

## SEAFOOD CORNWALL TRAINING

# Health and Safety Policy

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## 1. Introduction

Our Health and Safety Policy as required by the Health and Safety at Work Act 1974 clearly defines the way we manage the health and safety hazards and risks associated with our business, premises and activities.

Cornwall Seafood Training Limited are committed to managing health and safety effectively to protect our employees and other persons with whom we interact because we recognise that we have not only a moral and legal duty but also that our employees are our greatest asset.

Our Health and Safety Policy Statement sets out our commitment and the objectives we aspire to in managing health and safety. It is signed by the most senior person in our organisation to demonstrate that our commitment is led from the top.

Our approach to managing health and safety will be pragmatic and proportionate and will be prioritised according to risk with the objective of maintaining continuous improvement. We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Based on our performance measurement in the form of accident monitoring, internal monitoring and external audits we will review our health and safety arrangements periodically and at least annually. The results of our measurement will be recorded and presented to the Board

### Policy Review

This Health and Safety Policy will be reviewed annually.

As each review is completed it will be signed off.

Review Date	Signed off	Confirmed
16/07/2015	At the SCT AGM	
12/12/2018		

## Document Control

The hardcopies of the Health and Safety Policy provided will remain the controlled copies and we will retain a register of these. Any amendments made to the policy will be provided for each of these accordingly to ensure all copies in circulation remain the current version.

Should further copies of the policy be printed either in whole or part, then these will be marked as 'UNCONTROLLED COPY'. Where further controlled copies are required then these should be issued accordingly and added to the register of controlled copies.

Forms from the policy manual are available to be printed or copied, and it will remain the responsibility of the manager to ensure the correct form is in use.

## Register

Copy Number or Reference	Location kept
1	SCT office

## Amendment Record

Any amendments made to the Health and Safety Policy will be recorded below with information on changes made.

Date	Section	Ref /Title	Details of amendment made	Change made by
12/12/2018	6		New CDM Regulations 2015	N Row

## 2. Health and Safety Policy Statement

The management of Cornwall Seafood Training Limited recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by company's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees and subcontracted trainers
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement
- where risks cannot be eliminated they will be minimised by substitution, the use of physical controls or, use of personal protective equipment or, as a last resort, through safe systems of work
- keep appropriate records
- Ensure that everybody is aware that they also have a responsibility to ensure the health and safety of themselves and everybody around them. If you see anything which you feel maybe a risk to anybody you must report this to your manager or tutor

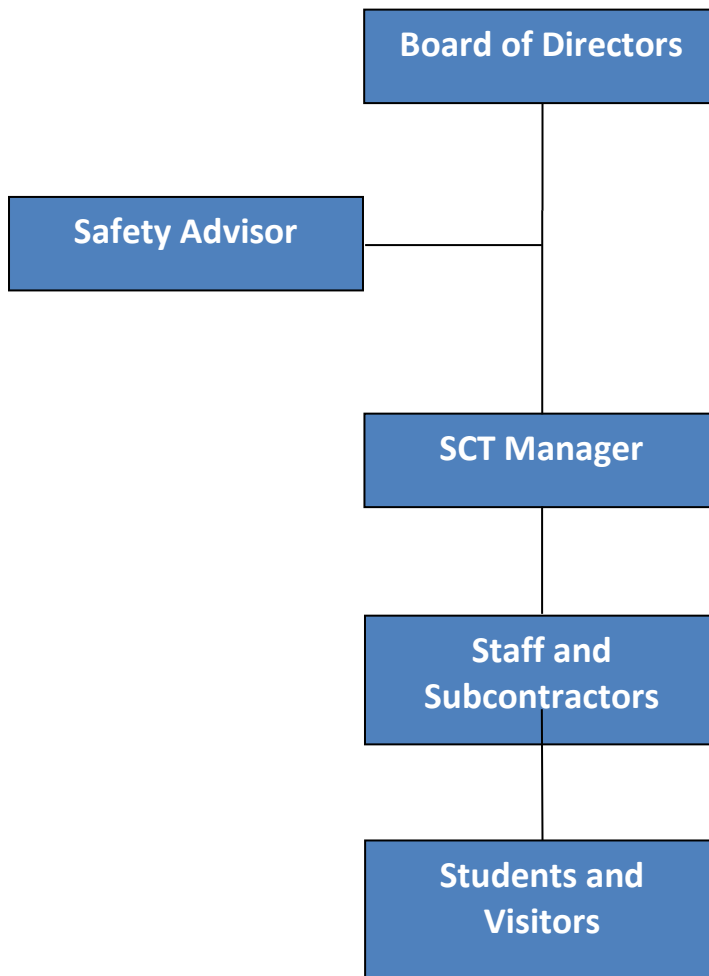
This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Dated:**

**Position: Chairman / Director**

### Organisation Chart for the Management of Health and Safety





### 3. Organisation for Health and Safety

The overall responsibility for health and safety rests with the Board of Directors. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to the SCT Manager and staff to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. The Manager is required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

## 4. Health and Safety Responsibilities

### Board of Directors

The Board has the ultimate responsibility for the health and safety of Cornwall Seafood Training but discharges this responsibility through the Manager and SCT staff.

The Board has nominated the manager to have special responsibility for health and safety. The Board will ensure that:

- they provide a lead in developing a positive health and safety culture throughout the organisation
- all its decisions reflect its health and safety intentions
- adequate resources are made available for the implementation of health and safety
- they will promote the active participation of workers in improving health and safety performance
- they will review the health and safety performance of Cornwall Seafood Training on an annual basis

The Directors have overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to the SCT Manager.

### The Manager

The Manager will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- a positive health and safety culture is promoted and that all staff develop a pro- active safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with all staff is established
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded
- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss' incidents at work are recorded, investigated and reported
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff

- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- management are advised of relevant changes in health and safety legislation, codes of practice and industry standards
- risk assessment requirements are co-ordinated and the implementation of any action required is monitored
- risk assessments are reviewed regularly and any changes are brought to the attention of staff who may be affected
- adequate arrangements for fire and first aid are established
- meetings are held where health and safety issues can be discussed, progress made against objectives and plans monitored and actions decided
- personal protective equipment is provided when appropriate, staff instructed in its use and that records are kept
- welfare facilities provided are maintained in a satisfactory state
- details of accidents, dangerous occurrences or diseases that are notifiable are reported to the Enforcing Authorities
- contact with external organisations such as the emergency services is co-ordinated
- the schedule of statutory examinations of plant and equipment is maintained and staff are made aware of impending examinations
- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- health and safety notices are displayed
- agreed safety standards are maintained particularly those relating to housekeeping
- health and safety rules are followed by all
- relevant information in support of performance and the achievement of the health and safety objectives is collated

### All Members of Staff

All members of staff will ensure that:

- they actively assist in the implementation of our Health and Safety Policy
- they supervise other staff when appropriate to ensure that they work safely, providing increased supervision for new and young workers
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss' incidents at work are reported to the Manager
- they communicate with the Manager on health and safety issues
- they encourage their colleagues to report hazards and raise health and safety concerns
- premises, plant and work equipment are maintained in a safe condition
- any safety issues that cannot be dealt with are referred to the Manager

- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- welfare facilities provided are maintained in a satisfactory state
- agreed safety standards are maintained particularly those relating to housekeeping
- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the work place and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to the Manager
- report any safety hazard or malfunction of any item of plant or equipment to the manager
- report all accidents to the Manager whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## Students

Students have an important role to play in implementing the SCT policy, and the following responsibilities are placed on them to ensure they make that valued contribution. At all times students must:

- take all reasonable steps to ensure their own health and safety, and the health and safety of others
- Cooperate with Seafood Cornwall Training regarding all health and safety arrangements (for example by attending any briefings or participating in any other safety induction processes)
- Report all accidents and incidents (including significant near misses), and to bring to the attention of relevant supervisors any concerns they have regarding health and safety
- Behave in a responsible and safe manner at all times, and to take reasonable steps to encourage others to do so – including visitors, contractors and others.

## 5. Health and Safety Rules

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. These rules are prepared in accordance with legal requirements and acknowledged safe working practices. In addition to the legal duty imposed upon employees to comply with these rules, failure to observe them will be considered to be a breach of the contract of employment and will result in disciplinary action being taken.

Employees are reminded that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties.

Safety rules may vary depending upon the nature of work and the circumstances therefore the overriding requirement is that all staff are expected to act in a sensible manner and adhere to verbal instructions given by the Directors or the Manager.

### General

- It is the duty of all employees to co-operate with management in fulfilling our legal obligations in relation to health and safety.
- Employees must not intentionally or recklessly interfere with anything provided in the interests of health, safety or welfare.
- Employees are required to notify to management of any unsafe activity, item or situation.

### Working Practices

- Employees must not operate any item of plant or equipment unless they have been trained and authorised.
- Employees must make full and proper use of all equipment guarding.
- Employees must not clean any moving item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc, in accordance with all written instructions.
- Employees must not smoke except in prescribed areas.

### Hazard / Warning Signs and Notices

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

### Working Conditions / Environment

- Employees must make proper use of all equipment and facilities provided to control working conditions/ environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.

- Employees must dispose of all rubbish, scrap and waste materials within the working area, using the facilities provided.
- Employees must clear up any spillage or liquids within the working area in the prescribed manner.
- Employees must deposit all waste materials and substances at the correct disposal points and in the prescribed manner.

### Protective Clothing and Equipment

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to the Manager.

### Fire Precautions

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must not misuse any fire fighting equipment provided.
- Employees must report any use of fire fighting equipment to their supervisor.

### Accidents

- Employees must seek medical treatment for work related injuries they receive by contacting a designated first aider. Upon returning from treatment they must report the incident to the manager.
- Employees must ensure that any accident or injury treatment is properly recorded in the Accident Book.
- Employees must notify the Manager of any incident in which damage is caused to property.

### Health

- Employees must report to any Manager medical condition or medication which could affect the safety of themselves or others.
- Employees must co-operate with the Manager on the implementation of the medical and occupational health provisions.

## 6. Arrangements

### Accident, Incident and Ill-Health Recording, Reporting and Investigation

This policy sets out the procedures that are to be followed when any employee, visitor or contractor has an accident, near miss or dangerous occurrence on the company's premises during the course of their employment.

This will also apply to visitors who are members of the public and are therefore not at work. In addition employees who develop a work-related illness must also report via these procedures.

#### Definitions:

An **accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is obtained by an employee through the course of work or from a non-employee as a result of activities carried out by Cornwall Seafood Training.

#### The Accident Book

All accidents resulting in personal injury must be recorded in the company's Accident Book.

The Accident Book will comply with the requirements of the Data Protection Act.

The Accident Book will be reviewed regularly by the Manager to ascertain the nature of incidents that have occurred in the workplace. This review will be in addition to any investigation of the circumstances surrounding each incident.

All near misses must also be reported to the Manager as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.

Employees must ensure that they are aware of the location of the accident book.

#### Reporting Requirements

Certain accidents causing injury, both fatal and non-fatal, certain occupational diseases and certain dangerous occurrences are reportable to the Enforcing Authority under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).

The following reportable events must be reported by the quickest means practicable, usually the telephone:

- death
- major injury
- hospitalisation of a non-employee as a result of a work activity

Incapacitation for work of a person for more than 7 consecutive days as a result of an injury caused by an accident at work must be notified within 15 working days.

The completed report form should be kept with other accident records and documents on the accident investigation.

They will be kept to advise the insurers of a potential claim and to present to the Enforcing Authority in the event of an investigation.

Records are to be kept for 3 years from the date of the incident.

### Investigation

All injury related accidents that are either notified to the Enforcing Authority or where a serious injury has occurred will be investigated:

- to ensure that all necessary information in respect of the accident or incident is collated
- to understand the sequence of events that led to the accident or incident
- to identify the unsafe acts and conditions that contributed to the cause of the accident or incident
- to identify the underlying causes that may have contributed to the accident or incident
- to ensure that effective remedial actions are taken to prevent any recurrence
- to enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties
- to enable all statutory requirements to be adhered to

The investigation will include obtaining signed witness statements, photographs and drawings as appropriate.

### Asbestos

Cornwall Seafood Training will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed. Any contractors required to work on site will be referred to Newlyn Harbour as the landlord.

### Communication and Consultation

It is a legal requirement for Cornwall Seafood Training to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective we will:

- establish effective lines of communication
- involve and consult with employees through:
  - individual conversations
  - notice boards
  - internal publications
  - staff meetings
  - health and safety meetings



- display the 'Health and Safety Law – What You Should Know' poster
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

### Building Contractors

When working on our premises it is considered that contractors are joint occupiers for that period and therefore we have both joint liabilities in “common areas”. In order to meet our legal obligations with regard to contractors we will ensure that prior to engaging any contractor they are competent and that any works are carried out safely.

The following factors will be considered as part of our procedures for vetting contractors:

- sight of the contractor's own safety policy, risk assessments, method statements, permits to work, etc as applicable
- clarification of the responsibility for provision of first aid and fire extinguishing equipment
- details of articles and hazardous substances intended to be brought onto site or within the harbour, including any arrangements for safe transportation, handling, use, storage and disposal
- details of plant and equipment to be brought onto site or within the harbour, including arrangements for storage, use, maintenance and inspection
- clarification for supervision and regular communication during work including arrangements for reporting problems or stopping work in cases where there is a serious risk of personal injury
- confirmation that all workers are suitably qualified and competent for the work (including a requirement for sight of evidence where relevant)
- evidence showing that appropriate Employers and Public Liability Insurance is in place

Clearly, it will not be necessary to go to such elaborate lengths if the contract is very short and will not create hazards of any significance. The complexity of the arrangements will be directly proportional to the risks and consequences of failure.

