

TECHNICAL SUPPORT ASSOCIATES

HEALTH AND SAFETY

ARRANGEMENTS & PROCEDURES

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1. GENERAL HEALTH AND SAFETY PRECAUTIONS

Having carried out a risk assessment, the Employer has and shall continue to have, and Employees are required to maintain, a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of any equipment, materials and other items in use.

Where appropriate, Employees shall receive / undergo adequate training designed to help them maintain safety awareness, look out for safety risks and understand the importance of minimising risks and of adhering to methods which are designed to achieve this.

All known problems and / or defects to equipment or items must be reported to a TSA Director. If necessary, the relevant equipment or item shall be taken for repair.

Employees' clothing and footwear must be suitable for the work they do. Where protective clothing and /or equipment are required, they shall be provided and must be used.

Employees whose work may give rise to risk to health may be required to undergo medical screening before commencing and during their time at work.

2. WORK ARRANGEMENTS AND WORKING AREAS

2.1. GENERAL PRECAUTIONS

Buildings where work may be carried out shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should be as low as the work permits and within safe limits.

Any area of special hazard shall be signposted clearly and be subject to suitable safety measures and access arrangements. Only specially trained and authorised Employees may enter and, if necessary, work in areas of special hazards. Such Employees must receive the prior written authorisation of a TSA Director. Appropriate protective equipment / clothing shall be provided for dealing with any particular danger or risk at the relevant area, and must be used / worn.

Corridors and staircases must provide safe emergency escape routes and access. They must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.

Employees are reminded that polished / wet floors may be slippery; there should be no running on bare floors. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. An Employee who detects torn floor surfaces (eg carpet) should report this immediately to a TSA Director.

Access to high-level storage should be made using adequate equipment which shall be available (e.g. a step ladder, not a revolving stool or chair). Manual handling instructions must be followed when carrying any load.

2.2. RISK ASSESSMENTS

Risk assessments will be undertaken by David Smith and John O'Neill and appropriate action taken to remove any risks found. All hazards and any substances covered by COSHH will be identified, those at risk will be identified and suitable control measures put into place. Risk assessments will be stored on the TSA LAN.

Risk assessments will be reviewed annually or when the work activity changes, whichever is the sooner.

2.3. OFFICES

Corridors and staircases are needed to provide safe emergency escape routes and access. They must not be used as work or storage areas. In particular, any material or equipment which is combustible; could add to the risk of fire; could assist the occurrence or spread of fire; or could obstruct access / egress must not be stored in corridors or staircases. It is important to give way to persons coming down stairs (as they are less able to see where to place their feet).

As far as reasonably practicable, each Employee's workplace shall be at least 11 cubic meters. Employees are required to keep their workplace clean and tidy. Waste should be disposed of regularly, in suitable receptacles. Sharp objects (eg broken glass) should be wrapped and segregated before disposal.

Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.

Employees shall be provided with adequate seats for the work they do (which shall provide adequate lower back support). Where required, footrests and back rolls will be provided. Gas cylinder chairs must be used cautiously and with common sense. Employees must not cause uneven loading of the chair, eg by sitting on its arms. Persons weighing more than 100 kg shall not use gas cylinder chairs. An Employee who discovers that a chair has become unstable or has any fault or defect must stop using the chair and report the fault immediately to a TSA Director (who shall arrange for the chair to be repaired).

Shelves and storage racks must be stacked safely and must not be overloaded. An Employee who discovers a damaged shelf / storage rack must report the fault immediately to a TSA Director and place a note saying 'CAUTION - DEFECTIVE SHELF'.

Filing cabinets must be kept stable with sufficient weight in bottom drawers to prevent them from tipping over when open. Drawers must be open one at a time and closed immediately after use. Keys must not be left in locks, to prevent accidental injury to passers by.

