

HEALTH & SAFETY POLICY DOCUMENT 2025

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1 General Policy Statement

This is the general health and safety policy statement of Central Industrial Services Ltd, hereafter referred to as Central Industrial Services Ltd.

It is the general policy of the organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and of those other people who could be affected by the operation of our business.

Further to this, we are committed to the following objectives:


- To assess and provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To manage health and safety at work and provide the necessary resource to ensure this policy is effective
- To have access to competent advice
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for our employees taking account of those persons who do not have English as their first language
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions, and
- To improve health and safety performance and management through regular review and revision of this policy when necessary, and at least annually

It is the **duty of management** to ensure that everything is done so far as reasonably practicable to prevent personal injury in all our activities. We will strive to maintain a safe and healthy place of work for our employees, visitors, contractors, and anyone who will be present on our premises or who could be affected by our business undertakings.

It is the **duty of all employees** to co-operate with Central Industrial Services Ltd, act responsibly, and to do everything they can to prevent injury to themselves, colleagues and others through their acts and omissions. Whilst implementation of this policy is a management responsibility, it will rely heavily on the co-operation of all employees.

We have retained the services of Armour Risk Consulting Ltd. to support us in meeting our health and safety responsibilities.

The Managing Director has the overall and final responsibility for Health and Safety, whose commitment to its achievement is indicated by the signing of this policy statement.

Signed.....

 Date.....
 Managing Director



1.1 Organisation of responsibilities

1.1.1 Managing Director

The Managing Director has overall responsibility for health and safety management within Central Industrial Services Ltd. In particular, the Managing Director will ensure that:

- The health and safety policy is developed, reviewed and communicated to all employees
- Standards of health and safety performance are set and monitored
- Resources are allocated to ensure achievement of the policy's aims and objectives
- Liaison with Central Industrial Services Ltd's insurers on all relevant risk management matters
- Liaison with enforcement bodies
- Implementation of this policy and ensuring that all employees, including Managers, are meeting their obligations in respect of the policy.
- Collating accident, incident, near miss and work-related ill health data and the subsequent reporting to enforcement bodies as required by RIDDOR¹.

1.1.2 The Manager/s

The Manager will liaise with the Managing Director on matters relating to health and safety. Specific responsibilities include:

- Conducting regular workplace inspections, recording and reporting outcomes as Company procedures dictate
- Ensuring that the health and safety content of employees notice boards is approved and kept up to date
- Ensuring First Aid provision i.e.; first aid kits and training of adequate numbers of employees is coordinated
- Ensuring that health and safety management system documentation is kept up to date.
- Liaison with enforcement bodies
- Coordination of Central Industrial Services Ltd.'s risk management programme, specifically:
 - Ensuring that arrangements are in place for the reporting of hazards
 - Regular review of Central Industrial Services Ltd.'s risk assessment programme
 - Ensuring control measures are implemented fully, monitored and reviewed
- Coordination of Central Industrial Services Ltd.'s fire risk management programme, specifically
 - Ensuring the regular conduct of fire evacuation drills
 - Regular review of Central Industrial Services Ltd.'s fire risk assessment
 - Ensuring that arrangements are in place for the maintenance of the fire detection and protective systems

¹ Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

1.1.3 Health and Safety Coordinator

The Health and Safety Coordinator has day to day responsibility for the implementation of the policy and ensuring that all employees are meeting their obligations in respect of the policy. In addition, the Health and Safety Coordinator will liaise with the Managing Director and Managers on matters relating to health and safety. Specific responsibilities include:

- Ensuring accidents, incidents, near miss and work-related ill health are reported to the Managing Director
- Ensuring that health and safety documentation (e.g. safety records) are filed appropriately.
- Regular work environment inspections reports and deficiencies are reported to relevant parties (i.e.; Managing Director, Contractors etc)

1.1.4 Employees

All employees are required to take reasonable care of their own safety and health and that of any other person who may be affected by their acts or omissions at work. In addition, all employees are legally obliged to cooperate with their employer so that the requirements of the Health and Safety at Work etc. Act 1974 and other legislation can be met.

In particular, employees should:

- Follow safety rules and procedures
- Report all accidents, significant near misses, unsafe equipment and/or any other defects of which they become aware
- Work in accordance with any training they have received in the use of substances or equipment (including the use of Personal Protective Equipment)
- Make every reasonable effort to maintain high standards of housekeeping in the workplace.
- Assist in the investigation of accidents where required

1.2 Risk Assessment

Central Industrial Services Ltd is committed to developing suitable and sufficient risk assessments of hazards associated with our business activities to ensure so far as reasonably practicable, the safety and wellbeing of our employees and others who may be affected. Our risk assessments will address the hazards posed by the tasks we perform routinely and non-routinely, the employees we employ and the premises and areas we work in.

