

Icom Group of Companies- Health and Safety Policy



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Table of Contents

Health and Safety Policy Statement.....p3
Icom Group Health and Safety Organisation Chart.....p4
Icom Group Roles and Responsibilities.....p5
Icom Group Health and Safety Arrangements.....p9

Health and Safety Policy Statement

Icom Holdings Ltd and all subsidiary companies; Icom Network Cabling Ltd, Icom Security Ltd, Icom Telecommunications Ltd and Icom Facilities Management Ltd, are committed to ensuring the health, safety and welfare of its employees. It will, so far as is reasonably practicable, establish procedures necessary to implement this commitment and to ensure compliance with the Health and Safety at Work Act 1974.

Icom Holdings Ltd and its subsidiaries ensure that all personnel are informed and instructed on their responsibilities to ensure they take all reasonable precautions, to ensure the health, safety and welfare of all those who may be affected by their acts and emissions of our organisation's undertakings. Icom Holdings Ltd and its subsidiaries understand its duty to identify significant hazards which may be created through our undertakings and to carry out risk assessments and implement suitable and sufficient control measures to mitigate risks.

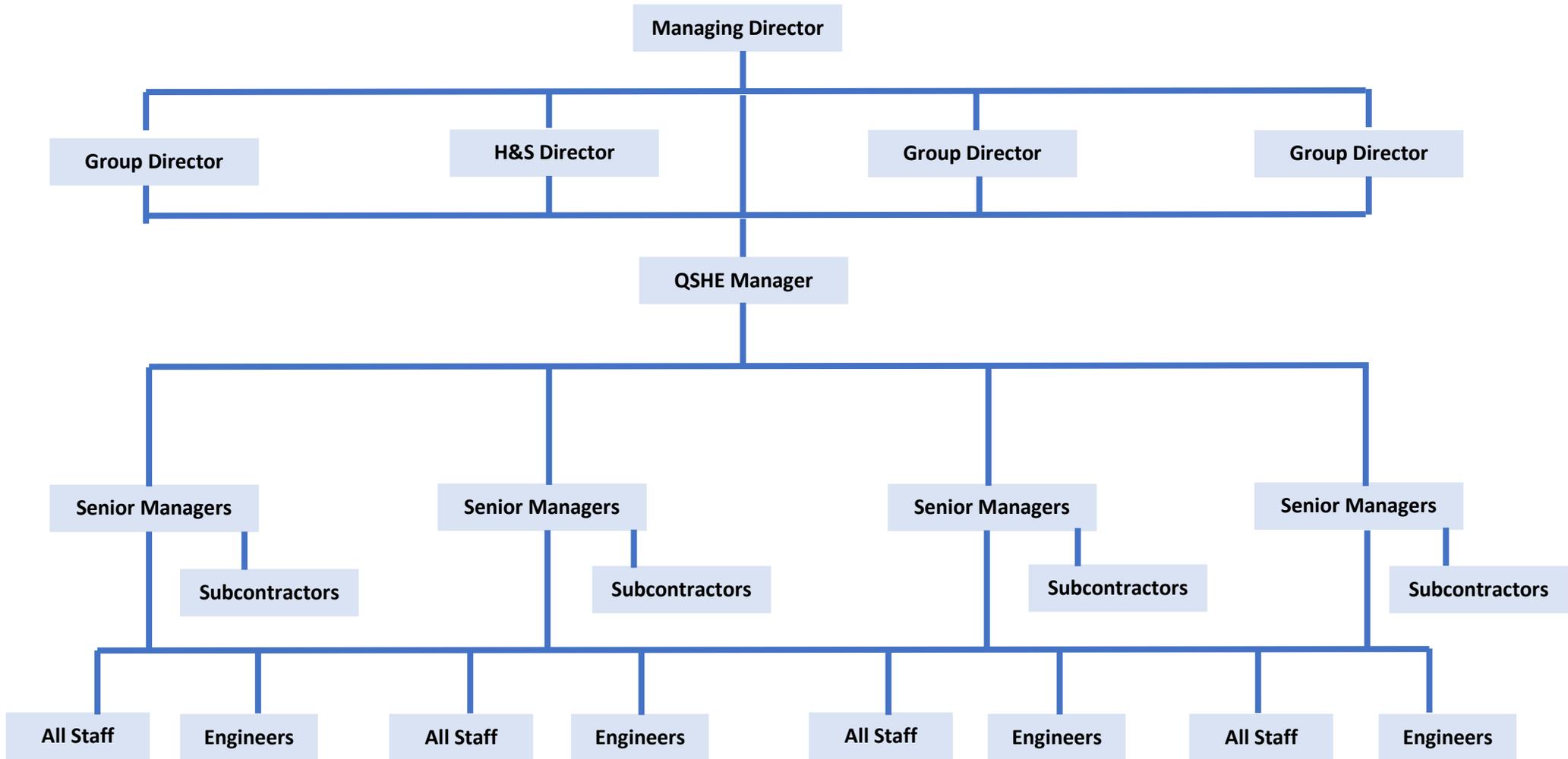
In addition to the above, Icom Holdings Ltd and its subsidiaries will, so as far as is reasonably practicable:

