

2022

Version 5.6

HEALTH & SAFETY POLICY MANUAL



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5.2	01.05.2020	COVID 19 update	PN	5.3
5.3	21.07.2020	COVID 19 update Addition of WBL section	PN	5.4
5.4	1/7/2021	Review of procedures	GJ	5.5
5.6	1/7/2022	Review of Procedure	GJ	5.6

SECTION 1: HEALTH AND SAFETY POLICY STATEMENT

Health and Safety Policy Statement

The objective of the company policy, as a fundamental part of its Health and Safety management system and in accordance with the Health and Safety At Work Act 1974 is to prevent, insofar as is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in:-

- Injury or occupational ill health to any person
- Damage to or loss of any plant, equipment property, materials or products.
- Delays in any processes or operations
- Events, Which may otherwise be detrimental to efficiency
- Adverse impact upon the environment

The application and promotion of the policy is the responsibility of ARC senior management. Whilst duties and tasks may be delegated the overall responsibility remain that of senior management to ensure that ARC complies with all relevant statutory Health and Safety Legislation, Approved Codes of Practice, and Railway standards

ARC

- Treats Health and Safety as seriously as other aims.
- Believes that injuries and occupational illness can be prevented.
- Will set and maintain high standards of Health and Safety at all locations.
- Works in accordance with Network Rail's contract requirements safety

ARC aims to act responsibly to ensure, so far as is reasonably practicable, the health and safety of its candidates whilst at work.


ARC will:

- Set and Monitor safety objectives.
- Be committed to continual improvement in safety performance.
- Provide and maintain safe systems of work which will minimise risk to health.
- Carry out an assessment of risk to all candidates whilst at work.
- Provide sufficient resources for the management of health and safety.
- Provide such information, training and supervision as is necessary to promote the health and safety of its candidates.
- Seek the full co-operation of candidates and clients in implementing this policy and promoting good safety practices.
- Ensure all candidates are fit for the work they are required to do.
- Minimise risk of injury or illness created by work activities.
- Provide adequate resources to ensure satisfaction of this safety policy.
- Ensure that senior management actively involve the workforce – including part-time and agency workers – as part of a developing health and safety culture.

Each candidate has a duty to co-operate by:

- Complying with appropriate legal requirements and company health and safety rules.
- Wearing and using the protective clothing and equipment provided.
- Applying good housekeeping to work areas.
- Reporting incidents or hazards which could lead to injury or damage.
- Attending safety training in accordance with ARC requirements.
- Working safely in the interests of themselves and others.

In addition to the basic Health and Safety arrangements outlined in the above policy, special procedures need to be adopted and applied in relation to railway work.

Signed		Dated	4.07.2022
Managing Director			

SECTION 2. H&S SPECIFIC RESPONSIBILITIES

Directors

The Directors shall have responsibilities for the following:

- The provision and maintenance of safe and healthy working conditions for the workforce and others affected by work activities. These conditions will conform at least to the minimum laid down by statute.
- Ensuring that all persons are made aware of their individual responsibilities and duties.
- Ensuring that appropriate risk assessments are produced and liaison with sub-contractors is effective.
- Ensuring that sound and safe working practices are both understood and observed.
- Ensuring that liaison between the Company's satellite offices occurs.
- Setting up and administration of an adequate system of accident reporting and investigation.
- Setting up a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
- Modifying this policy as required by amended regulations.
- To arrange for all necessary insurance's certificates, statutory tests, examinations and inspectors of facilities, plant and equipment, as detailed in each branches H&S schedule.
- To arrange for the investigation, recording and reporting of accidents to enforcing authorities and insurers.
- To arrange fire risk assessments are carried out and fire fighting equipment and maintenance at the company's offices and sites. Ensure that firefighting systems are always available, correct for the perceived risk and maintained.
- Ensuring that that adequate first aid, welfare and toilet facilities are available and adequately maintained.
- Ensure that all staff are trained, with certificate copies held, as appropriate.
- **When appropriate the Training Manager will undertake the Director responsibilities as shown**

Training Manager or Nominated Deputy

The training manager or deputy shall have responsibilities for the following:

- To read, understand and promote the company's safety policy and ensure it's effectively implemented.
- To ensure all employees conform to the policy and co-operate with office supervision.
- To ensure that employees are trained and instructed in health and safety matters.

Task & Responsibilities

Maintaining the management systems	Quality Manager
Assessing first aid resources to be provided on site	Departmental Manager
Document control	Quality Manager
Co-ordinating the training of employees	HR
Investigating accidents	Operations Director/Departmental Manager
Carrying out risk assessments	Departmental Manager
Carrying out internal/external audits	Quality Manager

Sub-Contractors & Self Employed

Sub-contractors and self-employed persons have a duty to:

- Comply with and read the provisions of this policy.
- Work in a safe manner not placing themselves or any other person at risk.
- Sub-contractors and the self employed are not entitled to modify, alter or otherwise interfere with any plant, equipment or materials for which they have no responsibility, unless authorised by the management.
- Ensure that any injury sustained by their activities are reported to the site supervisor without delay.
- To observe statutory provisions re. Hazardous/flammable substance which they may bring to a workplace.
- Keep all workplaces clean and tidy and to clear them periodically as work progresses.
- Wear protective clothing and use safety equipment appropriate to the operation.

Safety Personnel

The person with overall and final responsibility for health and safety in the company are the directors. In addition to other titles the Managing Director will be referred to as the Director of Safety.

The Company Directors are responsible for overseeing the policy locally

SECTION 3. ACCIDENT REPORTING (RIDDOR) 1995

The reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013

- All first aid stations will be clearly marked and easily accessible by all employees during all working hours.
- Nominated first aiders will be responsible for the use and maintenance of each first aid station.
- A list of emergency telephones numbers available to the work area will be posted at each first aid station.
- **Qualified first aiders are First Aid Awareness trained employees and are identified locally at each office**

The Operations Director or nominated deputy is responsible for reporting all cases of accident, disease or near miss to the Director of Safety. Accident records will be compiled and stored by the Director of Safety, who is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

Accident Reporting:

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) - The current regulations RIDDOR 2013 made under HASAWA 1974, came into force on 1st October 2013. They revoke and replace, with amendments, the RIDDOR 1995 and the RIDDOR (Amendment) Regulations 2012 and require reporting to the Health and Safety Executive (and in some cases to the Local Authority) of injuries, diseases and dangerous occurrences „which arise out of or in connection with work activities“.

It is the policy of the company to comply with the reporting of injuries, Diseases and Dangerous Occurrences Regulations 2013. The company see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety or a person appointed by the Director of Safety detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The time, date and location of the incident and date of the report
- Eyewitness accounts will be collected as near to the time of the accident as practicable. Person required to give an official statement have the right to have representation present, at the company's expense
- The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem
- All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment
- A follow up report will be completed after a reasonable time period examining the effectiveness of any new measures adopted.

Duty to report injuries, dangerous occurrences and diseases –Types of reportable incidents

Deaths and injuries

If someone has died or has been injured because of a work-related accident this may have to be reported. Not all accidents need to be reported, other than for certain gas incidents, a RIDDOR report is required only when:

- the accident is work related

- it results in an injury of a type which is reportable

Types of reportable injury

The death of any person

All deaths to workers and non-workers, except for suicides, must be reported if they arise from a work-related accident, including an act of physical violence to a worker.

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over-seven-day incapacitation of a worker

Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven-day period does not include the day of the accident but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days. If you are an employer, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non-fatal accidents to non-workers (e.g. members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

Occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work: These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;

- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

Further guidance on occupational diseases is available.
Specific guidance is also available for:

- occupational cancers
- diseases associated with biological agents

Dangerous occurrences

Dangerous occurrences are certain, specified near-miss events. Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces, for example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- the accidental release of any substance which could cause injury to any person.

Further guidance on these dangerous occurrences is available.

Additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and relevant transport systems (railways etc).

The Directors of the company will have duties in relation to accidents

- To satisfy himself that the proper authorities have been notified in the event of serious injury or fatality occurring.
- Ensure that work in the vicinity of a notifiable accident is suspended pending an investigation.
- Record the action taken, the details of injuries and damage to plant, equipment, materials and structures including remedial action taken
- Carry out an investigation to establish the cause of a notifiable accident.
- In specific terms investigate whether the accident was caused by faulty equipment, faulty machinery or materials, defective plant, unsafe working practices or misconduct, either individually or collectively.
- Ensure that once the specific causes of the accident are identified appropriate remedial action is taken in order to prevent recurrence.

Calling the Emergency Services

- Ensure you know how to call the emergency services from your work location. Dialling 999 generally applies but may not always apply where local emergency support is used
- Use a mobile telephone to call the emergency services if it safe to do so, Give the exact location and details of the accident
- Always call the emergency services if unsure about extent of casualties

Whatever you do, do not put yourself in danger!!!

SECTION 4. ACCIDENT INVESTIGATION PROCEDURE

The scene of accidents/dangerous occurrences must be left undisturbed until all investigations required by the Health and Safety Executive Inspector.

- The company will keep records of all accidents including all reported accidents and will also investigate and report on them as detailed in accident reporting.

- The Director/s may require a comprehensive report to be undertaken by a suitably qualified person/organisation and the Company shall have the responsibility to heed recommendations which may be forthcoming as a result of accident investigation.
- It shall be the responsibility of every employee to ensure that the Health & Safety Consultant or Line Management is given every co-operation when investigating a site or an accident investigation.
- As part of the ongoing accident investigation process undertake regular monitoring and inspections.

NB: The Insurance Company/Broker acting for the company may require additional information

SECTION 5. CONTROL OF ASBESTOS REGULATIONS 2006

Under the Asbestos Regulations 2006 all employers must carry out an asbestos survey on the workplace to establish if any asbestos is present and how it will be controlled. This can take the form of a register identifying the areas and substances involved and how they are to be controlled if worked on.

