

**PETER SAMMS**  
E Q U I P M E N T LTD

# Health and Safety Policy

Peter Samms Equipment Ltd  
Oak House, Old Wood,  
Skellingthorpe, Lincoln, LN6 5UA

Telephone/Fax (01522) 500898

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## **Company Information**

Peter Samms Equipment Ltd are a SEMA approved racking installation and maintenance company of all types of storage racking. In addition to this we can also supply and install mezzanine floors, office partitioning and suspended ceilings.

### **General Statement of Health & Safety Policy**

Managing Director of Peter Samms Equipment Ltd – Richard Mark Samms

***"As Managing Director, I hereby commit this Company to a path of continuous development of our Health and Safety policy and goals. We will strive to provide our employees with a safe and healthy working environment and aim to develop a "Safety Culture" throughout our business activities"***

### **Roles and responsibilities**

To meet the terms of the Health and Safety at Work Act 1974, as a company, we are committed to maintaining a structured programme of hazard identification and risk assessment, with the aim of reducing risks to their lowest residual level that is reasonably practicable. We will provide and maintain safe tools and equipment, ensure correct use and storage of substances is maintained and that we maintain safe and healthy working conditions at all times. In addition to this we are further committed to a structured programme of accident and incident investigation, recording

and reporting to learn the necessary lessons to prevent future accidents and occurrences.

**MR. IAN HANCOCK** has been appointed our External "competent person" to assist us in the daily management to achieving our Health and Safety goals.

We will ensure that all employees are given adequate and specific training for them to operate safely and competently in their daily duties. We will consult with employees on all matters affecting Health and Safety at work and it is every employee's duty to co-operate with these arrangements and report any shortcoming with these arrangements.

It is accepted that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take sensible care of their own and other people's welfare and to report any situation which may create a threat to the wellbeing of any other person. As a company, we recognise and accept the responsibility to protect the health and safety of all visitors to the company, including contractors and temporary workers.

***In addition to the above it is also the duty of all employees to do the following;***

- Co-operate with all company health and safety arrangements
- Report any shortcomings and concerns in the health and safety arrangements
- Take reasonable care of themselves and others
- Follow training given when using any equipment, substance or safety device provided in the course of their work
- Follow instructions given to ensure compliance with legal requirements

**We will review and revise this policy as deemed necessary at regular intervals of no less than 12 Months.**

**Signature: - R.M. SAMMS**

A handwritten signature in blue ink, appearing to read 'R M Samms', with a long horizontal flourish underneath.

**Last Review Date: 27<sup>th</sup> April 2020**

**Next Review Date: 26<sup>th</sup> April 2021**

Peter Samms Equipment Ltd  
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Telephone/Fax (01522) 500898  
Registered in England No. 1381149

## **HEALTH & SAFETY KEY PERSONNEL RESPONSIBILITIES**

The person with overall and final responsibility for Health and Safety is Managing Director -

***MR RICHARD MARK SAMMS***

The person responsible for overseeing, implementing and monitoring the policy is the **External 'Competent Person'** - ***MR IAN HANCOCK***

The duty of checking and arranging maintenance of all tools and equipment together with employees PPE equipment bags to the agreed frequency schedule and the responsibility for maintaining health and safety standards on site and in the absence of the aforementioned personnel is **Site Operative Foreman – Michael Mead**

## **ACCIDENT AND INCIDENT INVESTIGATION**

All accidents however minor should be reported and entered in the Company accident book. This book is kept by - ***MR RICHARD MARK SAMMS***

It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013. Incidents meeting the HSE reporting criteria will be reported by- ***MR IAN HANCOCK***

The Company view accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in serious injury a report will be drawn up by –***MR IAN HANCOCK***

This will detail the following;

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

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

All Near Miss / First Aid Accident's **MUST** be reported by the **Site Operative Foreman Michael Mead** who will complete all relevant near miss /incident investigation forms

The completed reports will then be submitted to - **MR RICHARD MARK SAMMS**

This will then be analysed and a decision will be made, by consultation with employees and what actions should be taken to avoid a recurrence of the problem. Changes to working methods and practises as a result of this decision will be conveyed to all employees directly.

## **ASBESTOS**

Although over 99% of our work does not involve work that would expose any employee to materials that are likely to contain Asbestos, it is the policy of the Company to comply with the law as set out in the Control of Asbestos Regulations 2012.

When any work that could result in the possible disturbance of any material that is likely to contain Asbestos, we will require a copy of our client's Asbestos register before any work can be started.

The Company will endeavour to prevent the exposure to asbestos of any employee employed as far as is reasonably practicable to ensure their safety is of paramount.

Where it is not reasonably practicable for the company to ensure the exposure to asbestos of any such employee to below the control limit set by the measures referred to in paragraph (1) (b) (I), of the Control of Asbestos Regulations 2012.

We would not undertake any work until the customer had taken steps to ensure that the materials had been removed or encased to prevent any exposure to our employees.

All PSEL Installation company employees receive annual UKATA accredited Asbestos Awareness training.

## Construction (Design and Management) Regulations 2015

### **Peter Samms Equipment Ltd Recognise that some projects fall under the scope of Construction (Design and Management) CDM**

**A construction project is notifiable if the construction work is expected to:**

- last longer than 30 working days and have more than 20 workers working at the same time at any point on the project or
- exceed 500 person days

**Peter Samms Equipment Ltd will either work with the Client as a Principal Contractor / Contractor please see below the Principal Contractors Roles and responsibilities as below.**

### **PRINCIPAL CONTRACTORS: ROLES and RESPONSIBILITIES**

A principal contractor is appointed by the **client** to control the construction phase of any project involving more than one **contractor**.

Principal contractors have an important role in managing health and safety risks during the construction phase so they must have the skills, knowledge, experience and, where relevant, organisational capability to carry out this work.

#### **The principal contractor must:**

- plan, manage, monitor and coordinate the entire construction phase
- take account of the health and safety risks to everyone affected by the work **(including members of the public)**, in planning and managing the measures needed to control them
- liaise with the client and **principal designer** for the duration of the project to ensure that all risks are effectively managed
- prepare a written before the construction phase begins, implement, and then regularly review and revise it to make sure it remains fit for purpose
- have ongoing arrangements in place for managing health and safety throughout the construction phase
- consult and engage with workers about their health, safety and welfare
- ensure suitable welfare facilities are provided from the start and maintained throughout the construction phase
- check that anyone they appoint has the skills, knowledge, experience and, where relevant, the organisational capability to carry out their work safely and without risk to health



- ensure all **workers** have site-specific inductions, and any further information and training they need
- take steps to prevent unauthorised access to the site
- liaise with the principal designer to share any information relevant to the planning, management, monitoring and coordination of the pre-construction phase

## **CONTRACTORS ROLES: and RESPONSIBILITIES**

A contractor is anyone who directly employs or engages construction workers or manages construction work. Contractors include sub-contractors, any individual self-employed worker or business that carries out, manages or controls construction work. They must have the skills, knowledge, experience and, where relevant, the organisational capability to carry out the work safely and without risk to health.

Contractors and the **workers** under their control are most at risk of injury and ill health from construction work. Contractors therefore have an important role in planning, managing and monitoring their work to ensure any risks are controlled. Contractors on all projects must:

- make sure the **client** is aware of the client duties under CDM 2015 before any work starts
- plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (**including members of the public**) and the measures needed to protect them
- check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them
- make sure that all workers under their control have a suitable, site-specific induction, unless this has already been provided by the **principal contractor**
- provide appropriate supervision, information and instructions to workers under their control
- ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access
- ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

### **In addition to the above responsibilities, contractors working on projects involving more than one contractor must:**

- coordinate their work with the work of others in the project team
- comply with directions given by the **principal designer** or principal contractor
- comply with parts of the relevant to their work

Where a contractor is **the only contractor working on a project**, they must ensure a **construction phase plan** is drawn up before setting up the site.

When working as the only contractor for a **domestic client**, the contractor takes on the client duties, as well as their own as contractor. However, this should involve them doing no more than they will normally do to comply with health and safety law.

Where a domestic project involves more than one contractor, the principal contractor normally takes on the client duties and the contractor will work to the principal

contractor as 'client'. If the domestic client does not appoint a principal contractor, the role of the principal contractor must be carried out by the contractor as principal contractor and the client duties must be carried out by the contractor in control of the construction phase and the client duties must be carried out by the contractor as principal contractor. Alternatively, the domestic client can ask the principal designer to take on the client duties (although this must be confirmed in a written agreement) and the contractor must work to them as 'client' under CDM 2015.

## **COMMUNICATION**

The management firmly believes that our stated goals can only be achieved by effective communication with our employees. This communication is a two-way process and we therefore actively encourage free and full discussion on any topic relating to the health and safety of all employees at work. We believe that no health and safety issue is too big or small for discussion and management we will respond positively to all improvement initiatives.

## **COMPETENCE**

Management aim that all employees receive the necessary and specific training they need to carry out their duties in a safe manner. This training may take the form of "on the job" instruction or written Safe System or work documents with an experienced member of staff or through attending an organised training course. It is the duty of all employees to embrace this training and implement the safe working practices they learn into their daily tasks.

If an employee feels that they need further or specific training to better enable them to carry out their duties, then they should make this known to their employer immediately.

## **COMPETENCY FOR TASKS AND TRAINING**

- Induction training will be provided for all employees by - ***MR RICHARD MARK SAMMS and Supported by MR IAN HANCOCK***

Job specific and site training will be provided by ***SITE OPERATIVE FOREMAN MICHAEL MEAD and Supported by MR.IAN HANCOCK***

Specific jobs requiring special training are:

- Erection of Pallet Racking
- Use of Harnesses

This training is covered by SEIRS training which is carried out by SEMA approved and accredited trainers.

Training records are kept by - **MR RICHARD MARK SAMMS and Supported by MR IAN HANCOCK**

External Training will be identified arranged and monitored by - **MR RICHARD MARK SAMMS and Supported by MR IAN HANCOCK.**

## **COMPANY VEHICLES**

- All company van drivers will be subject to 6 monthly DVLA Fitness to Drive & Eye Sight Tests that are documented
- All company van drivers must ensure all company fleet accidents are reported to the Managing Director
- All company vehicles **MUST** Have a valid business insurance cover
- All company fleet vehicles **MUST** have valid MOT Certificates
- All company vehicles **MUST** be serviced in accordance with van manufacturers recommendations/schedules
- All company vehicles are subject to a documented daily inspection

The responsibility for ensuring that the required above actions are implemented will fall to- / **MR RICHARD MARK SAMMS/ SITE OPERATIVE FOREMAN MICHAEL MEAD.**

## **CONSULTATION**

The management of the Company view communication between employer and employee as a vital tool in our goal to create a "safety culture."

As a company, we will discuss all matters relating to health and safety on a regular basis on a one to one direct approach. These communications will take the form of;

- Written and formal communications
- One to One Meetings with Managing Director/External Competent Person
- New tool and technique discussions
- Monthly Team Meetings

## **CO-OPERATION**

If we are to build and maintain a safe and healthy working environment effectively it is essential that employees co-operate at all levels. All employees are expected to cooperate with the Site Operative Foreman, Managing Director & External Competent Person and to accept their duties under this policy.

Under the Health and Safety at Work Act 1974 all employees have a duty to take all reasonable steps to preserve and protect not just the health and safety of themselves but of all other people affected by their actions.

## **CONTROL**

In our general statement of health and safety policy, we stated that we would strive to provide a safe and healthy working environment for all our employees. In order to manage this effectively, we will put in place systems to control all aspects of health and safety in our day to day activities.

This will include systems to record training given, accident reporting, daily job sheets monthly check sheets, daily van inspection sheets and maintenance records, and any other recording and monitoring we feel necessary to achieve these goals.

## **CONTROL OF HAZARDOUS SUBSTANCES**

- The Company will comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.
- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturer and supplier's health and safety guidance and our own knowledge of the work process.
- The Company will ensure that the exposure of employees to hazardous substances is minimised and adequately controlled in all cases.
- All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

- Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.
- When at a Customer site and the task involves working with hazardous substances, the Customer **MUST** supply suitable PPE for the work and relevant hazardous data sheets and COSHH Assessments prior to commencement of contract.

Under normal circumstances, our work will not require an assessment. COSHH assessments if required, will be carried out by - **MR. IAN HANCOCK Assisted by SITE OPERATIVE FOREMAN MICHAEL MEAD.**

## **DISPLAY SCREEN EQUIPMENT (DSE)**

### **Authority**

**Management of Health and Safety at work regulations 1999**

**Workplace Health, Safety and Welfare Regulations 1992**

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

**Peter Samms Equipment Ltd PSEL will ensure that procedures are in place to identify DSE users and ensure the following: -**

- A suitable and sufficient risk assessment of the workstation, including the software in use and the surrounding area is undertaken
- Sufficient planning of the work programmes to ensure that there are adequate breaks in the work patterns of workers
- The provision of an annual eye test (when requested) that is at no charge to the employee, and if required, assistance towards the cost of spectacles that are required for DSE use only

**The company will make the following provisions available to DSE users: -**

- Adjustable chair
- Appropriate desk
- Adequate and suitable lighting
- Appropriate training, instruction and supervision
- Adjustable computer screen (tilt angle, brightness and contrast)
- Detachable keyboard (where required)
- Wrist supports (where required)
- Foot rest (where required)
- Document holders (where required)

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## **FIRE SAFETY**

### **KEY PERSONNEL**

The person with overall and final responsibility for Fire Safety at the 'Company Office Premise is Managing Director - **MR. RICHARD MARK SAMMS**

### **Fire Risk - Company Premises - The Company Office will be subject to a Fire Risk Assessment**

The responsibility for ensuring that the required above is implemented and documented and all identified 'practicable' Fire Risk Control measures are actioned will be- **MR RICHARD MARK SAMMS Supported by MR. IAN HANCOCK**

The person responsible for overseeing, assisting, implementing and monitoring the effectiveness of Fire Safety control measures is the Company's **External 'Competent Person' - MR. IAN HANCOCK**

- All Employee Induction training will cover Fire Safety Awareness Training and all employees have a duty to report immediately any fire, smoke or potential fire hazards to the local fire service (dial 999).
- All employees have a duty to conduct themselves in such a way as to minimize the risk of fire.
- Since all our business is carried out on Customer's premises, smoking is prohibited except in areas designated by the Customer.
- Smoking is not permitted in the company office or company vehicles.
- When on the customer's premises, all employees should take note of locally arranged fire safety measures and comply with any instructions or induction training given.

### **FIRE FIGHTING EQUIPMENT**

- Fire extinguishers are located in the company office and on company vehicles as well.
- Employees are only expected to tackle the fire themselves if it would pose no threat to their personal safety to do so.

- Firefighting equipment provided by the company will be checked periodically. This inspection and maintenance work will be arranged by - **MR RICHARD MARK SAMMS**

## **FIRST AID**

The appointed Company First Aider/s are – **MR MICHAEL MEAD, MR. PATRICK ROES & DAVID HOLDHAM**

First aid boxes are located: -

**a) COMPANY OFFICE b) IN ALL COMPANY VEHICLES**

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept by - **MR RICHARD MARK SAMMS**

Located in the - **COMPANY OFFICE 'SAFE'**

## **RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013**

**MR RICHARD MARK SAMMS and Supported by MR IAN HANCOCK** are responsible for reporting all accidents, diseases and dangerous occurrences to the enforcing authorities as required under RIDDOR requirements.

## **INFORMATION, INSTRUCTION AND SUPERVISION**

### **INFORMATION**

Information to PSEL Employees will for part of the Monthly Team Meeting, Customer Job /Site Information e.g., Customer Risk Assessments/Method Statements

**MR RICHARD MARK SAMMS** will be responsible for ensuring that PSEL employees working at the customer's premises and sites are given the relevant health and safety information

The Health and Safety Law poster(s) are displayed in the company office and if you require any Health & Safety advice please speak to; **MR IAN HANCOCK**

## **INSTRUCTION**

Instruction/s will be given to PSEL Employees by means of Documentation **e.g.** Safe Systems of Work Internal **e.g.** Company Inductions & External Training, Specific Job Training **e.g.** IPAF Training for Mobile Elevated Work Platforms (MEWPS).

## **SUPERVISION**

Supervision to PSEL Employees will be arranged by **MR RICHARD MARK SAMMS** and **ON SITE** by **SITE OPERATIVE FOREMAN MICHAEL MEAD**.

Supervision of young workers and trainees will be arranged by **MR RICHARD MARK SAMMS** and supervised by **SITE OPERATIVE FOREMAN MICHAEL MEAD**.

*Under normal working conditions we do not have young person's working with us.*

## **MANUAL HANDLING OPERATIONS**

It is the policy of the Company to comply with the law as set out in the Manual Handling Operations Regulations 1992. Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

Manual Handling Assessments will be carried out by - **MR IAN HANCOCK Assisted by SITE OPERATIVE FOREMAN MICHAEL MEAD**.

**All Peter Samms Equipment Ltd PSEL Employees will receive Manual Handling Training and this will be refreshed no later than 3 years from the initial Manual Handling Training Date.**



## **NOISE AT WORK**

### **Authority**

**Management of Health and Safety Regulations 1999**  
**The Control of Noise at work Regulations 2005**  
**Provision of use of Work Equipment Regulations 1998**

### **Employers' responsibilities - legal duties**

The Control of Noise at Work Regulations 2005 (Noise Regulations 2005) require employers to prevent or reduce risks to health and safety from exposure to noise at work. Employees have duties under the Regulations too. The Regulations require you as an employer to:

- **Assess** the risks to your employees from noise at work;
- **Take action** to reduce the noise exposure that produces those risks;
- Provide your employees with **hearing protection** if you cannot reduce the noise exposure enough by using other methods;
- Make sure the **legal limits** on noise exposure are not exceeded;
- Provide your employees with **information, instruction and training**;
- Carry out **health surveillance** where there is a risk to health.