- Ensure the provision of a safe working environment to our workforce, including the active management and supervision of health and safety at work;
- Ensure that all plant and equipment used by our employees is fit for purpose and adequately maintained;
- Ensure that all hazardous substances will be suitably stored and handled
- Identify the risks associated with our business activities and ensure suitable and sufficient control measures are in place;
- Ensure regular consultation with our employees on matters which affect their health and safety;
- Manage against the risks of Legionella in the workplace in accordance with ACoP L8 and ensure competent advice and monitoring of this is carried out;
- Ensure the competence of all workers undertaking their daily work activities, including the provision of suitable and sufficient training and information, as well as ensuring adequate supervision of these tasks;
- Ensure effective consideration and communication is given to any employees whose first language may not be English;
- Prevent accidents and any ill health which is work related by ensuring adequate and robust reporting, investigation and health surveillance is in place;
- Ensure an effective system of induction, training, communication and supervision is in place to those persons visiting or working on our premises;
- Ensure access to competent advice to assist in the continuous improvement of our health and safety performance and management systems, this will be done by our internal QSHE Manager and externally by Agility UK (Training and Consultancy) Ltd.

A 'Health and Safety Management Structure' has been produced to identify key personnel responsible for managing our organisations health and safety, along with 'Safety Arrangements' to assist in the implementation of the policy.

Signature:		Position:	Managing Director
Name:	John Donoghue	Date:	27/02/2019

Icom Group – Health and Safety Organisation Chart



Icom Group- Roles and Responsibilities

Managing Director

The Managing Director is responsible for the overall arrangements and for ensuring that the company's operations are executed at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by their operations. In particular, the Managing Director will:

- Ensure that there is an effective company policy for health and safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.
- To understand and ensure, through the appointment of competent persons, that the company's responsibilities as employers under the Health and Safety at Work etc Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- To appoint a Director responsible for safety.
- To ensure that all Directors and Managers understand and fulfil their responsibilities with regard to health and safety.
- Arrange for funds and facilities to meet the requirements of company policy and legislation.
- Make provision for adequate and appropriate training to be given to all employees.
- To ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- Set a personal example on all matters of health and safety.

Health and Safety Director

The Director responsible for Health and Safety is accountable to the Managing Director for all matters relating to health, safety and welfare of employees and those affected by the company's operations. In particular the Health and Safety Director will:

- Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors.
- To bring company related health and safety matters to the attention of the Board of Directors at regular intervals.
- To ensure that good communication exists between employer and employees and are maintained.
- Liaise with the person appointed in the role of QSHE Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.
- Ensure an adequate means of distributing and communicating health, safety and welfare information obtained for the H.S.E., safety organisations and trade associations regarding new techniques of accident prevention, new legislation and codes of practice etc.
- Ensure that an adequate programme of training for health and safety is established and that the safety culture is encouraged amongst employees.
- Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedures.

Group Director

The Group Directors appointed will be responsible to cooperate and coordinate with all matters regarding health, safety and welfare of employees and those affected by the company's operations. In particular, the Group Directors will ensure:

- They are aware of the arrangements and duties imposed for the health, safety and welfare of the company.
- They cooperate and coordinate with all arrangements and will lead by example.
- They participate in Board meetings regarding Health and Safety to ensure they are aware of arrangements for the Group.

QSHE Manager

The primary role of the QSHE Manager is to advise the Directors and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations. The Safety Manager is designated responsibility by the Health and Safety Director to control and update this safety manual and to ensure that all departments operate to the procedures and instructions contained there. In particular, the QSHE Manager will:

- Understand the application of the Health and Safety at Work etc Act 1974 and other legislation relevant to the Group.
- Keep up to date with changes in current legislation and to bring to the attention of the H&S Director any relevant new legislation.
- Attend such courses run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- Ensure that all assessments required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- To recommend control measures and advise on the standard of PPE issued to employees.
- Conduct health and safety inspections and prepare reports of all the company's operations.
- Immediately contact the H&S Director if situations are found, that in the opinion of the QSHE Manager, require immediate rectification or the stopping of any operation.
- To notify the H&S Director of any corrective action agreed after any workplace inspection has not been implemented by the agreed date.
- To carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- Advise the Company Secretary of all incidents reportable under RIDDOR.
- To arrange Health Surveillance as instructed.
- To highlight areas where training and certification is required to meet the standards imposed by Legislations, ACoP's or HSE Guidance.
- To bring new techniques for improving health, safety and welfare to the attention of the H&S Director.
- To set a personal example by wearing appropriate PPE and observing all safety requirements and procedures.
- Ensure that Statutory Notices, Safety Policy, Insurance Certificates and the names of Appointed First Aiders are displayed in prominent locations.