The process of assessing risks is a main priority of the organisation and is delegated to person/s competent to create these. The risk assessment procedure involves consulting with relevant persons on each topic being assessed to gain their input, prior to the development of the assessment. Each assessment will be dated and a review date inserted as deemed suitable for each individual risk assessment devised.

All risk assessments will be kept by the organisation for a minimum of three years; these can be viewed at any time by our employees or other relevant parties upon request (i.e. Local Authority Environmental Health Officer) at any reasonable time.

Risk assessments will be reviewed individually by the competent person/s, at least annually and following change, near miss or accident. It is the responsibility of all employees to ensure that they co-operate with the organisation's instructions and that they comply with the control measures stated on each risk assessment and safe work procedure.

Responsibility for the implementation, monitoring and review of all our safety arrangements are assigned to Management as indicated in the Organisation of Responsibilities Chart at the front of this Policy.

1.3 Monitoring and review

Central Industrial Services Ltd is committed to undertaking formal reviews of performance against our health and safety policy. We will carry out regular health and safety monitoring of the workplace and work activities and monitoring of progress against the Organisation's health and safety Action Plan.

- The Managing Director and relevant others will review the Health and Safety Policy at least annually to determine whether the policy requires revision and to measure whether the responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice
- The Policy Review date will be recorded on the front page of the Policy document
- Non-conformances will be reviewed, and corrective action instigated
- Health and safety performance targets and objectives will be set for the coming year
- Resources will be allocated for health and safety
- The General Manager will drive forward improvements and monitor to ensure that progress is made within identified timescales
- The General Manager will ensure regular inspections of the entire premises by the management team and delegated safety checks are completed and recorded
- The General Manager will ensure fire procedures and controls are implemented and recorded

2 Management of Health & Safety At Work

2.1 Visitor Safety

Central Industrial Services Ltd is committed to ensuring the safety of our visitors to our workplace. We will implement systems which provide the visitor, whether able bodied or disabled, and including contractors, with the reassurance that in the event of an emergency their safety and welfare will be our priority.

- We ensure our visitors safety is planned and organised
- We ensure visitors are not left alone without a nominated person responsible for their safety and welfare
- Safety instructions are provided to visitors

- We ensure our visitors are aware of the arrangements for fire or other emergencies
- We ensure visitors, including contractors working within our premises are signed in and out
- Where Personal Protective Equipment is required to be deployed, suitable and sufficient equipment is provided for Visitors' use.

2.2 Document Control

Section 40 of the Health and Safety at Work etc. Act 1974 states that;

“In any proceedings for an offence under any of the relevant statutory provisions consisting of a failure to comply with a duty or requirement to do something so far as is practicable or so far as is reasonably practicable, or to use the best practicable means to do something it shall be for the accused to prove (as the case may be) that it was not practicable or not reasonably practicable to do more than was in fact done to satisfy the duty or requirement or that there was no better practicable means than was in fact used to satisfy the duty or requirement.”

This section effectively reverses the principal of “innocent until proven guilty” and requires those who are indicted to defend a position or course of action or inaction.

Section 40 of the Health and Safety at Work Etc. Act 1974 applies to all places of work.

Central Industrial Services Ltd will ensure that all required documentation which can be used to defend Central Industrial Services Ltd is maintained and is available for inspection as required.

2.3 Housekeeping

Poor standards of housekeeping are a common cause of injury and damage at work and can create possible fire hazards. Unsatisfactory housekeeping is often the result of poor working practices, lack of direct supervision and/or organisational deficiencies within the workplace.

Central Industrial Services Ltd is responsible for the following:

- Carrying out a suitable and sufficient risk assessment in relation to housekeeping within Central Industrial Services Ltd and introduce control measures as appropriate;
- Taking all necessary measures to remedy any risks found as a result of the assessment;
- Implementing steps for the maintenance, cleaning and repair of the premises;
- Training employees to be aware of their responsibilities for ensuring that hazards are not created from their work or equipment;
- Informing all employees of the residual risks which exist within the workplace;
- Reassessing housekeeping as necessary if work processes change.

Employees must:

- Cooperate with management arrangements for good housekeeping in the workplace;
- Follow any guidance and instruction given to prevent injury or ill health;
- Report to the employer any hazardous or dangerous situations.

