



PUSH FORWARD EDUCATION & YOUTH WORK

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Managing Director
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Policy constructed by

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Policy Date
23rd October 2022

Review Date
5th February 2026



POLICY REVIEWS

Ser	Date of Review	Subject Reviewed	By Whom	Signature
1	23rd October 2022	Policy set up	Mark Rickards Tech IOSH	M. Rickards
2	29 th November 2023	Policy document	Mark Rickards Tech IOSH	M. Rickards
3	20 th October 2024	Policy document	Mark Rickards Tech IOSH	M. Rickards
4	20 th October 2025	Policy document	Mark Rickards Tech IOSH	M. Rickards
5	20 th October 2025	Driving regulations and guidance policy	Mark Rickards Tech IOSH	M. Rickards
6	5 th February 2026	First Aid policy	Mark Rickards Tech IOSH	M. Rickards
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GENERAL STATEMENT OF POLICY

Push Forward intend to provide safe and healthy working conditions for its employees and to ensure that its activities do not adversely affect the health and safety of employees or others who may be affected by our work practice.

This is an integral part of our business and has equal status to other aspects of business performance and will be the duty of Leon Edwards as Managing Director to ensure that all employees and any person that may be affected by our work processes are aware of our policies and procedures in health, welfare, and safety.

The health, welfare and safety external advisor and trainer for Push Forward is Mark Rickards Tech IOSH of MJR Training Services. Leon Edwards will have the daily responsibility of ensuring that Push Forward policies and procedures are maintained.

As with other aspects of our business we are committed to achieving high levels of occupational health and safety performance. Compliance with legal requirements is the minimum acceptable standard and we are committed to progressive, cost-effective improvement which will be achieved by an on-going monitoring process by our Safety Supervisors.

Push Forward will review this policy at least annually, revise it as often as is appropriate, and will set and publish specific health and safety aims and objectives.

Appropriate financial and physical resources will be provided to implement the policy.

The management of health and safety is a prime responsibility of the Safety Supervisors at all levels, but the objectives of this policy can only be achieved with support and commitment of all employees. Compliance with the policy is a condition of employment.

The aims and objectives of this policy are to:

- (a) Ensure that the workplace is safe for our employees and any person that may be at risk during access, egress and time spent in the workplace;
- (b) Ensure that welfare facilities have been provided and are adequate for all employees;
- (c) Provide a safe system of work during all tasks that we ask our employees to carry out that has been highlighted to be a significant risk during a safety audit;
- (d) Ensure that all environmental issues that may arise due to our work practice is controlled and maintained at all times;
- (e) Provide adequate control of the health, welfare and safety risks arising from our work activities using the hierarchy of control;
- (f) Consult with our employees on matters concerning their health, safety and welfare;
- (g) Provide and maintain safe plant and equipment;
- (h) Ensure safe handling and use of substances;
- (i) Ensure that employees are provided with appropriate information, training, instruction, and supervision;
- (j) Prevent accidents and cases where occupational health may be affected;



- (k) Maintain and promote safe and healthy working conditions;
- (l) Hold monthly safety meetings to highlight and address any health and safety matters that may require specific attention;
- (m) Provide logistical and financial support of Safety Representatives if required;
- (n) Review and revise this policy, considering experience, considering operational or organisational changes, annually or as required.

Expert advice will be obtained where necessary to determine the risks to health and safety within the establishment and the precautions required.

Duties and responsibilities for matters of health and safety and risk control systems for the implement of the policy are set out in our Health and Safety Management System.

Push Forward will ensure that this policy and its objectives are understood, implemented, and maintained at all levels in the organisation. This will be achieved by the progressive development of our Health and Safety Management System and by periodic auditing of those systems to ensure their adequacy and effectiveness.

It will be the duty of Leon Edwards of Push Forward to ensure that all the Aims and Objectives within this statement are met.

Signed:

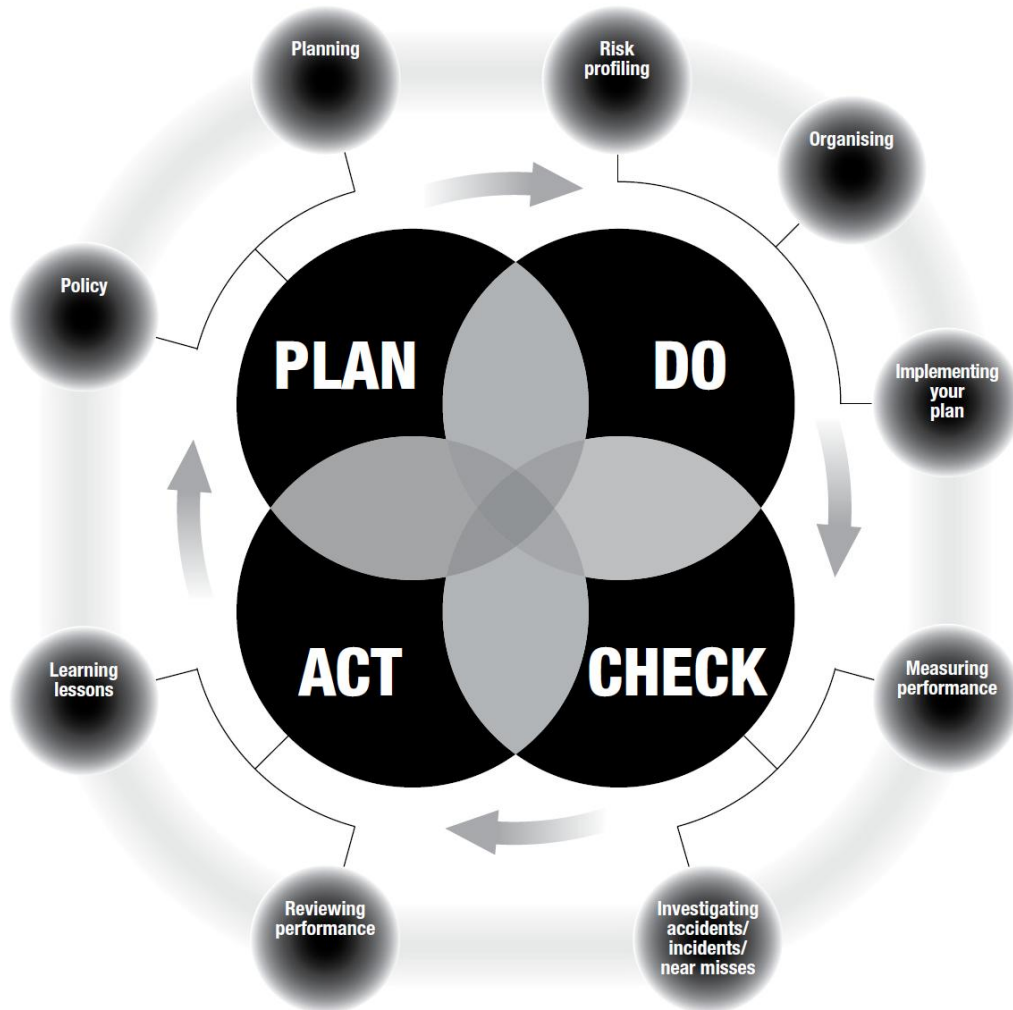
A handwritten signature in black ink, appearing to read 'LEON EDWARDS'.

Leon Edwards
Managing Director

Date: 23/10/2022

HSG 65 MANAGING FOR HEALTH AND SAFETY

The following outlines our methods of compiling a Health and Safety management system, never forget that it never stops, the plan below can continue in a circle until we have exhausted hazards identified and put in place specific control measures to reduce the risk of harm to the lowest point as far as it is reasonable and practical to do so:



Follow the following process when managing health and safety within the organisation:

PLAN:

- Think about where we are now and where we need to be
- Say what we want to achieve, who will be responsible for what, how we will achieve our aims, and how we will measure our success – you may need to write down this policy and your plan to deliver it.



- (c) Decide how we will measure performance. Think about ways to do this that go beyond looking at accident figures; look for leading indicators as well as lagging indicators. These are also called active and reactive indicators.
- (d) Consider fire and other emergencies. Co-operate with anyone who shares your workplace and co-ordinate plans with them, this could be full time or contractors just there for a short period.
- (e) Remember to plan for changes and identify any specific legal requirements that apply to you.

DO:

1) Identify our risk profile:

- ❖ Assess the risks, identify what could cause harm in the workplace, who it could harm and how, and what we will do to manage the risk.
- ❖ Decide what the priorities are and identify the biggest risks.

2) Organise our activities to deliver our plan:

Aim to:

- ❖ Involve workers and communicate, so that everyone is clear on what is needed and can discuss issues – develop positive attitudes and behaviours.
- ❖ Provide adequate resources, including competent advice where needed.

3) Implement our plan:

- ❖ Decide on the preventive and protective measures needed and put them in place.
- ❖ Provide the right tools and equipment to do the job and keep them maintained.
- ❖ Train and instruct, to ensure everybody is competent to carry out their work in a safe and effective manner.
- ❖ Supervise to make sure that arrangements are followed.

CHECK:

1) Measure our performance:

- ❖ Make sure that our plan has been implemented – ‘paperwork’ on its own is not a good performance measure.
- ❖ Assess how well the risks are being controlled and if we are achieving our aims. In some circumstances formal audits may be useful.

2) Investigate the causes of accidents, incidents or near misses. MJR can assist with this.

ACT:

1) Review our performance

- ❖ Learn from accidents and incidents, ill-health, data errors and relevant experience, including from other organisations.
- ❖ Revisit plans, policy documents and risk assessments to see if they need updating.

2) Act, on lessons learned, including from audit and inspection reports we and others provide e.g., maintenance engineers:



Our priority will be to eliminate risk through the selection and design of facilities, equipment, and work methods to provide safe systems of work.

Protective and preventative measures will consider the principles of Regulation 4 of the Management of Health and Safety at Work Regulations 1999 Schedule 1 as detailed below.

General Principles of Prevention: Regulation 4

(This Schedule specifies the general principles of prevention set out in Article 6(2) of Council Directive 89/391/EDC)

(a) avoiding risks

(b) evaluating the risks which cannot be avoided

(c) combating the risks at source

(d) adapting the work to the individual, especially as regards the design of workplaces, the choice of work equipment and the choice of working and production methods, with a view, to alleviating monotonous work and work at a predetermined work-rate and to reducing their effect on health

(e) adapting to technical progress

(f) replacing the dangerous by the non-dangerous or the less dangerous

(g) developing a coherent overall prevention policy which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment

(h) giving collective protective measures priority over individual protective measures; and

(i) giving appropriate instructions to employees

REMEMBER THAT MJR ARE ONLY ADVISORS, WE DO NOT DO YOUR HEALTH AND SAFETY AS WE ARE NOT ON SITE ALL THE TIME, YOU ARE. AS MANAGEMENT YOU MUST CONTROL HEALTH AND SAFETY AND USE THIS DOCUMENT TO IMPLEMENT AND CONTROL, MORE IMPORTANT, TELL US IF IS NOT WORKING!

HEALTH AND SAFETY ORGANISATION

ORGANISATION AND RESPONSIBILITIES

MANAGING DIRECTOR

Leon Edwards

Leon Edwards will have overall and final responsibility for health and safety and thus the implementation of this policy.



Leon Edwards is responsible for ensuring this policy is seen by all employees and persons that may be required to understand Push Forward policy and will also ensure it is monitored and reviewed as per the policy statement.

Leon Edwards may instruct supervisors and managers to assist in the implementation and enforcement of the policy in his absence, this is part of their job role.

Leon Edwards may instruct supervisors and managers to assist in the implementation and enforcement of the policy in his absence, this is part of their job role.

Ensure that a copy of the Statement of the Company Safety Policy is displayed at all Company premises and sites as appropriate.

Ensure that resources are available so that the requirements of the Company Policy for Health, Safety and Welfare and all applicable statutory legislation can be complied with.

Ensure that, through Management, all employees are adequately instructed, trained, and supervised to comply with the requirements of the Company Policy for Health, Safety and Welfare and all applicable safety legislation.

When arranging for the purchase of equipment ensure that procedures are put in place to ensure that work equipment is both selected and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998.

Will, in conjunction with MJR Training Services, monitor company health and safety performance and review on an annual basis the health and safety policy and where necessary make changes as and when required e.g., regulation or legislation change.

Reprimand and discipline as necessary, any employee failing to comply with their duties and responsibilities for health and safety.

Leon Edwards will arrange for safety inspections. Where site inspections are carried out these will be undertaken by either your Site Manager or external Health and Safety Consultants. The inspections will be carried out as agreed in the retainer contract.

All accident reports along with subsequent accident or incident investigations and site inspections will be reviewed and where necessary follow up remedial action taken.

Leon Edwards will ensure that safety meetings are arranged with all key personnel and any actions agreed by all personnel is carried out in a timely manner.

Leon Edwards and supervisors will have day-to-day responsibility for ensuring this policy is put into practice. It is understood that Leon Edwards is by law deemed as the responsible person and cannot pass this to supervisors.

SAFETY SUPERVISORS

Appointed in accordance with Regulation 11 of The Management of Health and Safety at Work Regulations 1999.



Safety Supervisors will have the day-to-day duty to ensure the policy arrangements are adhered to. It is also the duty of the Safety Supervisor to inform all employees of all new policies and procedures that have been instigated due to audits, reviews and investigations carried out after an accident or near miss and ensure changes related to safety are being adhered to.

Safety Supervisors are responsible for the following:

- (a) To attend safety meetings as required and ensure all relevant matters involving Health, Welfare and Safety are brought to the table and any action required by them is carried out in a timely manner.
- (b) Ensuring persons under their supervision are made aware of and understand their own responsibilities under this policy and any procedures or safe systems of work that may emanate from the area under their control.
- (c) Ensuring that the correct and safe equipment for each work situation is available and used for its proper use.
- (d) Forwarding any matter concerning health and safety that cannot be resolved to Mark Rickards Tech IOSH.
- (e) Instigating and maintaining safety and discipline in the workplace.
- (f) Give advice and guidance on matters relating to health and safety after investigations or training under guidance from Mark Rickards Tech IOSH.
- (g) Supervision to new employees within the initial period of employment and workers that have been relocated to a new task and/or work area.
- (h) To ensure that employees under their control are adequately instructed, trained and supervised to comply with the requirements of the Company Policy for Safety, Health and Welfare and all applicable statutory legislation.
- (i) Ensure that first aid is available and firefighting means is on site if required.
- (j) Supervision to employees on general job tasks and methods.

For health and safety standards to be maintained and improved, Safety Supervisors will be responsible for the supervision of health and safety within their areas of responsibility, although it is understood that health and safety is everyone's responsibility.

Safety Supervisors will also have the right to interject in any area or work task they deem to be unsafe and report this matter to fellow supervisors/management.

**EXTERNAL HEALTH AND SAFETY CONSULTANT
MARK RICKARDS, TECHNICAL LEVEL, INSTITUTE OF OCCUPATIONAL SAFETY HEALTH (TECH IOSH)**

Appointed in accordance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999.

Mark Rickards Tech IOSH will be responsible for ensuring health, safety and welfare procedures and practices are formulated. Method statements and safe systems of work will be designed under guidance with Push Forward employees and current industry/educational standards.

Mark Rickards Tech IOSH is responsible for ensuring Leon Edwards is made aware of and understands its responsibility under this policy and will ensure that Leon Edwards is kept fully informed of health and safety matters during the 12-month period of this policy from the date of writing.

The above statement will only be in force whilst MJR Training Services are employed by Push Forward.



ALL EMPLOYEES

All employees must understand that health and safety is everyone's responsibility. Every person who is employed by Push Forward will:

- (a) Take reasonable care of themselves at work;
- (b) Look after others that work with them or who may be affected by their work practise;
- (c) Cooperate with the employer in performing their duties under the health and safety act;
- (d) Are responsible for their own acts and omissions e.g. intentionally causing an accident or misusing machinery or equipment resulting in harm or damage may result in disciplinary actions.

All employees must adhere to the following to ensure they fulfil their statutory obligations to take reasonable care of the health and safety of themselves and other persons that may be affected by their acts or omissions at work:

- (a) Report all health and safety concerns and incidents to the relevant person as detailed above e.g., safety supervisor.
- (b) Work together with management on health and safety matters.
- (c) Ensure that new employees or vulnerable persons are not in harm's way and understand company policy and procedures in relation to safe working practises.
- (d) Not to interfere with anything that has been provided in the interest of health, welfare, and safety.
- (e) Take reasonable care of their own health, welfare and safety including wearing your Personal Protective Equipment (PPE).
- (f) Conform to safe systems of work and comply with disciplined work procedures as detailed either in writing or verbally by Management or Supervisors and to ensure such instruction and training is given and understood before commencement of work.
- (g) Use only the correct tools and equipment for the job and ensure it is maintained in good working order.
- (h) Maintain good housekeeping principles, adopting clean and tidy working conditions.
- (i) Report any damage to the workplace and work equipment or dangerous practises they may see that is a hazard and could cause harm.
- (j) Not to operate any machinery or equipment unless they have been adequately trained and authorised to do so.
- (k) Not to tamper with any procedures put in place to ensure safety whilst using machinery e.g., removing guards.
- (l) Not to tamper or misuse any equipment or building furniture that has been provided for the health and safety of all personnel in the workplace e.g., removing, or misusing fire extinguishers or wedging fire doors open.

RESPONSIBILITIES IN EMERGENCIES

Those personnel trained to carry out the role of Fire Marshals and First Aiders must ensure they carry out their work tasks as trained to ensure the safety of all persons is maintained.



The role of the Fire Marshal is to:

- (a) Understand the importance of fire safety;
- (b) Understand the combustion process and spread of fire;
- (c) Identify suitable fire prevention and protection measures and advise on minimising the risk of fire in the workplace;
- (d) Evaluate effectiveness of fire drills;
- (e) Appreciate the essentials of current fire safety legislation;
- (f) Supervise emergency evacuations.

Once the alarm is raised the role of the Fire Marshal is to check their designated area to ensure that it is clear and report to the Senior Fire Officer at their Designated Assembly Point.

Fire Marshals are not expected to fight fires or to place themselves at risk as a Fire Marshal.

Fire Marshals are requested to report any defects in fire equipment e.g. a fire door not closing, or a fire extinguisher which has been tampered with or does not have an up-to date inspection certification, to a Safety Supervisor.

Fire Marshals will ensure that daily, weekly, monthly, biannual and annual checks are carried out as per training.

First Aiders will ensure they have the means to carry out first aid and be able to react to an emergency as required, they will ensure that they:

- (a) Have a full and complete kit to deal with any accident;
- (b) Have a place to carry out first aid;
- (c) Ensure you have means to contact emergency services if required.

HEALTH AND SAFETY POLICIES AND ARRANGEMENTS

AUDITING

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

INTRODUCTION

Push Forward will establish and maintain an audit programme and procedures for periodic health and safety management system audits to be undertaken, to:

- (a) Determine whether the health and safety management system;
 - 1. Conforms to the specified arrangements for the management of health and safety;



2. Has been properly implemented and maintained;
3. Is effective in meeting Push Forward policy and objectives.

- (b) Review the results of previous audits;
- (c) Provide information on the results to the board.

The audit programme will be based on the results of risk assessments of Push Forward activities and results from previous audits.

FREQUENCY OF AUDITS

Auditing of the health and safety management system will be done annually.

Additional, unplanned audits may take place after events that warrant them, for example after an accident.

MANAGEMENT SUPPORT

The board will consider audit findings and recommendations and take appropriate action, as necessary, within an appropriate time.

All relevant personnel will be informed of the purposes of the audit and all employees will be encouraged to co-operate fully with the auditors and to respond to their questions honestly.

AUDITORS

The individual undertaking the audit will be independent of the part of Push Forward or activity that is to be audited, primarily this will be done by MJR Training Services.

DATA COLLECTION

The audit will ensure that a representative sample of essential activities is audited and that relevant personnel are interviewed. Relevant documentation will be examined and may include the following:

- (a) Health and safety policy statement;
- (b) Health and safety management system;
- (c) Health and safety management objectives;
- (d) Health and safety and emergency action procedures;
- (e) Permit to work systems and procedures;
- (f) Minutes of health and safety meetings;
- (g) Accident/Incident reports and records;
- (h) Any reports, recommendations and communications from enforcement or other regulatory bodies;
- (i) Statutory registers and certificates;
- (j) Training records;
- (k) Previous health and safety management system audit reports;
- (l) Remedial action plans.



AUDIT RESULTS

The results of audits will be fed back to all relevant parties as soon as possible, to allow corrective actions to be taken.

An action plan agreed remedial measures will be drawn up together with identification of responsible persons, completion dates and reporting requirements.

Follow up monitoring arrangements will be established to ensure satisfactory implementation and recommendations.

Confidentiality will be considered when communicating the information within the management system audit reports.