Senior Managers/Team Leader

Each senior manager/team leader is responsible for their personal safety and that of all personnel under their authority, including others who may be affected by the company's activities. In particular, they will:

- Understand and implement the company safety policy.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows their responsibility and is equipped to play their part.
- Conduct Risk Assessments on activities within their department ensuring that the methods and safe systems of work are safe. Also, that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Provide written instructions of work methods outlining potential hazards and precautions and ensure that they are complied with.
- Ensure accident and near-miss reporting procedures are understood and complied with and assist with accident investigations where appropriate.
- Ensure all employees and sub-contractors are suitably trained and competent to carry out the prescribed task and that the licences/certifications of competence are in force and appropriate.
- Ensure that all new employees in the company are provided with a copy of the policy statement, receive induction training and issued with any relevant PPE, and informed of their personal responsibilities.
- Reprimand any employee for failing to discharge their health and safety responsibilities.
- Set a personal example with regard to health and safety managers.

Office Staff & Engineers

The Management of Health and Safety at Work Regulations 1992 places responsibilities on the employer and their employees alike. With this, Icom reminds employees of their duties under Section 7 of the Act- *to take care for their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must cooperate with their employer to enable them to discharge their own responsibilities successfully.* With this, employees are expected to:

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions and training, and to comply with safety rules/procedures, regulations and codes of practice.
- If aware of any unsafe practice or condition, or if any doubt for the safety of a situation, consult their supervisor.
- Obtain and use the correct tools and equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and PPE must be stored in the approved place after use.
- Ensure that all guards are securely fixed and that all safety equipment and PPE are used.
- To not operate any plant or equipment unless authorised and trained to do so.
- To report any accidents, near misses, dangerous occurrences or conditions to their line manager.
- To switch off and secure unattended plant or equipment.
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to participate or place any fellow employees in danger.

Subcontractors

All subcontractors must comply with the aims of this policy as a condition of their contract and will be required to forward a copy of their Safety Policy and Safety Plan to Icom. In particular, Icom expect the following from their subcontractors:

- All subcontractors will at pre-contract meetings or at other times stipulated, submit assessments, test certificates and method statements to comply with Statutory Requirements.
- All subcontractors and their employees must respond to, and promptly comply with, any instruction issued by Icom Group employees where it affects health and safety.
- Operators certificates of competence and test certificates for the various types of plant and equipment which may be used will be presented to site management before operation commences.
- Every subcontractor will be responsible for providing his employees with necessary PPE and equipment.
- All portable tooling and other plant and equipment will be maintained and in good working order and for any electrical equipment, evidence must be produced of correct testing and certification.
- Any hired ride on plant will only be operated by persons appointed as competent and trained to the relevant standards for the plant in question.
- All electrical plant will be rated at 110v or lower and be operated through a centre-tapped earth transformer. For any other electrical equipment, the site manager must be informed and require evidence of protection measures in place.
- Any materials or substances bought onto the site must be correctly labelled and in approved containers or packages. Such materials or substances must be advised to the site manager together with an appropriate COSHH assessment to ensure that the substance poses no risk to health or safety of those affected by its use and that the correct storage and fire precautions have been catered for.
- Subcontractors will be responsible for ensuring that their personnel placed on site are fully trained and competent in the work to be undertaken. Evidence of training will be required at the tendering stage and may be requested during site safety inspections/audits.
- Subcontractors will ensure that they maintain their workplaces are in a safe condition and that their storage areas are kept clean, tidy and free from hazards.
- Further conditions on any other health and safety matters will be contained in the conditions of order/contracts and will form part of this policy's requirements.

Icom Group- Health and Safety Arrangements

In order to ensure our health and safety performance and reduce accidents and ill health, Icom have produced a series of arrangements for Health and Safety. These arrangements are entirely reflective of how Icom intends to manage health and safety issues. The following arrangements are in place:

General Health and Safety Management

Risk Assessment

Safe Systems of Work

Control of Contractors

Action on Enforcement Authority Reports

Accident Control

Accident, Incident and Ill Health Reporting

Accident Investigation

First Aid

Near Miss/Hazard Reporting

Work Equipment

Access Equipment

Display Screen Equipment

Hand Tools

Office Equipment

Safety Harnesses and Lanyards

Provision and Use of Machinery

Work Activities

Asbestos at Work

Control of Noise at Work

Home Working

Isolation and Lock Off

Lone Working

Permits to Work

Work at Height

Work in Confined Spaces

Work Related Upper Limb Disorders

Workplace Transport

Occupational Road Safety

Personnel

Disability Discrimination Compliance

Employing Children and Young Persons

Health and Safety Information

Health and Safety of Visitors

Health and Safety Training

Manual Handling

New and Expectant Mothers

Occupational Health/ Health Surveillance

Personal Protective Equipment

Substance and Alcohol Abuse

Welfare and the Working Environment

Consultation

Premises

Cleaning

Control of Substances Hazardous to Health

Electrical Safety

Fire Safety

Pest Control

Racking Storage Systems

Slips, Trips and Falls

Welfare Facilities

Construction Design and Management

Risk Assessment

It is Icom's Policy to ensure that risk assessments are undertaken in accordance with legal requirements. Risk assessments are useful tools to help prevent accidents and ill-health. For that reason, our goal is for those documents to be frequently reviewed and conducted with input from staff who are involved in the work being assessed.

