integrity of all connections and parts prior to use.
- ☐ Never attempt to clean overalls/clothing with airlines or hoses
- ☐ Never use compressed airlines/hoses to remove dust or particles from surfaces
- ☐ Always wear personal protective equipment as and when required to do so.
- ☐ Keep all persons who are not involved in the activity away from the work area.
- ☐ Report all defects immediately

3.18 Cartridge Operated Tools

Employees required to use cartridge operated tools will be over 18 years of age, be adequately trained in the use of cartridge operated tools and tested for colour blindness to ensure correctly coloured cartridges can be identified

Cartridges will be stored in a locked metal box and only the required amount for the job will be issued at any one time.

Unused cartridges will be returned to the store at the end of the task or at the end of the working shift/day.

Adequate personal protective equipment (ear/eye protection, safety helmet) will be worn whilst using cartridge operated tools.

3.19 Electricity at Work Regulations

In accordance with the requirements of the Electricity at Work Regulations, WBM Insulation Ltd maintains a register of electrical equipment and ensures the equipment is inspected and tested on a regular basis. This includes:

- ☐ Visual inspection before use
- ☐ Test and visual inspection for portable tools
- ☐ Hired electrical equipment

Portable electrical equipment should be operated at 110volts, supplied from a transformer centre tapped to earth.

3.20 Electrical equipment

All electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information.

In particular:

- ☐ Electrical equipment must never be used with wet hands
- ☐ Earth connections and screens must not be interfered with
- ☐ Electrical equipment must be positioned safely and securely, e.g. not too close to walls and partitions and allowing for adequate ventilation and cooling
- ☐ Conductors and liquid containers (e.g. a drinks cup) must be kept clear of all electrical equipment
- ☐ Electrical equipment and the mains supply must not be overloaded

All electrical equipment and their location shall be recorded in a designated book to enable necessary tests to be made.

All electrical equipment will be visually inspected and tested regularly. The results of testing shall be recorded. Out of date equipment must not be used.

Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults/defects:

- ☐ Damage to the insulating sheath around an electrical cable
- ☐ Damage to a plug
- ☐ Joints in the cable, other than due to proprietary cable connections
- ☐ Damage to the external casing of equipment
- ☐ Overheating, this may be evidenced by burn marks or discolouration to plugs, casing or cables
- ☐ Evidence of inappropriate use, e.g. if equipment is wet
- ☐ Any loose connections

Employees must report any defect or fault which they notice in any electrical equipment to their manager as soon as they discover it. Faulty or defective equipment must not be used until repaired. If

electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated.

All equipment shall have a suitable means of isolation which is easily accessible and identifiable.

The isolation points must be secured (e.g. by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (e.g. "DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary.

Only adequate replacement parts shall be used (e.g. double insulation parts for double insulated equipment).

Any conducting part of a system which could conceivably become live and yet be handled (e.g. external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

The use of any electrical equipment which is not owned by WBM Insulation Ltd is prohibited, except where the employee has received prior written authorisation from the Managing Director (the equipment must be tested regularly).

Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such equipment should contact their manager.

Flexible cables shall be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

All flexible cables must be examined frequently to ensure they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables.

Extension cables should be used with caution and must be joined by proper plugs and sockets.

In so far as possible, all cables must be:

- ☐ Kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them
- ☐ Protected where they pass over or round sharp objects or corners
- ☐ Kept clear of radiators and pipe work
- ☐ Laid so as to avoid being trapped in doors

3.21 Manual Handling Operations

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Manual Handling Operations Regulations 1992 (as amended).

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

An assessment will be carried out for all remaining tasks which pose significant risk of injury.

The assessment process will seek to reduce the risk of injury to the lowest reasonably practicable level by identifying suitable control measures.