Photocopiers must be positioned and used in well-ventilated rooms only. As far as possible, they should only be used with the lid down. If a photocopier has to be used with the lid up and tubes exposes, Employees shall be supplied with and must wear UV goggles. Employees must follow manufacturer's instructions when operating a photocopier and, in particular, when removing jammed paper or replacing toner cartridges.

2.4. TEMPERATURE AND HUMIDITY

Steps shall be taken to endeavour to keep temperature in the Employer's premises within a comfortable range and in any event above the statutory minimum of 16°C (after the first hour of work and except for rooms which are open to the outside). There is no set maximum temperature, but the Employer shall endeavour to ensure that temperature is maintained at a comfortable level. In addition, the Employer shall endeavour to keep buildings at a comfortable humidity range (30-75% RH). When requested to do so, a TSA Director will carry out temperature and humidity monitoring.

Cooling equipment must not be positioned in such a way that long hair might get caught. Heating apparatus must not be placed near paper, furnishings and other equipment or material which can catch fire. Private heating or cooling equipment must not be used, except with the prior written authorisation of a TSA Director (in which case, all equipment shall be tested and inspected regularly, as required by law).

2.5. LIGHTING

It is important that Employees have adequate lighting suitable for the activity which they carry out. Accordingly, the Employer shall endeavour to supply lighting in accordance with CIBSE guidelines.

Automatic emergency lighting, powered by an independent source, shall be provided where sudden loss of light would create a risk to health and safety.

2.6. NOISE

Wherever there is a noisy work environment (eg an Employee needs to shout to communicate with a person about 2 meters away), a TSA Director should be informed and shall arrange an assessment of noise levels. A record of any assessment shall be kept until a new assessment is made.

If noise or sound pressure exceeds the level prescribed by The Control of Noise at Work Regulations 2005 steps shall be taken to reduce the noise / sound pressure to the lowest level reasonably practicable. If this is not practicable then Employees will be supplied with ear protection such as ear muffs or ear plugs (which they must wear) and with information about the risks involved. Such equipment must be maintained and stored in accordance with instruction; any fault must be reported to a TSA Director.

2.7. LONE AND AFTER HOURS WORKING

As far as reasonably practicable, lone / after hours working shall be carried out only if:

- a second person is present in the building and within earshot;
- a telephone (allowing external and internal connection) is available to the person working alone or after normal hours;
- an appropriate and adequate safety procedure is established (eg a telephone reporting system / regular security patrols);
- where the job carries peculiar hazards, at least one person in the building is competent to deal with such hazard; and
- special arrangements are made to ensure the safety of any disabled Employee who works alone / after normal hours.

2.8. NEW AND EXPECTANT MOTHERS

An assessment has been carried out of the health and safety risks to female Employees who are of child-bearing age and their baby and the Employer has taken and shall continue to take all reasonably practicable steps to prevent such risks, as required.

Where it is not reasonably practicable to prevent the risk to health and safety of a particular Employee who is a new or expectant mother or to her baby, the Employer shall alter the Employee's working conditions or hours of work if this is reasonable and will avoid such risk.

If it is not reasonable to alter the Employee's working conditions or hours of work, or doing so would not prevent health and safety risks, the Employer shall suspend the Employee for as long as is necessary to avoid such risk. During her suspension, the Employee shall receive remuneration at the rate of a "week's pay" (as defined by law) for each week of suspension.

A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period. During her suspension, the Employee shall receive remuneration at the rate of a "week's pay" (as defined by law) .

2.9. HOMEWORKING

The terms of this Policy, and in particular the provisions relating to visual display equipment, protective personal equipment, manual handling operations, new and expectant mothers, first aid and reporting of accidents, shall apply to the Employer 's homeworkers in the same way as they apply to all other Employees.

2.10. MANUAL HANDLING OPERATIONS

Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort (eg moving files, desks, PCs etc).

As far as reasonably practicable, manual handling operations shall be avoided, eg by eliminating or redesigning the task or by using handling equipment (eg a trolley or castors). Where a manual handling operation has to be carried out, it ought to be assessed and risks of injury identified. All reasonably practicable safety measures must be taken, including informing the relevant Employee of the weight of the load to be carried; altering or splitting of the load; providing and using mechanical aid equipment; and changing the task layout or design. No Employee should be asked or attempt to lift a load that is too heavy.

Any Employee who carries out a manual handling operation is required to:

- check that the area through which and to which the load is carried is clean and tidy;
- wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment;
- stand close to the load and plant feet firmly with legs approximately 30 centimetres apart;
- squat with bent knees, keeping his / her back straight and chin tucked in;
- grip the load firmly and stand up slowly with the load kept near the body - the load should not be lifted above chest height;
- use smooth movement; avoid jerking, twisting, jumping etc;
- lower the load slowly by bending the knees and letting the legs take the strain;
- take extra care if suffering from a back problem;
- ask for help if necessary.

2.11. WORKING AT HEIGHTS

When working at heights, Employees must take all necessary precautions to avoid the risk of falling. To this end, Employees should comply with the Working at Height Regulations 2005 and use guard railing or safety belts, safety lines and harnesses, as appropriate. Safety belts or harnesses must be adequately anchored to the structure whenever an Employee is at his / her working position or at rest.

2.12. ASBESTOS

Asbestos has been used widely in the UK between the 1950s and 1980s (eg asbestos cement, in insulation boards and in paints, paper and floor coverings). Consequently, it is likely that asbestos is present in all buildings erected during this period. All reasonably practicable steps have been taken to prevent, and where not possible reduce to the lowest level possible, the exposure of Employees and Visitors to asbestos.

An Employee who uncovers hidden material or dust which s/he suspects may contain asbestos, must stop work immediately and contact a TSA Director or Client responsible for the area who shall arrange for the material / relevant area to be inspected (and, if necessary, closed down) and for asbestos to be removed.

All asbestos removals shall be carried out under controlled conditions by an HSE licensed asbestos removal company. Employees must not attempt to carry out asbestos removal under any circumstances.

2.13. VISITORS

The responsibility for Visitors rests with the person who invited them. All Visitors shall be given safety information, instruction and training, protective clothing or safety equipment as may be necessary and appropriate.

As far as reasonably practicable, the location of any Visitor with impaired mobility shall be known at all times to the person who invited the Visitor. Such a Visitor shall be accompanied by an Employee throughout the visit and, if reasonably practicable, shall not be taken above or below ground floor level. For the purpose of this Policy, a person has impaired mobility if s/he cannot, without the assistance of someone else use stairs to leave a building.

Every precaution must be taken to ensure that Visitors do not enter hazardous areas (unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing).

2.14. CHILDREN AND YOUNG PERSONS

Employees should not bring children to work, except with the prior written authorisation of TSA Director (which shall be in his / her absolute discretion). An Employee who is authorised to bring a child to work, must keep him / her in close supervision at all times.

2.15. SMOKING

It is the Employer's policy to provide a working environment which is free from tobacco smoke. Consequently, the Employer operates a non-smoking policy in all premises.

2.16. ALCOHOL AND SUBSTANCE ABUSE

Alcohol and drugs may have significant detrimental effects on individuals' health and safety at work. Employees must not consume any drugs (including certain medication) whilst at work.

Employees who suspect or know that they have an alcohol or drug problem are encouraged to seek voluntary help. There are many organisations which can offer help, including but not limited to, Alcoholics Anonymous, Narcotics Anonymous and Addiction. Alternatively, should they wish, Employees may discuss their problem in strict confidence with a TSA Director.

Managers and supervisors shall be given information and / or training to help them identify signs of alcohol or drug abuse.

An Employee who, it is suspected or recognised, has an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided there is evidence of a genuine desire to overcome the problem, the Employee may take time off work to receive appropriate treatment. Certified absence from work in the course of such treatment shall count as sick leave. During any such treatment, the Employee may have to be re-deployed, to ensure his / her safety and that of other Employees / Visitors.