Any building constructed before 1999 has the potential for some asbestos containing materials (ACM's to have been used during construction. All types of asbestos were banned from building use in 1998/99 and so it is safe to assume any building constructed after this date is asbestos free. Therefore, the following age-related guidance is a rough initial assessment of the potential for asbestos to be present in the building.

NB Asbestos Containing Materials = ACM's

Pre-1970 it is almost definite there will be some ACM's within the property.

1980's it is likely there will be some ACM's within the property.

1990's Asbestos was finally banned in 1999 and there is a reducing risk in buildings constructed late 1980's and 1990's as the knowledge of asbestos hazards was increasing and its use within buildings steadily declining. Therefore, the likelihood of a building containing ACM's decreases, but it cannot be assumed there are no ACM's if the building was constructed before 1999.

Control of Asbestos Regulations 2012

The Control of Asbestos Regulations 2012 came into force on 6 April 2012, updating previous asbestos regulations to take account of the European Commission's view that the UK had not fully implemented the EU Directive on exposure to asbestos (Directive 2009/148/EC). In practice the changes are limited. They mean that some types of non-licensed work with asbestos now have additional requirements, i.e. notification of work, medical surveillance and record keeping.

All other requirements remain unchanged.

SECTION 6. CONSULTATION, COMMUNICATION AND CO-OPERATION

In line with the H&S – Consultation with Employees Regulations 1996, the information for Employees Regulations 1989 and the Safety Representatives and Committees Regulations 1977, the management of the company will encourage employees (or their representative(s)) involvement in establishing and reviewing H&S compliance and to communicate to employees their commitment to safety. Also, to ensure that employees are familiar with the contents of the company Health and safety policy. The company will communicate with its employees through meetings, orally, information on notice boards, in writing, in the form of directives and this policy statement, and by example. If we are to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

- All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.
- Employees have a duty to take all reasonable steps to preserve and to protect the health and safety of themselves and all other people affected by the operations of the company.

SECTION 7. THE CONFINED SPACES REGULATIONS 1997

“Confined space” means any place, including any chamber, tank, vat, silo, pit, trench, pipe, sewer, flue, well or other similar space in which, by its enclosed nature, there arises a reasonably foreseeable specified risk; “Specified Risk” means a risk of –

- (a) Serious injury to any person at work arising from a fire or explosion;
 - (b) Without the prejudice to paragraph (a) –
 - i) The loss of consciousness of any person at work arising from an increase in body temperature;
 - ii) The loss of consciousness or asphyxiation of any person at work arising from gas, fume, vapour or the lack of oxygen;
 - (c) The drowning of any person at work arising from an increase in the level of a liquid; or
 - (d) The asphyxiation of any person at work arising from a free flowing solid or the inability to reach a respirable environment due to entrapment by a free flowing solid;
- “system of work” includes the provision of suitable equipment which is in good working order.

Every employer shall –

- (a) Ensure compliance with the provisions of these Regulations in respect of any work carried out by his employees;
- (b) Ensure compliance, so far as is reasonably practicable, with the provisions of these Regulations in respect of any work carried out by persons other than his employees in so far as the provisions relate to matters which are within his control.

Work in confined spaces

- 1) No person at work shall enter a confined space to carry out work for any purpose unless it is not reasonably practicable to achieve that purpose without such entry.
- 2) Without prejudice to paragraph (1) above, so far as is reasonably practicable, no person at work shall enter or carry out any work in or (other than as a result of an emergency) leave a confined space otherwise than in accordance with a system of work which, in relation to any relevant specified risks, renders that work safe and without risks to health.

Emergency arrangements

- 1) Without prejudice to regulation 45 of these Regulations, no person at work shall enter or carry out work in a confined space unless there have been prepared in respect of that confined space suitable and sufficient arrangements for the rescue of persons in the event of an emergency, whether or not arising out of a specified risk.
- 2) Without prejudice to the generality of paragraph (1) above, the arrangements referred to in that paragraph shall not be suitable and sufficient unless –
 - a) They reduce, so far as is reasonably practicable, the risks to the health and safety of any person required to put the arrangements for rescue into operation; and
 - b) They require, where the need for resuscitation of any person is a likely consequence of a relevant specified risk, the provision and maintenance of such equipment as it is necessary to enable resuscitation procedures to be carried out.
- (3) Whenever there arises any circumstance to which the arrangements referred to in paragraph (1) above relate, those arrangements, or the relevant part or parts of those arrangements, shall immediately to be put into operation.

SECTION 8. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002

It is the policy of the company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (& 2003/4 amendments).

- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers’ and suppliers’ health and safety guidance and

knowledge of the work process. Assessments will be reviewed periodically (every 2 years as a minimum) or whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

- The company will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. All employees who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

SECTION 9. DISPLAY SCREEN EQUIPMENT REGULATIONS 1992

It is the policy of the company to comply with the H&S (Display Screen Equipment) 1992.

The company will conduct Health & Safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and if appropriate comply with legislation's requirements.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work. Eyesight tests can be provided for VDU users on request. Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

SECTION 10. ELECTRICITY AT WORK REGULATIONS 1989

Ensure that the electrical installation is safe

- Install new electrical systems to a suitable standard, e.g. BS 7671 *Requirements for electrical installations*, and then maintain them in a safe condition;
- Existing installations should also be properly maintained; it is recommended that fixed installations are inspected and tested periodically by a competent person.
- Provide enough sockets-outlets, overloading socket-outlets by using adaptors can causes fires.