To Comply with the above Employer's responsibilities Peter Samms Equipment Ltd (PSEL) issue Ear defenders as part of Company PPE to all employees working at Customer Sites, Information Instruction and training is covered by Ear Defenders information sheets ,Customer Site Rules , Company Inductions, Storage Equipment Installers Registration Scheme (SEIRS) Site Briefing Notes Noise at work is also covered in all Work task Risk Assessments Company Site Audits checks Ensure Ear Defenders are Worn when necessary.

### **The Regulations do not apply to:**

- members of the public exposed to noise from their non-work activities, or making an informed choice to go to noisy places;
- low-level noise that is a nuisance but causes no risk of hearing damage.

### **Noise levels**

#### **What are the action levels and limit values?**

The Noise Regulations require you to take specific action at certain action values. These relate to:

the levels of exposure to noise of your employees averaged over a working day or week; and

- the maximum noise (peak sound pressure) to which employees are exposed in a working day.

- **The values are:**
- **lower exposure action values:**
  - **daily or weekly exposure of 80 dB;**
  - **peak sound pressure of 135 dB;**
- **upper exposure action values:**
  - **daily or weekly exposure of 85 dB;**
  - **peak sound pressure of 137 dB.**

There are also levels of noise exposure **which must not be exceeded.**

**These are called exposure limit values:**

- **daily or weekly exposure of 87 dB;**
- **peak sound pressure of 140 dB.**

### **Providing hearing protectors and managing their use**

The Noise Regulations require you to:

- provide employees with hearing protectors and make sure they use them fully and properly when their noise exposure exceeds the upper exposure action values;
  - provide employees with hearing protectors if they ask for them, and their noise exposure is between the lower and upper exposure action values;
  - identify hearing protection zones – areas of the workplace where access is restricted, and where wearing hearing protection is compulsory.
  - To make sure protectors are worn fully (all of the time they are needed) and properly (fitted or inserted correctly) will require you to have systems of supervision and training.

## **PERSONAL PROTECTIVE EQUIPMENT**

It is the policy of the Company to comply with the law set out in the Personal Protective Equipment (PPE) Regulations 1992.

- All employees who may be exposed to a risk to their health and safety while at work will after assessment be provided with suitable, properly fitting and effective PPE.
- All PPE provided by the company will be properly assessed prior to its provision.

- All PPE provided by the Company will be maintained in good working order. Any PPE that becomes damaged must be reported to management immediately. Failure to do so may result in disciplinary action.
- All employees provided with PPE by the company will receive training and information on the use, maintenance and purpose of the equipment.
- The Company will ensure that all PPE provided is 'fit for purpose' and is used properly by its employees.
- Checking of PPE will be carried out on a monthly basis and documented by – **SITE OPERATIVE FOREMAN MICHAEL MEAD.**

Any missing / damaged items should be reported to - **SITE OPERATIVE FOREMAN MICHAEL MEAD/MR RICHARD MARK SAMMS**

## **RISK ASSESSMENTS**

Risk assessments will be carried out by; **External 'Competent Person' - MR IAN HANCOCK with Support from the Site Operative Foreman – Michael Mead**

The findings of risk assessments will then be reported to;

**MR. RICHARD MARK SAMMS**

The action required to remove/control risks will be approved by;

**Both MR. RICHARD MARK SAMMS & MR. IAN HANCOCK**

The responsibility for ensuring that the required action is implemented, will fall too;

**MR RICHARD MARK SAMMS/ SITE OPERATIVE FOREMAN MICHAEL MEAD.**

The person responsible for checking that the actions taken have reduced or removed the risks is: -

**MR. IAN HANCOCK**

***RISK ASSESSMENTS WILL BE REVIEWED ANNUALLY WITHIN 12 MONTHS OR ALTERNATIVELY WHEN RISK CONTROL RECCOMENDATIONS AND TARGET DATES ARE HIGHLIGHTED.***

## **SAFE PLANT & EQUIPMENT**

***MR RICHARD MARK SAMMS AND SITE OPERATIVE FOREMAN MICHAEL MEAD.***

will be responsible for checking and identifying tools and equipment that need maintenance.

