



## HEALTH AND SAFETY POLICY

Health and Safety at Work Act, 1974

Overall and final responsibility for health and safety in the company is that of the Director, Becky Ballinger. Becky Ballinger is responsible for this policy being carried out at the premises:

Building 51  
Wrest Park  
Silsoe  
Bedfordshire  
MK45 4HS

Supervisor	Area
B.Ballinger	Main Office
C. Ward	Site Supervision

### PART ONE

#### General Statement of Policy, Duties and Responsibilities

CDS recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care.

Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers.

It is the policy of CDS to promote the health and safety of its staff and all visitors to the premises and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the work place premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the Organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;



- Provide sufficient information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own safety and health;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities (eg a person appointed as a Health and Safety Officer or Representative);
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise for CDS' activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the CDS arising out of or in connection with CDS' activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer's workers on the work place premises may be exposed.

This policy statement will be reviewed annually and may be amended by CDS.

### **Statutory Duty of CDS**

CDS will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety.

In particular, the CDS will:

- Assess the risks to health and safety of its staff and ;
- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it to the attention of its workers;
- Appoint someone competent to assist with health and safety responsibilities;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, eg for ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;



- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous manual handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate health and safety enforcing authority.

### Statutory Duty of CDS employees

Employees also have legal duties, and CDS requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety, and that of other persons who may be affected by what they do or do not do;
- To co-operate with the company on health and safety;
- To use work items provided by the company correctly, including personal protective equipment, in accordance with training or instructions;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the company;
- Health and Safety law applies not only to employees in the workplace, it also applies to **organisations and people who occupy or use community buildings** to which members of the public have access.

## PART TWO

### Organisation of Health and Safety

The Managing Director has overall responsibility for Health and Safety matters. His responsibilities include:

- Having a broad overview of Health and Safety matters;
- Keeping the company's Health and Safety policy and procedures under review;
- Ensuring that risk assessments are carried out, including assessments regarding substances hazardous to health (COSSH Regulations);
- Taking action as may be required to ensure that the company's responsibilities for Health and Safety are fulfilled;

### Health and Safety Rules

All workers must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Group/Organisation may publish from time to time.

### **Accident Forms and Book**

The book must be kept in a locked drawer once completed.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the company's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the company.

### **Fire Precautions**

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the company in relation to fire.

### **Equipment and Appliances**

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the company and any directions for the use of such must be followed precisely.

### **Safety Clearways**

Corridors and doorways must be kept free of obstructions and properly lit.

### **Maintenance**

Defective equipment, furniture and structures must be reported as such without delay.

### **Hygiene and Waste Disposal**

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

### **Display Screen Equipment**

The company recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the company's expense.

### **Alcohol, Drugs and Tobacco**

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are prohibited at all times. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

### **Sub-Contractors**

Sub-contractors may be engaged at the Company's invitation to provide services on the company's own premises or on behalf of the company on a customer's premises.



In either case the main contractor shall be responsible for their employees.

The Sub-contractor will:

- Complying with all current health and safety legislation
- Complying with any site-specific health, safety, fire or security requirements
- Ensuring all equipment used on site shall be approved and subject to regular testing in accordance the manufactures' instructions
- Reporting any accidents, damage or hazards that may exist
  
- Reporting their intention to use any substance considered hazardous under the COSHH regulations

The Company shall be responsible for:

- Issuing a copy of the safety policies before work begins
- Advising the contractor of any known hazard or safe working practices which must be observed when working on site.

## PART THREE

### Arrangement and Procedures

The Health and Safety Officer, nominated by the Company is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed on the office notice board.

### First Aid and Accident Reporting

#### Fire Drills and Evacuation Procedures

#### First Aid

- The current First Aiders for the premises are displayed (on the Notice Board)
- First Aid Boxes are provided in the following location(s):  
Cupboard to the left of the entrance as you walk in.

#### Accidents

First Aid Box	Main Office Vehicles for field use	
Accident record	Main Office	
Trained/qualified first aiders	Emma Fediw	01525 864387
Appointed person responsible for first aid box	Emma Fediw	01525 864387
Accidents to be reported to	Emma Fediw	01525 864387

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered on an accident form, available from the stationary cupboard. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Managing Director to consider the actions necessary to prevent recurrence.

Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits and emergency lighting system will be tested by The Fire Officer/Health and Safety Officer during the first week of each month and entered in a log book provided.
- The Fire Officer will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the log book. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

in the event of Fire

Member of staff responsible for monitoring escape routes	Becky Ballinger	01525 864387
Member of staff responsible for monitoring Fire extinguishers	Becky Ballinger	01525 864387

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is to side of the building beyond the car park.
- No-one should leave the assembly point without the permission of a member of staff;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for “Fire”;
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.



### Bomb Warnings

- If you receive a warning try to find out from the caller:  
The approximate location of the bomb and likely time of detonation;  
Whether the police and fire brigade have been notified;  
Try to RECORD EXACTLY WHAT IS SAID:
- Notify the Police immediately on 999;
- DO NOT SOUND THE FIRE ALARM but evacuate the building taking into consideration any information from the bomb warning;
- Assemble beyond the car park at the front of the building unless the bomb warning implies otherwise.

### Cleaning Materials, General Machinery and High Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

### General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.



## MANUAL HANDLING OPERATIONS REGULATIONS 1992

### Summary of Main Duties of the company

Justin Smith, the Managing Director, is responsible for ensuring that staff involved in manual handling are trained in how to recognise harmful manual handling, appropriate systems of work, the use of mechanical aids and good handling techniques.

#### *Regulation 4(1)(a) Avoidance of manual handling*

Each employer shall avoid hazardous manual handling operations so far as is reasonably practicable;

#### *Regulation 4(1)(b)(i) Assessment of risk*

Each employer shall make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided; and

#### *Regulation 4(1)(b)(ii) Reducing the risk of injury*

Each employer shall reduce the risk of injury from those operations so far as is reasonably practicable.

#### *Regulation 4(1)(b)(iii) The load*

When it is reasonably practicable to do so each employer shall provide information on the weight and centre of gravity of the load.

#### *Regulation 4(2) Reviewing the assessment*

Any assessment shall be reviewed if there is reason to suspect it is no longer valid or there has been a significant change in the manual handling operations to which it relates.

### Summary of Main Duties of Employees

#### *Regulation 5*

Each employee while at work shall make full and proper use of any system of work provided for his use by his employer in compliance with Regulation 4(1)(b)(ii) of these Regulations.

Duties are already placed on employees by section 7 of the HSW Act, under which they must:

- (a) take reasonable care for their own health and safety and that of others who may be affected by their activities; and
- (b) co-operate with their employers to enable them to comply with their health and safety duties.
- (c) advise their employer of any underlying condition which may make them more vulnerable to injury.

### Definitions

In these Regulations, unless the context otherwise requires –

- (1) “manual handling operations” means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by hand or by bodily force.