Provide safe and suitable equipment

- Choose equipment that is suitable for its working environment;
- Ensure that equipment is safe when supplied and then maintain it in a safe condition;
- For portable equipment, use socket outlets which are close by so that equipment can be easily disconnected in an emergency;
- the ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals;
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken;

Carry out preventative maintenance

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing. The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used. Equipment users can help by reporting any damage or defects they find.

SECTION 11. FIRE SAFETY REGULATIONS 2006

The company will carry out a fire risk assessment on their premises to eliminate or reduce any identified risks. The company's fire safety policy and procedures will take account of special fire hazards in specific areas of the workplace with the assistance of expert help, if necessary.

- Management are responsible for ensuring compliance with fire safety and or prevention codes, for reviewing company practices and procedures and co-ordinating inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

- The person with responsibility for the maintenance and testing of fire alarms and firefighting equipment is Advanced Fire Protection LTD
- All employees within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999)
- All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care in keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Directors are responsible for the provision and maintenance of fire protection and detection equipment via Advanced Fire Protection LTD
- Line managers are responsible for keeping their operating areas safe from fire, ensuring their staff is trained in proper fire prevention practices and emergency procedures
 - Fire Fighting Equipment
- Fire extinguishers are located at strategic points throughout the workplace. Employees who are trained are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.
 - fire alarms to be tested weekly from a different call point and check that it is audible in all areas
 - Fire drills to be held regularly (6-month intervals) and records kept

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of a power failure.

Emergency evacuation procedure

In the event of the fire alarm being activated, or in any other emergency (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point, the designated assembly points for each department are shown on the emergency evacuation procedure displayed throughout the building. Refresher reviews of practice fire drills will be conducted annually to ensure employee familiarity with emergency evacuation procedures

SECTION 12. FIRST AID REGULATIONS 1981

The Health and Safety (First-Aid) Regulations 1981 require the company to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work. What is adequate and appropriate will depend on the circumstances in your workplace and you should assess what your first aid needs are.

The minimum first-aid provision on any work site is:

- A suitably stocked first-aid box;
- An appointed person to take charge of first-aid arrangements

It is also important to remember that accidents can happen at any time. First-aid provisions always need to be available for people who are at work.

The company is required by law to make an assessment of significant risks in the workplace, detailing the risks of injury and ill health based on the work activities, the work environment and other relevant factors

SECTION 13. GENERAL SAFETY RULES

- all employees should be aware of and adhere to the disciplines contained in this policy statement
- all employees shall immediately report any unsafe practices or conditions to the relevant authority
- any person under the influence of alcohol or any other intoxicating drug which might impair working skills or judgement, whether prescribed or otherwise, shall not be allowed to work
- horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden

- any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person
- employees shall not adjust, more or otherwise tamper with any electrical equipment or office machinery in a manner not within the scope of their duties, unless qualified and requested by a senior member of staff
- all waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other employees
- no employee should undertake a job, which appears to be unsafe
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
- All injuries must be reported to the delegated Health and Safety Person
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor
- work shall be planned and supervised to avoid injuries in the handling of heavy materials while using equipment
- no employees should use chemicals without the knowledge required to work with those chemicals safely
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn whenever appropriate
- all employees are expected to attend departmental safety meetings

Work Environment

- Work sites must be kept clean and tidy
- Any spillages must be cleaned up immediately
- Waste materials and rubbish must be properly stored and removed routinely
- all combustible waste materials must be discarded in sealed metal containers

Walkways

- walkways and passageways must always be kept clear from obstructions
- if a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material
- trailing cables are a trip hazard and should not be left in any passageway
- any change in the floor elevation of any walkway or passageway must be clearly marked
- where objects are stored in and or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard
- Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. if no alternative route is possible the area should be clearly marked with warning signs

SECTION 14. HEIGHT (WORKING AT) REGULATIONS 2005

The work at height regulations 2005 (& 2007 amendment) apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (e.g. facilities managers or building owners who may contract others to work at height) to the extent they control the work.

What is working at height?

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase or in a permanent workplace) but not travel to or from a place of work.

Access and Landing Places - Ladders

- must be securely fixed to a sound fixing in order to prevent undue swaying
- must be on sound firm level footing
- each stile must be properly supported
- must extend at least 1.05m above the landing place
- must be clear space at each rung to allow safe foothold

- vertical run of ladder not to exceed 9m unless intermediate landing is provided
- must be set at correct angle 75 degrees - one measure out for every four measures up
- Must be suitable to carry the envisaged load (man plus materials)

SECTION 15. LOLER REGULATIONS 1998

The LOLER Regulations define the inspection and test regimes to be implemented on any lifting equipment falling into the LOLER regulations definition where applicable. The company will ensure that should these regulations apply then suitable control and recording of the appropriate inspection regimes and identification of relevant equipment will ensure the maintenance of a safe working environment for its employees.

