



Health & Safety Policy



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The Health and Safety at Work Act 1974

The Health and Safety at Work Act 1974 takes the form of an enabling Act. That is, it provides the means for amending existing legislation to achieve certain safety objectives.

The objectives of the Act may be broadly stated as follows:-

1. To secure the health, safety and welfare of persons at work.
2. To protect persons, other than those at work, against risks to health or safety arising out of, or in connection with the activities of work.
3. To control the keeping or use of explosive or highly inflammable or other dangerous substances, and generally preventing the unauthorised acquisition, possession or use of such substances.
4. To control the emission of noxious or offensive substances.

The objectives of the Act are very wide ranging, but exceptional circumstances apart, the Security Officer's role will usually be confined to the first two objectives. Should a security officer find himself working in an environment where dangerous substances are kept and handled, experts will always be on hand to issue specific instructions and/or guidance.

The Act imposes duties on employers and employees and the penalties for contravention of any requirement under the Act can be very heavy.

By exercising a helpful and observant role the Security Officer can assume an important role in assisting management to meet and fulfil obligations under the Act.

Accidents at work can result in personal suffering for an employee and considerable loss of productivity through damage to plant or equipment. The Security Officer must therefore, be constantly aware of, to record and report any dangerous practice or situation coming to his/her attention.

It is not expected that a Security Officer should assume the function of the Safety Officer. He can, however, become additional eyes and ears for the Safety Officer. At those assignments

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where such a position does not exist a Security Officer can be of great value in noting and reporting dangerous practices or occurrences.

Whether or not a Safety Officer is employed a Security Officer should not intervene directly when a dangerous practice is seen, unless the danger is immediate.

When any matter affecting safety is seen it should be noted and reported to the clients' representative. An entry should be made in the assignment log book and an incident Report (Sig 14) submitted, so that the Clients' representative, the Operations Room and colleagues may be aware of the situation.

When on patrol there are many points to watch for:

1. Oil or grease patches causing a danger in passages or walkways.
2. Uneven or broken surfaces in passages or on walkways.
3. Defective lighting in dark areas, particularly on escape routes and stairways.
4. Defective or worn treads on stairs.
5. Broken or damaged handrails on stairs.
6. Obstruction of escape routes, fire exits or fire points.
7. Leaking pipes or valves.
8. Badly stacked merchandise or stock.
9. Stock or merchandise stacked too close to light fittings.
10. Stock or merchandise stacked too close to sprinkler heads.
11. Unqualified staff interfering with electrical or other equipment.
12. Improper and dangerous use of electrical or other equipment.
13. Interference or misuse of any equipment for safety or fire prevention.
14. Badly or dangerously parked vehicles.
15. Horse play by staff near dangerous plant or equipment.

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The above and many other matters may be noted by patrolling Security Officers and should be brought to the attention of the clients' representative. In doing so Security Officers assist the client to fulfil their legal obligations and help employees by maintaining a high standard of safety.

FIRST AID

Very often Security Officers are called to the scene of an accident. By taking charge and making sure that expert help is quickly summoned and the Security Officer can do much to alleviate suffering and also ensure that any injuries are not aggravated or worsened by inexperienced help.

If called to an accident:

1. Render immediate First Aid (if qualified)
2. If you are unqualified, summon expert help - a First Aider or an ambulance.
3. Make sure that the injured person is not moved unnecessarily before the arrival of expert help.
4. If possible obtain details of the injured person.
5. Obtain full details of any witnesses.
6. If possible obtain from the injured person their version of what happened.
7. Inform the relevant member of the clients' management or the emergency contact, as soon as possible.
8. If the accident is serious make sure that the scene is preserved until the arrival of Senior Management.
9. If the accident involved a fatality make sure that the scene is preserved and secured until the Police arrive.
10. If the victim is taken to hospital ensure that the Personnel Department are informed or other arrangements are made to notify relatives.
11. Inform the Operations Room.
12. Complete the relevant reports.

Remember to always act in a calm and confident manner, so that employees may be reassured and feel confident that proper action is being taken.

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CORPORATE POLICY ON HEALTH & SAFETY

1. STATEMENT OF INTENT

SSGC recognises and accepts its legal responsibility in relation to Health and Safety both for its employees and for all other people using its premises or engaged on its activities. This duty of care extends into the supply chain for areas such as modern slavery.

SSGC is committed to the positive promotion of accident prevention and the elimination of incidents involving personal injury, illness or damage.

To ensure that the company's intentions in this regard are fulfilled, the objectives are set out in Section 2.

2. OBJECTIVES

SSGC will ensure:

- i) That responsibilities for the implementation of this Health and Safety Policy are clearly defined.
- ii) The provision and maintenance of safe and healthy working conditions, equipment and systems of work for all its employees-
- iii) That all employees are aware of their duties under the Health and Safety at Work Act 1974 and other legislation and statutory codes of practice, as well as their responsibilities under this Policy.
- iv) That clear guidelines on SSGC's Health and Safety Policy exist and are made available to all other people using its premises.
- v) That employees with particular responsibilities for Health and Safety receive adequate training to carry out these responsibilities.
- vi) That the appropriate level of professional skills and competence in Health and Safety Management are in place within the Institution.
- vii) That adequate financial provision is made to enable this policy to be effectively implemented.
- viii) That appropriate procedures are in place to monitor and audit the practice of Health and Safety within the Institution.
- ix) That a formal process is in place to communicate to staff the policy and any subsequent changes to it.

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To enable these objectives to be met and the Policy to be effectively implemented, SSGC will also ensure that detailed operating procedures are developed, implemented and kept under review.

3. KEY RESPONSIBILITIES

There are different levels of responsibility for the implementation of this policy, as follows:

- i) The Board of SSGC has overall responsibility for Health and Safety in SSGC and for the implementation of this Policy. In particular, the Chief Executive is accountable for ensuring that the Policy is implemented effectively across SSGC as a whole.
- ii) Each member of the Management Executive is responsible for ensuring the effective implementation of this policy for the area(s) for which they are accountable. The Production Manager is responsible for the ongoing development and issue of this Policy, for advising management on its implementation and for monitoring its application.
- iii) All Managers (i.e. those who are responsible for staff) are responsible for the implementation of this Policy and compliance with the related procedures and arrangements for their area of accountability.
- iv) All Employees are responsible for their own Health and Safety and that of others; in particular they are to comply with the procedures and arrangements issued under this Policy, which are applicable to their area of activity.

4. SPECIAL STAFF SUPPORT

Fundamental to this Policy is SSGC's commitment to have the appropriate number of professionally competent Health and Safety Staff to support the achievement of the stated objectives in Paragraph 2 above.

SSGC has a Corporate Health and Safety function, which is headed up by the Corporate Health and Safety Manager, supported by a team of professional staff, whose role is to provide specialist advice and guidance to the management and staff of SSGC on Health and Safety matters.

5. SUPPORTING PROCEDURES AND ARRANGEMENTS

As part of the supporting procedures and arrangements, SSGC has, for each location a manual containing the local arrangements for Health and Safety. A copy of the manual is held by each of the direct reports to the Management Executive, by each Operations Department, by the Corporate Health and Safety Department and by local safety staff.

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The company has a clear Statement of Modern Slavery and as such applies a risk analysis and corrective action approach to its supply chain recruitment practices and thus ensuring there are no instances on modern slavery within its wider operations.

All employees have the right to consult the appropriate manual for their location. It should be accessed via the individual's Manager.

RESPONSIBILITIES FOR THE IMPLEMENTATION OF POLICY

2.1 KEY RESPONSIBILITIES

The key responsibilities for implementation of the Corporate Health and Safety Policy are set out in the main policy document, and are as follows:

2.1.1 The Board of SSGC has overall responsibility for Health and Safety in SSGC and for the implementation of this Policy. In particular, the Chief Executive is accountable for ensuring that the Policy is implemented effectively across SSGC as a whole.

2.1.2 Each member of the Management Executive is responsible for ensuring the effective implementation of this policy for the area(s) for which they are accountable.

In particular, the Production Manager is responsible for the on-going development and issue of this Policy, for advising management on its implementation and for monitoring its application.

2.1.3 All Managers (i.e. those who are responsible for staff) are responsible for the implementation of this Policy and compliance with the related procedures and arrangements for their area of accountability.

2.1.4 All Employees are responsible for their own Health and Safety and that of others; in particular they are to comply with the procedures and arrangements issued under this Policy, which are applicable to their area of activity.

2.1.5 Management and staff employed on an indirect or contractual basis are charged with the same responsibilities for the implementation of the Health and Safety Policy as if they were direct employees of SSGC.

2.2 DAY TO DAY MANAGEMENT RESPONSIBILITIES

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2.2.1 As noted in part 2.1.3 above, the overall responsibility for the implementation of this Policy rests with management. Day to day responsibility is site based.

2.2.2 Each site has an appointed Senior Member of Management - referred to as the SMOM - to take Site responsibility under the Policy.

The local arrangements for each Site detail the name and job title of the Senior Member of Management (SMOM), who has the designated responsibility for that Site under this Policy.

2.2.3 The SMOM has particular responsibility for:

- i) Taking charge of all emergency procedures.
- ii) Ensuring that all accident procedures are followed.
- iii) Ensuring that all people using the premises are safe, and aware of their own responsibilities for the Health and Safety of themselves and others.
- iv) Ensuring that appropriate members of staff are appointed to act as Fire Wardens.
- v) Ensuring that appropriate arrangements are made for First Aid provision at the Site.
- vi) Ensuring that adequate notification procedures are in place to report and record accidents and incidents in accordance with local arrangements.

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OPERATING PROCEDURES WHICH WILL BE APPLIED

3.1 EMERGENCY (OPERATING PROCEDURES)

3.1.1 All SSGC employees, and people other than SSGC employees, who use SSGC premises, are responsible for ensuring that they understand the emergency procedures.