CLAIMS DOCUMENT AND DISCLOSURE LIST

Relevant Legislation:

Health and Safety at Work Act 1974 (HSW Act)

Management of Health and Safety at Work Regulations 1999 (MHSW)

Workplace (Health Safety and Welfare) Regulations 1992

Provision and Use of Work Equipment Regulations 1998 (PUWER)

Personal Protective Equipment Regulations 1992 (PPE)

Manual Handling Operations Regulations 1992

Health and Safety (Display Screen Equipment) Regulations 1992 (DSE)

Control Of Substances Hazardous to Health Regulations 2002 (COSHH)

Pressure Systems and Transportable Gas Containers Regulations 2000

Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Noise at Work Regulations 2005

INTRODUCTION

The disclosure list is a standard list of documents that may be required to be disclosed to the legal representatives of persons pursuing a civil action for compensation arising from the employer's liability for injury to employees or members of the public.

Most of such civil claims are decided based on documentary evidence. The rules of civil procedure applied to many of such claims is via the "claims portal" which must be followed, attempting to meet an agreement outside of court. The defendant and their insurers have a time frame of just 30 days for Employee Liability and 40 days for Public Liability in which to respond to claims and decide whether to defend or settle out of court.

It is in the best interest of the claimant (person injured) and the defendant (employer) to take all steps to resolve the case outside of court, this will not only save time and stress on all involved but reduce the final costs of such cases.



Not all claims will be able to be settled out of court and your insurer will advise on the next steps, but it is important that all the required evidence is available, and you have attempted to reduce the number of issues that you need to put before a judge.

The ability of employers to successfully defend employer's and public liability claims will be severely weakened if the relevant documents requested for disclosure:

- (a) Do not exist;
- (b) Are incomplete or unsatisfactory; or
- (c) Cannot be found within the limited time frame.

DOCUMENTS FOR DISCLOSURE

WORKPLACE CLAIMS:

- ☞ Accident book entry;
- ☞ First aider report;
- ☞ Surgery record;
- ☞ Supervisor accident report;
- ☞ Safety representatives report;
- ☞ RIDDOR reports to the enforcing authority;
- ☞ Other communication between defendants and HSE;
- ☞ Minutes of health and safety committee meetings where accident/matter has been considered;
- ☞ Report to DSS;
- ☞ Documents listed above relating to any previous accident/matter identified by the claimant relied upon as proof of negligence;
- ☞ Warning information where defendant is employer;
- ☞ Documents produced to comply with the management of health and safety at work regulations;
- ☞ Pre-accident risk assessment required by regulation 3 (MHSW);
- ☞ Post-accident risk assessment required by regulation 3 (MHSW);
- ☞ Accident investigation report prepared in implementing the requirements of regulations 4, 6 and 9 (MHSW);
- ☞ Health surveillance records inappropriate cases required by regulation 6 (MHSW);
- ☞ Information provided to employees under regulation 10 (MHSW);
- ☞ Documents relating to employee's health and safety training required by regulation 13 (MHSW).

WORKPLACE CLAIMS – DISCLOSURE WHERE SPECIFIC REGULATIONS APPLY

WORKPLACE (HEALTH SAFETY AND WELFARE) REGULATIONS:

- (a) Repair and maintenance records required by regulation 5;
- (b) House keeping records to comply with the requirements of regulation 9;
- (c) Hazard warning signs or notices to comply with regulation 17 (traffic routes).



PROVISION AND USE OF WORK EQUIPMENT REGULATIONS:

- (a) Manufacturer's specifications in respect of relevant work equipment, establishing its suitability to comply with regulation 4;
- (b) Maintenance logs and records required to comply with regulation 5;
- (c) Documents providing information, training and instructions to employees to comply with regulation 8 and 9;
- (d) Any notice, sign or document relied upon as a defence to alleged breaches of regulations 14 to 18 dealing with controls and control systems;
- (e) Instruction/training documents issued to comply with the requirements of regulation 22 in so far as it deals with maintenance operations where machinery is not shut down;
- (f) Copies of markings required with regulation 23;
- (g) Copies of warnings required to comply with regulation 24.

PERSONAL PROTECTIVE EQUIPMENT REGULATIONS:

- (a) Documents relating to the assessment of personal protective equipment to comply with regulation 6;
- (b) Documents relating to the maintenance and replacement of personal protective equipment to comply with regulation 7.
- (c) Record of maintenance procedures for personal protective equipment to comply with regulation 7;
- (d) Records of test and examinations of personal protective equipment to comply with regulation 7;
- (e) Documents relating to the provision of instruction, information and training in relation to personal protective equipment to comply with regulation;
- (f) An instruction for use of personal protective equipment to include manufacturer's instructions to comply with Regulation 10.

MANUAL HANDLING OPERATIONS REGULATIONS:

- (a) Manual handling risk assessments carried out to comply with the requirements of Regulation 4(1) (b) (ii);
- (b) Re-Assessments carried out post-accident to comply with the requirements of regulation 4(1) (b) (ii);
- (c) Documents showing the information provided to the employee to give general and precise indications related to load, weight and the heaviest side of the load if the centre of gravity was not positioned centrally to comply with regulations 4(1) (b) (iii);
- (d) Documents related to training and training records, regulation 4.

HEALTH AND SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS:

- (a) Analysis of workstations to assess the risks carried out to comply with the requirements of regulation 2;
- (b) Re - assessment of analysis of workstations to assess and reduce risks following development of symptoms by the claimants;
- (c) Documents detailing the provision of training including training records to comply with the requirements of regulation 6;
- (d) Documents providing information to employees to comply with the requirements of regulation 7.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS:



- (a) Risk assessments carried out to comply with the requirements of regulation 6;
- (b) Reviewed risk assessments carried out to comply with the requirements of regulation 6;
- (c) Copy of labels from containers used for storage handling and disposal of carcinogens to comply with the requirements of regulation 7 (2a) (h);
- (d) Warning signs identifying designation of areas and installations which may be contaminated by carcinogens to comply with the requirements of regulation 7 (2A) (h);
- (e) Documents relating to the maintenance and replacement of personal protective equipment to comply with regulation 7(3a);
- (f) Record of maintenance procedures for personal protective equipment to comply with regulation 7(3a);
- (g) Records of test and examinations of personal protective equipment to comply with regulation 7(3a);
- (h) Documents relating to the provision of instruction, information and training in relation to personal protective equipment to comply with regulation 7(3a);
- (i) Instructions for use of personal protective equipment to include manufacturer's instructions to comply with regulation 7(3a);
- (j) Monitoring records to comply with the requirements of regulation 10;
- (k) Health surveillance records to comply with the requirements of regulation 11;
- (l) Documents detailing the provision of training including training records to comply with the requirements of regulation 12;
- (m) Labels and safety data sheets to comply with the CLP regulations.

PRESSURE SYSTEMS AND TRANSPORTABLE GAS CONTAINERS REGULATIONS:

- (a) Information and specimen marking provided to comply with requirements of regulation 5;
- (b) Written statements specifying safe operating limits of a system to comply with the requirements of regulation 7;
- (c) Copy of written scheme of examination required to comply with the requirements of regulation 8;
- (d) Examination records required to comply with the requirements of regulation 9;
- (e) Instructions for the use of the operator to comply with regulation 11;
- (f) Records kept complying with the requirements of regulation 13.

LIFTING OPERATIONS AND LIFTING EQUIPMENT (RECORDS OF TEST AND EXAMINATION ETC) REGULATIONS:

- (a) Records kept complying with the requirements of Regulation 6.

NOISE AT WORK REGULATIONS:

- (a) Risk assessments records required to comply with the requirements of regulations 4 and 5;
- (b) Manufacturers' literature in respect of all ear protection made available to employees to comply with the requirements of regulation 8.

ENVIRONMENTAL POLICY STATEMENT

Relevant Legislation:

Environmental Protection Act 1990



Push Forward provide education and youth work for Young People that are mostly not in mainstream education. The clients may or will require specific 1 to 1 supervision in learning and activities. These activities may be both internal or external depending on time of year and learning provision.

To protect the environment in which we live in and are part of Push Forwards main values and principles and considered being sound business practice. Care for others and the environment is one of our key responsibilities and we feel to be a most important part of how we conduct business.

In this policy, Push Forward, commit to:

- (a) Comply with all current environmental legislation, regulations and approved code of practise;
- (b) Protecting the environment by striving to prevent and minimise our contribution to pollution of land, air and water;
- (c) Seeking to keep waste to a minimum and maximise the efficient use of materials and resources;
- (d) Managing and disposing of all waste in a responsible manner;
- (e) Providing training for our staff so that we all work in accordance with this policy and within an environmentally aware culture;
- (f) Regularly communicating our environmental performance to our employees and other significant stakeholders;
- (g) Developing our management processes to ensure that environmental factors are considered during planning and implementation;
- (h) Monitoring and continuously improving our environmental performance;

The policy statement will be regularly reviewed and updated as necessary. The management team endorses these policy statements and is fully committed to their implementation.

EQUAL OPPORTUNITIES POLICY

Relevant Legislation:

The Special Educational Needs and Disability Act 2001

The Rehabilitation of Offenders Act 1974

The Human Rights Act 1998

The Equality Act 2010

Push Forward is an equal opportunities employer. This means that it is the Push Forward policy that there should be no discrimination against or harassment of any employee or job applicant either directly or indirectly on the grounds of:

- (a) Race, colour, nationality or national or ethnic origin ("race");
- (b) Sex or marital status;
- (c) Disability (e.g., a long term mental or physical impairment);
- (d) Sex change status;
- (e) Sexual orientation;
- (f) Religion or philosophical belief;
- (g) Political belief;



- (h) Trade union activity or
- (i) Age.

Push Forward policy is to:

- (a) Eliminate, as far as is reasonably possible, discrimination and harassment from the workplace;
- (b) Encourage all its employees to take an active role against all forms of discrimination and harassment;
- (c) Deter employees from participating in discriminatory behaviour or harassment;
- (d) Demonstrate to all employees that they can rely upon the Push Forward support in cases of discrimination or harassment at work.

Push Forward are fully committed to providing a good and harmonious working environment that offers equal treatment and equal opportunities for all employees and where every employee is treated with respect and dignity. Push Forward's aim is that remuneration, recruitment, promotion, and retention should not be affected by irrelevant considerations and stereotyping.

Push Forward recognise that the provision of equal opportunities in the workplace is not only good management practice; it also makes sound business sense. The Push Forward equal opportunities policy will help all employees develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

Whilst Push Forward recognise that the overall responsibility for the effective operation of this policy lies with the Board of Directors, all employees, whatever their position within Push Forward, have some measure of responsibility for ensuring its effective implementation in their day-to-day activities and working relationships with colleagues.

Employees should ensure that:

- (a) They co-operate with any measures introduced to develop equal opportunities;
- (b) They respect the sensitivities of others;
- (c) They refrain from taking discriminatory actions or decisions which are contrary to either the letter or spirit of this policy and, for employees of managerial status, that they ensure that those who report to them also comply with the policy;
- (d) They do not instruct, induce, or attempt to induce or pressurise other employees to act in breach of this policy;
- (e) Employees who make complaints of breaches of this policy are treated fairly and responsively both when the complaint is made and thereafter.

Breaches of the Push Forward equal opportunities policy and procedures and any unfair or unlawful discrimination will not be tolerated and will be dealt with under the Group's disciplinary procedures. In serious cases, this could lead to the dismissal of the relevant individual.

The policy shall also apply to employees of contractors working at Push Forward premises.



RECRUITMENT AND SELECTION

The selection process is of crucial importance in this policy and must be carried out according to objective job-related criteria which must be subject to regular review. The effectiveness of the policy will be determined primarily by this aspect of employment procedure. Push Forward will endeavor through appropriate training to ensure that employees making selection decisions will not discriminate whether consciously or unconsciously in making these decisions.

TRAINING

Equal opportunities must be integrated into all training concerned with selection skills, staff assessment, counseling, staff development and the management or supervision of staff. The importance of equal opportunities in the field of customer care initiatives is also recognised. The Push Forward policy will form part of the induction training of all staff.

PROMOTION

It is in Push Forward's interest to provide equal opportunities for promotion to all employees. Managers must continually assess the promotional potential of all employees, and all promotional decisions must be made in accordance with objective selection criteria.

GRIEVANCE AND DISCIPLINE

Employees who believe that they have experienced unfair or unlawful discrimination, or racist or sexist abuse or harassment should raise their concern through the applicable grievance procedure in their local area. Where such grievances may concern the normal line of supervision or management, individuals may approach the Push Forward HR director or the Push Forward Health, Welfare and Safety Representative.

MONITORING

Examining the effects of policy and the programme of action on a regular and structured basis is a fundamental part of the process of successfully establishing equal opportunities. Personnel data is therefore collected (on an anonymous basis), analysed and interpreted across Push Forward. The objectives of monitoring are:

- (a) To identify areas of and reasons for under-representation of groups in the workforce;
- (b) To assess the effect of employment procedures and practices and identify any unintentional impact on groups;
- (c) To enable appropriate corrective action to take place, including defining targets for future change;
- (d) To enable Push Forward to review and reshape its equal opportunities policy and programme of action.

COMMUNICATION

This policy and action programme must be communicated widely and effectively throughout the workforce and to potential employees.

It is the responsibility of management at all levels to ensure that such communication takes place.



ACTION PROGRAMME

Each employee will be allowed time and means to speak in private and in confidence to either the Push Forward HR director or the Push Forward Health, Welfare and Safety Representative during monthly training sessions or on appointment whichever is best for the employee and their interests.

PRINCIPLES OF CONTROL

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

European Council Directive 89/391/EEC

Push Forward will control workplace activities through a combination of engineered methods such as the provision of safety protection e.g., maintained walkways, maintenance schedules and warning systems to alert employees of imminent danger.

Operational measures will be provided e.g. training, safe system of works and method statements, safe operating procedures with management/competent person supervision.

Push Forward will follow the directives set out under the European Council Directive 89/391/EEC article 6(2), these principles will be implemented, and preventative measures taken to ensure the health, welfare, safety and well-being of all employees and any person that may be affected by our work practice.

Maintain a high standard of housekeeping – the most common cause of injury and damage at work and can also create fire hazards.

Push Forward will ensure that the highest possible standards of control measures are adopted within accordance with its commitment to providing a safe place of work.

PRINCIPLES OF PREVENTION

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

AVOIDING RISKS

We will do all that is practical and reasonable to avoid practices that may pose a danger to employees by changing a task or work process to make it safer.

EVALUATING THE RISKS THAT CANNOT BE AVOIDED

A full and comprehensive risk assessment will be carried out of all work tasks that pose danger.



COMBATING THE RISKS AT SOURCE

Any work practice that has a specific danger will be substituted with a safer alternative, thus removing the danger. If that danger cannot be substituted, it will be made as safe as possible by redesigning the area or carrying out maintenance work to ensure safety.

ADAPTING THE WORK TO THE INDIVIDUAL

Work equipment will be supplied that will complement the needs of the individuals. Work practices that are time or pace related will be monitored to ensure that individuals are not put under unnecessary stress or pressure. All work that is of a monotonous nature will be reviewed periodically and reduced if reasonable to do so; employees will be consulted on the effects of work and findings of reports.

ADAPTING TO TECHNICAL PROGRESS

Technology and technical advances in the work practice and or equipment that may make the task safer will be adopted if practical and reasonable to do so.

REPLACING DANGEROUS WITH LESS DANGEROUS

Substitution of equipment or substances used in our work practice for a safer alternative will be addressed as they become available, our policy will be to adopt these in the onset if practical and reasonable to do so.

DEVELOPING A COHERENT OVERALL PREVENTION POLICY

A full set of guidelines will be adopted as part of the management system of health and safety this will include the technology, organisation of work and working conditions, social aspects including relationships of workers and management and factors that affect the working environment.

PRIORITY OF COLLECTIVE MEASURE OVER INDIVIDUAL PROTECTIVE MEASURES

Personal Protective Equipment (PPE) will always be the last form of protection within the workplace, the overall safety of employees will be taken by eliminating danger by the best possible means, the provision of equipment to maintain overall safety will be adopted in the first instance before PPE is introduced.

APPROPRIATE INSTRUCTION TO EMPLOYEES

All employees will be consulted on safety audits and inspections carried out and actively encouraged to participate in making sure the Push Forward policy, safety procedures, official guidance and legal aspects are maintained. All employees have a duty to approach their work practice with safety and consideration to others that may be affected by their acts or omissions.

INSPECTION OF THE WORKPLACE

It is the sole responsibility of the line manager to ensure that high standards of housekeeping are maintained within their areas.

Designated personnel will regularly inspect their area and identify areas where improvement is needed.

STORAGE

Storage areas will be defined within the workplace. Requirements will be reviewed periodically and where refurbishment or reallocation takes place.

Defined permanent storage areas will be allocated for articles and substances.



WASTE COLLECTION AND REMOVAL

Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and shall not be allowed to overflow.

Combustible waste will be kept away from sources of ignition. Large items, such as obsolete furniture, will be removed immediately so as not to cause a hazard.

Records will be kept of:

- (a) Risk assessments;
- (b) Manufacturer's guidelines and recommended improvements;
- (c) All specific workplace individual assessments;
- (d) Consultation and specific to task information given to employees;
- (e) All reports and inspections with their findings on workplace activities;
- (f) Details of repairs and maintenance;
- (g) PPE provided to employees;
- (h) Cleaning schedules;
- (i) Waste transfer/removal notices;
- (j) Training, supervision and instruction.

RECORD AND RECORD MANAGEMENT

Relevant Legislation:

Health and Safety at Work Act 1974

INTRODUCTION

Suitable and retrievable records are essential for Push Forward to demonstrate compliance with criminal, civil and common law for its duty of care for the safety of employees and others.

Health and safety regulations impose an explicit duty to keep and maintain records to show that certain actions have been taken (risk assessments and safe systems of work).

Several other regulations imposed an explicit duty to keep and maintain records as evidence that actions have been undertaken e.g., staff training.

Accurate and up-to-date records are also necessary to demonstrate that the health and safety management system operates effectively, and that work activities have been carried out under safe conditions.

Push Forward will ensure that all records, both written and electronic, are:

- (a) Legible, identifiable and traceable;
- (b) Kept and maintained for an acceptable period;
- (c) Kept in a secure manor so they are protected against damage, unauthorised modification, deterioration or loss;
- (d) Kept and treated so that the confidentiality of individuals and commercially sensitive material is not breached;



(e) Retrievable in good time when required for reference by authorised persons.

IDENTIFYING THE REQUIREMENTS FOR KEEPING RECORDS

Where there is a statutory or other requirement to maintain records, this will be shown in the relevant section of our health and safety of the health and safety management system.

The recommended and, where appropriate, the statutory minimum retention time will be shown.

DOCUMENT CONTROL, TRACEABILITY, AND RETRIEVABILITY OF RECORDS

Records that are based on forms extracted from the health and safety management systems will be subject to document control.

All records relating to the management of health and safety, whether subject to document control or not, will be:

- (a) Legible and traceable to their source including, where appropriate, the date on which the record was made;
- (b) Capable of being retrieved in 1 day (in the case of statutory records, these will be immediately available should they be required for scrutiny by the Enforcing Authority).

SECURITY AND CONFIDENTIALITY

Paperwork will be kept in suitable, lockable and marked filing cabinets. Confidential records will be kept in locked filing cabinets and will be accessible by authorised personnel only.

Medical and health surveillance records that relate an identifiable individual are highly confidential and without consent of the individual concerned may only be seen by authorised individuals.

Electronic records relating to an identifiable individual are subject to GDPR (General data protection regulations) and will be kept for the purpose of which they were intended and will not be passed on to other persons or used for other purposes.

All electronic records will be, whether confidential or not, backed up regularly so as to prevent unauthorised use.

RETENTION AND DISPOSAL OF RECORDS

The minimum retention time for each class of document will be established, and authority to dispose of both written and electronic records will only be permitted by authorised individuals, once established, the retention time of every record, will be clearly marked either on the record itself or on the file or folder in which it is kept.

REVIEWING HEALTH AND SAFETY PERFORMANCE

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Workplace (Health, Safety and Welfare) Regulations 1992

INTRODUCTION

Push Forward will at regular intervals review the Health and Safety Management System, to ensure its continuing suitability, adequacy and effectiveness.



The review process, which will be documented, will address the following:

- (a) Suitability of the current health and safety policy;
- (b) The adequacy of the current process for identifying hazards, assessment of risk and the effectiveness of the control process;
- (c) Adequacy of current financial, human and material resources;
- (d) Effectiveness of the current active and reactive monitoring system;
- (e) Data relating accidents or incidents that have occurred;
- (f) Actions recommended or taken following investigations into accidents, incidents or near-miss incidents;
- (g) Recorded non-conformances with the health and safety management system and any instances where safe working practices have been ineffective;
- (h) Results of external and internal audits that have taken place since the last review;
- (i) Effectiveness of the emergency action plan;
- (j) Any improvements that have been introduced or proposed to the health and safety management system since the previous review meeting;
- (k) An assessment of the implications for the Push Forward of any foreseeable changes to legislation or technology.

The review will address the possible need for change to policy, objectives and other elements of the health and safety management system, considering the recent audit results, changing circumstances and commitment to continual improvement.

FREQUENCY OF REVIEW

A review of the health and safety management system will take place yearly, with partial reviews undertaken more frequently, if required.

REVIEW RESULTS

After the review arrangements will be made for any revisions to the health and safety policy that may be required.

Specific remedial actions will be assigned to individuals, together with target dates for completion.