Information, instruction and training will be provided to all employees carrying out manual handling activities that cannot be eliminated.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Assessment will include:

- ☐ Type of load to be carried/lifted
- ☐ Weight of load
- ☐ Distance of travel
- ☐ Ground conditions
- ☐ Fitness and health of personnel
- ☐ Lighting of the area

Any Employee who carries out a manual handling operation is required to:

- ☐ Check the area through which and to which the load is carried is clean and tidy
- ☐ Wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment
- ☐ Stand close to the load and plant feet firmly with legs approximately 30cm apart
- ☐ Squat with bent knees, keeping his/her back straight and chin tucked in
- ☐ Grip the load firmly and stand up slowly with the load kept near the body – the load should not be lifted above chest height
- ☐ Use smooth movement; avoid jerking, twisting, jumping, etc
- ☐ Lower the load slowly by bending the knees and letting the legs take the strain
- ☐ Take extra care if suffering from a back problem
- ☐ Ask for extra help if necessary

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

In a manufacturing environment, where the workplace can be constantly changing, assessment of manual handling operations will be continually monitored. The manager will try to minimise requirements for manual handling and ongoing training will be provided to employees to enable them to carry out their own assessment of a load before carrying out the manual handling task.

When necessary, suitable manual handling training shall be provided to employees and records of training kept.

3.22 Personal Protective Equipment

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All necessary equipment required for the protection of employees and those who may be affected by certain activities will be provided. All such equipment complies with the relevant British Standards or European Community Standard.

All personal protective equipment provided by WBM Insulation Ltd will be properly assessed prior to its provision.

All personal protective equipment provided by WBM Insulation Ltd will be maintained in good working order.

All employees provided with personal protective equipment by WBM Insulation Ltd will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

WBM Insulation Ltd will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

3.23 Control of Hazardous Substances

It is the policy of WBM Insulation Ltd to comply with the law set out in the Control of Substances Hazardous to Health Regulations 2002 (as amended).

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process. Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All chemical substances (solvents, fluxes, oils, etc) will be assessed for possible health effects or safety requirements by consulting the relevant suppliers/manufacturers hazard information sheets.

WBM Insulation Ltd will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. Appropriate precautions will be taken before use and no substance will be used unless approved by the Directors.

All employees who encounter hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

All containers used for transporting substances will carry the appropriate warning labels as required by the relevant packaging and labeling regulations.

Storing chemical substances, flammable materials, liquids and gases will follow current good practice and will comply with any legal requirements.

3.24 Asbestos

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Control of Asbestos Regulations 2012.

Asbestos was used widely in the UK between the 1950s and 1980s (e.g. asbestos cement, in insulation boards and in paints, paper and floor coverings). Consequently, it is likely that asbestos is present in all buildings erected during this period.

Some types of asbestos (crocidolite and amosite) were banned in 1985, but some asbestos (chrysotile) continued to be used until a total ban in 1999. As such, any building that was refurbished or built before this time could potentially contain asbestos.

The 1999 ban made it illegal to manufacture and supply any asbestos materials within the UK.

Any employee who uncovers hidden material or dust, which they suspect may contain asbestos, will:

- ☐ Stop working immediately
- ☐ Make the area safe
- ☐ Contact their manager
- ☐ Remove any contaminated clothing and place into clear polythene sacks which are then clearly labeled, sealed and double bagged
- ☐ Not to commence works to the area until it has been confirmed as safe to do so

Any asbestos removal will be carried out by authorised, trained asbestos removal contractors only.

3.25 Weil's Disease (Leptospirosis)

All employees who work involving contact with sewers/sewerage, and rat-infested buildings are at risk from Leptospirosis, which is a serious and sometimes fatal infection that is transmitted to humans by contact with urine from infected rats. The bacteria can get into a body through cuts and scratches and through the lining of the mouth, throat and eyes after contact with infected urine or contaminated water.

Symptoms of the disease start with flu like illness with a persistent and severe headache, and any such illness will be reported to a doctor who will be advised of the possible exposure to the disease.