Alcohol and / or drug consumption or dependency may lead to disciplinary action where:

- it exposes any Employee / Visitor to potential danger;
- there is a risk of damage to any of the Employer's equipment, machinery or property;
- an Employee's work performance is or could be impaired as a result of such dependency;
- an Employee refuses to seek advice or accept treatment;
- there are persistent problems or there was a one-off serious incident at work as a result of such consumption / dependency.

2.17. WORK-RELATED PSYCHIATRIC ILLNESS AND EXCESS STRESS

Some stress at work is unavoidable and may have a positive effect. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work-related psychiatric illness and excess stress to Employees. Poor attitude, behaviour or work performance and increased sickness absence may indicate that an Employee is suffering from excess stress / psychiatric illness.

An Employee who suspects that s/he may be suffering from a work-related psychiatric illness or excess stress, should inform a TSA Director (or any other member of management whom the Employee feels comfortable to address) of this as soon as possible.

As far as reasonably practicable, the Employer shall take steps to alter any working conditions and arrangements or work load which are found to cause the Employee's psychiatric illness / excessive stress quickly and adequately. Reasonable efforts shall be made to reduce the risk of future recurrence of such work conditions, arrangements or work load. Where resources allow, the Employer will endeavour to offer stress counselling and / or stress management training.

2.18. VIOLENCE, HARASSMENT AND BULLYING

All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence against Employees and of harassment or bullying of Employees at work. However, should Employees be subjected to violence, bullying or harassment at work, they are encouraged to report the matter to a TSA Director at the earliest opportunity, or to any other member of management whom they feel comfortable to address. Employees may then follow the relevant procedure set out in the Anti-Harassment Policy in force from time to time.

All complaints of harassment, bullying or violence shall be taken seriously and shall be investigated fully, promptly and objectively. As far as reasonably practicable, the Employer shall take steps to keep the Employee's identity and complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending Employee.

2.19. HEALTH SURVEILLANCE

All Employees shall receive health surveillance, as necessary, having regard to the work they do and identified risks to health. In certain cases, this might be a pre-requisite for any job-offer and / or continuation of work. Records of all necessary checks shall be kept as required by law.

3. CDM DUTIES

Where TSA act as CDM Coordinator they shall:

- Act as adviser to the Client in respect of Health Safety & Risk Management matters
- Assist with the appointment of competent designers & contractors
- Advise the Client on Management Arrangements including programme, welfare, training, access, hoardings etc
- Coordinate H&S aspects of the design
- Ensure a Health and Safety File is prepared
- Assist with the HSE notification of the project
- Assist with the collation of pre-construction information, surveys etc
- Disseminate Health Safety & Risk information to the project & construction teams
- Manage & advise on information flow

For all TSA Design Work they shall:

- Ensure adequate design provisions are made for the safe installation, maintenance & dismantling of all plant & equipment installed
- Minimise construction hazards as far as is reasonably practicable & avoid foreseeable risks
- Provide pre-construction Risk Assessments for the works
- Cooperate with other members of the design & construction teams re H&S issues

4. WORK EQUIPMENT

4.1. GENERAL PRECAUTIONS

Work equipment includes any machinery, appliance, apparatus or tool which is used by an Employee at work (eg PC, photocopier, guillotine, test equipment). It may include equipment not in the Employer's ownership (e.g. equipment which is owned privately by an Employee). The use of any equipment which is not owned by the Employer must be authorised in advance by a TSA Director.

Incorrect and / or careless use of equipment can result in personal injury to any person and damage to property or equipment.

All equipment must be used with due care, for its intended purpose and in its intended conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training (eg about the time and manner of use).

