



NATIONAL QUALIFIED ENTITY (NQE)

HEALTH & SAFETY AT WORK POLICY

V1.0

02 JULY 18

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1 Commitment of Accountable Manager

This Health & Safety (H&S) at Work Policy describes the processes by which HALO Drones, a trading name of HALO Industries, will comply with the appropriate H&S legislation to keep its staff safe.

Signed.....

Accountable Manager: Phil Tarry

CEO HALO Industries Limited

2 Amendment Record

Version	Date	Amendments	Author
1.0	18 Mar 18	Initial Issue	P Tarry
0.4_pjm	08/06/18	Formatting and comment	Peter J Mayes
0.4_pjm_c I	20/06/18	Respond to comments	C Lippet
0.5_pjm_c I	25/06/18	Incorporate comments	Peter J Mayes

3 Glossary

Abbreviation	Full Description
ANO	Air Navigation Order
COSS	Controller of Site Safety
DSE	Display Screen Equipment
H&S	Health & Safety
HSE	Health & Safety Executive
OH&S	Occupational Health & Safety
PTS	Personal Track Safety
RCD	Residual Current Devices
COSHH	Control of Substances Hazardous to Health Regulations

4 Introduction

Purpose

The purpose of this document is to provide a business framework for the development and maintenance of effective management systems to ensure a safe and healthy workplace with regard to the Company activities and undertakings.

Scope

This document is relevant to all HALO Industries Ltd employees, operations and facilities except Unmanned Aerial Systems (UAS) operations. Safe methods of working when operating UAS can be found in the HALO Industries Operations Manual.

Responsibilities

The Managing Director of HALO Industries Ltd is responsible for ensuring the health, safety and welfare of all employees and others who may be affected by the company activities.

Employees are required to participate actively in and accept individual responsibility for health and safety matters and work with the Managing Director to ensure compliance with this policy.

Policy:

The Company will protect the health and safety of all employees, contractors, visitors and others affected by our activities by:

- Providing adequate control of risks arising from work activities
- Consulting employees on matters affecting their health and safety
- Providing and maintaining safe plant and equipment
- Providing and maintaining a safe place of work
- Ensuring the safe handling, use and storage of substances
- Providing information, instruction, training and supervision for all employees
- Ensuring all employees are competent to perform their tasks
- Maintaining safe and healthy working conditions
- Committing to continuous improvements of health and safety
- Reducing accidents and work related ill health in the workplace
- Complying with legal requirements and internal health and safety standards
- Making health and safety an integral part of all business processes
- Reviewing this policy annually or when organizational changes occur
- Bringing this policy and any revision of it to the attention of all employees
- Providing adequate resources (time and money) to achieve the above

Signed:

Name: Phil Tarry

Position: Managing Director

Date: 18 Mar 201

5 Organisational Structure (Health & Safety)

Managing Director: Phil Tarry

Operations Director: TBC

Health and Safety Advisor: TBC

First Aiders: TBC

6 Organisational Responsibilities

6.1 Managing Director

Overall and final responsibility for health and safety lies with the Operations Director who will:

- Maintain, update and amend this policy as required and bring it and any revision of it to the attention of all employees
- Ensure that risk assessments are undertaken prior to work-related activities commencing and that the findings are communicated to all personnel affected
- Ensure that health and safety standards are maintained / improved
- Provide employees with safe plant and equipment and ensure that, as appropriate, it is inspected / tested / maintained as required
- Ensure close co-operation and communication as appropriate with clients, their agents and other contractors, to maintain a safe and healthy environment for those affected by all work related activities
- Carry out first aid needs assessment and ensure the provision of adequate and appropriate equipment, facilities and personnel to enable first aid to be given to employees if they are injured or become ill at work
- Check the workplace daily, before work starts and otherwise as appropriate, to ensure working conditions are suitable and that safe working practices are being adhered to
- Participate in regular on-site safety inspections in co-operation with the health and safety representative

- Investigate all work related accidents and causes of sickness absence and take appropriate actions to prevent a recurrence
- Ensure that all reportable accidents, diseases and dangerous occurrences (near misses) are reported to the enforcing authorities
- Check the health and safety competence of all contractors working on the premises or on site where work activities are being undertaken
- Ensure that all aspects of this policy are adhered to on a day to day basis

6.2 Health & Safety Advisors

The health and safety advisors are responsible, on request, for providing advice and assistance to the company as required or appropriate, and for monitoring the effectiveness of the implementation of this policy.