SECTION 16. MANUAL HANDLING OPERATIONS REGULATIONS 1992

It is the policy of the company to comply with the Manual Handling Operations Regulations 1992

- Manual Handling Operations will be avoided as far as is practicable where there is a risk of injury
- where it is not possible to avoid manual handling operations an assessment of the operation will be made considering the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

SECTION 17. NOISE (CONTROL OF) REGULATIONS 2005

The control of Noise at work Regulations 2005 require you to take specific action at certain action values. These relate to:

- the levels of exposure to noise of your employees averages over a working day or week; and
- The maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- lower exposure action values: daily or weekly exposure of 80dB; peak sound pressure of 135dB;
- upper exposure action values: daily or weekly exposure of 85dB; peak sound pressure of 137dB.

There are also levels of noise exposure which must not be exceeded:

- exposure limit values: daily or weekly exposure of 87dB; peak sound pressure of 140dB.

SECTION 18. PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 2002

It is the policy of the company to comply with the law as set out in the Personal Protective Equipment at Work Regulations 2002 and as appropriate Network Rails PPE specifications and its issue/re-issue will be recorded.

- all employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment
- all personal protective equipment provided by the company will be compliant with current regulations and be maintained in good working order
- all employees provided with personal protective equipment by the company will receive comprehensive training and information on the use, maintenance and purpose of the equipment
- The company will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

SECTION 19. P.U.W.E.R. REGULATIONS 1998

It is the policy of the company to comply with the law as set out in the provision and use of work equipment regulations 1998.

- The company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All employees will be provided with adequate information and training to enable them to use work equipment safely.

- All work equipment will be maintained in good working order and repair. All employees will be provided with such protection as is adequate to protect them from dangers occasioned using work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.

SECTION 20. REPETITIVE STRAIN INJURY AND UPPER LIMB DISORDERS

As an employer, The ARC Group have a legal duty under the Health and Safety at Work etc ACT 1974 and management of Health and Safety at Work Regulations 1999 to prevent work-related ULDs or to stop any cases getting worse.

RSI and ULDs basically refer to the same conditions, although the term repetitive strain injury is used by some to refer to pain in the arm when working with computers. The term ULDs cover a range of over 20 medical conditions. HSE prefers to use the general term ULD because problems might not be due to strain and there may not be any sign of injury.

ULDs can be successfully managed in the workplace by:

- assessing the risks - this means looking around your workplace to see which jobs may cause harm;
- reducing the risk of ULDs - this could mean changing the way work is organised
- helping sufferers back to work
- involve employees and their safety representatives early and at every stage
- provide information and training to all those involved
- design the job to fit the employee

SECTION 21. SAFETY TRAINING FOR EMPLOYEES REGULATIONS 1990

In line with the H&S Training for Employment Regulations 1990, safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of the company that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use of all equipment and systems or procedures appropriate to the task concerned and the formulation of emergency contingency plans.

SECTION 22. SMOKE FREE REGULATION 2007

Smoking will be prohibited in all "enclosed" areas of the workplace and company vehicles except any external areas which have been specifically designated as remote smoking areas (i.e. external "bus shelter" type facility with suitable signs and facilities for smokers)

- these must not create a risk of passive smoking to non-smokers so will be away from entrances/exits, passageways or direct walking routes
- no smoking signs will be prominently displayed in all working areas
- Designated smoking areas should always be kept fire safe
- Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

SECTION 23. TRANSPORT CONTROL

The daily checks which must be carried out by a driver of any vehicle are as follows:

1. Engine oil levels
2. Water levels
3. Brake fluid levels
4. Tyre pressure and condition
5. Wheel nuts for security

6. Fuel and lights

All vehicles should be kept as clean and tidy as is reasonably practical. Only those employees holding valid driving licenses are permitted to drive the company's vehicles.

Mobile Phones:

Mobile phones should only be used in company vehicles or in own vehicles on company business in line with current legislation:

Hand-held mobile phones should never be used whilst driving

The use of hands-free kits should also be kept to an absolute minimum

Ideally mobile phones should be turned off whilst driving and messages checked at the destination

Texting is not permitted at any time whilst driving

Vehicle accident procedures: -

If a vehicle is involved in an accident, the driver MUST:

1. Stop
2. Give his own name and address
3. Give the name and address of the vehicle owner
4. Give the vehicle registration number to any person having reasonable grounds for requiring it
5. Take the aforementioned from anyone involved or witnessing the accident.

The driver must report the accident to Chris Davies or Dave Lundregan as soon as possible, where a statement will be taken and reported to the insurance company. Drivers should also report the accident to the nearest police station and request the log number relating to his report, if a personal injury has occurred.

SECTION 24. WORKPLACE REGULATIONS 1992

The workplace (health, safety and welfare) regulations 1992 cover a wide range of basic health, safety and welfare issues and apply to most workplaces.

Ventilation

Workplaces need to be adequately ventilated. Fresh, clean air should be drawn from a source outside the workplace, uncontaminated by discharged from flues, chimneys or other process outlets, and be circulated through the workrooms.