***MR RICHARD MARK SAMMS*** will be responsible for arranging the necessary maintenance and repair of tools and equipment through authorised and competent suppliers.

Any periodic maintenance or service requirements of tools and equipment will be arranged by ***MR RICHARD MARK SAMMS***

Before any new tool or piece of equipment is purchased, its suitability and compliance with Health & Safety standards will be checked by ***MR RICHARD MARK SAMMS***

Any problems found with any tool or piece of equipment should be reported immediately to either; ***SITE OPERATIVE FOREMAN MICHAEL MEAD OR MR RICHARD MARK SAMMS***

## **SMOKING**

Smoking is prohibited in all areas of the workplace except those areas, which have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe.

Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

## **VIBRATION AT WORK**

### **Authority**

### **Control of Vibration at Work Regulations 2005**

### **Employers' responsibilities - legal duties**

### **What do the Regulations require employers to do?**

The Control of Vibration at Work Regulations require employers to prevent or reduce risks to health and safety from exposure to vibration at work.

Employees have duties under the regulations too. The Control of Vibration at Work Regulations require you as an employer to:

- **Assess** the vibration risk to your employees;
- **Take action** to reduce vibration exposure that produces those risks
- Decide if employees are likely to be exposed above the:
- Daily exposure action value (EAV) and if they are:  
introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;

Peter Samms Equipment Ltd PSEL will ensure Compliance to **Control of Vibration at Work Regulations 2005** by:

- **Ensuring all power/battery operated work tools are Low Vibration (So Far as Reasonably Practicable)**
- **Carry out HAVI Assessments on a key powered/battered operated tools**
- **Provide where practicable Low Vibration PPE Gloves**
- **Job Rotation of PSEL Operatives to ensure the daily exposure limit value (ELV) is not exceeded**
- **Mark up all Powered/Battery Operated Tools based on Risk rating, Duration of Use High, Red Medium, Amber, Low, Risk Green**

**Daily exposure limit value (ELV) and if they are:**

**Take immediate action to reduce their exposure below the limit value;**

- Make sure the legal limits on vibration exposure are not exceeded;
- Provide information and training to employees on health risks and the actions you are taking to control those risks;
- Carry out health surveillance (regular health checks) where there is a risk to health;
- Consult your trade union safety representative or employee representative on your proposals to control risk and to provide health surveillance
- Keep a record of your risk assessment and control actions;
- Keep health records for employees under health surveillance;
- Review and update your risk assessment regularly.

**What are the exposure action and limit values (EAV/ELV)?**

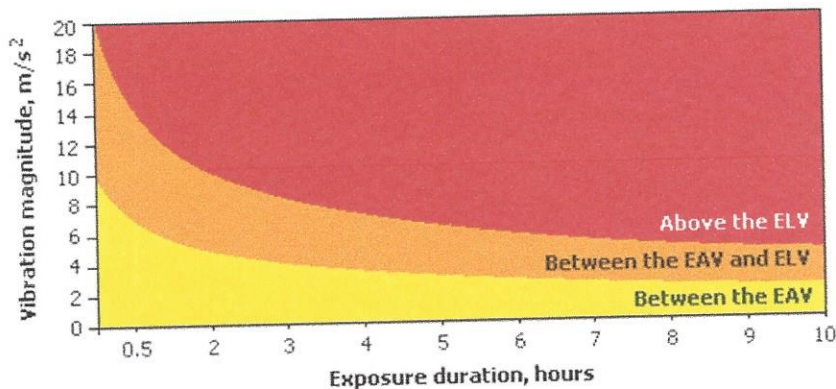
The Control of Vibration at Work Regulations 2005 require you to take specific action when the daily vibration exposure reaches a certain action value.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s<sup>2</sup> A(8).

The actions you need to take are described in the rest of the employers' web pages.

There is also a level of vibration exposure that must not be exceeded. This is called the exposure limit value.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s<sup>2</sup> A(8). It represents a high risk above which employees should not be exposed.



## **WORKING AT HEIGHT**

### **Authority**

**Management of Health and Safety at Work Regulations 1999**

**Working at Height Regulations 2005**

**Lifting Operations and Lifting Equipment Regulations 1998**

### **Working at Height**

The term working at height covers all activities where there is a need to control a risk of falling a distance and causing personal injury, and would include items such as roof work, ladder work and work next to excavations or openings.

It does not include slips, trips and falls on the same level, or falls on permanent stairs (if there is no maintenance work being carried out).