Follow up arrangements will be established to ensure satisfactory implementation of remedial actions identified during the review and the areas of emphasis will be reflected in the planning of future internal health and safety audits.



ABRASIVE WHEELS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Safety in the Use of Abrasive Wheels HSG 17

Provision and Use of Work Equipment Regulations (PUWER)1998

Push Forward recognise that Abrasive Wheels presents many hazards and will ensure that the risks to people's health and safety, from such equipment that they use at work, are prevented, and controlled.

ARRANGEMENTS

Push Forward aim is to ensure our employees advised on precautions for the prevention of accidents in the use of abrasive wheels, an injury resulting from either wheel breakage or physical contact with a running wheel.

The risk of breakage is inherent in every abrasive wheel. Our aim is to ensure breakages is to be kept low, as accident statistics indicate that nearly half of all accidents involving abrasive wheels are due to an unsafe system of work or operator error.

PUWER requires, among other things, that all machinery is suitable for its intended use and is properly maintained, and employees, including those using, mounting and managing the operation of abrasive wheels, are fully informed and properly trained in their safe use, our aim is to ensure all employees understand their duties when using abrasive wheels.

TRAINING

Our training programme will cover the following:

- (a) Hazards and risks arising from the use of abrasive wheels and the precautions to be observed;
- (b) Methods of marking abrasive wheels with their type, size and maximum operating speed;
- (c) How to store handle and transport abrasive wheels;
- (d) How to inspect and test abrasive wheels for damage;
- (e) The functions of all the components used with abrasive wheels such as flanges, blotters, bushes, nuts etc;
- (f) How to assemble abrasive wheels correctly to make sure they are perfectly balanced and fit to use;
- (g) The proper method of dressing an abrasive wheel (removing dulled abrasive or other material from the cutting surface and/or removing material to correct any uneven wear of the wheel);
- (h) The correct adjustment of the work rest on pedestal or bench grinding machines;
- (i) The use of suitable personal protective equipment, for example eye protection.

RECORDS

A record of training in the safe mounting and use of abrasive wheels is kept, showing the trainee's name and date of training.



**ACCIDENTS, OCCUPATIONAL ILL HEALTH, NEAR MISSES AND INCIDENTS
REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURRENCES REGULATIONS**

Relevant Legislation:

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

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

All workplace accidents, near misses, and cases of occupational ill health must be recorded in the accident book (on-line), or near miss form which is kept in the office with the first aid box or on health and safety file. Only report those incidents that are related to the work task / premises are reported.

Any serious accident or near miss causing or has the potential to cause harm will be reported immediately.

A near miss report is completed if:

- (a) There was potential serious damage to plant, property or equipment;
- (b) There is a clear potential for injury.

RIDDOR must be informed if employees have been absent from work or unable to carry out their specific work role due to the accident for more than 7 days, this will be carried out immediately if required or within 15 days.

Those persons unable to work for a period of more than 3 days but not as much as 7 days, must still be recorded but not reported. Investigation protocols are the same regardless of time of work.

Any occupational ill health that has been diagnosed by professional medical practitioners will be reported to RIDDOR within 15 days.

INJURIES REPORTABLE TO ENFORCING AUTHORITIES

Full details of injuries, diseases and dangerous occurrences that are reportable can be found in schedules of RIDDOR including:

- (a) A fatality;
- (b) If a person suffers any of the 'major injuries';
- (c) If a person is absent from work for more than 7 days;
- (d) If there is a dangerous occurrence – Certain specified events that have a high potential for injury and are reportable whether or not anyone is injured;
- (e) In cases of Occupational Diseases - Certain specified diseases are reportable under RIDDOR if they are related to a patient's occupation. A doctor must carry out the diagnosis of Occupational Diseases.

MAKING A REPORT UNDER RIDDOR

All reportable accidents, diseases and dangerous occurrences may be reported to the Incident Contact Centre by:



- (a) Telephone 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm);
- (b) Internet – complete the relevant form on <http://www.riddor.gov.uk>
- (c) This must be completed within 15 days, not including the day of the accident;
- (d) In the occurrence of a fatality or serious dangerous occurrence which is work related, this must be done as soon as practically possible.

All incidents must be investigated to ensure that it does not happen again, this may be carried out in-house or by Mark Rickards Tech IOSH.

All accidents must be recorded whether they are on the premises, in the precinct of the premises or external activities and regardless of whether they involve employed staff, sub-contractors, visitors, or members of the public, this will also include trespassers.

Leon Edwards is responsible for ensuring that all reported accidents and near misses are investigated appropriately and that any necessary actions are undertaken.

Supervisor is responsible for reporting, reportable injuries, diseases, and dangerous occurrences to the enforcing authority as per RIDDOR 2013. Guidance may be sought from Mark Rickards Tech IOSH.

ACCIDENT INVESTIGATION

Relevant Legislation:

Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

HSG245 Investigating Accidents and Incidents 2004

INITIAL INVESTIGATION

On receiving warning of an Injury or a Near-Miss, the injured/effected employee's line manager will carry out an initial investigation.

Note: the purpose of the initial investigation is to gather basic information to determine whether the event is reportable to Enforcing Authorities (refer to 'accident reporting')

LEVELS OF INVESTIGATION

Minimal: In a minimal level investigation, the relevant supervisor will investigate the circumstances of the event and try to learn any lessons which will prevent future occurrences.

Low: A low level investigation will involve a short investigation by the relevant supervisor or line manager into the circumstances and immediate, underlying and root causes of the adverse event, to try to prevent a recurrence and to learn any general lessons.

Medium: A medium level investigation will involve a more detailed investigation by the relevant supervisor or line manager, the health and safety adviser and employee representatives and will look for the immediate, underlying and root causes.



High: A high level investigation will involve a team-based investigation, involving supervisors or line managers, health and safety advisers and employee representatives. It will be carried out under the supervision of senior management or directors and will look for the immediate, underlying, and root causes.

INVESTIGATION REPORT

Following the initial investigation, all accidents resulting in injury, will be more fully investigated at one of the levels above, so that appropriate action can be taken to prevent a recurrence.

The injured person's line manager will carry out an investigation as soon as circumstances permit as it is recognised that important evidence can be lost if the investigation is delayed. The purpose of the investigation is to:

- (a) Provide information that can be used to prevent accidents;
- (b) Provide a record of information relating to the accident.

The investigation will be recorded on an *Accident Investigation Report Form*. This can be found in your management system or on request to MJR.

COMMENTS AND RECOMMENDATIONS

The investigating line manager will note any recommended actions that would help prevent future accidents, together with any appropriate additional comments as appropriate.

Where the line manager considers that remedial actions are required in respects of workplace precautions or risk control systems, he/she will initiate a Remedial Action Plan.

In most cases, it is expected that before completing the *Accident Investigation Report*, the investigating line manager will consult with the safety representative (if any) for the area/activity concerned.

When completed, a copy of the *Accident Investigation Report* will, (if appropriate), be sent to the person(s) injured in the accident, or to the person reporting the near-miss incident, whichever the case may be.

Push Forward recognise, it is important that specific actions are identified that deal with the direct, root and underlying causes of the accident. A suitable date will be set for review of the recommendations to ensure that action has been taken.

REVIEW

The line manager of the injured employee (or if appropriate, the manager of the department in which the incident occurred) will review the recommendations at the date noted on the *Accident Investigation Report* to ensure that all appropriate actions have been taken.

Records of all details of the investigation of incidents and injuries will be maintained to make it possible to compile, within one week, a detailed accident investigation file relating to each accident. The file will contain:



- (a) Accident book (BI 510) or equivalent record of the injury;
- (b) Copies of completed forms F2508 (RIDDOR);
- (c) All sections of the report and its investigation;
- (d) Medical records (observing rules of confidentiality);
- (e) Details of operating procedures and risk assessments current at the time of the accident;
- (f) Training records relevant to the accident;
- (g) Maintenance records relevant to the accident;
- (h) Inspection records relevant to the accident;
- (i) Any other documents required by statute that might be relevant to the accident.

ASBESTOS AT WORK

Relevant Legislation:

Control of Asbestos Regulations 2012

ACOP L143 Managing and Working with Asbestos 2013

Push Forward recognise the health hazards arising from exposure to asbestos and will protect employees and other persons exposed as far as is reasonably practicable by minimising exposure using proper control measures, work method and the provision of appropriate training and information.

Reasonable steps will be taken to determine the location of materials containing asbestos in all premises used for work purposes that are within our control. Where appropriate a survey will be carried out by a competent person, to identify the location or presumed location of asbestos. A record will be kept up to date of the survey and periodic checks on condition of the asbestos or presumed asbestos material.

A suitable and sufficient assessment of employee exposure will be undertaken to identify any potential occupational exposure to airborne asbestos during normal work, following accidental damage or disturbance or because of planned or breakdown maintenance.

Any work that is carried out will be strictly within the current legislation on permitted work, time limits and number of persons involved.

Further information, training, instruction and supervision will be provided for all and the precautions that should be observed provided.

Employees who work in buildings where asbestos is present or presumed present and those whose work may expose them to asbestos will be instructed to recognise it and take appropriate action.

Personnel who may encounter asbestos will be informed of its location and condition

Leon Edwards will take steps to inspect all ACMs on an annual basis as a minimum inspection, to ensure that no danger from fibres may pose a problem to our staff or persons that may work on our site.

A register of the following will be kept on file; all employees may access these files at any time:

- (a) Location of asbestos.



- (b) Type of asbestos.
- (c) Quantity.
- (d) Material make up of ACM e.g., board, tile or pipe lagging;
- (e) Condition it is in.
- (f) Likelihood of it being disturbed.
- (g) Signage is displayed and is visible and legible.

CONSULTATION AND COMMUNICATION WITH EMPLOYEES

Relevant Legislation:

The Safety Representatives and Safety Committees Regulations 1977

The Health and Safety (Consultation with Employees) Regulations 1996

L146 Second Edition with Amendments 2014

Employers Liability Act 1957 as amended 1984

Push Forward see communication between staff at all levels as an essential part of effective health and safety management.

Mark Rickards Tech IOSH will communicate with employees on its commitment to safety and to ensure that employees are familiar with the contents of Push Forward health and safety policy during training sessions.

Employees whose first language is not English, every effort will be made to ensure they understand our policies and procedures to remain safe at work. This may consist of:

- (a) Shadowed by a competent person and one on one training;
- (b) Fellow employees who's fluent in the language to translate;
- (c) Literature provided in their language.

Push Forward will communicate with its employees:

- (a) Orally – in the form of directions and statements from all Safety Supervisors;
- (b) In writing – in the form of safety memos and this policy statement;
- (c) By the setting of positive example.

Consultation with employees is facilitated through:

- (a) The encouragement of informal 2-way communications between all employees and Safety Supervisors or Line Managers;
- (b) Regular group meetings.

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

All employees must also understand that they may be prosecuted by the courts if they are found to be negligent in their duties and an incident or occurrence has involved persons that are employees, visitors or trespassers, which have resulted in injury, loss of life, damage or destruction to property.



Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of Push Forward. This includes a duty to the public and trespassers on our property.

All employees may contact Mark Rickards Tech IOSH directly on any issue they feel needs to be addressed, either by phone (07749 275 010) or email (mark@mjrtrainingservices.co.uk); this will be taken in the strictest confidence.

Records shall be kept of:

- (a) Agenda of meetings;
- (b) Action points and who, when and how issues are to be dealt with;
- (c) All persons present and apologies;
- (d) Accidents and investigations carried out;
- (e) All comments and decisions made;
- (f) Dates of training and further meetings.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH SAFE HANDLING AND USE OF SUBSTANCES

Relevant Legislation:

Control of Substances Hazardous to Health Regulations (COSHH) 2002

It is the policy of Push Forward to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Push Forward will ensure that exposure of workers to substances hazardous to health is removed/minimised and adequately controlled in all cases.

Leon Edwards is responsible for ensuring COSHH risk assessments are undertaken. The assessment will be based on safety data sheets, manufacturers and suppliers' health and safety guidance and our own knowledge of the work process.

Leon Edwards will be responsible for ensuring that all relevant employees receive comprehensive and adequate training and information following the outcome of these assessments.

All employees must work strictly in line within the information provided under COSHH. If any person is unsure about any symbol or sign, they must ask how to handle it.

Leon Edwards will ensure that any new substances can be used safely before they are purchased.

On introduction of any new substance a full risk assessment will be carried out and all employees given instruction in safe use. These risk assessments are made available.

Suitable and sufficient storage will be provided for all substances and training given on the correct handling and transporting of materials within the workplace.

Assessments will be reviewed every 12 months or by COSHH or manufactures guidelines, considering experience, or when activity changes, whichever is soonest.



CONTROLLING AIRBORNE CONTAMINANTS AT WORK GASES, VAPOURS, DUSTS, FUMES AND MISTS

Due to the nature of educational works carried out by Push Forward a suitable Local Exhaust Ventilation LEV system or dust extraction unit, is not practical and other control measures are adopted.

Employees must use all Personal Protective Equipment (PPE), Respiratory Protective Equipment (RPE) provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with PPE/RPE must immediately report any loss of, or obvious defect in any equipment provided. All work must stop and only commence when adequate control measures are in place e.g. suitable and sufficient PPE/RPE is available.

All Safety Supervisors will endeavour to ensure that any PPE/RPE issued to employees is used properly.

Safety Supervisor's duties prior to task commencement:

- (a) Identify where there may be a risk from airborne contaminants and who is likely to be affected (this may include the other workers in the area, public or client);
- (b) Establish a reliable estimate of exposures;
- (c) Identify what we need to do to comply with the law, e.g. whether Control Of Substances Hazardous to Health measures are needed, and, if so, where and what type;
- (d) Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

It is essential that Push Forward can show that our estimate of employees' exposure is representative of the work that they do. It will take account of:

- (a) The work our employees do or are likely to do;
- (b) The place this task takes place;
- (c) The ways in which they do the work;
- (d) How it might vary from one day to the next.

DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES

Relevant Legislation:

Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) 2002

Push Forward are committed to safeguarding its employees under the Dangerous Substances and Explosive Atmosphere Regulations (DSEAR) 2002. Mark Rickards Tech IOSH is responsible for risk assessments and consultation with employees on DSEAR issues.

Push Forward understand that due to our work practises that there are certain dangers from its work practice, and we will take every measure to ensure that the potential hazard of harm is eliminated to the lowest possible level.



The regulations give a detailed definition of 'dangerous substance', which Leon Edwards will refer to for more information, if it includes any substance or preparation, which because of its properties or the way it is used could cause harm to people from fires and explosions.

Dangerous substances include:

- (a) Petrol.
- (b) Liquefied petroleum gas (LPG).
- (c) Highly Flammable Liquids (HFL).
- (d) Paints.
- (e) Varnishes.
- (f) Solvents.
- (g) Dust, when mixed with air, could cause an explosive atmosphere.

Push Forward will adhere to the approved code of practise laid down for any dangerous substances used or found in the workplace.

MJR through the safety inspection, will advise on best practise for controlling such dangers. It will be the duty of Mark Rickards Tech IOSH to advice best practise and for Leon Edwards to ensure this practise is maintained.

Mark Rickards Tech IOSH will carry out a risk assessment of any work activities involving dangerous substances as directed by management, Leon Edwards will take steps to include:

- (a) Provide measures to eliminate or reduce risks as far as is reasonably practicable;
- (b) Provide equipment and procedures to deal with accidents and emergencies;
- (c) Provide information and training to employees;
- (d) Classify places where explosive atmospheres may occur into zones and mark the zones where necessary.

Safety Supervisor's duties prior to task commencement:

- (a) Identify where there may be a risk from DSEAR and who is likely to be affected (this may include the public or client);
- (b) Establish a reliable estimate of employee's exposure and if this is likely to result in harm;
- (c) Identify what we need to do to comply with the law, e.g. whether substation measures or if outside competent assistance are needed, and, if so, where and what type;

It is essential that management can show that our estimate of employees' exposure is representative of the work that they do. It will take account of:

- (a) The work they do or are likely to do;
- (b) The place where this work will be carried out;
- (c) The ways in which they do the work;
- (d) How it might vary from one day to the next.



The work practice of Push Forward employees is unlikely to expose them to uncontrolled dangerous substances and explosive atmospheres although this does not rid any hazards that when our work practice and those of other contractors on site combine, there may be an issue.

It is essential that all employees when working offsite report to site safety and ensure that no other contractors in your work area may pose a risk whilst you carry out your task. The Safety Site Supervisor will advise you of any danger.

DISPLAY SCREEN EQUIPMENT

Relevant Legislation:

Display Screen Equipment (DSE) Regulations 1992

L26 (2nd edition) 2003

Push Forward is committed to ensuring the health and safety of its employees, under the various legislations associated with Display Screen Equipment (DSE).

Push Forward recognises that the prolonged and frequent use of display screen equipment can result in a range of symptoms related to the eyes causing headaches and mental strain. Working posture can be affected, causing issues with muscles from legs to upper back.

It is the responsibility of Mark Rickards Tech IOSH to ensure advice and direction is provided for staff on the use of Display Screen Equipment to minimise health problems.

To implement best practice in the workplace, Push Forward will determine those persons classed as DSE users and then perform a suitable and sufficient analysis of each workstation to assess risks they may be being exposed to. Such assessments will be carried out:

- (a) Annually;
- (b) If a reason exists to suspect the assessment is no longer valid;
- (c) A significant change has occurred to the workstation or user;
- (d) On request from the DSE user.

The DSE risk assessors will provide all DSE users with adequate training and information in the use of the workstation at which they will be required to work.

Push Forward will reduce risks to the lowest level reasonably practicable by:

- (a) Ensuring the suitability of display screen and workstations.
- (b) Providing a variety in the work routine, including breaks/activity changes etc.
- (c) Advising employees to take regular breaks during the day i.e., 2/3 minutes within every hour.
- (d) Providing Health and Safety training and information.

It is the policy of Push Forward to ensure that, upon request, a fee for an eye/eyesight test for DSE users is reimbursed. Unless a specific problem is identified, an eyesight test would normally be carried out every two years.



DSE assessments will be carried out by MJR on request from Push Forward or an individual.

If DSE users are prescribed a pair of corrective spectacles specifically for DSE work; Push Forward will meet the cost of the basic model spectacle required.

Under agreement from Push Forward, they may reimburse a proportion of the cost upon production of a valid receipt and evidence of the spectacles being required specifically for DSE work.

DSE users which choose a design, style or personal preference pair will meet the cost less that of the required pair advised by the optician.

Staff members that require specific spectacles for their work task e.g. protective lenses may request that Push Forward purchase such spectacles.

All staff must ensure that full agreement to reimbursement is given before purchase is made, staff members who purchase from their own funds without permission may not be reimbursed.

Staff members who require spectacles for normal daily use due to sight impairment are not eligible to request reimbursement.

TRAINING AND INFORMATION

All users will be provided with adequate Health and Safety training per workstation.

Training will address three risk areas:

- (a) Musculoskeletal.
- (b) Visual fatigue.
- (c) Mental stress.

Training will include:

- (a) Users' role in hazard and risk detection.
- (b) Cause of risk of injury or ill health.
- (c) User actions to control risk i.e., correct posture, taking breaks.
- (d) Arrangements of computer set up.
- (e) Communication of symptoms to management e.g., inform management of issues you are having.
- (f) Information of Regulations.
- (g) Users' contribution to assessment e.g., confirm your understanding of the assessment.

Records will be kept of:

- (a) Workstation Risk Assessments.
- (b) Provision of eye/eyesight tests.
- (c) Provision of corrective spectacles.
- (d) Training and information provided.



DRIVING REGULATIONS AND GUIDANCE

*Relevant Legislation:
Road Safety Act 2006*

GENERAL DECLARATION OF OBLIGATIONS

Push Forward believe Work Related Road Safety is the joint responsibility of employer and employees. It is our policy to provide and maintain safe and healthy working conditions for all employees and to provide the information, instruction, training and supervision required for this purpose.

This policy covers all employees who drive for work. All employees who drive for work, and all managers who have responsibility for maintaining it must have a copy of this policy.

To ensure this policy is kept up to date it will be reviewed annually or when new issues arise. Should managerial responsibilities change; policies will be reviewed and / or adjusted to reflect such changes.

DRIVING LICENCE

All employees must hold a full UK [requirements for foreign nationals are that their licence must be exchanged for a UK one within 12 months of entry to the UK] driving licence that covers the type of vehicle you are driving. When using your own vehicle for Push Forward tasks, you must be insured to drive that vehicle for business travel.

You must notify Push Forward of any endorsement or pending prosecution which may be added to your driving licence or affect your ability to drive. You must let Push Forward know of a change in your medical condition that may affect your ability to drive.

