

**CONSTRUCTION
HEALTH AND SAFETY
GUIDANCE MANUAL**

For

FRIDGETEK LIMITED

NORTHERN OFFICE

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LEIGHTON BUZZARD

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FRIDGETEK LIMITED
HEALTH & SAFETY POLICY MANUAL

MANUAL IDENTIFICATION

This manual is a controlled copy.

Copy Number: ...1....of....1.....

Issued to...Steve ORLANDO...

Title.....DIRECTOR.....

Holders of controlled copies will be advised of any amendments or subsequent issues.

Signed:..... Health & Safety Manager

FRIDGETEK LIMITED

HEALTH & SAFETY POLICY MANUAL

REVISION AND AMENDMENT REGISTER

DATE	PAGE NUMBER	REFERENCE	REVISION DETAILS	ISSUE NUMBER
29 Oct 07		H & S MANUAL	FIRST ISSUE	1

FRIDGETEK LIMITED

HEALTH & SAFETY POLICY MANUAL

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1.0 - FRIDGETEK HEALTH & SAFETY AT WORK – POLICY STATEMENT.

The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the Policy of this Organisation, so far as is reasonably practicable, to ensure that responsibilities for safety and health are properly assigned, accepted and fulfilled at all levels and that all reasonably practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors to the premises or operations under our control.

1. It is the intention of our Organisation, so far as is reasonably practicable, to ensure that:
 - a. Adequate resources, both financial and otherwise, are assigned to ensure the proper provision for health and safety.
 - b. The provision and maintenance of plant and systems of work are safe and without risks to health.
 - c. Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - d. Adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary to ensure that, when properly used, they will be safe and without risk to health.
 - e. Employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety.
 - f. Premises under our control or operations on which we are working are safe and all plant, machinery and equipment is maintained so that it is safe not only for employees and sub-contractors but for any person who may be affected.
 - g. The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - h. The Health and Safety Policy is reviewed and updated as and when necessary and any such changes will be communicated to all employees.
 - i. Provide health surveillance to our employees as necessary
2. It shall be the duty of all employees at work:
 - a. To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
 - b. To co-operate with this Organisation to ensure that we are able to comply with our legal duties.
 - c. Not to misuse or abuse anything provided by this Organisation for their safety.

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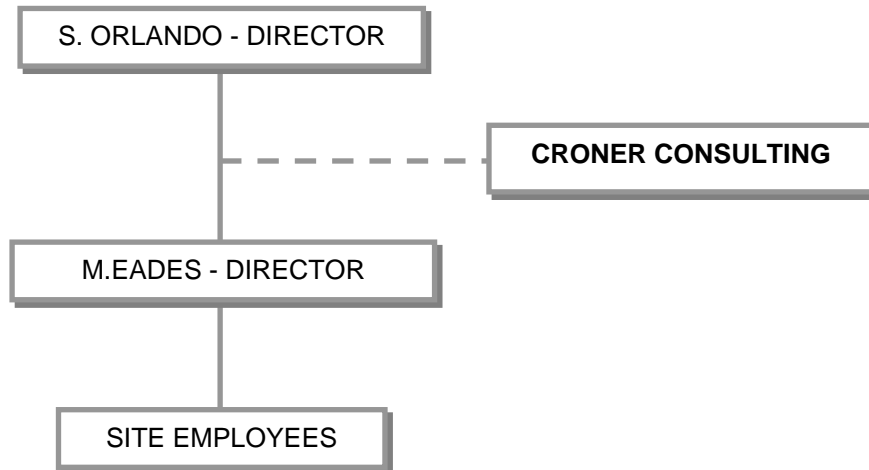
Signed:..... Date:.....29 OCTOBER 2007.....

Position:DIRECTOR

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2.0 - FRIDGETEK HEALTH & SAFETY STRUCTURE AND RESPONSIBILITIES.



Directors – General Health and Safety

Ensure that:

- A safety policy is in place and employees are aware of its location and contents.
- There is adequate liability insurance in place and financial provision is made to meet health and safety requirements.
- Risk assessments are completed and employees are aware of the hazards at their workplace.
- Employees are trained and competent to carry out their jobs.
- Employees know of fire and first aid arrangements.
- Safety rules are observed.
- Suitable personal protective equipment is provided, maintained and used.
- Plant, work equipment and safety devices are frequently inspected to make sure they are maintained and safe to use.
- Good standards of housekeeping are maintained.
- Accidents are investigated, recorded and reported.
- There is consultation with employees on health and safety issues.
- A regular review is made of arrangements and risk assessments.
- Monitoring of health and safety is carried out (specified in the section entitled “Monitoring”).

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- Action is taken against any employee or contractor under control for failing to discharge safety responsibilities satisfactorily, or for breaching a safety rule.
- Effective feed back on the safety performance of sub-contractors.
- The reconciliation of tenders from contractors with the Company's own to ensure that health, safety and welfare arrangements required are provided either by the contractors, or by the Company where this is agreed.
- Clients and contractors, as necessary, are kept informed of arrangements for maintenance and repair work in order that the health and safety of clients' employees and that of others or the security of the premises are not compromised.
- Materials or substances purchased comply with the specification and are fit for their purpose.
- Plant or equipment is purchased, or hired-in from a reputable hirer and is supplied with the required information, instruction and records of inspection and maintenance. Where plant is supplied with an operator his competency to operate will be confirmed prior to work starting.

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Directors Responsibilities – CDM

Ensure that:

- Information required from the client under CDM Regulation is available.
- The project is notified to the HSE where appropriate.
- The necessary insurance covers are in place.
- Contract tenders are priced to allow for safe systems of work.
- Planning and building regulation approvals are obtained.
- Relevant information is provided to the planning supervisor for inclusion in the health and safety file.
- The client, designers and contractors are advised on health and safety matters as set out in CDM Regulations, if requested.
- The planning supervisor is advised of any situation where maintenance or repair work comes under CDM Regulations.
- The design team has provided suitable and sufficient drawings and other information necessary for safe construction.
- Pre-planning of projects to ensure that adequate resources are available, as required under CDM Regulations.
- No construction work begins until a satisfactory Construction Phase Health and Safety Plan is in place, where required under CDM Regulations.
- The Construction Phase Health and Safety Plan is on site, is up to date and readily accessible.
- Statutory notices are prominently displayed.
- Provision of records necessary for inclusion in the Health and Safety File.
- The client receives the health and safety file for each structure at the end of the project.

Employee responsibilities:

We are all responsible for acting in a safe manner whilst at work. By understanding our responsibilities and following our safety rules, we will be helping to comply with our legal duties and contributing to the safe running of our workplace.

We all have the responsibility:

- To take reasonable care of our own safety.
- To take reasonable care of the safety of others affected by what we do or fail to do.
- Not to interfere with or misuse, intentionally or recklessly, anything provided in the interests of safety.

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- To co-operate so that we as individuals and our organisation can fulfil our legal duties e.g. comply with our safety rules.
- To set a good personal example in relation to health and safety

First Aid Personnel Responsibilities

- Administer First Aid in accordance with the current legislation and approved code of practice.
- Record all accidents that are reported to them in the Accident Book.
- Re-stock first aid boxes at regular intervals and when necessary.

Croner Consulting responsibilities:

We have an agreement with Croner Consulting, one of the leading Health and Safety consultancies in the UK, to provide us with the following services:

Croner Consulting will develop our documentation through the period of our contract and keep it updated for:

Changes in Health and Safety legislation relevant to us

Organisational changes which affect our management system.

Croner Consulting carries out a general risk assessment at agreed intervals. This forms the basis of our risk management programme and helps us plan our future actions to reduce risk.

A Croner Consulting consultant will visit our premises at agreed intervals to support our implementation of this system by:

Helping us to complete detailed risk assessments

Providing training on relevant agreed topics

Helping us to audit our operation of this system

Helping us to prioritise our action plan

Providing advice on implementing changes and system procedures.

Croner Consulting provides advice and assistance on Health and Safety issues to your in-house appointed "Competent Person".

Croner Consulting provides for us a telephone advisory service - this is available 24 hours per day, 365 days of the year. Information on how to access this service is found on our telephone advice cards.

If we have a serious accident or incident involving the Enforcement Authorities, Croner Consulting will provide initial support/help in the event of a crisis and, in agreement with ourselves, may carry out an accident investigation for us.