Similarly we have a parallel duty to the contractor and must ensure that the contractor is not put at risk by our own activities for the duration of the contract.

We will stop contractors working immediately if their work appears unsafe. Staff should report any concerns to the Manager immediately.

### Construction work and the Construction (Design and Management) Regulations 2015

Where any construction work is carried out that is subject to the Construction (Design and Management) Regulations 2015, we will appoint a Designer, CDM Coordinator and Principal Contractor for each project. We will ensure that those appointed are competent and have adequate resources available to carry out their duties competently.

We will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared. We will ensure that any health and safety file, prepared in relation to any project, is kept readily available for inspection.

## Display Screen Equipment

All reasonable steps will be taken by Cornwall Seafood Training to secure the health and safety of employees who work with display screen equipment.

To achieve this objective we will:

- carry out an assessment of each user's workstation
- implement necessary measures to remedy any risks found as a result of the assessment
- provide adequate information and training to persons working with display screen equipment
- endeavour to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- review software to ensure that it is suitable for the task and is not unnecessarily complicated
- arrange for the provision of free eye tests when requested, at regular intervals thereafter and where a visual problem is experienced
- arrange for the supply, at subsidised cost, any corrective appliances (glasses or contact lenses) where these are required specifically for working with display screen equipment
- advise existing employees, and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided
- investigate any discomfort or ill-health believed to be associated with the use of display screen equipment and take appropriate remedial action
- make special arrangements for individuals with health conditions that could be adversely affected by working with display screen equipment

Employees must:

- comply with the instructions and training given regarding safe workstation set-up and use, including the need for regular changes of activity or breaks and the use of the equipment provided
- inform the Manager of any disability or health condition which may affect their ability to work using display screen equipment or be affected by working with it (this information will be treated confidentially)
- report to the Manager any discomfort or health concern believed to be associated with the use of display screen equipment (this information will be treated confidentially)

## Drugs and Alcohol

### Alcohol

Employees must not drink alcohol on Cornwall Seafood Training's premises or anywhere in the harbour or the premises of its customers or clients without express permission from a director.

Any employee who is found consuming alcohol on the company's premises or anywhere in the harbour or the premises of its customers and clients without permission or is found to be intoxicated at work will normally face disciplinary action on the ground of gross misconduct under Seafood Cornwall Training's disciplinary procedure.

### Drugs and medication

The possession, use or distribution of drugs for non-medical purposes on Seafood Cornwall Training's premises any anywhere in the harbour is strictly forbidden and a gross misconduct offence.

If you are prescribed drugs by your doctor which may affect your ability to perform your work you should discuss the problem with the Manager.

If Seafood Cornwall Training suspects there has been a breach of this policy or your work performance or conduct has been impaired through substance abuse, the company reserves the right to require you to undergo a medical examination to determine the cause of the problem.

### Medical Examination

Existing and prospective employees may be asked to undergo a medical examination, which will seek to determine whether he/she has taken a controlled drug or has an alcohol abuse problem.

A refusal to give consent to such an examination or a refusal to undergo the screening will result in the immediate withdrawal of any offer made to prospective employees and will normally be treated as gross misconduct for employees.

If, having undergone a medical examination, it is confirmed that you have been positively tested for a controlled drug, or you admit there is a problem, Seafood Cornwall Training reserves the right to suspend you from your employment (with or without pay) to allow the company to decide whether to deal with the matter under the terms of its disciplinary procedure and/or to require you to undergo treatment and rehabilitation.

### Reasonable Grounds

Seafood Cornwall Training reserves the right to search you or any of your property held on company premises at any time if there are reasonable grounds to believe that this policy is being or has been infringed or for any other reason. If you refuse to comply with these search procedures, your refusal will normally be treated as gross misconduct.

Seafood Cornwall Training reserves the right to inform the police of any suspicions it may have with regard to the use of controlled drugs by its employees on the company's premises.

## Electricity

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective Seafood Cornwall Training will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records
- provide battery operated power tools whenever practicable when working near water.

Newlyn Harbour is responsible for maintaining the fixed installation in a safe condition by carrying out routine safety tests.

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to the Manager
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring in and use any electrical item on company premises until it has been tested and a record of such a test has been included in the daily log book
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

## Fire

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire Cornwall Seafood Training will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for the building
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect, or arrange testing and inspection of, fire-fighting equipment, emergency lighting and any fire warning systems

- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities, i.e., Fire wardens/Marshals
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

Cornwall Seafood Training does not require persons to attempt to extinguish a fire but extinguishing action may be taken if it is safe to do so.

Immediate evacuation of any building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

### First Aid

Cornwall Seafood Training is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective we will:

1. appoint and train a suitable number of first aid personnel to cover all work patterns or share an appointed first aider with a neighbour business.
2. display first aid notices with details of first aid provision
3. provide and maintain suitable and sufficient first aid facilities including first aid boxes
4. provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### Appointed Person

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

### First Aiders

First aiders are qualified personnel who have received appropriate training and passed an examination in accordance with HSE requirements.

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

#### **First Aid Boxes**

First aid boxes will be provided within the workplace to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

#### **Gas Installations and Appliances including BBQs**

Cornwall Seafood Training will ensure that all work carried out on gas fittings and appliances, directly under our control, are in accordance with the requirements of the regulations and the Safety in the Installation and Use of Gas Systems and Appliances Manual.

The company is committed to achieving high standards of health and safety for all staff, visitors, customers and others.

Cornwall Seafood Training supports the aims of:

- reducing the waste of fuel and material
- increasing operational efficiency
- eliminating unnecessary emission of atmospheric pollutants
- reducing the risk to death, injury and distress to members of the public, staff and others who may be affected
- increasing confidence, amongst users, in the safe use of fossil fuels and fossil fuel burning appliances

The Gas Safe Register (GSR) is the governing body approved by the Health and Safety Executive to register and monitor the activities of gas installation and use. Gas fitting operatives carrying out work on behalf of Cornwall Seafood Training will be registered with the GSR.

No person shall interfere with any gas appliance or gas fitting or pipe work unless qualified and competent to do so. The BBQ will only be made available to visitors once they have been instructed by a member of staff of its correct operation and warned of the dangers of use. The BBQ is not to be used on pontoons or vessels and will be accompanied by appropriate portable fire fighting equipment including a fire blanket and an extinguisher.