MOBILE PHONE USE

Disciplinary action will be taken on any employees who are found to be in breach of this document. The following must always be adhered to:

- (a) It is illegal, and therefore you are prohibited from using, a handheld mobile phone, whether Push Forward issued or personal phone, whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up, in any Push Forward vehicle;
- (b) Handheld phones may only be carried in the vehicle if they are switched off/not answered or checked during driving, and calls made, or messages retrieved when the vehicle is safely and securely parked off the road with the engine switched off. This includes the use of any Apps or other functions such as music or pictures.
- (c) Properly fitted hands free mobile phones are legal but must be in a holder e.g., if you are using the phone for navigation, and can be used only when the driver deems it safe to do so.
- (d) Drivers must retain full control of their vehicles and can be prosecuted for failing to drive without due care and attention or for dangerous driving.
- (e) You must set up your phone for hands free before setting off, place it in the holder and not touch the phone while driving.
- (f) If your hands-free mobile phone rings whilst you are driving, you may answer the call if safe to do so, keeping the call as short as possible.
- (g) The only occasion under which a handheld phone can be used whilst driving is to make a 999-emergency call, but only if it is not safe or practical to stop to make the call;



- (h) Any manager/operations staff who must call a driver, knowing they are likely to be driving the vehicle at the time (checking the tracker will confirm this) must restrict the duration of the call or use a messaging service.
- (i) Petrol and refuelling stations must never be used for making or receiving mobile phone calls or messages, whether hands free or not.
- (j) Any breaches of the above policy will be treated as a serious breach of safety and Push Forward rules, and treated as a disciplinary matter, which may result in dismissal.

ACCIDENTS

If you have an accident while driving at work, you must tell your line manager and you will be instructed to complete a form.

Push Forward underlying strategy is to encourage a “no blame” road safety culture enabling all road safety incidents to be reported without fear of penalty imposed by the organisation. Upon this basis all other policies stand or fall. All employees must be educated to understand the purpose and implications of the “no blame” ethos.

ACTION ON AN ACCIDENT

- (a) Ensure the scene is safe! If safe to do so, protect the impact area from further collision;
- (b) Ensure you are safe – THEN – ensure all other persons are safe;
- (c) Call the appropriate emergency services;
- (d) Make a note of what happened, in your opinion. But do NOT show this to anyone until the Transport Manager has seen it!
- (e) Note names and addresses of the people involved. Note the registration numbers of vehicles involved. Note who was in which vehicle. Note the names and addresses of any witnesses;
- (f) Take photographs of the scene or make a sketch;
- (g) Offer details to the Police;
- (h) Notify Push Forward as soon as it is possible and when safe to do so;
- (i) Let people know you are safe, e.g. your family;
- (j) Leave the scene when told to by the Police.

RESPONSIBILITIES

Employees have a responsibility to co-operate with their supervisors to achieve a healthy and safe workplace taking reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a work-related road safety issue, they should inform the safety supervisor immediately. They should also advise the Push Forward health and safety representative.

Employees will receive all the training necessary to ensure they are able to do their job safely.



DRUGS AND ALCOHOL

Relevant Legislation:

Health and Safety at Work Act 1974

Misuse of Drugs Act 1971

Alcohol and drug consumption/dependency affect individual health and work performance in terms of safety, efficiency, productivity and attendance.

Push Forward recognise that this could be put at risk by employees who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work. Push Forward aim to:

- (a) Minimise problems at work arising from the effects of alcohol or drugs and to promote the health and well-being of employees;
- (b) Identify at an early stage, employees who might have problems relating to the effects of alcohol or drugs;
- (c) Provide an appropriate source for diagnosis and treatment, if necessary, for referral of employees known to have alcohol or drug-related problems affecting their work.

Employees are expected to be aware of and comply with the policy on alcohol and drugs, to ensure that their performance or ability to carry out their activities at work safely and competently is not impaired in any way.

Employees must understand that any accident that affects another person whether they are injured or not, which is caused directly by the lack of ability to control and operate machinery or equipment due to alcohol or drug use may result disciplinary action and civil or criminal prosecution.

However, employees who commit a clear breach of Push Forward rules due to the misuse of alcohol or drugs on one or more occasions will be subject to Push Forward disciplinary procedure, as appropriate.

Push Forward will:

- (a) Inform all existing and new employees of the risks to health and safety arising from the effects of alcohol or drugs (including some legitimately prescribed medications);
- (b) Advise line managers/supervisors to identify job performance problems that may be because of alcohol or drugs and to consult with the appropriate Push Forward specialist to determine whether there is sufficient concern to warrant a medical evaluation;
- (c) Maintain medical confidentiality regarding employees with job performance problems that have been identified as possibly being because of alcohol or drugs;
- (d) Where the effects on work of misuse of alcohol or drugs is confirmed or admitted, encourage employees to take expert advice and agree upon a programme of treatment.

All employees should observe the following, and note that failure to do so may result in disciplinary action being taken, including dismissal:

- (a) Employees must not present themselves for work under the influence of alcohol or drugs so that their performance or ability to carry out their activities at work safely and competently is impaired in any way, this includes prescribed medication;
- (b) Consumption of alcohol during normal working hours or on Push Forward premises is prohibited;



- (c) Consumption, possession or sale of illegal drugs is prohibited. Possession and consumption are also criminal offences under the Misuse of Drugs Act 1971;
- (d) Any employee having possession, trafficking or consuming of drugs declared to be illegal during working hours or on Push Forward premises will be detained and the police notified;
- (e) Prescribed and over the counter medications are not exempt, employees therefore have a duty to inform their line manager if they are taking medication that may impair their ability to perform their duties, and effect the health and safety of themselves and others who may be affected by their actions;
- (f) Those employees whose duties include driving as part of their normal duties who have been convicted of driving under the influence of drugs or alcohol may be dismissed.

Screening for drugs and alcohol may be instigated by Push Forward following:

- (a) An accident;
- (b) A near miss incident;
- (c) On discovery of possession of any controlled substance;
- (d) When it is determined that unusual or abnormal behaviour on the part of the employee may be alcohol or drug related.

When it is determined that unusual or abnormal behaviour on the part of the employee may be alcohol or drug related, the individual will be asked to carry out a breath test using an approved digital breathalyser. We are aware that the test may not give an accurate measurement but will give an indication that a person may not be fit to drive and subsequently use heavy machinery or plant on site.

If it is found that the test is positive, disciplinary action may be taken against the individual as this is a breach of Company policy

RECORDS

Push Forward will:

- (a) Ensure that adequate records are available to demonstrate that all reasonably practicable health and safety precautions have been taken;
- (b) Maintain records of training given to employees regarding the effects of alcohol and drugs at the workplace;
- (c) Where Push Forward have occasion to discuss a drug or alcohol-related issue with an individual employee, appropriate written notes will be kept.

ELECTRICITY AT WORK

Relevant Legislation:

Health and Safety at Work Act 1974

Electricity at Work Regulations 1989

The use, operation and maintenance of electrical equipment can be hazardous; Push Forward will ensure that reasonable steps are taken to reduce the risk as far as it is possible.

A suitable and sufficient risk assessment of the risks arising from any work activity that may expose persons to danger from electrocution will be undertaken for the purpose identifying all measures required to reduce those risks.



Electrical systems will be constructed and maintained, as far as reasonably practicable, to always prevent danger.

Work activities, including the use, operation and maintenance of a system and any work near a system will be carried out in such a way as not to give rise to danger:

- (a) Personal protective equipment will be suitable, maintained and properly used;
- (b) Portable and fixed electrical appliance testing will form part of the maintenance programme (PAT);
- (c) Electrical equipment will be appropriately CE marked.

Suitable precautions will be taken to prevent conductive materials from becoming electrically charged.

MAINTENANCE

Electrical systems will be maintained to prevent, so far as is reasonably practicable, danger by

- (a) Carrying out routine safety testing;
- (b) Visual inspections.

The frequency of inspections will vary according to the likelihood of faults occurring and will determine by the considering the following factors

- (a) Class and type of equipment;
- (b) Environment in which it is used;
- (c) Frequency of use.

Safe system of work will be developed for the maintenance, inspection or testing of electrical equipment. Specific requirements will be determined by a job risk assessment.

Users of portable and transportable equipment will be trained to visually check equipment before use e.g. defects in plugs, cable, etc.

RECORDS

- (a) Details of fixed and portable electrical equipment- itineraries and registers;
- (b) Portable appliance testing, inspections, repairs, modifications and maintenance.

EMERGENCY PROCEDURES

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward recognise that despite all control measures taken we cannot assume that a major incident will never occur.

Although such an incident is highly unlikely if all risks are adequately controlled, the consequences could be



catastrophic and so Push Forward will plan certain emergency procedures to ensure injury and damage limitations if such an event occurs.

All employees shall receive information and training as often as is necessary (including visitors and contractors) on the Emergency Action Plan to ensure a better understanding of these measures.

To prepare for these events Push Forward will plan for reasonably foreseeable incidents. Typical incidents written into the Emergency Action Plan will include:

- (a) Serious accidents/incidents (first aiders on site at all times).
- (b) Flood (unlikely in area of work tasks and buildings).
- (c) Fires (personnel trained in fire awareness and safe use of extinguishers).
- (d) Spillages or releases of hazardous substances (spill kit available at all times where required).
- (e) Robbery (staff advised not to challenge personnel and dial 999 for police).
- (f) Violence to staff (staff advised to remove themselves from potential violence).
- (g) Power failure (emergency lighting in place).

Push Forward will:

- (a) Carry out risk assessments to identify areas of risk and the control measures needed for those areas;
- (b) Establish procedures to be followed by employees in the event of an emergency, including:
 - ❖ Raising alarms.
 - ❖ Means of escape.
 - ❖ Assembly points.
 - ❖ Summoning emergency services.
 - ❖ Evacuation of disabled persons (if required a Personal Emergency Evacuation Plan PEEP will be in place).
 - ❖ Responsible persons will be appointed for specific procedures, including:
 1. Incidents controller.
 2. Site main controller.
 3. Persons responsible for shutting down and making safe plant before evacuating area;
 4. Fire Marshals.
 5. Persons responsible for emergency power supplies and lighting, where appropriate.
 6. Persons responsible for moving equipment to and from the incident site.
 7. First Aid personnel.
- (c) Provide a written version of the Emergency Action Plan to ALL personnel, including person's responsibility for specific procedures.
- (d) Ensure that, where appropriate, night shifts, annual closures and weekend working staff are included;
- (e) Ensure that call out lists are current and accessible;
- (f) Clearly label all shut off valves, isolators, fire points and fire equipment;
- (g) Keep all emergency services access routes and escape routes clear;
- (h) Have simple drawings of plans of premises available for emergency services, marking on them locations of
- (i) hazardous substances etc;
- (j) Reassess, update and alter Action Plans at regular intervals, following major changes and after an incident;



- (k) Carry out drills and tests on equipment at regular intervals;
- (l) Provide training in impermanency procedures for all personnel including specialist training for those with special responsibilities.

Records will be kept of:

- (a) Emergency action plan;
- (b) Persons with responsibility;
- (c) Details of all training;
- (d) Maintenance of alarms, exits and other emergency equipment;
- (e) Information supplied to public;
- (f) Copies of safety reports sent to enforcing authorities;
- (g) Information provided to or by the Local Authorities.

Where COMAH applies, records will also include:

- (a) How the incident was dealt with.
- (b) Persons responsible for safety on site.
- (c) Authorised personnel.

EMPLOYEES WITH LEARNING DIFFICULTIES OR ENGLISH AS A SECOND LANGUAGE

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward are committed to safeguarding its employees under the Health and Safety at Work Act 1974 and fulfilling our duties under the Management of Health and Safety at Work Regulations 1999.

Mark Rickards Tech IOSH is responsible for risk assessments and Leon Edwards is responsible for consulting with employees on all issues that have the potential to cause harm.

Push Forward understand that due to our work practises that there are certain dangers from its work practice, and we will take every measure to ensure that the potential hazard of harm is eliminated to the lowest possible level.

Leon Edwards will refer to risk assessments for more information, it includes any practice or substance which because of its residual risk or physical properties or the way it is used could cause harm to people.

It is the policy of Push Forward to provide information in a format e.g. pictures or in a language that is understandable to those employees that either have English as second language or are unable to read.

It is the duty of Push Forward to ensure that all employees understand all that is expected of them to abide by our health and safety policy and safeguard themselves and fellow employees from the risk of harm.

Push Forward will carry out regular inspections to ensure that all personnel are able to conform to the policy and that procedures in place are adequate.



ENGINEERS



Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward are committed to providing a safe and healthy working environment for our Engineers.

It recognises that this could be put at risk by employees who do not follow our policies and procedures to such an extent that it may affect their health, performance, conduct and relationships at work. Push Forward aim to:

- (a) Carry out training sessions to advise Engineers on best practice in their specific role;
- (b) Ensure that all Engineers are competent to carry out the work task for which they are employed.

However, employees who commit a clear breach of Push Forward rules due to the misuse of work equipment and failing to follow our risk assessments and safe system of works without practical and reasonable reasons will be subject to Push Forward disciplinary procedure, as appropriate.

Push Forward will:

- (a) Inform all existing and new employees of the risks to health and safety arising from the work practice including the use of work equipment and means of work e.g. work at height;
- (b) Advise line managers/supervisors to identify job performance problems that may be due to the failings of work equipment or methods of installation and to consult with the appropriate Push Forward specialist to determine whether there is sufficient concern to warrant a review of our policy and procedures.

Engineers will

- (a) Abide by Push Forward policies and procedures.
- (b) Ensure that when on site they carry out a site induction and follow all arrangements for health and safety relevant to that site;
- (c) Report all injuries, diseases and dangerous occurrences however minor they are to the supervisor or Mark Rickards health and safety manager of Push Forward.
- (d) When working on domestic or commercial properties where you are the only contractor on site, you must carry out a daily visual risk assessment of your work area before commencing your work task;
- (e) On the occasion you feel that imminent danger to you, fellow colleagues or the client from harm or damage to property, all work must cease until you are sure the danger has been removed;
- (f) Contact Mark Rickards (external health and safety consultant) for guidance on any issues that cannot be addressed by safety supervisors.

Push Forward will:

- (a) Ensure that adequate records are available to demonstrate that all reasonably practicable health and safety precautions have been taken;
- (b) Maintain records of training given to employees at the workplace;
- (c) Copies of reports made, and action taken.



FIRE SAFETY AND EMERGENCY PROCEDURES

Relevant Legislation:

The Regulatory Reform (Fire Safety) Order 2005

All persons employed by Push Forward have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, which is only permissible in designated areas; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials and waste.

Mark Rickards Tech IOSH is responsible for ensuring a suitable and sufficient fire risk assessment is undertaken and reviewed on every site/premises inspection and as required in accordance with Fire Safety Regulations.

A member of staff will be trained and nominated as Premises Management although Leon Edwards is deemed by law as responsible for Push Forward and its employees and any person that may be affected by their work practice.

The nominated Premises Management will:

- (a) Ensure that all duties laid down within the Regulatory Reform Order is adhered to;
- (b) Fire Marshals understand their role and carry out the checks as required.

All staff members are trained to Fire Awareness standards.

Members of staff will be trained to Fire Marshal standards. We will ensure that each sector of our workplace is controlled by a fire marshal.

The Fire Marshal is responsible for:

- (a) Carrying out their daily duties as per the logbook within the Fire Procedures section of this policy;
- (b) Any other actions or recommendations detailed in the fire risk assessment.

A competent person will check the fire extinguishers annually.

All staff members are trained to fire awareness standards, this will include

- (a) Who are the Fire Marshals and to whom you would report dangerous situations?
- (b) Action on hearing the fire alarm e.g. route of escape;
- (c) Action on seeing a fire e.g. how to operate the fire alarm;
- (d) How to operate a fire extinguisher if required;
- (e) Safe routes of escape from your area of work;
- (f) Fire Assembly area;
- (g) Safe operations at work e.g. do not block fire exits or miss-use extinguishers.

Practice fire drills and emergency evacuations will be conducted and recorded annually by the nominated Responsible Person or Fire Marshal to ensure employee familiarity with emergency evacuation procedures.

Leon Edwards will monitor compliance with the above, advising the nominated fire marshals of the relevant date and maintaining a central file detailing any such drills/evacuations.



It is to be noted that fire drills are compulsory and fore warning must only be given to persons detailed to call emergency services in the case of a fire that cannot be extinguished using on site means of fighting a fire, the drill should be called at a time that will result in a minimum disruption of normal work e.g., before breaks or end of normal working day.

There may be a requirement to conduct several drills to encompass personnel of site due to days off, sick and holiday.

Any difficulties discovered during fire drills and/or emergency evacuations will be reported by the fire marshals to Push Forward.

FIRST AID

Relevant Legislation:

Health and Safety (First Aid) Regulation 1981

Push Forward recognise its duty to ensure that all employees, contractors, and visitors have a reasonably quick access to first aid whilst at work.

Several Push Forward staff are trained in first aid to a level dictated by our risk assessments and the type and severity of injury that could occur during our work practise and current guidance; we will provide adequate first aid equipment and will inform employees of the arrangements for first aid.

PROVISION AND TRAINING OF FIRST AIDERS

In accordance with current codes of practice, Push Forward will ensure the adequate availability of first aid personnel with approved qualifications.

Such provision will ensure first aid cover during normal working hours and will where necessary; provide cover during out of hours' work.

The number of first aiders required will be assessed in accordance with the Approved Code of Practice associated with the *Health and Safety (First Aid) Regulations*.

First Aiders will be trained and re-trained by an Ofqual approved trainer.

Training will include dealing with 'special hazards' where appropriate. In low-risk situations, persons will be trained and approved to provide emergency first aid only.

Information on first aid will be included within the induction program for new employees and existing employees will be informed of any changes that are made.

EQUIPMENT AND FACILITIES

An adequate number of first aid boxes will be provided and situated in designated areas and all vehicles; these are provided for the use of trained first aiders only.

First aid boxes/eyewash stations will be clearly marked with a white cross on a green background.



First aid boxes will be stocked with the approved minimum quantity of supplies in accordance with the Approved Code of Practice associated with the *Health and Safety (First Aid) Regulations* and will be properly checked and maintained at regular intervals. Stock will be replenished when necessary.

Push Forward vehicles will be provided with a basic first aid kits - it is the responsibility of the drivers of each vehicle to re-stock their first aid kits when required.

Records will be kept of:

- (a) Qualified First Aiders and Appointed Persons;
- (b) First Aid treatment provided, Accident Book/Incident Report Forms;
- (c) Injury Reports where first aid treatment has been given as a result of an injury or work-related illness;
- (d) First Aid Kits and Eyewash Stations locations;
- (e) Push Forward vehicles' basic First Aid Kits.

HAND ARM VIBRATION SYNDROME HAVS

Relevant Legislation:

The Control of Vibration at Work Regulations 2005

Push Forward are committed to ensuring the health, welfare, and safety of its employees, under the guidance associated with The Control of Vibration at Work Regulations. Mark Rickards Tech IOSH is responsible for risk assessments and consultation with employees on HAVS issues.

Push Forward are committed to ensuring the health, welfare and safety of its employees through eliminating excessive vibration at source by providing good quality equipment, when all that is practicable and reasonable has been done to control HAVS, the provision of suitable and sufficient Personal Protective Equipment (PPE) will be supplied, this mainly consist of warm and sturdy gloves.

Due to the vibration of machinery, all drills and cutting tools used by employees, we will endeavour to minimise exposure (where necessary) by job rotation and reduce the actual work time using equipment.

Employees must use all Personal Protective Equipment (PPE) provided to them in accordance with the training and instruction given to them regarding its use. Although it is known that PPE will not reduce the risk of HAVS, it will aid in reducing the effects by maintaining warmth in the hands.

Employees who have been provided with PPE must immediately report any loss of, or obvious defect in any equipment provided.

Safety Supervisors will endeavour to ensure that any PPE issued to employees is used properly.

Safety Supervisor's duties prior to task commencement:

- (a) Identify where there may be a risk from HAVS;
- (b) Establish a reliable estimate of our employees' exposures;
- (c) Identify what we need to do to comply with the law, e.g. whether further measures are needed, and, if so, where and what type e.g. Occupational Health Nurse;



- (d) Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

It is essential that management can show that our estimate of employees' exposure is representative of the work that they do. It will take account of:

- (a) The work they do or are likely to do;
- (b) The place where this work is carried out;
- (c) The ways in which they do the work;
- (d) How it might vary from one day to the next.

INFECTION CONTROL

Relevant Legislation:

Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) 2013

The Public Health (Control of Diseases) Act 1984

The Public Health (Infectious Diseases) Regulations 1988

The Management of Health and Safety at Work (Amendment 2006) Regulations 1999

Control of Substances Hazardous to Health (COSHH) 2002

The Health Protection (Notification) Regulations 2010

Push Forward policy is to minimise as far as possible risks of harm to staff and visitors which may arise through passing infections between each other.

An Infection requires three main elements:

- (a) A source of the infectious agent i.e., a person that is infected.
- (b) A mode of transmission, that person has suitable contact with a host by touch, cough, sneeze - saliva being pushed into the air.
- (c) and a susceptible host, a person being in proximity or has a low immune system.

Infection control is preventing the transmission of infectious organisms and managing infections if they occur.

Infectious agents are biological agents that cause disease or illness to their hosts e.g., Covid 19.

Contact transmission usually involves transmission of an infectious agent by hand or via contact with blood or body substances e.g., saliva. Contact may be direct or indirect.

Direct contact transmission occurs when infectious agents are transferred from one person to another, for example, through an unprotected cut in the skin or the person breaths or sneezes on you.

Indirect contact transmission involves the transfer of an infectious agent through a contaminated intermediate object or person, for example, an infected person touches, breathes, coughs or sneezes on a surface which you touch and bring close to your face, this could be a simple door handle.