To prevent infection, employees are instructed not to touch rats without wearing protective clothing and to cover all cuts and broken skin with waterproof plasters. All staff are informed about the importance of good hygiene and the importance of washing their hands after handling any source of contamination and before eating, drinking or smoking.

3.26 Angle Grinders and Disc Cutting Tools

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Only trained and competent persons will mount abrasive wheels. Certification will be available of training and the date on which training was undertaken.

Suitable steps will be taken to control risks. These include:

- ☐ Adequate support and stability for the work piece
- ☐ Guards in place and suitably adjusted and secured
- ☐ Operative will maintain a firm grip when operating the machines
- ☐ Necessary PPE being worn correctly

3.27 Confined Spaces

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Confined Spaces Regulations 1997.

WBM Insulation Ltd will ensure employees avoid working in confined spaces wherever possible. If working in a confined space is unavoidable, the Directors will set up a Safe System of Work for the task and apply the Permit to Work system.

All employees who will need to work in confined spaces will receive comprehensive and adequate training and information on the health and safety issues relating to the type of work.

3.28 Noise

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Control of Noise at Work Regulations 2005.

Noise is commonly defined as unwanted sound. It can be a hazard and can cause illness when noise levels are very loud or prolonged.

Employees will be encouraged to wear personal hearing protection wherever necessary to safeguard their hearing from excessive noise whilst at work.

Wherever possible, noise levels will be reduced by fitting mufflers on tools where appropriate.

Where it is deemed necessary, a noise assessment will be undertaken to determine the levels of noise.

Where the levels exceed the First and Second Action levels, 80dB(A) and 85dB(A), warning signs will be prominently displayed telling or advising all personnel to wear ear protection.

Noise checklists will be completed on a periodic basis to ensure personnel are working safely and correctly when undertaking noisy tasks such as excavating and drilling and their health is not being put at risk from the tasks.

3.29 Vibration

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Control of Vibration at Work Regulations 2005.

WBM Insulation Ltd will assess the vibration risk from tools and plant to our employees and introduce a program of control to eliminate the risk or reduce it to as low as level as is reasonably practicable.

Management will provide employees with information and training on possible health risks through excessive exposure to vibration.

WBM Insulation Ltd will keep records of any health surveillance undertaken.

Vibration white finger is a common hazard associated with vibrating tools and equipment. WBM Insulation Ltd employees can help reduce the risk to themselves by:

- ☐ Informing their supervisor or a manager about tools or processes which produce high levels of vibration
- ☐ Keeping warm whilst at work (especially the hands) to help maintain good blood flow to the hands and fingers. Wear suitable gloves and warm clothing when working outside or in cold conditions
- ☐ Not smoking (smoking affects the blood flow)
- ☐ Exercising the hands and fingers to improve blood flow
- ☐ Using the correct tool for the job
- ☐ Never applying more force than necessary
- ☐ Avoiding long periods of using vibrating equipment without a break
- ☐ Maintaining tools and equipment in good working order. If tools are in poor condition, a manager should be informed so that the tool can be repaired or replaced
- ☐ Never ignoring symptoms.

WBM Insulation Ltd will eliminate the risk from vibration by applying mechanical means wherever practicable.

WBM Insulation Ltd will ensure the best available tools and equipment are selected for tasks. This will include ensuring that new tools have vibration controls built in.

3.30 Disabled Employees

WBM Insulation Ltd will give full and proper consideration to the needs of disabled employees & will:

- ☐ Treat all disabled employees with respect and dignity, both in the provision of a safe working environment and in equal access to the organisation's facilities
- ☐ Ensure that risk assessments are undertaken of the special needs of the disabled and carry out reasonable adjustments to the premises and/or employment arrangements
- ☐ Encourage employees with special needs to suggest any premises or task improvements to their line managers
- ☐ Discipline any employees found treating their disabled colleagues with less than the expected standards of respect and dignity
- ☐ In a fire or bomb threat evacuation, expect other employees to help any disabled colleagues to leave the premises swiftly

Employees with impaired hearing who may not hear the fire or emergency alarm must inform the Managing Director about this and avoid working alone or in isolated areas.