In accordance with their obligation under regulation 6 of the Working at Height Regulations 2005, Peter Samms Equipment Ltd will ensure the following hierarchy of control: -

- Work is not carried out at height when it is reasonably practicable to carry the work out safely other than at height (e.g. assembling components at ground level)
- When work is carried out at height, the company will take suitable and sufficient measures to prevent, so far as reasonably practicable, any person falling a distance liable to cause injury (e.g. the use of guard levels)
- The company shall take suitable and sufficient measures to minimise the distance and consequence of a fall (e.g. Safety harness/Lanyard)

### **General access at height**

All working at height must be subject to a suitable and sufficient risk assessment and additional Customer Permit to Work Controls to determine the controls measures required i.e. means of access and fall arrest equipment

Where possible, mobile elevated work platform (MEWPS) must be used to gain access to high work areas within any internal/external area, and its use must be restricted to authorised, IPAF trained and competent personnel only.

All the above tasks are to be conducted subject to a Risk Assessment of the work activity/task. Safe System of Work training on Working Platform Operations.

All work equipment that is used for the purpose of lifting persons at height is be subject to a six monthly LOLER inspection and all records of inspections, defect reports and remedial work carried out must be retained by the person responsible for that work equipment.

All other work equipment that is used for the purpose of lifting is be subject to a twelve monthly LOLER inspection and all records of inspections, defect reports and remedial work carried out must be retained by the person responsible for that work equipment.

### **Escape at height**

All operators of equipment and MHE that operate at height e.g. scissor lifts, etc must be appropriately trained in safe escape at height. Equipment that is designed to lift personnel must incorporate a safety system that does not allow for the access door to be opened whilst the vehicle is in operation, preventing operatives opening the gate at height. ALL PSEL Operators **MUST** follow the Emergency Rescue Plan for MEWPS at Height.

## **PPE to be worn**

PPE must be worn at all times when working on site in accordance with risk assessments undertaken for work activities/tasks and the development of safe systems of work and to include hard hats, safety harnesses/ lanyards, fall arrest equipment and Hi Vis clothing and safety footwear

## **Working at Height Guidance**

Work at height is work in any place, including a place at, above or below ground level, where a person could be injured if they fell from that place. This means that for any height where there is a risk of a fall causing personal injury then measures should be taken to prevent injury.

- All necessary work at height must be properly planned and organised
- Those involved in work at height must be competent;
- The risks from work at height must be assessed and appropriate work equipment selected and used;
- The risks from fragile surfaces must be properly controlled; and
- Equipment for work at height must be properly inspected and maintained.

Wherever possible, avoid or minimise the need to work at height; Use work equipment or other measures to prevent falls where it is not possible to avoid working at height; and where the risk of falls cannot be eliminated, use work equipment or other measures to minimise the distance and consequences of a fall should one occur. Ensure there are suitable emergency recovery arrangements in place where necessary. All persons involved in working at height must be competent. Ensure that you understand the risks and hazards before you work at height and follow the Safe System of Work.

## **Ladders/steps**

**Ladder misuse is the cause of many accidents.** Ladders must be properly maintained in good order and used only after careful assessment of the risks involved.

### **Ladder/Steps Rules**

- A ladder/steps should not be used as a place of work unless there is no reasonably practicable alternative,
- Always check the condition and suitability of a ladder/steps before it is used and check the erection installation is correct.
- The base on which a ladder/steps is erected must be firm and level to prevent stability problems.
- The top head section of the ladder should rest on a firm, solid surface and both stiles of the ladder secured near the top.



- Assistance from another person will be necessary to foot the ladder if the ladder has to be climbed first to secure the ladder at the top.
- The correct slope for a ladder is an angle of about 75° to the horizontal, i.e. one metre out for every four metres of height.
- On long ladders an intermediate tie rope is necessary to prevent swaying. In use, a ladder should be placed so that there is space behind each rung for proper foothold.
- Rungs should be clear of grease, oil or other slippery substance.
- Only one person should be permitted on a ladder at any one time
- and no more than 500mm in width, leaving sufficient platform width for access.

#### **Ladder /Steps Checks: -**

- Timber ladders for splits or cracks, splintering, warping or bruising. Metal ladders for mechanical damage;
- Rungs for signs of undue wear or movement. No rungs should be missing;
- Wedges and tie rods for tightness. Metal reinforcement to stiles for correct position;
- Feet for splitting and fraying. Timber or plastic inserts to metal ladders for wear and correct position;
- Ropes for wear, fittings for security and pulleys for freedom.