Icom will achieve this by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process under their area of control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicate any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others (contractors, visitors etc) are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and our external consultants- Agility Risk and Compliance Ltd.

The above actions have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Safe Systems of Work

Where there is a significant risk of injury from conducting work activities or tasks, it is our policy to provide a formal procedure (Safe System of Work) for our employees, to give them safe methods of working, ensuring that all hazards are sufficiently controlled, and risks are minimised to an acceptable level whilst undertaking hazardous work.

To ensure that the above are developed and integrated into our activities effectively we will:

- By identifying through the risk assessment process all areas, tasks and activities that require a formal Safe System of Work to be developed and implemented.
- Ensuring that SSOW are documented to a satisfactory level by competent persons with the involvement of employees.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate SSOW into our working environment.
- Ensuring that key personnel are responsible are suitably trained and competent to undertake and document the required SSOW.
- Effectively communicating any SSOW to key personnel involved. Regularly monitoring our activities to ensure that employees and others are complying with these systems.
- Acting promptly to address any issues/concerns raised.
- Ensuring that SSOW are regularly reviewed to ensure that they remain effective.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.
- Ensuring the adequate provision and documentation of necessary training.

The above actions have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which may arise from the operation of these arrangements will be used to review our health and safety management system.

Control of Contractors

We understand that when we use subcontractors, their activities can create additional hazards that may pose a risk to our employees. In order to protect the health, safety and welfare of our employees and others, we have introduced control measures to ensure that all contractors and subcontractors we engage are competent, conduct their activities with the minimum risk and are in ownership of any relevant documentation needed to carry out any work necessary.

This will be achieved by:

- Ensuring that key personnel coordinate and plan the selection of suitable, competent subcontractors.
- Ensuring that subcontractors have a suitable health and safety policy.
- Checking the competence of subcontractors and evaluating their health and safety documentation.
- Ensuring that subcontractors are in possession of required health and safety documents.
- Effectively communicating any significant findings from the result of risk assessments to subcontractors, employees and others at risk.
- Ensuring that subcontractors comply with our site-specific company rules.
- Ensuring that subcontractors are effectively monitored and supervised to ensure that they conduct their activities in a safe manner and inline with method statements and risk assessments.
- Ensuring that their equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between Icom and Agility Risk and Compliance Ltd.

Individuals responsible for overseeing of subcontractors and the actions above are identified within the Organisational Responsibilities.

Any actions that arise from operating these arrangements will be used to review our health and safety management system.

Action on Enforcement Authority Reports

We acknowledge the advantages through liaising with the enforcement authorities and taking prompt action following their advice or recommendations. To take advantage of this acknowledgement we have implemented an effective health and safety management system and have procedures in place to ensure that any issues raised are effectively dealt with.

This will be achieved by:

- Ensuring that suitable resources are available to liaise with and meet the requirements of Enforcement Authorities.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Accident, Incident and Ill Health Reporting

It is our policy to ensure all employees and others report all personal injury accidents, near miss incidents or dangerous occurrences whilst in our employment or visiting our premises.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the recording and reporting of accidents process under their area of control.
- Ensuring that all accidents and dangerous occurrences are reported, documents recorded and analysed within statutory timescales.
- Ensuring the adequate provisions and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Accident Investigation

It is our policy to ensure the health, safety and welfare of our employee's and others whilst in our employment or visiting our premises.

This affords opportunity to identify why risk control measures failed and what improvements or additional safety controls are needed to avoid similar incidents.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the investigation of accidents.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required accident investigation.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively develop and implement investigation procedures and policies.
- Effectively communicating any significant findings from the result of any accident investigation conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

In order to avoid misunderstanding, Icom defines an accident and near miss as follows:

*An **accident** is an unplanned event that results in personnel injury or damage to property, plant or equipment.*

*A **near-miss** is an unplanned event which does not cause injury or damage to property but could have done so.*

First Aid

It is our policy to ensure that appropriate first aid arrangements are in place for our employees and others. This includes providing sufficiently trained employees for our business needs and maintaining an adequate supply for first aid equipment. It also involves providing enough information to staff to enable first aid assistance to be sought during normal working hours. Where work is regularly undertaken outside these hours, then adequate first aid cover will be provided.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of first aid provision under the areas of their control.
- Ensuring that a sufficient number of staff have been identified to provide adequate cover at all times during normal business hours.
- Ensuring that identified staff have been trained and these records documented.
- Ensuring that sufficient quantities of first aid equipment and consumables are provided and maintained and sited in suitable locations.
- Displaying names and locations of first aid trained personnel in prominent positions throughout the premises.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and inline with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Near Miss and Hazard Reporting

It is our policy to encourage all employees and others to report all near misses/hazards that they encounter whilst in our employment or visiting our premises.