#### **Hazardous Substances (COSHH)**

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

Cornwall Seafood Training will implement the following:

- maintain an inventory, or ensure maintenance of an inventory, of all substances hazardous to health kept or present on site and retain copies of relevant hazard / safety data sheets
- competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise on their control

- all operations which involve, or may involve, exposure to substances hazardous to health will be assessed and appropriate control measures will be taken if elimination or substitution of the substance is not possible
- engineering controls will be properly maintained by planned preventive maintenance and annual performance monitoring to ensure continued effectiveness
- systems of work will be reviewed at suitable intervals and revised if necessary
- all employees and others who may work in the affected areas will be informed of the purpose and safe operation of any engineering controls
- personal protective equipment (PPE) will only be used as a last resort or as a back-up measure during testing or modification of other controls
- the type and use of PPE will be carefully assessed and maintained according to manufacturers' instructions
- assessments will be reviewed periodically or if changes to the operation or any hazardous substances used
- employee health records, where created, of all exposures to substances hazardous to health will be kept for a minimum of 40 years
- all employees will be provided with understandable information and appropriate training on the nature of the hazardous substances they work with. Employees will be informed about any monitoring and health surveillance results
- all changes to control measures and changes of PPE will be properly assessed and no new substances will be introduced into the workplace without prior assessment

### Information and Training

Seafood Cornwall Training will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected such as contractors, temporary staff and visitors where appropriate.

### Health Surveillance

Health surveillance is the early detection of adverse health risks associated with a work activity. It allows staff at increased risk to be identified and additional precautions to be taken as necessary. It is also a means of checking the effectiveness of the existing control measures.

To ensure adequate health surveillance is implemented Seafood Cornwall Training will:

- carry out risk assessments to identify those activities, processes or materials that are likely to give rise to a health risk
- ensure that adequate control measures are put in place to reduce risks as far as possible
- seek advice on risk reduction
- seek the advice of relevant people on the need for health surveillance where it is thought that a residual health risk remains following the implementation of control measures
- advise employees of the health risks and the signs of ill health
- ensure employees co-operate with health surveillance procedures provided

- discuss with the relevant people any health concern brought to their attention by an employee

### Lone Working

Seafood Cornwall Training will ensure, so far as is reasonably practicable, that employees who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety.

Seafood Cornwall Training will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. Particular consideration will be given to:

- the remoteness or isolation of workplaces
- any problems of communication
- the possibility of interference, such as violence or criminal activity from other persons
- the nature of injury or damage to health and anticipated "worst case" scenario
- the weather and visibility if working afloat

### Information and Training

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone.

Employees will be required to follow the safe working procedures devised including:

- when working alone, e.g. in an isolated area of a building with all doors closed, ensure that someone is aware of your presence
- check that work being done has been subject to risk assessment and check the assessment yourself – some work may have been identified as requiring the assistance of a second person
- if possible and arranged beforehand, keep in regular contact with someone else, e.g. use a mobile phone or radio to call into the office every hour indicating your movements
- do not put yourself at risk; if you do not feel safe discuss the situation with the Manager

### Manual Handling

To prevent injuries and long term ill-health from manual handling Seafood Cornwall Training will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will ensure that:

- manual handling assessments are carried out where relevant and records are kept
- employees are properly supervised
- adequate information and training is provided to persons carrying out manual handling activities including details of the approximate weights of loads to be handled and objects with an uneven weight distribution



- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

### Reducing the risk of injury

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- authority in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

### New and Expectant Mothers

Seafood Cornwall Training recognises that the general precautions taken to protect the health and safety of the workforce as a whole may not in all cases protect new and expectant mothers and there may be occasions when, due to their condition, different and/or additional measures will be necessary.

To implement effective measures for new and expectant mothers the company will ensure that:

- employees are instructed at induction to inform the Manager of their condition at the earliest possible opportunity and that the highest level of confidentiality is maintained at all times
- risk assessments are carried out for all work activities undertaken by new and expectant mothers and associated records and documentation maintained
- necessary control measures identified by the risk assessment are implemented, followed, monitored, reviewed and, if necessary, revised
- new and expectant mothers are informed of any risks to them and/or their child and the controls measures taken to protect them
- any adverse incidents are immediately reported and investigated
- appropriate training etc. is provided where suitable alternative work is offered and accepted
- provision is made to support new and expectant mothers who need to take time off work for medical reasons associated with their condition

- where relevant a suitable rest area is provided to enable the new or expectant mother to rest in a degree of privacy and calm
- where risks cannot be eliminated or reduced to an acceptable level then consideration will be given to adjusting working conditions and/or hours or if necessary providing suitable alternative work or suspension with pay

### Outdoor and Working Afloat

Seafood Cornwall Training will ensure, so far as is reasonably practicable, that employees who work afloat outdoors or away from their normal base are not put at any additional risk to their health and safety.

The company will:

- where work is being undertaken on a site under the control of another party, review any risk assessments and agree an appropriate safe system of work
- ensure all activities are planned and risk assessed prior to undertaking the work.
- establish safe systems of work from the risk assessments, and provide staff training and instruction in these
- ensure suitable personal protective clothing and lifejackets are made available to staff either from Seafood Cornwall Training or from the third party in control of the site
- ensure suitable arrangements are in place for emergencies, including adequate first aid

### Implementation

Staff working outdoors or afloat, or away from base, are responsible for ensuring that:

- if working on a third party site, they report to a responsible person to ensure familiarisation with safety precautions relating to the particular site
- they report any problems or shortcomings to the Manager as soon as possible. If, during work, the conditions change or any aspect of the task changes in such a way to increase the risk, work should stop, unless doing so presents a greater risk
- the appropriate personal protective equipment and lifejacket provided is worn correctly and when required to do so. Lifejackets must be worn at all times when near water, on a pier or pontoon and when afloat. Any defects must be reported to the Manager.
- they are familiar with the emergency arrangements and that these are in place prior to starting work
- all accidents and incidents are reported to the Manager and in line with any local arrangements for the site

### Personal Protective Equipment

Seafood Cornwall Training provides personal protective equipment (PPE), including lifejackets, when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE we will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

### **Risk Assessment**

Risk assessment is a systematic examination of what within our business can cause harm to people and it helps us determine whether we are doing enough or further actions are required to reduce the likelihood of injury or ill health.

Our policy is to complete a general risk assessment of all our known and reasonably foreseeable health and safety hazards covering all our premises, equipment and activities in order to plan and prioritise the implementation of the identified control measures.

More detailed specific risk assessments will also be carried out as determined by the general assessment to address those premises, equipment, people or activities to comply with specific legislation or to proactively manage health and safety risks.

We will ensure that:

- assessments are carried out and records are kept
- control measures introduced as a result of assessments are implemented and followed
- employees are informed of the relevant results and provided with necessary training
- any injuries or incidents lead to a review of relevant assessments
- assessments are regularly monitored and reviewed
- suitable information, instruction and training will be provided to all persons involved in the risk assessment process

We may be controlling risks in various ways including compliance with the Port Marine Safety Code. Determining the effectiveness of those controls is part of our risk assessment process.

## Smoking

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

It is the policy of Seafood Cornwall Training that all of its workplaces are smoke-free and that all employees have a right to work in a smoke-free environment.

Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, customers and visitors.

## Implementation

All staff are obliged to adhere to and facilitate the implementation of the policy.

Seafood Cornwall Training will ensure that all employees and contractors are aware of the policy on smoking. They will also ensure that all new personnel are given a copy of the policy on recruitment or induction.

Appropriate 'no smoking' signs will be clearly displayed at or near the entrances to the premises. Signs will also be displayed in company vehicles that are covered by the law.

## Stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations, or overly-demanding work colleagues. As a reasonable company, we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

We will:

- work to identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress
- regularly review risk assessments
- consult with all staff on issues relating to the prevention of work-related stress
- provide access to confidential counselling for employees affected by stress caused either by work or external factors
- provide adequate resources to enable the Manager to implement the company's agreed stress management strategy

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with the Manager or through the company's grievance procedure.

Following action to reduce the risks, they shall be reassessed. If the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are assessed as tolerable.

## Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within Seafood Cornwall Training to enable them make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals. All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

The Manager's training needs may include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs may include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All employees will receive **induction training**. Such training will cover:

fire procedures, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment, lifejackets and their use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work .

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

Students and visitors will be given a safety brief relevant to their activities.

## Violence

Cornwall Seafood Training recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

To achieve this objective we will:

- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

## Visitors

In the interest of safety and security, Seafood Cornwall Training will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting the harbour and premises.

Employees aware of people on the premises or in the harbour who may be unauthorised should report these to the Manager for action.

## Emergency Action

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

## Work Equipment

Seafood Cornwall Training will provide a safe working environment in relation to work equipment safety and ensure all employees receive appropriate safety information and training in their work equipment.

To achieve this objective we will:

- provide work equipment that is suitable for the purpose and compliant with the requirements of the Provision and Use of Work Equipment Regulations
- retain and make available the manufacturer's instruction manual for each item of equipment, where relevant
- before first using any item of work equipment, ensure that a risk assessment is carried out and brought to the attention of relevant employees
- inspect all equipment at installation and prior to first use
- regularly inspect work equipment in accordance with the manufacturer's recommendations
- maintain work equipment in accordance with the manufacturer's recommendations
- keep records of all inspections and maintenance
- provide adequate instruction, information and training to employees to enable the work equipment to be used and maintained safely
- provide refresher training as appropriate and as determined necessary by workplace inspections

## Working Time Regulations

Seafood Cornwall Training will ensure that all workers under their control adhere to the working time regulations.

The working time regulations are designed to limit the number of hours individuals have to work. Seafood Cornwall Training will NOT encourage workers to work over the 48 hours but workers can choose to work longer hours if they wish by opting out. Workers cannot be forced to opt out and can revoke their opt out, if they give a suitable notice period.

Individuals who are tired due to working excessive hours are more likely to suffer from mental health problems, general ill health and make mistakes leading to accidents.

A summary of the requirements for adult workers:

- a maximum of 48 hours per week, averaged out over a 17 week reference period (employees can opt out of this)
- entitlement to a minimum rest period of 11 hours between shifts with no opt out
- entitlement to 28 days paid holiday per year (including statutory holidays) for full time workers (pro-rata for part time workers)
- maximum of 8 hours per shift for night shift workers
- free health assessments for night shift workers
- 24 hour rest period at least once a week, can be 48 hours every fortnight with no opt out
- entitlement to a rest break, if working over six hours

- employees must not suffer any detriment if they choose not to opt out

Travelling to and from the normal work place, break periods, rest periods, holidays and sickness do not count as working time.

A young person's maximum hours are limited to 40 hours per week with no reference period. Young persons are generally excluded from shift working.

## Young People

Whilst precautions taken to protect the health and safety of the workforce as a whole will, in many cases, also protect young persons, there are occasions when different and/or additional measures will be necessary due to their lack of experience, knowledge or absence of awareness of potential risks.

A 'young person' is defined as one who is below the age of 18 years.

To ensure the safety of young persons the organisation will:

- carry out risk assessments to cover the activities of young persons
- implement the actions determined by the risk assessment process
- inform the young persons of any risks associated with their work and the control measures taken to protect them
- provide a copy of the risk assessment to the parent/guardian of any young person below the school leaving age
- provide additional appropriate information, instruction, supervision and training, etc as determined by the risk assessment



## 7. Risk Assessment

**Risk Assessment** involves identifying the hazards present in the work place or arising out of any work activity and evaluating the extent of the risks involved to employees and others, taking into account existing precautions and their effectiveness.

A **hazard** is something with a potential to cause harm and can include articles, substances, plant or machines, methods of work and the work environment.

**Risk** is the likelihood of harm from that hazard being realised. Risk increases with the number of people exposed to the hazard and also with the potential severity of the harm i.e. the resultant injury or ill health effect. If there are no hazards there are no risks.

The regulations require that risk assessments are '**suitable and sufficient**' in that they should identify all the significant hazards present within the business and its activities and that they should be proportionate to the risk. The assessment should cover all risks that are reasonably foreseeable.

The risk assessment must identify all those people who may be affected by the hazard, whether they are workers or others, such as members of the public.

We may be controlling risks in various ways, determining the effectiveness of those controls is part of the risk assessment process.

Health and safety law does not demand absolute safety when considering what safety controls are required but measures taken should go as far as is '**reasonably practicable**'; a balance between risk and costs, the greater the risk the greater the need to commit resources in terms of time and money to remove or control the risk.

It is a legal requirement that the significant findings of our risk assessments are brought to the attention of our employees.

### Carrying out risk assessments

Those who are involved in risk assessments should:

- be competent
- have knowledge and experience of working procedures in practice, potential dangers and strengths and weaknesses of existing precautions
- have knowledge and experience of how to solve problems identified by the assessment
- be in a position to give the commitment, co-operation and resources required to implement the assessment results

It is important that the person carrying out the risk assessment is competent. This means that the person must have the necessary skills and knowledge gained through experience and training and may have qualifications that enable them to make sound judgments.

The five stages of risk assessment

### **STEP 1 - IDENTIFY THE HAZARDS**

Look for hazards by walking around the workplace. List the hazards that could reasonably be expected to cause harm. Ask for the opinion of employees as they may have noticed things that are not immediately obvious.

Examples of hazards include:

- cables trailing over floors
- fire
- chemicals
- work benches which are too high or too low
- electricity
- loads which have to be moved manually
- work equipment
- working environment e.g. ventilation, lighting, heating

### **STEP 2 - IDENTIFY WHO MAY BE HARMED AND HOW**

List groups of people and individuals who may be affected by the hazards e.g.:

- staff
- members of the public
- contractors on the premises

Pay particular attention to vulnerable persons, e.g. those with disabilities, visitors, female employees who are pregnant or who have recently returned to work after having a baby, inexperienced employees or young persons.

### **STEP 3 - EVALUATE AND CONTROL THE RISK**

Evaluate the risks arising from the hazards and decide whether existing precautions are adequate or if more should be done. When evaluating the extent of the risk, account should be taken of the chance of some harm occurring (likelihood), the likely severity of this, and the number of people who could be affected. The formula:

Severity x Likelihood = Risk

Is used on the risk forms within this policy manual

Even after all precautions have been taken some risk may remain. Ensure the precautions in place meet standards set by legal requirements comply with a recognised standard, represent good practice and reduce the risk as far as is reasonably practicable.

Where additional controls or further action are necessary to reduce the risk, decide what more could reasonably be done by adopting the following principles:

- avoid the risk completely

- evaluate risks which cannot be avoided
- combat risks at source
- adapt work to the individual
- make use of technical progress
- replace the dangerous with none or less dangerous
- develop an overall prevention policy
- give priority to measures which protect the greatest number of people
- give appropriate instructions to employees

### IMPLEMENTING AN ACTION PLAN

Once the level of risk has been determined and the control measures needed to reduce or eliminate the risk established, an action plan should be drawn up with timescales for implementation of the control measures.

### STEP 4 - RECORD YOUR FINDINGS

The significant findings of the assessment must be recorded since these provide evidence that something has been done, it is also a legal requirement. Keep any written assessments for future reference and ensure that employees are informed of the findings and control measures, either existing or additional, that have to be observed and used. In some circumstances the findings of the risk assessment should also be given to others who could be affected, for example agency workers, contractors etc.

### Hazards and controls

Hazard	Example control measures
Manual handling	Mechanical aids, hoists, getting assistance, breaking loads into smaller units, training
Hazardous substances	Substitution for less hazardous alternatives, extract ventilation, personal protective equipment, training
Work equipment (machinery, tools, etc.)	Guarding, demarcation of danger zones, restricted operation and use planned preventative maintenance, training
Ladders	Avoid working at height. correct type of ladder/stepladders, maintained, training
Electricity	Insulated tools, residual circuit breakers, fuses, earthing, inspection and testing of systems and appliances
Stairs, etc	Good lighting, handrails, non-slip surfaces, slightly raised/highlighted front edges
Fire	Detection/warning systems, fire drills, extinguishers, signs, suitable storage facilities for substances and goods, fire retardant furniture and fittings

Noise	Reduction at source, isolation, ear protection, demarcation of danger zones
Stress	Reduce/increase workload, more control over work, work suitable for the individual, avoidance of monotonous repetitive work
Work environment	Good lighting, ventilation, redesign layout of area, heaters/coolers

## STEP 5 - MONITOR AND REVIEW THE ASSESSMENT

It is important that the control measures are monitored and that records are kept. A regular review of the assessments should be made to take into account any changes to the methods or systems of work. You should also review the assessment following an accident, where there has been a significant change to the work, if new information comes to light, or if there is any other reason to believe that it may no longer be valid. Following the review, additional control measures should be implemented if required. Even if there are no significant changes since the original risk assessment, it should be regularly reviewed to confirm that it is still relevant and valid.

### Fire Risk Assessment

A fire risk assessment is an organised and methodical look at the premises, the activities carried on there and the likelihood that a fire could start and cause harm to those in and around the premises. The aims of the fire risk assessment are:

- to identify the fire hazards
- to reduce the risk of those hazards causing harm to as low as reasonably practicable
- to decide what physical fire precautions and management arrangements are
- necessary to ensure the safety of people in your premises if a fire does start

The significant findings of the fire risk assessment, the actions to be taken as a result of the assessment and details of anyone especially at risk must be recorded.

It is important that the fire risk assessment is carried out in a practical and systematic way and that enough time is allocated to do a proper job. It must take the whole of your premises into account, including outdoor locations and any rooms and areas that are rarely used. Small premises may be able to assess as a whole, in larger premises you may find it helpful to divide them into rooms or a series of assessment areas using natural boundaries, e.g. process areas, offices, stores, as well as corridors, stairways and external routes.

Risk assessments must take account of other users of the buildings and co-operation and communication of hazard and risk must be shared between businesses to ensure a co-ordinated response is prepared and implemented.

The Manager will carry out any of the preventive and protective measures needed to comply with the legislation.

The fire risk assessment should demonstrate that, as far as is reasonable, the needs of all relevant persons, including disabled people has been considered.

### Five Steps to Fire Risk Assessment

#### 1. Identify the hazards

- Sources of ignition
- Sources of fuel
- Sources of oxygen

#### 2. Identify people at risk

- Employees
- People in and around the premises
- Vulnerable persons, disabled etc.

#### 3. Evaluate, remove, reduce and protect from risk

- Evaluate the risk of fire occurring
- Evaluate the risk to people from fire
- Remove or reduce the fire hazards
- Remove or reduce the risks to people

#### 4. Consider:

- Detection and warning
- Fire fighting
- Escape routes and travel distances
- Lighting
- Signs and notices
- Maintenance

#### 5. Record, plan, inform, instruct and train

- Record the significant findings and action taken
- Prepare an emergency plan
- Inform and instruct relevant people; co-operate and co-ordinate with other businesses
- Provide training

#### 6. Review

- Keep assessment under review
- Revise where necessary

## 8. Monitoring of Health and Safety

Measurement is essential to maintain and improve our health and safety performance to identify how effectively we are controlling risks and how well we are developing a positive health and safety culture.

There are two types of performance monitoring, active and reactive.

### Active monitoring

Monitoring is the Manager's responsibility and in this section there are monitoring checklists to be used to determine achievement against relevant health and safety standards. In completing the checklist employees are providing evidence that they have carried out monitoring within their areas of responsibility and they are reinforcing their commitment to health and safety objectives in general and helping to develop a health and safety culture.

This approach to proactive monitoring gives the company feedback on its performance before an accident, incident or case of ill health.

The Manager must monitor the areas for which they have day to day control. Much of this checking will be informal and not recorded but formalised, structured checks are also essential to ensure all areas are covered and to demonstrate compliance to the Board.

Employees can also be involved with monitoring and may take the format of a health and safety tour or if more formally via a devised checklist.

### Reactive monitoring

Reactive monitoring of events including accidents, incidents, cases of ill health or property damage provide an opportunity to check performance and learn from mistakes and improve control measures.

Trends and common features arising from accident and incident investigation can identify jobs or activities where future health and safety initiatives would be most beneficial.

**Director****To be completed:** Annually**Date:** July AGM

<b>Subject</b>	<b>Yes</b>	<b>Comment</b>
<b>Health and Safety Management</b>		
Is the Health and Safety Policy statement current and up to date?		
Does the management structure within the Policy reflect the current organisation?		
Has a report on the last 12 months health and safety performance been prepared?		
Have those persons delegated with health and safety responsibility been trained?		
Are arrangements in place to ensure health and safety training is provided throughout the company?		
Has a Health and Safety Plan for the next 12 months been prepared?		
Are there adequate resources to implement the Health and Safety Plan?		
Is the Safety Action Plan being completed in line with agreed timescales?		
<b>Health and Safety Performance</b>		
What is the health and safety employee claim history for the last 12 months?		
How many accidents/incidents have been reported under RIDDOR within the last 12 months?		
How many accidents/incidents have occurred across the company within the last 12 months?		
Have near miss statistics been compiled and analysed for the last 12 months?		
Have any enforcement notices been served on the company within the last 12 months?		
Are there any outstanding enforcement issues from the last 12 months?		
<b>Communication and Consultation</b>		
Has Health and Safety been discussed at meetings at least twice within the last 12 months?		
Are there any issues outstanding?		
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?		
<b>Risk assessments</b>		
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?		
Have staff had the risk assessments brought to their attention?		

Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?		
<b>Training</b>		
Is all induction training up to date?		
Have the Health and Safety training needs across the organisation been determined?		
Are training needs being met?		
<b>Fire and Emergencies</b>		
Has the fire risk assessment been reviewed within the last 12 months?		
Is there a means of raising the alarm, and does it work?		
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?		
Is adequate means of escape and means for fighting fire provided?		
Have emergency procedures been developed, e.g. evacuating the site in case of fire or rescue from a confined space?		
Are workers aware of the procedures?		
<b>Accident / First Aid</b>		
Are there adequate numbers of First Aiders or Appointed Persons?		
Are there sufficient first aid facilities?		
<b>Electricity</b>		
Is the fixed wiring due for its periodic examination and test?		
Are all electrical test records kept up to date?		
<b>General Workplace</b>		
Are suitable rest areas available for staff?		
Is a supply of drinking water available?		
Is an adequate supply of hot water available?		
Are working conditions comfortable for staff: adequate heating, lighting and ventilation?		
Are there any outstanding items of building maintenance that may cause a significant health and safety issue?		
<b>Work Equipment</b>		
Are service arrangements in place for all items of plant and equipment?		
Are service logs kept up to date?		
Are statutory inspections complete and are certificates kept on file?		
Are operators competent?		



<b>Asbestos</b>		
Has an asbestos survey been conducted for the site?		
Is the asbestos survey report made available to all relevant contractors?		
Are areas of the workplace where asbestos is present, marked to identify its presence?		
Have the regular checks been completed?		
Do the employees know who to report asbestos damage to?		
<b>Display Screen Equipment</b>		
Have workstation assessments been completed and recorded for all 'users' of DSE?		
Are records kept up to date of eye tests taken and persons issued with glasses?		
<b>Hazardous Substances</b>		
Are risk assessments available on the use of all hazardous substances?		
Have precautions been identified and put in place?		
Have employees been given information on how to protect themselves from health risks arising from hazardous		
<b>Lone Working</b>		
Have risk assessments been undertaken and all control measures implemented?		
Have there been any incidents recorded involving lone workers?		
<b>Manual Handling</b>		
Are there any tasks that require a manual handling assessment?		
Are steps taken to minimise the risk of injury from manual handling?		
Are adequate manual handling aids provided?		
<b>Personal protective equipment</b>		
Has adequate personal protective equipment, e.g. hard hats, safety boots, gloves, goggles and dust masks been provided?		
Where personal protective equipment has been issued is it used?		
Is the use of personal protective equipment regularly monitored and enforced?		
<b>Smoking</b>		
Are no smoking prohibitions being complied with?		

**Manager****To be completed:** Annually**Date:**

Subject	Yes	No	N/A	Comment
<b>Health and Safety Management</b>				
Is the Health and Safety Policy statement current and up to date?	yes			
Is the Health and Safety Policy statement displayed?	yes			
Is the 'Health and Safety Law" poster and Employers Liability insurance certificate displayed?	yes			
Are arrangements in place to ensure health and safety training is provided throughout the company?		no		
All employees provided with health and safety information?	yes			
Has a Health and Safety Plan for the next 12 months been prepared?	yes			
Are there any remedial actions outstanding from the Health and Safety Plan?	yes			See action list
Is the Safety Action Plan being completed in line with agreed timescales?	Tbc			
Have all Policies and Procedures been reviewed within the 12 months?	yes			
Are Policies and Procedures being adhered to?	yes			
<b>Health and Safety Performance</b>				
How many accidents/incidents have been reported under RIDDOR within the last 12 months?				None
How many accidents/incidents have occurred across the company within the last 12 months?				None
Have near miss statistics been compiled and analysed for the last 12 months?				No - n/a
Have any enforcement notices been served on the company within the last 12 months?				None
Are there any outstanding health and safety enforcement issues?				None
<b>Communication and Consultation</b>				
Has Health and Safety been discussed at meetings at least twice within the last 12 months?		no		
Have the minutes of the safety meetings been circulated?		no		
Have all issues raised been addressed or programmed for action?	yes			
Are there any issues outstanding?	yes			
Are delegated persons completing their Health and Safety Monitoring activities at the agreed timescales?	yes			

<b>Risk assessments</b>				
Are risk assessments completed for those activities where a significant risk of injury is foreseeable?	Yes			
Are all risk assessments up to date and control measures listed in an Action Plan?	Yes			
Are control measures being maintained?	yes			
Have any changes taken place which affect the validity of the assessments?		no		
Are there any injuries or 'near misses' recorded that are related to work activities that have not been assessed?		No		
<b>Contractors and Maintenance</b>				
Are procedures in place to check the health and safety credentials of all contractors and to ensure they have adequate	Yes			
Are staff informed of the control measures that need to be taken to protect themselves and others from the hazards of the work?	Yes			
Where contract or maintenance work is being carried out, have effective measures been put into place to segregate people from			n/a	
<b>Training</b>				
Have all staff received induction training?	yes			
Have staff received specific health and safety training?		No		
Are training records up to date?	yes			
<b>Fire and Emergencies</b>				
Has the fire risk assessment been reviewed within the last 12 months?	yes			
Have all the actions from the fire risk assessment been completed?		No		Need smoke alarms, signage and partition wall fire
Are all emergency exits clearly marked?				Need 2 x signs for office
Are all escape routes and exits free from obstruction?	yes			
Are there adequate escape routes and are these maintained?	yes			
Have fire doors been checked to ensure they open fully and close on to the rebate?		No		Need fire closers
Are all automatic door closers working correctly?				
Has the fire alarm and emergency lighting been checked and serviced in the last 12 months?				
Is the emergency lighting checked monthly and records kept?				
Are the weekly fire checks being carried out?				Nothing to check at present
Are records of weekly test up to date?				Nothing to check at present
Is the fire logbook up to date?				
Is the fire alarm tested for audibility on a weekly basis?				

