

ACTIVE SIGNS LIMITED
Health and Safety Management System

ACTIVE SIGNS LIMITED
HEALTH AND SAFETY POLICY

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POLICY STATEMENT

Active Signs Limited recognises its responsibilities under Safety, Health and Environmental Legislation. In order to meet these responsibilities we will so far as is reasonably practicable implement the measures necessary to ensure the safe conduct of our business activities.

Our accident prevention strategies will take into account our main business activities and be based upon a triple 'Safe Place', 'Safe Person' and 'Safe Environment' Strategy, with Risk Assessment as our primary method of achieving our stated aims.

We see our staff as key to the success of this Safety, Health and Environmental Management System and will ensure that we meet our responsibilities to consult with them about proposed changes to health and safety systems or work practices.

It is the policy of the Company to carry out its activities at all times in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all its employees and to ensure so far as reasonably practicable that it conducts its undertaking in such a way that persons other than employees who may be affected by its work activities are not exposed to risks to their Health and Safety.

In particular the Company recognises its duties, so far as is reasonably practicable to ensure:

- a. That plant, equipment and systems of work are safe and without risk to health.
- b. The safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- c. That adequate information, instruction, training and supervision in Health and Safety matters is provided.
- d. The maintenance of a safe and healthy place of work, and the provision and maintenance of safe access and egress to all work area.
- e. The provision and maintenance of a safe and healthy working environment, and adequate arrangements for welfare.

It is the duty of Company Management to see that everything reasonably practicable is done to prevent personal injury, and to maintain a safe and healthy place or work and to specifically:

- Assess all work activities of employees for any perceived risks to health, or safety.
- Keep informed of technical developments and advances relevant to the Company's activities in order to improve Health and Safety at Work.

RESPONSIBILITIES

HEALTH AND SAFETY ORGANISATION

The Managing Director has overall responsibility for ensuring that the company complies with its responsibilities under health and safety legislation. In order to achieve this aim, authority for the management of health and safety is delegated to the managers responsible for departments (see company organisational chart).

Managers Responsibilities

Manager's responsibilities are:

- Ensure that the risk assessments are completed and reviewed regularly for their department.
- The investigation of 'serious' incidents or complaints relating to health and safety, in conjunction with the company's safety advisors.
- Receive Near Miss and Accident reports and consider the necessary action required.
- Ensure that adequate consultation with employees takes place in relation to issues of health, safety and welfare.
- Ensure that workplaces and installation sites are inspected in accordance with the relevant Inspection Systems.
- Set performance targets for the management of health and safety within their department.

Supervisors and Engineers

Supervisors and Engineers responsibilities are:

- The day-to-day supervision of health and safety within their workplace or area of work activity.
- Undertake workplace or site inspections and in consultation with their manager and if necessary the company safety advisors put in place any remedial measures required.
- Preliminary investigation of near misses, accidents, incidents or complaints relating to health and safety.
- Ensure information is passed to the employees they supervise and the organisation about health and safety related matters.

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Employees

The duties of employees are:

- To comply with any measures put in place by the company to meet their obligations under health and safety legislation.
- To report any dangerous conditions, defects or occurrences as soon as possible to their supervisor, engineer or other responsible person.
- Not to interfere with anything put in place to ensure health and safety.

Safety Advisor

Active Signs Limited currently uses an external consultancy service ' TWS Consultancy Limited ' to provide a safety advisory service. The terms of reference for this service are:

- Advise the organisation and senior management on their responsibilities under health and safety legislation.
- Advise the organisation on changes to health and safety legislation and the measures necessary to comply with any changes.
- Advise on the suitability of remedial measures identified as a result of:
 - ❖ Risk Assessments or any review.
 - ❖ Investigation into near misses, accidents, dangerous occurrences or complaints relating to health and safety.
 - ❖ Workplace or Site Inspections.
- Answer or provide advice on any issue relating to health and safety.
Identify suitable sources of training provision for any training needs identified by the risk assessments or individual performance review

POLICIES, PROCEDURES AND SYSTEMS

1. Risk Assessment System
2. Workplace and Site Inspection Procedures
3. Control of Substances Hazardous to Health (COSHH)
4. Work Equipment Policy
5. Fire Policy and Procedures
6. First Aid Policy and Procedures
7. Accident and Incident Reporting System
8. Working at Height and Access Equipment Policy
9. Fleet Vehicles Policy
10. Fork Lift Trucks and Mechanical Handling Equipment
11. Manual Handling Policy
12. Consultation with Employees
13. Stress and Employee Well-being
14. Noise Control System
15. Travel Policy
16. Young Persons and Work Placements Policy
17. New and Expectant Mothers Policy
18. Use of Display Screen Equipment Policy
19. Pressure Systems
20. Alcohol and Drugs Policy
21. Training Policy
22. Permit to Work System
23. Control of Industrial Gases (TBC)
24. PPE and RPE System
25. Environmental Policy
26. Waste Disposal Policy (TBC)
27. Recycling Policy
28. Energy Policy (TBC)
29. Emissions into the Atmosphere Policy (TBC)
30. Lone Worker Policy
31. Smokefree Policy

RISK ASSESSMENT POLICY

Risk assessment is the key to our accident prevention strategy, it is also a requirement of the Management of Health and Safety at Work Regulations, this policy outlines the company's risk assessment system in terms of the system objectives and management of the system.

Risk Assessment System Objectives

The objectives of the risk assessment system are:

1. To ensure that all the main hazards affecting employees and other persons affected by our work activities are properly assessed for their level of risk.
2. To put in place the necessary additional control measures required as a result of the risk assessment process.
3. To ensure that the risk assessments are reviewed regularly (yearly) and take into account changes to workplaces, practices and the introduction of new technology as well as incidents or events.
4. Identify where specialist risk assessments such as COSHH, Noise etc may be required.

TWS Consultancy Limited as company safety advisors will be responsible for developing the risk assessments (in conjunction with the manager/supervisor of the area/activity) covering our workplaces and activities, this will follow the '5' step approach and incorporate the appropriate risk rating system. The risk assessments will be recorded on the form at annex a to this policy. The results of the risk assessment will be passed to the manager responsible for the area/activity concerned for scrutiny and approval.

The risk assessments once completed will be communicated to the staff involved in the area/activity concerned and a copy kept at workplace level.

Specialist Risk Assessments

Where specialist risk assessments are required these will be subject to a separate policy and undertaken in conjunction with any specialist support required and communicated as per the risk assessments above.

WORKPLACE AND SITE SAFETY INSPECTION SYSTEMS

The Workplace Inspection System has been designed to fulfill the following objectives:

1. Provide a consistent reliable and regular flow of information to the organisation about its level of Health and Safety performance at workplace level.
2. Allow issues relating to health and safety to be openly discussed at all levels within the organisation.
3. Provide information to the Health and Safety Committee about health and safety issues that cannot be resolved at workplace level or that have global implications for the organisation.
4. Provide a proactive performance indicator for the assessment of the effectiveness of the organisations Health and Safety System.

The information about the Workplace Inspection System below should be read in conjunction with the flowchart and workplace inspection form.

- ❖ The workplace inspection should be undertaken in the month prior to the Health and Safety Committee meeting.
- ❖ The inspection team will consist of the manager/supervisor responsible for the area and a safety representative or nominated person.
- ❖ Each workplace inspection covers 7 key areas, these are:
 - ✓ Workplace hazards
 - ✓ Risk Assessments and control measures
 - ✓ Fire precautions
 - ✓ Electrical equipment
 - ✓ Lifting equipment
 - ✓ First aid arrangements
 - ✓ Hazardous Substances

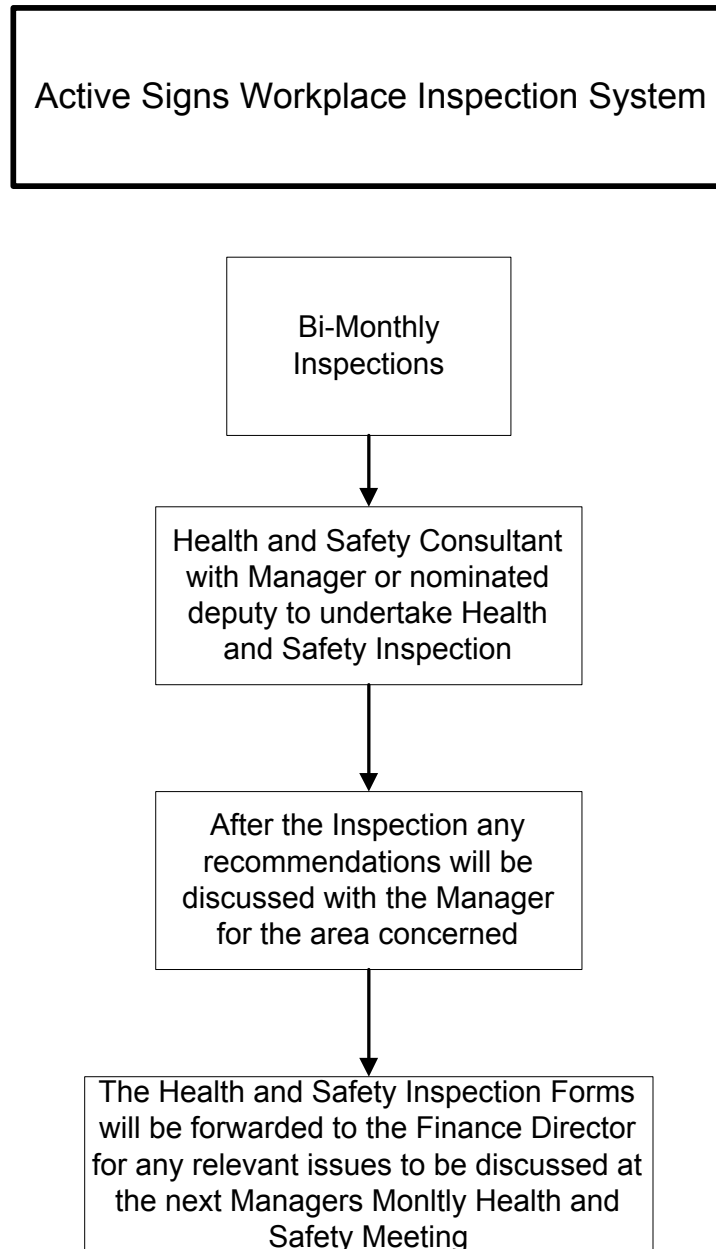
Each of the key areas on the inspection form has notes giving information to assist the inspection team.

