



# Health & Safety Policy

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**PDS**   
Infrastructure systems

## Amendment Record

Version	Date	Description & List of Changes	Amended by
v001	03/06/2013	Initial Issue	SW
v002	18/09/2013	Removed reference to Radioactive substances (section 8.6.16)	SW
v003	16/01/2014	Identification of responsibility for PAT testing (Section 7.2)	CM
v004	08/04/2014	Changes to job titles	CM
v005	11/08/2014	Latest Health & Safety Policy Statement Inserted	JB
v006	25/08/2014	H&S Policy General Statement removed and replaced with paragraph	JB
v007	05/08/2015	Section 7.2 - Updated to include details of new equipment register	JB
v008	11/11/2015	Spelling error in section 6.8 amended	JB
v009	23/05/16	Updates pg8 section 3 & section 3.8	KR
v010	14/06/17	Organisational Chart updated	SS
v011	15/06/2018	Logo updated, Organisational Chart updated	SS
v012	23/04/2019	Organisational Chart updated; OHSAS 18001 replaced with ISO 45001:2017. Learners added	SS
v013	01/06/2021	Organisational Chart updated	SS
v014	10/01/2022	Organisational Chart updated – RIDDOR updated	SS
v015	16/05/2023	Organisational Chart updated	SS
v016	20/09/2023	Document rebranded	JC
v017	22/07/2024	Reviewed and organisational chart updated	SS
V018	24/09/2024	Old IEE Wiring Regulations, update this mention to the new IET wiring regulations. Organisational chart updated	SS

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### **1.0 Health and Safety Policy - General Statement**

The Health and Safety General Statement can be found in 1291/HPM/001, the original signed copy is prominently displayed in reception. The policy is communicated to all employees and shall be made available to all interested parties. PDS is committed to effectively managing all aspects of Health and Safety. The statement is reviewed annually as a minimum and signed by the Managing Director.

## 2.0 Introduction

This document is specific to PDS Ltd and sets out the general working policy for protecting the Health and Safety of the employees of PDS Ltd together with our clients and others who may be affected by our working activities. It also describes the organisation and arrangements for putting the policy into practice.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities including our clients and the public.

Employees of PDS Ltd. are reminded that they must strictly adhere to all safety regulations relevant to the approved work/services that are currently in force. In addition, the Health and Safety at Work etc. Act 1974 requires that the persons in control of “workplaces” ensure, so far as is reasonably practicable, that the premises are safe and without risks to health.

The policy describes the systems and procedures for ensuring employees’ Health and Safety, the protection of other people at risk, and if appropriate the risk of other people to our employees. The allocation of duties for safety matters and the particular arrangements to implement the policy is also set out.

The content of this document is intended to represent good practice and should meet the requirements of all types of works or services undertaken by the company. PDS Ltd wish to encourage employee involvement in maintaining and improving this document and welcome all positive comments, which should be addressed to the company HSE/CI Manager.



### 3.0 Organisation for the Policy

The Health and Safety at Work etc. Act places responsibility for health and safety on the employer. Whilst the overall responsibility for Health and Safety lies at the highest level all individuals have to accept a certain degree of responsibility for carrying out the policy. Many of the duties arising from the responsibility have been delegated and the following section details the duties and responsibilities of all members of staff. The company structure for Health and Safety responsibilities is shown in **Error! Reference source not found.**

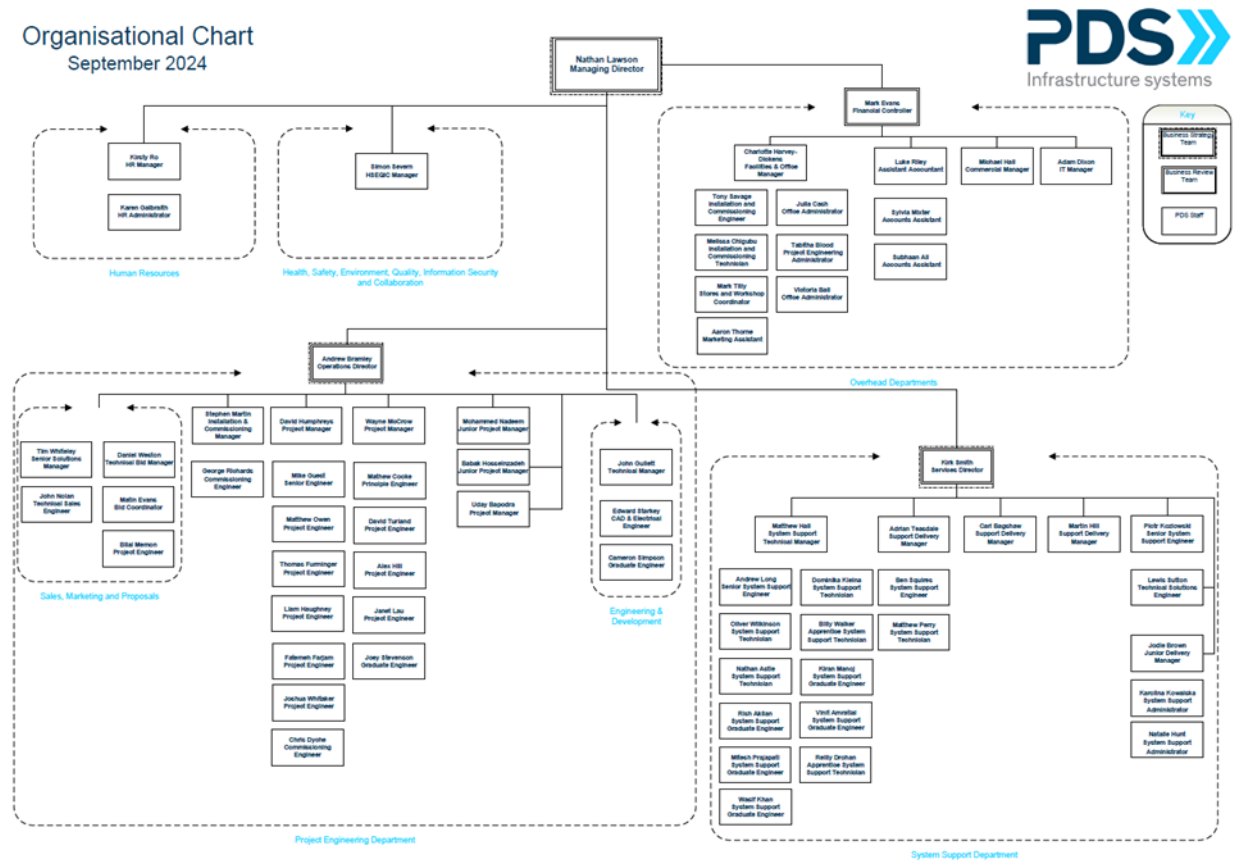


Figure 1: Health & Safety Structure

### 3.1 Overall Policy Decision

The Managing Director is responsible for ensuring that the Policy enables the Company to fulfil its legal duties and emphasises the determination to manage its activities so that standards of health and safety are continuously improved. He will monitor conditions and the health and safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

It is also the Managing Directors responsibility to ensure that:

- The availability of resources required to establish, implement, maintain and improve the Health and Safety Management System. This shall include human resources and specialised skills, organisational infrastructure, equipment and technology, and the provision of such reasonable financial resources as required to implement and maintain the Health and Safety Management System.
- Directors and Managers are fully aware of their health, safety and welfare duties to employees and others who may be affected by the Company's work activities.
- Health and safety objectives for the Company are set and monitored.
- The business strives for continual improvement in Health and Safety management
- Systems & processes are in operation to meet the legal and other requirements and any contractual

requirements, and staff receive adequate and appropriate training

- F. To appoint the HSEQI Manager as representative for the Health and Safety Management System
- G. To appoint an Internal Auditor

### 3.2 HSEQI Manager

It is the HSEQI Managers responsibility to ensure that:

- A. The Managing Director is kept informed of Health and Safety performance, particularly of any significant changes in practices or legislation affecting the Company, and of any major incident, issue of concern or visit from an enforcing authority.
- B. The Health and Safety Management System is established, implemented, maintained and continually improved in accordance with the requirements of ISO 45001:2017.
- C. Reporting back to Top Management on the performance of the Health and Safety Management System for review, including such recommendations as necessary for improvement.

### 3.3 Internal Auditor

It is the responsibility of the internal Auditor to:

- A. Complete impartial audits of the Health and Safety Management System

### 3.4 Company Secretary

It is the Company Secretary's' responsibility to ensure that:

- A. The activities of all contractors and sub-contractors working on the Company's premises are monitored to ensure they are safe.
- B. Supplier/ Sub-contractor performance is reviewed and communicated around the business.
- C. The following statutory notices are displayed:
  - 1. Employers liability insurance certificate.

### 3.5 Department Directors

It is the Department Directors responsibility to ensure that:

- A. Staff are competent to carry out their work safely and meet the requirements of the Health and Safety Management System, and have received adequate information, instruction and training
- B. All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
- C. Trained and competent supervision is provided for employees (particularly trainees)
- D. The Company's resource requirements are reviewed on a regular basis.
- E. A review of identified training needs is carried out on a regular basis
- F. Advise the HR Co-ordinator of training requests.
- G. All plant, machinery and equipment is maintained in good working order, and any registered plant and equipment carries valid certification. Statutory testing, inspections and maintenance of equipment is carried out and records are properly maintained.
- H. They strive for continual improvement in Health and Safety management

### 3.6 Employees and Contract Staff

It is each employees responsibility to ensure that:

- A. Take reasonable care for the health and safety of themselves, and others who may be affected by their



acts or omissions at work.

- B. Co-operate with management with regard to agreed health and safety arrangements and procedures.
- C. Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons.
- D. Not interfere with, or misuse, anything provided by the employer in the interest of health, safety and welfare and use machinery and equipment only when authorised and properly trained to do so.
- E. If involved in an accident resulting in, or which may have resulted in, injury report the details to the HSEQI Manager as soon as possible.
- F. Arrange for any spillage of a dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage.
- G. Ensure that all safety devices, guards, fences etc. on machinery are in place and properly adjusted before setting a machine in motion, or carrying on work.
- H. Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items.

### 3.7 Visitors

All visitors to P.Ducker Systems Ltd. must comply with the requirement of the Visitors Procedure (1291/HPM/020).

### 3.8 New Employees

Every new employee shall undertake an induction by the Human Resources department that includes:

- Introduction to the Health and Safety Policy
- Location of First Aid Post and Certified First Aiders
- Location of Fire Extinguishers and Alarms
- What to do in the event of emergency
- Expectations of the employee in relation to Health and Safety at work
- The Human Resources department will arrange for all other induction training detailed on the employee induction record from (1212/QSF/PER/011), liaising with other departments where necessary.

All members of staff will sign to indicate that they have taken part in the induction programme and understand their responsibilities

### 3.9 Learners

P Ducker systems accepts responsibility for the health, safety and welfare of its learners, employees and visitors, under the terms of the Health & Safety at Work Act 1974.

Students will receive an Induction and activity schedule or timetable at the start of their programme which will ensure they play an active part in the safe learning process and develop practical, transferable skills from their experience.

A student conduct agreement may be agreed for students on some courses, setting out rules regarding classroom behaviour and the consequences of any negative incidents including complaints and grievance procedures.

As far as it is reasonably practicable, the P Ducker Systems will:

- provide a safe, secure and healthy working and learning environment;
- demonstrate an ongoing and determined commitment to improving health and safety throughout P Ducker Systems;

- reduce risk in the learning and working environment;
- comply with relevant legislation, regulations and best practice;
- promote health and well-being for all students and staff;
- operate as a no-smoking (includes e-cigarettes).

As far as it is reasonably practicable, P Ducker Systems will provide and maintain buildings, plant and systems of work that are safe. The Health and Safety Risk Register identifies the main hazards and associated level of risks. P Ducker Systems will inform employees, students, contractors, visitors and stakeholders of workplace hazards. P Ducker Systems will require contractors and stakeholders to identify health and safety hazards that may impact on P Ducker Systems activities.

To comply with legislation all notifiable incidents are reported to the Health & Safety Executive.

We recognise that students learn in an environment under control of a training provider, and that any tasks undertaken might affect the student. We aim to ensure that the student develops a positive attitude and safe behaviours to become a safe learner and worker.

P Ducker Systems will promote a safe learning environment for all learners, and ensure that appropriate arrangements are in place to protect staff and learners from harm.

P Ducker Systems will establish a safe learning environment in which all learners can develop risk awareness. Involvement of learners in the risk management process will be encouraged.

P Ducker Systems has a Safeguarding Policy with supporting procedures in place for the reporting of abuse.

P Ducker Systems will promote health and well-being for all students and employees.

P Ducker Systems will record all accidents and near misses to drive improvement in health and safety management, and investigate when appropriate. Any lessons learned from such events will be used to take corrective action to avoid re-occurrences. Awarding bodies shall be informed of all incidents that occur where training has been delivered.