2.4 Waste Management

This policy covers the general waste generated Central Industrial Services Ltd in the carrying out of workplace activities and the associated hazards, including:

- Build-up of combustibles presenting a fire hazard;
- Health hazards due to possible vermin infestation;
- Poor housekeeping presenting a slip, trip or fall hazard.

Central Industrial Services Ltd will: -

- Identify all waste that has the potential to be removed from the premises;
- Establish contracts with appropriate waste disposal companies to ensure that waste is removed from the premises safely;
- Confirm with the waste disposal companies the specific items which can or cannot be placed in the receptacles provided;
- Provide suitable waste collection receptacles dependent upon the waste to be disposed and where relevant label or sign the receptacles to easily identify the disposal of waste;
- Ensure that any chemical waste or unknown substances are stored in their original containers until an authorised waste disposal company can remove them from Central Industrial Services Ltd premises;
- Maintain any copies of waste transfer notes on site for a minimum of two years for future reference;
- Instruct all employees in the correct disposal of waste and maintain records of instruction and training on file.

The employee's responsibilities include:

- The disposal of waste as instructed;
- To inform management if an activity produces waste that has not been previously identified or removed from site so that the relevant steps can be taken for safe removal;
- Not to climb onto skips or other waste receptacles;
- To inform management if waste receptacles are full and need emptying;
- Not to remove items from waste receptacles and take or use for personal use.

3 Safety Training

Central Industrial Services Ltd is committed to ensuring that all our employees are competent to perform the duties requested of them by us, both on the premises and out with. Accordingly, the organisation will ensure that competence is taken into account in the recruitment process of employees and volunteers. The competence and training of established employees is reviewed periodically.

- We provide health and safety training for our employees
- We provide specific training for certain jobs
- We keep all records of employees training
- We arrange for a suitable supervision period for all new employees to assist them in their role
- We provide an adequate supervision period for employees moving to new roles within the organisation, if required for safety purposes

We provide induction training for all new employees. This induction training includes an introduction of Central Industrial Services Ltd.'s Health and Safety Policy and the associated procedures contained within them such as;

- The findings of our risk assessments
- Arrangements for first-aid
- Fire, evacuation drills and other relevant emergency procedures
- Expected standards of behaviour and housekeeping
- Reporting of accidents, incidents and 'near-misses'
- Reporting of unsafe conditions or other safety concerns
- Special hazards and control arrangements

In addition to induction training, we will ensure that staff are provided with such training as is, or may subsequently, be necessary to undertake their work safely. This may arise as a result of risk assessments (e.g. lone working or working on or near water procedures) or specific legislative requirements (e.g. first aid).

All employees, but in particular, those with management responsibilities will be provided with adequate training to enable them to both understand and meet the duties placed upon them by current legislation or other relevant standards.

4 Management of Contractors

Central Industrial Services Ltd acknowledges its duty to ensure, so far as reasonably practicable, the health and safety of contractors working at our places of work and carrying out work on our behalf. Contractors are also required to comply with health and safety legislation and where the work activities interact, co-operation between employees and contractors is necessary.

We use contractors and where necessary, sub-contractors subject to the process of suitability and competence assessment.

- Only assessed and approved contractors will be engaged
- Contractors' safety rules will be issued to all contractors
- Permits to work and /or special monitoring arrangements are implemented where the nature of the activity being undertaken by a contractor is deemed high in risk eg; roof work, confined space, lone working
- Submission of their Health and safety policy and public liability insurance certificate
- Accident history and declaration of any enforcement action in the last 3 years
- Risk assessments and detailed method statements are gained from the contractor prior to the commencement of work
- Monitoring of contractors' activities are organised prior to the commencement of work and will be instigated upon commencement
- Reviews of contractors' work are undertaken regularly

4.1 Permits To Work

These are formal, written, safe system of work to control potentially hazardous activities and are issued to Contractors or employees undertaking specific types of work on our sites such as :

- Working at height such as carrying out roofing repairs
- Hot work which could cause fire or explosion
- Entry into confined spaces

Permits to work will also be issued where contractor's work interfaces with normal production activities;

- The permit details the work to be done
- The precautions to be taken
- Permits are issued, checked and signed off as being completed by someone competent to do so, e.g.; a Manager, and who is not involved in undertaking the work

5 New and Expectant Mothers

Central Industrial Services Ltd recognises their duty under legislation to ensure the health, safety and welfare of new and expectant mothers in the workplace. A new mother is defined as being an employee whose employer has been advised in writing that she is pregnant, has given birth in the last six months or is breast feeding. We will put in place all necessary controls to safeguard the mother and unborn child so far as is reasonably practicable.