Ventilation should also remove and dilute warm, humid air and provide air movement which gives a sense of freshness without causing a draught. If the workplace contains process or heating equipment or other sources of dust, fumes or vapours, more fresh air will be needed to provide adequate ventilation. Windows or other openings may provide enough ventilation but, where necessary, mechanical ventilation systems should be provided and regularly maintained.

Temperatures in indoor workplaces

Environmental factors (such as humidity and sources of heat in the workplace) combine with personal factors (such as the clothing a worker is wearing and how physically demanding their work is) to influence what is called someone's "thermal comfort". An individual personal preference makes it difficult to specify thermal environment which satisfies everyone. For workplaces where activity is mainly sedentary, for example offices, the temperature should normally be a least 16 degrees. If work involves physical effort it should be at least 13 degrees (unless the laws require lower temperatures).

Lighting

Lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes. Lighting and light fittings should not create a hazard. Automatic emergency lighting, powered by an independent source, should be provided where sudden loss of light would create a risk.

Cleanliness and waste materials

Every workplace and the furniture, furnishings and fittings should be kept clean and it should be possible to keep the surfaces of floors, walls and ceilings clean. Clearing and the removal of waste should be carried out as necessary by an effective method. Waste should be sorted in suitable receptacles.

Room dimensions and space

Work rooms should have enough free space to allow people to move about with ease. The volume of the room when empty, divided by the number of people normally working in it, should be at least 11 cubic metres. All or part of a room over 0.3m high should be counted as 3.0m high. 11 cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work.

Workstations and seating

Workstations should be suitable for the people using them and for the work they do. People should be able to leave workstations swiftly in an emergency. If work can or must be done sitting, seats which are suitable for the people using them and for the work they do should be provided. Seating should give adequate support for the lower back, and footrests should be provided for workers who cannot place their feet flat on the floor.

Safety Maintenance

The workplace, and certain equipment, devices and systems should be maintained in efficient working order (efficient for health, safety and welfare). Such maintenance is required for mechanical ventilation systems, equipment and devices which would cause a risk to health, safety or welfare if a fault occurred; and equipment and devices intended to prevent or reduce hazard.

The condition of the buildings needs to be monitored to ensure that they have appropriate stability and solidity for their use. This includes risks from the normal running of the work process (e.g. vibration, floor loadings) and foreseeable risks (e.g. fire in a cylinder store).

Windows

Windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not pose any undue risk to anyone.

Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

Doors and Gates

Doors and gates should be suitably constructed and fitted with safety devices if necessary.

Doors and gates which swing both ways and conventionally hinged doors on main traffic routes should have a transparent viewing panel.

Power-operated doors and gates should have safety features to prevent people being stuck or trapped and, where necessary, should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.

Welfare

Sanitary conveniences and washing facilities

Suitable and enough sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold water, soap and clean towels or other means of cleaning or drying.

Drinking water

An adequate supply of high-quality drinking water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers should be refilled at least daily. Bottled water/water dispensing systems may still be provided as a secondary source of drinking water.

Accommodate for clothing and facilities for changing

Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for the drying of clothes. The facilities should be readily accessible from workrooms and washing and eating facilities, and should ensure privacy of the user, be of sufficient capacity, and be provided with seating.

Facilities for rest and to eat meals

Suitable and sufficient, readily accessible rest facilities should be provided. Seats should be provided for workers to use during breaks. These should be in a place where personal protective equipment needs not to be worn. Rest areas or rooms should be large enough and have enough seats with backrests and tables

for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work.

Where workers regularly eat meals at work, suitable and sufficient facilities should be provided for the purpose. Such facilities should also be provided where food would otherwise likely to be contaminated.

Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food.

Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers may need to be provided with a means of heating their own food.

Canteens or restaurants may be used as rest facilities provided there is no obligation to purchase food. Suitable rest facilities should be provided for pregnant women and nursing mothers. They should be near to sanitary facilities and, where necessary, include the facility to lie down.

SECTION 25. YOUNG PERSONS

The company may employ persons under eighteen years old. As a requirement of the Management of Health and Safety at Work Regulations 1999, the company will ensure that the risks to young people at work are assessed before they start work.

The company lets the parents of school-age children know the key findings of the Risk Assessment and the control measures taken if required. Suitable training is provided for apprentice workers. Apprentices are always supervised by a senior employee and are excluded from work activities that are regarded as too hazardous.

This may be due to a combination of factors including skills, experience and maturity when using equipment with exposed dangerous parts for example. The company will ensure all sub-contractors are aware of third requirement and follow the requirements as outlined above.