3.31 Bomb Alert Procedure

Anyone receiving a bomb threat or discovering a suspicious object/vehicle should inform the relevant Manager immediately and remain in the vicinity and make themselves known to the first security personnel arriving on the scene.

If a bomb threat is received it is important to try to get answers to the questions:

- ☐ Where is the bomb?
- ☐ What time will it go off?
- ☐ What kind of bomb is it?
- ☐ Why are you doing it?
- ☐ Do you have a codeword?

Assess the gender, age group, accent, state of mind (e.g. intoxicated or irrational) of the caller.

Identify any noticeable background noise or distraction, e.g. traffic.

Assess whether the call is from a public, mobile or private telephone.

If a suspicious object or vehicle is identified or found, it is important to note its exact location and easily recognisable identifying features, e.g. registration number, name markings.

Advise those present in the immediate vicinity to clear the area and remain at a safe distance.

Details in one's mind why suspicion was aroused.

Under no circumstances should anyone touch a suspicious object or vehicle.

3.32 Lone and after hours working

As far as reasonable, WBM Insulation Ltd shall endeavour to arrange that lone / after hours working shall be carried out only if:

- ❑ A telephone (allowing external and internal connection) is available to the person working alone or after normal hours
- ❑ An appropriate and adequate safety procedure is established (e.g. a telephone reporting system / regular security patrols)
- ❑ Where the job carries peculiar hazards, at least one other person in the building or vicinity is competent to deal with such hazards
- ❑ Special arrangements are made to ensure the safety of any disabled employee who works alone or after normal hours

WBM Insulation Ltd recognises that in the course of their duties, employees may work away from their colleagues depending on the particular project being undertaken. They often do this alone and are exposed to greater risks during this time.

Management shall carry out a risk assessment to determine what risks this entails and implement the necessary controls.

3.33 Violence, Harassment and Bullying

All reasonable security precautions have been taken to prevent the risk of violence, abuse or threatening behaviour against employees and of harassment or bullying of employees at work. Where necessary, appropriate, information, instructions and training shall be provided.

Except where this cannot be reasonably avoided, no employee should work alone, except in accordance with the safety measures outlined in a risk assessment.

In the event that an employee is subjected to violence, abuse, or threatening behaviour at work, he or she should call for help or raise the alarm, if it is safe to do so. Under no circumstances should employees risk their safety or that of other persons. In all cases, employees who are subject to violence, abuse or threatening behaviour shall report the matter as soon as reasonably practicable.

An employee who is subject to bullying or harassment at work, is encouraged to report the matter at the earliest opportunity.

All complaints of harassment, bullying, violence, abusive or threatening behaviour shall be taken seriously and shall be investigated fully, promptly and objectively.

If the alleged offender is an employee; then so far as reasonably practicable, WBM Insulation Ltd shall take steps to keep the identity of the employee who made the complaint, the nature of the complaint, the identity of the alleged offender and the investigation confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending employee.

3.34 New and expectant mothers

When applicable, an assessment will be carried out of the health and safety risks to female employees who are new or expectant mothers and WBM Insulation Ltd shall take all reasonably practicable steps to prevent such risks, as required.

Where it is not reasonably practicable to prevent the risk to health and safety of a particular employee who is a new or an expectant mother, WBM Insulation Ltd shall alter the Employee's working conditions or hours of work if this is reasonable and will avoid such risk.

If it is not reasonable to alter the employees' working conditions or hours of work or doing so would

not prevent health and safety risks, WBM Insulation Ltd shall suspend the employee for as long as is necessary to avoid such risks. During her suspension, the employee shall receive remuneration at the rate of a 'week's pay (as defined by law) for each week of suspension.