Where necessary, Employees shall receive information, instructions and training before they begin to use any equipment (and thereafter, if necessary). This shall include information etc about potential hazards; safe conditions and methods of use; use of protective equipment; possible emergencies and emergency action. Only trained and authorised Employees may use hazardous equipment. Use of hazardous equipment by unauthorised Employees may result in disciplinary action.

All equipment must be maintained in a safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

Employees are required to report any fault / defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to a TSA Director, immediately on discovering the said fault / defect. Equipment must not be used until defects / faults have been rectified (unless it has only minor defects which do not carry risk to health and safety and where Employees receive prior written authorisation from a TSA Director).

Where necessary, safety devices shall be attached to equipment (eg protective devices, markings or warnings). Equipment must be operated with or in accordance with any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An Employee who removes, circumvents or otherwise tampers with a safety device may be subject to disciplinary action (including, where appropriate, dismissal).

Where appropriate, Employees shall be provided with personal protective equipment. Employees must use such equipment at all times when operating, working or being in the vicinity of the relevant equipment or on site.

When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international kitemark.

Employees may not take any work equipment out of the Employer's premises, except with the prior written authorisation of TSA Director.

4.2. VISUAL DISPLAY SCREEN EQUIPMENT

Any Employee who uses display screen equipment for a significant part of his / her normal work and is defined as a VDU User shall have his / her display screen equipment workstation assessed (and where necessary, adapted) to ensure that its design and layout will avoid visual fatigue and back, shoulder, neck, arms, legs and wrists aches. Adequate chairs, work surfaces and equipment shall be provided (eg footrest or back roll).

VDU Users are encouraged to take periodical breaks from using the equipment (eg 10 minutes every hour).

On request, once a year, VDU Users shall receive a voucher for (or be reimbursed on production of a receipt for the cost of) an eye and eyesight test by an approved optician. If an employee requires special corrective appliances for display screen work only and a normal appliance cannot be used, the Employer shall bear the cost of such basic appliance (eg the cheapest frame and basic lenses for glasses).

VDU Employees shall be given written information and guidance on the safe use of display screen equipment. If necessary, VDU Users shall attend training on the safe use of display screen equipment. Any VDU User who wishes to get information relating to health and safety aspects of display screen equipment should contact a TSA Director.

Employees must switch off all monitors and display screen equipment at the end of their working day, to avoid the risk of fire.

4.3. STEP LADDERS AND OTHER ACCESS EQUIPMENT

Step Ladders and other access equipment must be inspected regularly, including before and after use. If any defect is found, remedial action must be taken immediately and the step ladder / access equipment must not be used until such remedial action has been completed. Wooden step ladders / access equipment must not be painted. They must be checked for rot, decay, mechanical damage, splintering and wear and tear of the stiles, head and foot of the stiles and rungs. Metal step ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distortion and twisting.

TSA do not own ladders and therefore Employees are not instructed in their erection. If used on and external site the Employee should ensure that the ladder is safe prior to use. If in doubt then Employees are instructed not to use ladders or other access equipment.

4.4. PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment appropriate for the risks involved and suitable for the job at hand and the particular Employee undertaking the work, shall be supplied and must be used at work whenever there is a risk to health and safety which cannot be adequately controlled by alternative means. Personal protective equipment must be used or worn in accordance with instructions for use and any directions and training given from time to time.

Any Employee whose work may involve for whatever period of time:

- falling or flying particles (eg through load lifting), dust or projectiles, shall wear goggles or face screens and breathing apparatus, filter face piece or respirator or air-fed helmets as may be appropriate;
- falling or flying objects, risk of head bumping or hair entanglement, shall wear a helmet, bump cap, skull cap, hats or cape hoods as may be appropriate;
- excessive noise or sound pressure, shall wear adequate ear protection such as ear muffs or ear plugs;
- abrasion, extremes of temperature, cuts, impacts, electric shock, vibration or skin infection or disease, shall wear gloves, gauntlets, mitts or armlets as may be appropriate;
- wet surfaces, slipping, cuts, falling objects, abrasion or electric build-up, shall wear safety boots / shoes, gaiters, leggings or spats as may be appropriate;
- undertake site visits where the site has been defined as a hard hat area, shall wear a safety helmet, steel capped boots and tabard to suit the requirements of the particular site.