Croner Consulting provides legal fees insurance, the terms of which are defined in our insurance policy document. This principally covers legal expenses (not fines) in the event of our prosecution for breaches of Health and Safety legislation, or appeal against Enforcement notices.

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We receive newsletters to help keep us up to date with new and forthcoming legislation.

We also have access to a Business Advice Helpline that is available during normal office hours (9am-5pm) and provides advice on various business issues.

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3.0 - ACCIDENT REPORTING AND RECORDING

The Accident Books is kept in:

Each Works Van

LX52 OMS NORTHERN OFFICE

GJ52 CYC SOUTHERN OFFICE

All accidents must be reported to:

Steve Orlando – Director.

The person responsible for investigating accidents is:

Matt Eades – Director.

The person(s) responsible for notifying the Enforcing Authority is/are

Steve Orlando – Director – Northern Office

Matt Eades – Director – Southern Office

The address of the Enforcing Authority is

HEALTH AND SAFETY EXECUTIVE

2 Southwark Bridge

LONDON

SE1 9HS

Tel: 020 7556 2100

Fax: 020 7556 2102

RIDDOR: 0845 3009923

<http://www.hse.gov.uk/riddor/online.htm>

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3.1 ACCIDENT/INCIDENT INVESTIGATION REPORT

Person responsible for conducting the investigation:

Name:

Position:

Incident being investigated:

Findings of the investigation:

Photographs and sketches to be attached where appropriate.

Continue on separate sheet if required.

The opinion of the investigating officer as to the causes of the accident:

To include both the immediate and the underlying causes.

Recommended corrective action:

Allocated tofor further actions below

Signed:(Investigator)

Date / /

To be completed by Department Manager.

Person responsible for corrective action:

Target date by which the recommendations are to be completed:

Notes:

Date recommendations completed:

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3.2 ACCIDENT WITH INJURY REPORT

Organisation:				
1. Details of injured person.				
Name:	Male	Female	Age	Date of Birth:
Status of person: Employee Self employed Member of the public Contractor Other (state)	Name and address of employer if applicable:			
Occupation:	Home address:			
Date and time ceased to work: / / Time a.m./p.m.				
Date and time returned to work: / / Time a.m./p.m.				
Details of First Aid treatment to be completed by First Aider or Appointed person.				
Precise nature of injury (also state left or right side of body):				
Did the injured person receive first aid treatment at work: Yes / No				
If yes give details:				
Was the injured person taken to hospital Yes / No				
If yes insert name and address of the hospital:				
How long detained?				
Signed: (First Aider or Appointed Person) Date/...../.....				

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Address and precise location where the accident occurred:

Date and time of the accident: / / Time a.m./p.m.

Exact details of what happened:

Continue on separate sheet if required.

Names and addresses of witnesses:

Statement of witnesses to be attached.

Signed: (Supervisor) Date:/...../.....

Checklist for Managers

- Has an entry been made in the Accident Book? Yes/No
- If the accident/incident is reportable, has it been reported to the Enforcing Authority? Yes/No
- Has an F2508 been completed? Yes/No OR
- In the case of telephone reporting, has a reference number been allocated by the Enforcing Authority? Yes/No
- Insurance company notified? Yes/No
- Has a full investigation been carried out with corrective/preventive actions taken to avoid a recurrence? Yes/No

Signed: (Manager) Date/...../.....

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4.0 - CONSTRUCTION DESIGN AND MANAGEMENT (CDM)

CONTRACTOR'S POLICY STATEMENT

INTRODUCTION

The Construction (Design and Management) Regulations (CDM) apply to construction work in Great Britain and its territorial sea. CDM is intended to protect the health and safety of people working in construction and others who may be affected by their activities.

The CDM Regulations place specific duties upon clients, designers and contractors to develop their approach to health and safety so that it is taken into account and then co-ordinated and managed effectively throughout all stages of a construction project.

These stages progress from conception, design and planning through to the execution of works on-site and subsequent maintenance and repair, even to final demolition and removal.

The CDM Regulations are part of a continuing development of health and safety legislation and bring together a number of concepts:

1. Risk assessment.
2. Competence and adequate resources.
3. Co-operation and co-ordination.
4. Information.

We accept these concepts, as part of our overall approach to health, safety and welfare and will therefore comply with the regulations as they apply to our undertaking.

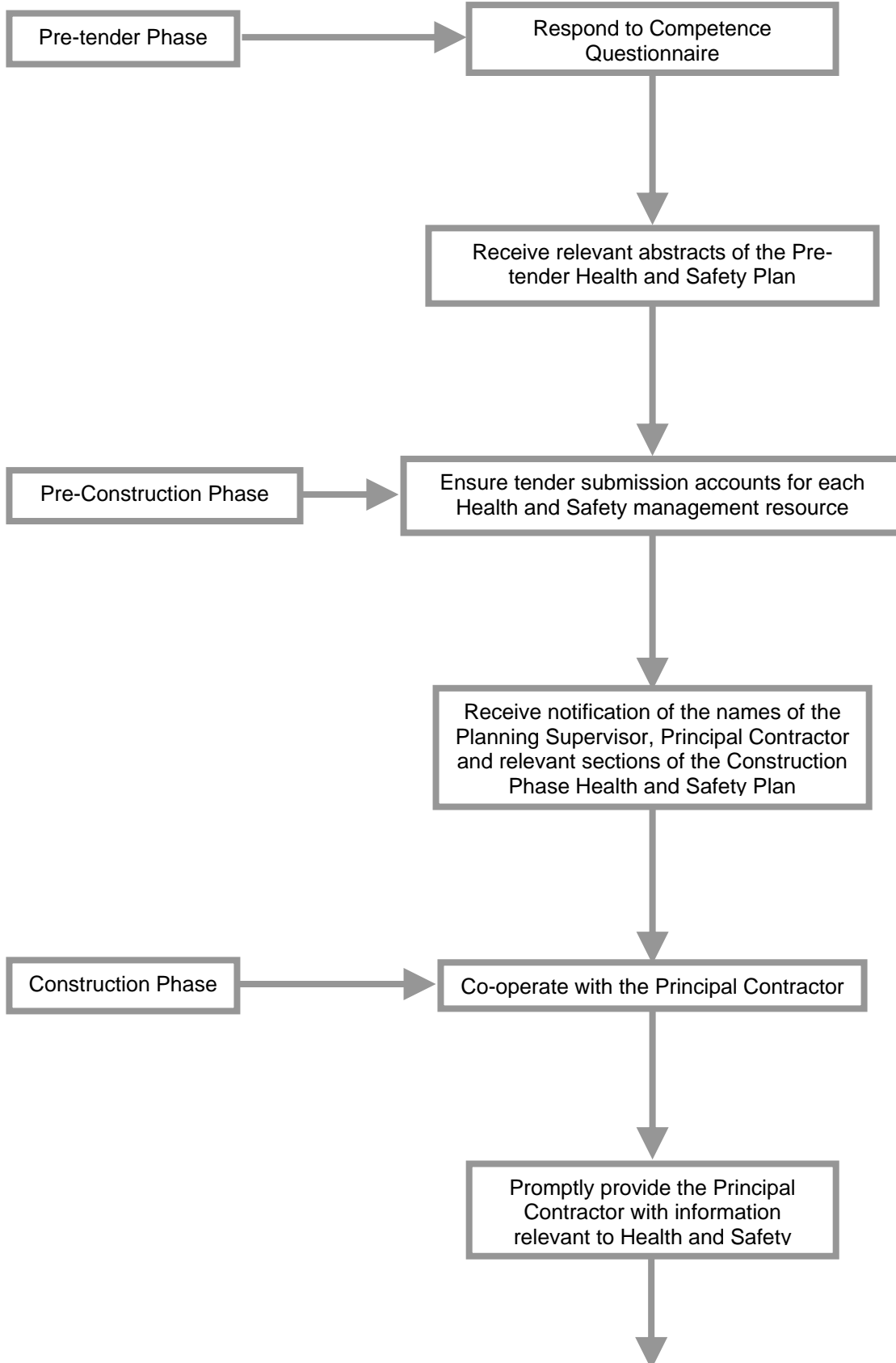
It is our policy as a Contractor to:

- Satisfy ourselves that any contractors or designers we engage are competent and adequately resourced;
- Co-operate with the principal contractor;
- Provide information to the principal contractor about risks to others created by our work;
- Comply with any reasonable directions from the principal contractor and with any relevant rules in the health and safety plan;
- Inform the principal contractor of any accidents and dangerous occurrences;
- Provide information for the health and safety file;
- Provide information and training to our employees.