- We include the new and expectant mothers in the risk assessment and review process
- We ensure that the risk assessments are reviewed throughout the pregnancy (every trimester) and upon return to work
- Where necessary, we will seek advice from an Occupational Health Service provider
- Employees are required to co-operate with us in order for us to ensure the safety of the mother and unborn child so far as reasonably practicable
- We will consider redeployment (or suspension) of pregnant workers as a possibility.

6 First Aid

Central Industrial Services Ltd recognises the importance of having adequate first-aid arrangements which ensure that employees who sustain injuries or fall ill at work receive immediate attention. First aid is the care given before emergency medical help arrives. It can often mean the difference between life and death and it can also help prevent minor injuries becoming more serious. We will assess our first aid needs and provision and ensure adequate equipment and trained employees are maintained. We ensure that there is as a minimum:

- A suitably stocked first aid kit
- Adequate numbers of employees trained in first aid to take charge of first aid arrangements
- Adequate information for employees on our first-aid arrangements

First aid trained employees take charge when someone is injured or falls ill, including calling an ambulance if required. They also look after the first aid equipment, including restocking the first aid kit. Appointed persons will ensure that supplies in the container are adequate, and sterile items have not passed their expiry dates.

6.1 First Aid Kits

Our first Aid Kits will contain, as a minimum, the following items:

- A leaflet giving general advice on first aid
- 20 individual wrapped sterile adhesive dressings (assorted sizes)
- sterile eye pads
- individually wrapped triangular bandages (preferably sterile)
- safety pins
- medium-sized individually wrapped un-medicated wound dressings
- 2 large individually wrapped sterile un-medicated wound dressings
- Individually wrapped moist antiseptic cleansing wipes
- One pair of disposable gloves

Our first aid container will not contain any tablets or medicines. Any items used for first-aid purposes will be replaced when required.

- We undertake a risk assessment of our first aid needs
- We co-ordinate and train adequate numbers of employees
- We liaise and co-ordinate with managers of premises where our employees may work
- We provide adequate equipment and room to facilitate the requirements of the risk assessment outcomes
- We implement systems to ensure the first aid kit is adequately stocked
- We give appropriate first aid to any employee requiring such treatment
- We ensure the provision of refresher training for employees trained in first aid
- We record all accidents

7 Control Of Substances Hazardous to Health (COSHH)

Central Industrial Services Ltd is committed to implementing a control process over the handling of any substance deemed as hazardous under the COSHH Regulations.

By implementing COSHH guidelines thoroughly and fully we aim to protect our employees, service users, contractors and visitors to our premises. Our systems of control will include regular reviews.

A substance is deemed to be hazardous when it is able to enter the body and reach an organ where it can cause harm by its toxic, corrosive, inflammatory or carcinogenic properties.

- We maintain an inventory of hazardous substances and materials and obtain the relevant Material Safety Data Sheets from the supplier
- We ensure assessment of substances and the risk to employees, contractors, and visitors from exposure to hazardous substances in our premises is undertaken by competent personnel
- We introduce appropriate precautions and safe systems of work to prevent or control risk that has been identified
- We ensure that the precautions are used, equipment is properly maintained and procedures are followed
- Where necessary, we monitor the exposure of employees and undertake health surveillance
- We inform, instruct and train employees about the risks and precautions to be taken
- We issue where required appropriate Personal Protective Equipment (PPE)
- In addition to its effects on human health, the impact on the environment is also considered by us when purchasing or disposing of hazardous substances.

7.1 Infection Control

Central Industrial Services Ltd acknowledges its duty under the Control of Substances Hazardous to Health Regulations to ensure the health and safety at work of our employees and others affected by our business undertakings in controlling the risks posed by exposure to harmful micro-organisms by infection, allergy or toxicity.

We implement a number of strategies to prevent the spread of infection which includes;

- Risk assessment of the hazards and implementation of recognised control measures provided by all regulatory bodies including the Department of Health, the Advisory Committee on Dangerous Pathogens and the Health and Safety Executive
- Provision of induction and continued regular training in the control of infection and emergency planning
- Protection of employees through immunisation where necessary
- We provide information, instruction and training in good hygiene practices
- We provide instruction and supervision to ensure wounds or moist skin conditions are covered with waterproof dressings
- We ensure senior employees are responsible for the supervision and monitoring of safe systems of work
- Visitors, including Contractors, are advised and supported in infection control procedures as necessary
- We implement systems for ill health reporting and recording
- We access advice and support from an occupational health service provider as necessary
- We consult with employees or their representatives on matters of health and safety.