Effective infection control is central to providing high quality support and a safe working environment for company employees and visitors.



Transmission of infection may also occur through sources such as contaminated food, water, medications, devices, or equipment. Infections and infection transmission is prevented and managed as far as possible through the application of standard precaution practices, detailed in our risk assessment.

Hand Washing and Hand Care are considered the most important measures in infection control. Skin is a natural defence against infection. Cuts and abrasions on exposed skin should be covered with a water-resistant dressing changed as often as necessary. Hands should be washed with a soap or cleaning agent covering all surfaces and thoroughly dried, preferably using paper towels to reduce the risk of cross contamination.

Risk Management on risks of infection are regularly assessed, identified, and managed. Employees are advised in infection control practice, through our risk assessment.

Regular checks by our Health and Safety Consultant are in place for monitoring compliance with infection control procedures.

Records of infection control activities are maintained, including infection control training undertaken, e.g., presentation complied by MJR and displayed on our notice boards, and the use of personal protective equipment (PPE).

Infection Risk Assessment of company identifies and assesses infection control risks by taking into consideration the likelihood of infection from a particular hazard, and the consequences if a person is infected.

Education regarding infection prevention core principles is provided to all staff. Advice and information are provided to staff regarding new and emerging infectious disease threats and trends through our notice boards although the local media will be a better source of information as it will always be current and up to date.

If you suspect you may have a "Possible Infection" your line manager must be notified as soon as possible, and an incident report form completed.

Reporting of Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, some infections are Notifiable Diseases, speak with Mark Rickards Tech IOSH for more advise.

INFORMATION, INSTRUCTION AND SUPERVISION

Relevant Legislation:

Health and Safety Information for Employees Regulations 1989

Push Forward are committed to ensuring that all employees have suitable and sufficient health and safety information as per the Health and Safety Information for Employees Regulations 1989. This responsibility lies with Safety Supervisors.

Push Forward will communicate with its employees:

- (a) Orally – in the form of directions and statements from all Safety Supervisors;
- (b) In writing – in the form of safety memos and this policy statement;
- (c) By the setting of positive example.



The current Health and Safety Law poster is displayed in the workplace. Health and Safety advice is available from Mark Rickards Tech IOSH.

Safety Supervisors will arrange supervision of young persons at work. A young person is any person from the age of 16 and yet to attain the age of 18.

Leon Edwards will provide induction training for all employees once they have formally taken up employment but before they actively commence their work activities. Further training specific to a role will be provided on the same basis where required.

Leon Edwards must inform Mark Rickards Tech IOSH of any new employees coming into the workplace.

Any new employee who has previous qualifications and certification must allow Push Forward to copy and retain a record of training and qualifications held.

New employees must still satisfy Leon Edwards of their knowledge and competency in the workplace and the usage of equipment before work commences.

LEGIONELLA BACTERIA CONTROL IN WATER SYSTEMS

Relevant Legislation:

Control of Substances Hazardous to Health Regulations 2002

The Control of Legionella Bacteria in Water Systems L8

Push Forward is committed to ensuring the health, welfare, and safety of its employees, under the HSE approved code of practice associated with the control of legionella bacteria in water systems. Mark Rickards Tech IOSH is responsible for risk assessments and consultation with employees on legionnaire's disease issues through a toolbox talk session on Occupational Health.

Push Forward is committed to ensuring the health, welfare, and safety of its employees through eliminating hazards and risks and do all that is practicable and reasonable to safeguard its employees when working with water that has the potential to contain legionella.

Due to the nature of our work practice, our workers may work with water at a low risk. We will endeavour to minimise exposure (where necessary) to hazards and risks through our work practise.

Employees must use all that is in their power to remain safe at work as per training provided to them in accordance with the Management of Health and Safety at Work Regulations. Although it is known that inspections will not reduce the risk, as the risk will change daily with weather conditions and growth of algae, it will aid in reducing unnecessary exposure to harm.

Safety Supervisors will endeavour to ensure that all employees are not exposed to harm as far as reasonably practicable by:

(a) Identify where there may be a risk from a hazard.



- (b) Establish a reliable estimate of our employees' exposures, this may involve specialist personnel carrying out tests.
- (c) Identify what we need to do to comply with the law, e.g., whether further measures are needed, and, if so, where and what type e.g., empty tanks regularly.

It is essential that management can show that our estimate of employees' exposure is representative of the work that they do. It will take account of:

- (a) The work they do or are likely to do i.e., exposed to water droplets.
- (b) The area and building where this work will take place i.e., confined space.
- (c) The ways in which they do the work i.e., causing a mist or fog with the water.
- (d) How it might vary from one day to the next, e.g., weather conditions/hot weather.

Personal protective equipment will only be considered when all workplace precautions and risk control systems, where reasonably practicable, have been taken

USE, MAINTENANCE, EXAMINATION AND TEST OF CONTROL MEASURES

Push Forward will take reasonable steps to ensure:

- (a) Control measures provided will be maintained, in efficient working order and in good repair;
- (b) Control measures are properly used;
- (c) Inform employees of their statutory duty to make full and proper use of protective equipment and return it to the accommodation provided.

Examination and testing of control measures will be done annually, and records archived for 5 years.

MONITORING

Suitable monitoring will take place to ensure adequate control to exposure is maintained.

HEALTH SURVEILLANCE

Where appropriate health surveillances will be carried out to protect employees.

INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION

Employees who may be exposed to Legionnaires Disease will be provided with sufficient information, instruction and training regarding:

- (a) The nature and degree of risks to health or safety caused by exposure;
- (b) Precautions and control measures that should be taken, the proper use of them including the use of personal protective equipment and the reasons for using it;
- (c) Results of any workplace exposure monitoring;
- (d) The reasons for health surveillance, their duty to attend and information on the collective results.

Records will be kept of:

- (a) Risk assessments;
- (b) Examination, testing, maintenance, inspection and monitoring of control measures;
- (c) Health records, where needed;



(d) Information and training provided.

LIFTING EQUIPMENT AND LIFTING OPERATIONS

Relevant Legislation:

Lifting Operation and Lifting Equipment Regulations 1998

It is Push Forward policy that all operations are strictly as per the Lifting Operations and Lifting Equipment Regulations 1998, personnel using lifting equipment e.g. forklifts, pallet trucks, trolley jacks are fully trained to use equipment for work and those that have had no training are not permitted to operate Push Forward equipment.

FORKLIFT TRUCKS

Push Forward have a certificated driver/operator; this driver is specifically identified on all Push Forward notice boards. These are the only persons allowed to operate the forklift truck.

Employees that are authorised will before using a forklift truck for the first time, be sure that they have read and are familiar with the manufacturer's instructions relating to that truck.

All controls of all forklift trucks will be checked before commencing work each day. These checks will include the battery, the horn, the brakes, and tyres.

All defects found are to be reported to the Safety Supervisor and rectified before using any forklift vehicle. The Maximum Load Capacity is marked on each forklift truck. This will never be exceeded.

Operators will ensure that all loads carried are secure and stable.

Forklift trucks will always be operated at a safe speed. The driver will always face the direction in which he/she is driving unless they are manoeuvring within the workplace. Extreme care will be exercised when manoeuvring the truck in confined spaces. Operators are to obtain assistance if necessary.

Operators are to be aware of pedestrians, vehicles and other obstructions especially overhead obstructions. Never proceed without first ensuring that it is safe to do so.

Never drive towards anyone who is standing adjacent to a fixed object. Hands, arms, legs or any part of the body must not be allowed to come between the mast uprights and the vehicle body.

Always drive with the forks lowered at about 12 inches from the ground whether loaded or unloaded. The masts should always be at full backward tilt.

When driving on an incline or slope, when the truck is loaded, the load must always face uphill if there is a risk of the load falling off the forks.

The brakes must always be applied during lifting and lowering operations.



When driving in or out of buildings, particularly in reverse, extreme caution will be taken; drive slowly and sound the horn.

Use the bottle cage for carriage of gas cylinders whether full or empty to and from the workplace.

Never allow pedestrians to walk under raised forks, either loaded or unloaded.

Always fasten the seat belt when operating the forklift truck, they are fitted for your safety, wear them.

Never use a forklift truck unless you are qualified and authorised to do so. **Only holders of the** RTITB Certificate may operate forklift trucks on public highways.

PALLET TRUCKS AND TROLLEYS

Employees that are authorised and will before using a pallet truck / trolley for the first time, be sure that they are familiar with the safe operation of the equipment.

Pallet trucks and trolleys will be checked during work each day. All defects found are to be reported to the Safety Supervisor and rectified before using.

The Maximum Load Capacity is marked on each pallet truck. This will never be exceeded. This will never be exceeded. The pallet truck used on site are designed to take the weight of the materials being moved. The trolleys used on site are designed to take the weight of the materials being moved.

Operators will ensure that all loads carried are secure and stable before moving around the workshops.

Pallet trucks / trolleys will always be operated at a safe speed. The operator will always face the direction in which he is pushing unless they are manoeuvring within the workplace. Extreme care will be exercised when manoeuvring the equipment in confined spaces. Operators are to obtain assistance if necessary.

Operators are to be aware of pedestrians, vehicles and other obstructions especially overhead obstructions. Ensure that the load width can fit through doorways and corridors. Never proceed without first ensuring that it is safe to do so e.g. check your route is clear

Never push towards anyone who is standing still and not able to see you coming.

When moving on an incline or slope, when the truck is loaded, the load must always face downhill with you behind the load in case you lose control of the load due to a slip or trip.

LIFTING EQUIPMENT

A suitable and sufficient assessment of Lifting Operations will be undertaken to identify all necessary measures required to reduce any risks found because of the assessment.

Lifting equipment will be of adequate strength and stability for each individual load raised or lowered and attention will be paid to the stresses incurred at the mounting or fixing points. Load parts and any attachments used in the lifting operation will also be of adequate strength.



A full inspection of all equipment must be carried out prior to each use, this will include:

- (a) Any cuts, abrasions or tears in straps;
- (b) Breaks, splits, shredding of wires;
- (c) Rust, cracks or disfigured or broken hooks.

Lifting equipment will be positioned and installed to be safe, and minimise the risks, as far as is reasonably practicable, of the lifting equipment or its load striking a person or its load drifting, falling freely or being unintentionally released.

Lifting equipment will be clearly marked with its safe working loads. In situations where the safe working load is reliant on the equipment configuration, each one will be clearly marked on the equipment.

Information containing these details will be kept with the equipment. Accessories used in lifting operations will be marked with any information necessary to ensure their safe use.

Operations involving equipment will be planned properly by a competent person, appropriately supervised, and carried out in a safe way. A safe system of works and risk assessments have been developed and must be always adhered to.

Push Forward will ensure that equipment received from a third party is accompanied by physical evidence of the last service and thorough examination before it is used.

Lifting equipment will also be thoroughly examined to ensure correct installation and safe operation after it has been installed and before its used, or after it has been relocated, if its safety is dependent on its installation.

Where equipment is exposed to conditions that may cause deterioration likely to result in danger it will be thoroughly examined as follows:

- (a) Yearly for all lifting equipment or as recommended by engineers.
- (b) Bi-Annually where people are being lifted e.g., within a cage designed for this task.

In both cases a competent person will draw up an examination schedule that determines the frequency of the thorough examinations.

Lifting equipment will also undergo a thorough examination if exceptional circumstances have occurred that may affect its safety e.g., excessive weight is lifted or failure in any other parts of the equipment.

Push Forward will ensure that it is notified immediately by persons undertaking the examination of any defects that are or could be a danger to people and act by doing all that is practically reasonable to avert any accident or dangerous occurrence.

Push Forward will also ensure that the Enforcing Authority receives a copy of any report issued, where there is an existing or imminent risk of serious personal injury due to a defect in the equipment.



LOADING AND UNLOADING VEHICLES

Relevant Legislation:

Lifting Operation and Lifting Equipment Regulations 1998

Manual Handling Operations Regulations 1992

The following outlines our procedure for the delivery and collection of materials to enable the safety of both our employees and third parties whilst on our premises.

Prior to any vehicle entering the premises they will report to reception prior to being loaded or unloaded.

Health and Safety Executive statistics show there is a high incidence rate of accidents caused by both vehicle movement and during loading and unloading of vehicles.

Our policy on this is to ensure that whilst vehicle movement takes place on our premises where there is not clear visibility for reversing vehicles that a competent banks person is used to enable a safe reversing procedure where necessary.

The driver of the vehicle will be briefed to ensure he takes direct instructions from the bank's person and that in the event of not being able to see the banks person he immediately stops.

It is the responsibility of the banks person and the supervisor to ensure that all drivers are briefed into this procedure on arrival on the premises.

Where heavy materials are loaded and unloaded to and from vehicles this will be using a forklift truck operated by a competent operator.

To prevent movement of the vehicle during the loading operation the keys will be removed from the vehicle and the vehicles parking brakes will be applied.

The security of the load is the responsibility of the driver of the vehicle and this person will ensure the load is secure prior to leaving the premises.

At no time must any person access the vehicle unless there is an agreed method of fall protection in place.

In the event of the driver being of non-English speaking origin it is important that it is clearly understood by the person of the rules that are to be applied. If there is any doubt as to the understanding of the task, loading or unloading must not proceed until understanding can be achieved.



LONE WORKERS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward are committed to ensuring the health, welfare, and safety of its employees, under the HSE guidance associated with Lone Workers. Mark Rickards Tech IOSH is responsible for risk assessments and consultation with employees on lone worker issues.

Push Forward are committed to ensuring the health, welfare and safety of its employees through eliminating hazards and risks and do all that is practicable and reasonable to safeguard its employees when working alone.

Due to the nature of our work practice, employees may work alone at a low risk. We will endeavour to minimise exposure (where necessary) to any hazards and risks through our site survey carried out by external advisors or Safety Supervisor.

Employees must use all that is in their power to remain safe at work as per training provided to them in accordance with the Management of Health and Safety at Work Regulations. Although it is known that surveys will not reduce the risk, as sites change daily, it will aid in reducing unnecessary exposure to harm.

Safety Supervisors will endeavour to ensure that all employees are not exposed to harm as far as reasonably practicable by:

- (a) Involve staff when undertaking a risk assessment;
- (b) Take steps to check control measures are in place (examples of control measures include instruction, training, supervision and issuing protective equipment);
- (c) Review risk assessments annually or when there has been a significant change in working practice or building;
- (d) When a risk assessment shows it is not possible for the work to be conducted safely by a lone worker, address that risk by, for example, planning to provide help or back-up; and
- (e) Where a lone worker is working at another employer's workplace, Leon Edwards will be asked to inform the lone worker and Push Forward of any risks and the required control measures.
- (f) There are some high-risk activities where at least one other person may need to be present. Examples include:
 1. Working in a high-risk confined space or at height, where a supervisor may need to be present, along with someone dedicated to the rescue role;
 2. People working at or near exposed to fumes from solvents and paints;
 3. 1 to 1 working with Young People.
 4. Other work where at least two people are sometimes required.

CONTROL MEASURES

Precautions will take account of normal work and foreseeable emergencies, e.g. fire, equipment failure, illness and accidents. Push Forward will identify situations where people work alone such as:

- (a) Does the workplace present a special risk to the lone worker?
- (b) Is there a safe way in and out for one person?



- (c) Can any necessary temporary access equipment, such as portable ladders or trestles, be safely handled by one person?
- (d) Can all the machinery and goods involved in the workplace be safely handled by one person?
- (e) Are there any chemicals or hazardous substances being used that may pose a risk to the worker?
- (f) Does the work involve lifting objects too large for one person?
- (g) Is more than one person needed to operate essential controls for the safe running of equipment?
- (h) Is there a risk of violence?
- (i) Are young, pregnant or disabled workers particularly at risk if they work alone?
- (j) Are there any other reasons why the individual (for example a trainee) may be more vulnerable than others?
- (k) If the lone worker's first language is not English, are suitable arrangements in place to ensure clear communication, especially in an emergency?
- (l) 1 to 1 working with Young People who may be vulnerable due to age and specific educational needs.

Push Forward will check that lone workers have no medical conditions that may make them unsuitable for working alone. To include;

- (a) Epilepsy;
- (b) Diabetes;
- (c) Heart or Respiratory problems.

Consideration will be given to both routine work and foreseeable emergencies that may impose additional physical and mental burdens on an individual.

All employees who work alone outside of normal working circumstances and without the knowledge of management must ensure the Safety Supervisors are aware of this fact and of your work task and location.

Employees when working offsite must ensure they report to the main office of their arrival on site and safe exit.

MAINTAINING PLANT AND EQUIPMENT

Relevant Legislation:

Provision and Use of Work Equipment Regulations (PUWER)1998

Push Forward are committed to complying with our statutory obligations as laid out in the Provision and Use of Work Equipment Regulations 1998 (PUWER).

All workers will be provided with adequate information and training to enable them to use work equipment safely. All work equipment will be provided for the work task, by no means should employees use equipment not owned, serviced or maintained by Push Forward. The use of any work equipment, which could pose a risk to the well-being of persons in or around the workplace, will be restricted to authorised persons.

It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition and that they are properly and safely stored when not in use. Any equipment found to be defective must not be used and this reported to the Safety Supervisor.



Any tools or equipment, which is in any way defective, must be repaired or replaced. Repairs will be carried out by authorised persons and as per manufacturer's guidelines.

All employees who find any problem with plant/equipment must stop all work and report them to their line manager. Work is not to commence until work equipment is deemed safe to do so. By no means is the equipment to be altered to allow usage or that work continues until the equipment has been correctly adjusted or repaired by a competent person.

Safety Supervisors will be responsible for identifying all equipment/plant requiring maintenance and for ensuring suitable and sufficient maintenance procedures are devised.

Leon Edwards will be responsible for ensuring the maintenance identified is implemented with all relevant records contained centrally on the maintenance file held in the main office.

Safety Supervisors are responsible for ensuring all work equipment is clearly marked with health and safety warnings where appropriate and that any new plant and/or equipment meet the relevant health and safety standards and is fit for purpose before purchase.

Mark Rickards Tech IOSH will ensure that a suitable and sufficient risk assessment is carried out and Safety Supervisors will ensure that all employees have sight of this document before any work commences.

Safety Supervisors must ensure that they consult Mark Rickards Tech IOSH on any matters they are unsure of before allowing the use of machinery.

MANAGING RISK ASSESSMENTS, SAFE SYSTEM OF WORKS AND METHOD STATEMENTS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

It is the responsibility of Mark Rickards Tech IOSH and the Safety Supervisors to assess the risk to the health, welfare, and safety of anyone who may be affected by our work activities, so we can determine to what extent we are complying with our statutory duties under The Health and Safety at Work Act 1974 and The Management of Health and Safety at Work Regulations 1999.

Mark Rickards Tech IOSH will be responsible for ensuring that generic risk assessments are undertaken. These may include:

- (a) Manual Handling;
- (b) First Aid.
- (c) Personal Protective Equipment;
- (d) Work Equipment;
- (e) Site Safety;
- (f) Lone Workers.



Specific risk assessments that are directly related to the work practise will be constructed to ensure employees who are at risk from specific activities is controlled, these may include:

- (a) Control of Substances Hazardous to Health;
- (b) Work at height;
- (c) Confined spaces.

Such assessments will assist in further development of this policy. Only the most significant findings will be recorded. They are kept together in a Risk Assessment file that is accessible to all employees in either paper or electronic, if all employees have access to a computer.

SAFE SYSTEM OF WORKS:

Safe system of works will be constructed for activities that are deemed as requiring furthermore detailed safety procedures put in place, these will be using best practice and information from HSE and Manufacturers these may include.

- (a) Work at height using ladders.
- (b) Work at height using mobile scaffold towers.

METHOD STATEMENTS:

Method statements will be constructed detailing the finer elements in carrying out our tasks as safe as possible; these statements will detail the exact method of a task such as:

- (a) Rewiring
- (b) Large electrical refit.

All method statements will be constructed using best practice, approved code of practice, specific legislation, and guidance from manufactures of equipment to be fitted.

All method statements are reviewed annually or as required after an incident or accident. Engineers are not to deviate from the method statement before informing the main office of your actions and reasons behind action and will only proceed once authority is given.

A summary of this evaluation and subsequent recommendations will be provided to Leon Edwards who will give approval to any significant action required to remove and/or control identified risks.

Mark Rickards Tech IOSH will be responsible for ensuring that Leon Edwards understands his role on the implementation of the required actions.

It is the responsibility of Mark Rickards Tech IOSH to check that the implemented actions have removed/reduced the risk. This will require a visit at a time to suit the work practise and allowing adequate time to make changes under direction from Leon Edwards.

Assessments will be reviewed every 12 months or by COSHH or manufacturers guidelines, after an accident or incident which caused and injury or damage, or when activity changes, whichever is soonest.



It is the responsibility of Leon Edwards to inform Mark Rickards Tech IOSH of any significant changes to the work practice MJR would not be aware of.