Upon completion of the workplace inspection three issues will be present:

- ❖ Those issues that are within the manager/supervisors scope of authority; these should be given review dates for any action required.
- ❖ Those issues that require clarification, need resourcing or have wider implications; these should be passed on (with any relevant supporting information) to be discussed by the Health and Safety Committee.
- ❖ The need to consider whether the risk assessments relating to that particular area or workplace need early review.

Once completed the workplace inspection forms should be sent to the Finance Director for inclusion on the Health and Safety Committee, and will be returned to the manager/supervisor responsible for the area for any further action and filing after the meeting. The inspection forms should be kept for a minimum of 3 years.

Health and Safety Inspection System Flowchart



CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The COSHH Regulations 2002 require employers to control the exposure of employees to harmful or hazardous substances. Employers must follow the “hierarchy of risk control”, namely:-

- Eliminate the hazard OR
- Substitute a lesser hazard OR
- Control exposure at source OR
- Provide personal protective equipment

Active Signs Limited will implement the following Policy in respect of harmful or hazardous substances:-

1. All chemicals known to be carcinogenic will not be used unless there is absolutely no alternative available on the market.
2. The Company will rigorously review all purchasing policies and will adopt procedures, which allow only the least hazardous substances to be used.
3. Manufacturers will be required to submit appropriate Safety Data Sheets will all chemicals supplied for use by the Company or its Subsidiary Companies.
4. Personal protective equipment will only be issued as a last resort.

The following procedures will be implemented in order to ensure the Health, Safety and Welfare of all employees.

1. Managers responsible for areas with the company will review all chemicals in use within the company and produce a register of all chemicals used within their respective areas.
2. Safety Data Sheets will be obtained and collated into a reference manual.
3. Managers in conjunction with the company’s safety advisors will produce a detailed COSHH Assessment of all hazardous substances used within the factory environment using the COSHH Risk Assessment form.
4. As a result of the COSHH risk assessment process, control measures that comply with the hierarchy laid down within the Control of Substances Hazardous to Health Regulations 2002 will be identified and implemented.
5. The results of the COSHH risk assessments will be communicated all staff involved with the use of the substances concerned.
6. The COSHH risk assessments will be reviewed on a regular basis.

Work Equipment Policy

Due recent changes to health and safety legislation relating to work equipment the requirement for an all-encompassing policy covering the following areas is now necessary:

- Selection and introduction of new work equipment
- Maintenance
- Decontamination of equipment prior to maintenance or repair
- Testing and Inspection
- Documentation
- Training needs

Selection and Introduction of New Work Equipment

Before any new work equipment is procured the New Technology and Work Equipment Policy must be referred to and the attached risk assessment proforma completed.

Maintenance

All equipment will be maintained in accordance with manufacturers/suppliers instructions or the legislative requirements imposed by health and safety law.

Decontamination of Equipment

The Control of Substances Hazardous to Health Regulations (COSHH) along with the Provision and Use of Work Equipment Regulations (PUWER) require that all equipment is properly decontaminated after use and prior to any maintenance or repair being undertaken. All equipment requiring inspection, testing or maintenance should follow the Decontamination of Equipment Policy

Testing and Inspection

Some health and safety legislation such as the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Electricity at Work Regulations (EAW) identifies the need for statutory testing and inspection requirements. Where there is a statutory requirement for testing and inspection the Manager for the area or department will be responsible for ensuring that the necessary test and inspection requirements are met.

Documentation

Departmental Managers will be responsible for ensuring that all records of Test, Inspection and Maintenance Logs for work equipment are kept up to date. Where any equipment is sold to another party, the full and up to date records of Test, Inspection and any Maintenance Logs must be transferred to

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the purchaser. It should be noted that the company would assume all the legal responsibilities of a supplier if any equipment were sold to a third party.

Training

The training requirements to ensure the safe use of any work equipment should be considered prior to its introduction. Training needs should be taken into consideration when undertaking the work equipment risk assessment as required by the New Technology and Work Equipment Policy.

NEW TECHNOLOGY AND WORK EQUIPMENT POLICY

The introduction of new technologies and work equipment into Active Signs Limited, poses a significant risk from a health and safety perspective. In order to minimise the risks associated with the introduction of new technologies or work equipment the following procedure is to be followed by the manager or person responsible for its introduction or procurement:

1. When considering the introduction of new technologies or work equipment the risk assessment form at appendix 1 to this policy must be completed. This form is also intended to act as an aide-memoir of issues to consider.
2. The risk assessment form once completed should be submitted to the Installations Manager for approval and comment, the advice of the company safety advisors (TWS Consultancy Limited) will be sought if necessary.
3. Once the new technology or work equipment is introduced it should be subjected to regular review and assessment during the initial usage period. Any problems should be noted and the necessary measures taken to remedy these problems.

NEW EQUIPMENT & TECHNOLOGY RISK ASSESSMENT

Date:	Work Area/Activity:
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Description of Work Equipment or Technology

Are New Hazards Introduced?

**Hazardous Substances Y/N Extremes of Temperature Y/N Fire Y/N
Noise Y/N Changes in Work Practice Y/N Staff Capability Y/N
Workplace Layout Y/N**

Ergonomic Hazards Y/N Manual Handling Y/N Other (please specify)

If yes to any of the above, please outline the hazards below and how these hazards are to be controlled.

HAZARDS	CONTROL MEASURES

Are There Any Training and Information Requirements? Yes/No

Inspection, Maintenance and Consumable Requirements

	Requirements	Provisional Costs
Inspection		
Maintenance		
Consumables		

Installation and Utilities

Does the equipment require installation or have specific utility requirements such as electrical supply, water or extraction systems? If yes outline these requirements below:

Environmental Protection

Does the equipment or new technology have any environmental needs in terms of storage, disposal or containment of waste/emissions from usage? If yes outline these needs below, with draft costings if appropriate:

Safe Systems of Work

Is a Safe System of Work required for the use of the equipment or new technology, if yes, please attach draft to this Risk Assessment.

Further Information

Any further information that may be necessary should be outlined in the box below.

Assessors Name:

Assessor Signature:

Job Title:

Date:

Fire Policy and Procedures

FIRE POLICY

Fire represents a major risk to both injury to persons and interruption of the main business function of the company. This Fire Policy outlines the way Active Signs Limited intend to manage any risks that may be created by fire.

Fire Risk Assessment

Fire Risk Assessment is required under health and safety law for all premises owned or controlled by the company, this requirement is in addition to that required by any Fire Certificates that may have been issued by the local fire authority. Fire risk assessments will be developed by the company fire safety advisors (Fire Guard), the results of this risk assessment will be recorded and the results communicated to the staff working in the area or buildings concerned.

Installations & Maintenance Teams

Where staff are working on the premises or locations of other companies, then they should follow the instructions or guidance given by the persons in control of the premises or location with regard to fire risks, evacuation procedures and any special precautions necessary. They should also follow the procedures given by the company about any hot working and the precautions necessary.

Fire Procedures

Fire Procedures are in place for all premises or locations under our control, these are contained at annex a.

Fire Wardens

Fire Wardens and Deputies will be appointed to ensure that in the event of a fire the premises or location can be safely evacuated. The duties of fire wardens are detailed in the fire procedures at annex a.

Fire Drills

Fire Drills will be conducted every 6 months and audited to ensure that any problems are identified and action undertaken to rectify. An example of the audit tool is contained in annex b.

FIRE PROCEDURE

In the event of a fire the following fire procedures will be adopted. This procedure covers all areas of the Active Signs Limited site.

ACTION TO BE TAKEN ON DISCOVERING A FIRE

- Shout 'Fire' and raise the alarm immediately via the fire alarm call points.
- If you are trained fire warden and it is safe to do so attempt to tackle the fire using fire extinguishers.
- If the fire cannot be safely extinguished or you are not a fire warden close the door to the room/area and make your way to the assembly point which is located on the car park

ACTION TO BE TAKEN ON HEARING THE FIRE ALARM

- Evacuate the building immediately using the normal or emergency escape routes.
- Do not stop to collect personal belongings.
- Report to the assembly point, which is located in the car park. When you arrive there report to your respective supervisor who will undertake a roll call and report any missing persons to the Fire Point Officer.
- Do not leave the assembly point until instructed to do so by your supervisor.
- Do not re-enter the building until your supervisor has told you it is safe to do so.

ACTION TO BE TAKEN BY FIRE WARDENS

- Ensure the safe evacuation of all staff and visitors from your area.
- Close all windows and doors as you leave if it is safe to do so.
- If the fire is within your area of responsibility, consider fighting the fire using fire extinguishers, ensuring that you do not put yourself at risk.
- On arrival at the assembly point assist the supervisors with the roll call.

ACTION BY SENIOR MANAGER (Fire Point Officer)

- Co-ordinate the actions of the supervisors and fire wardens and collate the roll call.
- Liase with the Senior Fire Officer (Kent Fire and Rescue Service) on their arrival.

First Aid Policy and Procedures

It is the company's policy that it will comply with the Approved Code of Practice requirements of the Health & Safety (First Aid) Regulations 1981. In order to achieve this level of compliance a risk assessment of the first aid requirements for the company will be undertaken by our safety advisors (TWS Consultancy Limited) in conjunction with departmental managers. The results of this risk assessments will be recorded on the First Aid Risk Assessment Form attached at annex A.

As a minimum we will ensure that an Appointed Person will be available in all work areas and in each installation team.

Where any additional training or equipment requirements are identified, it will be the responsibility of the company safety advisors in conjunction with departmental managers to locate suitable suppliers of First Aid Training and Equipment.

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ASSESSMENT OF FIRST AID NEEDS

<u>Active Signs Limited</u>	
<u>Area assessed:</u>	<u>Ref no</u>

<u>Summary of work activities:</u>

Issues for consideration	Comments	
Main hazards and risks		
Number of employees		
Distance to ambulance station		
Peripatetic workers employed?		
Workforce distribution (describe)		
Workers at increased risk		
Multi-occupied site?		
Arrangements in place for absence of first aiders/appointed persons?		
First aid provision needed for the public?		
Summary		
	Number	Locations
First aid boxes needed		
First aid rooms needed?		
First aiders needed?		
Appointed persons needed?		