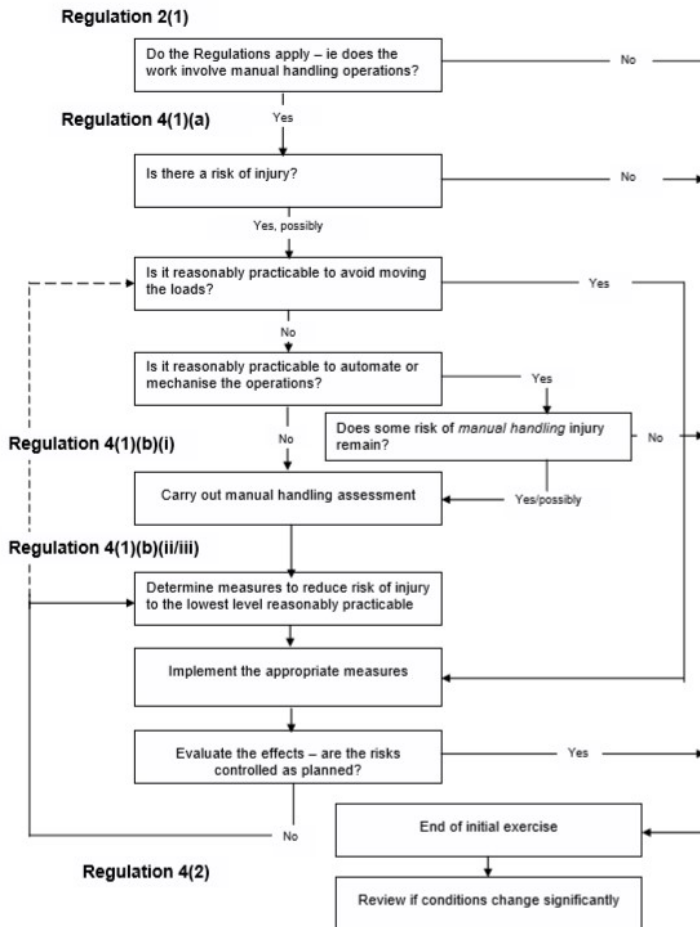


(2) “The load” is any discrete object including a person or animal. Implements, tools or machines are excluded while in use for their intended purpose.

The following flow chart enables staff to identify all manual handling tasks and categorise them so that appropriate action is implemented.

5. **Flow Chart**

Assessors, when trained, will follow the flow chart below, to decide what action if any will need to be carried out with a manual handling operation.



**HEATH AND SAFETY RISK ASSESSMENT**

**An introduction to safe working**

In all areas there should, as far as is reasonably practicable, be safe equipment and systems of work; safe use, handling, storage and transport of articles and substances; the provision of any necessary information, instruction, training and supervision; safe means of entering and leaving the place of work and a safe working environment. The supervisor, in consultation with other suitably qualified persons, as appropriate, is responsible for assessing both the level of supervision required and for identifying potential hazards and accompanying control, or risk reduction measures.

**RISK ASSESMENT OF ACTIVITIES AND SUPERVISION REQUIRED**

Hazard*	Control Measures (action to be taken)	Residual Risk (H/M/L)

\* See below for list of examples

**\* LIST OF HAZARDS TO CONSIDER FOR SITE PROJECTS:**

- Contact with chemicals and dangerous substances
- Gas, fumes, dusts, pathogens
- Electricity
- Noise
- Fire
- Pressure system
- Field work/lone working/excavations/near water
- Ionising radiation/laser
- Manual/mechanical handling
- Machinery – farm/others
- Out of normal hours working
- Disease risk from food/water/soil/animals
- Working abroad – local hazards
- Working and travelling abroad



Supervisor's assessment of risk project:

**Categories:**

**A** - Those where work may not be started without supervision

**B** – Those where work may not be started without the Academic Supervisor's advice and approval

**C** – Those with risks (other than categories A & B) Where extra care must be observed but where it is considered that workers are adequately trained and competent in the procedures involved

**D** – Those where the risks are insignificant and carry no special supervision considerations.

**Additional Information on Safe Working Practices  
For Hazards Listed (4 – 25)**

The following is a guide for supervisors and staff responsible for project areas when considering health and safety and the assessment of risk. This information is broad based and the details are not exhaustive as each situation is unique. However, it does provide a starting point when considering how to control each hazard. Further reference, if required, should be made to persons competent in controlling these hazards, to Health & Safety Executive publications and guidance leaflets and to Justin Smith responsible for Health & Safety issues.

**1. Contact With Hazardous Chemicals/Substances. Management of Health & Safety Work reg. 1992, Control of Substances Hazardous to Health Regulations (COSHH) 1988 amended 1994, CHIP (Classification, Hazard Information and Packaging) Regulations 1994.**

Covers chemicals, dusts, micro-organisms, genetically modified organisms and carcinogenic substances. COSHH task assessments and safe methods of working must be written in a place before work commences. Other factors to consider are CHIP, spillage arrangements, transport requirements, antidote availability, information, instruction, training and supervision.

**2. Gas, Fumes, Vapours, Dusts management of Health & Safety Work reg. 1992, Control of substances Hazardous to Health Regulations (COSHH) 1988 amended 1994, Confined Spaces regulations 1997,**

The implications of these hazards must be addressed in COSHH task assessments.