**Never over-reach from a ladder/steps – move it to a better position. Both hands should be free when climbing or descending a ladder/steps**

#### **MEWPS**

##### **Assess**

- What other vehicles, mobile plant or work equipment (e.g. overhead cranes) could be close by?
- Could parts protrude beyond the site boundary (e.g. buses have struck MEWPs)?
- What are/will be the general ground conditions (e.g. softness, slopes)?
- Are there any localised ground conditions that could be a hazard?
- Has the MEWP been examined, inspected, maintained and daily checks carried out?
- Could the carrier be caught on protruding features (e.g. steel work, tree branches)?

##### **Safe plant**

- Select the right MEWP for the job
- Examination at least once every six months
- Planned maintenance.
- If a different make or model of MEWP is delivered to the site. Check that it is suitable for the task.

## Safe site

- Segregate other site traffic
- Ensure parts of a MEWP cannot protrude into roads etc
- Check for manholes, service ducts, potholes, etc
- Check temporary covers are strong enough
- Establish the load bearing capacity (general and point loading, eg outriggers) when working inside in a building or on a structure (eg a jetty).
- Ensure there is supervision to ensure safe systems of work are appropriate and being used.
- Check for overhead crushing or contact hazards.
- Have agreed systems of communication (e.g. between banks man and operator)
- Check weather conditions have not altered ground condition
- Establish limits for safe operation (eg maximum wind speed).
- Ensure you have a rescue plan agreed

## Safe operator

- Ensure operators are trained and familiar with the performance and controls of the specific MEWP used.
- Ensure operators have any task-specific training (eg use of a chainsaw).
- Ensure daily checks are done (in accordance with the manufacturer's instructions).
- Ensure operators know when further operation would be unsafe. Do they know how to position the MEWP for optimum use?
- Ensure there is a system for recording faults, repairs and maintenance. And operators know what types of fault would prevent further use of machine (eg controls not responding correctly)?

## Work restraint system

A work restraint system for use on a MEWP should normally be a combination of a full body harness (BS EN 3612) and a lanyard (BS EN 3543). It does not normally have shock-absorbing capability.

# Coronavirus (COVID-19)

**PSEL has taken the Coronavirus COVID-19 post the 11<sup>th</sup> March 2020 in the UK pandemic very seriously and has developed a Policy on Dealing with Coronavirus in the Workplace.**

**The PSEL Policy on Dealing with Coronavirus in the Workplace, for its Employees with advice and controls to keep our Employees healthy and safe.**

## Current Business Continuity Plan

### Email Communication to its Customers Thurs 19<sup>th</sup> March 2020:

Peter Samms Equipment Ltd, would like to reassure you that we will continue to be here to provide the service you require during this difficult time. Due to the increased concern surrounding COVID 19 (Coronavirus), we would like to reassure all our customers and provide updates on our current business continuity plan.

Peter Samms Equipment Ltd, has taken several measures to ensure that we will continue to provide an emergency racking repair service, necessary repairs and installs on your sites.

Peter Samms Equipment will continue to go about our business in a normal manner. We are taking the virus seriously and have measures in place to minimise its effect on our business so we can continue to provide you with the level of service that you have come to expect from us.

We will be taking into account all updates and guidelines from the government and Public Health England as and when they are made available and will continue to review our policies and strategies accordingly.

Enclosed is a copy of the Risk Assessment that we will be working to, over the coming months. This may be due for change following further updates from authorised bodies, our health and safety consultants and ourselves.

### Risk Assessment

A PSEL COVID 19 Precautions and Controls Risk Assessment Job Safety Analysis dated 16<sup>th</sup> March 2020 was developed for its key employee's This assessment is designed to guide staff and customers in behaviours concerning COVID 19. It is a real risk and can be readily spread through human contact. This assessment aims to limit the risk of spread through simple precautions following government, NHS and WHO guidance which will be followed diligently.

Peter Samms Equipment Ltd  
Oak House, Old Wood,  
Skellingthorpe, Lincoln, LN6 5UA  
Telephone/Fax (01522) 500898  
Registered in England No. 1381149

### **Office Based Measures**

- Information for members of our staff concerning personal hygiene and minimising the spread of the virus
- Updated office cleaning plans
- Plans in place for working from home as and when required
- Essential meetings only to take place at our office, no reps will be allowed.

### **Site Based Measures**

- Information for members of our staff concerning personal hygiene and minimising the spread of the virus
- Fluidly updated Risk Assessment providing safe working procedures
- EN140 Face Fit masks in vans if site specifically required
- Continual discussions with our customers to confirm we are safe to attend your sites and any specific measures you may have and require us to work to.