Assessor:

Signature:

Accident and Incident Reporting System

Introduction

- This procedure has been designed to provide employees of Active Signs Limited with a simple and systematic approach to report all personal accidents and for a robust accident investigation process to be in place.
- Every person employed by Active Signs Limited is required to report all accidents and incidents at the earliest opportunity.

Accident Definition

- An accident can be defined as being an unplanned event that results in injury or loss.

Examples of Accidents

- Slip, Trip or Fall
- Manual Handling
- Assault

Examples of types of injury as a result of Accidents

- Cut/Laceration
- Fracture
- Loss of consciousness

Reporting an Accident

- All employees of Active Signs Limited are required to adhere to the following procedure when reporting a personal accident:
- Make an appropriate entry in the Company Accident Book.

In circumstances when this is unable to be achieved i.e. as a result of a major or disabling injury, then either a witness or Line Manager is required to undertake this task on behalf of the injured person.

- Bring the entry in the accident book to the attention of your line manager
- If a fatality or major injury occurs, contact the Finance Director and Alan Turner, Health & Safety and TWS Consultancy Limited as soon as possible.

Investigating a Personal Accident

- The employee Line Manager is required to fully investigate the Accident at the earliest opportunity. However if the Accident has been classified as either fatal or major, then the Finance Director or nominated deputy is required to undertake this task. If necessary assistance can be sought from TWS Consultancy Limited.
- As part of the investigation process, the nominated Line Manager must obtain factual information (evidence) before concluding the Personal Accident. The factual information must be clear and concise. There are a number of ways in which these details can be obtained, a number of examples are as follows:
 - Interviewing the Injured Person.
 - Interviewing witnesses.
 - Conducting a Site Inspection.
 - Testing of Equipment.
 - Review of Company Procedures.
 - Photographs.
- On completion of investigating and concluding an Accident, all associated documentation is to be forwarded to the Finance Director for record keeping purposes.

Establishing a conclusion to an Accident

To conclude an Accident the following steps are to be followed:

The Immediate Cause(s)

- What substandard actions and conditions caused or could cause the Personal Accident.

To establish the immediate causes the following must be determined:

- Did the people involved do or fail to do anything that contributed to the Personal Accident? (The Unsafe Acts)
- Did task or surrounding physical conditions contribute to the Personal Accident? (The Unsafe Conditions)
- Did factors under the control of others contribute to the Personal Accident? (The Other Contributory Factors)

The basic/underlying cause(s)

To establish the basic/underlying cause(s) the following must be determined:

- Why did the Unsafe Act Occur?
- Why did the Unsafe Condition exist?

Remedial Action

- What has or needs to be done to prevent reoccurrence.

Recommendations

- Further suggestions to improve substandard conditions.

Accidents and Incidents reportable to the Health & Safety Executive

- In the event of an Accident or Incident that becomes reportable to the Health & Safety Executive, then the Finance Director in conjunction with TWS Consultancy Limited will notify the HSE via the Central Accident Reporting section on the HSE Website (www.hse.org.uk). This must be done by the quickest practical means.
- Fatal, major injuries, over 3 day injuries are reported to the HSE as per the laid down legislation found in the guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. This publication is generally referred to as RIDDOR 95.

Definitions of major injuries

The following definitions are set out in Schedule 1 Regulation 2(1) of RIDDOR 95, for the reporting of major injuries:

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury –

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- (a) Leading to hypothermia, heat-induced illness or to unconsciousness.
 - (b) Requiring resuscitation.
 - (c) Requiring admittance to hospital for more than 24 hours.
8. Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
9. Either of the following conditions which result from the absorption of any substance by inhalation or through the skin –
- (a) Acute illness requiring medical treatment.
 - (b) Loss of consciousness.
10. Acute illness which requires medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

Working at Height and Access Equipment Policy

Working at height is a known high risk activity, which requires robust control measures to ensure the safety of staff. Working at height is usually defined as that work that occurs above two metres, it should be noted however that a fall from under this height could cause serious injury in poor environmental conditions i.e. concrete floors.

In order to ensure that our risks from working at height are controlled properly the following system will apply:

1. Any working at height hazards will be identified and assessed using risk assessments of our activities or workplaces by the manager for the area or activity concerned.
2. The necessary controls as identified by the risk assessments will be introduced.
3. Prior to any work being undertaken the supervisor for the activity will ensure that the correct means of access is being used.

Access Equipment

Many of our installation and maintenance activities require access equipment to be used. In order to fulfill our obligations under Health and Safety legislation access equipment and working platforms will provide:

- Flat suitably sized working platform
- Barriers or rails;and
- Good stability

Working platforms, in addition must:

- Be big enough to allow room to work, safe passage (if necessary) and the safe use of equipment and handling of materials
- Prevent feet from passing through the flooring, or feet and objects passing over the edge
- Be clean and tidy
- Provide the same security as working from the ground: and
- Allow safe working with both hands

In order to achieve this aim all activities that require access to be made for installation and maintenance activities will be risk assessed by the manager for the area in conjunction with the company's safety advisor and reasonable practicable access and control measures put in place

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Fleet Vehicles Policy

It is the aim of the Company to successfully demonstrate the Company's prominent position regarding our responsibility, socially and environmentally, to our customers, employees and members of the public, through commitment to road safety.

The Company will provide advice, assistance and training to improve driving knowledge and experience, in order to develop an attitude that will change employees driving behaviour.

Management systems, communication with employees and investment in training, will be our aid in achieving the Company objective of creating an accident/incident free culture in our business.

This Code of Practice sets out the best practice that is expected from all employees who are requested to drive a Company vehicle, or where driving forms part of their job. This ranges from Managing Director to temporary agency drivers. The implementation of this Code will be the responsibility of the Operations Manager.

Drivers are expected to know and apply the rules of the current Highway Code.

ALL DRIVERS MUST:

1. ensure that they are fit and healthy enough to drive vehicles, either hired, leased or owned by the Company.
2. avoid conflict with other road users.
3. plan to avoid the risk caused by other people and/or other road users.
4. anticipate and understand the actions of other road users.
5. develop a safe and economic driving style.
6. always execute manoeuvres, including reversing, in a safe manner.
7. be aware of and adhere to speed limits.
8. obey all drivers hours and tachograph regulations.
9. take personal responsibility for creating safety on the roads.
10. never take risks.
11. ensure vehicle and equipment is fit for use.

ALL DRIVERS MUST:

Ensure that they are fit and healthy enough to drive vehicles either hired, leased or owned by the Company.

- Drivers must **never** drive whilst under the influence of alcohol.
- Drivers must **never** drive whilst under the influence of drugs, including prescription medicines.
- Drivers must be able to meet DVLA eyesight test standards, both during daylight and at night.
- Drivers must report any sickness or illness preventing them from driving, to their immediate Manager or Supervisor.

Avoid conflict with other road users.

- Drivers should not proceed into situations where their presence is likely to prevent other road users from making progress, for example, they should not block junctions.
- Drivers should not drive in a manner that will cause other drivers to take avoiding action.
- Drivers should not provoke, cause fear, annoyance or anger in other road users.
- Plan to avoid the risk caused by other people and for other road users.
- Drivers must ignore any negative attitude displayed by other road users.
- Drivers must always position and manoeuvre their vehicle to minimise the possibility of collision.

Anticipate and understand the actions of other road users.

- Drivers are to remain aware at all times and to anticipate the actions of other road users.
- Drivers must expect other road users to do things that may differ from what could reasonably be expected.
- Drivers must attempt to understand why other drivers may act the way they do.

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- Develop a safe and economic driving style.
- Drivers must develop a driving style that is based on sharing road space, rather than competing for it.
- Drivers must create space to allow for safe driving practices.
- Drivers must create space to allow other road users to make progress.
- Always execute manoeuvres, including reversing, in a safe manner.
- Drivers should always reverse and manoeuvre with the assumption that someone has or will put something in their way.
- If in any doubt about the safety of any manoeuvre, drivers must get out of the cab and check that it is safe to continue.
- Drivers must stop immediately if they see pedestrians at the rear or sides of the vehicle. They should not proceed until that person is well clear of the vehicle. If that person does not reappear, they must leave the cab to check on their whereabouts.
- Drivers should seek assistance from their team mate where necessary and not assume that they are always capable of manoeuvring unaided.
- When assistance is used, any signs to be used must be agreed upon before commencing the manoeuvre.
- When assisting other drivers, signs and directions will be given clear and unambiguously.
- Drivers must always be able to see any guide and guides must remain in a position where they can be seen.
- Be aware of and adhere to speed limits.
- Drivers must understand that speed limits are for the protection of all road users and that they are to be obeyed.
- Drivers must accept delays as a part of life, understanding that a different driving style will not change the situation.
- Drivers must see the speed limits as a limit and not a target to always be achieved.
- Drivers must recognise that exceeding the speed limit in built up areas and towns is nothing more than rushing up to a reason to stop.
- Obey all drivers hours and tachograph regulations.

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- Drivers of relevant vehicles are to obey all rules and regulations relating to maximum driving time, maximum daily driving time and maximum fortnightly driving time.
- Drivers of relevant vehicles are to obey all rules and regulations relating to breaks, daily rest periods and weekly rest periods, including any relaxation of the regulations and compensatory rest periods required because of any relaxations and rest.
- Drivers are to make the correct entries on tachograph charts at the beginning of the day and at the end of any driving day.
- Drivers are to write on the rear of any tachograph charts, the reason for any anomaly in the recordings on the front of the chart.
- Drivers that do not come under specific regulations are not to drive for more than four and half hours without taking a break.
- All drivers are to pull over and stop in a safe place, if at any time, they feel drowsy or unable to drive. All such incidents should be reported to a Manager upon return to base

Take personal responsibility for creating safety on the roads.

- By actually taking positive action to do something different.
- Regardless of all other drivers behaviour.
- Especially during adverse weather conditions.
- Regardless of time constraints.

Never take risks.

- By actually taking positive action to do something different.
- Regardless of all other drivers behaviour.
- Especially during adverse weather conditions.
- Regardless of time constraints.