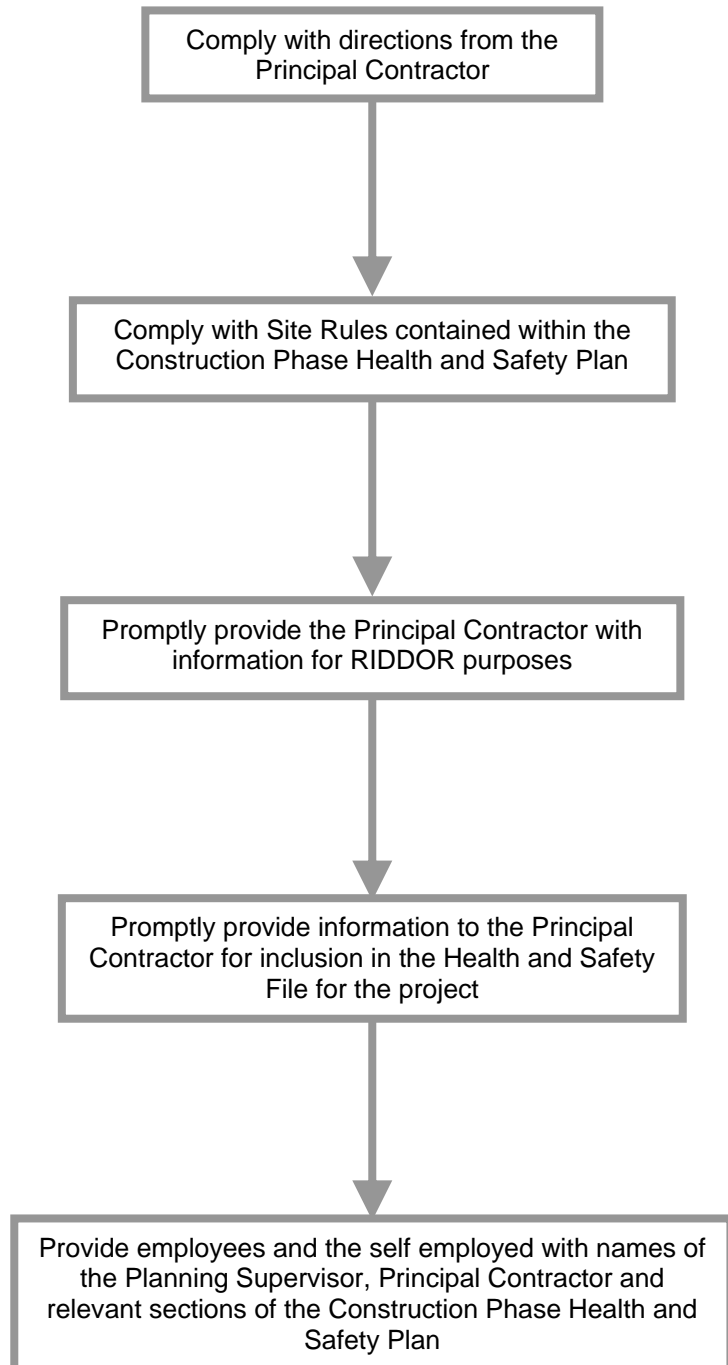
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4.1 - CONSTRUCTION DESIGN AND MANAGEMENT (CDM) CONTRACTOR'S PROCEDURE



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5.0 - CONTRACTORS

The Directors are the nominated people for arranging and controlling contractors on sites representing FRIDGETEK LTD and is responsible for:

- Providing contractors with information on health and safety hazards.
- Instructing on the fire, first aid and accident reporting procedures.
- Ensuring that contractors have a health and safety policy and written procedures.
- Ensuring that a contractor's contact/responsible person is established for the duration of work.
- Ensuring that the contractor has appropriate insurance cover.
- Instructing contractors that they must provide, and use, their own equipment for the work being undertaken.
- Ensuring employees are kept away from the contractor's work area, where possible.
- Monitoring contractors' activities.

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5.1 – FRIDGETEK LTD CONTRACTORS' SAFETY INFORMATION

This information applies to all contractors, and others under their control, engaged to carry out specific work on our customers premises. It is part of our Health and Safety Policy.

This information forms part of the terms of your contract.

It is our intention to secure a high standard of safety in all areas under our control. Therefore, the following conditions form an integral part of the contract agreement.

Contractors shall:

- Ensure that their employees are familiar with the work site and are aware of any hazards which may be encountered.
- Comply with the Health and Safety at Work etc Act 1974 and all other relevant health and safety legislation applicable to the work being undertaken.
- Comply with our Health and Safety Rules and Health and Safety Policy and shall have made full provision in the tender for such compliance.
- Conduct their activities in accordance with established safe practices (e.g. Guidance Notes, Codes of Practice) taking precautions to protect the work site, all employees and others who may be affected by the activities.
- Provide a "Method Statement", where appropriate.
- Not commence any work designated as "High Risk" until appropriate "PERMIT TO WORK" is issued by our competent person.

As a guide, the following activities are deemed to be "High Risk":

- HOT WORK
- DEMOLITION
- EXCAVATION
- ASBESTOS REMOVAL/CONTACT
- WORK IN CONFINED SPACES
- ELECTRICAL WORK
- OVERHEAD WORK

and other work, as specified.

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- Engage on the contract only such persons as are skilled, experienced and competent in the performance of their tasks.
- Provide their employees with suitable protective clothing at their (the contractor's) expense.
- Keep their employees within the designated work areas.
- Ensure their employees submit to any security checks.

Contractors are not relieved of any of their duties and obligations under statute or common law.

Any breach of our Health and Safety Rules or any legal requirements may lead to suspension or termination of the contract at the contractor's own expense.

I have read, and accept, the above conditions

Signed: _____

Position: _____

On behalf of: _____ (Contractor)

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6.0 – FIRST AID DETAILS

ORGANISATION FIRST AID ARRANGEMENTS

Our trained APPOINTED PERSONS are

MATT EADES - DIRECTOR.....
.....
.....
.....

The first aid box is kept in

WORK VAN LX52 OMS.....
WORK VAN GJ52 CYC
.....

The person responsible for checking and re-stocking the first aid box is

STEVE ORLANDO – LX52 OMS.....
MATT EADES – GJ52 CYC.....
.....

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7.0 – FIRE PREVENTION DETAIL

FIRE PREVENTION

The fire alarm in the premises is: *(state type and how operated)*

ENTRANCE TO STORES AREA.....

Person responsible for fire safety is: *(state)*

MATT EADES - DIRECTOR.....

The SECURITY – LOMBARD BUSINESS PARK is responsible for contacting the emergency services in the event of fire.

MATT EADES – DIRECTOR.....

Fire Extinguishers are located in: *(state where)*

ENTRANCE TO STORES AREA.....

Fire Extinguishers/Alarms/Lighting are serviced by *(state who)*

INHOUSE..... At1 YEARLY..... intervals.

The fire assembly muster point for everyone is: *(state where)*

ENTRANCE TO LOMBARD INDUSTRIAL ESTATE

Fire drills will be held at: *(state)*YEARLY..... intervals

Fire Exits are located at: *(state where)*

MAIN EXIT TO STORE AREA.....

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8.0 – PERSONAL PROTECTIVE EQUIPMENT

PERSONAL PROTECTIVE EQUIPMENT

The following items of personal protective equipment (PPE) are provided to employees free of charge. The PPE has been chosen following an assessment of the work activity, to ensure that it is suitable for protecting you against the risk presented by the work activity.

- STEEL TOE PROTECTOR
- CORPORATE WEAR; SHIRTS, TROUSERS, JUMPERS & HEAD WEAR.
- EAR DEFENDERS
- SAFETY GLASSES
- THERMAL GLOVES
- COAT
- HARD HAT
- RIGGERS GLOVES
- DUST MASKS
- FULL FACE RESPIRATORS
- WET WEATHER PROTECTION
- OVER-ALLS
- SURGICAL GLOVES
- BARRIER CREAM

Regular checks will be made to ensure that the PPE is kept in a clean and hygienic condition and free of any defect. A record of the issue of PPE to employees will be made, using the enclosed proforma.