6.3 Employees

All employees will be required to:

- Co-operate with the Managing Director on health and safety matters
- Not misuse or interfere with anything provided to safeguard their health and safety
- Report all health and safety concerns to the Managing Director
- Report all accidents and near misses immediately, however minor or trivial, to the Managing Director
- The right to stop work where they feel their personal safety is compromised or consider they are not competent to carry out the task
- Intervene in imminent danger situations
- Comply with the Company HSE policies and procedures
- Ensure they understand hazards and comply with associated safe systems of work
- Properly use PPE and equipment provided for the task
- Work in a responsible manner so that they do not put themselves or others at risk
- Inform managers of any changes in their circumstances that may affect their ability to work safely (e.g. prescription medication or medical condition)
- Demonstrate leadership of, and commitment to, HSE setting a personal example at all times

6.4 First Aiders

First aiders are required to:

- Respond promptly to all requests for assistance and summon help if necessary
- Look after the casualty until recovery has taken place or further medical assistance has arrived
- Report details of any treatment provided and look after the first aid equipment, ensuring that containers are re-stocked when necessary

6.5 Fire Marshals

When required Fire Marshals are appointed under supervision of the office management. HALO Industries Ltd. and its employees / visitors will be made aware of the procedures set out under the facility Fire Safety Policy and will adhere to them at all times.

7 Performance Measurement and Monitoring

HALO Industries Ltd. are committed to establishing, implementing and maintaining a procedure to monitor and measure occupational health and safety performance on a regular basis. Monitoring and measurement methods will primarily be in the form of internal audits and external audits carried out by clients as required. We commit to:

- Monitoring the extent to which the organisations OH&S objectives are met
- Monitoring the effectiveness of controls
- Pro-active measures of performance
- Reactive measures of performance
- Recording of data and results of monitoring sufficient to facilitate subsequent corrective action

7.1 Pro-active monitoring

Proactive monitoring is used to check that any facilities used comply with the organisations OH&S activities and will include:

- Systematic workplace inspections using checklists, this will include office and remote locations
- Prior evaluations of new plant, equipment, materials, chemicals, technologies, processes, procedures or work patterns
- Evaluation of supplier and sub-contractor OH&S arrangements

7.2 Re-active monitoring

Re-active monitoring is used to investigate, analyse and record H&S management system failures, including accidents, incidents (including near misses), and ill health. Procedures for this are covered in: 9.3 Accident & Illness – Reporting & Investigating.

7.3 Communication

The results of the processes listed above will be reviewed by senior management and where appropriate cascaded through team meetings and H&S notices on office noticeboards.

7.4 Evaluation of compliance

Regular reviews will be carried out by the Managing Director in line with our management procedures. These reviews will include the following;

- Review of pro-active monitoring undertaken and plan future monitoring. If non-compliances have been recorded then a documented review should be undertaken
- Review of any reactive monitoring and subsequent actions
- Review control measures including work instructions and risk assessments to ensure they are fit for purpose

8 Arrangements

8.1 Employees Code of Practice

HALO DT employees are to comply with the following points:

- All employees should be aware of and adhere to the Company rules and procedures on health and safety
- All employees must immediately report any unsafe working practices or conditions to the Managing Director.
- All employees must follow the task and environment specific work instruction / method statements where available and adopt an appropriate safe system of work
- All accidents, injuries and dangerous occurrences must be reported immediately to the Managing Director

- Any person whose levels of alertness are reduced due to illness, fatigue, alcohol or drugs will not be allowed to work if this might jeopardize the health and safety of any person
- Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardize the health and safety of any other person are forbidden
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order, and must immediately report any defects to the Managing Director
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties
- Suitable clothing and footwear must be worn at all times and any issued personal protective equipment must be worn where appropriate
- Work stations and work sites must be kept clean and tidy and any spillage must be cleaned up immediately
- All materials must be properly and safely used, and when not in use properly and safely secured
- Work should be well-planned to avoid injuries in the handling of heavy materials and while using equipment
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers. No employee should undertake a job which appears to be unsafe
- No employee should undertake a job until they have received adequate safety instruction and they are authorized to carry out the task

8.2 Consultation with Employees

It is the policy of the Company to consult with employees in good time on matters relating to their health and safety at work. This will take the form of team meetings and email updates. In particular they will be consulted on:

- The introduction of any measures which might substantially affect health and safety, e.g. the introduction of a new substance or a longer shift period
- Arrangements for the appointing Health and Safety Advisors
- The appropriateness of information to be provided to employees about risks to health and safety and any preventative measures
- The planning and organizing of any health and safety training
- The health and safety consequences of using new technology or substances

8.3 Risk Assessments

Under ownership of the Managing Director, delegated HALO Industries staff will undertake risk assessments, as appropriate under the Management of Health and Safety at Work Regulations 1999. All onsite works relating to unmanned aerial surveys will be risk assessed in accordance with the HALO Industries Ltd. Operations Manual, a copy of which is available upon request. The following points outline the conduct of risk assessment:

- The findings of the assessments will be communicated to relevant employees, contractors and visitors as appropriate.
- The Managing Director will approve any action required to remove or control any risks identified and is responsible for ensuring the actions required are implemented prior to work commencing.
- Assessments will be reviewed:
 - Annually or whenever the work activity assessed changes (whichever is soonest).
 - Following an accident or near miss or
 - In any circumstances which indicates a need for a review.

The risk assessments of training, conference, events and other venues will be conducted in accordance with the guidelines in Form A

8.4 Method Statements

Where Company employees, subcontractors or third parties are carrying out works on behalf of HALO Industries Ltd. they will produce a suitable and sufficient risk assessment and a method statement. These must be reviewed and approved prior to commencement of the work.