In all cases, Employees must wear adequate footwear and clothing for their work / work area and watch out that jewellery, loose clothing and long hair do not get caught in machinery (eg guillotines).

Personal protective equipment must be maintained and stored properly and in accordance with any relevant instructions (eg manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to a TSA Director.

5. ELECTRICITY AND ELECTRICAL EQUIPMENT

5.1. GENERAL PRECAUTIONS

Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and the Employer has devised safe systems for working with well-maintained electrical equipment.

Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. The fixed electrical installations and electric mains in the Employer's premises are the sole responsibility of a TSA Director. No work shall be carried out on fixed installations and the mains without a TSA Director's prior written authorisation.

Employees must report any fault or defect which they notice in any electrical installation or equipment to a TSA Director as soon as they discover it. Defective installation / equipment must not be used until fully repaired.

5.2. ELECTRICAL EQUIPMENT

All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, and instructions and (where appropriate) training provided or arranged by a TSA Director. In particular:

- electrical equipment must never be used with wet hands;
- earth connections and screens must not be interfered with;
- electrical equipment must be positioned safely and securely (eg not too close to walls and partitions and allowing for adequate ventilation and cooling);
- conductors and liquid containers (eg a cup of tea) must be kept clear of all electrical equipment;
- electrical equipment and the mains supply must not be overloaded.

All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.

All electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date equipment must not be used.

Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults / defects:

- damage to the insulating sheath around an electrical cable;
- damage to a plug;
- joints in the cable, other than due to proprietary cable connections;
- damage to the external casing of equipment;
- overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables);
- evidence of inappropriate use, eg if equipment is wet;
- any loose connections.

Employees must report any fault or defect which they notice in any electrical equipment to a TSA Director as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (eg by removing the plug) or, if this is not possible or cannot be done safely, by attaching a clear notice (eg "DO NOT USE – FAULTY EQUIPMENT"). Barriers must be used where necessary.

Only adequate replacement parts shall be used (eg double insulated parts for double insulated equipment).

Unless this is unavoidable and all suitable precautions have been taken to prevent injury, no-one should work on or near exposed live parts of electrical equipment. In any event, such work must be authorised in advance by a TSA Director and must only be carried out in the presence of another person who must know what to do in an emergency. All necessary protective equipment must be used / worn.

Any conducting part of a system which could conceivably become live and yet be handled (eg external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such use or equipment should contact a TSA Director .

5.3. PORTABLE ELECTRICAL EQUIPMENT

The use of any portable electrical equipment which is not owned by the Employer must be authorised in advance by a TSA Director and the equipment must be tested regularly.

Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination at the portable equipment and plug. Where possible, double insulated equipment should be used.

5.4. FUSES AND SIMILAR DEVICES

When using any equipment, the smallest fuse compatible with it should be used, to protect the equipment and flexible cable and to reduce the risk of fire.

Employees must not replace fuses. Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.

A main board fuse must never be replaced.

5.5. ELECTRICAL CABLES

Flexible cables must be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

Flexible cables must not be used for voltages above 240 or a loading greater than 3 kilowatts. Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.

All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.

In so far as possible, all cables must be:

- kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them;
- protected where they pass over or round sharp objects or corners;
- kept clear of radiators and pipework;
- laid so as to avoid being trapped in doors.

Only one cable should be used from any single plug, except where 2, 3 or 4 way multiple sockets are available. But, in such case, the total load must not exceed 3 kilowatts.

5.6. FIRE HAZARDS

It is recommended to unplug equipment which is not in use. All equipment should be switched off and / or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.