#### **4.0 General Policy Requirements**

This Section describes the general requirements that PDS Ltd and its employees will undertake to comply with relevant Health and Safety regulations:

##### **4.1 Health**

The company will undertake to ensure that, so far as is reasonably practicable, the working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work in accordance with the following:

###### **4.1.1 Ventilation**

The workplace will have suitable and effective ventilation with sufficient fresh or purified air.

Workplace and mechanical ventilation systems and equipment shall be maintained in an efficient state.

###### **4.1.2 Temperature**

For workrooms where the activity is mainly sedentary the temperature should normally be at least 16°C.

If work involves physical effort the workroom should be at least 13°C (unless other laws require lower temperatures).

###### **4.1.3 Lighting**

Suitable and sufficient lighting shall be provided and where possible, lighting will be natural.

If necessary, local lighting will be provided at individual workstations and places of particular risk such as stairways.

Where artificial lighting is used and its failure poses a risk to health or safety then emergency backup lighting, powered independently will be provided.

Lighting and light fittings should not present a risk.

Suitable and sufficient lighting for the intended tasks will be provided for each piece of equipment.

Lighting fittings should be kept clean.

###### **4.1.4 Housekeeping**

Workplaces, furnishings and fittings must be kept clean.

Floors, walls and ceilings must be easy to clean.

Cleaning and the removal of waste should be carried out as necessary by an effective method.

Waste materials must be put into suitable receptacles and not be allowed to accumulate in the working areas.

###### **4.1.5 Room Dimensions and Space**

Workrooms must have sufficient floor area, height and unoccupied space to ensure the workers' health, safety and welfare.

###### **4.1.6 Workstations and Seating**

Assessments of all workstations will be undertaken to ensure that they are suitable for the employees using them and for the work they are undertaking ref 1291/HPM/024.

Employees should be able to leave workstations quickly in an emergency.

Suitable seating must be provided where the work or a substantial part of it can be carried out sitting down. The seating should give adequate support for the lower back. Wrist supports, ergonomic keyboards and height adjustable monitor stands, and a footrest will be provided on request.

#### **4.1.7 Work Equipment – General**

The company will ensure that all work equipment is suitable for its intended purpose. This includes taking account of reasonably foreseeable working conditions, inherent health and safety risks in the area the equipment is used in and any risks associated with the equipment itself.

Work equipment shall be subjected to a recorded inspection where an inspection would assist in identifying health and safety risks.

The company will, so far as is reasonable practicable, provide machinery, equipment and other plant that is safe and without risks to health and will maintain them in that condition.

Employees are obliged to use any equipment, machinery or substances, and any preventative or protective measures provided by the employer, in accordance with any information, instruction and training received.

The use and maintenance of work equipment that poses a special risk, is restricted to designated persons who have received adequate training in the operations they are designated to carry out.

Appropriate prevention measures will be taken to prevent, or if this is not reasonably practicable, to adequately control, exposure to specified hazards arising from the use of work equipment.

The age of work equipment and frequency of use should be taken into account when planning maintenance programmes.

#### **4.1.8 Work Equipment – Electrical**

No electrical equipment may be used where its strength and capacity may be exceeded in such a way as may give rise to danger.

Where appropriate, work equipment shall be fitted with operating controls, stop controls and emergency stop controls. All controls should be readily accessible, clearly visible and identifiable.

Work equipment shall be provided with a means of isolation from its energy source.

Where necessary work equipment should be stabilised to prevent any risks to health and safety.

Work equipment shall incorporate appropriate and clearly visible health and safety markings, which should be unambiguous and easily perceived and understood.

### **4.2 Safety**

The company will ensure, as far as is reasonably practicable, that any place under our control and where employees work, is kept in safe condition and does not pose a risk to health, in accordance with the following requirements.

#### **4.2.1 Maintenance**

The company will ensure that the basic structure of the workplace is safe for employees, for example that walls and ceilings are kept in good repair and that staircases are lit and passages and walkways are kept free from obstacles.

The workplace and equipment, devices and systems should be maintained in a safe and efficient working order.

Such maintenance is required for mechanical ventilation systems, equipment and devices, which would cause a risk to health, safety or welfare if a fault occurs.

A maintenance system has been set up, incorporating regular checks and tests at suitable intervals, where appropriate.

#### **4.2.2 Floors and Traffic Routes**

There should be sufficient traffic routes, of ample width and headroom, to allow people to circulate with ease.

All floors and routes are suitable for their intended use and are kept free of obstacles.

Surfaces should be kept in good repair, reasonably clean and dry.

Restrictions should be clearly indicated.

#### **4.2.3 Falls and Falling Objects**

Suitable and effective measures shall be taken to prevent:

- Any person falling a distance likely to cause personal injury.
- Any person being struck by a falling object likely to cause personal injury.

Secure railings shall be provided to prevent people falling from edges or objects falling onto people.

Materials and objects must be stored in such a way that they will be unlikely to fall and cause injury.

Storage racks and shelving shall be stable and strong enough for their load. Care will be taken not to overload any shelving.

#### **4.2.4 Manual Handling**

So far as is reasonably practicable, manual-handling operations that present a risk of injury will be avoided. Or if it is not reasonably practicable, then the manual handling operation will be assessed and any risks reduced that are likely to cause a risk of injury.

Where manual handling cannot reasonably be avoided a suitable and sufficient assessment of the risks is carried out taking into account:

- Tasks involved (e.g. turning, excessive movement, work rate)
- Nature of the loads (heavy, unstable, sharp)
- The environment where the task is carried out (restricted space, temperature extremes)
- The individuals ability to do the task (strength, height, pregnancy)
- The use of PPE should also be considered

Any risks identified in the assessment should be reduced to the lowest level reasonably practicable.

#### **4.2.5 Windows and Doors**

The transparent/translucent areas of windows and doors will be made of an appropriate safety material and suitably marked to make it apparent.

Opening windows must be capable of being opened and when opened should not be dangerous.

Doors and gates shall be suitably constructed and fitted with any necessary safety device.

### **4.3 Welfare**

The company aims to provide adequate welfare for our employees, considering arrangements in light of all relevant circumstances.

PDS Ltd. also has a responsibility to any outside contractors employed by the company, either within or outside the workplace, who may be affected by our working activities.

#### **4.3.1 Systems of Work**

The company will ensure that, as far as is reasonably practicable, the systems of work are safe and without risks to health.

The company are required to ensure that the ways in which the materials are used, handled, stored and transported are safe and without risks to health.

All employees shall be provided with the information, instruction, training and supervision necessary to ensure their health and safety at work.

Employees are responsible for informing the company of any situations representing a serious and imminent danger and of any shortcomings in the company Health and Safety arrangements.

#### **4.3.2 Training and Supervision**

Health and Safety training is undertaken and will include instruction in safety and emergency procedures such as routine checking of equipment, fire drills and first aid.

Special training for work involving a high degree of risk will be given to employees as necessary.

The company will ensure that all employees are competent to carry out their jobs in a safe manner with the minimum of risk to themselves or others.

Employees have duty to inform the company of any potential hazards so that they can be dealt with.

Training will be undertaken at all levels.

#### **4.3.3 Personal Protective Equipment (PPE)**

Employees will be supplied with suitable PPE where risks to health and safety cannot be adequately controlled by other means.

PPE will not be considered suitable unless:

- It is appropriate for the identified risks.
- Account has been taken of the environment it is to be used in.

Ergonomic factors such as the nature of the job, and the health of the worker have been taken into consideration.

It fits correctly and comfortably and can be adjusted.

It is effective, in so far, as can be practicable, against the risks it is intended to control.

#### **4.3.4 Sanitary Conveniences and Washing Facilities**

Readily accessible, suitable and sufficient sanitary conveniences will be provided.

#### **4.3.5 Drinking Water**

An adequate supply of drinking water will be supplied along with suitable cups.

#### **4.3.6 Storage for Clothing and Changing Facilities**

Suitable and sufficient storage facilities are provided for personal clothing not worn at work and for special clothing worn at work (such as PPE) but not taken home.

#### **4.3.7 Facilities for Rest and to Eat meals**

Readily accessible, suitable and sufficient rest facilities shall be provided in one or more rest rooms.

Where provided, eating facilities include a means for preparing hot drinks and food.



## **5.0 Arrangements for the Implementation of the Policy**

This Section describes the arrangements for the overall implementation of the policy, describing how the policy is to be carried out and outlining the procedures used and facilities available within PDS Ltd. for complying with the Health and Safety requirements of the company.

### **5.1 Notification of Accidents**

Any accident in the workplace, however minor, shall be reported to the HSEQI Manager and details recorded in the PDS Ltd Accident book.

The Accident Book is regularly monitored in order that any risks can be identified and reduced.

All accidents, ill health, death, major injury, disease or any incident that results in any person being absent from work for a seven day period, due to work related incidents will be reported to the HSEQI Manager immediately.

If necessary, an accident report will be completed and reported to the HSE immediately under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (as amended).

Refer to the First Aid & Accident Reporting Procedure (1291/HPM/028), for further details.

### **5.2 Fire Procedures**

Refer to Fire Emergency Procedure, 1291/HPM/021.

### **5.3 Control of Substances Hazardous to Health (COSHH)**

Refer to Control of Substances Hazardous to Health Procedure, 1291/HPM/022.

### **5.4 Working Environment**

To ensure a safe and healthy environment all employees have a duty to ensure that the workplace is kept free from hazards, that all items are stored away safely and correctly and that dust and noise are kept to a minimum.

The company shall provide adequate washing and toilet facilities, fresh drinking water and an adequate place away from workstations for breaks.

### **5.5 Housekeeping**

Good housekeeping is an essential part of the company safety policy in which all employees are required to participate.

Proper storage of PPE, tools, and equipment is essential to make adequate space for office equipment and movement about the workplace.

It is important to maintain a clean and safe working environment for all.

PDS Ltd. will recycle all waste paper and printer cartridges as part of our environmental management system.

### **5.6 Electrical Equipment**

Only suitably competent personnel will undertake work on machinery and electrical equipment.

In all cases supplier or manufacturer safety, installation and maintenance instructions will be followed.

### **5.7 Unusual Working Conditions**

Work done at height, in confined spaces, or on certain electrical equipment will only be undertaken when authorised by a Senior engineer or System Support Contract Manager, whose responsibility it is to ensure that adequate safety precautions (e.g. removal of fuses, erection of scaffolding etc.) and training are undertaken before commencement of work.

### **5.8 Safety Inspections**

A record will be kept of all inspections and remedial action taken at all times, to correct any potentially

hazardous situations. Safety inspections of all work areas will be undertaken within the guidelines of the Health and Safety at Work etc. Act.

The PDS will complete Safety Inspections at regular intervals. Records of all inspections will be kept.

#### **5.9 Personal Protective Equipment (PPE)**

PPE will be provided to all employees and training in the correct use will be given.

The use of this equipment is compulsory and must be used at all necessary times.

Care of PPE is the responsibility of the employee who must report any loss of, or defect in, PPE to the employer immediately.

PPE is issued by the HSEQI Department

#### **5.10 Training**

Training of all employees in aspects of Health and Safety at work is a requirement of the company and will be undertaken upon commencement of employment and through regular updates. Training records are kept by the HR Department.

#### **5.11 First Aid**

The provision for first aid at work is legislated by the Health and Safety (First Aid) Regulations which requires every employer to make adequate first aid provisions and inform all employees of such arrangements.

Notices are posted with the location of first aid equipment and the name(s) of qualified personnel.

#### **5.12 First Aiders**

The company has several nominated first aiders, all of whom are holders of Full First Aid at Work Certificates.

#### **5.13 First Aid Kits and Boxes**

PDS Ltd. provides a suitable number of first aid boxes in the workplace.

Boxes are green with a white cross and are in clearly marked locations in the workplace.

All kits are kept up to date and checked on a regular basis.

All company pool vehicles are provided with First Aid travel kits.

## 6.0 The Construction (design and Management) Regulations

The Construction (Design and Management) Regulations place duties upon designers in that all products must be designed in a way which avoids, reduces or controls risks to health and safety as far as is reasonably practicable so that the projects they design can be constructed and maintained safely. Where risks remain, they have to be stated to the extent necessary to enable reliable performance by a competent contractor.

The points within this section outline the considerations upon all our staff in the fulfilment of our project design and implementation duties.

### 6.1 Design

Any equipment designed will be fit for its intended purpose. The equipment will be designed, specified and constructed using good engineering practice and shall comply with any appropriate British standard (e.g. BS7671), codes of practice or other approved specification

The design shall include consideration for future modification, maintenance and for the safety of operators who will use the equipment.

The equipment shall be designed to withstand particular environmental conditions, if appropriate, of temperature fluctuation, high humidity, dust, condensation and vibration.