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9.0 PERSONAL PROTECTIVE EQUIPMENT RISK SURVEY

Risks	PARTS OF THE BODY												
	Head					Upper Limbs		Lower Limbs		Various			
	Cranium	Ears	Eyes	Respiratory	Face	Whole Head	Hands	Arms (parts)	Foot	Legs (parts)	Skin	Trunk/abdomen	Whole body
Falls from a height													X
Blows, cuts, impacted,													X
Stabs, cuts, grazes							X	X	X	X	X		
Vibration							X	X					
Slipping, falling over													X
Scalds, heat, fire													X
Cold													X
Immersion													X
Non-ionising radiation													X
Electrical							X		X				
Noise		X											
Ionising radiation													X
Dust fibre													X
Fumes			X	X									
Vapours			X	X							X		
Splashes, spurts			X		X								X
Gases, vapours			X	X									
Harmful bacteria													X
Harmful viruses													X
Fungi													X
Non-micro biological													X

Tick the appropriate box.

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10.0 - TRAINING

We have a responsibility to provide employees with training, to ensure their health and safety at work.

Employees will receive training in our Health and Safety Policies and Procedures as well as being trained to undertake any task we expect them to carry out and for any emergency that may arise during their employment.

Training will prepare individuals to work safely and within current legal standards.

The Organisation will develop and carry out training in the following general areas;

- USE OF THE HEALTH AND SAFETY MANUAL
- TRAINING IN EMPLOYEE RULES
- ASBESTOS AWARENESS
- RISK ASSESMENT AND METHOD STATEMENT PROCEEDURES
- SAFE DRIVING AWARENESS
- DAY RELEASE FOR APPRENTICESHIP TRAINING
- SKILL CARD ASSESMENT

All employees have a legal responsibility to co-operate with our training programme so that its objectives are met. Employees are expected to attend training courses and must put into practice any new instruction or guideline provided or instruction as received.

Employees must also follow any revised working procedures or assessments once they have been given the appropriate information, instruction and training.

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10.1.0- TRAINING RECORD

EMPLOYEE NAME: STEVE ORLANDO

DATE	TRAINING SUBJECT	INSTRUCTOR	EMPLOYEE'S SIGNATURE
NOV 1991	REFRIGERATION MECHANIC INDENTURED APPRENTICESHIP TRADE PAPERS	T.A.F.E. PERTH, WESTERN AUSTRALIA	
JUNE 1994	TREND IQ TRAINING	TREND CONTROLS	
JAN 1997	YORK ISN CONTROL TRAINING	YORK CONTROLS	
NOV 2000	YORK VSD TRAINING	YORK P.A	
AUG 2001	CITY & GUILDS 2078 REFRIGERANT HANDLING, INCLUDING AMMONIA HANDLING.	CITY & GUILDS	
MARCH 2006	SKILL CARD ACCREDITATION	WELL PLAN	
JUNE 2006	NARIC ACCREDITATION OF AUSTRALIAN TRADE PAPERS TO CITY & GUILD EQUIVALENTS	NARIC	
JULY 2007	ASBESTOS AWARENESS	IN HOUSE	
	COPPER PIPE BRAZING ASSESSMENT	IN HOUSE	
	HAND TOOL AWARENESS ASSESSMENT	IN HOUSE	
	INSTALLATION OF REFRIGERATION PIPE WORK ASSESSMENT	IN HOUSE	
	FIRE EXTINGUISHER IDENTIFICATION AND USE.	IN HOUSE	
	MANUAL HANDLING AWARENESS	IN HOUSE	
	COMPANY CAR SAFE DRIVING ASSESSMENT	IN HOUSE	
	HEALTH & SAFETY AND ISO9001 MANUAL TRAINING	IN HOUSE	

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10.1.1 - TRAINING RECORD

EMPLOYEE NAME: MATT EADES

DATE	TRAINING SUBJECT	INSTRUCTOR	EMPLOYEE'S SIGNATURE
JULY 1993	ELECTRICAL INSTALLATION COMPETENCES PART 1	CITY & GUILDS	
JULY 1994	REFRIGERATION & AIR CONDITIONING PART 2	CITY & GUILDS	
AUG 1995	DAIKIN SPLIT / MULTI INSTALLATION & MAINTENANCE	DAIKIN	
JAN 1996	DAIKIN VRV INSTALLATION & MAINTENANCE	DAIKIN	
SEPT 1998	CITY & GUILDS 2078 REFRIGERANT HANDLING.	CITY & GUILDS	
DEC 1999	SAFE HANDLING OF HYDROCARBONS	CARE	
JULY 2007	EMERGENCY AID IN THE WORKPLACE FOR APPOINTED PERSONS.	St. JOHN AMBULANCE	
	ASBESTOS AWARENESS	IN HOUSE	
	COPPER PIPE BRAZING ASSESSMENT	IN HOUSE	
	HAND TOOL AWARENESS ASSESSMENT	IN HOUSE	
	INSTALLATION OF REFRIGERATION PIPE WORK ASSESSMENT	IN HOUSE	
	FIRE EXTINGUISHER IDENTIFICATION AND USE.	IN HOUSE	
	MANUAL HANDLING AWARENESS	IN HOUSE	
	COMPANY CAR SAFE DRIVING ASSESSMENT	IN HOUSE	
	HEALTH & SAFETY AND ISO9001 MANUAL TRAINING	IN HOUSE	

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11.0 VISITORS

As the employer/occupier of the premises, we have a duty of care towards any 'visitor' and need to have regard for their health and safety.

On arrival, all visitors are required to go to a central point, which for our Organisation is:

- FRIDGETEK SOUTHERN OFFICE STORAGE FACILITY
- VISITOR CENTER
- LOMBARD BUSINESS PARK
- 8 LOMBARD ROAD
- LONDON SW19 3TZ

Visitors are required to sign the Visitors' Book with their names, time of arrival and departure and contact name. The Health and Safety rules and any other information will be given to the visitor at this time.

As far as possible, visitors will be accompanied and not be permitted to wander freely around the premises. In the event of an emergency situation, visitors will be escorted from the premises to the designated safe place or fire assembly point.

It is important that the departure time is recorded, as this book can be used in the event of an emergency evacuation to check that everybody was accounted for. For this same reason, contractors should also be asked to sign in and out.

Any accidents to visitors will be recorded within the Accident Book in accordance with our accident arrangements and a thorough investigation carried out.

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12.0 EMPLOYEE RULES

GENERAL SAFETY

Workplace

Ensure that a clear means of entry to, and exit from, the place of work exists and is kept free from obstruction and slipping/tripping hazards at all times.

Never leave cables trailing across floors unless absolutely necessary and then only if an appropriate warning sign is used.

Spillages must be cleared up as soon as possible.

Vehicle

You must only drive or operate a vehicle that you are trained and authorised for the use of.

Only use vehicles for the purpose for which they are provided and within operational guidelines. Vehicles must only be loaded up to recommended capacities or used for loads or carrying passengers for which they were designed.

If you are authorised to operate a vehicle, always check the vehicle prior to use.

Any repairs or alterations which may be required may only be carried out by authorised competent persons.

No smoking in any company vehicle.

Accidents and Health

You must report all injuries, accidents and cases of ill health caused by or affecting your work to management.

If injured, no matter how slight your injury may appear, ensure that details of your accident and injury are entered in the Accident Book.

All dangerous occurrences and near miss incidents must be reported as this may help prevent an accident in future.

You must report any medical condition or medication you are taking which could affect your ability, especially if you operate machinery, drive a vehicle or work in a dangerous environment.

You must not work if you have taken any substance which could affect your ability to operate plant or equipment or in any other way to work safely.

Any damage to property must be reported to your manager.

If you see a situation in which a potential accident could occur or an injury could be sustained, you should report it immediately.

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Notices

You must read and comply with all notices, instructions and hazard and warning signs provided for your information.

FIRE SAFETY

Fire Notices

Make sure you are familiar with the fire procedures. Details of your evacuation procedures and assembly points will be displayed.

Evacuation Routes

In the event of fire, you must evacuate the building by the prescribed route and proceed directly to your allocated assembly point. Do not run or go back for personal belongings.

Fire Equipment

Do not prop open fire doors or tamper with fire fighting equipment. Ensure that all fire exit doors can be readily opened and are free from obstruction.

Damage to or misuse of fire check doors, fire exit doors and fire fighting equipment and the use of fire extinguishers must be reported immediately.

Be aware of the procedure if you discover a fire, i.e. how to raise the alarm.

In case of a small fire, you should be aware of the position of the nearest fire extinguisher and how to use it, providing you do not put yourself in any danger.

If you are a smoker, only smoke in designated areas and dispose of smoking materials in a safe manner.

HAZARDOUS SUBSTANCES

Information

Make sure you have sufficient information on any hazardous substances including cleaning fluids, before you use them – if not, ask!

Always read the instructions and look at the levels marked on containers. If there is a need to decant in to smaller containers these must be suitable for the material and adequately labelled.

Only use substances in their original containers. If there is a need to decant in to smaller containers these must be suitable for the material and adequately labelled.

Storage

If you have a designated safe storage area for hazardous substances, make sure you return the substance you are using to that area in a safe condition when you have finished working with it.

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Disposal

Only dispose of waste substances as instructed.

Machinery and Equipment

Do not operate any machinery or use equipment unless you have been trained and authorised to do so.

You must not leave machinery or equipment unattended whilst it is in operation unless you are so instructed or if the machine is so designed.

You must not clean any moving machinery or carry out repairs or maintenance work unless a risk assessment has been carried out and a safe system of work is in operation.

Do not use machinery without effective guards and safety devices in place and ensure that proper use is made of them.

Report any fault or defect in machinery, equipment, guards or safety devices immediately.

Never interfere with or wilfully damage any guard or safety device.

Protective Clothing and Equipment

You must properly use all protective clothing and equipment provided for your personal protection. Any unsuitable, defective or lost items must be reported as soon as possible.

Use, store and maintain them in accordance with our agreed instructions.

Additional rules

- NO SMOKING IN WORK PLACE, ONLY DESIGNATED AREAS DURING OFFICIAL BREAK TIMES. NO SMOKING IN COMPANY VEHICLES AT ANY TIME.
- NO USING OF MOBILE PHONES WITHOUT HAND FREE KITS WHILE DRIVING.
- LIABILITY FOR ALL TRAFFIC OFFENCES, PARKING OFFENCES AND TRAFFIC MANAGEMENT FINES INCLUDING CONGESTION CHARGE FINES, ARE THE SOLE RESPONSIBILITY OF SPECIFIC EMPLOYEE / DRIVER OF THE VEHICLE ON THE DAY OF THE ALLEGED OFFENCE.
- SECURING COMPANY VEHICLE WITH MANUFACTURES AND ADDITIONAL SECURITY FEATURES WHILE OVER-NIGHT PARKING.
- WRITTEN PERMISSION FOR USE OF COMPANY VEHICLES BY ANYONE OTHER THAN COMPANY EMPLOYEE.

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12.1 GENERAL SITE SAFETY RULES

General

- The issued PPE is to be worn at all times as appropriate.
- Horseplay is strictly forbidden.
- The Company Smoking at Work policy is to be strictly adhered to.
- Any instruction concerning health and safety given by Company management is to be followed.
- Concerns regarding health and safety are to be directed to supervision.
- Site welfare facilities are to be maintained in a clean and tidy condition.
- The site is to be generally maintained in good order.
- Equipment provided in the interests of health, safety and welfare must not be interfered with or removed from site.
- Site rules are to be strictly complied with.

Scaffolding

- Scaffolding on Company sites, other than system scaffolding or proprietary towers must be erected under the supervision of a trained scaffolder.
- With system or proprietary scaffold the manufacturer's instructions must be followed but must not exceed 5 metres high.
- Scaffold must be safe in use and adequate for its purpose and not overloaded beyond its design capacity.
- Scaffolding material must be examined before erection and its adequacy established.
- Adequate base plates and sole plates must be correctly fitted under standards.
- Braces and ties must not be omitted.
- A safe means of access and egress must be provided to all working platforms.
- Platforms must be fully boarded out at all times and kept free from loose or waste materials.
- Guardrails and toe-boards must be fitted to all platform levels.
- Each ladder stile must be tied and project 5 rungs above landing level.
- A competent person must check scaffold before use at least once a week thereafter and after any event which may affected its stability. The inspections must be recorded.

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Use of Ladders

- Ladders are to be checked for defects at least weekly.
- Defective ladders are to be immediately taken out of service.
- Ladders in use are to be secured and rest on a firm level base. Wherever possible the ladder should be set at a ratio of 1 in 4.
- Ladders are not to be used as a working platform for all but the briefest periods.
- Ladders are to be removed or made inaccessible at the end of the working day to ensure that unauthorised access is prevented.
- On no account are 'home-made' ladders to be used on site.

Hoists

- Goods and material hoists are to be fitted with interlocking gates at base and each working level as a minimum standard. This standard applies to hoists provided by sub-contractors.
- The hoist must be securely tied.
- The hoist way must be fully enclosed or sides fitted to the platform or barriers erected around the base area.
- Loads must be secured to prevent falls or spills.
- Hoists must be operated from ground level only.
- The Safe Working Load (SWL) of any hoist must be clearly displayed and observed.
- Hoists must not be left unattended with the motor running.
- Hoist gates must not be left open.
- Passengers must not be carried on any goods hoist.
- Only trained and authorised persons over 18 years of age may operate a hoist.
- A copy of the statutory test and examination certificates must be obtained from the supplier and retained by the site agent.

Power Tools

- Site electrical power tools generators and transformers must be tested and tagged by a competent person at a maximum of three monthly intervals.
- The results of these tests must be recorded and available for inspection in accordance with current legislation.
- Electrical hand tools must be 110 volt maximum.
- The user prior to the operation of power tools must check the condition of plugs and leads.

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- Equipment must be disconnected from the power supply before any adjustments or repairs are carried out.

Abrasive Wheels

- Only trained and appointed persons may change discs or wheels.
- The maximum permissible spindle speed of each abrasive wheel must be clearly marked on both the wheel and the machine housing.
- Site management must ensure that the tool to be used is suitable for the work to be carried out.
- A list of trained and authorised persons must be displayed on site.

Plant and Lifting Operations

- Trained, certificated and authorised personnel only may operate mobile plant.
- No passengers are to be carried on mobile plant.
- Drivers are to ensure that their travel routes are safe and free from hazards as far, as is practicable.
- A trained and competent banksman must be in attendance where plant is operating in areas assessed as being hazardous.
- Lifting operations must be planned and supervised by a competent person.
- Lifting equipment and accessories must be subject to thorough examination and inspection in accordance with current legislation with records kept.
- Lifting equipment must not be permitted to work unless safety devices are operating correctly.
- A planned maintenance programme is to be established and followed for items of plant with records kept.
- Persons under 18 years of age are not permitted to drive or operate any item of mechanically propelled plant or give signals to a crane or plant operator.

Overhead Power Lines

- Where electrically charged overhead lines or apparatus are likely to create a hazard; advice must be sought from the utility provider before work starts.
- Where the power cannot be switched off for the duration of the work, practicable precautions must be taken e.g. suitably placed barriers, warning signs and or 'goal posts'.
- Wherever practicable such barriers are to be erected a minimum distance of 6m from the nearest live conductor. The utility provider will normally determine the height of the 'goal post' crossbar.

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- Where it is necessary for items of plant to pass under overhead power lines, an authorised passageway must be established and clearly identified.
- The safe system of work for the passage of plant under overhead power lines must be made known to all persons on site.
- A trained competent banksman must be in attendance for the passage of plant under overhead power lines.

Existing Underground Services

- Engineers and Architects and statutory authorities are to be consulted to establish the location of underground services within the site.
- A plan must be prepared showing the location of underground services, where known. Copies of the plan are to be displayed and made accessible to employees and sub-contractors at all times.
- Prior to earthworks starting, an electricity-location survey is to be carried out by a competent person and the results plotted on the site plan.
- Service locations are to be boldly marked and clearly visible.
- Operatives are to be properly instructed and trained in safe methods of working.
- Where a permit to dig system is established it is to be fully complied with.

Excavation of Services

- Work is not to start until a full survey has determined what lies beneath ground level.
- Correct road signs and barriers are to be established in accordance with current legislation.
- A cable locator is to be used in all instances to confirm the location of services, which must be clearly marked.
- Hand digging trials must be used where doubt arises, using a shovel not a fork.
- Exposed plant services are to be identified and protected.
- Any damage must be immediately reported to the utility provider.
- Only suitably approved back-fill material is to be used.

Excavations

- Prior to excavation work starting the location of underground services is to be established.
- Before work starts a suitable trench support system must be available on site.
- Excavations in poor or unstable ground must have sides that are adequately supported or battered back.