Significant changes will include:

- (a) Change in management structure;
- (b) Under guidance from manufactures;
- (c) Significant change in work force numbers, up and down;
- (d) New plant or machinery is introduced;
- (e) Management or Supervisor inspections find a failing in the system of work;
- (f) After an accident/incident investigation, finds failings of the system of work/risk assessments (MJR can carry out investigations on your behalf if you wish);
- (g) If an improvement or prohibition notice is served;
- (h) A near miss or dangerous occurrence has occurred (you should inform MJR for advice);
- (i) If requested by your insurance provider.

All new work equipment will have a full risk assessment and safe system of work designed and training with all employees by MJR or relevant competent persons on safe work practices.

RISK ASSESSMENT MATRIX

Severity →		RISK ASSESSMENT MATRIX				
		<i>Catastrophic</i>	<i>High</i>	<i>Moderate to High</i>	<i>Moderate</i>	Minor
Likelihood ↓		5	4	3	2	1
<i>Certain</i>	5	25	20	15	10	5
<i>Very Possible</i>	4	20	16	12	8	4
<i>Possible</i>	3	15	12	9	6	3
<i>Unlikely</i>	2	10	8	6	4	2
<i>Very Remote</i>	1	5	4	3	2	1

Minor Risks - 1 to 6

No further action needed.

Medium Risk - 8 to 12

Further control measures needed before task starts.

High Risk - 15 to 25

Further control measures and specialist guidance needed before task starts.

Example Risk Assessment which has been given a risk rating of 4:

Identified Hazard	Who is at risk and how can they be harmed	Risk Rating			What we are doing about the hazard	Action by who?			What else can we do to control the risk of harm	Date this is to be done by	Date completed and by who
		Likelihood	Severity	Rating		O=Operator	S=Supervisor	M=Management			
No training on safe use of abrasive wheels	User and others in area of use from dangers of abrasive wheels	1	4	4	Training is organised for all engineers and is compulsory they attend			M	Annual training carried out	TBC	See file

MANUAL HANDLING OPERATIONS

Relevant Legislation:

Manual handling Operations Regulations 1992

Push Forward are committed to ensuring compliance with the law as laid out in the Manual Handling Operations Regulations 1992.

Mark Rickards Tech IOSH will ensure that manual handling operations are avoided as far as reasonably practicable where there is a risk of injury. Where this is not reasonably practicable, a suitable and sufficient assessment of the operation will be made, and actions taken to reduce the likelihood of harm.

Safety Supervisors will be responsible for ensuring that all steps are taken to reduce the risk of injury to the lowest level possible. Where we cannot lower the risk any further, steps will be taken to give an indication of the weight and centre of gravity if possible.

Where a risk assessment identifies a residual risk that cannot be removed, training in manual handling will be provided for all members of staff identified as at risk.

It is the responsibility of each employee to comply with safe systems of work implemented by Push Forward. Similarly, an employee must not undertake any manual handling operation which they justifiably consider poses a danger to themselves or any person that may be affected by the handling without first raising it to the attention of the Safety Supervisor.



All staff will receive training on correct manual handling of inanimate objects and are expected to use the skills and knowledge given to protect themselves and their fellow employees and reduce the risk of damage to property or equipment.

Any staff member, whose work task requires the use of a mechanical aid which is supplied, must ensure they use such equipment. Any task that does not have means of safely moving must be stopped immediately and reported to their line manager.

MENTAL HEALTH

Relevant Legislation:

Mental Capacity Act 2005

Mental Health Act 2007

Push Forward Mental Health policy outlines our provisions to prevent and address mental health issues among our employees.

We understand that Mental health is just as important as physical health. Mental illness may be detrimental to a person, as it impacts happiness, productivity, and collaboration. Mental health issues may affect company, in the form of:

- (a) Turnover.
- (b) Absenteeism.
- (c) Poor employee performance.
- (d) Employee substance abuse.
- (e) Work-related accidents.
- (f) Workplace violence or harassment.

With this policy, we aim to support our employees and create a healthy and happy workplace. We want everyone to feel appreciated and be treated fairly.

This policy applies to all our employees. Leon Edwards is primarily responsible for communicating this policy and overseeing its implementation.

We will consult employees, senior management, and mental health professionals to develop and revise our policy.

We understand that Mental Health issues in the workplace are any conditions that affect employees' state of mind. These conditions may include mild depression, stress and severe anxiety which may result in burnout and nervous breakdowns. Substance abuse may also perpetuate mental health issues.

As Mental health problems manifest in different ways. Some employees may suffer with no physical side effects, while others may experience physical symptoms (e.g., increased blood pressure, lethargy, changes in eating habits.)



Company will monitor these symptoms and take the necessary action to alleviate where we can and support what we cannot.

Factors that cause mental health issues that we cannot control may be e.g., hereditary, family conflicts, general health.

Work-related reasons for mental health problems, including:

- (a) Job insecurity.
- (b) Excessive pressure.
- (c) Work-life imbalance.
- (d) Lack of appreciation.
- (e) Hostile workplace conditions.
- (f) Unsatisfactory job or workload.
- (g) Unpleasant relationships with colleagues or managers.

To every extent possible, company aim to recognise and address cases of workplace pressures that contribute to mental health issues.

We aim to:

- (a) Treat mental illness seriously.
- (b) Identify issues proactively and resolve them.
- (c) Support employees who face mental health problems.
- (d) Create pleasant workplaces in collaboration with managers, employees, unions, and health experts.

PROFESSIONAL SERVICES

We will support employees who need time to access a mental health professional (e.g., psychologist). Employees may reach out to MJR as they are Mental Health First Aiders. Anything they share will remain confidential. Although MJR may need to consult with management on any changes in the work role to assist in their recovery and or support as needed.

JOB-RELATED ISSUES

Issues related to work, compensation, job insecurity and work-life balance can heavily burden our employees. In these cases, we encourage our employees to speak to our mental health professional about how to handle their individual situations better.

Additionally, we encourage open communication between employees and managers. If employees have a work-related problem, they should speak openly to their managers. Managers are in turn obliged to listen to their employees and should search for a mutually satisfying solution together.

MANAGERS' RESPONSIBILITIES

Managers should also proactively identify mental health issues among their employees. If they perceive that an employee is in a state of emotional or psychological distress, they should reach out to them.

Managers can address an employee who suffers from mental health issues in common situations by:



- (a) If an employee has work-related problems, managers should endeavour to come up with a mutual agreed solution.
- (b) If an employee has issues collaborating with colleagues, managers should meet with concerned employees and serve as mediators. If the problem is severe (e.g., violence, harassment, victimization), managers should contact HR.
- (c) If an employee's problems are personal or the employee refuses to discuss them, managers should encourage them to contact a mental health professional via their doctor.

OPEN COMMUNICATION AND SUPPORT

We want to actively support employees who are at risk of facing mental health issues (e.g., pregnant women, new parents, retiring employees.)

Often, it's easier to reach out to a colleague instead of a supervisor or HR. We encourage co-workers to support one another when needed.

EMPLOYEE RECOGNITION AND DEVELOPMENT

One way to prevent our employees from excessive stress is to monitor their work and watch for any lapses in judgement or productivity and address these as best we can.

New employees will always be mentored by senior staff who in turn must report back to management any concerns they may have on the employee's ability to carry out the task or their inability to do so.

COMPLIANCE WITH THE LAW

The law protects employees who suffer from medical conditions (e.g., clinical depression) or mental disorders (e.g., schizophrenia.) Consistent with our non-discrimination practices, we will treat these employees fairly and we won't oblige anyone to disclose their condition or other medical information. Instead, we will attempt to support employees who come to us with mental health issues and establish strategies that apply to everyone. Also, we will make reasonable accommodations for people with mental disabilities (e.g., flexible work hours where possible.)

To develop, revise and establish this policy, we need everyone's help. We can all work to define mental health issues, their causes and seek or offer help when needed. We encourage employees to share their ideas and concerns.

MONITORING WORK RELATED HEALTH

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward commits to pro-active measures in its delivery of effective health and safety monitoring to its employees.

Mark Rickards Tech IOSH will check working conditions, and ensure safe working practices are being followed, this will include:

- (a) Regular recorded premises inspections by Mark Rickards Tech IOSH;



- (b) General spot-checks by all Safety Supervisors;
- (c) Accident investigations and analysis.

MONITORING HEALTH AND SAFETY PERFORMANCE

The purpose of monitoring is to obtain information about health and safety performance.

REACTIVE MONITORING

Push Forward recognise that valuable lessons can be learned from the investigation of:

- (a) Injuries and ill health arising from work;
- (b) Accidents that result in damage to property (machinery, buildings etc.);
- (c) Near-miss incidents that might cause injury or damage (formal procedures exist for reporting and investigating such events; see accidents reporting and investigating section).

ACTIVE MONITORING

In addition to reactive monitoring, (investigating and analysing accidents and injuries) Push Forward is also committed to active monitoring including:

- (a) Identifying existing conditions or circumstances that might lead to accident or injury in the future;
- (b) Ensure that workplace precautions are being properly applied;
- (c) Ensuring that safe systems, working procedure are regularly reviewed to ensure that the specified workplace precautions are adequate;
- (d) Ensuring the existence of appropriate and comprehensive arrangements for the inspection of work equipment and buildings etc. (including statutory thorough examinations, where appropriate).

INSPECTION CHECKLISTS

Health and safety inspections will be carried out by MJR on our visits and at appropriate intervals that are appropriate to the nature of the business by safety supervisors/line managers, this will include the workplace and the activities undertaken and the equipment used.

Individuals with responsibility for monitoring will prepare and use appropriate inspection checklists supplied by MJR.

Inspections will deal with the workplace itself and or any relevant activities (manual handling etc) and will also list and monitor documents or records that are relevant to health and safety. However, in many cases it will also be necessary to create separate checklists for daily, weekly and monthly inspections, as appropriate, this will be created by MJR as required.

The main task when developing the inspection checklists will be;

- (a) Recording all documents, records or significant feature of the workplace that, if absent or below standard, that might increase risks to health and safety;
- (b) Deciding upon the appropriate frequency of inspection for each feature – this will partly depend on the consequences of a shortcomings in that particular feature, and partly on the likelihood that shortcomings have developed since the last inspection;
- (c) Ensuring that persons carrying out the inspections are aware of the standards required.



RECTIFYING SHORTCOMINGS

Active monitoring provides a means to identifying any shortcomings before they result in injury or loss. Appropriate action will be taken to rectify any shortcomings as quickly as possible.

REMEDIAL ACTION PLAN

Where unsatisfactory circumstances are identified or where remedial action is required, this will be highlighted, and appropriate action taken. In some cases, it will be necessary to identify long-term remedial action (to ensure that the shortcomings do not re-appear) as well as immediate action to prevent accidents.

NOISE AT WORK

Relevant Legislation:

Control of Noise at Work Regulations 2005

Push Forward are committed to ensuring the health, welfare, and safety of its employees, under the various legislations associated with Control of Noise at Work Regulations 2005. Mark Rickards Tech IOSH is responsible for risk assessments and Leon Edwards for consultation with employees on noise issues.

Push Forward are committed to ensuring the health, welfare, and safety of its employees through eliminating excessive noise at source or to an acceptable minimum of 80dB, when all that is practicable and reasonable has been done to control noise, the provision of suitable and sufficient Personal Protective Equipment (PPE) will be supplied.

Due to the noise levels of machinery, drills and cutting tools exceeding the minimum noise levels of 80 dB used by employees, hearing protection (where necessary) is to be worn. Employees must use all Personal Protective Equipment (PPE) provided to them in accordance with the training and instruction given to them regarding its use.

Employees who have been provided with PPE must immediately report any loss of, or obvious defect in any equipment provided.

Safety Supervisors will endeavour to ensure that any PPE issued to employees is used properly.

Safety Supervisor's duties prior to task commencement:

- (a) Identify where there may be a risk from noise and who is likely to be affected (this may include the public or client);
- (b) Establish a reliable estimate of our employees' exposures, and compare the exposure with the exposure action values and limit values;
- (c) Identify what you need to do to comply with the law, e.g. whether noise-control measures or hearing protection are needed, and, if so, where and what type;
- (d) Identify any employees who need to be provided with health surveillance and whether any are at particular risk.



It is essential that management show that our estimate of employees' exposure is representative of the work that they do. It will take account of:

- (a) The work they do or are likely to do;
- (b) The place where the work is carried out;
- (c) Engineering controls that are in place;
- (d) The ways in which they do the work;
- (e) How it might vary from one day to the next.

OCCUPATIONAL HEALTH

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward have a commitment to the occupational health and welfare of its employees.

Occupational health is a multi-disciplinary activity using the skills of specialist doctors, nurses, occupational hygienists, and those with expertise in safety who are all concerned with the effects of work upon health.

It is the intention of Push Forward to provide occupational health care for all our employees to protect their health in relation to the work they do. Where this cannot be provided, employees will be allowed to take time from work to seek professional help through other channels e.g. NHS.

New employees may be asked to undergo a health screening by an occupational health nurse before commencing with the work activities requested of them. This will ensure that they are fit to undertake the work for which they are being employed and will further ensure that their health will not be affected.

Any employee that is found to be unfit for the work task may be offered a more suitable role within Push Forward.

Employees who have been absent from work because of sickness or injury for a period of 4 weeks or more may be seen by the Occupational Safety and Health practitioner (speak with the health and safety advisor for more details). A risk assessment will be completed on return to work to ensure employees are not put at risk. This is to ensure a smooth return to work and to give Push Forward an opportunity to implement any rehabilitation procedures recommended by the Health and Safety Advisor and or the Occupational Nurse.

Employees absent from work for any condition other than general sickness may be asked to see our consultant at the onset of absence to assist with any investigation that Push Forward is undertaking.

Those persons who drive Push Forward vehicles will also be given the opportunity to undergo health screening.

Any information given by an employee to anyone in the occupational health service will remain strictly confidential and never be divulged to anyone within Push Forward without your consent.



Employees will have the right to request an appointment with an occupational health nurse at any time if they feel it necessary, this will be held in strict confidence. The nurse will have the ability to advise supervisors of necessary changes to be made to the work practice to safeguard our employees at work.

Any employee that needs to attend a medical practitioner e.g. Doctor or Nurse which is “work related” will be allowed to take time from work without financial penalty i.e. your wages will be as if you were at work.

A work-related issue must be related to a workplace accident (an accident report form must be completed) or occupational disease which has been diagnosed by a medical practitioner (documented paperwork must be made available).

Those personnel that wish to take time off due to non-work, ill health, or related injury, will not be entitled to claim financial reimbursement. Please see your terms and conditions of employment.

PERSONAL PROTECTIVE EQUIPMENT

Relevant Legislation:

Health and Safety at Work Act 1974

Personal Protective Equipment Regulations (PPE) 1992

Push Forward are committed to ensuring the health and safety of its employees through the provision of suitable and sufficient personal (and respiratory) protective equipment under the Personal Protective Equipment Regulations (PPE) 1992 where identified risks cannot be eliminated at source or to an acceptable minimum.

Mark Rickards Tech IOSH must ensure that every measure to eliminate, isolate or substitute any substances that may cause harm is taken before the introduction of PPE to the workplace. PPE is the last resort.

It is the responsibility of Safety Supervisors to ensure that the correct type of PPE has been supplied for each task. Consideration will be given to the job itself and to the demands it places on employees.

Employees will also be consulted regarding the choice of PPE. This will include PPE that must be worn with other equipment such as spectacles and hearing aids. Guidance may be obtained from MJR.

Employees must use all PPE provided to them in accordance with the training and instruction given to them regarding its use and immediately report any loss of or obvious defect in any equipment provided.

All Supervisors will endeavour to ensure that any personal protective equipment issued to employees is used properly and is fit for purpose, this will include “face fitting” of face masks.

All employees are reminded that it is an offence, under the Health and Safety at Work Act 1974, section 7, failing to take reasonable care of your own health and safety at work, the Personal Protective Equipment Regulations 1992, and Push Forward policy, not to use, take care and store equipment provided under this regulation.

Any person who feels that equipment is not suitable for the work task must stop all work immediately and report this to the line manager. Further advice and guidance may be sought from MJR.



PREGNANT EMPLOYEES

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward are aware of the susceptibility of an employee or student during pregnancy, certain risks that may arise because of their employment Push Forward will assess and document those additional risks, and ensure measures are provided to protect the health and safety of any pregnant employee, so far as is reasonably practicable.

Push Forward are aware of the statutory requirements imposed on and relating to, work undertaken by pregnant employees and will comply with these requirements.

A pregnant employee on advising their manager or supervisor of their condition will be given all the information, instruction and training necessary to enable them to work safely and without risks to their own health and that of the unborn child. This will include:

- (a) Manual handling.
- (b) Workstations and posture, including standing or sitting for long periods e.g., 2 hours+;
- (c) Work with equipment and machinery.
- (d) Work with substances and infectious diseases that may be hazardous to the unborn child.
- (e) Who will be responsible to assist them in the event of an emergency e.g., fire evacuation?
- (f) Work-related stress.
- (g) Long working hours.
- (h) Excessively noisy areas.

Employees concerns regarding pregnant employees in the workplace should be addressed to a supervisor or manager who will ensure measures are taken to investigate the circumstances and provide a solution. A full risk assessment carried out.

It is important that employees tell company about any advice they have had from your doctor or midwife (e.g., pregnancy-related medical conditions such as high blood pressure, a history of miscarriages etc) as that could affect the assessment. company will use this information to review their risk assessment and if necessary to adjust working conditions accordingly. Pregnant employees must see the outcome of the risk assessment, it would be advisable to carry out the assessment with the employee.

Risk Assessments must be reviewed at least every trimester, as the ability to carry tasks will change as the baby grows. The assessment must also be reviewed on request of the employee or a concerned party e.g., fellow employee or midwife. A full risk assessment must be completed when the employee returns to work.

Leon Edwards will have the responsibility for ensuring that the provisions of this policy are met.

In addition to the normal health and safety records kept relating to work activities, the following are kept regarding pregnant employees:

- (a) Significant findings of all risks assessments required by The Management of Health and Safety at Work Regulations 1999, relating to new or expectant mothers;
- (b) Control measures determined and/ or implemented in response to the risk assessments;
- (c) Any notifications of pregnancy from the employees;
- (d) Any relevant health records and or information;
- (e) Details relating to any exposures to hazardous substances;
- (f) Restrictions or prohibitions placed on the employment of pregnant employees in certain work or tasks.

PRESSURE SYSTEMS

Relevant Legislation:

Pressure Systems Safety Regulations 2000

Safety of Pressure Systems L122

Push Forward recognise that pressure systems present a risk of serious injury from the release of stored energy because of a system or component failure and will, so far as is reasonably practicable, ensure that all systems are safe.

RISK ASSESSMENTS

A suitable and sufficient risk assessment of work activities involving the use of pressure systems will be undertaken for the purpose of identifying all necessary measures required to reduce any risks found because of the assessment.

Where written scheme of examination is required, the assessment of the safety of pressure systems will be covered by the written scheme of examination drawn up by a competent person.

SAFE OPERATING LIMITS

Pressure systems will not be used unless safe operating limits have been established. This information will be kept available for those who need it, including competent persons responsible for the examination in accordance with the written scheme.

Safe operating limits specified for a system will be kept up to date and will be reviewed at the time of examinations under the written scheme or when significant repairs or modifications are carried out.

The discharge capacities of any pressure relieving device will also be reviewed following change in safe operating limits. Second-hand equipment will be thoroughly assessed to ensure that safe operating limits have been established before putting into use.

WRITTEN SCHEME OF OPERATION

A suitable written scheme of operation for the periodic examination of prescribed components of pressure systems will be drawn up or be certified as being suitable, by a competent person before the system is operated. The scheme will be reviewed by a competent person at appropriate intervals, to ensure its continued validity, and if necessary, modified in accordance with any recommendations made by the competent person.

EXAMINATION IN ACCORDANCE WITH WRITTEN SCHEMES



Parts of systems included in written schemes will be examined by a competent person in accordance with the details laid down in the scheme, regarding nature, frequency, and preparation for safe examination etc.

IMMINENT DANGER

Where pressure systems and/or components give rise to imminent danger unless certain repairs, modifications, or suitable changes to operating conditions are carried out, a competent person will immediately submit a written report to that effect. The report will identify the pressure system concerned and specify the necessary repairs, modification or changes needed.

The enforcing Authorities must be informed of the same within 14 days.

Systems will not be operated until all remedial work has been completed and the system re-tested and deemed safe.

OPERATION AND MAINTENANCE

All pressure systems will be properly maintained and in good repair to ensure safe use.

INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION

All employees operating, maintaining, inspecting/testing or thoroughly examining pressure systems will be provided with appropriate information, instruction and training proportional to their use and until they are competent to carry out that work. Training and instruction will also be given for emergency procedures.

MODIFICATION AND REPAIR

Modifications or repairs to pressure systems will be undertaken so as not to give rise to danger or impair the operation of any protective devices or inspection facilities.

Records will be kept of:

- (a) Written schemes of examination;
- (b) Reports from competent persons relating to systems;
- (c) Defect reports, remedial action plans and repairs carried out;
- (d) Manufacturer's information;
- (e) Risk assessments relating to all aspects of pressure systems;
- (f) Registers of competent persons;
- (g) Training, instruction, and information provided.