Methods statements for works relating to unmanned aerial surveys can be found in the Operations Manual. Employees are expected to follow these stringently.

9 Emergency & Evacuation Procedures

HALO staff will operate from third party premises on a routine basis but this should not preclude adherence to evacuation & evacuation procedures at all times. Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds, it is the responsibility of any persons present to activate the nearest alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace.

9.1 Employees Duties

All employees should ensure that they are familiar with the positions of the nearest firefighting equipment, alarms and emergency exits. In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare, gas leak or flood), all employees must leave the building by the nearest available exit in an orderly fashion and assemble at the designated assembly point. If the alarm is activated the procedures to follow are:

- Ensure that all equipment is left in a safe condition.
- Make your way directly to the nearest fire exit. Do not make any detour to collect personnel belongings.
- Go directly and remain at the designated assembly point.
- Do not for any reason re-enter the building or leave the assembly point.
- Wait in an orderly manner at the designated assembly point until further instructions from the Fire Marshal, Managing Director or Emergency Services.

9.2 Fire Safety

All HALO Industries Ltd. employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. On all sites used by company staff, they are expected to co-operate fully with complying with any fire precaution procedures that are introduced as a measure to protect the safety and well-being of staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

Communication: HALO Industries Ltd. will keep staff informed of any changes that are made to the fire safety procedures and ensure that all visitors to the premises are briefed on the evacuation procedure, signed in and supervised by a member of staff at all times.

9.3 Electrical Safety

- Employees will visually inspect all electrical equipment prior to use in accordance with the employees code of practice
- Employees are required to make use of and test Residual Current Devices (RCD's) where provided, in accordance with the employee's code of practice.

- Any electrical item, which is damaged or faulty, must be withdrawn from service, prevented from being used and brought to the attention of the Company to enable repair or replacement.
- Any faulty or damaged electrical equipment which is on hire must not be used and returned to the hiring company for repair or replacement.
- All portable electrical equipment will be periodically inspected and tested in accordance with current best practices and records held of the tests and inspections.
- Contractors supplying their own portable electrical appliances will, on request, provide to the Company records of such tests and inspections.
- Work on electrical circuits will only be undertaken after the circuit has been made safe i.e. turned off and isolated by means of a safety lock-out system.

9.4 Accident & Illness – Reporting & Investigating

The law on accident reporting is covered by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR). These regulations set down requirements for reporting certain types of accidents to the enforcement authorities. A full list of reportable accidents is available from the Health & Safety Executive website (<http://www.hse.gov.uk>).

Reporting Procedures

All accidents will be recorded as soon after the event as possible in the HALO Industries Ltd. accident book. This may be done by the injured employee or a colleague. If a visitor has an accident, then the employee whom they are visiting is responsible for ensuring that it is recorded, unless a first aider or appointed person is providing treatment. If this is the situation, they are responsible for making the report. Due to data protection requirements, the completion of personal details will need to be made by the Managing Director, therefore, the form should be forwarded to them as soon as possible.

Should the accident need to be reported to the enforcement authorities, the responsible person must notify the enforcing authority without delay by the quickest practicable means, for example telephone.

Offsite accidents

If an employee is working on third party premises, details of any accident should be reported in their accident book as well as the HALO Industries Ltd. accident book. This is because host employers have duties under RIDDOR to report any reportable accidents which may occur to staff should an accident take place on

premises which they are responsible for. Employees should not use the accident book/form to report an accident which occurred in their own home or on an activity which is not work-related.

Employee duties

All employees have a statutory duty to assist in complying with the legal requirements under RIDDOR. This means that employees are expected to have due regard for their health and safety and that of their colleagues. If safe systems of work have been introduced, staff are expected to follow them, along with any instructions. All employees are expected to report accidents in a timely manner.

Accident investigation

Accidents will be investigated by the Managing Director. This will help to ensure that the accident is not repeated and where necessary, remedial measures will be introduced and monitored. Details of such accidents will be discussed at meetings and in health and safety bulletins. HALO Industries Ltd commit to:

- Determine underlying OH&S deficiencies and other factors that might be causing or contributing to the occurrence of incidents
- Identify the need for corrective action
- Identify opportunities for preventive action
- Identify opportunities for continual improvement
- Communicate the results of such investigations. The investigations shall be performed in a timely manner

9.5 First Aid at Work

It is HALO Industries Ltd. policy to ensure that appropriate first aid arrangements are in place for our staff and operations. This includes providing sufficiently trained employees for business needs and maintaining an adequate supply of first aid equipment.

Responsibilities of first aid personnel: In order to carry out their duties effectively, first aid personnel have the following duties and responsibilities.