### 6.2 The Designer

The designer must be a competent person and preferably a member of a professional institution, this is normally the Projects Senior Engineer, or System Support Contract Manager. Designers' duties, as far as is reasonably practicable, are to:

- Consider any hazards or risk that may arise to those installing, operating, and maintaining the equipment.
- Design to avoid risks to health and safety as far as is reasonably practicable.
- Reduce risks at source if avoidance is not possible.
- Ensure that the design includes adequate information on health and safety.
- Pass this information on to the CDM Designer Duty Holder and, where necessary, other designers involved in the project.
- Co-operate with the CDM Designer Duty Holder and, where necessary with other designers involved in the project.
- Attend any project/safety meetings as directed.

### 6.3 Manufacture

- A. The equipment and hardware detailed by the designer, is assembled in a clean dust free assembly area. Static protection is also included.
- B. Any sheet metal fabrication complies with an approved British Standard.
- C. All wiring complies with an approved industrial standard. The wiring within the equipment is identified with suitable markers or colour coded where the approved marker cannot be effectively used.
- D. Power supply units, printed circuit boards and associated components comply with approved standards.
- E. Connectors and terminations comply with an approved BS, EN, IEC or DIN standard.
- F. Safety warning labels indicating max voltage present, means of isolation, and manufacturer's identity and serial numbers are fitted as standard.
- G. Any equipment used for inspection and testing purposes is calibrated and checked to an approved standard.

### 6.4 Product Safety

None of the products supplied by PDS Ltd. shall pose an unnecessary risk to health, safety or environmental

risk. In all cases all risks shall be identified during the course of the design process and submitted to our clients for evaluation and consideration.

#### **6.5 Accessibility**

All equipment shall be arranged so as to facilitate its operation, inspection, maintenance and access to its connections.

#### **6.6 Commissioning**

Commissioning on site will only be carried out when the safety criteria of the CDM Co-ordinator are satisfied.

The procedures detailed in clause 6.5 of this policy must be complied with when commissioning or fault finding.

Only competent people may carry out commissioning.

Prior arrangements with the client, in the appropriate manner, are sought before any commissioning work is carried out.

#### **6.7 Operator and Maintenance Manuals**

Manuals will be prepared for the client containing information relating to Health and Safety.

Operator manuals contain information regarding current operations and identifying any risks to health and safety.

#### **6.8 Project Safety Plan**

The Project Safety Plan outlines the design and implementation of a project under the Construction (design and management) regulations.

The purpose of the Project Safety Plan is to describe how the consideration of safety is to be identified, managed and controlled during the course of implementing the project in order to minimise the possible risk upon persons, buildings and facilities. It also takes into account the information provided in the Projects Construction Phase Plan and F10 form.

The Project Safety Plan, Construction Phase Plan and F10 form are also sent to all Suppliers and Sub-contractors as part of the purchasing process.

## 7.0 Electricity at Work

Work at PDS Ltd. generally involves dealing with electricity on a day-to-day basis, especially on-site and within development areas. Electrical installations are to comply fully with the requirements of the current edition of IET Wiring Regulations (BS7671). It is the duty of PDS Ltd to comply with the provisions of The Electricity at Work Regulations 1989 in so far as they relate to matters within their control. Supplies to portable, electrical powered tools and temporary site lighting, where practical, should be reduced to 110 volts or less. When working on site only equipment designed for operating at the supply voltage is to be used. Areas for main consideration are:

### 7.1 Suitability, Construction and Siting

All electrical equipment and systems must be suitable, properly designed and made, and installed and sited to prevent danger when carrying out their operations.

It is important to consider any reasonably foreseeable conditions of use and also the manufacturers guidelines for use.

### 7.2 Testing and Inspection

It is a legal requirement for all electrical equipment to be maintained

It is important to make regular visual inspections of all equipment.

PDS Ltd. maintain equipment within the workplace following guidelines published by HSE and IEE Code of Practice for In-service Inspection and Testing of Electrical Equipment (3rd Edition).

All testing of IT Equipment is the responsibility of the IT Coordinator, all office and domestic equipment is the responsibility of the HR coordinator/ Office Manager. The responsibility of testing tooling equipment lies with the Departmental Director.

Records shall be kept of all tooling and test equipment using the Asset Tiger. All original Calibration/Inspection/PAT certificates and Calibration/Inspection/PAT records shall be held in 1020 following the Document Control and Records Procedure (1211/QPM/004).

All tooling and equipment requiring calibration must be identified with the tools equipment number and its calibration status (i.e. Calibration date and next Calibration Due Date).

All tooling and equipment requiring PAT testing must be identified with the tools equipment number and its PAT test status (i.e. Last PAT & next PAT due date).

All tooling and equipment requiring internal or external inspection must be identified with the tools equipment number and inspection status (i.e. Inspection date and next Inspection Date).

All tooling shall be protected from damage during its use and storage. It shall be safeguarded from adjustments that would invalidate the calibration.

All tooling that requires calibration shall be calibrated annually, against measurements traceable to UKAS Standards.

Type of Premises	Type of Equipment	User Checks	Visual Inspection	Combined Inspection and Testing
Construction Sites 110V Equipment	Moveable Equipment	Weekly	1 Month	3 Months
	Handheld Equipment	Weekly	1 Month	3 Months
Industrial	IT (Including portable laptop power packs)	Weekly	None	12 Months

Offices	IT (Including laptop docking stations)	None	24 Months	48 Months
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Table 1: Testing & Inspection

### 7.3 Work Activities

All work activities on or near electrical systems must be carried out in way that does not give rise to danger. Either remove the danger at source, or if impracticable; ensure safeguards are in place to prevent injury, recognising that danger arising from the hazard is still present.

In most situations this means “dead” equipment and must incorporate the general Health and Safety principles of “safe systems of work” and “permits to work”

### 7.4 Work on De-Energised Electrical Equipment

Isolate all supplies, each point of isolation needs to be secured as far as possible against inadvertent and unexpected reconnection of the supply, with its potentially serious consequences.

Lock off supplies, use a safety lock with only one key if possible, remove fuses and hold in safekeeping.

Display warning notices or labels at the place of disconnection so everyone knows work is being done.

Isolate supplies at source if there is ANY problem associated with defective local isolation. Lock off this isolator and display warning notices.

Conductors must be “proved dead” at the point of work BEFORE the work starts.

All test equipment used for circuit checking must be maintained and inspected frequently.

Ensure precautions are taken against stored energy, which may still be present after isolation, by applying temporary earths.

### 7.5 Work on or Near "Live" Conductors

No person shall be engaged in any work activity on or so near any live conductor that danger may arise unless:

- It is unreasonable in all the circumstances for it to be dead
- It is reasonable in all circumstances for him to be at work on or near it while it is live
- Suitable precautions are taken to prevent injury

The factors which may be considered in deciding whether it is justifiable for work to proceed with the conductors live would include the following.

- Testing or commissioning
- Fault finding
- Calibration

Employees must be adequately trained and competent for live work. Where any doubts regarding competence are justified, then additional training should be implemented, or outside specialist assistance should be sought.

Use only properly insulated tools, test probes and measuring instruments. A competent person should frequently inspect tools and portable instruments.

A person working on live equipment should normally be accompanied where possible by someone who is in a safe position.

Display warning notices and keep other persons not involved with the work away.

Adequate information must be provided about any live work aided by diagrams and other written documents relating to the installation or design.



#### **7.6 Working Space Access and Lighting**

In order to ensure that all work activities are carried out in a safe manner, special regard should be given to the available space, access and lighting.

#### **7.7 Employee Duties**

Every employee has a duty to co-operate with the employer in order to comply with the Regulations in all matters under their control.

All employees either working or visiting other premises and site locations should familiarise themselves with local work instruction and other relevant legislation relating to safety for the site or premises.

## **8.0 Working on Site**

It is important that all those who can contribute to the health and safety of a construction project understand what they and others need to do in order to ensure that appropriate regulations are adhered to. As such PDS Ltd. and our employees shall comply with any safety rules for contracts that are issued prior to the commencement of, or during the contract.

### **8.1 The Construction (Design and Management) Regulations (CDM)**

In accordance with these regulations the principal contractor, prior to commencement of construction, will develop the Construction Phase Plan.

It is the duty of PDS Ltd. to comply with the Construction Phase Plan as set out by the principal contractor.

A Project Safety Plan will be generated to outline the design and implementation of a project under the Construction (design and management) regulations. Reference Section 6.8.

## **8.2 Induction**

### **8.2.1 PDS Ltd. Pre-Site Induction**

All employees will be subject to an induction before going onto site

The brief will cover the following areas:

- Project description
- Project management
- Lines of responsibility
- Client representatives and contacts
- Health and Safety
- Emergency Procedures

### **8.3 On-Site Project Induction Brief**

All personnel employed on the project are obliged to attend induction briefs prior to commencement of work on site.

All employees must keep copies of any induction or training literature and also provide copies for training register.

It is the duty of the employee to inform the client representative when they are trained, competent and authorised for certain tasks and to supply the relevant documents as proof.

## **8.4 Safety Officer**

The Project Manager/ System Support Contract Manager has overall responsibility for Health and Safety matters regarding the contract

In addition, it is required that PDS Ltd. employees follow the regulations of the PDS Ltd. Health and Safety Policy at all times and also observe the following general conditions:

- Any new Health and Safety legislation coming into force during the term of a contract must be adhered to.
- Copies of the Client Construction Phase Plan, F10 and any Health and Safety Policies will be logged with-in the Projects Directory and kept for reference purposes.
- All certification relating to client induction and training will be logged with-in the Projects Directory and kept for reference purposes.

## **8.5 Accidents**

Employees must ensure that all personal injury accidents are duly entered in the site 'Accident Book', and also in our own 'Accident Book' and reported to both the on-site Safety Officer and our own HSE/MI Manager.

PDS Ltd acknowledge that the reporting of injuries and dangerous incidents does not absolve them from its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

First aid facilities are provided and the location of these facilities on site are communicated to PDS Ltd. work force, any recorded in the Project Safety Plan.

PDS Ltd are aware that the provision of first-aid facilities by the clients does not necessarily relieve it of any legal responsibility under the Health and Safety (First Aid) Regulations.

## **8.6 General Procedures**

All work shall be carried out in a safe and responsible manner and in accordance with all legal requirements and any regulations, procedures or instructions set down by the company.

Work is carried out taking into account present and proposed safety policy standards, specifications, procedures and local work instructions and that any modifications or departures from these directives are approved by the appropriate authority.

All employees or contractors must comply with safe working practice and procedure for the use of equipment, machinery and premises, including all relevant statutory legislation so that these duties can be accomplished without risk to yourself or others.

All employees or contractors are required, when appropriate, to attend safety training or instruction as directed and be familiar with any legal responsibilities or obligations to comply with their job or work requirements.

### **8.6.1 Plant and Machinery**

Every employee will exercise proper care in respect of plant, machinery or vehicles whilst in their charge, or on which they are required to work.

Employees shall not misuse any guard or fence in connection with the machines upon which they operate.

### **8.6.2 Compressed Air**

Compressed air must only be used for the purpose for which it is intended and care should be taken to avoid contact with the eyes, ears and skin as this can cause injury.

Compressed air should never be used for the purpose of removing dust from clothing.

Compressed air equipment shall only be operated under a "written scheme of examination", and a competent person examines the system in accordance with the scheme in compliance with "The Pressure Systems and Transportable Gas Containers Regulations 1989". The written scheme specifies the inspection frequency.

### **8.6.3 Eye Protection**

Safety spectacles/goggles to the appropriate British Standard, are provided by the company and must always be used when engaged upon grinding, chipping or any operation that could result in foreign bodies entering the eyes.

Eye protection or shield provided by the company must always be worn when engaged in welding, brazing operations, or similar activities.

### **8.6.4 Hearing Protection and Noise**

When working in an area that calls for the use of hearing protection, it must be worn at all times.

Various types of hearing protection are available on request in accordance with the Control of Noise at Work Regulations.

#### **8.6.5 Personal Protective Equipment (PPE)**

Ensure that at all times, any necessary and appropriate protective clothing etc shall be worn.

Site rules regarding the wearing of general PPE equipment such as safety helmets will be observed.

Full training in the use and application of protective clothing shall be given and be fully understood.

Adequate arrangements shall be made for the storage, cleaning, maintenance and replacement of PPE.

#### **8.6.6 Ladders**

When using ladders ensure that they are the correct lengths for the job and that they are well grounded, placed at a safe angle and secured by lashing the top and all joints. Refer to the ladder Policy (1291/HPM/025) for further details.

#### **8.6.7 Hand Tools**

Employees are requested to exercise proper care of all tools in their charge or in use in the course of their employment.

The loss or damage of tools should be reported promptly to the supervisor.

Defective hand tools should never be used and if a tool is considered to be defective it must be reported immediately to a manager.

#### **8.6.8 Other Equipment**

PDS Ltd shall ensure that any plant, tools or equipment shall be of good condition, fitted with any necessary guards and where required, certificate in respect of any appropriate regulations.

PDS Ltd. will ensure that any equipment in use shall be properly maintained and that its employees are adequately trained and competent in its use.

All plant and equipment will conform to current European Union and British Standards. Documentary evidence shall be supplied and copies passed to client representatives on request.