Only dry powder or carbon dioxide extinguishers may be used on electrical fires. ***Water and water-based extinguishers must never be used in case of an electric fire.***

In the event of fire, the fire alarm must be raised immediately and the Fire Procedure outlined below followed.

All electric incidents / accidents must be reported to a TSA Director in accordance with the procedure set out in this Policy's section on Reporting of Accident.

5.7. ELECTRICITY-RELATED INJURIES

In the event of any person suffering electric shock, it is important to:

- turn off the power and, if possible, isolate the supply;
- call Appointed Person(s) (who take charge in case of injury / illness) . Medical help must be called if the victim seems to be unconscious;
- not touch the victim, but try to move him / her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (eg by moving the equipment). In so far as possible, the victim should not be moved.

All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.

All electricity-related injuries must be reported to a TSA Director in accordance with the procedure set out in this Policy's section on Reporting of Accident.

6. RADIATION HAZARDS

6.1. ULTRA-VIOLET RADIATION

Photocopiers and similar equipment often produce UV radiation which may damage eyes and skin. Photocopiers must be used with the lid down or, where this is not possible, with UV goggles.

6.2. MICROWAVE EQUIPMENT

There shall be arrangements for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their plug removed (where this can be done safely) and a notice attached saying "FAULTY OVEN – DO NOT USE"). A defective oven must not be used until fully repaired. Any fault / damage must be reported to a TSA Director.

No-one should look along the wave guide where a microwave apparatus is in use or examine a highly directional radiator at close quarters.

7. EMERGENCIES

7.1. GENERAL PRECAUTIONS

In the event of an emergency the offices shall be evacuated with all persons reporting to their assembly point(s). The emergency services shall be contacted when required.

The paramount consideration in all cases of emergency is human safety. Employees and Visitors are required to co-operate with instructions given to them and to use common sense. Employees and Visitors are advised not to rush or attempt to pass others when leaving the scene of an incident.

All exits and exit routes must be kept clear and must allow safe and free passage in the event of an emergency.

It is the responsibility of TSA Director to remind Employees of the correct emergency procedure at least once every calendar year.

7.2. DISABLED EMPLOYEES AND VISITORS

It is the responsibility of a TSA Director to be aware of any disabled Employee or Visitor in his/her/their work area and in the event of an emergency, in addition to following the normal emergency procedure, to arrange for assistance for disabled Employees / Visitors.

Employees / Visitors with impaired hearing who cannot hear the fire / emergency alarm must inform a TSA Director about this and avoid working in isolated areas. If such an Employee / Visitor must work alone, s/he must ensure that someone knows where s/he is and will inform him/her in case of an emergency.

8. FIRE PRECAUTIONS AND PROCEDURES

8.1. PRECAUTIONS

All Employees and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and of all exits and routes to emergency exits of the building(s) in which they work or which they visit.

All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.

All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

Fire extinguishers shall be inspected, tested and maintained regularly as appropriate to ensure that they are in an efficient state and working order and in good repair.

The fire evacuation procedure will be exercised at least once every calendar year, in coordination and with the approval of a TSA Director. The exercise will be reviewed by a TSA Director and a report compiled. Employees and Visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action.

8.2. IN THE EVENT OF FIRE

Any Employee / Visitor who discovers fire is required to shout "FIRE" and inform the occupants of both offices. Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee / Visitor is trained and confident in use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the Employee / Visitor considers it unsafe to tackle the fire, s/he should evacuate the premises immediately by the shortest possible route, go to his / her designated assembly point.

An Employee / Visitor who hears the fire alarm should leave the building immediately and report at his / her assembly point. If there is time, Employees should close all doors and windows. Employees and Visitors must not stop to collect personal belongings.

Employees and Visitors must remain in their assembly point (or move to any other area when directed by the emergency services) until authorised to re-enter buildings.

On completion of evacuation, it shall be confirmed that all Employees and Visitors evacuated the premises and / or whether there are any remaining Employees and Visitors within the premises and, if so, their identity.