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Drivers **must not**:

- Use their vehicle as a threatening weapon.
- Tail gate, leave adequate space between you and the vehicle in front.
- Block junctions, box junctions, level crossings, or otherwise create obstructions whilst in traffic.
- Enter any confined area, without checking for hidden obstacles, especially those above ground level.
- Park their vehicle where it will create an obstruction or become a nuisance to others.

Drivers **must always**:

- Avoid parking illegally or leaving the vehicle in a dangerous position.
- Ensure that a valid ticket is displayed when parked in a 'pay and display' car park.
- Ensure that parking meters are utilised where possible.
- Be courteous to traffic wardens/parking attendants.
- Ensure that any parking fines etc. are forwarded to the office without any unnecessary delay.

Ensure vehicle and equipment is fit for use.

- All roof loads must be properly and safely secured and checked before each journey.
- Vehicles must be securely locked when left unattended and keys removed.
- Ensure daily checks are carried out, oils, water etc.
- No smoking in company vehicles at any time.
- All company vehicles will be kept clean and tidy.
- First aid kits if fitted must be in good condition and kept fully stocked.
- All PPE if carried to be hung in a dry area and kept in good condition.
- Ensure vehicles do not exceed maintenance periods.
- Ensure vehicles meet all legal requirements including tyres, mirrors, lights etc.

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- All scrap materials should not be stored in vehicles. Any scrap metal and acrylic must be returned via delivery vehicles or cleared from the company vehicle as soon as possible and disposed of in accordance with the companies environmental policy by a registered and certified disposal expert. All scrap metal and acrylic materials are the property of Active Signs Limited and any gain from the sale of such materials must be paid to the company.

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▪ **Fork Lift Trucks and Mechanical Handling Equipment**

In order that we use all fork lift trucks (FLT) and mechanical handling equipment properly, the following measures will be adopted:

Fork Lift Trucks

Fork lift trucks are only to be operated by personnel trained and holding a valid license for the particular type of FLT.

The FLT Operating Procedure contained at annex a to this policy will be used by all FLT drivers.

All FLTS will be subject to daily, monthly and annual inspection and test routines as per annex b of this policy

Mechanical Handling Equipment

Mechanical handling equipment will be subject to the following requirements:

1. The MEWP should comply with British Standard BS 5323.
2. A competent person will need to thoroughly examine the lift every six months if used to lift persons, otherwise every 12 months.
3. Regular servicing will need to be carried out.
4. The safe working load (SWL) should be clearly marked.
5. Chocking devices should be available to prevent accidental lowering while being serviced or inspected.
6. Metal aprons or skirts should be provided beneath the platform to prevent access to the underside.
7. Alternatively, there should be a tripping bar attached to the underside of the platform that will stop the lift should an obstruction be met.
8. A minimum clearance of 30 mm between the scissor arms and 50 mm clearance between the scissor arms and platform should be provided.
9. All controls should be of the 'dead-man' type.
10. Suitable fencing or gates should be provided on the platform to prevent falls if operating at heights in excess of 1.98 m.
11. The lift should be clearly marked as to whether it is to be used for lifting persons.

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Annex A

SAFE OPERATING PROCEDURES: FORK LIFT TRUCKS

<u>ACTIVE SIGNS LIMITED</u>	
<u>Procedure</u>	Comments
<p>Pre-shift checks</p> <ol style="list-style-type: none"> 1. Ensure that the stipulated pre-shift checks are carried out. 2. Ensure that the check-sheets are returned each day or week and that defects are reported. 3. Any defects that affect the safe working of the truck which are reported or are noticed should be rectified before the truck is used again. 4. The battery chargers should be checked to ensure that they have not been disconnected whilst still switched on. 	
<p>Stacking procedures</p> <ol style="list-style-type: none"> 1. Ensure that operatives approach the stack with the load tilted back and close to the ground. 2. The truck should be positioned close to the stack in neutral with the handbrake applied. 3. The truck should then move into the stack, raise the load, make the load vertical and lower onto the stack. 4. Once the load is secure then the operative should move back and lower the forks before driving away. 5. People should not be allowed to walk under raised loads. 6. Stacking should not take place on damaged pallets or stillages. 	
<p>De-stacking procedures</p> <ol style="list-style-type: none"> 1. The same basic procedures should be adopted (but in reverse). 2. Ensure that the load is tilted back slightly after the load is raised from the stack. 3. Ensure that the load is lowered to the ground before the operatives drive off. 4. Goods should not be stacked on a gradient. 5. Damaged pallets or stillages must not be used. 	
<p>General driving procedures</p> <ol style="list-style-type: none"> 1. Ensure that the driver always look in the direction of travel. If the load obscures the view, the operative should reverse. 2. The load should always be kept uphill. When carrying a heavy load downhill, the truck should reverse down the slope. 3. The speed of the truck should be consistent with the conditions, for example slower on hills, corners, wet conditions or where there are pedestrians or other traffic. Ensure sufficient stopping distances at all times. There should be no sudden braking. 4. The horn should be sounded at danger spots. 5. The forks should be kept 6 inches above the ground when travelling without a load. This should be adjusted for gradients. 6. Lift trucks should not descend steep slopes (1:10) nor traverse gradients. 7. The truck should not travel over rough or soft ground unless specifically designed for such conditions. 8. The truck should not turn with the load raised. The load should always be carried as near to the ground as possible. 9. Forks should not be operated whilst the lift truck is in motion 	

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<u>Procedure</u>	Comments
<p>Parking procedures</p> <ol style="list-style-type: none"> 1. The keys to the truck should always be removed when left unattended. This will help to prevent its use by unauthorised persons. 2. When parking, the forks should be lowered to the floor, the transmission left in neutral, the brakes applied and the keys removed. 3. Exits should not be obstructed. 	
<p>Servicing checks</p> <ol style="list-style-type: none"> 1. All maintenance logs, service records, statutory inspection certificates and invoices for repairs should be kept readily available. 2. Separate folders should be kept for each truck to enable easy access for reference purposes. 3. Ensure that the trucks receive their services and inspections and thorough examinations on time. 4. Be aware of when the service engineer etc is calling. They should be consulted regarding the state of the truck to establish whether there are any works required that affect the safe working of the truck and whether they are of an immediate nature. 5. Appropriate steps should be taken to ensure that the necessary repairs have been carried out or the truck taken out of use if necessary. 6. The service records etc should be reviewed to establish whether there are recurrent faults, which might warn of larger problems. 	
Action required	
Supervisor	Date

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FORK LIFT TRUCK DAILY CHECK LIST

ACTIVE SIGNS LIMITED								
Lift truck	Identification no					Week		
	Daily/ weekly	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Battery level/fuel								
Engine oil								
Fuel connections (LPG)								
Coolant levels								
Tyre condition								
Footbrake/parking brake								
Emergency brake								
Steering controls								
Transmission								
Hydraulic oil levels								
Hydraulic connections/hoses								
General fluid leaks								
Forks								
Attachments								
Carriage/mast								
Lifting chains								
Overhead/roll-over guards								
Safety switches								
Horn/warning devices								
Lights								
Control functions								
<u>Seat restraints operative</u>								
<u>Operator Initials</u>								
Satisfactory =	Fault identified (safe) = ✓				<u>Fault identified (unsafe) = ✗</u>			

Manual Handling Policy

Injuries from manual handling activities account for over half of all reportable injuries to the Health and Safety Executive, in order to reduce the risk of injury to employees from manual handling activities, Manual Handling Risk Assessments will be undertaken for any manual handling activity that has a significant risk of injury to the person(s) undertaking the task.

The Manual Handling Risk Assessments will be undertaken by the Manager responsible for the area concerned and the company Safety Advisor (TWS Consultancy Limited). The assessments will be recorded on the assessment form at annex a to this policy and the results communicated to the staff involved in the activity being assessed.

The Manager for the area concerned and the company Safety Advisor will be responsible for assessing any proposed manual handling activity during the pre installation phase of a contract.

The Manual Handling Risk Assessments will be reviewed each year, at the start of any new installation contract or if information received suggests that they may no longer be valid.

MANUAL HANDLING OPERATIONS: PRELIMINARY ASSESSMENT

Active Signs Limited			
Assessor	<u>Ref no</u>		
Position			
Operation Assessed:	Date		
Assessment type	Single <input type="checkbox"/>		
	Generic <input type="checkbox"/>		
Preliminary assessment checklist		Yes	No
Are any of the lifting and lowering guideline figures exceeded? (adjust to take account of twisting and frequent lifting and lowering if applicable).		<input type="checkbox"/>	<input type="checkbox"/>
Is the load difficult to grasp with both hands, eg due to its bulk or instability?		<input type="checkbox"/>	<input type="checkbox"/>
Is poor posture involved, eg stooping, leaning sideways, bending from the waist or hips?		<input type="checkbox"/>	<input type="checkbox"/>
Are there any adverse environmental conditions, eg too hot or cold, slippery floor, poor lighting, etc?		<input type="checkbox"/>	<input type="checkbox"/>
Is the load carried further than 10 metres without rest?		<input type="checkbox"/>	<input type="checkbox"/>
Is the load held away from the body whilst being carried?		<input type="checkbox"/>	<input type="checkbox"/>
Are any of the pushing and pulling guideline figures exceeded?		<input type="checkbox"/>	<input type="checkbox"/>
Does any of the pushing or pulling occur with the hands above shoulder height or below knuckle height?		<input type="checkbox"/>	<input type="checkbox"/>
Are the guideline figures for handling whilst seated exceeded?		<input type="checkbox"/>	<input type="checkbox"/>
Is the load lifted from below the handler's lap or above shoulder height whilst seated?		<input type="checkbox"/>	<input type="checkbox"/>
<u>Conclusion</u>			
			Yes
			No
Full assessment needed?			<input type="checkbox"/>
			<input type="checkbox"/>

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Signature of assessor

MANUAL HANDLING OPERATIONS: FULL ASSESSMENT

Part A: Background Information

Active Signs Limited		
Assessor	Date of assessment	Ref no
Position		

Operation assessed		
Assessment type	Single	<input type="checkbox"/>
	Generic	<input type="checkbox"/>

Location of operation

Names of individuals assessed

Description of operation assessed
--

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Part B: Assessment Checklist

Risk factors		Yes	Comments
1. Task Does the task involve:			
1.1	Holding the load at a distance from the trunk? • approximate distance	<input type="checkbox"/>	
1.2	Twisting the trunk? degree of twist	<input type="checkbox"/>	
1.3	Poor posture, eg stooping, leaning sideways, bending from the waist or hips? • describe	<input type="checkbox"/>	
1.4	Excessive lifting or lowering distances? • length through which load lifted or lowered	<input type="checkbox"/>	
1.5	Long carrying distances? • distances load carried	<input type="checkbox"/>	
1.6	Strenuous pushing or pulling of the load? • details of starting or stopping forces, and continuous forces involved	<input type="checkbox"/>	
1.7	A risk of sudden movement of load? • nature of movement	<input type="checkbox"/>	
1.8	Frequent or prolonged physical effort? • frequency of operation or total duration of operation	<input type="checkbox"/>	
1.9	Insufficient rest or recovery periods? • current arrangements	<input type="checkbox"/>	
1.10	• Performance of the same task continuously throughout working day?	<input type="checkbox"/>	
1.11	Handling whilst seated? • weights involved	<input type="checkbox"/>	
1.12	Use of clothing or ppe which prevents easy movement?	<input type="checkbox"/>	

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Risk factors		Yes	Comments
4 Load Is the load:			
2.1	Heavy? • weight	<input type="checkbox"/>	
2.2	Bulky, awkward or difficult to grasp? • approximate dimensions	<input type="checkbox"/>	
2.3	Unstable, or with contents likely to shift? • nature of instability	<input type="checkbox"/>	
2.4	Hazardous, eg sharp, hot, cold etc • nature of identified hazard/s	<input type="checkbox"/>	
2.5	Greasy, wet, slippery? • describe origin of problem	<input type="checkbox"/>	
2.6	Likely to obstruct the handler's vision?	<input type="checkbox"/>	
2.7	Do any manufacturers instructions or special conditions apply (eg fragile)?	<input type="checkbox"/>	
3. Working environment Are there:			
3.1	Space constraints preventing good posture? • describe	<input type="checkbox"/>	
3.2	Uneven, slippery or unstable floors? • describe	<input type="checkbox"/>	
3.3	Changes in the work level to be negotiated whilst handling the load? • describe	<input type="checkbox"/>	
3.4	Any obstacles or hazards to be negotiated? • describe	<input type="checkbox"/>	
3.5	Extremes of temperature, humidity, air movement? • provide readings	<input type="checkbox"/>	
3.6	Poor lighting conditions? • provide readings	<input type="checkbox"/>	
3.7	Any problems caused by other environmental conditions? • describe problems	<input type="checkbox"/>	

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Risk factors		Yes	Comments
4. Individual capability Does the activity:			
4.1	Require above average strength or fitness? <ul style="list-style-type: none"> names of handlers not meeting these requirements 	<input type="checkbox"/>	
4.2	Put at risk those who may be pregnant or have a health problem? <ul style="list-style-type: none"> names of handlers at risk 	<input type="checkbox"/>	
4.3	Require training for its safe performance? <ul style="list-style-type: none"> names (or job titles) of handlers requiring training 	<input type="checkbox"/>	
4.4	Require any special training for its safe performance, eg how to assess the weight of an unmarked load? <ul style="list-style-type: none"> names (or job titles) of handlers requiring training 	<input type="checkbox"/>	

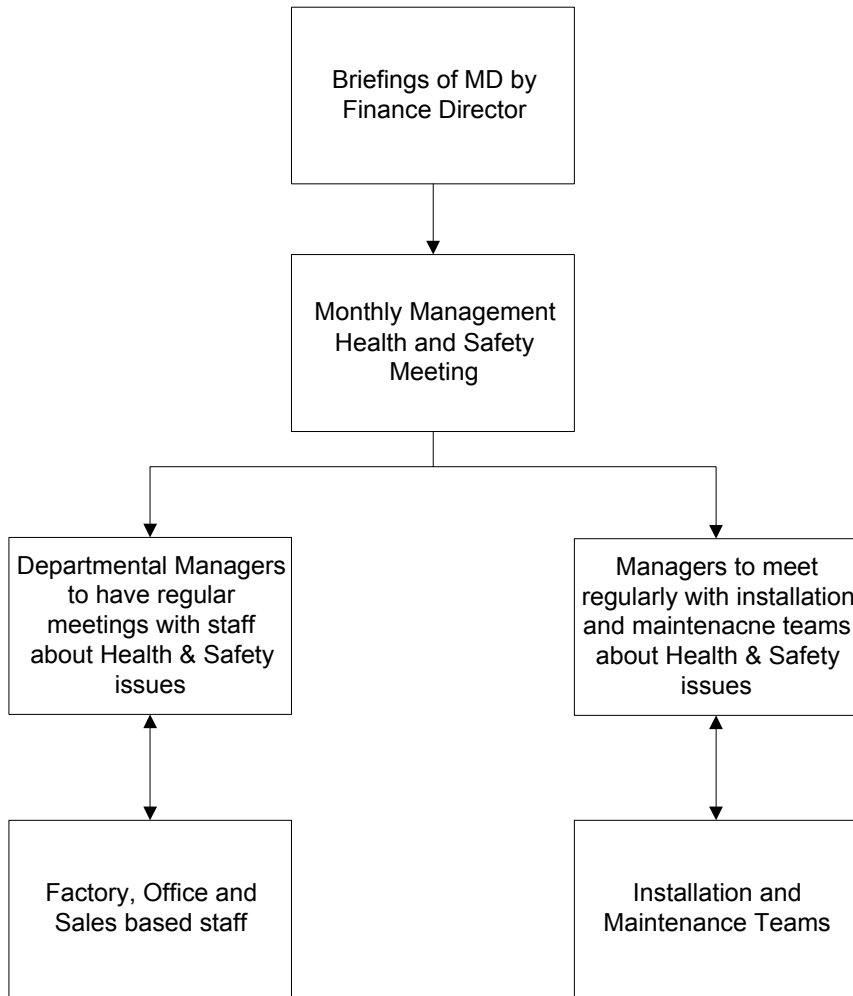
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Part C: Assessment Summary

Questions ticked 'yes'	Corrective action required?	Action needed (describe)	Date implemented	Signature
Risk rating score =				

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Health, Safety and Environmental Management System
Consultation with Employees

Active Signs Limited recognises that good health and safety is a much about communicating with staff as it is about physical changes to the workplace. In order to ensure that all staff are keep fully informed of the relevant health and safety issues relating to their workplace the following consultation process will be adopted. This consultation system will operate at two distinct levels as outlined below



Level One

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Health, Safety and Environmental Management System

At this health and safety management meeting Departmental managers will be briefed by Finance Director and the Company Safety Advisors (TWS Consultancy Limited) about issues affecting the safety of work activities or changes in Health and Safety legislation etc.

This meeting will also be used for Departmental Managers to raise issues relating to Health and Safety.

Level Two

Departmental Managers will be expected to pass information onto and consult with their line supervisors and staff about Health and Safety issues, due to the diverse nature of Active Signs activities, it will be left to Departmental Managers to decide the best route to consult with their staff. Records or minutes of meetings held must be produced with a copy sent to the Finance Director

Active Signs Limited
Health, Safety and Environmental Management System
Stress and Employee Wellbeing Policy

Active Signs Limited recognises that as part of its general duties to its staff it should attempt to reduce levels of stress at work to its lowest reasonably practicable level. We all need pressure in our daily lives to be able to function healthily, this pressure is usually at a level that as individuals we are happy with, excessive and prolonged periods of pressure cause Stress which is damaging to health and also from a company perspective are known to be the cause of poor productivity, it is this excessive level of stress that requires removal/reduction from work activities.

Stress has been identified as coming from three different areas, each interacts with the other and if one area of stress increases significantly then this can produce damaging levels of stress. The three areas that stress can come from are:

- **Occupational factors** – this is the stress imposed by your work activities, such as meeting tight deadline, dealing with awkward/abusive customers or people.
- **Social factors** – the stress that you bring to work with you such as financial, marital or health problems.
- **Environmental factors** – these factors include such things as excessive noise levels, poor lighting or high temperatures in the workplace.

In order that stress can be effectively dealt with in the workplace, the following strategy will be adopted:

1. As part of the risk assessment process when risks are being assessed the possibility of occupational stress occurring will be included within the risk assessments. Stress from environmental factors should normally be dealt with as part of the workplace risk assessments.
2. If stress is identified as a significant hazard then suitable control measures will be identified and adopted.
3. Where any manager or supervisor identifies a potential problem with stress (of any form) then the assistance of the Finance Director (Peter Hickson) and the company's safety advisor, Terry Wickham (TWS Consultancy Limited) should be sought.
4. Stress occurring from social factors is a very difficult area to deal with effectively as it occurs outside of work and in many cases is of a very personal nature. Managers and supervisors should always be aware of the potential problems that social stress can cause in the workplace and be sympathetic to the needs of employees. In the event that a manager or supervisor considers that one of his/her staff has a social issue that is affecting their ability to work effectively and/or safely then the matter should be referred on to the Finance Director (Peter Hickson) to ensure that the matter is dealt with in a fair and confidential manner.

Active Signs Limited
Health, Safety and Environmental Management System
Noise Control System

Excessive noise in the workplace can cause long term ill-health problems in terms of noise related hearing loss, and is known to contribute to general stress levels. Under the Noise at Work Regulations there is a general requirement to not only reduce noise levels when it reaches certain levels, but also to reduce any noise levels present in a workplace if it is reasonably practicable to do so. In order to meet these requirements issues related to noise levels in the workplace will be subject to the following procedure:

1. Any noise hazards should initially be identified via the risk assessment process. **Note: The rule of thumb with noise is if you have to raise your voice to be heard by a person 1 metre away, then you need to consider whether you have a noise problem.**
2. Once a potential noise hazard has been identified the Manager or supervisor responsible for the area concerned should contact the company safety advisor to arrange a simple noise assessment. This involves the use of a sound meter to measure the noise level over a short period of time when the noise levels are at their highest.
3. If it is clear from this simple survey that the noise levels approach or exceed any of the action levels contained within the Noise at Work Regulations, then a full noise risk assessment will be arranged to be undertaken by a competent noise assessor.
4. For the Production Area a 'Noise Map' will be produced in order to identify potentially hazardous levels of noise to enable the development of appropriate Noise Risk Assessments and Controls. This 'Noise Map' will be reviewed at regular intervals as appropriate.