- First-aiders are responsible for:
 - Responding promptly to all requests for assistance
 - Summoning further help if necessary
 - Looking after the casualty until recovery has taken place or further medical assistance has arrived
 - Reporting details of any treatment provided

- Appointed persons are responsible for:
 - In the absence of a first-aider, taking charge when a person has been injured or falls ill
 - Calling an ambulance where necessary
 - Looking after the first aid equipment and ensuring that containers are re-stocked when necessary

The following are general first aid related procedures to be followed by all staff:

- If you are aware that an employee has been taken ill, or has had an accident, call the first aider or appointed person for assistance. You should not attempt to give first aid treatment yourself
- No employee should use their private car to transport a casualty to hospital. If an ambulance is not required, then a taxi is to be used
- If you need to access a first aid kit for personal use, do not remove it from its designated place
- Any loss or damage to first aid equipment must be reported to the Operations Director
- If a first aid kit is poorly stocked, this should be reported to the Operations Director
- All Company drivers are expected to carry a first aid kit in the vehicle with them at all times. They are responsible for its safe-keeping and to keep it adequately stocked

Staff training

All staff undertaking first aid duties will be given full training in accordance with current legal requirements. This means that all first-aiders and appointed persons will attend an appropriate course (including refresher training) as set out in current HSE guidance. Where necessary, the Managing Director will be expected to organise shifts and rosters to enable staff to attend.

Information for employees

We acknowledge that first aid arrangements will only operate efficiently where they are understood, both by employees and others who may be working on our premises. These include part-time and temporary staff. For this reason, information on the current first-aider/appointed person will be provided on staff notice boards.

9.6 Machinery Safety

It is HALO Industries Ltd. policy to provide a safe working environment for employees at all times. To do this a policy was introduced to cover the purchase and safe use

of any machinery or equipment that will be used on the premises or anywhere else within the scope of work activities. This will apply to used items as well as new.

Legal duties concerning the provision of machinery are covered by the Provision and Use of Work Equipment Regulations 1998 (PUWER). These Regulations require that any equipment we provide for use at work is as follows:

- Suitable for its intended use
- Can be used safely
- Maintained in a safe condition
- Inspected as necessary
- Only used by operators who have received adequate information, instruction and training
- Contains safety markings as necessary

Safe use of Machinery

Before any item of machinery is introduced for the first time, a risk assessment will be carried out. The purpose of this is to identify whether there are any particular hazards associated with its use in the workplace or offsite. For example, these could involve space constraints or noise levels. If it is not reasonably practicable to reduce or eliminate these, then the risk assessment will describe to staff how these hazards will be dealt with, e.g. by the use of hearing protection. Any risk assessment findings will be communicated to staff.

Employee Training

Only trained employees are allowed to operate machinery. Training may be provided by a number of sources including suppliers, as well as training on the job by HALO Industries Ltd. staff. All records of staff training are kept on individual employees' personnel files which can be updated as necessary.

Maintenance

All machinery will be subject to maintenance and inspection, as necessary, for its continued safe operation. Where appropriate, this will be carried out under a service contract. Records of any maintenance and routine repairs will be kept for at least three years. Copies of these records will be kept in the Managing Directors office. Should any employee experience a problem between routine maintenance, they should inform the Managing Director immediately.

9.7 Use of Chemicals

The use of chemicals in the workplace is governed by the Control of Substances Hazardous to Health Regulations 2002 (COSHH) and the Control of Substances Hazardous to Health (Amendment) Regulations 2004. They require HALO Industries Ltd. to minimize the risks from using chemicals at work and to introduce control measures to manage those which may remain. COSHH also requires that employees be trained in the safe use of chemicals and to monitor the effectiveness of any control measures. COSHH requires the safe storage of chemicals in order to avoid the risks of fire, explosion or environmental damage.

Use of Lithium Polymer Batteries: HALO Industries Ltd. ensure the use, storage and charging of Lithium Polymer batteries required for unmanned aircraft will be controlled and monitored by a series of procedures and forms of which can be found in the Operations Manual. The policy of batteries includes and is not limited to:

- Batteries will not be left fully charged when not in use
- Charging of batteries will be supervised at all times and under no circumstances should they be left unattended
- Batteries will only be charged for a maximum of 24 hours prior to use
- Batteries will be stored in Lipo bags / metal tins for safety
- Time, date, duration and voltage of all charging will be recorded in the battery charging form
- Expended batteries will be disposed of in the correct manor and in compliance with regulation

Employees Duties

All employees will be expected to co-operate with HALO Industries Ltd. in respect of any controls which have been introduced to ensure the safe use and storage of chemicals on site. Where PPE has been deemed to be necessary, employees will be expected to wear and maintain it in line with the manufacturer recommendations. HALO Industries Ltd. expect all employees to report any concerns to the Managing Director who will deal with any issue promptly. Should any further action be required, then the employee raising the concern will be informed as to what form it will take.

Employee Training

All employees will receive information, instruction and training on how to use chemicals safely. This will be repeated as necessary, e.g. on the introduction of new chemicals or processes. Training will be provided in a practical form in which the

hazards and controls are clearly understood, e.g. training on operating procedures.