Every event of fire shall be reported to and recorded in writing by a TSA Director (immediately after the event) who shall report this to the Health and Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents.

9. BOMB ALERT PROCEDURE

Anyone receiving a bomb threat or discovering a suspicious object / vehicle should inform the emergency services on 999 immediately and remain in the vicinity and make him/her-self known to the first security personnel arriving on the scene.

If a bomb threat is received, it is important to try to:

- get answers to the questions "where is the bomb"; "what time will it go off"; "what kind of a bomb is it"; "why are you doing it"; and "do you have a codeword";
- assess the gender, age group, accent and state of mind (eg intoxicated or irrational) of the caller;
- identify any noticeable background noise / distraction (eg traffic);
- assess whether the call is from a public, mobile or private telephone.

If a suspicious object or vehicle is identified / found, it is important to:

- note its exact location and easily recognisable identifying features (eg registration number, name markings);
- advise those present in the immediate vicinity to clear the area and remain at a safe distance;
- detail in one's mind why suspicion was aroused.

Under no circumstances should anyone touch a suspicious object or vehicle.

Mobile phones and radio transmitters must not be used near a suspicious object / vehicle.

10. EMERGENCY FIRST AID TREATMENT

It is the responsibility of a TSA Director to maintain adequately stocked first aid boxes; obtain (or make arrangements to obtain) first aid supplies; select and provide training to Appointed Person(s).

First aid box is located in the Kitchen. Employees are required to familiarise themselves as to the exact position of the first aid box nearest to them and the name of the person responsible for it.

Where necessary, Appointed Person(s) (who take charge in case of injury / illness) shall be called to the scene of an accident / incident where they will assess the situation quickly and safely; call for appropriate help (and if suitably trained and certified give early, appropriate and adequate treatment in a sensible order of priority); arrange for any injured person to be taken to hospital, see a doctor or go home (as appropriate); and ensure that an accident / incident report is completed and returned to a TSA Director and that any Accident Book is filled in. Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or a suitably qualified person .

11. REPORTING OF ACCIDENTS

Any accident at work or in connection with work (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on the Employer's premises) must be reported **immediately** and fully to a TSA Director (first verbally and then in writing) who shall arrange for the accident to be investigated and for a written report to be prepared.

It is the responsibility of a TSA Director to report to the HSE's Incident Contact Centre or the local authority's environmental health department the incidents described below, in the manner prescribed by law:

- any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on the Employer's premises) arising out of or in connection with work and resulting in death or major injury (eg amputations, most fractures and major dislocations; temporary or permanent loss of sight; serious injuries from electrical accidents; most injuries leading to loss of consciousness; acute illness which results from exposure to harmful substances or biological agents; injuries following an assault at work);
- any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on the Employer's premises) arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any other injury which results in an Employee being absent from work for more than 3 days (including non work days) after the day of the accident;
- any dangerous occurrence (whether involving an Employee, Visitor or any other person, whenever and wherever it occurs on the Employer's premises). Examples of dangerous occurrences include (but are not limited to) collapse, overturning or lift / lifting equipment failure; electrical short circuit or overload causing fire or explosion; unintended collapse of any

building or structure under construction, a wall or floor in a work place; explosion or fire causing suspension of normal work for over 24 hours; accidental release of a substance which may damage health;

- any reportable work-related disease which an Employee suffers (eg occupational dermatitis, skin cancer or acne; lung diseases such as occupational asthma and asbestosis; infections such as hepatitis, tuberculosis and tetanus; occupational cancer and hand-arm vibration syndrome).

Every report (to a TSA Director and to the Incident Contact Centre / local environmental health department) must include the date, time and place of injury, disease or occurrence; personal details of those involved and a brief description of the nature of the event / disease.

Record of any reportable injury, disease or dangerous occurrence shall be kept by a TSA Director in the appropriate Accident Book for at least 3 years from the date of the record.