This refers to incidents which could indicate an underlying problem, which if not dealt with could lead to a serious accident.

This will be achieved by:

- Ensuring that key personnel are responsible for recording and reporting hazards and are suitably trained.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct any subsequent investigation.
- Effectively providing hazard/near miss reporting procedures and communicating these to employees.
- Recording and analysing hazards when they occur and investigating corrective and preventative measures.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Access Equipment

We acknowledge that there may be an increased risk to the health and safety of our employees and others whilst using access equipment for working at height.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of access equipment for working at height under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Purchasing suitable access equipment and ensuring that it is erected and regularly inspected by competent persons.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Display Screen Equipment

It is our policy that all computer users will be assessed once they commence employment with us. This will help us determine whether or not they can be classified as users for the purposes of current legal requirements.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risks from the use of Display Screen Equipment.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required DSE assessments.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the DSE assessment process.
- Effectively communicating any significant findings from the result of DSE assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Hand Tools

We acknowledge that there may be an increased risk to health and safety of our employees and others whilst using hand tools.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using hand tools under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the maintenance of any hand tools.
- Effectively communicating any significant findings from the result of risk assessments conducted to the key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring that adequate provision and documentation of necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Office Equipment

We acknowledge that there may be an increased risk to the health and safety of our employees and others whilst using office equipment.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the safety implications of using office equipment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of the risk assessments conducted to the key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular maintenance and inspections of office equipment to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Safety Harnesses and Lanyards

We acknowledge that there may be an increased risk to the health and safety of our employees and others whilst using safety harnesses and lanyard equipment for working at height.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of risk assessment processes relating to the safety implications of using safety harnesses and lanyards under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as the result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

The Provision and Use of Machinery

It is our policy to provide a safe working environment for our employees and others who use our premises at all times.

To help us do this, we have introduced a policy to cover the purchase, maintenance and safe use of any new machinery that will be used on our premises. This applies to second-hand machinery as well as new.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the purchase, maintenance and safe use of machinery under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the issuing of PPE.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Carrying out regular maintenance and servicing on any equipment.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Asbestos

Icom has a legal responsibility to protect their employees from exposure to Asbestos Containing Materials (ACMs), whilst they are working away from their usual place of work.

To control this, we will ensure that:

- Key personnel are identified with the responsibility for us to receive documentation relating to the potential presence of ACMs on our customers premises and a copy of their Asbestos Management Plan.
- Those persons responsible are suitable trained and competent to undertake and document any actions required.
- We communicate any findings from this documentation to employees to make them aware to avoid disturbing any ACMs that are present.
- We communicate and liaise with the Duty Holder(s) of the premises in which we are working on regarding our activities for undertakings and findings regarding work activities.
- The adequate provision of asbestos awareness training with suitable records retained and maintained.
- We act promptly to address any issues or concerns raised.
- We have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Control of Noise at Work

We acknowledge that there may be an increased risk to the health and safety of our employees and others from excessive noise.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed by work related excessive noise under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process such as the provision of PPE and health surveillance.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Taking measurements of exposure to noise to identify where statutory action levels apply.
- Ensuring that all items of equipment are suitable for their task and subject to regular maintenance and noise inspections by competent engineers.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Home Working

It is our policy to manage homeworkers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risks posed from home working.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments for home working into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of the risk assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Isolation and Lock Off Procedures

Icom acknowledge that there may be an increased risk to the health and safety of our employees and others whilst carrying out planned or reactive maintenance on machinery.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for identifying the need for and managing isolation and lock-off procedures.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document these actions.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Acting promptly to address any issues or concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Lone Working

Icom have acknowledged that there may be an increased risk to the health and safety of employees whilst working alone.

For the purposes of this safety arrangement, a lone worker is an individual who spends some or all of their working hours alone. This may occur; during normal working hours at an isolated location within the normal workplace at a client's premises, travelling to and from a client's premises on business and when working outside normal working hours.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the health, safety and welfare of lone workers.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments for lone workers into our work environment.
- Effectively communicating significant findings from the result of risk assessments conducted to key personnel involved.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Permit to Work

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with work involving high risk, (i.e. hot works, confined spaces, working with hazardous substances and working at height etc). For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process to identify any work activities that would require a Permit to Work under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required Permit to Work systems.
- Providing suitable arrangements and procedures to implement these Permits to Work systems.
- Regularly monitoring our activities to ensure employees and others are complying with the Permit to Work system.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Work at Height

It is our policy to ensure the health, safety and welfare of our employees and others against the risks involved in working at height, this can include use of steps, ladders and access equipment, roof work or any other activities that may create a risk of persons falling from height.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed in working at height under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and indicate risk assessments into our working environment.
- Ensuring that suitable resources are made available to purchase equipment that is fit for the purpose, correctly installed, used and maintained, and checked at the correct frequency.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Work in Confined Spaces