3.1.2 The emergency procedures for each site will be:

- a) Detailed in the local arrangements.
- b) Issued to all SSGC employees.
- c) Detailed in information given to visitors and contractors.
- d) Displayed on notices at the site.
- e) Practised as regularly as is necessary to ensure effectiveness, with an emergency - evacuation being practised at least twice annually.

3.1.3 There will be a Senior Member of Management (SMOM) responsible for ensuring that appropriate action is taken in an emergency.

- a) The SMOM will be responsible for taking charge of any emergency and for liaison with the emergency services.
- b) The SMOM will advise the emergency services of the nature and the extent of the emergency.
- c) On large Sites a special point will be marked at which the SMOM will stand.
- d) A fluorescent jacket will be worn by the SMOM in the event of an emergency.
- e) The SMOM will ensure that appropriate members of staff are appointed to act as Fire Wardens who will assist in emergency situations and evacuation practices. Fire Wardens will be provided with the training, facilities and equipment required to undertake the task proficiently.

3.1.4 The emergency evacuation procedure for each Site will comply with the following requirements.

- a) That the fire alarm and or public address system (where available) be used to initiate the evacuation of the building, or part of the building if appropriate.

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- b) That everyone leave the building using the nearest available safe exit route and report to the Fire Warden at their designated assembly point or place of safety.
- c) That the Fire Wardens report missing people to the SMOM, who will inform the emergency services.
- d) That no one re-enters the building until clearance to do so has been given by the SMOM.

3.1.5 Local arrangements will be in place to monitor incoming packages and receptionists will have a procedure for dealing with bomb threats.

3.1.6 Emergency Team - There are certain situations that can occur within an SSGC establishment that can require a response by members of staff who have a specific knowledge or have received particular training. It is not SSGC's intent to emulate the emergency services, but to provide a knowledgeable support in situations that may be peculiar to SSGC.

Local arrangements will ensure that information is available to the emergency services and others and where practicable, staff available to assist in circumstances such as:

- 1) The emergency shut down of site utilities and services.
- 2) The release of trapped persons from lifts.
- 3) Terrorist activity (threatened or otherwise).
- 4) The process for responding to and recovering from an incident.

This list is not meant to be exhaustive.

3.2 FIRE PROCEDURES

3.2.1 All SSGC employees, and people other than SSGC employees, who use SSGC premises, are responsible for ensuring that they understand the fire procedures.

3.2.2 The fire procedures for each Site will be:

- a) Detailed in the local arrangements.
- b) Made available to all Site Employees.
- c) Detailed in information given to visitors and contractors.
- d) Displayed in notices at the Site.
- e) Practised at least as frequently as required by the fire certificate.

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3.2.3 The fire procedures for each Site will comply with the following requirements for action on discovery of a fire.

- a) To set off the alarm by breaking the glass at the nearest fire point.
- b) If possible, to close doors and windows on leaving to delay the spread of fire.
- c) If possible, to attempt to extinguish the fire using a fire extinguisher, however, individuals should only use an extinguisher if trained to do so and at no personal risk.
- d) To evacuate the building.

3.2.4 In the event of a fire evacuation.

- a) The fire alarm will be used to initiate the evacuation of the building.
- b) Everyone must leave the building using the nearest available safe exit route and report to the Fire Warden at their designated assembly point or place of safety.
- c) The Fire Wardens will report to the Senior Member of Management (SMOM), who will inform the emergency services of missing people.
- d) No one will re-enter the building until clearance to do so has been given by the SMOM.

3.2.5 Regular Checks

- a) Fire alarms will be tested weekly during the normal working day.
- b) Regular checks will be made of escape routes and fire extinguishers.
- c) The SMOM will have the responsibility of ensuring that a log is maintained detailing alarm checks and other inspections in accordance with the requirements of the fire certificate.

3.2.6 Fire Wardens

Are members of staff appointed to assist in the orderly evacuation of SSGC controlled buildings.

The Fire Wardens have a principle responsibility for ensuring that people within their area are safely evacuated or accounted for in the event of an emergency.

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The Fire Wardens have the authority to insist that staff and visitors comply with evacuation procedures when the need arises. This includes the periodical practices that must take place.

Local arrangements will detail any extension to this basic duty and may assign tasks such as:

- a) Keeping an attendance register.
- b) Helping with the induction of new staff.
- c) Workplace inspections.
- d) Basic fire fighting.

3.2.7 Senior Member of Management (SMOM) responsibilities in an emergency

- a) The SMOM will be responsible for taking charge of any emergency and for liaison with the emergency services.
- b) The SMOM will advise the emergency services of the nature and the extent of the emergency.
- c) On large sites a special point will be marked at which the SMOM will stand.
- d) A fluorescent jacket will be worn by the SMOM in the event of an emergency.