A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period. During her suspension, the employee shall receive remuneration at the rate of a 'weeks' pay (as defined by law) for each week of suspension.

3.35 Visitors

Visitors to WBM Insulation Ltd premises shall be given safety information and instruction as may be necessary and appropriate.

As far as reasonably practicable, a visitor with impaired mobility shall be known to another person throughout the visit. If reasonably practicable, the visitor shall not be taken above or below ground floor level. For the purpose of this Policy, a person has impaired mobility if he or she cannot, without the assistance of someone else, easily use stairs to leave a building.

Every precaution will be taken to ensure that Visitors (including Employees' visitors) do not enter hazardous areas (unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing where applicable).

3.36 Company Vehicles

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Road Traffic Act.

All company vehicles will be insured for their intended purpose and only authorised persons allowed to drive them. All people using company vehicles must hold a current, valid driving license appropriate to the type of vehicle

Drivers will visually examine their vehicles prior to use, paying particular attention to tyres, lights, horn, brakes, engine, screen wash, wipers, coolant, oil and fuel levels. Any defect must be immediately reported to enable the necessary actions to be taken.

No person shall answer or make a telephone call from a mobile phone whilst driving a company vehicle unless the phone is connected to an authorised handsfree kit.

Smoking is prohibited in company vehicles.

All company vehicles will be maintained in good order and regularly inspected and serviced in accordance with manufacturers recommendations and Ministry of Transport requirements. Private vehicles used for company business are subject to the same requirements.

No driver or operator of a company vehicle shall attempt to drive whilst under the influence of alcohol or drugs. Any such event will result in suitable disciplinary action.

No unauthorised passengers will be carried in company vehicles.

Speed limits will be adhered to at all times.

Warning signals given by the horn must only be used when absolutely necessary. Automatic warning systems must be operational where fitted.

Extra care must be taken whilst reversing. The driver must satisfy himself that there is no obstruction or danger to themselves or others before reversing the vehicle. A banksman should be used when reversing onto a public highway or around a blind corner.

When company vehicles are to be left unattended the handbrake must be applied, neutral gear selected, engine switched off the ignition key removed.

Drivers will never leave vehicles obstructing roadways or walkways, obstructing fire exits or other emergency exits, areas designated as to be left clear for Emergency Services or in any other position that may endanger themselves or other road users.

Loads

The engine of the vehicle will be switched off whilst the vehicle is being loaded.

Vehicle drivers will not attempt to move an overloaded vehicle. WBM Insulation Ltd employed drivers should never allow their vehicle to be overloaded. If in doubt, the driver must seek assistance from a Senior Manager

The vehicle, control and operation, and the security of the load is always the responsibility of the driver. This duty applies equally when the vehicle is travelling loaded or unloaded.

Loads shall be placed in such positions that no danger or nuisance is caused to any person, property or other road users. Special care must be taken to prevent debris falling or blowing onto roadways. The load should be positioned and secured so that it will not move in relation to the body of the vehicle that may adversely affect the stability and roadworthiness of the vehicle.

It is the responsibility of the driver to ensure loads are secured. Straps, etc which may be required to restrain the load must be in the correct position and securely fastened.

3.37 Young Person's Safety

It is the policy of WBM Insulation Ltd to comply with the law as set out in the Management of Health and Safety at Work Regulations 1999.

All work activities undertaken by any person under the age of 18 years will be risk assessed with respect to the following:

- ☐ The immaturity and inexperience of the young person
- ☐ The required health and safety training
- ☐ The types of equipment, chemicals and methods of use
- ☐ The task undertaken

Wherever the risk assessment identifies the need for supervision, then adequate supervision must be given throughout the work undertaken.

3.38 The Environment

It is the policy of WBM Insulation Ltd to comply with the current law in respect to the Environment. WBM Insulation Ltd are aware of the duty of care required with regards to waste and the environment and will comply with all procedures relating to waste disposal.