SECTION 26: WORKBASED LEARNING / PLACEMENT

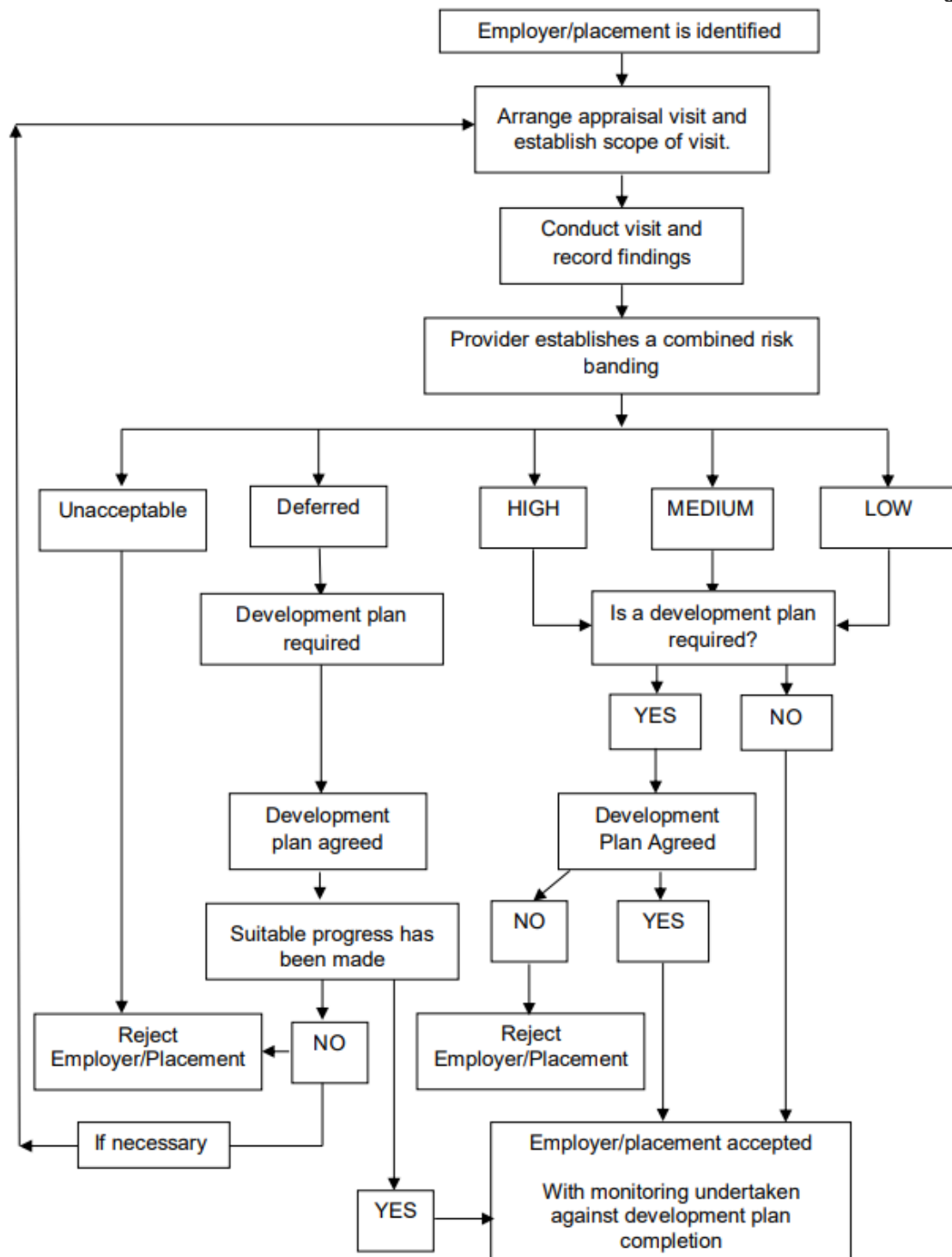
Arc Academy UK Ltd when supporting learners on contracted provision will ensure its provision for learning meets the requirements the Welsh Governments Health and safety code of contract for contracted provision prior to any learner starting their programme. The full COP is available [here](#).

Requirements of the code of practice are summarised as;

- Health & Safety Policy
- Risk Assessment
- Staff Competencies
- Learning Environment
- Equipment, materials and safe systems of work
- Learning Induction
- Accident/Disease recording and reporting
- Emergencies
- Appraisal
- Contractual controls
- Monitoring
- Quality assurance checking

Appraisal of employers/placements flowchart (Work-based learning only)

The following process must be followed prior to an employer/placement being funded.



Occupational Risk banding for Construction and Engineering are High as established from the 'Classification of Activities (Occupational Risk)' on page 30 of the COP.

Organisational risk definitions

Low Risk – Demonstration of high standards of health and safety management. There is detailed evidence of compliance with health and safety legal requirements.

Medium Risk – Demonstration of basic standards of health and safety management. There is a minimal level of compliance with health and safety contractual and legal requirements. Improvements required in accordance with an agreed development plan.

High Risk – Demonstration of poor standards of health and safety management. There is insufficient compliance with health and safety contractual and legal requirements and significant management improvements are necessary. A development plan is agreed with strict time-scales.

The organisational risk banding can change upon sufficient progress or completion of development plans, or an increase/decrease in risk through increased shortfall/improvements, thereby affecting combined risk banding and frequency of monitoring.

Defer – Demonstration of poor standards of health and safety. There is insufficient compliance with health and safety contractual and legal requirements and significant management improvements are necessary, as risk to learners is high. The employer/ placement is deferred until adequate development, with strict time-scales, has been agreed and progressed.