SAFETY SIGNS AND SIGNALS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Health and Safety (Signs and Signals) Regulations 1996

It is Push Forward policy to use safety signs where there is sufficient risk to health or safety that cannot be avoided or controlled by methods required under other laws, provided that the sign can help reduce the risk. As well as conventional safety signs this policy also covers:

- (a) Acoustic signs (alarms etc).
- (b) Illuminated signs.
- (c) A code for hand signals to assist vehicles.
- (d) Signs for internal traffic routes.

Safety signs are a way of communicating health and safety information and the need for these will be identified during risk assessments.

All signs, including audible and hand signals, will conform to requirements laid down in current legislation.

Employees and visitors are required to comply with all signs and signals.

All safety signs and signals will be inspected and maintained on a regular basis and reviewed as part of the risk assessment process.

Employees must note that it is an offence to deface, remove or obstruct any sign that has been provided for safety reasons e.g., fire exit.

ASSESSMENT

Safety signs will be used where there is sufficient risk to health or safety that cannot be avoided or controlled by methods required under relevant laws, provided that the sign can help reduce the risk.

Where appropriate, special arrangements will be made for employees or visitors who have impaired vision or hearing as this might place them or others at risk due to the inability to discern the sign or signal.

CONFORMITY WITH STANDARDS

Where the need is identified, safety signs conforming to the requirement of the *Health and Safety (Signs and Signals) Regulations* and to the appropriate British and European Standards cited. For standards signboards there is a mandatory use of:

- (a) Pictorial signals – pictograms.
- (b) Standard shapes and colours.

Prohibition (Must Not)

White circular sign with and red border and diagonal cross bar with a black picture.



Warning – hazard or danger

Yellow Triangle with black boarder and symbol.



Mandatory (must be done/worn)

Blue circular sign with and white boarder and symbol.



Safe Condition – (fire exit)

Green square or oblong with white boarder and symbol.



Note: BS5499 are also acceptable, (pictures and text), signs with text only are not.

Firefighting – fire equipment
Red rectangle or square with white border and picture.

INFORMATION, INSTRUCTION, SUPERVISION AND TRAINING

The necessary training will be provided for all employees and where appropriate contractors, sub-contractors, and visitors to ensure provision of; Information, instruction, supervision, and training on measures to be taken in connection with safety signs.

The extent of the training required will be identified in the risk assessment. General or induction training will typically include an explanation of the:

- (a) Various shapes and colours of signs and their significance.
- (b) Sound of any audible alarm or signal; and
- (c) Actions taken by persons.

Employees whose work includes the use of hand signals will be trained in the use of those hand signals.

COMPLIANCE

Safety signs and signals are a form of workplace precautions and as such, all employees, contractors, sub-contractors, and visitors and are required to comply with them, monitoring and reviewing will take place on a regular basis.

MAINTENANCE

Periodic inspections will take place to ensure that safety signs and signals are in good condition and that visual signs are left unobstructed and clean. If there is a change in plant or systems of work and, if appropriate, signage removed or changed.

It is an offence to remove damaged or worn safety signs and not replace them.

SLIPS TRIPS AND FALLS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

It is the policy of Push Forward to reduce injury or damage caused because of a slip or trip (the single most common cause of injuries at work).

Push Forward need to ensure that the highest possible standards of vigilance are attained within accordance with its commitment to providing a safe place of work. This will include regular inspections to ensure compliance with Push Forward policies.



It is the sole responsibility of the safety supervisor to ensure that high standards of housekeeping are maintained within their areas.

Supervisors will regularly inspect workplaces and identify areas that are not being maintained. It will be the duty of the Supervisor to resolve the problem and inform the line manager of their actions and any problems encountered if required.

All obstacles that may cause a hazard within the workplace are to be identified and action taken to remove or store the hazards safely.

Our areas of work are routinely busy areas with numerous amounts of personnel moving around. Caution must be taken that slip, trip and fall hazards are eliminated.

All personnel must ensure that all personal belongings e.g. coat and bags are not left in gangways or over chairs were the cloth drapes to the floor (this will cause the chair to tip if pushed back and the coat catches in the wheel) or placed under the desk so as to cause a trip hazard to you when alighting from your work area.

The following guidelines should also be strictly adhered to within the office area:

- (a) Filing cabinets should never be overloaded and the weight should be evenly distributed.
- (b) Never leave filing cabinet drawers open, especially the bottom drawer;
- (c) Desk drawers are not to be left open;
- (d) Do not use chairs or other unsuitable objects as stepladders, always use proper stepladders or step stools to reach objects, which might otherwise be out of reach;
- (e) Do not leave cables, either electrical or telephone trailing about the floor;
- (f) Do not leave spills of fluids or loose materials likely to cause a slip on the floor;
- (g) Clear all work equipment, stationery and other stores from gangways during any work practice;
- (h) All equipment should be turned off at night unless otherwise specified.

The following guidelines should also be strictly adhered to within the workshop area:

- (a) Footwear supplied has a good tread and is anti-slip if required;
- (b) Do not leave cables, hoses or pipes trailing about the floor without warning signs displayed;
- (c) Do not leave spills of fluids or loose materials likely to cause a slip on the floor;
- (d) Clear all tools and work equipment from gangways during any work practice;
- (e) All equipment should be turned off at night unless otherwise specified.

SMOKING AT THE WORKPLACE

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward will have a no smoking policy in force within the Push Forward premises, and vehicles to comply with the obligations of Section 2(2) of the Health and Safety at Work Act (1974), namely:



To provide an environment for employees that is:

- (a) Safe;
- (b) Without risk to health.
- (c) Adequate as regards facilities and arrangements for the welfare at work.

Legislation from 1 July 2007 makes smoking illegal within specified environments and allows employers to comply with their obligations under these regulations and improve the quality of life for all employees.

This policy has been developed to protect all employees and to provide a reference point regarding the legislation, and its effects on Push Forward employees.

It is the policy of Push Forward to promote the right of employees to work in a smoke free environment. To this aim a total ban on smoking is in force throughout the whole of the workplace, this includes inside as well as outside of premises (including car parking areas and client sites) as well as vehicles. Smokers wishing to “light up” will have to go to public acceptable areas or as indicated by site management.

Overall responsibility for policy implementation and review will rest with the designated Health and Safety Representative of the Push Forward. However, all employees are obliged to adhere to, support and enforce the implementation of the policy and as part of the contract of employment.

Employees wishing to smoke will be given the opportunity to smoke away from the work during contracted rest periods only.

Non-Compliance: Every worker has the right to a smoke free workplace environment.

Under no circumstances is any employee to use force or threatening behaviour on another person who smokes within a smoke free zone, immediately call the attention of a supervisor.

Enforcement: Legislation has imposed a possible fine on a smoker who breaks the law as well as an employer who knowingly allows this to happen.

Push Forward will therefore view its obligation very seriously and follow disciplinary procedures, involving possible suspension of duties, to anybody breaking this policy and the law.

Push Forward will be pro-active in assisting any employee who shows a genuine wiliness to stop smoking.

STRESS IN THE WORKPLACE

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

We are committed to protecting the health, safety and welfare of our employees. We recognise that workplace stress is a health-and-safety issue and acknowledge the importance of identifying and reducing workplace



stressors. This policy will apply to everyone in Push Forward. Managers are responsible for implementation and Push Forward is responsible for providing the necessary resources.

It is the duty of Mark Rickards Tech IOSH to assess the risk of stress to anyone who may be affected by Push Forward work activities, so we can determine we are complying with our statutory duties under The Management of Health and Safety at Work Regulations 1999.

It is the responsibility of Mark Rickards Tech IOSH to ensure advice and direction is provided for staff on coping with stress to minimise health problems.

HSE defines stress as 'the adverse reaction people have to excessive pressure or other types of demand placed on them'. This makes an important distinction between pressure, which can be positive if managed correctly, and stress, which is likely to be detrimental to physical or mental health if it is prolonged.

Push Forward will:

- (a) Conduct risk assessments to identify all workplace stressors and eliminate or control the risks from stress. These risk assessments will be regularly reviewed.
- (b) Consult with safety representatives on all proposed action relating to the prevention of workplace stress.
- (c) Provide training for all managers and supervisors in good management practices, this will be carried out by Mark Rickards Tech IOSH.
- (d) Provide confidential counselling for staff affected by stress caused by either work or external factors.
- (e) Provide adequate resources to enable managers to implement the company's agreed stress management strategy.

TACKLING WORK-RELATED STRESS USING THE MANAGEMENT STANDARDS APPROACH

RESPONSIBILITIES: SUPERVISORS WILL:

- (a) Conduct and implement recommendations of risks assessments within their area;
- (b) Ensure good communication between management and staff, particularly where there are organisational and procedural changes;
- (c) Ensure staff are fully trained to discharge their duties;
- (d) Ensure staff are provided with meaningful developmental opportunities;
- (e) Monitor workloads to ensure that people are not overloaded or underutilised;
- (f) Discourage work-related contact with staff outside normal working hours or whilst on holiday unless agreed with staff;
- (g) Monitor working hours and overtime to ensure that staff are not overworking; monitor holidays to ensure that staff are taking their full entitlement;
- (h) Attend training, as requested, in good management practice and health and safety;
- (i) Ensure that bullying and harassment is not tolerated within their jurisdiction;
- (j) Be vigilant and offer additional support to a member of staff experiencing stress outside work, e.g. bereavement or separation.

OCCUPATIONAL HEALTH AND HEALTH AND SAFETY CONSULTANT WILL:

- (a) Provide advice on stress;
- (b) Support supervisors in implementing any stress risk assessments in place;



- (c) Support individuals who have been off sick with stress and advise them and their supervisor on a planned return to work;
- (d) Refer to workplace counsellors or specialist agencies as required;
- (e) Monitor and review the effectiveness of measures to reduce stress;
- (f) Inform the employer and supervisors of any changes and developments in the field of stress at work.

HUMAN RESOURCES WILL:

- (a) Give guidance to supervisors on the stress policy;
- (b) Help monitor the effectiveness of measures to address stress by collating sickness absence statistics;
- (c) Provide continuing support to supervisors and individuals in a changing environment and encourage referral to occupational workplace counsellors where appropriate.

EMPLOYEES WILL:

- (a) Raise issues of concern with your supervisor, safety representative or occupational health;
- (b) Take an active part in the process of assessing the risk, e.g. raising any issues with health and safety consultant during regular visits;
- (c) Accept opportunities for counselling when recommended.

HEALTH AND SAFETY CONSULTANT:

- (a) Must be meaningfully consulted on any changes to work practices or work design that could precipitate stress;
- (b) Must be able to consult with members on the issue of stress including conducting any workplace surveys;
- (c) Should be allowed access to collective and anonymous data from human resources;
- (d) Should conduct joint inspections of the workplace at least every three months to ensure that environmental stressors are properly controlled.

Push Forward passionately believe that stress related occupational ill-health investigations are a valuable tool in terms of reviewing and improving the health, welfare, and safety of its employees.

Leon Edwards is responsible for acting on investigation findings to prevent a recurrence and thus improve the environment for those employed or affected by the work activities of Push Forward.

SAFETY SUPERVISOR'S DUTIES:

- (a) Identify where there may be a risk of employees being under stress and who is likely to be affected;
- (b) Estimate employees' exposures to stress;
- (c) Identify what we need to do to comply with the law, and determine where and what type of stress is occurring e.g. physical or mental;
- (d) Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

It is essential that Safety Supervisors identify exposure to stress and which type of stress is present, physical or mental. It will take account of:

- (a) The work employees do;
- (b) The environment where this work task is carried out;
- (c) The ways in which they carry out the work;



(d) How it might vary from one day to the next.

STORAGE AND STACKING

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Provision and Use of Work Equipment Regulations 1998

Storage Equipment Manufacturers Association (SEMA)

Push Forward recognise that Storage and Stacking presents many hazards and will ensure that the risks to people's health and safety, from equipment that they use at work being stored is prevented from falling and controlled in a safe manner e.g., shelves not overloaded and walkways are kept clear.

Push Forward understand that the main causes of accidents in warehousing and storage are:

- (a) Shelving integrity and design;
- (b) Moving or falling objects due to poor stacking;
- (c) Vehicles in and around the warehouse and storage yard.

Our intention is to control these hazards by doing all that is practicable and reasonable, this will include the following.

SHELVING

Shelving is checked to ensure it is:

- (a) Undamaged;
- (b) Securing brackets and wall/floor fixings are in place and secure;
- (c) Shelves are not being overloaded;
- (d) Items stored on shelves are secure and not in danger of falling or protruding into the walkway;
- (e) Has been checked under Storage Equipment Manufacturers Association (SEMA) as required.

VEHICLES IN AND AROUND THE WORKING AREA

Moving vehicles is managed to control and reduce the likelihood of accidents, by:

- (a) Ensuring forklift drivers are competent;
- (b) Regular supervisors' checks are carried out looking for hazards that may pose a risk e.g. oil spills;
- (c) Visiting drivers are given any information they need in advance to ensure their own safety and that of others;
- (d) Visiting drivers who do not speak and/or only have a limited vocabulary or understanding of English, will be escorted.

Other hazards such as, falls and manual handling are addressed within the policy under their own headings.

Pedestrians and vehicles will have the ability to circulate safely. Workplace traffic routes will be suitable for the people and vehicles using them. Where vehicles and pedestrians use the same traffic route, there will be adequate room to separate them.



Specific activities in the warehouse with a risk of material or an object striking someone will be clearly indicated and only authorised people may enter it.

Storage areas will be designated and clearly seen. The layout of storage and handling areas will avoid tight corners, awkwardly placed items, uneven surfaces, and changes of gradient as much as possible.

Records will be kept of:

- (a) Risk assessments undertaken;
- (b) Maintenance, inspection and test records and logs;
- (c) Information and training provided.

SUB-CONTRACTORS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

All persons employed by Push Forward have a duty to conduct their operations in such a way as to minimise the risk of harm to themselves, others and to assist company in performing the duties under the act, they are also responsible for their own acts and omissions e.g., abiding by current health and safety regulations and not do anything that has the potential to cause harm i.e., leaving trip hazards in walkways.

Leon Edwards is responsible for maintaining an accurate and valid approved contractor's file for any contractors that may be employed by Company.

It will be the responsibility of Leon Edwards to ensure that all sub-contractors are familiar with the relevant contents of this health, welfare, and safety policy. As such they will be issued relevant health and safety information for which they must return a completed receipt form that is to be included on the approved contractors file.

All supervisors and staff members who have relevant knowledge are responsible for ensuring sub-contractors conduct their activities in accordance with the health, welfare, and safety policy.

It will be the responsibility of the sub-contractor to maintain their legal duties e.g., public liability insurance and training of staff. Copies of such documents must be passed to company and updated as required.

All sub-contractors are invited to join any training sessions run in house for the good and benefit of employees and to meet our statutory obligations.



TRAINING AND BEHAVIOURAL SAFETY

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward recognises that adequate knowledge and skills are an essential element of safety and will therefore ensure that all employees are provided with adequate training in Health and Safety.

BEHAVIOURAL SAFETY

Behavioral safety programs vary considerably. Behavioral Safety is the prime focus, we will incorporate this with our safety programs, attempting to change workers behavior through training and other interventions e.g., vehicle and equipment checks as part of a risk reduction programme.

What is central to all behavioral safety systems is the belief that injuries and illnesses are a result of 'unsafe acts' by workers and to prevent these unsafe acts management will target specific behaviors and aim to change these based on observing and monitoring workers e.g., addressing accidents or incidents that involve harm or damage to equipment and property whether that is our property or our clients.

Push Forward recognise that adequate knowledge and skills are an essential element of safety and will therefore ensure that all employees are provided with adequate training in Health and Safety. Push Forward will ensure that:

- (a) All Inductions include health and safety training;
- (b) Individual needs are met in respect of health and safety;
- (c) Training will be monitored and reviewed periodically;
- (d) New employees who have previous qualifications and certification give a copy of records of training and qualifications held.
- (e) New employees must still satisfy Push Forward of their knowledge and competency in the workplace and the usage of equipment before work commences.

ARRANGEMENTS

All employees will complete an appropriate programme of health and safety training at the earliest possible opportunity. Line managers, to whom new employees are responsible, will ensure that any relevant additional precautions are taken to ensure the safety of new employees until training is completed. Such precautions may include:

- (a) Increased supervision;
- (b) Limiting tasks assigned;
- (c) Limiting access to areas, unless accompanied.

IDENTIFYING TRAINING NEEDS

Employees will take part in regular site-specific health and safety training in addition to the basic induction training. Line managers will identify individuals, under their control, training needs and will ensure that it is provided. This may be because of:



- (a) Transferring to a new job/location or new responsibilities;
- (b) The introduction of new equipment, technology or modification of existing equipment;
- (c) The introduction of new systems of work or changes to existing ones.

ADDITIONAL TRAINING

The need for health and safety training will be analysed periodically, considering:

- (a) The present or planned job content/responsibilities of the individuals;
- (b) Their past health and safety performance;
- (c) Statutory requirements for training, where applicable;
- (d) The findings of risk assessments;
- (e) The findings of incident/accident investigation.

TRAINING PROGRAMMES

Appropriate training programmes will be developed wherever health and safety training are required.

All employees will be consulted on training programmes and are asked to be actively involved in the construction and delivery of the training. Push Forward appreciate that their employees are the key to good and constructive training sessions.

INDUCTION TRAINING

All employees, on commencement of employment, will complete an induction which will include an appropriate programme of health and safety. This will ensure that all new employees are familiar with the fundamental aspects of health and safety relating to their employment.

Induction forms will be signed as confirmation training has been received.

Health and Safety training will consist of the provision of:

- (a) Induction – information that is common to all employees;
- (b) Training that is specific to responsibilities/duties of the individual and to foreseeable health and safety risks.

RECORD OF INDUCTION TRAINING

Once individuals have completed a topic the corresponding check box shall be ticked; the trainer will decide whether the employee has achieved a satisfactory level of competence in each topic.

Once all topics have been covered both the trainer and trainee will sign and date the form. The form will be retained in the individual's personnel record.



VIOLENCE AT WORK

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward understand that as we work with the public and other contractors, there is always a possibility of violence towards our employees and within the ranks of the employees. We will ensure that we have done all that is practical and reasonable to keep our employees safe at work.

Management supports this policy, and we will not tolerate any instances of work-related violence.

Key points are:

- (a) Verbal abuse, to our employees by visitors or other Push Forward employees regardless of status or position within the organisation;
- (b) No employees will be blamed for an instance of work-related violence caused by a customer, contractor or member of the public;
- (c) All employees have the right to be treated with consideration, dignity and respect.

This policy applies to all employees working on our premises, including supervisors and contractors.

Managers and Safety Supervisors will also:

- (a) Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly;
- (b) Record details of the incident where appropriate and give all personnel involved in the incident full support during the whole process;
- (c) They will also respond and consider seriously any suggestions made by employees about how to improve violence prevention and management, and give feedback to employees about their suggestions, including whether it will be taken forward and if not, why not;
- (d) Set a positive example by reporting all incidents of violence and abuse and not tolerating abusive behaviour from customers, contractors and members of the public;
- (e) Offer good customer service and follow specific policies designed for a safe working practice;
- (f) Respond to and, where possible, resolve incidents, ideally before they escalate;
- (g) Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed;
- (h) Where possible, direct employees to appropriate support and advice after an incident has occurred;
- (i) Encourage other employees to support their colleagues, including those that might have witnessed the incident;
- (j) If victims are particularly traumatised by the event, provide support where possible, such as time off work or changes to their tasks;
- (k) If an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.

Managers and Safety Supervisors have a responsibility to act in a way that does not incite or increase the likelihood of violence. They also have a responsibility to respond to any reports of violence. Any Manager or Safety Supervisor found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.



All employees have a personal responsibility for their own behaviour and for ensuring that they comply with this policy. In order to decrease the likelihood of work-related violence all employees will;

- (a) Be aware of the Push Forward policy and comply with it, including specific policies on aspects such as the restriction of equipment/machinery use or excluding customers and contractors from entering specific danger areas;
- (b) Offer good customer service and be aware of customer needs;
- (c) Recognise the potential for work-related violence and take action to resolve it early on;
- (d) Employees should take positive action and, for example, contact a manager if they think a customer, contractor or member of the public might cause problems;
- (e) Don't accept instances of work-related violence directed towards you or others;
- (f) Be supportive of colleagues who are victims or witnessed work-related violence;
- (g) Suggest additional measures to managers which might help to prevent and manage work-related violence.

Employees have a responsibility to act in a way that does not incite or increase the likelihood of violence.

- (a) Any employee's member found to be encouraging or inciting violence may be subject to disciplinary action;
- (b) Employees and managers should also work with trade unions, where relevant, in preventing, addressing, reporting and responding to incidents or work-related violence.

Safety Supervisor's duties during work tasks:

- (a) Identify where there may be a risk from violence and who is likely to be affected (this may include the other workers in the area, public or client);
- (b) Identify what we need to do to comply with the law, e.g. whether other control measures are needed, and, if so, where and what type;
- (c) Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

It is essential that Push Forward can show that our estimate of employee's exposure is representative of the work that they do and where they carry out the task. It will take account of:

- (a) The work our employees do or are likely to do;
- (b) The place this task takes place;
- (c) The ways in which they do the work;
- (d) The likelihood of an incident and the perceived severity of violence.