Where WBM Insulation Ltd produce any waste, we will be solely responsible for its safe control and disposal in accordance with current legislation.

3.39 Fire Safety

It is the policy of WBM Insulation Ltd to comply with the Regulatory Reform (Fire Safety) Order 2005.

WBM Insulation Ltd fire safety policy and procedures take account of special fire hazards in specific areas of the premise.

All employees have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire.

This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

Office and factory cleanliness and the regular removal of rubbish is essential.

Facilities will be provided for the storage of flammable materials.

Whenever hot work is performed, care must be taken to ensure that flammable materials are removed from the immediate vicinity, or protected, or a permit to work system is used.

On company premises, the Directors will ensure that fire escape routes are kept clear at all times.

All fire extinguishers will be checked on an annual basis on a service contract held with the supplier. Any extinguisher which is used and partly discharged will be replaced or refilled.

Employees will receive basic fire appreciation training as part of their induction. Basic fire appreciation training will be repeated for existing employees on an regular basis. Training will include the following:

- ☐ Action to be taken upon discovering a fire
- ☐ Correct method of calling the fire service
- ☐ Location and use of firefighting equipment
- ☐ Stopping of equipment and processes and isolating power supplies, where appropriate
- ☐ Evacuation of the premises to an assembly point where a rollcall can be made
- ☐ Ensuring access and egress routes are kept free from obstruction

Fire Procedure

In the event of the fire the following procedures will apply:

- ☐ Raise the alarm and notify the nearest Manager
- ☐ Telephone the Fire & Rescue Services
- ☐ Without putting yourself at risk, attempt to extinguish the fire using an extinguisher or fire blanket only if it safe to do so and you are trained to do so. Never use water appliances on electrical apparatus or flammable liquids.
- ☐ When the alarm sounds, leave by the nearest exit. Switch off machinery, etc as you leave only if there is sufficient time to do so.
- ☐ Assemble at the designated assembly point and report to the nominated Supervisor.
- ☐ Do not panic or run
- ☐ Do not stop to collect personal belongings.
- ☐ Do not re-enter the premises until given permission by either the Fire & Rescue Services or a Director

3.40 Fire Extinguishers

Appropriate fire extinguishers are located throughout the premises.

Relevant employees will receive instruction and training in the correct use of the appliances.

Extinguishers shall be inspected and serviced on an annual basis by a contracted extinguisher inspection company.

3.41 Fire Exits

Exit doors and corridors must never be locked, blocked or used as storage space.

Managers will make daily checks to ensure the above is complied with.

3.42 Smoking

Smoking is prohibited inside the workplace in accordance with the Health Act 2006 and the Smoke-free (Premises and Enforcement) Regulations 2006.

Signage ("*No smoking. It is against the law to smoke in these premises*") is placed all around the premises (including toilet areas) and non-compliance will result in disciplinary action.

A metal bucket filled with sand is located at the far side of the premises car park for use by smoking personnel when on authorised rest breaks. The bucket shall be emptied on a daily basis (after ensuring no smoking materials remain lit) by a Director or Supervisor.

Smoking is prohibited within company vans, vehicles and mobile plant and non-compliance will result in disciplinary action.

3.43 Emergency Procedures

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

The designated assembly points are:

All personnel

Front of car park

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures.

3.44 First Aid

It is the policy of WBM Insulation Ltd to comply with the Health and Safety (First Aid) Regulations 1981, relevant Codes of Practice and good working practices by training and appointing a suitable number of people and providing suitable and sufficient facilities.

The Managing Directors will make provision for training of first aid personnel as necessary to take account of specific hazards and will ensure that, where significant risks have been identified, a sufficient number of employees will be given appropriate training to carry out first aid at work duties, as defined below.