Monitoring

This policy will be monitored by the Managing Director through the carrying out of periodic safety audits. These will cover the following:

- Use of chemicals
- Maintenance of control systems
- Adherence to safe working practices
- Provision of information to employees
- Storage of chemicals

9.8 Work at Height

Working at height should be avoided at all times. Should this be necessary then the Managing Director should be consulted and an appropriate plan of action set out if necessary.

9.9 Mobile Workers

Working away from the premises is a regular requirement for the staff of HALO Industries Ltd. as part of the job role. It is company policy to ensure that these staff are not placed at any extra risk as a result of their job role. In order to achieve this, a detailed risk assessment will be carried out into these onsite activities. Where necessary, steps will be taken to reduce the risks with control measures being introduced where appropriate. Site risk assessments relating to unmanned aerial surveys are referred to in the HALO Industries Ltd. Operations Manual which is available upon request.

Risk assessment

The risk assessment will consider the following areas, which are known to have a detrimental effect on the health and safety of mobile workers.

Driving

A potentially high-risk activity which can form a significant part of the working day for our more mobile employees

Ergonomics

Injuries and ill-health associated with musculo-skeletal conditions. In the context of mobile working, injuries could arise from lifting heavy loads, backache from long periods spent driving and poor posture from using a laptop.

Stress

The effect that working away from the main base may have on some employees, especially where there are tight deadlines to meet.

Lone working

The interaction that our staff have with customers, members of the public and the additional risks posed by wild and farm animals whilst they are away from our premises.

Lone working procedures

Often fieldwork will be done in pairs; however lone working is possible where the risk assessment has deemed it safe to do so.

To reduce the risks to employees on occasions where they are required to work alone, we will:

- Carefully consider whether the risks of the job can be properly controlled by one person
- Make regular contact between the lone worker and the supervisor
- Check that the lone worker has returned safely home or to their base
- Ensure every lone worker is trained to first aid appointed person level and is provided with a first aid kit to deal with minor injuries
- Make adequate arrangements for emergencies and ensure that all lone workers are familiar with them
- Talk to our mobile staff in order to find out what, if any concerns they have. Their response will allow us to determine what, if any, further measures are required

9.10 Working in or Near Water

This policy describes our arrangements for managing the risks to employees whilst working in or near water. The following points will be observed:

- Personnel involved in any activity in or near water will be properly trained to manage or avoid risks associated with such activities
- Risk assessment will be completed, the findings communicated to all personnel involved and appropriate control measures implemented, before work is started
- A communication system will be established to ensure all employees know where all other employee involved in the task are working
- Employees will not access any equipment or system by swimming

- All tasks in water are to be carried out by a minimum of two persons; no lone workers are permitted unless the risk assessment deems it safe
- Adequate lighting shall be provided for the entire time of work. Lighting must illuminate the immediate work area and surrounding water surface

The specific areas where risks are encountered during our usual business operations and our methods to control those risks are as follows:

- Wear appropriate PPE, either boots, waders or dry suit depending on the task
- Life jackets should be worn at all times when working in water or in a boat. If working near water a lifejacket should be worn unless the risk assessment deems it unnecessary. All life jackets should be fit for purpose and properly maintained
- Use a pole to probe ahead to assess the stability of terrain
- If stuck in mud, do not struggle as this causes deeper sinking. Roll on back and spread weight evenly whilst attempting to "sledge" to firmer ground
- Take special care on slippery rocks around lake shores and riverbanks. Always look ahead at ground when walking around the water's edge
- When sampling in flowing water environments, be careful of slippery or steep banks and fast currents
- Ensure a throw rope is carried by a member of the survey team at all times
- Be aware of health risks from water borne pathogens eg. Hepatitis 'A', Weil's disease, Polio and toxic cyano-bacteria. Hepatitis 'A' and Polio vaccinations are highly recommended. Ensure Tetanus vaccinations are up to date. Anti-bacterial wipes and gel should be made available to all staff

9.11 Track-side Safety

To work on or near the rail track requires certification for the individual employee of which several levels of competence and responsibility are assessed.

The basic level for track access for Network Rail is the Personal Track Safety certificate (PTS) as defined by the railway safety standards NR/L2/CTM/021. The PTS certificate assesses the ability of the individual to work safely in the track environment and is valid for a period of two years.

Persons working on or near the track must be supervised by a Controller of Site Safety (COSS); a risk assessment will be carried out on a site by site basis and a safe system of working will be agreed with the COSS prior to the start of the works and detailed within the risk assessment.

Safety of persons on or near railway lines: Before any work on or near a rail track is undertaken we will ensure:

- All employees are trained to the appropriate level and hold a valid PTS card
- All staff will be provided with approved PPE, including orange high visibility clothing, a hard hat of appropriate colour, safety footwear, eye protection and gloves
- Risk assessments will be undertaken and the findings communicated to those affected
- Safe systems of work and method statements will be prepared for all work on or near a rail track; these must be agreed with the COSS
- All work will be supervised by a COSS

When working on or near railway lines it is vital that you comply with the PTS rule book and follow any instructions given by the COSS.