3.3 FIRST AID

3.3.1 Local arrangements for each site must detail the requirements for First Aid and comply with the following.

- a) Each site must have one person responsible for the First Aid duty rota which is kept available at the site with copies at reception and help desk. Procedures and facilities must be in place to ensure that the Duty First Aider (DFA) can be contacted without delay. DFA's have a responsibility to make arrangements if they are unable to fulfil their duties for such reasons as leaving the building or the site.
- b) First Aiders will be appointed by the Operations Department or the local Safety Staff. They must inform the Operations Department and the local Safety Staff if they are leaving or moving away from their original work location.
- c) Training courses for First Aid qualifications are arranged as necessary by the Operations Department and or the local Safety Staff.

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- d) One person on each site must be responsible for ensuring the supply of First Aid equipment is adequately maintained. First Aid boxes will be kept available and must only contain the statutory contents - store cupboards must be controlled. Each First Aider will be given a pack for their own use whilst on duty for which they will be responsible. All company vehicles will be provided with appropriate emergency First Aid kits.

3.4 ACCIDENT REPORTING AND INVESTIGATION

3.4.1 There are obligations to notify and report to the relevant enforcing authorities specified injuries, diseases and dangerous occurrences which occur at work. Local arrangements on each Site must comply with the following requirements and detail how they will be implemented.

3.4.2 Accident Book - All accidents resulting in injury, however slight, must be entered in the Accident Book (B.1.510 or equivalent). Accidents which may have resulted in property damage must also be reported. Investigation of such accidents must be carried out and the SSGC internal accident report form completed. Local arrangements must details the location of the Accident Book at each building or Site.

3.4.3 Accident Report Forms (2508 and 2508A) - Specified injuries, diseases and dangerous occurrences must be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1989 (RIDDOR).

Under these Regulations there is a requirement to notify the enforcing authority by the quickest practicable means. A telephone call would satisfy this. Local arrangements specify who is responsible for this notification.

A full investigation must be carried out and Form 2508 duly completed and dispatched to the enforcing authority and a copy sent to the local Safety Staff. All forms and details of RIDDOR are held by Human Resources Departments. These forms are used only for external reporting to the enforcing authorities (e.g. Health and Safety Executive or Environmental Health Officer).

3.4.4. Investigation - Initial investigation of all accidents, property damage incidents or near miss situations must be carried out by the Manager responsible for the area. The local arrangements will detail to what degree and by whom further investigations will be undertaken.

The accident forms must be collated locally by the local Safety Staff or Property and Facilities representatives and a summary must be forwarded regularly to the Corporate Health and

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Safety Manager who will use them as a basis on which a decision is made to initiate further investigations and to verify local statistics.

3.5 CONTRACTORS/TEMPORARY AGENCY STAFF

3.5.1 Agency staff (including all short-term contract staff) are the responsibility of the employing department and will receive Health and Safety training relevant to the length and type of employment. Advice is available from local Safety Staff and the Corporate Health and Safety Department.

3.5.2 The management of maintenance contractors is the responsibility of the employing department.

3.6 VISITORS

3.6.1 Local arrangements on each Site must set out arrangements for visitors, which comply with the following requirements.

- a) All visitors must sign in and out at the reception desk and display their visitors badge while on SSGC premises.
- b) Employees are responsible for ensuring that their visitors are aware of the appropriate SSGC Health and Safety procedures. In particular this applies to arrangements for First Aid and emergency evacuation.

3.7 MEETINGS

3.7.1 The person in control of the meeting must bring the emergency procedures to the attention of all those attending. First Aid and fire evacuation information is displayed in all meeting rooms for this purpose. The location of the visitor's assembly point must be clearly explained. Please note that the term "visitor" for this purpose applies to both non-employees and to SSGC staff away from their usual place of work.

3.7.2 All accidents and incidents, however minor, must be recorded at the time and dealt with in accordance with Section 3.4 of this Policy.

3.7.3 If an outside orator is taking charge of a meeting, the SSGC staff member responsible for the booking must ensure that the above procedures are explained to the speaker.

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3.8 RISK ASSESSMENT

3.8.1 SSGC aims to control the Health and Safety risks to its employees and other persons affected by its activities by carrying out regular risk assessments. Local arrangements on each site must detail how risk assessments are carried out, and these must comply with the following requirements:

- a) Risk assessments must involve:
 - i) Identifying hazards which are the potential causes of harm. ii) Evaluating the risk, which may arise from hazards. iii) Deciding on suitable measures to eliminate or control risks.
 - iv) Implementing control measures and ensuring that they are effective.
- b) After suitable training, line managers will carry out risk assessments of the work activities for which they have responsibility. Assessments are reviewed annually, or more frequently if there is reason to suspect that they are no longer valid, or there has been a significant change in the process.
- c) The significant findings of an assessment are recorded on a Risk Assessment Record. These findings are then used to determine safe systems of work. Copies will be sent to the local Safety Staff. Assessments shall be made available to staff, or visiting enforcing authorities on request.
- d) Active Monitoring - Managers are required to undertake regular inspections of their area of responsibility. Local arrangements will detail:
 - i) The frequency of these inspections.
 - ii) The format of the written reports of these inspections.