Active Signs Limited
Health, Safety and Environmental Management System

Travel Policy

General Issues

1. You should plan any journeys in advance to ensure that you can arrive at your destination in good time, this will ensure that you should not be fatigued or break any speed limits in order to arrive on time.
2. After 5 hours of travelling by car you must have a break of at least half an hour away from your vehicle. Should you feel the effects of fatigue or feel tired, this break may need to be taken earlier than the 5 hours stated above.
3. Seat belts are to be worn at all times by both the driver and passengers whilst travelling in motor vehicles.
4. Mobile phones are not to be used whilst driving a motor vehicle unless you have an approved 'hands free' car kit fitted, even then the use of a mobile phone should be kept to a minimum. Text messages must never be composed and sent whilst you are driving.

Travelling by motor vehicle

1. Plan your journey before you leave, ensuring that you have sufficient directions and, if necessary, a road atlas available.
2. Make a quick visual check of the car tyres to ensure that there are no punctures.
3. Ensure that you know who to call in the event of a break down.
4. Keep some change handy in case you are in a poor reception area and your mobile phone is not working or money is required for a parking meter.
5. Advise a responsible person of your likely arrival time: if you are going to be delayed, let that person know.
6. Lock the car doors and keep the windows wound up in built-up areas.
7. Do not leave valuable items on the passenger seats, keep them locked in the boot.
8. Do not offer lifts to strangers.
9. If you break down, use the mobile phone to summon help. Try to remember the location. Drive to an emergency phone (if safe to do so), switch on hazard lights. Sit outside the car if on the motorway, on the embankment away from the hard shoulder. This is to minimise the risk of you being injured due to another vehicle colliding with yours. Leave the passenger door open in case you are approached. If approached, get into the vehicle, lock the door, do not open the window to talk to the person. If you feel threatened, use your mobile phone.
10. Check the identity of the recovery driver and that he knows your name. There are many opportunistic break-down drivers who will offer their services: wait for the break-down truck that you have summoned.
11. Ensure that you inform someone of your break down and your estimated arrival time following repairs.

Using car parks

1. Park where possible in Police/AA Silver or Gold Award car parks. Manned car parks are generally safer, especially where the site is smaller and the attendant has good views of the whole car park.
2. Avoid multi-storey car parks especially at night or in remote areas.
3. Choose a car park that is obviously well used.
4. Make a note of where your car is parked to avoid searching for it later.

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Health, Safety and Environmental Management System

5. Lock doors and close windows and lock valuables out of sight.
6. On returning to your car, keep your car keys handy in case you need to get into your car quickly.
7. Avoid returning late at night.
8. Check that nobody is in the back seat of your car on your return.

Road rage incidents

1. Keep calm, do not worsen the situation.
2. Stay in the car and keep the doors locked and the windows shut.
3. If you are outside the car and assaulted, do not retaliate. Make a record of the driver's registration number.
4. If necessary, summon help on your mobile phone.
5. If you are followed, continue driving and stop in a public place. Record the driver's registration number.

Travelling by bus or train

1. Plan your journey in advance; know the routes, times of travel and connections you must make.
2. Where possible avoid travelling during quiet periods.
3. Have your ticket or change ready in advance. Avoid showing your wallet or purse.
4. Have the number of a local and reliable taxi firm available if required.
5. Choose a well-lit bus stop at which to wait, preferably in a public place.
6. Avoid the upper decks of a bus, especially after dark. Try and sit near the driver.
7. Avoid waiting rooms unless there are a number of people present. Stand in a well-lit part of the platform, away from the edge.
8. Avoid using public toilets on platforms unless they are attended.
9. Avoid empty carriages and ensure that you have easy access to the alarm or another carriage.
10. If you feel threatened, move to another part of the carriage, move nearer to a Limited of people or closer to the alarm.
11. If you are attacked, make as much noise as possible and use the emergency alarm.

Travelling by taxi

1. Never hail a 'mini-cab' from the street – only 'black cabs' should be hailed.
2. Be sure of your destination.
3. Preferably only use a known mini-cab firm: if you are unsure, ask a reputable person.
4. Try where possible to double-up in cabs.
5. When booking the cab, ask for the name of the driver, and what car they will be driving.
6. Confirm when the cab arrives, check the driver's identification and, if in doubt, check with the taxi firm.
7. If you are concerned when travelling in a cab, ask the driver to stop in a public place and then get out of the vehicle. Do not antagonise the driver by refusing to pay.

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General Precautions when out of the Office

1. Let people know where you are going and when you will return. If you change your plans, let someone know.
2. When walking, adopt a positive upright posture, look forward and appear confident.
3. Avoid displaying expensive jewellery or watches. Do not display your wallet or purse. Carry your cards and money in a safe place.
4. Keep to well-lit public places, avoid shortcuts through lonely areas. Avoid known high crime areas.
5. Ensure that you carry a personal attack alarm, know how to use it and check the batteries regularly.
6. Face oncoming traffic, and do not talk to people in cars.
7. If you feel that you are being followed, make for a public place; use your mobile if you have one.
8. If approached, try to defuse the situation and talk your way out of it. If you can't, get away as fast as possible, making as much noise as you can. If you have your personal attack alarm – use it.
9. Do not fight back, unless it is the only option left open to you.

Active Signs Limited
Health, Safety and Environmental Management System
Young Persons and Work Placements Policy

The Management of Health and Safety at Work Regulations 1999 require employers to control the potential increased risks posed to the health of young persons by work activities.

The definition of a young person is anyone between the ages of 14 and 18.

In order to ensure that these risks are controlled properly, the following procedure will apply as soon as a young person is offered a contract of employment:

1. As soon as an offer of a contract of employment has been made to a young person, the Company Safety Advisor (Terry Wickham – TWS Consultancy Limited) will conduct a risk assessment involving the line manager of the young person concerned.
2. The results of the risk assessment will be communicated directly to the young persons parents or guardians (if between 14 to 16 years of age) and directly to the young person concerned (if between 17 to 18 years of age).
3. This risk assessment will be reviewed every 6 months by the young persons line manager to ensure that any changes necessary are taken into consideration.
4. The requirement to review these risk assessments will cease when the young person reaches their 18th birthday.
5. The risk assessment process described above will also apply to any young persons on work experience or work placement activities.

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New and Expectant Mothers Policy

The Management of Health and Safety at Work Regulations 1999 require employers to control the potential increased risks posed to the health of staff by work activities who are pregnant or have recently had a child.

In order to ensure that these risks are controlled properly, the following procedure will apply as soon as the employee has informed the company in writing that she is pregnant:

1. As soon as the employee has informed the company in writing that she is pregnant, the Company Safety Advisor (Terry Wickham – TWS Consultancy Limited) will conduct a risk assessment involving the employee concerned and her line manager.
2. The results of the risk assessment will be communicated to the employee outlining what measures if any need to be taken to protect her from the potential ill health effects from work activities due to the pregnancy.
3. This risk assessment will be reviewed monthly by the employees line manager to ensure that any physiological or emotional changes that occur during pregnancy are taken into consideration. These reviews will continue after the birth of the baby for a period of 6 weeks.

Active Signs Limited
Health, Safety and Environmental Management System
Use of Display Screen Equipment Policy

The use of display screen equipment in recent years has increased considerably, this has created a significant ergonomic risk in most workareas. In order to ensure that the ergonomic risk created by display screen equipment, we need to define what display screen equipment is, the Health and Safety Executive definition is:

***‘Any alphanumeric or graphic display screen
regardless of the display process involved’***

The main hazards to health created by DSE are:

- Work Related Upper Limb Disorders (WRULDs) - formerly known as Repetitive Strain Injury (RSI)
- Eye Strain
- Stress
- Other hazards i.e. electric shock, manual handling injury

In order to minimise the risks created by DSE, the following policy will be adopted, it will be based upon the assessment of risks posed to individual ‘users’ of DSE.

1. Supervisors responsible for workareas will be required to complete part 1 of the DSE risk assessment form (annex 1) for each member of staff for whom they have management responsibility who uses DSE, this will identify if an employee is a ‘user’ of DSE or not. If they are classified as a user, then the employee should complete part 2 of the DSE risk assessment form and pass it back to their supervisor.
2. The employee’s supervisor checks part 2 of the DSE risk assessment form to see if any action is required to reduce the risk to the employee from DSE.
3. The supervisor should discuss the results of the risk assessment with the employee to decide if an eyesight test is necessary, in the event of any query the advice and assistance of TWS should be sought.
4. The employee should be given the information sheet about the risks posed by DSE, how to adjust their workstation to suit them and how to spot the early signs and symptoms of any problems that may occur with the use of DSE. A copy of this information sheet is contained at annex 2.
5. On completion of the DSE risk assessment the form should be sent to the personnel department for inclusion in the individuals personnel file.