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- Support work for excavations is only to be carried out under the supervision of competent and authorised operatives.
- Open excavations are to be fenced with a rigid physical barrier.
- During backfill operations a banksman or stop blocks must be provided to aid the plant operator.
- Excavations are to be inspected daily and thoroughly examined weekly by a trained, competent and authorised person with records kept in accordance with current legislation.

Confined Spaces

- Prior to entry into a confined space a suitable and sufficient risk assessment is to be carried out and recorded in accordance with current legislation.
- A safe system of work and a permit to enter system is to be prepared, implemented communicated to all concerned prior to entry.
- Employees carrying out confined space entry must be passed fit to do so by a competent person and have received adequate training and instruction.
- The necessary safety equipment must be provided prior to entry and the equipment must be maintained and inspected by a competent person in accordance with current legislation.
- The condition of the atmosphere within the confined space is to be determined prior to entry and regularly monitored during the work period.
- In the event of an emergency the confined space is to be evacuated immediately and the emergency services contacted if applicable.
- No person is to enter a confined space without the express instruction and approval of site management.

Transport, Storage and use of LPG and other Gas Cylinders

- Cylinders not in use are to be stored in a secure cage.
- Cages are not to be enclosed or below ground and must be marked:
- LPG HIGHLY FLAMMABLE – NO SMOKING OR NAKED FLAMES.
- Where practicable cages are to be site a minimum of 3m away from the site boundary and buildings.
- Cylinders are to be stored upright, and must be moved with care and safely. On no account are cylinders to be rolled along the ground.
- Store empty cylinders separately from full ones and ensure they are appropriately marked.
- Site Huts – heating lighting and cooking

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- Cylinders and regulators are to be fixed outside the building, protected from the weather and the gas supply taken in at low pressure through rigid copper or iron piping with a flexible connection to the appliance.
- Individual taps are to be provided for each appliance.
- All piping is to be exposed and readily accessible to assist in the speedy detection of leaks and a local accumulation of gas prevented.
- Flexible hoses to appliances are to be limited to a maximum of 2.5 m.
- The ventilation provided must not be obstructed or blocked in any way.

Welding and Cutting

- Only trained, authorised operatives are to carry out welding or cutting operations.
- The correct PPE as issued is to be worn when work is in progress.
- The correct fire prevention measures and equipment are to be used when work is in progress.
- Welding and cutting equipment is to be visually inspected daily prior to use and defects reported to site management.
- Defective equipment is to be immediately removed from use until repaired or replaced as appropriate.

COSHH Rules

- Under no circumstances attempt to work with a hazardous substance unless a competent person has given you adequate instruction as to its correct and safe use, handling and storage.
- Always read the instructions and look at the levels marked on containers; and only use the substance in accordance with those instructions.
- Do not use or introduce a new substance into our work activities without approval of a designated manager, and before an assessment of the risk is carried out.
- Never transfer substances from their proprietary containers into other containers without the permission of a competent person, and on account into unmarked vessels.
- Never sniff unknown substances in an attempt to identify them.
- Always return unused substances to their correct storage container or area.
- Never attempt to dispose of substances by pouring them down drains or into water courses. Only dispose of waste substances as instructed by your supervisor.
- Ensure that when you work with hazardous substances you follow the correct procedure and wear the appropriate PPE as identified by risk assessment.

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- After using hazardous substances always wash your hands before using the toilet or eating and drinking.

Alcohol and Drugs

- Alcoholic drinks and unauthorised drugs are strictly prohibited on site.
- Consumption of alcohol or unauthorised drugs on or off site during working hours is prohibited.
- No smoking on site or in company vehicles. Except for designated smoking areas during formal break periods only.

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13.0 RISK ASSESSMENT POLICY

Introduction

We recognise that risk assessments are the most important part of effective health and safety management. Risk assessments help us to prevent accidents and ill health by considering the hazards that exist and how we best manage the risks associated with them. From these assessments, we can develop safe systems and methods of work and ways to prevent problems occurring.

'Specific' risk assessments are required by certain regulations. These regulations may contain a specific reference to the requirement for risk assessment or may refer to the Management of Health and Safety at Work Regulations for this requirement.

Where the possibility of serious or imminent danger e.g. major fire, explosion, ingress of hazardous gases, flooding and bomb alerts exists we will carry out risk assessments to cover the threat. The assessments will take into account the procedures necessary to react quickly and efficiently to the threat and the numbers and competency of persons required to implement the procedures.

The procedures developed from the assessments will include:

- Evacuation
- Restricted areas
- Information and instruction for employees and others as relevant
- Liaison with the emergency services.

Definitions

<i>Hazard:</i>	Something with the potential to cause harm (e.g. a substance, part of a machine, a method of work, a form of energy or a situation).
<i>Harm:</i>	Includes death, injury, physical or mental ill health, damage to property or the environment, loss of production or any combination of these.
<i>Accident:</i>	An unplanned and undesired event that results in harm.
<i>Incident:</i>	An unplanned and undesired event that could have resulted in harm (also referred to as a near miss or near-hit).
<i>Risk:</i>	A measure of the likelihood that the harm from a particular hazard will occur. Taking into account the possible severity of the harm. Risk is expressed as: Hazard Severity X Likelihood of Occurrence = Risk.
<i>Danger:</i>	A state in which there is exposure to a hazard: the opposite of safety (often used in terms such as dangerous condition, danger area, danger zone)

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	etc.).
<i>Safe:</i>	A state in which exposure to hazards has been adequately controlled; the opposite of dangerous (safe plant, safe system of work).
<i>Risk Management:</i>	The process of identifying hazards, assessing risks, taking action to eliminate or reduce risk, monitoring and reviewing.
<i>Risk Assessment:</i>	The process of analysing the level of risk, considering those in danger and evaluating whether hazards are adequately controlled, taking into account any measures already in place.
Risk Ratings:	
<i>Insignificant:</i>	Relates to an activity, which presents no greater risk than those associated with life in general.
<i>Low:</i>	Relates to the occurrence of a minor injury or reversible minor health effect.
<i>Medium:</i>	Relates to the possibility of a serious injury or serious health effect.
<i>High:</i>	Relates to the highly probable occurrence of fatal or major injury or irreversible health effect to one or more persons.
Priorities for Action	
<i>Immediate Priority:</i>	A dangerous condition liable to cause an imminent risk of a fatal or major injury. These matters will require immediate action to remove extreme levels of risk to health and safety or personal injury.
<i>High Priority:</i>	Contravention of statutory requirements which could lead to fatal or serious injury, irreversible health effects, issuing of a Prohibition Notice or legal proceedings being instituted by the enforcing. These matters require urgent action.
<i>Medium Priority:</i>	Contravention of statutory requirements which could lead to injury or ill health effect, the issuing of an Enforcement Notice, legal proceedings being instituted or a letter being received from the enforcing authority indicating an area of non-compliance. These matters require a planned programme of action to eliminate the risk identified.
<i>Low Priority:</i>	Matters not in line with best practice and or established procedures. Enforcement action not likely, although accident or property damage possible. The recommendations made are desired improvements, precautions or techniques consistent with good health and safety control and practice.

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It is our policy to:

- Appoint a competent person or persons to carry out risk assessments, recording their details on our Health and Safety Law poster.
- Carry out suitable and sufficient risk assessments of our activities in order to eliminate or reduce risks which may result in injury or ill health to our employees, sub-contractors, the self employed, the general public and any others who may be affected by undertakings.
- Identify and carry out those specific risk assessments we are legally required to carry out.
- Carry out detailed risk assessments on hazardous activities.
- Implement the control measures and further actions required to reduce risk identified in the assessments.
- Bring the significant findings of the risk assessments to the attention of those affected.
- Prepare, implement and monitor safe systems of work based on the findings of our risk assessments.
- Amend our risk assessments when changes occur, and review them regularly to ensure they are kept up to date.
- Train employees on the principles of risk assessment, in particular the identification of hazards, and the implementation of control measures to remove or reduce the risk.

Action Plan and Timescale for Implementation

In the case of assessments identifying a need for controls to remove or reduce the risk, a management action plan will be prepared in order to assign the appropriate priority and timescale to implement those controls. Priorities will be set in line with the degree of residual risk and the time required to implement control measures. In the event of an activity requiring significant controls to be established, that activity will not proceed until all controls are in place and verified by re- assessment.

13.1 GENERIC RISK ASSESSMENTS

Generic risk assessments with the ability to add Site Specific Hazards are in the attached data base.

GENERIC RISK ASSESSMENTS



Adobe Acrobat
Document

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13.1 METHOD STATEMENTS

Generic Method Statements with the ability to add Site Specific Methodology are in the attached document.

GENERIC METHOD STATEMENTS



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14.0 HEALTH SURVEILLANCE POLICY

Introduction

Each year many thousands of people become ill because of the work they do. Some suffer diseases or conditions that can mean years of pain. Business loses billions of pounds through sickness absence and lost production. Yet occupational ill health is preventable and managers taking effective steps to control health risks at work can reduce many of these costs. One of these steps is to arrange for health surveillance of employees.

There is also a legal duty under, principally the Management of Health and Safety at Work Regulations and the Control of Substances Hazardous to Health Regulations, to provide health surveillance at work.

It is our policy to:

- Carry out risk assessments under the Management of Health and Safety at Work Regulations and any other applicable Health and Safety Regulations in order to decide if health surveillance is appropriate.
- Place affected employees under suitable health surveillance where the risk assessment(s) indicate that health surveillance is appropriate.
- Consult with employees and, where applicable safety representatives, over the proposed arrangements for health surveillance and for the need for affected employees to participate in these arrangements.
- Inform affected employees and, where applicable safety representatives of the health risks and of the health surveillance procedure.
- Ensure that the person carrying out the health surveillance procedure is competent to undertake the task.
- Ensure that the results of health surveillance are suitably recorded and that the records are kept readily available for inspection by any person who has a right to see them.
- Suitably action any recommendations made as result of health surveillance and if necessary review the associated risk assessment.
- Treat an individual's health surveillance records as confidential information.
- Inform employees and, where applicable safety representatives, of the collective results of health surveillance, but ensuring that no individual is identified.
- Ensuring that health surveillance records are retained for statutory retention periods.

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14.1 HEALTH SURVEILLANCE RECORD- CONFIDENTIAL

Name and permanent address of employee:

Postcode:

Date of birth:

Sex:

NI Number

Location of Employment:

Date of commencement with present employer:

Job Title:

Substances for which health surveillance is required

Date worked started

Date work finished

Substances for which health surveillance is required	Date worked started	Date work finished

Date

Surveillance procedure

Carried out by

Conclusion

Date	Surveillance procedure	Carried out by	Conclusion

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15.0 WORK EQUIPMENT POLICY

Introduction

We recognise that work equipment can present hazards and risks to all our employees, not just those using it. We must therefore introduce controls to ensure that the risks associated with the use of work equipment are minimised.

It is our policy to:

- Provide work equipment for employees that is suitable and safe for the tasks intended.
- Ensure that all work equipment is maintained, inspected and tested.
- Restrict the use of equipment where specific risks have been identified.
- Provide information, training and instruction where appropriate to all employees who use work equipment.
- Ensure that all work equipment is CE marked where relevant.
- Control access to dangerous parts of work equipment.
- Provide suitable protection against specified hazards.
- Provide protection against high or low temperatures.
- Ensure that all controls, including controls for starting or making a significant change in the operating condition, stop controls and emergency stop controls, are provided where necessary, and are suitable for the equipment and location.
- Ensure that all control systems are safe.
- Provide suitable means of isolating the work equipment from sources of energy.
- Provide suitable environmental conditions for the safe use of work equipment.
- Provide all necessary markings and warnings.

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16.0 DETAILS OF HEALTH & SAFETY ADVICE

Introduction

Fridgetek instruct Cronor Consulting as their primary advisory body. For Risk and Method Statements Fridgetek use Software developed and licensed from Hascom Ltd.

CRONOR CONSULTING

Croner House

Wheatfield Way

Hinkley

Leicestershire

LE10 1YG

HASCOM

The Bungalow

Woodhouse Lane

Botley

Southampton

SO30 2EZ

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17.0 MONITORING & AUDIT RECORDS - HEALTH AND SAFETY MONITORING CHECKLIST

THIS IS TO BE CARRIED OUT BY THE HEALTH & SAFETY MANAGER ANNUALLY.

ACCIDENTS	YES	NO	N/A	DATE
Is there a system in place for reporting all incidents under RIDDOR to the Incident Contact Centre and/or Enforcing Authority?				
Are employees aware of the recording, investigation and reporting system?				
Are all accidents, incidents and dangerous occurrences recorded and investigated with written details retained?				
Have all corrective actions identified and recommended in accident investigations been implemented?				

ASBESTOS AT WORK	YES	NO	N/A	DATE
Is work involving the possible exposure of workers to asbestos being carried out in a safe, controlled manner, so far as is reasonably practicable?				
Are risk assessments of site activities carried out?				
Are work method statements written for all undertakings involving asbestos?				
Is specialised PPE issued to all relevant operatives as necessary?				
Are Asbestos Removal Contractor's Association (ARCA) guidelines referenced and adhered to as necessary?				
Is medical surveillance carried out?				
Are health records maintained?				
Is air monitoring, in compliance with the relevant standards being carried out with records kept?				
Is notification to the enforcing authorities taking place?				
Are relevant employees receiving suitable information, instruction and training?				
Are control measures suitably maintained, examined and tested?				
Is all asbestos appropriately labelled and stored?				

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COMMUNICATION AND CONSULTATION	YES	NO	N/A	DATE
Is there a system in place to ensure that all staff are communicated and consulted with on matters of health and safety?				
Are employees aware of the lines of communication and consultation?				
Does regular communication and consultation take place?				
Have all issues raised by staff from the last consultation been addressed?				

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH	YES	NO	N/A	DATE
Have risk assessments been undertaken on all work activities involving hazardous substances?				
Are employees trained on the implementation of control measures to eliminate or reduce their exposure to hazardous substances?				
Is exposure to hazardous substances adequately controlled?				
Has the use of hazardous substances been incident free?				

DISPLAY SCREEN EQUIPMENT	YES	NO	N/A	DATE
Have all 'users' been identified and specific risk assessments carried out?				
Have employees been trained in the safe use of display screen equipment?				
Are specific risk assessments reviewed and revised as necessary?				
Are all users free from adverse health affects such as back and neck pain etc.?				

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ELECTRICAL SAFETY	YES	NO	N/A	DATE
Have fixed and portable appliances been checked and tested?				
Are main isolators accessible, identified and free from obstruction?				
Are visual inspections carried out with defective items removed?				
Are RCD's provided and used with hand held or hand manipulated equipment?				
Are low voltage tools or battery operated tools used where possible?				
Are cables and leads protected to prevent damage?				
Have underground services or overhead power lines been identified and adequate safe methods of work stipulated?				
Have goal posts and other/or other distancing devices been installed to prevent accidental contact with overhead cables?				
Has the supply company confirmed disconnection/isolation?				
Are underground electricity cables marked?				
In offices has the fixed electrical system been checked and inspected by a competent person in accordance with 16th Edition of the Electrical Wiring Regulations?				

FIRE SAFETY	YES	NO	N/A	DATE
Has a detailed fire assessment been undertaken on the whole of the workplace?				
Have employees been trained on fire prevention and evacuation of the workplace?				
Is fire detection and fire fighting equipment, and means of escape maintained and documentation available?				
Was the last fire drill completed satisfactorily and within an acceptable evacuation time?				

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FIRST AID	YES	NO	N/A	DATE
Is there enough first aid personnel and equipment?				
Are employees aware of first aid arrangements?				
Are the locations of the appropriate Accident and Emergency facilities known?				
Are trained first aid personnel readily available to cover all areas during the working day including out of hours working?				
Have there been any instances when first aid personnel or equipment were not available?				

HAZARD REPORTING	YES	NO	N/A	DATE
Is there a system in place for the reporting of hazards found by staff?				
Have employees been trained on the hazard reporting procedure?				
Do both staff and managers complete hazard record forms correctly?				
Have there been any accidents or 'near misses' due to failure of the hazard reporting procedure?				

HEALTH SURVEILLANCE	YES	NO	N/A	DATE
Have risk assessments been carried out in order to decide if health surveillance is appropriate?				
Where health surveillance is appropriate has suitable health surveillance been introduced?				
Have employees and safety representatives been informed of the health risks and health surveillance procedure?				
Have competent persons been appointed to undertake health surveillance?				
Are the results of health surveillance properly recorded?				
Are recommendations made as a result of health surveillance suitable actioned?				
Have there been any incidents regarding ill health attributed to work?				