**3. Pathogens & Spores. Management of Health & Safety at Work reg. 1992, Control of substances Hazardous to Health Regulations (COSHH) 1988 amended 1994,**

**4. Electricity, Management of Health & Safety at Work reg. 1992, Electricity at Work Regulations 1989,**

The electrical equipment used must be fit and suitable for the purpose intended. There must be compatibility of equipment and electrical supply. Condition of plugs, leads and controls should be visually checked before use to ensure that there are no signs of damage or deterioration. All portable electrical equipment must be regularly maintained and carry a label to show that it has been 'portable appliance tested' and is safe to use. EEOIE Forms must be completed and fully authorised (responsibility of Supervisor) whenever electrical equipment is used for experimental/project work. Residual Current Circuit Breaker must be used in all circuits.

**5. Noise, Management of Health & Safety at Work reg. 1992, Noise at Work Regulations 1989,**

Noisy areas must be designated. The '1<sup>st</sup> Action Level' for noise is 85 dB(A). A noise survey should be carried out and appropriate safety precautions taken.

**6. Fire, Management of Health & Safety at Work reg. 1992, Fire Precautions Act 1971, Fire Precautions (Work-Place) Regulations 1997,**

Fire Action rules are located in all areas and these must be observed. Training should normally be given in the action to be taken in the event of fire. There should be an awareness of the location of the nearest fire alarm point and emergency/pay phone.

**7. Pressure Systems. Management of Health & Safety at Work reg. 1992, Pressure Systems and Transportable Gas Containers Regulations 1989**

All equipment must have been checked and a 'Written Scheme of Examination' produced by the company's insurers must be in place. Pressure systems are regularly maintained and checked by our insurers and must not be altered without prior permission of the Insurers and contract service company.

**8. Excavations, Confined Spaces, Profile Pits, Tunnelling. Management of Health & Safety at Work reg. 1992, Construction (Lifting Operations) Regulations 1961, Construction (Health, Safety and Welfare) Regulations 1996, Construction (Design and Management) Regulations 1994, Confined Spaces Regulations 1996**

Excavations or profile pits deeper than 1.2 metres must be shored up or have stepped sides. These areas should be fenced or barrier taped if left unattended.

**9. Working at Height – Ladders, Access Towers, Scaffolding. Management of Health & Safety at Work reg. 1992, Construction (Lifting Operations) Regulations 1961, Construction (Health, Safety and Welfare) Regulations 1996, Construction (Design and Management) Regulations 1994, Construction (Head Protection) Regulations 1989.**

Scaffolding equipment must be checked for safe assembly by a competent person, guard rails and tow boards must be in place. Ladders must be checked before use. Aluminium

ladders or ladders that are wet must not be used for electrical work. Ladders should be 'footed' and/or tied and should be at the correct ratio of 1:4.

**10. Lasers. Management of Health & Safety at Work reg. 1992**

Training for the safe use of lasers kept on site must be given. Further information is available from the Assistant Safety Officer, Dr. Richard Earl. Warning signs etc must be in place when this equipment is being used.

**11. Lifting – Mechanical Handling and/or Manual Handling. Management of Health & Safety at Work reg. 1992, Manual Handling Regulations 1992,**

Mechanical rather than Manual Handling methods should be preferably used. Full instruction and training must be given. The large mechanical handlers (teleporter, fork-lift truck etc) must only be driven by authorised, named persons. All manual handling tasks must be risk assessed.

**12. Machinery (e.g. Workshop Equipment). Management of Health & Safety at Work reg. 1992, BS5304 (Guarding of Machinery),**

Machinery must be properly guarded. Instruction, training and supervision must be provided on the safe use of machinery. Operating instructions must always be followed.

**13. Farm Machinery/Other Vehicles. Management of Health & Safety at Work reg. 1992,**

Information, Instruction, Training and Supervision must be given in the safe use of this equipment.

**14. Out of Normal Hours Working. Management of Health & Safety at Work reg. 1992,**

It must be understood that this type of working is more hazardous than that undertaken during normal hours because there are usually fewer people around who can act quickly in an emergency. Authorisation Forms (available from the staff member responsible for the project area) must be completed before the work takes place.

**15. Lone Working, Management of Health & Safety at Work reg. 1992,**

Wherever possible lone working should be avoided as risks are heightened in this type of situation. Remember to establish a method of routine communication so that someone knows where you are and when you expect to return. If necessary they can take action if you do not return. Have a system in place for communication in an emergency or accident.