3.9 SAFE SYSTEMS OF WORK

3.9.1 The provision of safe systems of work is part of the employer's duty of care in law. Local arrangements must be detailed in line with the following requirements.

3.9.2 Safe systems of work will be established following a risk assessment process. A record would be kept by the responsible manager and a copy sent to the local Safety Staff using the SSGC form.

3.9.3 The following factors are included: (this list is to show examples and is not exhaustive).

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- a) Co-ordination of the work of different departments and activities.
- b) Layout of plant and appliances for special tasks.
- c) Method of using particular machines.
- d) Method of carrying out particular processes.
- e) Instruction of trainees and inexperienced staff in particular tasks in which they are not experienced.
- f) Sequence in which the work has to be carried out.
- g) Procedure for introducing changes into normally accepted routines and practices.
- h) Provision of warnings, notices and special instructions.
- i) Contingency plans to deal with foreseeable emergencies.
- j) An auditing and monitoring regime to ensure compliance.

3.10 WORKING AWAY FROM SITE**3.10.1 Client's Premises**

The Health and Safety at Work etc Act 1974 applies to SSGC staff on business wherever they are. When on a Client's premises SSGC staff should acquaint themselves with the Client's procedures for emergencies such as evacuation and First Aid. The Client's written safety policy should be made available for inspection if requested.

3.10.2 Accidents

If an accident occurs away from a SSGC's premises, it must be reported both to the company concerned and to SSGC.

3.10.3 Security

Staff sign both in and out when visiting other SSGC locations, and inform their Fire Warden when leaving. Local security notices and procedures must be strictly adhered to.

3.10.4 Foreign Travel

Before travelling, staff should consult the current, free monthly updated Department of Health and Central Office of Information booklet "Health Advice for Travellers". When visiting outside the UK staff should carry an emergency medical pack (see local procedures).

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3.10.5 Insurance

All SSGC identity card holders are insured for medical expenses while on SSGC business abroad. Details are on the reverse of the ID card which must always be carried on SSGC business.

3.10.6 Working alone/outside normal office hours

Staff should not work on their own unless there is a security guard or delegated responsible person present who is aware of their presence. Staff should remember that emergency cover is not the same out of normal working hours (see local arrangements for further details).

3.10.7 Company Vehicles

Accidents must be reported to the relevant manager. All defects must be dealt with in accordance with the leasing company's instructions and the SSGC Business Vehicle Policy. Basic First Aid kits are available for all SSGC owned or hired vehicles.

3.11 DISPLAY SCREEN EQUIPMENT

3.11.1 Regulations were introduced in 1993 under the provisions of The Health and Safety at Work etc Act 1974, and local procedures must detail how these provisions will be met. From 1st January 1993, these regulations apply to all new workstations using display screen equipment (including any existing ones undergoing substantial modifications). From 31st December 1996 these regulations will apply to all workstations - existing and new.

3.11.2 In order to achieve compliance with the legislation, SSGC will carry out workstation assessments for all staff who habitually use display screen equipment. Records of assessments will be retained by the manager responsible or carrying out the assessments.

3.12 PERSONAL PROTECTIVE EQUIPMENT (PPE)

3.12.1 On occasions when hazards cannot be removed by engineering means, or the hazard reduced to an acceptable level, personal protective equipment must be provided. Local arrangements must take account of the following:

- a) That the PPE is appropriate for the risk involved at the place where the exposure to the risk may occur.

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- b) That it takes account of ergonomic requirements and state of health of those who will be required to wear it.
- c) That it is capable of fitting the wearer correctly, if necessary after adjustments, within the range for which it is designed.
- d) That so far as is reasonably practicable, it is effective to prevent or adequately control the risk or risks involved without increasing the overall risk.
- e) That the selection of PPE takes into account any standard code of practice that guarantees the quality or product conformity of the equipment.
- f) That provision is made for adequate and suitable storage and maintenance of PPE.

3.13 MANUAL HANDLING

3.13.1 To comply with the Manual Handling Regulations 1992, risk assessments will be undertaken of all lifting operations and appropriate records kept by local Safety Staff or Property and Facilities representatives.

3.13.2 Employees must not lift, move or carry a load so heavy as to be likely to cause injury. Where possible, a trolley or mechanical appliance should be used.

3.13.3 Employees who are required to lift items regularly in the course of their employment must receive suitable and appropriate training.

3.14 ELECTRICAL EQUIPMENT

3.14.1 The Electricity at Work Regulations and British Standards lay down the requirements for the design, installation, inspection, testing and maintenance of ALL electrical equipment.

3.14.2 Local procedures must detail the arrangements made to ensure that these regulations are complied with, and that the following requirements are met.

- a) Work on any electrical equipment will only be carried out by authorised competent persons.
- b) A register of all electrical equipment shall be maintained and records kept of all maintenance checks.

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- c) Work on any electrical equipment (including portable appliance testing) will only be carried out by authorised and competent persons.

3.15 COSHH (CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH)

3.15.1 Substances hazardous to health must be controlled during their selection, receipt, distribution, use, storage and disposal.

3.16 HOUSEKEEPING

3.16.1 Local arrangements on each location must detail requirements for maintaining the appropriate standard of housekeeping. Managers must ensure their areas are kept tidy and free from hazards to health and safety. Immediate steps must be taken to rectify any problems.

3.16.2 Attention must be paid to the following:

- a) Stairwells - no storage of materials in stairwells, landings or lift lobbies.
- b) Aisles and passageways - to be kept clear and unobstructed.
- c) Floors - to be kept free from slipping or tripping hazards e.g. loose carpet, holes, cables, raised electrical outlet boxes etc.
- d) Cabinets - free from externally stored material.
- e) Desks to be kept clear when not in use.
- f) Storage areas - shelving firmly fixed and stable. Material above 2m secured to prevent falling. Step ladders or similar to be used.
- g) Electrical and IT equipment and cables should be managed so as not to form a hazard.
- h) Electrical/telephone rooms must not be used for storage. Guards and covers must be in place. Free access (Min 0.75m) must be maintained around electrical panel boards-
- i) Waste - frequent and correct disposal.

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- j) Regular inspections to be carried out with documented evidence of the findings.

3.17 ASBESTOS

- a) Each location must comply with the Control of Asbestos at Work Regulations 1987.
- b) SSGC has very clear and defined procedures for work with or near asbestos products.

3.18 CATERING

The local arrangements must ensure the safe and hygienic delivery of catering services in compliance with The Health and Safety at Work etc Act 1974, The Food Safety Act, The Food Hygiene Amendment Regulation 199) and other relevant statutory provisions.

3.19 LADDERS, STEPS, TRESTLES AND ACCESS EQUIPMENT

All equipment used for temporary access must be of sound quality and used by trained staff who are authorised to use the equipment in the way that it was intended by the supplier.

- a) All equipment of known quality (made to a British Standard where appropriate).
- b) All equipment marked and service history known.
- c) All equipment periodically inspected by a competent person and records maintained.
- d) Disposal of damaged and unfit equipment must be undertaken in a controlled manner to avoid unauthorised subsequent use.
- e) The use of damaged or unofficially repaired equipment must be prohibited.

3.20 NOISE

Full noise assessments will be carried out, by the Corporate Health and Safety Department or by local Safety Staff, If it is not possible to reduce the excessive noise by engineering means, ear defenders (PPE) of the correct type must be supplied, and used. In high level noise areas, appropriate warning signs must be displayed clearly at all times.

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3.21 PERMITS TO WORK

Where the nature of the work is particularly hazardous, a permit to work must be obtained to control the risk before, during and after the work, stating the safety measures to be taken. The permit predetermines a safe procedure and is a clear record that all foreseeable hazards have been considered and appropriate precautions defined.

3.22 PRESSURE SYSTEMS REGULATIONS

Pressure Systems must be constructed, operated and inspected in accordance with the Pressure Systems and Transportable Gas Containers Regulations 1989 which are outlined in the SSGC Guidance Document.

3.23 SAFETY SIGNS

All safety signs used on SSGC sites must conform to the Safety Signs Regulations 1980 and British Standards.

3.24 WINDOW CLEANING

This is one of the most hazardous operations that is usually carried out by contract staff. SSGC has a legal obligation to ensure that a safe place of work is established and there is safe access and egress from that place of work.

A system of work and a monitoring process must be established which takes into account:

3.25 LONE WORKING

There are occasions when it becomes necessary for staff to work alone or out of sight of other staff. This situation must not be allowed to diminish SSGC's duty- in law to exercise care and control over what is taking place. Local arrangements must include.-

- a) Provision of evidence that the lone worker is at no greater risk than any other and/or
- b) provision for suitable and adequate arrangements to safeguard the, Force Worker and/or
- c) Provision of support for the lone worker by other staff who recognise that it is their responsibility in the event of a need to give support, and are capable of doing so.

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3.26 MECHANICAL HANDLING EQUIPMENT

If used incorrectly by unauthorised or untrained staff, mechanical handling equipment has a potential to injure the user or bystander, or damage goods and/or property.

3.26.1 Fork Lift or Electric Trucks must only be used by staff who are authorised by SSGC and have received a course of initial and appropriate refresher training that makes them competent to do so.

3.26.2 Manually powered handling equipment must only be operated by staff authorised by SSGC who have been trained and are competent to do so.

3.26.3 No mechanical handling equipment shall be used to an extent that will exceed its maximum safe working load, or in a manner other than for which it was intended to be used.

3.26.4 All mechanical handling equipment will be used and maintained in a way that will ensure designed capabilities.

3.27 MACHINERY

All existing and new machinery within SSGC's control must be capable of being operated in a manner that will:

- a) Not allow contact to be made with dangerous parts by operators, bystanders or others.
- b) Not allow any work-piece or projectile to be emitted in a manner that will cause injury.
- c) Make provision to ensure that once achieved, the standard of protection is maintained at all times.