Are the locations of all fire extinguishers clearly visible?	yes			
Have all extinguishers been serviced within the last 12 months?	yes			
Are notices displayed informing all persons what to do in the event of fire and the location of the assembly point?	yes			Yes – hub No - Office
Have emergency procedures been developed, e.g. evacuating the site in case of fire or rescue from a confined space?	yes			
Are the visitor/contractor logbooks at reception being completed correctly?				n/a but we do ask all trainees to complete a register
Are adequate bins or skips provided for storing waste?	Yes			
Is the quantity of flammable material on site kept to a minimum?	yes			
Is flammable waste removed regularly?	Yes			
<b>Accident / First Aid</b>				
Are details of the Appointed Persons / First Aiders displayed?	yes			
Are there sufficient first aid boxes provided?	yes			
Is the first aid box fully stocked?	yes			
Do all staff know the location of the First Aid box?	Yes			
Is an Accident Book available and are details entered correctly?	yes			
Have all accidents been put in the Accident Book and where relevant investigated with records kept?	yes			
<b>Electricity</b>				
Is the fixed electrical testing up to date for each site?				Harbour responsibility Need a copy of Certificate
Are all visible items of the fixed installation e.g. sockets, switches etc. free from any obvious signs of damage?	yes			
Are all sockets free from any obvious signs of overloading?	yes			
Are all electrical installations that are vulnerable to damage adequately guarded?	yes			
Are isolation switches marked to identify which equipment or machine they isolate?		no		Trip switches only
Is there safe access to isolation switches?	yes			
Does the power supply operate without regular power cuts being experienced?	yes			
Is the portable appliance inspection and testing schedule up to date?	yes			

Do employees carry out basic visual checks prior to using portable electrical appliances?	Yes			
Do all portable electrical appliances appear to be free from any obvious signs of damage?	Yes			
Are residual current devices fitted where appropriate?		No		
Are all connections to the system properly made and are suitable plugs used?	yes			
Are cables and leads protected from damage by sheathing, protective enclosures or by positioning away from causes of damage?	yes			
Are all electrical test records kept up to date?	yes			When
<b>Gas Safety</b>				
Are gas appliances inspected and tested at prescribed intervals?			n/a	
Are records kept?		no		
Are the gas supply isolators readily identifiable and accessible?		no		
Is a copy of the emergency procedure displayed at or near the gas meter?		no		
<b>General Workplace</b>				
Are facilities available for heating food?	yes			
Are facilities available for sitting down to eat etc.?	Yes			
Are adequate WC's and washing facilities available for staff?	yes			
Are adequate hand drying facilities available?	Yes			
Are all facilities kept clean and in good condition?	Yes			
Are welfare facilities easily and safely accessible to all who need to use them?	Yes			
Are all work areas sufficiently lit and free from obstructions?	Yes			
Are fixtures, furnishings and fittings in a good state of repair?	Yes			
Are floors and traffic routes kept free of tripping and slipping hazards?	Yes			
Are all transparent surfaces, e.g. glass doors, large windows etc. clearly marked?		no		? – is this required?
Can all windows be cleaned safely?	yes			
Are there any outstanding items of building maintenance that may cause a significant health and safety issue?		no		
Are all items of furniture in a safe condition?	yes			

Are thermometers available so that employees can monitor the workplace temperature?	yes			
Are good housekeeping practices observed so as to prevent working space being cluttered?	yes			
Is there sufficient space to allow safe operation of machinery and safe movement around workstations?	yes			
Are spillage procedures adequate?	yes			
<b>Waste</b>				
Are there sufficient receptacles for the collection of normal waste?	yes			
Is waste cleared regularly and not allowed to accumulate?	yes			Could be enhanced
Where arson is likely, are bins/skips located away from buildings to prevent arson?	yes			
Is there a separate facility for the collection of hazardous or contaminated waste?		no		
Do any general waste skips or bins contain evidence of hazardous or contaminated waste?		no		
<b>Asbestos</b>				
Has an asbestos survey been conducted for the site?				Harbour maintains register for all their buildings.
Is the asbestos survey report made available to all relevant contractors?				?
Are areas of the workplace where asbestos is present, marked to identify its presence?		no		
If asbestos is present are asbestos warning labels still in place?		no		
Have the regular checks been completed?		no		
Do employees know of the risks to health from exposure to asbestos fibres?		no		
<b>Display Screen Equipment</b>				
Have workstation assessments been completed and recorded for all 'users' of DSE?				In progress
Is there sufficient space for users to arrange equipment so they can adopt a comfortable position?	yes			
Are all chairs adjustable, stable, comfortable and do they allow freedom of movement?	yes			
Are workstations arranged so staff can easily get to and from them?	yes			

Are all screens free from glare and reflections?	yes			
Has instruction in the use of DSE been given to all 'users'?		no		
Have all DSE 'users' been advised on the availability of eye tests?	yes			
<b>Hazardous Substances</b>				
Have all harmful materials e.g. asbestos, lead, solvents, paints etc. been identified?				In progress – (refers to cleaning items only)
Are risk assessments available on the use of all hazardous substances?				
Are hazard data sheets readily available?				
Do staff who use hazardous substances know where to find information on them?				Tbc
Have employees been given information on how to protect themselves from health risks arising from hazardous substances?				Tbc
Have those who may be exposed been informed of the potential risks to health?				Tbc
Are all substances in their original, properly labelled containers?	yes			
<b>Lone Working</b>				
Have risk assessments been undertaken and all control measures implemented?				
Are adequate communication and emergency procedures in place for lone workers?				In progress
Have staff been trained on the arrangements?	yes			
Have there been any incidents recorded involving lone workers?	yes			2 x minor
<b>Manual Handling</b>				
Are manual handling assessments completed?				
Are there any tasks that require a manual handling assessment?	yes			liferaft handling only
Are manual handling aids such as trolleys being used wherever possible?	yes			
<b>Personal protective equipment</b>				
Are all items of personal protective equipment, including life jackets, required, made available and used appropriately?	yes			Lifejackets, hi vis vests only
Is the personal protective equipment that is provided adequate?	yes			
Are details of PPE issue recorded and kept up to date?	yes			
Is any of the personal protective equipment in need of replacing?		no		

Are suitable storage facilities provided for personal protective equipment?	Yes			
Is the use of personal protective equipment regularly monitored and enforced?	Yes			
<b>Smoking</b>				
Are suitable no smoking signs displayed at all entrances?	Yes			
Are no smoking prohibitions being complied with?	yes			
<b>Storage Areas</b>				
Are storage areas kept tidy and floors free from obstruction?	Yes			
Are storage areas adequate?	Yes			
Is all shelving/racking secured to prevent toppling?	Yes			
Are goods and items stacked neatly?	Yes			
Are all stored items easily retrievable?	Yes			
Is there a safe means of access to high areas?	Yes			
<b>Traffic Routes</b>				
Are all external lights working?	Yes			
Are paths in good condition, free from disrepair, moss, lichen or other slipping or tripping hazards?	Yes			
Are there any areas in need of repair?		No		
Are entrances and gates sufficiently wide?	Yes			
Are traffic routes kept clear of obstruction?	Yes			