#### **8.6.9 Manual Handling**

Whenever engaged in manual lifting an employee should do so in the correct manner.

Assistance should always be requested when it is considered that an article/equipment is either too heavy or too bulky to be lifted or placed into position by one person.

Use mechanical aids when available.

Test weight of load before lifting.

Adopt a good posture – bend the knees, keep the back straight and use the leg muscles.

Keep the load close to the body, with the heavier side towards you.

Store heavy items no higher than about waist height to reduce risk of injuries.

#### **8.6.10 Lifting Tackle**

The safe working load on lifting tackle must never be exceeded. If in doubt check with a manager.

#### **8.6.11 Safety Harnesses and Working at Heights**

Safety harnesses and suitable training should be available for all employees working wherever there is a risk of falling, where a safety barrier, cover or crawling boards cannot be practically provided.

#### **8.6.12 Cranes, Hoists and Platforms etc.**

All lifting equipment shall comply with UK regulations.

Each item should be marked with its safe working load that shall not be exceeded.

Only employees who have been suitably trained and certified may use this type of equipment.

#### 8.6.13 Physical Disabilities

Where an employee has any form of physical disability they shall not be employed to carry out tasks which may, for that reason, unduly endanger themselves, other employees or a third party.

The company will ensure that the client is made aware of any employees who have a physical disability.

#### 8.6.14 Restricted Areas

No employee shall, for any reason go onto the roof of any building, or ascend any chimney or water tower for any purpose, unless he/she has been authorised to do so.

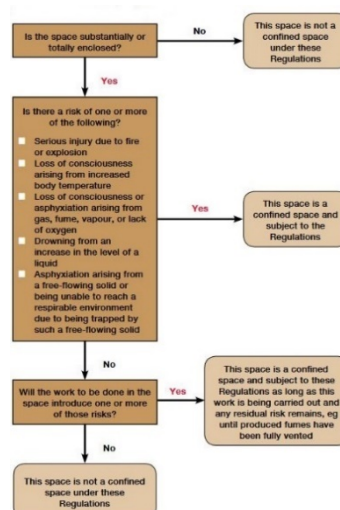
#### 8.6.15 Confined Spaces

Whenever work is required in confined spaces the employee must have suitable training or induction before doing so.

Confined Space: means any place such as ducts, vessels, culverts, tunnels, boreholes, manholes, excavations, sumps, inspection pits, experimental hutches, tanks, building voids or other similar space in which, by virtue of its enclosed nature there is a reasonably foreseeable risk of:

- serious injury from fire or explosion;
- loss of consciousness arising from increased body temperature;
- loss of consciousness or asphyxiation arising from gas, fume, vapour or lack of oxygen;
- drowning arising from increased levels of liquid; or
- asphyxiation from a free flowing solid.

The below shall be used to determine if the working area is a confined space:-



A permit to work is required and approved written safe systems of work must be followed in order to avoid danger both to themselves and others.

In the development of a written safe system of work, the information gathered during the risk assessment will be used to construct a document that will give information and instruction to the employees who are to carry out the work including safe means of access and egress.

This will include all of the risk control measures and the reasons for their application. e.g. the need for forced air ventilation to ensure oxygen levels are maintained and a comfortable working temperature.

It will also detail the means for preventing unauthorised access when there is no need for anybody to access the confined space, and the means of emergency evacuation will also be documented.

Managers must ensure that:

- all confined spaces under their control are identified and there are systems in place to manage them.
- all confined and restricted access spaces are secured against unauthorised access.
- where entry is required, there is the correct equipment to permit safe access and egress in both normal and emergency conditions.
- all staff who need to enter confined spaces are trained to do so.
- that all confined spaces have a formal risk assessment that covers normal and emergency conditions.
- a Safe System of Work (SSOW) for confined spaces is formally agreed
- for restricted access spaces, the level of controls is proportionate to the hazard and risks
- all restricted access and confined spaces must have adequate signage indicating the hazard,
- the responsible manager and contact telephone details;

#### 8.6.16 Fire Prevention and Procedure

Lighted material should never be thrown on the floor or into waste receptacles, bins etc.

All employees should ensure that he/she knows:

- Action to be taken in the event of a fire (details of which are displayed on the notice board)
- Locations of the nearest fire points and alarms
- The nearest fire exits

When calling emergency services employees will follow the requirements of the client.

Fire risk assessments and emergency procedures should be discussed with the client representatives and the Fire Safety Officer and precautions will be agreed prior to commencement of works.

PDS Ltd. will ensure that all fire precautions are complied with at all times and will comply with any reasonable request made by the Fire Safety Officer.

All site staff must be adequately briefed and instructed on fire safety arrangements for the site and will be required to present written proof of training and instruction given, a copy of which will be kept in the Company Training Manual.

PDS Ltd. employees shall participate in any on-site fire or evacuation drills.

#### 8.6.17 COSHH

Refer to Control of Substances Hazardous to Health Procedure, 1291/DOC/005.

#### 8.6.18 Asbestos

If an employee discovers a material which he/she suspects may contain asbestos NO ATTEMPT MUST BE MADE TO REMOVE THE MATERIAL.

The client Safety Officer or representative must be informed immediately and warning notices should be posted.

Refer to the Asbestos policy for further information, 1291/HPM/039

#### 8.6.19 General Safety

If at any time an employee has a doubt or requires clarification on any point of safety, relative to the job on which he/she is engaged. He/she should take the matter up with the manager concerned who will arrange for the individual to meet with the Safety Officer, if necessary.



#### **8.6.20 Housekeeping and Waste Materials**

Workplaces must always be kept clean and tidy at all times.

Tools etc. should be placed in such a position that they cannot fall or be dislodged.

Employees should not place articles on the floor or create trip hazards.

Waste materials likely to cause a hazard to site personnel must be disposed of immediately in an appropriate manner.

#### **8.6.21 Radios**

Radios must not be used on any site without the prior permission of the client.

#### **8.6.22 Alcohol and Drugs**

No alcohol shall be consumed on site at any time.

Any person reporting for work believed to be under the influence of alcohol will not be allowed to work, and will be subject to disciplinary proceedings.

The use of illegal drugs is forbidden.

Any person reporting for work believed to be under the influence of illegal drugs will not be allowed to work, and will be subject to disciplinary proceedings.

PDS Ltd. has a policy of assistance with the rehabilitation of employees who voluntarily seek help for alcohol or drug related problems. Such employees must, however, seek assistance (doctors or hospital staff for confidential advice) at the earliest possible opportunity – subsequent discovery will not be acceptable.