We acknowledge that there may be an increased risk to the health and safety of our employees and others whilst working in confined spaces. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the assessment process relating to risks posed during working in confined spaces under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake, issue and document the required working in confined spaces permit.
- Ensuring that suitable resources are made available to implement any identified actions as a result of using working in confined spaces permit.
- Effectively communicating any significant findings from the result of working in confined spaces permit to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Work Related Upper Limb Disorders (WRULDs)

We acknowledge that there may be an increased risk to the health and safety of our employees and others from WRULDs. For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the way we deal with the risk of WRULDs.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Providing and using mechanical aids where appropriate.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Occupational Road Safety

We acknowledge that there may be an increased risk to the health and safety of our employees and others who drive on company business.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to employees driving in the course of our business under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources have been made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Ensuring that the vehicles are suitable and sufficient for their intended use and that they are maintained at their specified service intervals or when faults are identified.
- Ensuring that all vehicles are properly insured, taxed and Ministry of Transport tested, prior to road use.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Disability Discrimination Compliance

Those with disabilities should receive equal treatment at work. This includes equality regarding health and safety at work. Health and safety should not be used as an excuse for not employing or not continuing to employ disabled people. In addition, a workplace that is accessible and safe for people with disabilities, is also safer and more accessible for all employees, clients and visitors.

Health and safety legislation requires us to carry out risk assessments and bring in suitable preventative measures.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the actions required to meet the requirements of disabled persons.
- Ensuring that those persons responsible are suitably trained and competent to undertake these actions.
- Ensuring that suitable resources are made available to implement any identified actions as a result of this process.
- Providing suitable arrangements and procedures to enable such health and safety information, instruction and training for all workers as is necessary for them to be able to work without risk to their health, safety or welfare so far as is reasonably practicable.
- Ensuring the adequate provision and documentation of any necessary training.
- Ensuring that reasonable adjustments are made to comply with the Disability Discrimination Act 1995 this will be periodically reviewed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Employing Children and Young Persons

Under health and safety law, we must assess the risks to young children under 18 years old before they start work or take part in work experience and communicate risks to them.

This will be achieved by:

- Ensuring that key personnel are responsible for identifying and assessing the hazards which pose risk to young persons.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to sensitively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the risk of risk assessments conducted to the young people and their Supervisors.
- Regularly monitoring our activities to ensure employees are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Health and Safety Information for Employees

We appreciate the advantages that communicating information about health, safety and welfare to our employees will bring. For this reason, we have devised a policy which sets out our approach in identifying the needs for a robust management system.

This will be achieved by:

- Allowing employees to nominate safety representatives who will coordinate issues arising from their colleagues in respect of health, safety and welfare.
- Ensuring that suitable resources are made available to implement any identified issues.
- Providing and recording suitable arrangements for all workers to receive such health and safety information and training for all workers as is necessary for them to be able to work without risk to their health, safety or welfare so far as is reasonably practicable.
- Developing and implementing a system for the recording and analysing of all reportable accidents, minor accidents, near miss incidents and dangerous occurrences.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Health and Safety of Visitors

We acknowledge that there may be an increased risk to the health and safety of our visitors due to the lack of familiarity of our premises.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the hazards which pose risk to visitors.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Ensuring that procedures are developed and implemented for members of the public and others who visit our workplace, including the introduction of a visitor's record to control their attendance whilst on our premises.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities and building structure to identify hazards that could pose new risk to visitors.
- The provision of suitable supervision proportionate to the visitor's activities/areas attending.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Manual Handling

We acknowledge that there may be an increased risk to the health and safety of our employees and others whilst undertaking manual handling operations.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible to manage and identify load or lifting hazards.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document any assessment of the risks from manual handling to our workforce.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate manual handling assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the manual handling assessment process.
- Effectively communicating any significant findings from the result of manual handling assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing.
- Eliminating the need for manual handling training through the introduction of mechanical handling equipment or other alternatives where this is reasonably practicable.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

New and Expectant Mothers

We acknowledge that there may be an increased risk to the health and safety to new and expectant mothers and women of childbearing capacity.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for identifying and assessing the hazards which pose risk to new and expectant mothers.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to sensitively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees are complying with control measures implemented.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Occupational Health/Health Surveillance

It is our policy to provide, so far as is reasonably practicable, a safe and healthy working environment for all of our employees. This means that we will take steps to monitor and prevent the occurrence of any work-related disease. We will also take steps to provide working conditions which are not only healthy and comfortable, but which will encourage optimum performance from staff.