3.28 LASER LIGHT AND FIBRE OPTIC CABLES

There is within the IT and Telecommunications an increasing use of laser light and its transmissions through fibre optic cables. This type of equipment if misused has the ability to cause serious injury to the eyesight.

All such equipment is marked by the manufacturers or suppliers using approved type labels (yellow and black) to indicate that laser light is used.

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Arrangements must be in place to ensure:

1. There are no circumstances when such labels are removed.
- 2 (a) There are no circumstances when such equipment can be operated while protective covers are removed to expose laser light.
- 2 (b) There is adequate control so that only authorised staff will attempt to remove protective covers on such equipment, having ensured that there is no opportunity for exposure to laser light.
3. There are periodical checks to confirm that such controls are effective,.
4. Only competent and authorised staff will make or break connections to data cables known or suspected as being Fibre optic or conducting laser light.
5. There is sufficient knowledge and information available to staff to operate equipment, that uses laser light or fibre optic cables on a day to day basis and in strict accordance with the manufacturers instructions i.e. the loading of disks and printer cartridges.

DUTIES AND RESPONSIBILITIES OF EMPLOYEES

4.1 Although SSGC is responsible for the Health and Safety of its employees at work, all employees must take reasonable care for their own health and safety and that of any other employees, contractors or visitors.

4.2 All employees must read and familiarise themselves with the SSGC Corporate Health and Safety Policy including the detailed procedures and arrangements contained in the Health and Safety Policy and procedures manual, and in local arrangement manuals.

In particular:

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- a) All staff must ensure that they understand the fire evacuation procedure, that they know who is their Fire Warden, and that their name is included in the local Fire Warden's list.
- b) All staff must comply with the accident reporting procedure if an accident occurs - however slight any injury might be - and all accidents and near misses (which might cause injury if repeated!) must be reported in accordance with the local arrangements.
- c) All staff visiting client's premises, or any other non-SSGC premises, must satisfy themselves that the procedures for emergencies such as evacuation and First Aid at the premises are acceptable. The written safety policy of the client etc should be made available for inspection if requested.

4.3 All employees are personally responsible for complying with all procedures and arrangements, which are applicable to their area of activity. Neglect of, or failure to comply with health and safety rules is a breach of disciplinary rules and the employee concerned may be subject to action under the SSGC disciplinary procedure.

4.4

- a) Health and Safety is the concern of every employee it is an integral part of all work. There is a duty to take care of the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
- b) There is also a duty on all employees to assist in the application of the SSGC Corporate Health and Safety Policies and to report to their line management any hazard, shortfall or difficulty they may experience, or observe, that will contribute towards the overall reduction of accidents, ill health or damage.

GUIDELINES FOR ALL PEOPLE OTHER THAN SSGC'S EMPLOYEES

5.1 SCOPE

Everyone other than staff directly employed by SSGC. This includes but is not limited to:

Contractors, Visitors, Committee Members, Representatives of external business partners, Sales Representatives, Representatives of Utilities, and Delivery Staff and Inspecting Officers.

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All such persons must be sponsored by an authorised member of SSGC staff who will be responsible for them during their entire time on SSGC premises.

5.2 STATEMENT OF INTENT

- a) SSGC recognises and accepts its legal and moral responsibilities in relation to health and safety both for its employees and for all other people using its premises or engaged on its activities.
- b) SSGC is committed to the positive promotion of accident prevention and the elimination of loss through incidents involving personal injury, illness or damage.

5.3 RESPONSIBILITIES

- a) Whilst working within, using or visiting SSGC premises, all contractors, visitors and others are responsible for taking reasonable care of their own health and safety and that of others, including SSGC employees and any other contractors or visitors.
- b) All safety instructions, including emergency evacuation procedures, permits to work and safe systems of work must be complied with.

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HEALTH AND SAFETY TRAINING

It is SSGC's policy to provide the necessary training, instruction and information to enable employees to work- safely, not only to meet its legislative commitments but also to meet good employment practice.

6.1 INDUCTION TRAINING

Health and Safety is covered in induction training for all employees, including temporary and part time employees, particularly relating to:

- a) Overall policy.
- b) Responsibilities of Managers and Employees.
- c) Key procedures and operating arrangements.

6.2 MANAGEMENT TRAINING

All Managers with staff responsibility will be given training in health and safety.

For those Managers where specific responsibilities apply, e.g. equipment handling in Testing, appropriate additional training will be given to ensure that SSGC's policies and procedures can be effectively implemented.

In general all Managers with staff responsibilities will be provided with training in the following areas:

- a) Overall policy.
- b) Health and Safety Legislation.
- c) Responsibilities of Managers and Employees.
- d) Procedures and operating arrangements.
- e) Hazard recognition.
- f) Principles of accident prevention.

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- g) Other aspects specific to job requirements.
- h) Incident investigation and risk control measures.