Refer to the Drugs and Alcohol Policy in the company Handbook (1801/DOC/001) for further details

#### **8.6.23 Security**

Employees will comply with the requirements of all client security notices.

#### **8.6.24 Non-English Speaking Personnel**

The company will ensure that all non-English speaking personnel fully understand the company and site safety requirements and their duties with regard to health and safety.

Language needs of any non-English speaking personnel will be suitably catered for during induction, training and supervision.

Refer to the Language Provision Policy (1291/HPM/032) for further details.

#### **8.7 Permits to Work and Authorisation**

When working on site all permits to work or any authorisation shall be obtained from the client representative before any work commences.

#### **8.8 Working on Specific Types of Site**

When working on site PDS Ltd. employees must at all times carry out their work within the guidelines of the client health and safety policy and the requirements of the company policy.

##### **8.8.1 Airport Sites**

All work carried out on Airport sites must be carried out strictly in accordance with the relevant airport operational safety instructions.

Copies of safety instructions should be obtained from the client safety representative.

Work should not begin until the airport client representative has ensured that the company holds copies of all appropriate documentation, which has been signed for on behalf of PDS Ltd.

Full compliance of all relevant operational safety instructions is an absolute requirement.

Care should be taken on airside roads and in or around buildings where flying or aircraft movement may take place.

Employees shall comply with the client representative with regard to the movement of vehicles on site so as not to interfere with air or other traffic using the airport.

Employees must ensure to protect themselves against noise.

Reference should be made to all airport operational safety instructions with regard to all works on site including litter, visibility, lighting, tabards and airside accidents, and follow all recommended procedures.

Any airside accident involving serious injury to personnel, or damage to equipment involving the operational safety of the site shall be reported to BAA in the specified manner.

#### **8.8.2 Road Systems**

All work carried out on road or motorway sites must be carried out strictly in accordance with the relevant client operational safety instructions.

Copies of safety instructions must be obtained from the client safety representative before commencement of work.

Work must not begin until the company holds copies of all appropriate documentation, which has been signed for on behalf of PDS Ltd.

Full compliance of all relevant operational safety instructions is an absolute requirement.

Care must be taken on roadside and where any vehicle movement may be taking place.

Employees shall comply with the client representative with regard to the movement of vehicles on site so as not to interfere with other traffic.

Employees must ensure to protect themselves and abide by all the recommended safety operations.

Reference must be made to all client operational safety instructions with regard to all works on site including PPE, road safety, visibility, lighting, and accidents, and follow all recommended procedures.

#### **8.8.3 Rail Systems**

All work carried out on railway systems and sites must be carried out strictly in accordance with the relevant client operational safety instructions.

Copies of safety instructions must be obtained from the client safety representative before commencement of work.

Work must not begin until the company holds copies of all appropriate documentation, which has been signed for on behalf of PDS Ltd.

Full compliance of all relevant operational safety instructions is an absolute requirement.

Care must be taken on railways and where any vehicle movement may be taking place.

Employees shall comply with the client representative with regard to the movement of vehicles on site so as not to interfere with other traffic.

Employees must ensure to protect themselves and abide by all the recommended safety operations.

Reference must be made to all client operational safety instructions with regard to all works on site including PPE, road safety, visibility, lighting, and accidents, and follow all recommended procedures.

## 9.0 Risk Assessment

The implications of risk are widespread and the company aims to undertake Risk Assessment, within the company, and on client sites before any work commences.

The risk assessment process is designed to evaluate the potential for harm against the likelihood of the event occurring for any work activity or procedure.

If a potential significant hazard or significant hazards are detected, then a full assessment using the Risk assessment form (1212/QSF/HEA/003) must be carried out.

The hazards identified during any risk assessment are continually under review to ensure that control measures have been successful. A risk assessment will be undertaken at any time that there has been a change in working practice, equipment or any other factor that may affect health and safety in addition to the yearly reviews. All Risk Assessments are recorded on a Risk Assessment Form (1212/QSF/HEA/003).

### 9.1 Risk Assessment in Practice

#### 9.1.1 Hazard Identification

The main reason for using risk assessment is the prevention of accidents and ill health. A hazard is something with the inherent potential to cause harm. Harm can include injury, illness or disease, damage to equipment, premises or other losses. Once any significant hazard has been identified it should be dealt with by risk rating. The methods used to identify hazards are detailed in the Hazard identification, Risk Assessment and Controls Procedure (1291/HPM/007).

#### 9.1.2 Risk Rating

The risk rating considers both the likelihood of exposure to a risk and the severity of the consequences of such an exposure. The Risk Rating is calculated as follows :-

Risk Rating = Likelihood x Severity

The Likelihood ratings are detailed in **Error! Reference source not found.** and the severity are detailed in **Error! Reference source not found.**

Rating	Description
1	Improbable
2	Unlikely
3	Possible
4	Likely
5	Probable

Table 2: Likelihood Rating

Rating	Description
1	Trivial injury
2	Minor injury
3	Major injury/partial disability
4	Single death
5	Multiple deaths

Table 3: Severity Rating

The formula based upon the above tables enables the assessor to measure the extent of the harm or consequences of a hazard and the likelihood or probability of the hazard causing actual harm. The Level of risk rating is determined from the criteria in **Error! Reference source not found.**

Rating	Description
1-4	Low risk - Common sense and due diligence required. No specific restrictions.
5-14	Medium risk – Control measures used to control the risk must be identified & followed.
15-25	High risk – Alternate working methods are required to reduce the risk to a lower level. On-site risk reduction verification may also be required.

Table 4: Risk Rating

## 9.2 Control and Review

A hierarchy of control measures is employed to control the hazards, these are detailed in the Hazard identification, Risk Assessment and Controls Procedure (1291/HPM/007).

Once the most appropriate control measures have been identified to control the hazards and prevent or minimise risks in the workplace, the controls are communicated to all necessary personnel.

Risk assessments are routinely reviewed to ensure that they are still valid, the review dates are identified on the risk assessment.

#### **10.0 Employers Liability Act 1969**

A current copy of the Employers Liability (Compulsory Insurance) insurance certificate is displayed at each place of work.

Copies of insurance certificates are retained (for at least 40 years) in compliance with the regulations.

### **11.0 Monitoring and Review**

The Health and Safety Policy will be kept valid and up to date and as good practice within PDS Ltd. stipulates that assessments should be made every 12 months or whenever a major change takes place within the workplace.

Any assessment will be repeated and updated whenever there is a significant change in the workplace, work activity, or new technology that necessitates a revision.







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P Ducker Systems Ltd

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