9.12 Working in Confined Spaces

A confined space is defined by the HSE as “a place which is substantially enclosed (though not always entirely), and where serious injury can occur from hazardous substances or conditions within the space or nearby (e.g. lack of oxygen).” For further information, see ‘Confined Spaces: A Brief Guide to Working Safely (HSE, 2013).

Procedures

To reduce the risks to employees on occasions where they are required to work in a confined space, we will:

- Ensure compliance with Regulations
- Assess the work to be carried out in the confined space and concentrate primarily on procedures that can be adopted to enable any work to be carried out outside the confined space (i.e. only enter the space if absolutely necessary)
- If entry into the space is essential, undertake specific risk assessment in relation to the confined space and develop a safe system for working within the space based on the following:
 - Need to enter a confined space
 - Hazards likely to be present
 - Likely changes in conditions during the survey
 - Additional hazards introduced by the task in hand
 - Extent to which risk can be eliminated
 - Suitability of individuals in view of work to be carried out

Arrangements for emergency rescue:

- Make suitable and sufficient emergency and rescue arrangements and provide suitable and sufficient emergency and rescue equipment
- Ensure that all staff who are either working in a confined space or supporting those working in a confined space, are trained, competent and able to do so

9.13 Display Screen Equipment

It is company policy that all computer users (display screen users) will be assessed to determine whether or not they can be classified as “users” for the purposes of current legal requirements. This assessment will be based on the guidance contained in the Approved Code of Practice (L26) which accompanies the Health and Safety (Display Screen Equipment) Regulations 1992. As a general rule the DSE regulations defines a “user” as someone who uses a computer for “continuous spells of an hour or more at a time” on a “more or less daily” basis. The law relating to the use of DSE set down a series of minimum standards for the workstations used by DSE users. This includes seating, lighting levels and workstation layout. In order to comply with the DSE regulations, some procedures have been introduced which are to be followed by all staff. These are as follows:

- All new employees who are required to use computers as part of their job role will be given a self-assessment DSE questionnaire to complete within 14 days of starting work with us. It is the duty of the Managing Director to provide this to all new starters
- All existing employees should have completed a questionnaire. However, should a member of staff change workstations or become a DSE user for the first time, then another one should be completed. This should be done shortly after the change in location or job role. Whilst care has been taken to ensure that the questionnaire is self-explanatory any queries can be referred to your manager
- Where the questionnaire identifies problems, such as glare, it is the responsibility of the Managing Director to ensure that these are rectified
- Staff are actively encouraged to rotate their job tasks in order to spend at least ten minutes in every hour away from the computer screen. This time should be spent engaged in work duties such as telephone calls and general office administration. If any employee feels that their workload does not permit adequate breaks, this should be brought to the attention of the Managing Director

- Where necessary, staff will be provided with training and information in order to help them set up their workstation correctly

Employee duties

Employees are expected to complete the self-assessment DSE questionnaire in a timely manner. They are also required to set up and operate their workstations correctly. In the unlikely event that any difficulties are experienced with workstations, employees should bring this to the attention of their manager as soon as possible.

Eye tests

Any employee who has been designated as a DSE user has the right to request an eye test paid for by the employer. This will be organized through an optician of the employee's choice and it is the employee's responsibility to make arrangements to have the eye test carried out. Following the initial eye test, the frequency of any follow-up tests will be decided solely by the optician.

Supply of glasses

Where the optician has confirmed in writing that glasses are needed exclusively for DSE use, we will contribute the full amount of the cost of a basic pair of glasses which are of a style and quality adequate for their function. Should employees wish to purchase a more expensive pair, then the value of the basic pair will be made available towards the cost. The balance will need to be funded by the individual employee.

9.14 Manual Handling

Manual handling is defined as any transporting or supporting of loads by human effort, as opposed to mechanical handling by fork-lift truck, crane, etc. Manual Handling includes lifting, putting down, pushing, pulling, carrying or moving. The human effort may be applied directly to the load, or indirectly by pulling on a rope, chain, lever, etc.

Procedures

Where it is not possible to avoid the need for manual handling activities, an assessment of the operation will be made taking into account of the task, load, work place and the capability of the individual. The following procedures should always be followed when a manual handling operation is required:

- Lifting and moving of loads should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand

- Where the manual handling of a load is necessary, the Company will undertake a risk assessment and communicate the findings to those personnel affected
- Where any manual handling activity involves a significant risk of injury, the Company will provide appropriate training to relevant personnel
- The load to be lifted or moved must be inspected for sharp edges and wet patches
- When lifting or moving a load with sharp or splintered edges, gloves must be worn
- The route over which the load is to be lifted should be inspected to ensure it is free of obstructions
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably. Employees should ask for assistance if there is any danger of strain
- Additional consideration is to be given by those carrying loads, to other persons not engaged in such activity, particularly when carrying or moving loads in restricted spaces such as doorways, gangways and blind corners.
- When lifting an object off the ground, employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back