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Health, Safety and Environmental Management System

USER QUESTIONNAIRE

Company name Active Signs Limited		
Person using workstation	Ref no	
Location of workstation	Date	
Criteria	Yes	No
Is the individual dependent on the DSE to carry out their work with no manual alternative?	<input type="checkbox"/>	<input type="checkbox"/>
Does the individual have no discretion as to the use of the DSE?	<input type="checkbox"/>	<input type="checkbox"/>
Does the individual require significant training and/or particular skills to do the job?	<input type="checkbox"/>	<input type="checkbox"/>
Are continuous periods of one hour or more regularly undertaken?	<input type="checkbox"/>	<input type="checkbox"/>
Is the equipment used in the above ways more or less daily?	<input type="checkbox"/>	<input type="checkbox"/>
Is the fast transfer of data an important part of the job?	<input type="checkbox"/>	<input type="checkbox"/>
Are high levels of concentration and accuracy required critical?	<input type="checkbox"/>	<input type="checkbox"/>
<u>Other information</u>		
Please return questionnaire to		

Active Signs Limited
Health, Safety and Environmental Management System

WORKSTATION ASSESSMENT

Company name Active Signs Limited		
Workstation location	Ref nos	
Person carrying out assessment		
Operator	Date self-assessment completed	
Display screen equipment	Yes	No
Does the screen swivel and tilt easily?	<input type="checkbox"/>	<input type="checkbox"/>
Is the table height adjustable or is there a separate base for the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Is the screen free from reflections and glare?	<input type="checkbox"/>	<input type="checkbox"/>
Are the brightness and contrast controls easily adjustable?	<input type="checkbox"/>	<input type="checkbox"/>
Is the screen image stable and flicker-free?	<input type="checkbox"/>	<input type="checkbox"/>
Are characters well defined on the screen with adequate spacing?	<input type="checkbox"/>	<input type="checkbox"/>
Does the screen easily move for optimum positioning?	<input type="checkbox"/>	<input type="checkbox"/>
Keyboard		
Is the keyboard separate from the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Is the keyboard tiltable to allow the operator to find a comfortable position?	<input type="checkbox"/>	<input type="checkbox"/>
Is there space on the table to allow the operator to rest their arms?	<input type="checkbox"/>	<input type="checkbox"/>
Is there a matt surface to avoid glare?	<input type="checkbox"/>	<input type="checkbox"/>
Are characters on the keys easily legible?	<input type="checkbox"/>	<input type="checkbox"/>
Is the keyboard easy to use?	<input type="checkbox"/>	<input type="checkbox"/>
Other desk equipment		
Is other equipment positioned to avoid cramped conditions or overstretching?	<input type="checkbox"/>	<input type="checkbox"/>
Are document holders provided where necessary in line with the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Work surface or table		
Is the table a suitable size to allow for positioning of equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is the surface of low reflectance?	<input type="checkbox"/>	<input type="checkbox"/>
Is the desk height suitable for the worker?	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate space around and beneath the desk to allow the operator a comfortable working position?	<input type="checkbox"/>	<input type="checkbox"/>
Chair		
Is it adjustable in height?	<input type="checkbox"/>	<input type="checkbox"/>
Does it have an adjustable seat back (height and tilt)?	<input type="checkbox"/>	<input type="checkbox"/>
Is a footrest available if required?	<input type="checkbox"/>	<input type="checkbox"/>
Is the chair stable and easily moved?	<input type="checkbox"/>	<input type="checkbox"/>
If the chair has arms, can it be moved close to the desk?	<input type="checkbox"/>	<input type="checkbox"/>

Active Signs Limited
Health, Safety and Environmental Management System

Environment		
Is there sufficient space to allow change of position and to vary movements?	<input type="checkbox"/>	<input type="checkbox"/>
Do lighting levels allow adequate contrast with the screen?	<input type="checkbox"/>	<input type="checkbox"/>
Are lighting levels generally suitable with no reflections or glare?	<input type="checkbox"/>	<input type="checkbox"/>
Are windows fitted with blinds to prevent glare where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Is speech and concentration free from disturbances from noisy equipment?	<input type="checkbox"/>	<input type="checkbox"/>
Is radiation from the monitor reduced to acceptable limits by maintaining it in good repair?	<input type="checkbox"/>	<input type="checkbox"/>
Is the temperature at least 16°C but not too warm?	<input type="checkbox"/>	<input type="checkbox"/>
Is local heating provided as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Is there an adequate level of ventilation?	<input type="checkbox"/>	<input type="checkbox"/>
Is the humidity level adequate?	<input type="checkbox"/>	<input type="checkbox"/>
Operator and computer interface		
Is the software suitable for the task?	<input type="checkbox"/>	<input type="checkbox"/>
Is the software easy to use and understand?	<input type="checkbox"/>	<input type="checkbox"/>
Does the system provide feedback such as error messages and help screens?	<input type="checkbox"/>	<input type="checkbox"/>
Does the system provide feedback in a fashion that is suitable for the operator such as the display of characters as they are typed?	<input type="checkbox"/>	<input type="checkbox"/>
If the system monitors the quality or quantity of operator input, is this managed in a suitable fashion?	<input type="checkbox"/>	<input type="checkbox"/>
Management		
Is work on DSE regularly interrupted by other activities or breaks?	<input type="checkbox"/>	<input type="checkbox"/>
Is information given on the availability of eye tests?	<input type="checkbox"/>	<input type="checkbox"/>
Are spectacles provided where necessary?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any complaints regarding work equipment or the working environment?	<input type="checkbox"/>	<input type="checkbox"/>
Are sickness rates monitored for operators?	<input type="checkbox"/>	<input type="checkbox"/>
Are operators trained in the use of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>
Is information provided in relation to the health and safety of the workstation?	<input type="checkbox"/>	<input type="checkbox"/>
Do operators know how to report defects?	<input type="checkbox"/>	<input type="checkbox"/>
Are people trained to recognise the symptoms of DSE-related illnesses?	<input type="checkbox"/>	<input type="checkbox"/>
Have any complaints been received concerning visual fatigue, aches etc?	<input type="checkbox"/>	<input type="checkbox"/>
Has the operator been trained in the correct use of the mouse, to avoid the possibility of aches and pains occurring?	<input type="checkbox"/>	<input type="checkbox"/>
Additional comments		

Active Signs Limited
Health, Safety and Environmental Management System

Pressure Systems

Equipment and systems containing a fluid or gas under pressure can cause death or injury to staff if the contents are released unintentionally. They can also cause serious damage to property. In order to minimise any potential risks that Pressure Systems and Transportable Pressure Systems may create Active Signs has adopted the following measures.

Overall responsibility for any pressure systems lies with the Production Manager, who will ensure the following measures are undertaken:

- The identification of pressure systems and transportable pressure systems within the company.
- Written Schemes of Examination are drawn up or certified by a competent person for all pressure systems and transportable pressure systems that require them.
- Provide adequate operating instructions to ensure that any pressure system or transportable pressure system is used and operated in accordance with any instructions and within safe operating limits.
- That all pressure systems and transportable pressure systems are properly maintained and that the records of any maintenance or examination are kept.
- Ensure that adequate insurance's are in place for all pressure systems.

Active Signs Limited
Health, Safety and Environmental Management System
Alcohol and Drugs Policy

Active Signs Limited is committed to maintaining safe places of work. It is recognised that alcohol or drug misuse by any employee or contractor puts others safety at risk. Because of the nature of Active's business eg Manufacturing, Installation etc such behavior constitutes unacceptable risk.

Although each case will be considered in detail, the following actions will be regarded as gross misconduct and will invoke the Company's disciplinary procedures:

1. The use, possession, distribution or sale of alcohol on company premises without prior consent of a Director.
2. The possession, use, distribution or sale of illicit or unprescribed controlled drugs on a Company premises.
3. The misuse of prescribed drugs on Company premises.
4. Being unfit to perform any duties through alcohol or drugs misuse. Any individual judged by Management to be in this condition will be asked to leave the site immediately.

Active Signs Limited reserve the right to conduct alcohol and drug searches of individuals, possession, lockers etc. in order to identify whether this policy is being breached or not.

All operatives are required to report to their Line Manager any incident they witness or are aware of in respect of alcohol or drugs abuse by colleagues. Individual rights will be protected.

This policy applies to all contractors and operatives working on any Active Signs Limited premises.

This policy applies to all Active Signs Limited employees and operatives where so ever they may be working and will be enforced by the Company on other employer's premises.

Active Signs Limited
Health, Safety and Environmental Management System

Training Policy Statement

It is the aim of the Company to provide a safe and healthy work environment to all employees and to any persons that may be affected as a result of our work activities.

It is the policy of the Company to provide all necessary training to employees to ensure that work activities are carried out diligently and in a safe and proper manner.

The Company will provide Induction Training in connection with Company Policies and procedures, to all new employees on commencement of employment. Job specific and individual training will be provided to those employees with specific duties.

The Company will provide formal training following the successful completion of a three month probationary period.

The Company will assess and select appropriate Training Courses for its employees. This training will be compulsory to all employees as determined by the company. Individual, Group and In House training courses may also be provided at the discretion of the Company.

The Company will monitor Training Records. Certificate expiry dates will be recorded and renewal certificates and/or refresher training will be provided as determined by the training provider.

The Company is committed to the safety and Training of its employees. The training programme will be continually monitored with a view to introducing new and replacement training courses that are considered to be beneficial to the Company and to its employees.

Signed: 

Date: 15/12/07

Ian Robinson
Managing Director
Active Signs Limited

Active Signs Limited
Health, Safety and Environmental Management System
Permit to Work Systems

TBC

Active Signs Limited
Health, Safety and Environmental Management System

Control of Industrial Gases Policy

We use a variety of industrial gases in our manufacturing, installation and maintenance activities. Where we use industrial gases, they will be subjected to a COSHH risk assessment and any control measures identified will be implemented.

In all cases, any industrial gas cylinders not in use will be stored outside in cages that will ensure that any escaping gases cannot build up to an extent that the concentration of gas can cause either fire or injury to employees.

Where gases are kept inside, whilst in use or connected to equipment, they must be used correctly with any safe systems of work followed. After use the gas cylinder must be switched off i.e. the system is not to remain pressurised.

Active Signs Limited
Health, Safety and Environmental Management System
PPE and RPE System

Personal Protective Equipment (PPE) plays an important role in protecting staff from injury arising from work activities, it is however the least effective control measure available for us to use. Where the need to use PPE has been identified by the risk assessment for the area or activity, the issue, use, monitoring, maintenance and recording will be via the following system:

1. A suitability assessment will be undertaken by the Manager by the manager for the area concerned in conjunction with the company's Safety Advisor. This assessment will be recorded using the form at annex 1 to this policy. Any PPE approved for use will be ordered/purchased from a reputable supplier.
2. The manager or engineer responsible for the area or activity concerned will be responsible for ensuring the following:
 - That the PPE is properly issued, with a record of the issue kept.
 - That all PPE is used in accordance with company procedures.
 - Any defects or maintenance issues are passed on to the Manager for the area concerned as soon as is reasonably practicable.
3. Records will be kept of the following by the Manager responsible for the area concerned:
 - All issues of PPE.
 - Any defects reported.
 - The maintenance records for PPE or Respiratory Protective Equipment (RPE).
 - The disposal of PPE, RPE or waste products such as the filters/canisters used in RPE, especially if there is a hazardous substance or environmental risk involved.