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HIGHLY FLAMMABLE LIQUIDS (HFLs) AND LPG	YES	NO	N/A	DATE
Have risk assessments been carried out on the use of all HFL's?				
Have employees been trained on the use of HFL's and the requirements of our policy?				
Are HFL leakage and disposal instructions in place?				
Have there been any accidents or incidents involving HFL's, where corrective action is still required?				
Can we eliminate or substitute HFL's for a less hazardous material?				

LIFTING OPERATIONS, EQUIPMENT, AND ACCESSORIES	YES	NO	N/A	DATE
Have all new items of equipment and accessories been added to the inventory?				
Is there evidence of risk assessments being carried out for all lifting operations?				
Are there any overdue examinations of equipment and accessories?				
Are designated routes and lift truck operating areas suitable for the purpose and the volume of traffic?				
Have there been any accidents associated with lifting operations?				
Are there any corrective actions outstanding from risk assessments or accident investigations?				

MAINTENANCE	YES	NO	N/A	DATE
Is a system in place to ensure premises, plant and equipment is subject to routine maintenance by competent persons?				
Are employees who carry out maintenance duties adequately trained?				
Is documentation available relating to maintenance, tests and inspections for premises, plant and equipment?				
Have there been failures of plant, equipment, or premise defects, caused by lack of maintenance, which could have resulted in injury or damage, since the last period of monitoring?				

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MANUAL HANDLING	YES	NO	N/A	DATE
Have manual handling risk assessments been carried out and control measures introduced?				
Are employees trained in manual handling techniques including team lifting and kinetic handling where appropriate?				
Have there been any instances of manual handling related injuries?				
Were these injuries investigated and corrective action(s) taken?				
Is the corrective action effective?				

NOISE	YES	NO	N/A	DATE
Are systems in place to prevent staff being exposed to excessive noise?				
Have employees received training on the control measures for reducing noise to an acceptable level?				
Are noise levels monitored to ensure noise reduction methods are working?				
Do all personnel wear ear defenders in hearing protection zones?				

OCCUPATIONAL HEALTH	YES	NO	N/A	DATE
Has an assessment of the occupational risks has been undertaken and the significant findings recorded?				
Has exposure to hazards has been eliminated so far as is reasonably practicable?				
Where risks remain are these are monitored to ensure controls remain satisfactory?				
Where engineering controls have been used to reduce risks are suitable maintenance systems are in place to ensure they remain effective?				
Are washing and rest facilities are provided and maintained in a clean condition?				
Are means available for employees to warm themselves or to rest from extremely hot temperatures are provided?				

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Have reporting systems been developed and implemented for reporting occupational health issues?				
Has health surveillance been arranged for those employees exposed to hazardous substances, asbestos, noise and vibration where the risk assessment has identified that this is a requirement?				
Health records are maintained for all staff exposed to hazardous substances?				
Staff and supervisors have been trained to recognise the signs and symptoms of occupational health problems?				

PERSONAL PROTECTIVE EQUIPMENT (PPE)	YES	NO	N/A	DATE
Have risk assessments been undertaken to identify where PPE is required, and the type of PPE required?				
Have staff been instructed and trained in the use of PPE?				
Is the provision and use of PPE monitored by managers/supervisors?				
Have there been any recorded accidents due to the incorrect use or absence of personal protective equipment?				

PRESSURE SYSTEMS	YES	NO	N/A	DATE
Is the scope of the policy sufficient to cover all pressure systems?				
Are employees aware of how to operate and maintain pressure systems safely?				
Have there been any accidents or incidents involving pressure systems?				
Have any of these accidents or incidents been investigated and corrective actions taken?				
Are examinations being carried out at the prescribed intervals?				

RISK ASSESSMENTS	YES	NO	N/A	DATE
Have risk assessments been carried out for all work activities?				
Are control measures being maintained?				

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Have any changes taken place, which affect the validity of the assessments?				
Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?				

SITE WORKING	YES	NO	N/A	DATE
Does the wording of our policy cover all our site-related activities?				
Are site staff aware of the policy requirements?				
Is the planning procedure followed for setting up site work?				
Have there been any incidents indicating that the policy is not followed?				
Has effective remedial action been taken to prevent recurrence?				

SMOKING	YES	NO	N/A	DATE
Are arrangements in place to protect non- smokers from tobacco smoke?				
Are employees aware of the requirements of the smoking policy?				
Are employees adhering to the smoking policy?				
Is there evidence of smoking in unauthorised areas?				

STRESS	YES	NO	N/A	DATE
Are there arrangements in place to effectively deal with stress?				
Have managers and supervisors been trained to identify stress and is all staff aware of the arrangements to deal with stress?				
Are all incidents of stress taken seriously and staff treated sympathetically?				
Have there been any complaints or lost time cases due to stress?				

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TRAINING	YES	NO	N/A	DATE
Have the safety training needs of all staff been identified?				
Are employees aware of what to do if they believe they need further training?				
Does certain training need prioritising to assist in controlling higher risks?				
Have there been any accidents where lack of training was a contributing factor?				
Was corrective action taken to prevent recurrence?				

VIBRATION	YES	NO	N/A	DATE
Have risk assessments been carried out for all work activities where vibrating tools are used?				
Have attempts been made to eliminate the risks associated with using vibratory equipment?				
Have you provided suitable and sufficient information and training on health risks and safe use of any vibrating tools and/or equipment?				
Are you providing health surveillance of your employees where risks cannot be completely eliminated?				
Have you consulted with your safety or employee representative on your proposals to deal with vibration hazards?				

VISITORS	YES	NO	N/A	DATE
Are arrangements in place for ensuring the health, safety and welfare of visitors to the premises?				
Are employees aware of the visitor arrangements?				
Are visitors adequately controlled whilst on the premises?				
Have there been any accidents or incidents involving visitors?				

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MANAGEMENT OF WORK AT HEIGHT	YES	NO	N/A	DATE
Have all tasks that involve work at height been identified in an initial assessment?				
Has a detailed risk assessment been performed on all tasks involving work at height?				
Following the assessment, are appropriate control measures being implemented?				
Are assessments regularly reviewed?				
Are assessments reviewed following an accident/incident or whenever the nature of the work changes?				
Are all persons involved with work at height suitably trained?				
Is the work at height supervised?				

WORK EQUIPMENT	YES	NO	N/A	DATE
Are systems in place to ensure that only work equipment that is suitable for use and adequately maintained is used?				
Have employees been trained to use the equipment safely?				
Is any new work equipment CE marked and added to the maintenance/testing system?				
Have there been any accidents or 'near misses' recorded relating to the use/maintenance/cleaning of work equipment?				

WORKPLACE ENVIRONMENT	YES	NO	N/A	DATE
Are arrangements in place to maintain the premises and facilities in a safe condition?				
Are employees aware of the hazard reporting procedure?				
Are the premises and welfare facilities in good condition and sufficient for the number of staff?				
Have there been any hazard reports relating to defects in the premises or welfare facilities?				

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WORKPLACE TRANSPORT	YES	NO	N/A	DATE
Are drivers authorised and trained and in good health (hearing and eyesight)?				
Are traffic routes established affording segregation from other vehicles and pedestrians?				
Are site speed limits established, signs displayed and vehicle speeds movement checked?				
Are road surfaces in good condition and level for safe traffic movement?				
Where provided are employees wearing high visibility clothing?				
Has a risk assessment for workplace traffic activity been undertaken and reviewed as necessary?				
Are vehicle loading/unloading areas established with access restricted to essential persons only?				

TOOL MAINTENANCE DATABASE	YES	NO	N/A	DATE
Have all tool calibration certificates been added to database?				
Have all PAT Certificates been added to database?				
Have all redundant / faulty tools been removed from database?				
Is the Maintenance Database backed up?				

ASSETT MAINTENANCE DATA BASE.



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18.0 CONSULTATION ARRANGEMENTS

Introduction

Fridgetek actively involves staff in key Health & Safety Strategies, Implementations of safe procedures and the monitoring of safe work practices.

All information relevant to Health and Safety Issues are forwarded to employees via Post or Email. This information includes:

- Training Course Available
- Specific Site Safety Issues
- New Technologies relevant to training or Health & Safety
- Minutes from Health & Safety Meetings
- **The contents of this Health and Safety Manual**

EMPLOYEES - REPORTING OF HAZARDS.

Employees are encouraged to question all aspects of their work processes, if there are any shortfalls in health and safety procedures, either job specific or generally, please complete the Hazard Report below and submit it to your supervisor. (Section Ref: 18.1)