Selection and Control of Contractors.

The length of time required to cover each subject will vary according to need and subject matters.

With the knowledge obtained from such a course, Managers will be expected to provide briefings to their own staff as part of the process of communication on health and safety, and to keep the subject matter topical.

6.3 CONTINUATION TRAINING

Employees and Managers will receive further specific health and safety- training on their being exposed to new or increased risks, for example in the following circumstances:

- a) Being transferred or given a change of responsibilities.
- b) The introduction of new or changed work equipment.
- c) The introduction of new technology.
- d) The introduction of a new or changed system of work.

Any such training will be adapted to take account of any new or changed risks to the health and safety of the employees concerned.

6.4 TRAINING NEEDS AND ARRANGEMENTS

The identification of training needs is carried out by line managers/supervisors in partnership with the Corporate Health and Safety Manager and local Safety Staff who are responsible for advising training departments on the training needed to comply. with statutory requirements and SSGC procedures.

The Operations Department is responsible for arranging appropriate training in conjunction with and the Corporate Health and Safety Manager and local Safety Staff as appropriate.

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6.5 TRAINING RECORDS

The maintenance of records of training in all subjects is important, but it is particularly so with respect to health and safety because of our statutory obligation to train. Records will be maintained by the Operations Department.

FINANCIAL PROVISION

7.1 FINANCIAL PLANNING

7.1.1 The Corporate Finance function will annually provide each business unit with detailed planning and budgeting instructions setting out the timetable and detailed requirements of the financial planning process.

7.1.2 Each business unit must prepare an annual budget. Within each business the Senior Managers with responsibility over each operational area must participate in setting the budget and ensuring that it makes provisions for all activity and expense, including capital expenditure, which is necessary to ensure the effective implementation of SSGC's Corporate Policy on Health and Safety.

7.1.3 The proposed annual budget will be agreed with the Management Executive Director in whose area of responsibility the business unit is located and submitted to Corporate Finance for inclusion in the financial planning process.

7.1.4 The proposed annual budgets of each business unit shall be agreed with the Chief Executive, and will be consolidated for review and approval by- the Board of SSGC.

7.2 FINANCIAL FORECASTING

7.2.1 Each business unit will monitor its performance against the agreed budget at each financial period. Forecasts for the out-turn of the financial year must be prepared at the end of each quarter.

7.2.2 Within each business unit, the Senior Managers with responsibility over each operational area must ensure that in the forecasting process provision is made for all contingent activity and expense, including capital expenditure, which is necessary to ensure the effective

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implementation of SSGC's Corporate Policy on Health and Safety, and for which provision was not made at the time of the annual budgeting process.

HEALTH AND SAFETY MONITORING

8.1 AUDITING AND REVIEWING

In order to ensure that the policy is implemented effectively and all procedures are carried out in the manner intended the health and safety performance of each part of SSGC will be audited and reviewed.

Safety audits will be undertaken by, the Corporate Health and Safety Department in order to monitor the effectiveness of the implementation of the SSGC Corporate Health and Safety Policy and the risk assessment process. The results of such audits and reviews will be made available to the appropriate director, or other relevant parties upon request.

Local Safety Staff, Property and Facilities Staff and line management will carry out periodic health and safety inspections of SSGC premises to verify compliance with the operational aspects of the policy and other health and safety arrangements and operating procedures, whether contained in the Health and Safety Policy and Procedures Manual or in local arrangements.

8.2 MONITORING SYSTEMS

Monitoring systems will follow one of two principle:

- a) Active systems which monitor the achievement of plans and compliance with standards consistently across the business.
- b) Reactive systems which monitor accidents, ill-health and other incidents and provide the opportunity to identify and correct deficiencies after the event, with the object of avoiding a re-occurrence.

SSGC employs reactive systems for the purposes stated. It is the intention however, to use the health and safety management system to improve health and safety performance and not simply to record and rectify shortfalls. To this end, the audit process will primarily use active systems to measure and monitor SSGC health and safety performance in practice.

An audit by the Corporate Health and Safety Department will take place at least once during a 12 months period or more often if circumstances require.

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8.3 EMPLOYEE PARTICIPATION

An essential part of the monitoring process is that all employees within their area of operation must report any hazard experience or observation that may contribute towards the overall improvement of SSGC's safety performance. Local arrangements should acknowledge and facilitate this process.

COMMUNICATION ON HEALTH AND SAFETY

9.1 Any changes to the Corporate Policy and the key operating procedures will be communicated by the Cascade Communication Process, supported by the issue of notices. Where appropriate, training will be provided in accordance with Section 6 of the Health and Safety Policy and Procedures Manual.

9.2 In addition to the formal communication on changes to the Corporate Policy and Procedures Manual, the Corporate Health and Safety Department will publish a short leaflet at least annually. The purpose of this leaflet will be to advise employees on key developments in health and safety, including raising questions for consideration by employees in order that their views can be taken into account in the further development of the policy, practice and operating procedures and arrangements.

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