Unacceptable – The employer’s/ placement’s attitude, non-compliance with health and safety requirements and/ or ability to agree a development plan determines them unacceptable.

Organisational/Occupational Risk Matrix

		Highest Occupational Risk Level		
		LOW	MEDIUM	HIGH
Organisational Risk Level	LOW	Combined L	Combined L	Combined M
	MEDIUM	Combined L	Combined M	Combined H
	HIGH	Combined H	Combined H	DEFER

Monitoring employers/placements (Work-based learning only)

Monitoring should only be undertaken when the employer/ placement has been accepted, accepted with a development plan, or, in the case of a previously deferred employer/ placement, when suitable progress has been evidenced against the development plan whereby the combined risk band is lowered to high risk.

Monitoring is undertaken to test the implementation of the employer’s/ placement’s health and safety management system. It is tested through the viewpoint of the learner, but this does not mean that every learner is monitored. If there are several learners at an employer/ placement then only one Learner is used to complete the monitor. It is advised, in the instance of an employer/ placement with more than one learner, to vary or alternate the learners used in the monitoring process, and if appropriate starting with the learners undertaking the highest risk occupational route/activity.

The first monitoring visit of an employer/ placement should be undertaken using the following timescales:

- combined High – visit within the first 3 weeks of the appraisal/re-appraisal date
- combined Medium – visit within the first 8 weeks of the appraisal/reappraisal date
- combined Low – visit within the first 13 weeks of the appraisal/re-appraisal date

If the learner is employed-status, the first monitor can be undertaken as soon as the employer/ placement is appraised. If this is not undertaken, the above guidelines apply.

All subsequent monitoring of employers/ placements should be undertaken using the following timescales:

- combined High – visit within 3 months of appraisal date and every subsequent 3 months unless the risk banding changes or a re-appraisal is required
- combined Medium – visit within 6 months of appraisal date and every subsequent 6 months unless the risk banding changes or a re-appraisal is required
- combined Low – visit within 12 months of appraisal date and every subsequent 12 months unless the risk banding changes or re-appraisal is required.

Quality assurance checking

The criterion for Management of Health and Safety, requires ARC to undertake a quality assurance check (quality check) on the appraisal and monitoring documentation it completes in respect to employers/placements. This check should be robust enough to gain assurance that documents have been effectively completed, incorporating at least the following:

- The quality checking of appraisal and monitoring documentation should be undertaken as soon as is possible following the appraisal or monitor.
- The person undertaking the quality check should not be the person who had undertaken the appraisal or monitor.
- Persons with the responsibility for quality checking should have an understanding of health and safety and appraisal/monitoring process.
- The provider should have a documented means of identifying what should be checked, and what determines a well completed document.
- The quality checking of appraisal and monitoring documents should be recorded, identifying the acceptability of a document and the line of action taken to effect revision, if required.
- The recording of quality checks should identify the person/s undertaking the role and the date undertaken. A5.7 For new appraisal/monitoring personnel, it is expected that quality checking is undertaken on all completed appraisal and/or monitoring documents for a period of three months from commencement of the role.
- After the 3 month period appraisal and/or monitoring documentation completed by appraisal/monitoring personnel should be quality checked on a percentage basis – a percentage determined by the provider and based on the quality of completion.
- The provider should use the quality checking system to determine the effectiveness and development of linked systems, including:
 - appraisal and monitoring
 - (re) training of appraisal personnel and monitoring officers
 - assessment and development of appraisal personnel and monitoring officers.

SECTION 27: COVID 19

Working Safely during the coronavirus (Covid-19) outbreak. COVID-19 is an international pandemic and a national emergency. Contracting the virus particularly those that are vulnerable or have underlying health conditions can be fatal and as such, the mortality rate within the UK is extremely high.

Measures that are imposed and in place under government guidance or legislation are helping to save lives and protect our national health service. However, in order to ensure that key workers within the rail and construction sector remain competent, or are able to gain new skills to assist in key working activities, training and assessment organisations must continue to deliver face to face based training safely in line with the government guidance and legislation.

ARC are committed to ensure that both staff and candidates attending our training centres are safe. Equally, where ARC training staff are attending customer locations to undertake training and / or assessment events, that everyone is kept as safe as possible.

During the pandemic ARC have

- maintained regular contact and communication with its staff learners and customers.
- Produced an updated BCP
- Created a Covid-19 Policy
- Provided guidance for managers
- Pre return check lists
- Surveyed all staff
- Maintained a Return to work Plan
- Updated our Return to Work Interview
- Created Medical Questionnaire
- Risk Assessed all areas of our business
- Promoted safe working from home
- Made our workplaces Covid secure

- Amended working practices considering the wellbeing of all customers, and employees
- Protected vulnerable workers
- Introduced new cleaning and hygiene procedures
- Maintained regular updates based on current guidance in line with

[HSE Guidance](#)

[Government updates & guidance](#)

[Welsh Government guidance](#)

[Guidance on recommencing work based learning](#)