First aid boxes will be provided and maintained in the office and travelling first Aid Kits will be provided in all company vehicles.

First aid boxes will be easily accessible to all employees.

Refresher first aid training will be undertaken on a regular (usually 3 years) basis.

Any injury sustained during work activities must be immediately reported to a manager or supervisor and recorded in the Accident book.

Appointed Person

A person will be appointed who is able to take charge of the situation, (e.g. to call an ambulance), if serious injury or major illness occurs at the workplace in the absence of a first aider.

Trained first aid providers

WBM Insulation Ltd have people fully trained in administering emergency first aid.

First Aid Information

The Regulations require all persons within the company including subcontractors to be informed of the arrangements that have been made in connection with the provision of first aid, including the location of equipment, facilities and personnel.

Notices to this effect will be displayed. These notices will give information regarding the location of the first aid facility and the name of the Appointed Person or First Aider.

Information on first aid shall be included in the induction programme for any new employees and existing employees should be informed by the Managing Director of any changes which are made.

All accidents at work involving personal injury must be reported to the First Aider or Appointed Person.

The First Aider or Appointed Person should make an assessment of the seriousness of the injury and whether they can give sufficient treatment.

If the injury is of a serious nature, or if there is any doubt, it is recommended that the injured person is referred for professional medical aid for appropriate treatment.

If the injury is of a minor nature, first aid treatment should be given and, following this, it is important that the Accident Book is fully completed.

Needlestick Injury/Exposure to Risk of Infectious Disease

Should any employee suffer a needlestick injury, come into direct contact with bodily fluids or any situation giving rise to risk of infection, this matter must be reported to the Managing Director immediately who will then take the necessary action after seeking medical advice.

'Near Miss' or Damage Incident

All accidents resulting in damage to property, equipment, vehicles, fixtures or fittings, together with near misses, should be reported to management.

It is important that these incidents are investigated, particularly if potential personal injury was avoided.

It is important to treat 'near miss incidents seriously. If, in the future, an injury occurs as a result of a similar incident, it could not be argued that the incident was unforeseen, which could then affect the company's ability to defend a claim for negligence.

Accidents to Visitors and Members of the Public

All incidents must be recorded in the Accident Book, and it is important that correct details are taken of the name and address of the injured person.

Should the accident be reportable, online form F2508 shall be sent to the Enforcing Authority.

3.45 Accident, Incident and Dangerous Occurrence Reporting

It is the policy of WBM Insulation Ltd to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

All accidents must be reported immediately to a supervisor or manager.

Details of injuries and receiving first aid treatment will be entered into the Accident Book.

Details of fatal or specified injuries will be notified to the Health & Safety Executive by telephone.

Other incidents will be notified by online report form.

Accident investigations shall be undertaken as required.

WBM Insulation Ltd sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up detailing:

- ☐ The circumstances of the accident including photographs and diagrams wherever possible
- ☐ The nature and severity of the injury sustained
- ☐ The identity of any eyewitnesses
- ☐ The time, date and location of the incident
- ☐ The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable.

The completed report will then be analysed in an attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

3.46 Alcohol and Drugs

Alcohol and drugs impair an individual's reaction speed, and it is not wise to be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employees:

- ☐ Report for work in an unfit state due to use of alcohol or drugs.
- ☐ Be in the possession of any drugs whilst on the premises.

Drugs properly prescribed by a General Practitioner for medical treatment are permitted, provided such use does not adversely affect the person's ability to carry out the work for which he is employed in a healthy and safe manner.

Failure to comply with this requirement will result in immediate removal of the subject person from the premises and the person suspended on full pay pending formal disciplinary action.

No employee of WBM Insulation Ltd may operate a company vehicle or perform a service for the company whilst under the influence of alcohol or any controlled substances.

The consumption of alcohol on company premises is specifically forbidden.

The possession of alcohol on company premises with the intent to consume or sell is forbidden.