This will be achieved by:

- Ensuring that key personnel are responsible to coordinate and manage health surveillance screening programmes.
- Ensuring that those persons responsible are suitably trained and competent to develop, implement and document strategies and procedures etc.
- Ensuring that managers, employees and others follow our procedures and rules.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Personal Protective Equipment

We take every reasonable care to reduce exposure to any workplace hazards, however there will be occasions that we need to provide personal protective equipment (PPE) to our staff. This will only occur wherever there are risks to health and safety that cannot be adequately controlled in other ways.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of our arrangements and procedures for the management of hazards and risk to identify where existing controls are not sufficient to protect workers or others from the risk of ill health.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively assess the suitability and adequacy of PPE supplied for use and requirements for its correct use, storage and maintenance.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Providing suitable facilities for storage, cleaning, maintenance and replacement of PPE.
- Recording the issuing and description of PPE to employees.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Substance and Alcohol Abuse

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with substance and alcohol abuse.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of our substance and alcohol abuse policies and provisions.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document that the required strategies, policies and procedures.
- Providing competent accredited trained personnel to provide support and counselling services.
- Ensuring that employees and others adhere to the contents of our procedures and policies.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Welfare and the Working Environment

It is our policy to ensure that there are systems in place for welfare and the provision of a safe working environment for our employees whilst in our employment.

This will be achieved by:

- Ensuring that key personnel are responsible for overseeing the provision of welfare facilities and a safe working environment under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document any records and actions.
- Ensuring that suitable resources are available to maintain our workplace including buildings and fixtures in good order and according to required standards.
- Providing welfare facilities that include adequate hot, cold and drinking water, sanitary conveniences, hand washing facilities, facilities for eating and food preparation, sufficient light, heat and ventilation.
- Ensuring that procedures are in place for housekeeping, cleaning and maintenance regimes.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Workplace Health and Safety Consultation

We appreciate the advantages that communicating information about health, safety and welfare to our employees will bring.

For this reason, we have devised a policy which sets out our approach in identifying the needs for a robust consultation system.

This will be achieved by:

- Ensuring that key personnel are responsible to organise and hold consultation meetings and tool box talks.
- Providing suitable arrangements and procedures to enable the arrangement of scheduled formal consultation meetings or tool box talks between management, elected representatives and employees.
- Developing and implementing consultation procedures.
- Implementing and undertaking where necessary a one-to-one consultation process with individual employees. Details of such sessions will be recorded.
- Ensuring that suitable resources are available for taking and keeping minutes of consultation meetings and effectively communicating any minutes and findings. Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Building Services

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with inadequately controlled building services (i.e. gas, electricity, water, lighting, heating, ventilation, air-conditioning and sewerage).

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for reducing the risks posed by the services to our employees and others.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required assessments.
- Ensuring that suitable resources are made available to implement any identified actions as a result of this process.
- Effectively communicating any significant findings from the result of the assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented to identify all of the major services in the workplace.
- Carrying out regular inspection of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Cleaning

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with an unsanitary workplace.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process in relation to housekeeping and cleaning duties under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular housekeeping inspections to identify actions that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Control of Substances Hazardous to Health (COSHH)

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with the use of substances hazardous to health.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the use of substances hazardous to health.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment in order to ensure compliance with the COSHH Regulations 2005.
- Ensuring that suitable resources are made available to implement any identified actions a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessment conducted to key personnel involved.
- Ensure operatives have been provided with suitable personal protective equipment if handling hazardous substances.
- Ensure a suitable means is in place to dispose of hazardous substances correctly and in line with environmental legislation.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Electrical Safety

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with our use of electrical installations and appliances.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring the safety of our electrical installation equipment and portable appliances.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the subsequent actions.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that any work and inspections carried out on our electrical installations, equipment and appliances is carried out by a competent, accredited electrical engineer.
- Providing and using PPE where appropriate.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Ensuring the adequate provision and documentation of any necessary training.
- Monitoring and reviewing our systems; using our experience of operating these arrangements we aim to make improvements to the way we manage electrical safety.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Fire Safety- Arrangements and Procedures

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with our arrangements and procedures surrounding fire safety.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of fire and emergency arrangements.
- Ensuring that we require those persons responsible are suitably trained and competent to undertake and document the following legal requirements:
 - Testing the fire warning system weekly, ensuring that different call points are used when necessary.
 - Testing the emergency lighting monthly.
 - Servicing and maintaining the fire detection system every six months.
 - Testing the evacuation procedure every six months by carrying out a fire drill.
 - Ensuring that fire fighting equipment is tested annually.
 - Ensuring that a Fire Risk Assessment is reviewed at the required time interval.
 - Ensuring that fire safety inductions are carried out on new employees.
 - Ensuring that sufficient fire marshals have been identified and trained.
 - Ensuring that Personal Emergency Evacuation Procedures are completed and communicated to any employee who might have difficulty in safely evacuation from the premises.
- Effectively communicating any significant findings that arise from the above procedures to key personnel involved.
- Ensuring that suitable resources are available for the above procedures to be undertaken.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Pest Control

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with the control of pests.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

It is our policy to safeguard the health, safety and welfare of our employees and others who enter onto our premises from the hazards and risks that arise because of pest infections on our premises and pest control measures.

This will be achieved by:

- Ensuring that key personnel are responsible to control the incidence of pests within our work premises, to minimise the risk posed by pests.
- Identifying and implementing control measures, developing procedures and Safe Systems of Work.
- Ensuring that where relevant pest control work is undertaken by competent, trained personnel, using the correct personal protective equipment.
- Ensuring that the safest option or substance is used to control pests.
- Ensuring that regular inspections are carried out by competent and accredited persons to determine the levels of pests affecting our premises, ensuring that any pest control work is subject to Safe Systems of Work and suitable control measures.
- Regularly monitoring our activities to ensure employees and other are complying with control measures implemented. Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Premises

We acknowledge that there may be an increased risk to health and safety if our premises are poorly designed and maintained.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to the hazards posed to anyone entering our premises, using our facilities including glass and glazing systems under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Conducting regular monitoring of our premises to ensure that conditions are maintained, and any hazards are identified and actioned accordingly.
- Carrying out regularly inspections of our work activities to identify hazards that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Racking Storage Systems and Mezzanine Floors

We acknowledge that there may be an increased risk to the health and safety of our employees and others associated with racking storage systems and mezzanine floors.

For this reason, we have devised a policy which sets out our approach in both identifying these risks and adequately managing them.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to racking storage systems and mezzanine floor safety under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required risk assessments.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate such risk assessments into our working environment. Ensuring that suitable resources are made available to implement any identified actions as a result of the risk assessment process.
- Effectively communicating any significant findings from the result of risk assessments conducted to key personnel involved.
- Regularly monitoring our activities to ensure employees and others are complying with the control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards that require assessing concerning rack storage systems and mezzanine floors.
- Ensuring that employees are provided, where necessary, with safe working load information and PPE.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Slips, Trips and Falls

It is our policy to safeguard our employees and others who enter our premises from the risks of slipping, tripping and falling due to badly maintained access and exit routes, stairs and floors.

This will be achieved by:

- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process posed by hazards to pedestrian access and egress facilities, including stairs and floors under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required duties.
- Ensuring that pedestrian walkways are clearly defined, maintained and checked on a regular basis.
- Ensuring suitable arrangements are available in the event of an emergency.
- Ensuring any areas at height are suitably controlled and maintained to minimise the risk of persons or items falling.
- Regularly monitoring our activities to ensure employees and others are complying with control measures implemented.
- Carrying out regular inspections of our work activities to identify hazards involving slips, trips and falls that require assessing.
- Ensuring the adequate provision and documentation of any necessary training.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Construction Design and Management- Principal Contractor

We regard the provision of health and safety as a high priority not only for our own employees but also for others who may be affected by their activities.

Therefore, we acknowledge our legal responsibilities for any construction work that is carried out where we are acting as a Principal Contractor under the Construction (Design and Management) Regulations 2015.

This will be achieved by:

- Ensuring that key personnel are responsible for managing our input into each specific CDM project.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed to our employees from construction work under the areas of their control.
- Preparing, developing and implementing a written plan and site rules and that this is communicated to the relevant parties.
- Ensuring the safe provision and maintenance of plant and systems.
- Ensuring the safe use, handling, storage, and transport of articles and substances.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Reviewing compliance with the regulations and health and safety standard on site both during and upon completion of each project.
- Providing suitable arrangements and procedures to enable the responsible persons to effectively conduct and integrate risk assessments into our working environment.
- Ensuring the adequate provision and documentation of any necessary training.
- Undertaking health surveillance where this is necessary.
- Ensuring that equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.

Construction Design and Management- Sub-Contractor

We regard the provision of health and safety as a high priority not only for our employees but also for those who may be affected by our activities.

Therefore, we acknowledge our legal responsibilities for any construction work that is carried out where we are acting as a subcontractor under the Construction (Design and Management) Regulations 2015.

This will be achieved by:

- Ensuring that key personnel are responsible for managing our input into each specific CDM project.
- Cooperating with the Principal Contractor in planning and managing work.
- Liaising with the Principal Contractor on any problems or reportable incidents.
- Providing information for the Health and Safety File.
- Ensuring that key personnel are responsible for the management and monitoring of the risk assessment process relating to hazards posed to our employees from construction work under the areas of their control.
- Ensuring that those persons responsible are suitably trained and competent to undertake and document the required actions.
- Reviewing compliance with the regulations and health and safety standards on site both during and on completion of each project.
- Developing in conjunction with the Principal Contractor and client strategies, procedures, Safe Systems of Work and control measures.
- Conducting site safety inspections periodically throughout the duration of projects to identify any shortcomings or improvements required in health and safety.
- Effectively communicate any significant findings from the result of risk assessments conducted to key personnel involved. Ensuring that any equipment is tested and maintained in the statutory timescales by competent persons and documentation relating to this confirmed.
- Acting promptly to address any issues/concerns raised.
- Ensuring that we have access to competent health and safety advice, this will be achieved with the assistance of and in line with a contractual agreement between ourselves and Agility Risk and Compliance Ltd.

The above responsibilities have been delegated to key responsible personnel to manage as identified within the Organisational Responsibilities.

Any actions which arise from operating these arrangements will be used to review our health and safety management system.