**16. Field Work and Distance Travelled (Fatigue), Management of Health & Safety at Work reg. 1992**

The fatigue aspect of travelling to a field site, then working, perhaps in the open air for a number of hours, and returning home must be assessed when planning the field work. If the assessment is judged to be high, then consideration should be given to staying overnight or sharing the driving on the return journey.

**17. Local Areas of Hazards to Personal Safety (Potential Unrest/Crime)**

Risk of attack should be assessed. Establish a method of routine communication and have a system in place for communication in an emergency. Have accident and emergency plans in place.

**18. Transportation, Transportation Legislation, Management of Health & Safety at Work reg. 1992,**

A copy of the driver's driving licence is required and permission to drive the vehicle for project work must be sought from a director. The transport must be suitable for the purpose intended. All operational work vehicles are equipped with First Aid Kits, Fire Extinguishers and are covered by a national recovery service. Vehicles are fully Comprehensively insured by the company.

When using other transport please make sure that the driver is competent, has the correct driving licence and that insurance, appropriate for that vehicle and country, is held. The vehicle must be in properly maintained and suitable for the purpose intended.

**19. Road Accidents, Transportation Legislation, Management of Health & Safety at Work reg. 1992**

All accidents involving Cemetery Development Services Ltd vehicles must be reported to Justin Smith immediately. At the scene of the accident you should endeavour to obtain the names, addresses and insurance particulars of any other vehicle drivers involved in the accident as well as names and addresses of any witnesses to the accident.

**19. Working In or Near Water (Streams, rivers, Lakes etc). Management of Health & Safety at Work reg. 1992**

Do not work alone in rivers etc and try to avoid lone working near water (see Section 16). Always wear appropriate buoyancy aids. If possible, carry a mobile phone and leave details of where you are and when you expect to return to your base with someone who can raise the alarm if you do not appear at the pre-arranged time and location.

**20. Disease risk from Contact with Water (Diarrhoea, Legionella, Leptospirosis, Schistosomiasis, Hepatitis B & Cholera). Management of Health & Safety at Work reg. 1992**

Apply good personal hygiene practices by washing hands thoroughly before eating, smoking or drinking. Wear protective clothing where necessary and minimise the risk of contracting



disease by covering all cuts to the skin likely to make contact with water. Health & Safety Executive Health Carry Cards should be carried and are available from the Health & Safety Officer or from the local HSE area office.

Advice should be sought on water borne diseases which may be prevalent because of the nature of your work, e.g. Hepatitis B, Giardia and Cholera if working in sanitation, Leptospirosis (Weil's disease) if working in infected rivers, Schistosomiasis (Bilharzia) if working at the edge of lakes, particularly in Malawi and other parts of Africa, and other parasitic infections. It should be noted that many parasitic diseases have more than one route of transmission.

**21. Disease Risk from Working With Soils (Tetanus, Hookworm) Management of Health & Safety at Work reg. 1992**

All persons working with soils should be vaccinated against tetanus. Advice should be sought regarding any other diseases that are known to be in the local soils of the area that work is to be carried out in. Good standards of personal hygiene should also be followed when working with soils, i.e. wash hands and scrub nails before eating, drinking or smoking. All cuts and abrasions should be covered to minimise the risk of contracting disease. The use of personal protective equipment should also be considered, e.g. footwear to protect the skin from parasites, which lie dormant in soil (e.g. Hookworm), gloves and other protective outer garments.

**22. Stress (Accommodation Difficulties, Crime, Language, Loneliness, Excessive Expectations etc) Management of Health & Safety at Work reg. 1992**

All of the above can be a harmful effect on an individual especially in areas where health/safety/comfort levels are well below those that exist in this country. Stress problems can be made worse if, for example, work schedules are inflexible and over demanding, conflict between individuals is prolonged, understanding and leadership from managers/supervisors is lacking or there is a high degree of uncertainty about some aspect of present life. To reduce the risk of stress levels becoming harmful discuss any problems you might have with either your supervisor, or a friend so that the problem can be shared at an early stage and positive actions taken to resolve issues that are creating personal harmful effects.