9.15 Personal Protective Equipment

Whilst we take all reasonable precautions to reduce exposure to workplace hazards, there may still be a need for us to provide personal protective equipment (PPE) to our employees. This will occur where some risks remain that can't otherwise be controlled. Where provision of PPE is necessary, it will be chosen through a consultation process with the appropriate employees. If a choice of PPE is available then the users preferences will be taken into consideration. Any PPE issued will be free of charge to the employees and shall not be considered suitable unless:

- It is appropriate for the risks and the conditions of use including the period for which it is worn
- It takes into account the ergonomic requirements and the state of health of the wearer and the characteristics of the workstation where it will be used
- It is capable of fitting the wearer correctly, by adjustment if necessary and if two or more items are used together, these are compatible and as effective used together as they are separately

- It is, so far as is practicable, able to combat the risks without increasing the overall risks. This includes any risks created by the PPE itself such as impaired movement, vision or hearing
- It complies with UK legislation on design and manufacture, i.e. it has a CE marking
- Where PPE has been issued we will provide appropriate accommodation to store it in when not in use. This storage will be separate from normal outer clothing storage arrangements and will protect the PPE from contamination and deterioration

Employee duties

Where a need for PPE has been identified, all employees are expected to wear it whilst working with a particular process or in a certain area. Employees are also expected to use and maintain any PPE issued to them in accordance with the manufacturer's instructions. If any defects are found, they should be reported to the relevant supervisor/manager as soon as possible.

Employee training

All employees will be provided with adequate and appropriate information, instruction and training on:

- The risks which the PPE will avoid or limit
- The purpose for which and the manner in which the PPE should be used
- Any action required of the employee to maintain the PPE

9.16 Training Policy

The following procedures describe the steps that we will take to comply with our obligations to provide adequate training:

- All new employees will receive induction training. This is based around our Health and Safety Induction Checklist which covers key areas such as fire safety, first aid and any workplace hazards. A signature will be required from the employee to confirm that they have understood the contents. A copy of this form will be kept on their personnel file
- This training will also be provided to other groups who may be working on our premises. This includes agency temps, work experience students, contractors and volunteers
- Some training is a statutory requirement, e.g. for manual handling activities. However, where this is not the case, a risk assessment will be used to determine whether any training is necessary in order to carry out the job role safely.

The specific needs of the individual will also be considered at this time. Other training needs will be identified during the annual appraisal process

- Where an employee's job involves the operation of tools or machinery, on-the-job training will be provided by a competent person. It is the responsibility of the Managing Director to ensure that this is carried out. This training will also be given if an employee changes jobs
- If new machinery or equipment is purchased, further training is likely to become necessary. If so, this will be arranged before work on the new machinery etc. commences
- If certain training is needed and it cannot be provided in-house, then the individual employee and their manager will need to identify a suitable course. In this case employees are expected to find the most cost-effective training available. All reasonable expenses, such as traveling will be reimbursed

Employees are expected to cooperate with us fully with regard to attending health and safety training courses. We expect that all reasonable effort will be made to attend a course, but if this isn't possible, that we will be notified well in advance. Should an employee fail to attend a course which is a legal requirement without good reason, HALO Industries Ltd. retain the right to treat it as a disciplinary matter.

9.17 Smoke-free Policy

It is the policy of HALO Industries Ltd. that all our workplaces are smoke-free and that all employees have a right to work in a smoke-free environment. Smoking is therefore prohibited in all enclosed and substantially enclosed premises in the workplace. This also includes company vehicles used by more than one person, even if they are used at different times.

This policy applies to all employees, consultants, contractors, customers, members of the public and visitors.

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

Appropriate 'No Smoking' signs will be clearly displayed at the entrances and within the premises and in all company vehicles. No smoking is permitted onsite without prior permission. Smoking is not permitted in the vicinity of battery charging stations or aircraft.

9.18 Stress at Work Policy

Should any member of staff feel that they are suffering from an unacceptable level of work-related stress; the following procedures should be implemented:

- At first instance, the employee should inform the Managing Director. They will treat the matter with sympathy and in confidence
- If necessary, a stress risk assessment will be carried out. This will include a review of the employee's actual duties against those described in their job description
- The findings of the risk assessment will be discussed with the employee. If appropriate, changes will be made to their role in order to reduce the levels of stress experienced
- If appropriate, the employee will be referred to a doctor of the company's choice for a medical assessment.

Whilst we are not responsible for causes of stress outside the working environment, we recognise that it can impact on an employee's attendance and work performance. Therefore, we would encourage employees to make us aware of any problems which are causing them concern.

9.19 Mobile Phone Policy

It is illegal to use a hand-held mobile phone whilst you are driving, stopped at traffic lights, in a traffic jam or in any other hold up. Hand-held phones may only be carried in the vehicle providing they are switched off and not checked during these periods. This applies to both drivers of company and private vehicles and will affect the use of all hand-held mobile phones, including personal ones. The exceptions to this rule are:

- The only occasion under which a hand-held phone can be used whilst driving is to make a 999 emergency call, but only if it is not safe or practical to stop to make a call
- Calls may be made and messages retrieved when the vehicle is safely and securely parked
- Hands-free sets for mobile phones are legal to use. However, we expect all drivers to exercise their judgment in deciding when it is safe to make or receive phone calls. Drivers must retain full control of their vehicles at all times.
- Calls made to and from a hands-free mobile phone should be kept as short as possible

Any breaches of the above policy during company time will be treated as a serious breach of company rules and may be treated as a disciplinary matter.

Note: You can still be personally prosecuted for failing to drive without due care and attention, or for dangerous driving.

9.20 Driving at Work Policy

This policy sets out HALO Industries Ltd procedures on work-related driving and details what is expected from employees; both in terms of complying with relevant legislation and standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

We have a duty under the Health and Safety at Work etc. Act 1974 (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the Management of Health and Safety at Work Regulations 1999 (as amended). Where applicable, this policy is also based on relevant provisions of the Road Traffic Act 1988.

Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- Where a fleet or company vehicle is provided, employees must always report any suspected vehicle defects to the Managing Director. In the event that a defect is suspected, employees should never take a risk and attempt to drive a vehicle
- If an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition
- Before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure
- Employees should follow any advice given on route-planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion, etc
- Hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it is safe to do so

- Employees should always drive within speed limits and according to the prevailing weather conditions
- Before driving, staff should familiarize themselves with the procedure to follow in the event of a breakdown

Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary, the Managing Director should take responsibility for checking the following on an annual basis:

- The employee's driving license
- If the car is more than three years old, the current MOT certificate
- Insurance documents

Employee duties

Employees are expected to follow the procedures laid down in this policy and to:

- Keep their insurance up-to-date if using their own vehicle
- Make available copies of the above documents annually or on request
- Inform the Managing Director of any changes in circumstances, e.g. penalty points or new vehicle
- Have regular eye tests and to ensure that any necessary glasses for driving are worn
- Read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work

Ill-health and driving: Employees are responsible for ensuring that they are physically fit to drive. Should this change, the Managing Director must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even short distances. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

10 Forms

Form A: Event/Activity Venue Risk Assessment

(Please complete this form with the cooperation of the Venue coordinator)

EVENT INFORMATION			
Event Title:			
Event Date: (DD/MM/YYYY)		Date of Risk Assessment: (DD/MM/YYYY)	
VENUE INFORMATION			
Venue Name:			
Name of Contact at Venue:		Contact Telephone Number:	
Name of 'out of hours' Contact: (if applicable)		Contact Telephone Number for 'out of hours': (if applicable)	
PRIOR EVENT / ACTIVITY			
What type of event is being held?	Meeting <input type="checkbox"/>	Conference <input type="checkbox"/>	Other <input type="checkbox"/>
If other, please specify:			
Is a third party being used to hire out any equipment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If yes, please specify who the hire company is and what is being hired:			

DURING EVENT / ACTIVITY		
Is there enough staff to assist with the number of participants attending?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there enough room capacity to occupy everyone?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are fire exits clearly visible?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is a parking space required?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If parking is required, is a permit needed?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/>
If a lift is needed, is there adequate access to and from?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the access to and from the building ok? (e.g. pathways that lead to the entrance etc)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there step access into the building?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, is there access for those not able to use steps? If so what:		
POST EVENT / ACTIVITY		
Is there any equipment that needs to be collected/cleared away?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, who will this be done by: (e.g. Venue, third party etc)		

CHECK REGISTRATION AREA

Check that the area and surroundings are safe and free from obstacles

Is the area fit and appropriate for this activity?

(e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements).

Yes

No

If no, please outline below the hazard, who may be at risk and action taken, if any:

LEARNING AREA

Check that the area and surroundings are safe and free from obstacles

Is the area fit and appropriate for this activity?

(e.g. check floor, roof leaks, lighting, heating, security and welfare arrangements)

Yes

No

If no, please outline below the hazard, who may be at risk and action taken, if any:

AUDIO VISUAL EQUIPMENT

Check that it is fit and sound for activity and suitable for purpose

Is the equipment safe and appropriate for this activity?

Yes

No

Is the PAT testing up to date?

Yes

No

If no applies to either of the above, please outline below the unsafe equipment, who may be at risk and action taken, if any:

CANDIDATES

Check that the delegate list is up-to-date

Are there any special requirements to meet the needs of candidates?

Yes

No

If yes, please outline below any adjustments required and action taken, if any:

RISK OF INJURY

Review activities for injury hazards

Is there a risk of injury to any persons during or as part of setting up and breaking down the event?

Yes

No

If yes, please outline the likelihood and potential type of injury, who is likely to be affected, actions necessary to control the risk and who is responsible:

EMERGENCY SERVICES

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers

Are emergency access points checked and operational?

Yes

No

If no, please outline below the issues and action taken, if any:

Is a working telephone available?

Yes

No

If yes, how do you obtain an outside line?

If no, outline below how can you access Emergency Services:

Signature of Assessor:

Print Name:

Date:

Please have this document available for inspection if requested

For more information on running an event safely, please see the Health & Safety Executive website: <http://www.hse.gov.uk/event-safety/running.htm>