VISITORS, MEMBERS OF THE PUBLIC

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Occupiers Liability Act 1957 as amended 1984

Push Forward are committed to ensuring the health and safety of all persons on, near to, or may be affected by their work premises.



All visitors (including trainees) to Push Forward must report to reception where they must then be signed in on arrival and signed out on departure.

In the event of an emergency evacuation, it is the responsibility of the Fire Marshal or nominated individual to remove the visitor log when leaving the premises. Evacuation of visitors can then be ensured by roll call.

It will be the responsibility of Push Forward to ensure, so far as is reasonably practicable, that the public are protected from anything likely to endanger their health, welfare, and safety because of Push Forward activities.

This policy will also take into consideration any trespassers that are on Push Forward property or place of work.

WASTE

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward are committed to ensuring the health, safety, and welfare of its employees and of others who may be affected by the waste materials, which result from our work.

Push Forward will arrange for the disposal of all waste products regularly, safely and recycling initiatives will be taken, where reasonably practicable, to help protect the environment and make better use of resources.

WASTE DISPOSAL CONTAINERS

Suitable receptacles for the collection of waste will be provided in strategic positions throughout the workplace.

Each container will clearly display the type of waste it is designed to hold. Waste products will only be placed in the allocated receptacles.

Containers will be adequate to prevent the escape of waste and will be removed and emptied regularly by an authorised person.

Appropriate containers will be clearly marked for recycling waste.

DISPOSAL OF HAZARDOUS WASTE

Suitable arrangements will be made for the disposal of the hazardous waste that is generated as a by-product of work activities.

The correct pre-notification and documentation procedures will be followed for 'Special Waste'. Arrangements for the removal of 'Special Waste' will be made in association with the Waste Regulation Authority or a competent and licensed Push Forward.

Arrangements for disposal of liquid, other than normal effluent, will be made with a competent and licensed Push Forward.



Employees will be supplied with any PPE necessary for the safe handling of waste materials.

DISPOSAL OF SHARPS AND BLADES

Push Forward will provide 'Sharps bins' in strategic positions throughout the workplace, for the purpose of disposing used sharps/scalpel blades.

USED BLADES MUST NOT BE THROWN INTO THE WASTE BIN

These will be emptied and disposed of in the correct manor and by a competent and licensed Push Forward.

USE OF WASTE DISPOSAL EQUIPMENT

Equipment provided for the compacting or disposal of waste will only be used by fully trained and competent employees, who have been authorised to carry out the work. Licences will be obtained where required.

INFORMATION, TRAINING, INSTRUCTION AND SUPERVISION

Suitable and sufficient information and training will be provided, as necessary, to ensure that employees fully understand these arrangements and that no person is put at risk by inappropriate disposal of waste.

Records will be kept of:

- (a) Waste disposal and transfer note – copies kept for a minimum of 2 years;
- (b) Copies of special waste consignment notes – kept for 2 years;
- (c) Correspondence with waste disposal authorities and approved recycling organisations as a demonstration that Push Forward have complied with statutory requirements.
- (d) Recycling Push Forward's authority to carry out the work along with the details of the waste that is transferred to the organisation.
- (e) Information and training provided.

WELDING AND CUTTING USING

"USE OF ARGON GAS, HIGHLY FLAMMABLE LIQUIDS AND LIQUEFIED PETROLEUM GASES"

Relevant Legislation:

Control of Substances Hazardous to Health Regulations 2002

Dangerous Substances and Explosive Atmosphere Regulations 2002

Health and Safety at Work Act 1974

Push Forward recognise the use of Argon Gas (AG), Highly Flammable Liquids (HFL) and Liquefied Petroleum Gases (LPG) is dangerous and will, where reasonably practicable, reduce the risk to the lowest level by:

- (a) Ensuring that the minimum levels of AG, HFL and LPG required for process/operations are kept in workrooms.
- (b) Providing appropriate secure storage below 37.8°C for all spare canisters.
- (c) Provide information and training to employees, contractors, and visitors.

RISK ASSESSMENTS



A suitable and sufficient assessment of work activities involving storage, transfer and use will be undertaken to identify measures required to reduce the risks found.

STORAGE

Suitable arrangements will be established for safe storage of AG, HFL and LPG will only be stored in:

- (a) Suitable Fixed storage tanks;
- (b) Suitable Closed vessels kept in a safe position in open air and, where necessary, protected against direct sunlight;
- (c) Suitable Closed vessels kept in a safe position in a storeroom or fire resisting structure;
- (d) Suitable closed vessels kept in fire resisting cupboard or bin, in the workroom where the aggregate quantity of HFL stored does not exceed 50 litres.
- (e) On a suitable trolley or bracket on forklift when used within the workplace.

The quantity of AG, HFL and LPG stored in the work rooms will be kept to the minimum required for process/operation. Bulk quantities will be stored in a suitable, secure, and well-ventilated external store or compound, well away from pits or drains where AG, HFL and LPG or vapours could accumulate.

AG, HFL and LPG will be stored in suitable reservoirs, fixed storage tanks, suitable storage tanks or cylinders, in suitable positions in open air and cylinders will:

- (a) Be stored in suitable, secure and well-ventilated external store or compound;
- (b) Only be kept in work room if connected to an appliance;
- (c) Stored and used in upright position;
- (d) Be inspected regularly for signs of damage/leaks;
- (e) Be stored with valves closed when empty, (empties separated from full ones);
- (f) Be stored away from pits or drain where flammable gas could accumulate.

Storage rooms, tanks and vessels will be properly marked indicating their contents. Appropriate firefighting equipment will be provided.

SPIILLS AND LEAKS

The risk of leaks of AG, HFL and LPG will be minimised by using containers which are designed and positioned to minimise the risk of spilling, are adequately sealed and undamaged. Tanks and vessels will be kept closed, except where it is necessary to open the vessel.

Empty tanks or vessel used to contain highly flammable liquids (other than fixed tanks or vessels) will be removed to a safe place in open air, or to a suitably placed fire-resisting storeroom or cupboard.

Where in any process or operation highly flammable liquid is liable to be spilled or to leak, all spills and leaks will be contained by a bund (i.e. suitable containing wall) or similar arrangements.

Spills or flammable/highly flammable liquids inside buildings will be, if 'Chemical Spillage kit not available, absorbed onto suitable granules, paper or rags and kept in a properly marked, closed metal container until it can be removed to open air.



Contaminated rags used to deal with a small spillage will be allowed to evaporate in a safe place in open air (away from source of ignition, pits, drains etc).

The risk of leaks of AG, HFL and LPG will be minimised by appropriate inspection and maintaining of plant (including pipes etc).

All cylinders (except those in use and connected to equipment) will be kept in a suitable, secure and well-ventilated external store or compound.

In case of LPG leak, sources of ignition will be avoided, and the area ventilated. In the case of anything other than minor leaks, full Emergency Evacuation Procedures will be followed, and the Emergency Services contacted.

PREVENTION OF ESCAPE OF VAPOURS/DISPERSAL OF VAPOURS

Steps will be taken to prevent the escape of vapours from flammable liquids into the general atmosphere of the workplace.

Processes involving AG, HFL and LPG will normally be carried out within a fire resisting cabinet or other enclosures, to ensure that effective prevention of escapes of vapours to the workroom and is adequately ventilated by mechanical means.

Where is reasonably practicable to prevent vapours from entering the workroom, adequate ventilation will be provided, especially at floor level. Workrooms required having exhaust ventilation, and all ducts, trunks and casings used in connection with ventilation will be fire-resisting structures.

Electric motors used in connection with exhaust ventilation systems used for removal of flammable vapours will not be situated in the path of vapours (i.e. indirect drives such as belt drives normally used).

Ventilation will be kept in operation and will discharge to safe place.

EXPLOSION RELIEF OF FIRE RESISTING STRUCTURES

Any storeroom, cabinet or other fire resisting structure will have a suitable means of relieving pressure to a safe place in case of an explosion.

IGNITION SOURCES

To reduce the risk of accidents involving AG, HFL and LPG:

- (a) Sources of ignition, such as naked lights or unprotected electrical equipment will be eliminated where AG, HFL or LPG are used or sorted.
- (b) Appropriate precaution will be taken where necessary to eliminate static electricity;
- (c) Smoking will be prohibited, and suitable "no smoking" signs displayed.

Workplaces where highly flammable liquids or LPG are used or stored will be kept free from rubbish and waste materials:

- (a) Care will be taken to access and avoid risks during maintenance work;
- (b) Hot work permit systems will be used in the case of welding or soldering etc.



INFORMATION AND TRAINING

Appropriate information and training will be provided to employees, including new employees, who work or will work with AG, HF and LPG. The information and training will include:

- (a) The risks to their health and safety and the result of risk assessments;
- (b) The safe use of AG, HFL and LPG, including emergency response.

RECORDS

To ensure that safe storage, transfer, use or disposal of flammable or highly flammable liquids or liquefied petroleum gas, records will be kept of the following:

- (a) Results of risk assessments using AG, HFL and LPG.
- (b) Actions taken as a result of risk assessments;
- (c) Information and training provided.

WELFARE

Relevant Legislation:

The Workplace (Health, Safety and Welfare) Regulations 1992

Push Forward recognise the need to provide a safe working environment and will ensure, so far as reasonably practicable, the health, safety and welfare of its employees. This includes the provision of:

- (a) Toilet and washing facilities;
- (b) Drinking water.
- (c) Accommodation for clothing (if required).
- (d) Facilities for rest and to eat meals (if food is supplied).

All employees should note that there is no legal requirement to supply a smoking area on Push Forward grounds/facilities.

Employees that wish to smoke on our client's grounds/facilities, permission must be gained from property owner or site safety and must abide by their Health and Safety Policy.

This policy extends, to employee away from the premises. In such cases reasonable effort will be made to arrange for the above welfare facilities to be available.

PROVISION OF WASHROOM FACILITIES

Toilets and washrooms will be provided throughout the workplace and enough for staff numbers.

EMPLOYEES WORKING AWAY FROM THE PREMISES

Arrangements will be made and communicated before commencement of work, to ensure the facilities are available.



Where showers and/or baths are needed for health and safety reasons these will be provided, maintained, and used by authorised persons only.

PROVISION OF DRINKING WATER

A supply of drinking water and cups may be provided if it is practical and reasonable. Drinking tap water is acceptable (local water supply) unless marked “not drinking water” taps that are marked must not be drunk from.

MAINTENANCE OF FACILITIES

A schedule will be in place for the daily cleaning of washroom facilities, any defects to the facility must be recorded and reported immediately. Employees are encouraged to report any defects found to management immediately. In the event of the facility becoming temporarily unavailable alternatives will be arranged and implemented.

Suitable and sufficient accommodation will be provided for

- (a) Employees’ personal clothing worn to and from work (if there is a need to change into work uniform)
- (b) Allocated PPE

FACILITIES FOR REST AND TO EAT MEALS

Where the workplace is unsuitable to take breaks or for the consumption of food, suitable and sufficient separate facilities may be made available if it is practical and reasonable. This may include areas to prepare hot drinks, heat and eat food.

Smoking is not permitted on or near these premises. Smoking area must be set at least 10 metres from doors or windows of rest area to discourage passive smoke.

Visitors and contractors will be required to ensure that facilities are left in a clean and tidy order.

Suitable rest facilities will be provided for pregnant women and nursing mothers.

WATER TEMPERATURE

Water temperature will be controlled to ensure the health and safety of users, if the temperature is not maintained a report must be made to the line manager immediately.

ROOM TEMPERATURE

company will make every effort to maintain the temperature in the areas where work is sedentary at 16°C or above, it must be noted that there is no upper limit although there should be a flow of air to maintain adequate ventilation, and every effort is made to ensure that rooms are a comfortable temperature, this may be using fans or air conditioning units.

Mobile air conditioning units must be monitored as the water bowl may become a source of Legionnaires if it is not changed as a minimum once a week, legionnaires will grow between 20°C and 45°C.

Where the area is used by staff that are mobile continually i.e., not sitting at receptions or computers for most of the day, the temperature will be maintained at above 13°C, in large open spaces the use of warm clothing / battery heated clothing may be used.



LIGHTING AND VENTILATION

The light and ventilation must be adequate for the personnel in the area, consideration must be given to personnel preference, sight impairments or personnel with circulation problems, as their needs will differ from others. The use of table lamps or fans may be an alternative.

WORK AT HEIGHT

Relevant Legislation:

Work at Height Regulations 2005

Push Forward are committed to ensuring the health, welfare, and safety of its employees, under the various legislations associated with the Work at Height Regulations 2005. Mark Rickards Tech IOSH is responsible for risk assessments and consultation with employees on work at height issues.

Push Forward will:

- (a) Avoid work at height where they can;
- (b) Use work equipment or other measures to prevent falls where they cannot avoid working at height;
- (c) Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Push Forward are committed to ensuring the health, welfare and safety of its employees through ensuring those Duty holders' responsibilities is adhered too, they include:

- (a) All work at height is properly planned and organised;
- (b) All work at height takes account of weather conditions that could endanger health and safety;
- (c) Those involved in work at height are trained and competent;
- (d) The place where work at height is done is safe;
- (e) Equipment for work at height is appropriately inspected;
- (f) The risks from fragile surfaces are properly controlled; and
- (g) The risks of encountering overhead dangers are avoided;
- (h) The risks from falling objects are properly controlled.

Equipment will be selected to ensure that all possible risks have been assessed and the most suitable and sufficient means of working at height is used.

Employees must use all Personal Protective Equipment (PPE) provided to them in accordance with the training and instruction given to them regarding its use.

Safety Supervisor's duties prior to task commencement:

- (a) Identify where there may be a risk from falling and who is likely to be affected (this may include the public or client);
- (b) Identify what we need to do to comply with the law, e.g. ladders or work towers are needed, and, if so, where and what type;
- (c) Identify any employees who need to be provided with training to control the risk.



It is essential that Push Forward can show that our estimate of employees' exposure to work at height is representative of the work that they do.

Safe system of works is on file for all tasks carried out by company and must be strictly adhered too and only changed if there is imminent danger and you have informed the main office of your actions with a justification on the changes.

WORKING HOURS

Relevant Legislation:

The Working Time Regulations 1998

Push Forward recognise that excessive working hours can lead to physical and mental ill health and increased risks of accidents and will therefore do all that is reasonably practicable to ensure that tasks and operations can be carried out without unreasonable demands being made on the time of employees.

WORKING HOURS

Push Forward will ensure that employees do not work more than an average of 48 hours in each 7-day period, as calculated over successive 17-week reference periods, this maximum limit (except in the case of hourly paid overtime) does not include overtime.

However, where employees have written agreements with Push Forward, they will be permitted to work more than 48 hours in a 7-day period.

NIGHT WORK

Where applicable, Push Forward will ensure that night workers normal working hours do not exceed the average of 12 hours in a 24-hour period.

REST BREAKS

Employees will be entitled to rest breaks of 20 minutes minimum at times to suit them in any 6-hour period. The rest break times are not time restricted and form part of the 12-hour working day. Young workers will have 30 minutes minimum.

DAILY REST PERIODS

Employees will be entitled to a daily rest period of at least 11 consecutive hours in each 24-hour period during which they are at work.

If the time taken to drive to start the working day and return to site including the 12-hour day, exceeds 16 hours, employees will have the right to book into the nearest hotel to rest before commencing the next working shift.

Young persons will be entitled to a daily rest period of at least 12 hours in each 24-hour period during which they are at work.



WEEKLY REST PERIODS

Employees will be entitled to an uninterrupted weekly rest period of at least 24 hours in each 7-day period during which they are at work.

Young persons will be entitled to an uninterrupted weekly rest period of at least 48 hours in a 7-day period during which they are at work.

YOUNG WORKERS

Push Forward will provide parents or guardians of children with information on any risk to the health and safety identified in the risk assessment and the necessary workplace precautions, before the young person is employed. Young people aged below 16 years will be individually risk assessed accounting for SEN and abilities to complete tasks and supervision level.

RECORDS

When employees have a written agreement with Push Forward to work more than 48 hours in a 7-day period, Push Forward will keep up to date records identifying the employees concerned.

Where employees have not formally agreed to opt out of the 48 hours limit, Push Forward will record the number of hours worked over each reference period.

WORKING OUTDOORS

Relevant Legislation:

Health and Safety at Work Act 1974

Management of Health and Safety at Work Regulations 1999

Push Forward are committed to safeguarding its employees under the guidance provided by the Health and Safety Executive. Mark Rickards Tech IOSH is responsible for risk assessments and consultation with employees on working issues outdoors.

Push Forward understand that due to our work practises that there are certain dangers from hot, cold, wet and freezing weather and we will take every measure to ensure that the potential hazard of harm is eliminated to the lowest possible level.

The HSE guidance gives a detailed definition of 'dangers in outdoor working', which Leon Edwards will refer to for more information, it includes medical conditions from the sun.

Dangerous conditions include:

- Too much sunshine;
- Dehydration;
- Cold weather;
- Freezing weather;
- Exposure to extreme wet weather;
- Exposure to high winds.



Push Forward will do all that is reasonably practicable to ensure that the exposure to weather conditions is controlled to reduce the risk of harm.

MJR will assess best practise for controlling such dangers. It will be the duty of Mark Rickards Tech IOSH to advise best practise and for Push Forward to ensure this practise is maintained.

Mark Rickards Tech IOSH will carry out a risk assessment as directed by management of any work activities involving weather dangers e.g., normal activities during summer months, Push Forward will take steps to include:

- (a) Provide measures to eliminate or reduce risks as far as is reasonably practicable;
- (b) Ensure that there are means to re-hydrate or shelter from extreme weather;
- (c) Provide equipment and procedures to deal with accidents and emergencies;
- (d) Provide information and training to employees.

Safety Supervisor's duties prior to task commencement:

- (a) Identify where there may be a risk from weather conditions and who is likely to be affected;
- (b) Estimate employee's exposure and if this is likely to result in harm;
- (c) Identify what we need to do to reduce the risk;
- (d) Identify any employees who need to be provided with health surveillance and whether any are at particular risk.

It is essential that Safety Supervisors can show that our estimate of employees' exposure is representative of the work that they do. It will take account of:

- (a) The work they do;
- (b) The places in which they do the work;
- (c) The ability changes the procedure if required;
- (d) How it might vary from one day to the next.

YOUNG PEOPLE AT WORK

Relevant Legislation:

Management of Health and Safety at Work Regulations 1999

Young people are classed as persons of 16 years of age and not yet attained the age of 18.

Young people, especially those new to the workplace, will encounter unfamiliar risks from the jobs they will be doing and from the working environment, the main issues are:

- (a) All people are at particular risk of injury in the first six months of a job as they may be unaware of existing or potential risks. Young people will frequently be in this category;
- (b) Young people may **lack experience or maturity** or may be unaware of how to raise concerns;
- (c) They may not have reached physical maturity and therefore lack the strength demanded;
- (d) They also may easily bow down to peer pressure being the new employee and cause themselves an injury;
- (e) They may be eager to impress or please people with whom they work.



Before employing a young person, Push Forward will carry out a health and safety risk assessment, specific factors to be considered:

- (a) The fitting-out and layout of the workplace and the site where they will work;
- (b) The nature of any physical, biological and chemical agents they will be exposed to, for how long and to what extent;
- (c) What types of work equipment will be used and how this will be handled;
- (d) How the work and processes involved are organised;
- (e) The need to assess and provide health and safety training; and
- (f) Risks from the substances, processes and work.

Leon Edwards will ensure that any intended exposure to extreme heat or cold is carefully assessed; and minimise the risks by:

- (a) Introducing suitable work patterns;
- (b) Reducing work rate as required to suit air temperature;
- (c) Controlling work periods;
- (d) Getting a medical assessment for the young person before they start work if the person wishes; and
- (e) Proper competent supervision of the work.

Any young person or employee of Push Forward may contact MJR with any queries or questions they may have that cannot be addressed by Push Forward or Safety Supervisors.

MJR will carry out suitable and sufficient risk assessments before the commencement of any work by a young person. Leon Edwards must inform MJR when a decision is made to employ a young person.

Push Forward will complete individual risk assessments or learners below 16 years of age to ascertain risk levels, abilities, and supervision levels.

CONCLUSION

This policy is a working document and shall be reviewed and updated to ensure best practice.

It is the duty of every employee to read this document fully and to identify any areas to which they are unclear. Any such areas will be drawn to the attention of Mark Rickards Tech IOSH who may arrange for further information, training, instruction, and supervision.

A signed account must be made by each employee stating that they have read and understood the legal and Push Forward duties regarding their health, welfare and safety outlined in this policy statement.

Leon Edwards will ensure that any new or temporary members of staff receive a copy of this policy document and sign a declaration of their understanding on their first day of duty and before they commence their work role.

Mark Rickards Tech IOSH may be contracted for any relevant training on commencement of employment to ensure compliance with current regulations; this will also prove a duty of care to your employee and any staff that may be affected by their acts or omissions.



I have read and understand the Health, Welfare and Safety Policy for Push Forward and agree to abide by all training stipulated and any arrangements to ensure the safe working practise of all personnel within Push Forward:

Name	Role in Push Forward	Signature	Date