The sale, illegal possession or illegal use of controlled drugs whether on company premises is strictly forbidden.

Any employee who is caught in possession of or is suspected to be under the influence of any of the above-mentioned points could be instantly dismissed for gross misconduct.

Each case will be treated on its own merit. The excessive or inappropriate use of drugs or alcohol on a random occasion may be viewed differently from drug or alcohol dependence.

All employees of the company may be asked to undertake testing for the presence of drugs or alcohol. Refusal to take the test will be seen as trying to hide something and disciplinary procedures may be started.

3.47 Exposure to the sun

WBM Insulation Ltd are aware of the dangers of prolonged exposure to the sun and will ensure personnel are suitably informed, instructed and training in how to avoid over-exposure.

This shall include ensuring personnel:

- ☐ Are aware of the dangers of the sun's rays and always wear sun-blocking agents.
- ☐ Cover up as much exposed skin as possible.
- ☐ Only expose skin to the sun's rays for short periods of time.
- ☐ Where possible, wear a hat to prevent the sun burning the head or the back of the neck.
- ☐ Drink plenty of fluids to replace lost body fluids and prevent dehydration.

3.48 Mobile Phones

Mobile phones have become an integral part of our lives, and while they offer numerous benefits, their misuse at work can pose significant safety risks and productivity challenges.

Using mobile phones for personal matters, such as texting or browsing social media, can lead to distracted work behaviour. This distraction can result in accidents, reduced productivity, and errors.

- ☐ No person shall answer or make a telephone call from a mobile phone whilst in the workplace
- ☐ No person shall answer or make a telephone call from a mobile phone whilst driving a company vehicle unless the phone is connected to an authorised handsfree kit.

3.49 General Rules

- ☐ All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- ☐ All employees shall immediately report any unsafe practices or conditions to the relevant authority
- ☐ Any employee under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.

- ❑ Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
- ❑ Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- ❑ Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- ❑ All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees.
- ❑ No employee should undertake a job that appears to be unsafe.
- ❑ No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- ❑ All injuries must be reported to the relevant Manager.
- ❑ Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their manager.
- ❑ Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- ❑ No employees should use chemicals without the knowledge required to work with those chemicals safely.
- ❑ Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

Working Environment

- ❑ Work areas must be kept clean and tidy.
- ❑ Any spillage must be cleaned up immediately.
- ❑ Waste materials and rubbish must be removed routinely.
- ❑ All combustible waste materials must be discarded in sealed metal containers.
- ❑ All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

- ❑ Walkways and passageways must be kept clear from obstructions at all times.
- ❑ If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- ❑ Trailing cables are a trip hazard and should not be left in any passageway.
- ❑ Any change in the floor elevation of any walkway or passageway must be clearly marked
- ❑ Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.

Tools and Equipment Maintenance

- ❑ Company equipment is only to be used by qualified and authorised personnel. It is the responsibility of the managers to determine who is authorised to use specific equipment.

- ❑ It is the responsibility of all employees to ensure that any equipment they use is in a good and safe condition. Any equipment which is in any way defective must be repaired or replaced.
- ❑ All equipment must be properly and safely stored when not in use.
- ❑ No equipment should be used without the manufacturer's recommendation, shields, guards or attachments.
- ❑ Approved personal protective equipment must be properly used where appropriate.

Personal Protective Equipment

- ❑ Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- ❑ Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their manager.

Manual Lifting and Moving

- ❑ Wherever reasonably practicable, lifting and moving of objects should always be done by mechanical devices rather than manual handling. The equipment used should be appropriate for the task at hand.
- ❑ The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- ❑ When lifting or moving a load with sharp or splintered edge gloves must be worn. Gloves should be free from oil, grease or other agents that might impair grip.
- ❑ The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- ❑ Employees should not attempt to lift or move a load that is too heavy to manage comfortably.
- ❑ Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- ❑ When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees and not the back.
- ❑ These steps should be taken in reverse to lower an object to the ground