Training Requirements

Where any training requirement in the use of PPE or RPE is identified, the necessary training programme will be put in place prior to the use of the PPE or RPE.

Storage

Part of the suitability assessment will also include the need to appropriately store any PPE or RPE.

Active Signs Limited
Health, Safety and Environmental Management System

PPE ASSESSMENT

Active Signs Limited			
Assessor: Name Position	Date of Assessment	Reference No	Work Activity

Nature of hazard	Part(s) of the body at risk	Characteristics required of PPE	Possible additional risks created by PPE	PPE chosen	Suitability requirements satisfied? *

* Suitability requirements are: 1 effective in control of risk; 2 appropriate for conditions of use; 3 CE marked; 4 fit ok; 5 ergonomics ok; 6 compatibility ok; 7 additional risk adequately controlled; 8 employees consulted

Comments

Active Signs Limited
Health, Safety and Environmental Management System

ACTIVE SIGNS LIMITED
ENVIRONMENTAL POLICY

The Active Signs Limited as a market leader in sign production, installation and maintenance has the following responsibilities for the impact upon the environment that we may cause from our business activities:

Conform to statutory environmental legislation
Operate to the best practices of our industry
Assess the actual and potential environmental impacts of our activities and products
Work closely with the authorities and the community in achieving the required levels of performance
Be open about activities and give relevant information to interested parties

In order to meet these responsibilities we will so far as is reasonably practicable implement the measures necessary to ensure the safe environmental conduct of our business activities.

In order to achieve this stated aim we will:

Adopt and aim to apply the principles of sustainable development, which meet the needs of the present without compromising the abilities of future generations to meet their own needs.

Strive to adopt the highest available environmental standards in all site locations and in all countries that we operate in, and meet or exceed all applicable legislation.

Adopt a total cradle to grave environmental assessment and accept responsibility for all products and services, the raw materials used and the disposal of products after use.

Aim to minimise or eliminate the use of non-renewable materials, supplies and energy, and wherever possible use renewable or recyclable materials and compounds.

Expect high standards from all parties involved in our business activities including suppliers, contractors and vendors, and put pressure on such groups to improve their environmental performance in line with that of the our organisation.

Accept strict liability for environmental damage.

**Active Signs Limited
Health, Safety and Environmental Management System**

**ACTIVE SIGNS LIMITED
ENVIRONMENTAL POLICY**

ENVIRONMENTAL POLICIES

The following Environmental Policies cover our main principles of control for the various aspects of Active Signs Limited Environmental Management System:

- Legislative compliance
- Minimising the impact upon the natural environment
- Waste management
- Energy efficiency
- Working with suppliers to minimise environmental impact
- Environmental training
- Public disclosure and liability
- Transport strategy
- Reporting environmental issues and incidents

Signed: 

Date: 15/12/07

Ian Robinson
Managing Director
Active Signs Limited

**Active Signs Limited
Health, Safety and Environmental Management System**

Waste Disposal Policy

TBC

Active Signs Limited
Health, Safety and Environmental Management System

RECYCLING POLICY

Policy Statement

Active Signs Limited recognises its obligations under current legislation and aims to achieve its objective to recycle all items that are to be recycled. The waste generated by Active Signs Limited is segregated and disposed of in separate skips. Active Signs Limited uses Licensed Waste Disposal Companies to dispose of waste and to keep records in line with current regulations.

On-Site Recovery

Undamaged spent lamps that are removed from customer signage will be placed in the cardboard sleeves and boxes that the replacement lamps were originally packaged in. The spent lamps encased in appropriate packaging will be recovered from the customer's premises onto a company vehicle. The open end of the box containing the spent lamps will be closed and taped shut to prevent the spent lamps from falling out and becoming damaged. The recovered items will be stored at the local depot where these will await collection by an Active Signs Limited delivery driver. Damaged lamps will be stored in a separate box within the vehicle. Damaged lamps cannot be recycled but can be disposed of by a licensed waste disposal company.

General Procedures for the Depot

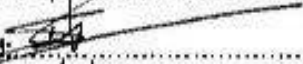
Spent lamps that have been recovered from customer's premises will be stored at the local depot. The boxes will be stacked in orderly piles to await collection by an Active Signs Limited driver. The driver will collect the recovered lamps and deliver these to Active Signs Limited head office premises.

Head Office Location

Upon arrival at the Head Office location, the spent lamps will be unloaded and de-sleeved. Once all lamps have been de-sleeved they will be placed inside a lockable metal storage container (Quad Unit) that holds approximately 1400 lamps. Spent lamps will be added to the two Quad Units until they become full. One of the Company's lamp suppliers arranges for Mercury Recycling to remove the full Quad Units and deliver empty Quad Units to enable the further spent lamps to be placed within the Quad Units on a continual basis. Damaged lamps cannot be recycled and have to be disposed of by a licensed waste disposal company. Mercury Recycling collects these at the same time as the Quad Units.

Waste Disposal

The Quad Units and boxes containing the spent and damaged lamps are returned to the Waste Disposal Company depot, where they will be processed for recycling. Upon completion of the recycling process, a Waste Transfer Note is forwarded to Active Signs Limited in order for the company to keep sufficient records.

Signed: 
Date: 15/12/07
Ian Robinson
Managing Director
Active Signs Limited

Active Signs Limited
Health, Safety and Environmental Management System
Energy Policy

TBC

**Active Signs Limited
Health, Safety and Environmental Management System**

Emissions into the Atmosphere Policy

TBC

Active Signs Limited
Health, Safety and Environmental Management System

Lone Workers Policy

1. Introduction

The Law does not prohibit Lone Working but requires that all work is organised and controlled and that the risks associated with the work are identified. All such risks should be eliminated or reduced so far as is reasonably practicable.

It is the duty of all workers to take reasonable care of themselves and others who may be affected by their acts or omissions at work. It is the responsibility of all employees to co-operate with their employer, regarding any statutory obligation or requirement.

Active Signs Limited requires all employees to observe all health and safety procedures and systems that are in place as well as those specified in the Health and Safety Policy.

Lone Working should be restricted if this is possible but where this cannot be avoided, the Company must introduce safe working procedures and systems to overcome the risks that a Lone Worker may encounter during their work activities.

The Health and Safety at Work Act 1974 and the Management of the Health and Safety at Work Regulations 1999 require the Company to identify any hazards associated with the work, assessment of the risks to the individual and the implementation of safe working procedures to ensure that the risks are eliminated or reduced with the implementation of adequate control measures.

It is essential that employees notify the Company of any known medical conditions that could prevent them from working alone. This should be communicated to a member of management with immediate effect. The manager should obtain medical advice in order to evaluate the suitability of the employee for Lone Working. Where necessary, the Company must implement working restrictions and additional control measures to ensure that the workplace provides a safe and healthy environment for the individual.

2. Definitions

A Lone Worker is an employee or contractor who is authorised to work in a solitary situation or away from their employer's premises. Lone Working can also arise where there are no other employees working who have knowledge of the work and workplace and can react to unusual occurrences or emergency situations.

Other examples of Lone Workers include: -

Contractors.

Maintenance Personnel.

Remote Workers.

Supervisor.

Delivery Drivers.

Janitorial Staff.

Office Staff (working outside of normal working hours).

Home worker (someone working at home on behalf of the company).

Security Guards.

Active Signs Limited
Health, Safety and Environmental Management System

3. Training

Where there is likelihood of an employee working alone or with limited or no supervision, suitable training or instruction to include the following must be provided.

- Hazard identification.
- Assessment of risks.
- Precautions and preparations prior to commencement of work.
- Implementation of control measures.
- Emergency procedures.
- How to stay calm in uncertain situations.

4. Restrictions and Limitations

There are certain situations where the Company does not permit Lone Working. These are as follows: -

- Working on or near to live electrical conductors.
- Working in confined spaces.
- Working on specific plant, equipment or machinery.
- Working at height in adverse weather conditions.
- Any work activity by a Young Person (Employees under 18 years of age).

If a worker encounters a problem that cannot easily be resolved, they must cease work immediately and inform a line manager.

5. Operational Procedure

Employees in a Lone Working environment must: -

- Obtain all necessary permits or permission prior to commencement of work.
- Ensure that there is safe access and egress to and from the workplace.
- Ensure that adequate lighting levels are provided in the workplace.
- Ensure that there are suitable means of escape in the event of an emergency.
- Consider and plan the work process.
- Identify the hazards associated with the task.
- Assess the risks associated with the task.
- Ensure that adequate control measures are implemented.
- Ensure that adequate fire safety arrangements are provided.
- Ensure that adequate first aid arrangements are provided.
- Ensure that there are adequate means of communication are provided.
- Ensure that appropriate Personal Protective Equipment is made available.
- Ensure that appropriate Safety Equipment suitable for the task is provided.
- Report all near misses, incidents and accidents.

6. Communication

Active Signs Limited
Health, Safety and Environmental Management System

Employees working in a solitary situation must be provided with suitable means of communication. Contract details for line managers must also be issued to employees working away from the premises or outside of normal working hours, all near misses, incidents however minor must be reported to a line manager with immediate effect.

Employees must comply with any specific instructions that are issued for work that requires a Security Guard or customer representative to accompany the Lone Worker or to oversee the work being carried out.

7. Supervision

Management and Supervisory staff must be aware and approve of any intended Lone Working. Employees must inform their line manager when they intend to work on the premises outside of normal working hours. Management should also be advised if one member of a two-man team is absent through sickness, which results in a Lone Worker situation.

Where Contractors intend to carry out work alone, they must inform the site contact and obtain a permit or permission prior to commencement of any work.

Signed: 

Date: 15/12/07

Ian Robinson
Managing Director
Active Signs Limited

Active Signs Limited
Health, Safety and Environmental Management System

Smokefree Policy

Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

Policy

It is the policy of Active Signs Limited that all our workplaces are smokefree, and all employees have a right to work in a smokefree environment.

The policy shall come into effect on Sunday, 1 July 2007.

Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

Implementation

Overall responsibility for policy implementation and review rests with the Finance Director. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smokefree vehicles.

Non-Compliance

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smokefree law may also be liable to a fixed penalty fine and possible criminal prosecution.

Signed 

Date.....15.12.07.....

Ian Robinson
Managing Director
Active Signs Limited