

1. Supervision
2. Risk Assessments
3. Workplace & Site Safety, and Welfare
4. Control of Substances Hazardous to Health
5. Asbestos
6. Manual Handling
7. First Aid
8. Accident Reporting
9. Electricity
10. Noise
11. Vibration
12. Working at Height
13. General Work Equipment
14. Fire
15. Computer Screens
16. Personal Protective Equipment

S  
A  
M  
P  
L  
E

## ARRANGEMENT

### 1. General Supervision

It will be the policy of the Proprietor to ensure that all health and safety information relevant to the Business is given to all sub-contractors. Checks will be made to ensure that all sub-contractors are competent to carry out the tasks allocated to them and that they have the management systems in place appropriate to the work.

the Business”) that is given to all sub-contractors are competent to carry out the tasks allocated to them and that they have the management systems in place appropriate to the work.

### 2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The Proprietor will ensure that all health and safety risks are assessed and that sufficient Risk Assessment. Upon the completion of the assessment, measures will be introduced, maintained and reviewed as necessary.

undergo a suitable and sufficient Risk Assessment. Upon the completion of the assessment, measures will be introduced, maintained and reviewed as necessary.

### 3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The Business will ensure that its workplace is safe and sound for the needs of all those who will use it, including wherever appropriate, people who are not members of the public.

Health, Safety and Welfare of all those who will use it, including wherever appropriate, people who are not members of the public.

### 4. Control of Substances Hazardous to Health

(COSHH 2002)

(COSHH 2002)

Where needed, Risk Assessments of substances used will be kept at the Business’ premises and the Proprietor will instigate the principles of good practice as detailed in Schedule 2A Regulation 7(7).

Where needed, Risk Assessments of substances used will be kept at the Business’ premises and the Proprietor will instigate the principles of good practice as detailed in Schedule 2A Regulation 7(7).

### 5. Asbestos

(Control of Asbestos at Work Regulations 2006)

(Control of Asbestos at Work Regulations 2006)

In the event that any substance suspected of containing asbestos is found during the course of the Business’ work, the Proprietor will cease immediately and the area will be cordoned off until the substance has been identified and if appropriate measures have been taken. No work will be carried out that may disturb the substance until an Asbestos Survey having been done by a competent person.

In the event that any substance suspected of containing asbestos is found during the course of the Business’ work, the Proprietor will cease immediately and the area will be cordoned off until the substance has been identified and if appropriate measures have been taken. No work will be carried out that may disturb the substance until an Asbestos Survey having been done by a competent person.

6. **Manual Handling**

(Manual Handling Operations Regu

The Proprietor will assess all manu  
where possible change the nature o  
reduce or lighten the manual handli  
adequate Risk Assessments are ca  
manual handling and ensure that w

thin the work places, and  
mechanical aids in order to  
tor will ensure that  
ids associated with  
are provided.

7. **First Aid**

(Health and Safety (First Aid) Regu

The Proprietor shall ensure so far a  
adequate First Aid provision at all ti

that they have access to

8. **Accident Reporting**

(Reporting of Injuries, Diseases, Da

regulations 2013)

All accidents and incidents will be re  
reportable accidents, incidents, or o  
HSE.

accident book. Any  
will be reported to the

9. **Electricity**

(Electricity at Work Regulations, 19

It is the policy of the Business that v  
powered or 110v. Where this is not  
used.

nd tools will be battery  
rent Device (RCD) will be

10. **Noise**

(Control of Noise at Work Regulatio

The Proprietor will ensure that noisy  
vicinity of their works area. They wi  
freely available to anyone who need

uisance to others in the  
able ear protection is

11. **Vibration**

(Control of Vibration at Work Regul

The Proprietor will ensure that when

using hand tools cannot

be reduced, suitable safeguarding provided, including where appropriate, anti-vibration gloves.

## 12. Working at Heights

(Work at Heights Regulations 2005)

Where the business activities involve working at heights, the Proprietor will assess the task beforehand and will consider the use of appropriate equipment. Wherever practicable mobile towers, 'podium' steps will only be used for short term tasks. The use of ladders and 'podium hop ups' etc. is deemed unsuitable for most of the duration of the works. Suitable control measures shall be put in place to ensure the safety of any others who may be affected.

## 13. General Work Equipment

(The Provision and Use of Work Equipment Regulations 1998) (Lifting Operations and Lifting Equipment Regulations 1998)

It will be the Proprietor's responsibility to ensure that:

- Provide suitable equipment (Reg. 4)
- Ensure that equipment will be maintained in good state, in efficient working order and in good repair
- Ensure that all equipment is used as required by Regulation 6
- That the individual is competent (Regs. 8 & 9)

On occasion the Business may need to use equipment of a nature or quantity of work. The equipment will be sourced from approved hire companies who supply the appropriate training and where necessary supply training to ensure all users are competent in the use of the equipment.

## 14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Proprietor to ensure that fire extinguishers are available at all work locations. All fire extinguishers shall be checked annually by a specialist contractor.

<<Where any hot works are to take place the appropriate fire extinguisher is to hand at all times>>

15. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Proprietor will ensure suitable arrangements are made for all persons who use display screen equipment. They will ensure that the amount of time a person uses a VDU and the work done at the workstation and general working environment.

16. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment Regulations, 1992)

The Proprietor will ensure that they provide a sufficient supply of PPE when required.

These arrangements and procedures will be reviewed when there is a change in circumstances, in work practices or the introduction of new equipment.

Signed

.....

<<Insert Name>>

Proprietor

Date: