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T L S L I M I T E D H E A L T H A N D S A F E T Y P O L I C Y				



Traffic Labour Supplies (TLS) Health and Safety Policy

Part 1 Statement of Intent.

1.0 TLS Limited Policy statement.

All directors and senior management take the health, safety and welfare seriously and in undertaking duties for TLS Limited we will comply with the relevant statutory provisions placed upon us as an employer to protect our employees.

Traffic Labour Supplies believes that proper attention to the health and safety of its employees, partners, client staff and the area which the Company operates is a key element of effective business management. TLS Limited believes that injuries are not inevitable, harm is not acceptable and risks need to be managed. Injuries and occupational illness can be prevented by the adoption of sound risk management principles and suitable behaviours by employees. We will develop systems to ensure full compliance with legislation and continuous improvement in our performance.

2.0 Principles

Throughout our business we will: Establish, maintain and continually improve an effective health and safety management system which complies with the requirements of OHSAS 18001:2007.

2.1 TLS Ltd Mission Statement

Our mission at TLS Ltd is to be the undisputed leader and preferred major supply chain partner within the Traffic Management Industry. We stand by our clear vision and the core values that build and drive the company to achieve excellence in every aspect of the business. At TLS Ltd we are dedicated to providing outstanding products and services and committed to developing its core business. Our aim is to provide each of our clients with the most effective and comprehensive service through our commitment to continuous improvement.

2.3 Our Core Values:

Customers	Commitment to building long term relationships.
Partners	To promote an honest and open culture and excel in gaining respect.
Teamwork	Give all partners the opportunity to make the working environment a better place.
Commitment partners	Committed to building and strengthening bonds with the public, clients and partners
Endurance	Be in it for the long term.
Accuracy	The ability to accurately find candidates with the necessary skills required for the contract.
Finance	Strive for efficiency to maintain profit and enable greater performance.

TLS Ltd aim is to provide a reliable, efficient and economically viable service that exceeds the expectations of our customers.

2.4 Traffic Labour supplies will implement a process

Traffic Labour supplies will Implement a process of hazard identification and risk assessment which drives the development of controls that minimise the possibility of injury or ill health.

- Provide sufficient information, advice, training and supervision to ensure that people under our control are fully aware of their responsibilities and are competent to undertake their activities.
- Establish channels of communication which encourage and permit all employees and, as appropriate, their representatives to contribute to improvements in our health and safety performance.
- Recognise and reward contributions to the maintenance of health and safety, yet apply established disciplinary procedures to those who deliberately breach safety regulations, procedures or directions.
- Ensure health and safety is an essential factor in the selection of our partners and suppliers of goods and services.
- Measure and report health and safety performance on a regular, consistent and meaningful basis and to benchmark performance where able.
- Ensure Incidents, dangerous occurrences and ill-health will be recorded, investigated and reported as required by law.
- Develop and implement plans for the improvement of our performance including measurable

3.0 Health and Safety Policy Statement

3.1 Objectives and Targets.

- Embed H & S management system and operating procedures across all operations by the end of 2016 and continually monitor process. (next revision Jan 2018)
- Ensure minimum competency in H&S management and consistent training standards by the Feb 2017 and continually monitor.
- Continued focus on reducing numbers of reportable incidents.
- Develop systems and processes to manage and monitor near miss events by the end of 2016.
- Reduce the amount of time lost as a result of accident or incidents.
- Offer Occupational Health coaching and support to all TLS employees.
- Continual monitoring of KPI performances for performance and learning and development

4.0 Responsibilities

Responsibility for the proper management of health and safety rests with the Managing Director who as nominated the Compliance Manager to act on her behalf to monitor the execution of this policy throughout the Company. The company will develop and implement a safety management system (SMS) that will be sufficient to ensure control of the hazards inherent in their activities.

Each manager and or compliance manager to assist will make regular assessments of the hazards and risks associated with their area of responsibility and ensure that the health and safety standards and procedures are sufficient to provide and maintain safe places of work.

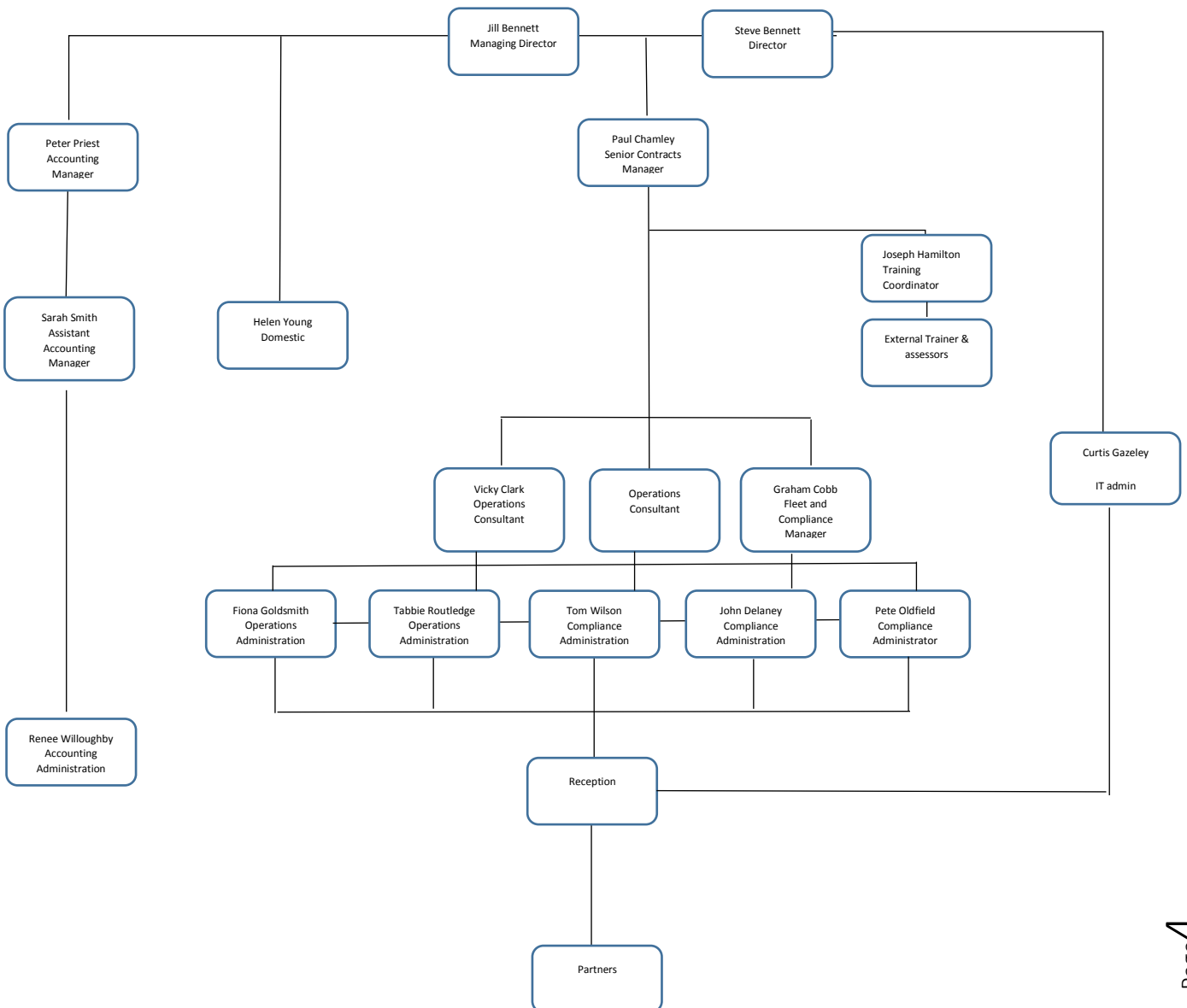
Employees - All employees have a responsibility to themselves, their colleagues, and its clients, and to the wider community to work safely. They must fully co-operate with their managers and colleagues, maintaining their place of work and their equipment in a tidy and safe condition.

Jill Bennett



Managing Director

Section 2: Organisational Chart



SECTION 3: ARRANGEMENTS

Health and Safety Policy

In compliance with the requirement of Section 2 (3) of Health and Safety at Work Act 1974, TLS Ltd are effectively discharging their statutory duties by preparing a written health and safety policy.

A copy of the policy has been prepared and outlines the company's health and safety arrangements. Our arrangements section starts with some do's and don'ts please follow them, they are not exhaustive and are intended to ensure your safety.

Dos and Don'ts within TLS Limited

- Never use your mobile phone whilst driving.
- Always wear your seatbelt.
- Never drive under the influence of drink and or drugs.
- Never use a hand held mobile whilst driving and turn your phone off during longer journeys.
- Do follow the highway code and speed limits
- Do ensure your vehicle is maintained and MOTd.
- Never carry hitch-hikers.
- Treat the vehicles with respect.
- Report all damages immediately to TLS Limited if a company vehicle.
- It is against the law to smoke in any workplace (this includes company vehicles).

Contents: The Management of Health and Safety in the Workplace.

1. Scope for TLS Limited (Retford Offices)

The Management of Health and Safety at Work Regulations sets out to build a foundation for a robust health and safety management system and covers many areas.

Issues surrounding;

- General principles of risk assessment
- Principles of prevention to be applied when managing risks
- Health and safety arrangements in place
- Health Surveillance
- Health and safety assistance
- Procedures for serious and imminent danger and for danger areas
- Contacts with external services
- Information for employees
- Persons working in host employers' or self-employed persons' undertakings
- Capabilities and training
- Employees' duties

- Temporary workers
- Risk assessments in respect of new and expectant mothers
 - Certificate from registered medical practitioner in respect of new or expectant mothers
 - Notification by new or expectant mothers
- Protection of young persons

2. Responsibilities

It is the responsibility of the employer to provide his/her employees with comprehensible and relevant information on the risks to their health and safety as identified by the assessment; and ensure the preventive and protective measures are communicated, this will also include all personnel on site including staff, contractors and visitors who have a responsibility to work and behave in a safe manner and co-operate with the employer/host whilst on this site.

Please ensure all visitors are aware of the information on the reverse of the visitors badge when signing in.

4. Definitions

A **hazard** is something with the potential to cause harm (this can include articles, substances, plant or machines, methods of work, the working environment and other aspects of work organisation);

A **risk** is the likelihood of potential harm from that hazard being realised. The extent of the risk will depend on:

- (i) the likelihood of that harm occurring;
- (ii) the potential severity of that harm, i.e. of any resultant injury or adverse health effect; and
- (iii) the population which might be affected by the hazard, i.e. the number of people who might be exposed.

5. Procedure – General Principles of Risk Assessment

5.1 The Management regulations require TLS Limited and self-employed personnel working on this site to assess the risks to staff and any others who may be affected by what we do. This will enable them to identify the measures they need to take to comply with health and safety law.

A risk assessment is carried out to identify the risks to health and safety to any person arising out of, or in connection with, work or the conduct of their undertaking. It should identify how the risks arise and how they impact on those affected. This information is needed to make decisions on how to manage those risks so that the decisions are made in an informed, rational and structured manner, and the action taken is proportionate.

A risk assessment should usually involve identifying the hazards present in any working environment or arising out of commercial activities and work activities, and evaluating the extent of the risks involved, taking into account existing precautions and their effectiveness.

5.2 Principles of Prevention to be applied when Managing Risks

TLS Limited will introduce preventive and protective measures to control the risks identified by the risk assessment in order to comply with the relevant legislation. A set of principles to be followed in identifying the appropriate measures.

In deciding which preventive and protective measures to take, where reasonably practicable apply the following principles of prevention:

- (a) Wherever possible we will endeavour to avoid a risk altogether, e.g. do the work in a different way, taking care not to introduce new hazards;
- (b) We will evaluate risks that cannot be avoided by carrying out a risk assessment;
- (c) We will combat risks at source, rather than taking palliative measures.
- (d) We will adapt work to the requirements of the individual (consulting those who will be affected when designing workplaces, selecting work and personal protective equipment and drawing up working and safety procedures and methods of production).
- (e) We will take advantage of technological and technical progress, which often offers opportunities for improving working methods and making them safer;
- (f) We will implement risk prevention measures to form part of a coherent policy and approach. This will progressively reduce those risks that cannot be prevented or avoided altogether, and will take account of the way work is organised, the working conditions, the environment and any relevant social factors.
- (g) We will give priority to those measures which protect the whole workplace and everyone who works there, and so give the greatest benefit (i.e. give collective protective measures priority over individual measures);
- (h) We will ensure that workers, whether employees or self-employed, understand what they must do;
- (i) We will encourage a positive health and safety culture within our organisation. That means the avoidance; prevention and reduction of risks at work must be accepted as part of the organisation's approach and attitude to all its activities.

5.3 Health and Safety Arrangements in Place

- a) TLS Limited shall make and give effect to such arrangements as are appropriate, having regard to the nature of our activities and the size of our undertaking, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- b) The arrangements we have in place will cover health and safety. Effective management of health and safety will depend, on a suitable and sufficient risk assessment being carried out and the findings being used effectively.
- c) The health and safety arrangements can be integrated into the management system for all other aspects of our activities.

5.4 Planning

- a) We will adopt a systematic approach to the completion of a risk assessment. Risk assessment methods should be used to decide on priorities and to set objectives for eliminating hazards and reducing risks.
- b) We will select the appropriate methods of risk control to minimise risks;
- c) We will establish priorities and developing performance standards both for the completion of the risk assessment(s) and the implementation of preventive and protective measures, which at each stage minimises the risk of harm to all staff and contractors etc..

5.5 Organising

- a) This will involve employees and their representatives in carrying out risk assessments, deciding on preventive and protective measures and implementing those requirements in the workplace. This may be achieved by the use of formal health and safety committees where they exist, and by the use of team-working, where employees are involved in deciding on the appropriate preventive and protective measures and written procedures etc;
- b) Establishing effective means of communication and consultation in which a positive approach to health and safety is visible and clear.
- c) Securing competence by the provision of adequate information, instruction and training and its evaluation, particularly for those who carry out risk assessments and make decisions about preventive and protective measures. Where necessary this will be supported by the provision of adequate health and safety assistance or advice.

5.6 Control

Establishing control will include:

- (a) Clarifying health and safety responsibilities and ensuring that the activities of everyone are well co-ordinated;
- (b) Ensuring everyone with responsibilities understands clearly what they have to do to discharge their responsibilities, and ensure they have the time and resources to discharge them effectively;
- (c) Setting standards to judge the performance of those with responsibilities and ensure they meet them.
- (d) Ensuring adequate and appropriate supervision, particularly for those who are learning and who are new to a job.
 - Health Surveillance
 - Health and safety assistance
 - Procedures for serious and imminent danger and for danger areas
 - Contacts with external services
 - Information for employees
 - Persons working in host employers' or self-employed persons' undertakings
 - Capabilities and training
 - Employees' duties
 - Temporary workers
 - Risk assessments in respect of new and expectant mothers

- Certificate from registered medical practitioner in respect of new or expectant mothers
- Notification by new or expectant mothers
- Protection of young persons

6. Contents: for PPE if required for activities with the offices

6.1 Scope:

1.1 General provisions: (Personal Protective Equipment at Work Regulations 1992)

1.1.1. This document applies to any work involving Personal Protective Equipment (PPE) used within the scope of TLS Limited work activities.

1.1.2. The aim of this procedure is to reduce injuries and protect health. It also provides information relevant to TLS Limited operations to casting on how to comply with the requirements of the Management of Health and Safety at Work Regulations and, more particularly, the Personal Protective Equipment at Work Regulations 1992.

The scope of the Regulations require TLs Limited to fully understand the;

- a) risk of injury depends on many factors, including the type of operation, the degree of exposure and the extent to which protective clothing is worn.
- b) the importance of a full suitable and sufficient assessment of the personal protective equipment (PPE) required for the various operations here within Sim-Cast.
- c) that protective clothing is just one preventive factor, and although it is known to reduce or prevent injury, it does not in many cases, fully eliminate the risks staff may be exposed to.

NB. Please note it must be regarded as the last line of defence after all other reasonably practicable measures identified have been taken to prevent exposure.

6.2 Responsibilities.

- a) It is both the employer (TLS limited) and its employees to make sure anyone using PPE is aware of why it is needed, when to use, repair or replace it, how to report it if there is a fault and its limitations.
- b) and where necessary it shall be the responsibility of (Compliance Officer) to train and instruct all staff and in certain cases visitors in how to use or wear the PPE properly.

- c) this would also include managers and supervisors in the training they may not need to use the equipment personally, but they do need to ensure their staff are using it correctly
- d) it is the responsibility of users to ensure they wear the correct PPE at all times whilst exposed to any risks identified by the risk assessment or Standard Operating Procedure (SOP).
- e) never allow any person on this site to take exemptions for those jobs which take 'just a few minutes'.
- f) we all have a responsibility to check regularly that PPE is being used and where necessary investigate incidents where it is not.
- g) the Employer will ensure that signage is clear and acts as a reminder to wear PPE and staff, visitors and others understand these signs, and what they mean.
- h) it is the responsibility of each member of staff do ensure they look after the PPE provided and report any loss or defect as soon as practicable to their manager.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (CoSHH)

1. Scope:

These procedures cover all chemicals and substances used within TLS Limited as part of our manufacturing of machine parts, this would include keeping an account do all chemicals, coming onto site and there storage, use and relevant disposal.

2. Responsibilities

It is the responsibility of all management and staff to include contractors to ensure they have an up to date safety data sheet and a suitable and sufficient CoSHH risk assessment with the relevant controls measure in place before any commencement of work.

3.0 Definitions - What is COSHH?

COSHH is the law that requires Sim-Cast to control substances that are hazardous to health. We can prevent or reduce workers exposure to hazardous substances by:

- finding out what the health hazards are;
- deciding how to prevent harm to health (risk assessment);
- providing control measures to reduce harm to health;
- making sure they are used ;
- keeping all control measures in good working order;
- providing information, instruction and training for employees and others;

- providing monitoring and health surveillance in appropriate cases;
- planning for emergencies.

Sometimes substances are easily recognised as harmful. Common substances such as paint, bleach or dust from natural materials may also be harmful.

4.0 Procedure:

Assessing risk

Risk assessment is not just a paper exercise. It's about taking sensible steps to prevent accidents and or ill health effects. We need to know how staff are exposed, and to how much, before we can decide if they need to do anything to reduce their exposure. The COSHH Regulations require TLS Limited to assess the risk to their employees, and to prevent or adequately control those risks. Sometimes, it's easy to judge the amount of exposure to substances and decide what you can do about it.

When the task involves very small amounts of material, even if these are harmful, when there is little chance of it escaping, the risk is low. But the risk in a different task – such as cleaning up and disposal – will be higher because the harmful substance may be breathed in or get onto the skin.

When the task involves larger amounts of material, with obvious leaks, exposure is higher and so is the risk. Whether the substance is harmful or not, we need to control it, is obvious. Decide what measures we need to take, and when.

All of our CoSHH risk assessments must be recorded. And the really important part is making a list of the actions you are taking to control the risks to health. You can look at examples of risk assessments for different industries on www.hse.gov.uk/risk/casestudies.

HSE has developed a free internet tool for identifying good control practice: www.coshh-essentials.org.uk. It covers a wide range of processes and activities and also produces advice for products that have safety data sheets.

Please see appendix for CoSHH risk assessment we are currently using on site.

4.1 What are exposure control measures?

Control measures are always a mixture of equipment and ways of working to reduce exposure. The right combination is crucial. No measures, however practical, can work unless they are used properly.

So any 'standard operating procedure' or safe system of work (SSoW) should combine the right equipment with the right way of working. This means instructing, training and supervising the staff doing the tasks.

You need control measures that work and continue to work – all day, every day.

4.2 Choosing control measures

In order of priority:

- 1 Eliminate the use of a harmful product or substance and use a safer one.
- 2 Use a safer form of the product, eg paste rather than powder.
- 3 Change the process to emit less of the substance.
- 4 Enclose the process so that the product does not escape.
- 5 Extract emissions of the substance near the source.
- 6 Have as few workers in harm's way as possible.
- 7 Provide personal protective equipment (PPE) such as gloves, coveralls and a respirator. PPE must fit the wearer.

4.3 Control equipment

Control equipment comes in many forms. It includes ventilation to extract dust, mist and fume; glove boxes and fume cupboards; spray booths and refuges (clean rooms in dirty work areas). It also includes using water to reduce dust, and systems for disinfecting cooling water.

For control equipment, our supplier(s) should provide a 'user manual'. The user manual should set out schedules for checks, maintenance and parts replacement. For example it should include:

- a description of the system;
- the daily checks the worker or supervisor needs to carry out, e.g. the ventilation is turned on, the airflow indicator gives the right reading;
- the weekly or monthly checks the supervisor or owner needs to carry out, e.g. of equipment wear and tear, and that short cuts are not creating dangers;
- details of any thorough examination and test;
- signs of wear and control failure;
- a list of replaceable parts;
- a description of how operators should use the system so it works effectively.

We need to remedy defects in good time. It is pointless making checks if you take no action when something is wrong. And you are not managing health and safety properly if the 'thorough examination and test' produces a long list of 'actions needed'.

We will keep simple records of our checks and actions, e.g. in a logbook, and keep these records for at least five years.

The Health and Safety (Consultation with Employees) Regulations 1996

1. Scope:

1.1 TLS Limited has a duty to consult with their employees, or their representatives, on health and safety matters. This procedure outlines what we need to do to ensure that we are complying with the law.

The law sets out how employees must be consulted in different situations and the different choices TLS Limited have to make. There are two different regulations that require TLS Limited to consult their workforce about health and safety:

- a) The Safety Representatives and Safety Committees Regulations 1977 (as amended); and
- b) The Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

These regulations will apply to most workplaces.

TLS Limited do not have a recognised trade union so will not fall under (a) above, however we will need to comply with (b) the Health and Safety (Consultation with Employees) Regulations 1996 (as amended).

1.2 Benefits to consultation. (Background)

Consulting with employees can have real benefits for our business, including:

- a) Increased productivity – businesses with good workforce involvement in health and safety tend to have a better productivity rate;
- b) Improvements in overall efficiency and quality; and higher levels of workforce motivation
- c) A healthier and safer workplace for all concerned including visitors etc.
- d) Better decisions about health and safety – they are based on the input and experience of a range of people, including employees who have extensive knowledge about their own job and the business;
- e) A stronger commitment to implementing decisions or actions – as employees have been actively involved in reaching these decisions;
- f) Greater co-operation and trust – employers and employees who talk to each other and listen to each other, gain a better understanding of each other's views;

On this site these areas are important as a new team of dedicated staff and management work together to keep this site safe for all concerned.

2. Responsibilities

It shall be the responsibility of TLS Limited to ensure they consult on health and safety matters that are likely to affect their employees. However employees also have a duty to comply with the employer (TLS Limited) to enable duties placed upon us to be performed or complied with.

3. Definitions

TLS Limited being the '**employer**' and the '**employees**' who have a contract of employment within TLS Limited who are classed as employees.

'**Safety Representative**' – are elected by TLS limited these then represent the workforce

ensuring adequate time and resources are given for staff to perform their tasks safely.

4. Procedure

4.1 What must TLS Limited consult about?

TLS Limited must consult with employees or their representatives about the following: That our procedures will ensure;

- a) The introduction of any measure which may substantially affect their health and safety at work, e.g. the introduction of new equipment or new systems of work, such as the speed of a process line or new die cast arrangements;
- b) Arrangements for getting competent people to help them comply with health and safety laws (a competent person is someone who has the necessary knowledge, skills and experience to help TLS Limited meets the requirements of health and safety law);
- c) The information you must give your employees on the risks and dangers arising from their work, measures to reduce or get rid of these risks and what employees should do if they are exposed to a risk;
- d) The planning and organisation of health and safety training; and the health and safety consequences of introducing new technology are what we need to communicate on, good consultation is good business.

4.2 Information to be given to our employees

TLS Limited must give employees, the information necessary to allow them to participate fully and effectively in the consultation. When consulting representatives, you must provide them with the information necessary to enable them to fulfil their functions.

Information should include any risks arising from employee work activities, the measures in place or proposals to control these risks, and what they should do if they are exposed to a risk, including emergency procedures.

TLS Limited already have the relevant information needed for employees as part of your health and safety management system, such as copies of risk assessments or accident records.

4.3 TLS Limited does not have to provide information if.

- a) It would be against the interests of national security or against the law;
- b) It is about someone who has not given their permission for it to be given out;
- c) It would, other than for reasons of its effect on health and safety, cause substantial injury to the organisation, or if supplied by someone else, to the business of that person; or
- d) You have obtained the information for the purpose of any legal proceedings.

4.4 Consulting on health and safety issues to our staff

Consultation involves TLS Limited not only giving information to our employees but also listening to them and taking account of what they say before making any health and safety decisions.

The law does not state when you must consult, or for how long, but does say it must be 'in good time'. This means you have to allow enough time for your employees to consider the matters being raised and provide them with informed responses.

Consultation does not remove your right to manage. You will still make the final decision, but talking to your employees is an important part of successfully managing health and safety.

4.5 The functions of an employee safety representative

- a) Are elected by TLS Limited.
- b) Representation to the employer on:
 - potential hazards and dangerous occurrences;
 - general matters affecting the health and safety of the employees they represent; and
 - specific matters on which the TLS Limited must consult
 - represent employees in dealing with the HSE
- c) Training will be given in work time for staff to attend training in order for them to carry out their role, and pay any reasonable costs and travel.
- d) TLS Limited will also give safety representatives the paid time necessary to carry out their functions and allow candidates reasonable time, with pay, to carry out their functions as well as time to consult employees on health and safety.

4.6 Sim-Cast will provide facilities and assistance

TLS Limited will provide the facilities and any assistance reasonably required for health and safety representatives to carry out their role. This may include access to:

- a) A telephone and quiet area where they can have private conversations;
- b) A lockable cabinet or desk for paperwork, records or reference material;
- c) Intranet and internet facilities;
- d) A photocopier and a notice board to circulate information to the employees they represent; and
- e) Time with the employer to discuss health and safety issues.

4.7 Resolving disputes

If there are any disagreements between Tls Limited and its employees about the interpretation of the regulations, with the exception of matters dealing with paid time for carrying out their role, they will be addressed through the normal procedure for resolving employment relations disputes. In certain circumstances, it may be helpful to involve the Advisory, Conciliation and Arbitration Service (Acas).

Health and safety representatives who have not been permitted to take paid time to carry out their roles with paid time to perform their functions as a candidate in an election) or be trained, or who have not been paid to do so, can apply to an employment tribunal. HSE inspectors will not intervene in these cases

5. References

- Consulting employees on health and safety – IND (G) 232 - A brief guide to the law

6. Performance Measures

Measurement is an accepted part of the 'plan-do-check-act' management process. Measuring performance is as much part of a health and safety management system. The HSG 65 framework for managing health and safety, on having a clear Policy including a full risk assessment of each stage of lifting operation etc. Organised
Planned and Implemented
Monitored and Reviewed.

7. Competence, Authorisation and Training

First-Aid at Work Policy

1. Scope

TLS Limited has a legal duty to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. It doesn't matter whether the injury or illness is caused by the work they do, what is important is that they receive immediate attention and that an ambulance is called in serious cases.

First aid can save lives and prevent minor injuries becoming major ones. First-aid provision in the workplace covers the arrangements that need to be made to manage injuries or illness suffered at work.

1.1 First-aiders

Where the first-aid assessment identifies a need for people to be available for rendering first aid, TLS Limited should ensure that they are provided in sufficient numbers and at appropriate locations to enable first aid to be administered without delay should the occasion arise. Where 25 or more people are employed, even in low-hazard environments, at least one such person should be provided, however we will require a fully trained first aider, as some of our processes and materials used could pose a threat. (See below)

1.2 Needs Assessment

TLS Limited will make an assessment of first-aid needs appropriate to the circumstances (hazards and risks) within our facility.

The aim of first aid is to reduce the effects of injury or illness suffered at work.

First-aid provision must be 'adequate and appropriate in the circumstances'. This means that sufficient first-aid equipment, facilities and personnel should be available at all times, taking account of people on site, to:

- a) give immediate assistance to casualties with both common injuries or illnesses and those likely to arise from specific hazards at work;
- b) summon an ambulance or other professional help.

TLS limited will ensure they have undertaken suitable training, have an appropriate first-aid qualification and remain competent to perform their role. Typically, first-aiders will hold a valid certificate of competence in either first aid at work (FAW) or emergency first aid at work (EFAW). EFAW training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. FAW training includes EFAW and also equips the first-aider to apply first aid to a range of specific injuries and illnesses

How much first-aid provision TLS Limited will need to have depends on the circumstances (the hazards and risks) at this facility.

TLS Limited are well placed to determine the level of hazard and risk as they will be familiar with the exact circumstances of the workplace. There is no fixed level, but TLS Limited will need to assess the equipment, facilities and personnel that are appropriate.

2. Responsibilities

TLS Limited have a legal duty to ensure first aid staff are trained and present when the facility is operational, holidays and cover will need to be discussed and implemented?

TLS Limited will also ensure a full provision of first aid equipment is present on site and is up to date.

The Management of Health and Safety at Work Regulations 1999 and The First Aid at Work 1981 require TLS Limited to make an assessment of the risks to health and safety of their employees at work, and to identify what measures they need to take to prevent or control these risks.

Information gathered from the risk assessment can help the employer carry out their assessment of first-aid needs if preventive or control measures fail. Identifying the likely nature of an accident or injury will help the employer work out the type, quantity and location of first-aid equipment, and the facilities and personnel to provide.

3. Definitions

This procedure is written to reflect the optional four-layer framework for first-aid provision that has been in place for many years. The framework will help TLS Limited to comply with the Regulations by providing 'off-the-peg' levels of provision. These layers are:

a) **Appointed person (AP)** -where TLS Limited assessment of first-aid needs identifies that a designated first-aider is not required, the minimum requirement for us is to appoint a person to take charge of the first-aid arrangements, including looking after the equipment and facilities, and calling the emergency services when required. Arrangements should be made for an appointed person to be available to undertake these duties at all times when people are at work.

b) **Emergency first aid at work (EFAW);** On completion of training, successful candidates should be able to:

- understand the role of the first-aider, including reference to: the importance of
- preventing cross infection;
- the need for recording incidents and actions;
- use of available equipment;
- assess the situation and circumstances in order to act safely, promptly and effectively in an emergency;
- administer first aid to a casualty who is unconscious (including seizure);
- administer cardiopulmonary resuscitation;
- administer first aid to a casualty who is choking;
- administer first aid to a casualty who is wounded and bleeding;
- administer first aid to a casualty who is suffering from shock;
- provide appropriate first aid for minor injuries (including small cuts, grazes and bruises, minor burns and scalds, small splinters).

c) **First aid at work (FAW);**

On completion of training, whether a full FAW course or a FAW requalification course, successful candidates should have satisfactorily demonstrated competence in all of the subject areas and also to be able to:

- administer first aid to a casualty with: injuries to bones, muscles and joints, including suspected spinal injuries;
- chest injuries;
- burns and scalds;
- eye injuries;
- sudden poisoning;
- anaphylactic shock;

recognise the presence of major illness (including heart attack, stroke, epilepsy, asthma, diabetes) and provide appropriate first aid.

d) **Additional training.**

This will be pertinent to the tasks and chemicals we undertake at TLS Limited, an assessment would be carried out to ascertain the level of additional training if any.

4.Procedure

In assessing their needs, TLS Limited will consider through a full first aid risk assessment what provisions we will require on site and this will include the following:

- the nature of the work and workplace hazards and risks;
- the nature of the workforce, to include age where they work etc.;
- the organisation's history of accidents including contractors;
- the size of the organisation;
- the needs of travelling, remote and lone workers;
- work lengths and patterns;
- the distribution of the workforce across the site;
- the remoteness of the site from emergency medical services;
- employees working on shared or multi-occupied sites;
- annual leave and other absences of first-aiders and appointed persons;
- first-aid provision for non-employees.

4.1 In terms of complying with the first aid at work and our own procedures, this facility does have higher-level hazards such as chemicals and processing machinery, some of which is robotic, in view of this we will provide first-aiders; –

- providing additional training for first-aiders to deal with injuries resulting from special hazards;
- providing a suitably stocked first-aid box;
- providing additional first-aid equipment;
- precise location of first-aid equipment;
- providing a first-aid room;
- informing the emergency services of specific hazards etc, in advance.

4.2 Where the work involves higher level hazards such as chemicals or dangerous machinery, or special hazards such as hydrofluoric acid or confined spaces, first-aid requirements will be greater. TLS Limited may then need to:

- provide sufficient numbers of qualified first-aiders so that someone is always available to give first aid immediately following an incident;
- provide additional training for first-aiders to deal with injuries resulting from special hazards;

- consider additional first-aid equipment;
- provide one or more first-aid rooms;
- inform the local emergency services, in writing, of the site where hazardous substances or processes are in use.

4.3 Annual leave, holiday and other absences of first-aiders and appointed persons

It is essential that adequate provision is made to cover all times people are at work. TLS Limited will ensure there is cover for annual leave or holiday and other planned absences of first-aiders or appointed persons.

TLS Limited will also consider what cover is needed for unplanned and exceptional absences such as sick leave or special leave due to bereavement.

In the unlikely event that an employee or visitor is hurt or has an accident, then this shall be entered into our accident book, which is located with the Compliance Manager.

4.4 Review of first-aid provision

TLS Limited will periodically review their first-aid needs, particularly after any operating changes, to make sure provision remains appropriate. To help with this process, it is recommended that a record is kept of the incidents dealt with by first-aiders and appointed persons.

4.5 Records

It is sensible for TLS Limited to provide first-aiders and appointed persons with a book in which to record incidents they attend. Any such book should be kept in accordance with the requirements of the Data Protection Act 1998. Where there are a number of first-aiders working for a single employer, it would be advisable for one central book to be used, though this may not be practicable on larger, well spread out sites. The information to be recorded should include:

- Date, time and place of the incident;
- Name and job of the injured or ill person;
- Details of the injury/illness and what first aid was given;
- What happened to the person immediately afterwards (for example, went back to work, went home, went to hospital);
- Name and signature of the first-aider or person dealing with the incident.

4.6 RIDDOR

At Sim-Cast we have a legal duty under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

To report certain injuries – please see RIDDOR procedure.

5. References

- The Management of Health and Safety at Work Regulations 1999
- The First-Aid at Work Regulations 1981

6. Performance Measures

Measurement is an accepted part of the 'plan-do-check-act' management process. Measuring performance is as much part of a health and safety management system. The HSG 65 framework for managing health and safety, on having a clear Policy including a full risk assessment of each stage of lifting operation etc. Organised
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Monitored and Reviewed.

7. Competence, Authorisation and Training

Competent personnel only to administer first aid treatment

Electricity at Work TLS Offices

1. Scope

The scope of this procedure covers all electrical equipment within the office environment or 240v supply or low voltage (See definitions for more) in respect of the various work activities on or near electrical equipment.

The purpose of this procedure is to require precautions to be taken against the risk of death or personal injury from electricity in work activities here at TLS Limited.

2. Responsibilities

Only those who have both the knowledge and the experience to make the right judgements and decisions and the necessary skill and ability to carry them into effect should undertake work subject to this policy. A little knowledge is often sufficient to make electrical equipment function (however that person must be trained) but a much higher level of knowledge and experience is usually needed to ensure safety at all times.

The particular duties on employees are intended to emphasize the level of responsibility which many employees in the electrical trades and professions are expected to take on as part of their job. Employees at TLS Limited will not interfere or misuse any electrical equipment and report any faults to their managers, do not attempt to fix or modify anything electrical.

3. Definitions

The British Standard BS 7671 *Requirements for Electrical Installations* is also known as the IEE Wiring Regulations – they are non-statutory regulations. They 'relate principally to the design, selection, erection, inspection and testing of electrical installations, whether permanent or temporary, in and about buildings generally'. BS 7671 is a code of practice which is widely recognised and accepted in the UK and compliance with it is likely to achieve compliance with relevant aspects of the 1989 Regulations.

3.1 Other definitions within this procedure.

- I. **Electrical equipment** – includes anything used to generate, provide, transmit, rectify, convert, conduct, distribute, control, store, measure or use electrical energy.
- II. **Conductor** – means a conductor of electrical energy. It means any material (solid, liquid, or gas) capable of conducting electricity.
- III. **System** – means an electrical system in which all the electrical equipment is, or may be, electrical connected to a common source of electrical energy, and includes the source and equipment. It includes portable generators and systems of vehicles.
- IV. **Circuit conductor** – means a conductor in a system which is intended to carry electric current in normal conditions. It would include a combined neutral and earth conductor, but does not include a conductor provided solely to perform a protective connection to earth or other reference point and energized only during abnormal conditions.
- V. **Danger** – In the context of this policy it means a risk of injury from an electrical hazard.

3.2 The purpose of the procedure is to prevent death or personal injury to any person from electrical causes in connection with work activities.

'Injury' means death or injury to people from:

- (a) electric shock;
- (b) electric burn;
- (c) fires of electrical origin;
- (d) electric arcing; or
- (e) explosions initiated or caused by electricity

3.3 Electric shock

The human body responds in several ways to electrical current flowing through it. The sensation of shock is only one such effect and this can be extremely painful. When a shock is received, the electric current may take multiple paths through the body and its intensity at any one point is difficult or impossible to predict. The passage of electric current may cause muscular contractions, respiratory failure, fibrillation of the heart, cardiac arrest or injury from internal burns.

Any of these can be fatal.

4.Procedure

In this procedure there are duties imposed on TLS Limited and employees who work in these offices.

4.1 Portable Appliances on site.

TLS Limited must maintain portable electrical equipment if it can cause danger, but the law does not say how you must do this or how often. TLS Limited should decide the level of maintenance needed according to the risk of an item becoming faulty, and how the equipment is constructed. We will consider:

- 1.The increased risk if the equipment isn't used correctly, isn't suitable for the job, or is used in a harsh environment; and
2. If the item is not double insulated, for example some kettles are earthed but some pieces of hand-held equipment, such as hairdryers, are usually double insulated.

This includes any electrical equipment we use here at work in this facility, whether it is their own or supplied by you. TLS Limited has a joint responsibility to maintain any equipment used by our employees that is either leased (eg a photocopier) or provided by a contractor (but not equipment both provided and used by a contractor).

- We will need to check periodically if any work needs doing. How you do this depends on the type of the equipment and undertake a full risk assessment with regard to any portable electrical equipment we use here.

4.2 How do TLS Limited ensure the safety of electrical equipment?

- Encourage our staff to look at the supply cable to the electrical equipment before they use it (user check).
- Encourage our staff to look at electrical equipment before they use it (user check).
- Make sure that all portable equipment is visually inspected at initial intervals which could be between six months and four years, depending on the type of equipment.
- Arrange for equipment that is not double insulated to have a portable appliance test (including leads) at initial intervals which could be between one and five years, depending on the type of equipment.
- Ensure that damaged or faulty equipment is recognised, removed from use without delay and either: repaired by someone competent (ie with suitable training, skills and knowledge for the task to prevent injury to themselves or others); or disposed of to prevent its further use – consult your local authority about arrangements for disposing of electrical equipment.

- Review the maintenance system to determine whether we could decrease or increase the inspection and/or testing intervals. TLS Limited will keep records of all PPM inspections and tests, and to label equipment with the result and date of the test. (But there is no legal requirement to do either of these things).

5. References

The Electricity at Work Regulation 1989

- The new edition of HSR25 is intended to help duty holders meet the requirements of the Electricity at Work Regulations 1989.
- Memorandum of guidance on the Electricity at Work Regulations 1989
Guidance on Regulations

Employers' Liability Compulsory Insurance

1. Scope

TLS Limited is responsible for the health and safety of employees whilst at work. Employees may be injured at work, or they may become ill (Including former employees) as a result of working at this facility. They may try to claim compensation from the employer (TLS Limited) if they believe the employer to be responsible.

The Employers' Liability Compulsory Insurance Act 1969 ensures that an employer such as TLS Limited has at least a minimum level of insurance cover against any such claims. Employers liability insurance will enable employers to meet the cost of compensation for employees' injuries or illnesses whether they were caused on or off site.

However, any injuries or illnesses relating to motor accidents that occur while employees are working for them may be covered separately by motor insurance.

Public liability insurance is different. It covers for claims made against a person/company by members of the public or other businesses, but not for claims made by employees. While public liability insurance is generally voluntary, employers' liability insurance is compulsory. Employers can be fined if they do not hold a current employers' liability insurance policy which complies with the law.

2. Responsibilities

TLS Limited will provide Employers' Liability Compulsory Insurance and this will be displayed at our premises.

We are only to have employers' liability insurance for people we employ. However, people who are normally thought of as self-employed may be considered to be employees for the purposes of employers' liability insurance.

3. Definitions

TLS Limited will ensure under the Employers' Liability Compulsory Insurance (ELCI) that it will display in a suitable convenient location, a current copy of the certificate of insurance.

4. Procedure

In general TLS Limited will ensure liability insurance is needed for;

- National insurance and income tax is deducted from the money paid to them;
- TLS Limited has the right to control where and when they work and how they do it;
- Most material and equipment is supplied by TLS Limited;
- TLS Limited has the right to any profit workers make even though the employer may choose to share this with them through commission, performance pay or shares in the company;
- That person is required to deliver the service personally and they cannot employ a substitute if they are unable to work;
- They are treated the same way as other employees.

4.1 TLS Limited also require Employers' Liability for volunteers. However, in general, the law may not require TLS Limited to have insurance for;

- Students who work unpaid;
- People who are not employed but taking part in youth or adult training programmes;
- School children on work experience programmes.
-

4.2 Retention of certificates

TLS Limited will keep out of date employers' Liability Insurance certificates, this is not a legal requirement however it's due to the fact that some diseases can occur decades after exposure and employees may wish to make a claim.

4.3 Penalties.

The HSE enforces the law on employers (TLS Limited), and inspectors will check that TLS Limited has the correct certification with an approved insurer for at least £5 million. They will ask to see other certificates or insurance details.

TLS Limited can be fined up to £2500 per day for going without suitable insurance. And if the certificate is not on display an inspector can fine a company up to £1000.

References

Employers' Liability (Compulsory Insurance) Act 1969

Performance Measures

Just ensure certificate is posted and kept up to date

The Manual Handling Operations.

1. Scope

The Manual Handling Regulations cover a wide scope this includes all persons who are involved with any lifting, lowering, pushing or pulling by hand or bodily force within TLS Limited. The Regulations apply to the manual handling of loads, i.e. by human effort, as opposed to mechanical handling by crane, lift trucks etc. The human effort may be applied directly to the load, or indirectly by hauling on a rope or pulling on a lever. Introducing mechanical assistance, for example a sack truck or a powered hoist, may reduce but not eliminate manual handling since human effort is still required to move, steady or position the load.

Please note: where possible we should reduce the need for manual handling and lifting wherever we can within TLS Limited.

2. Responsibilities

The responsibilities to adhere to the regulations are two-fold;

The Employer (TLS Limited) has duties to ensure that a suitable and sufficient assessment of the risks to the health and safety of their employees while at work.

Where this general assessment indicates the possibility of risks to employees from the manual handling of loads, the requirements of the Manual Handling Operations Regulations should be complied with.

The Regulations set out a hierarchy of measures which should be followed to reduce the risks from manual handling. These are set out as follows:

- (a) Avoid hazardous manual handling operations so far as is reasonably practicable;
- (b) Assess any hazardous manual handling operations that cannot be avoided; and
- (c) Reduce the risk of injury so far as is reasonably practicable

There is a duty on the employees within TLS Limited that all employees should follow the systems of work laid down by the employer and use where available all mechanical aid, where suitably trained in reducing the risk of injury, this would also include reporting of any defects directly to the employer as soon as practicable.

3. Definitions

3.1 Injury

The main aim of the Regulations is to prevent injury, not only to the back, but to any part of the body. They require TLS Limited to take into account the whole handling operation including the external physical properties of loads which might either affect grip or cause direct injury, for example, slipperiness, roughness, sharp edges and extremes of temperature.

Hazards which result from any toxic or corrosive properties of the load are not covered by the Regulations. Hazards which result from spillage or leakage are likely to be subject to the Control of Substances Hazardous to Health Regulations 2002 (COSHH). For example, the presence of oil on the surface of a load is relevant to the

Regulations if it makes the load slippery to handle, but the risk of dermatitis from contact with the oil is dealt with by COSHH.

3.2 Load

A load in this context must be a discrete movable object. This includes, for example, not only packages and boxes but also an awkward load of a machine i.e. pump or housing, and includes material supported on a shovel or fork. An implement, tool or machine, such as a chainsaw, fire hose or breathing apparatus, is not considered to be a load when in use for its intended purpose.

4. Procedure

Before any manual handling is undertaken within TLS Limited, we need to ensure that all employees have had sufficient training in order to carry out their duties in a safe manner, this will be done by a manual handling risk assessment examining four key areas; **NB. Can we use any mechanical aid here to assist us?**

The Task a person(s) is undertaking, has this been done before is it within the limits of a person's capability, does it need two people, give this some thought never rush into a task that involves lifting especially where the job is not planned out

The Individual capability needs consideration; can this be done safely with one person etc?

The Load – is it heavy for one, slippery, hot, uneven etc, these areas would have to be considered (see appendix for example assessment).

The Environment – is it hot, cold, potential for slips, dusty etc..

4.1 Striking a balance

In considering how best to reduce any risks found, the same structured approach which was used during the assessment of risk should be used. Consider in turn the **task**, the **load**, the **working environment** and **individual capability as outlined** and other **factors within the facility at the time of the operation**.

The emphasis given to each of these factors may depend in part on the nature and circumstances of the manual handling operations. Routine manual handling operations carried out in essentially unchanging circumstances.

The Manual handling Regulations set out a hierarchy of measures which TLS Limited will follow to reduce the risks from manual handling. These are set out below;

- (a) Avoid hazardous manual handling operations so far as is reasonably practicable, try to use where practicable mechanical aid, or can the object moved in a safer way;
- (b) Assess any hazardous manual handling operations that cannot be avoided; using a detailed approach around **Task, Load, Individual, and Environment (T.I.L.E.)**

(c) Reduce the risk of injury so far as is reasonably practicable, better planning, good training and layout of tasks, and where we can use mechanical aids, like pull lifts, chain blocks, folk lift trucks to take the strain, please ensure you are trained to use such equipment.

4.2 An ergonomic approach

Health, safety and productivity are most likely to be optimised if an ergonomic approach is used to design the manual handling operations as a whole.

Wherever possible full consideration should be given to the task, the load, the working environment, individual capability and other factors pertinent to the task.

It is important that the relationship between them is to fit the operations to the individual rather than the other way around.

While better job or workplace design may not eliminate handling injuries, the evidence is that it can greatly reduce them.

5. References

The Manual Handling Regulations 1992
Practical solutions for manual handling HSE

6. Performance Measures

Measurement is an accepted part of the 'plan-do-check-act' management process. Measuring performance is as much part of a health and safety management system. The HSG 65 framework for managing health and safety, on having a clear Policy to include a full risk assessment of the type(s) of electrical work.
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Monitored and Reviewed.

7. Competence, Authorisation and Training

The Display screen Equipment TLS Limited Policy

1. Scope

This policy will help TLS Limited to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 and explains what we need to do to protect our staff from any risks associated with Display Screen Equipment (DSE) (i.e. computers and laptops).

This policy only apply to employers whose workers regularly use Display Screen Equipment as a significant part of their normal work (daily, for continuous periods of an hour or more). These workers are known as DSE users.

2. Responsibilities

As a DSE user, you must:

Follow this policy in light of control measures that you have to follow
Work in a safe manner and not out anyone else at risk
Report any shortcoming to TLS Limited in respect of DSE work

TLS Limited as the employer will;
analyse workstations to assess and reduce risks;
make sure controls are in place;
provide information and training;
provide eye and eyesight tests on request, and special spectacles if needed;
review the assessment when the user or DSE changes.

3. Definitions

These Regulations do **not** apply to workers who use DSE infrequently or for short periods of time. However, the controls described in 'How to control the risk' may still be useful for these workers.

What are the health risks with DSE?

Some workers may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed work

an employer, you need to assess the risks associated with using DSE equipment and any special needs stations or work environments. The causes may not always be obvious and can be due to a combination of factors.

4. Procedure

TLS Limited will ask each user of DSE work to undertake an assessment of their workstation and workload this will help us to decide what needs to be done and check that action is taken. On completion of the form please return it to your line manager.

We will make a record of the significant findings. Any record we produce should be simple and focused on controls.

Few workplaces stay the same, so it makes sense to review what you are doing on an ongoing basis.

The risks from DSE can be controlled using the following straightforward, low-cost controls. The following information will help TLS Limited users:

- Forearms should be approximately horizontal and the user's eyes should be the same height as the top of the screen, with the keyboard at least 75 mm in from the desk edge..

- Make sure there is enough work space to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements.
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights.
- Adjust curtains or blinds to prevent intrusive light.
- Make sure there is space under the desk to move legs.
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users.
- Take regular breaks from staring at the screen, and undertake another activity that does not require full eye concentration, even if it is 5/10 minutes per hour.
- Report any issues to your line manager that could affect you working safely.

4.1 Well-designed workstations

To prevent any Musculoskeletal disorders all DSE staff will;

1. Keep wrists straight when keying.
2. Keep a good keyboard technique – you can do this by keeping a soft touch on the keys and not overstretching the fingers.
3. Position the mouse within easy reach, so it can be used with a straight wrist.
4. Sit upright and close to the desk to reduce working with the mouse arm stretched.
5. Move the keyboard out of the way if it is not being used.
6. Support the forearm on the desk, and don't grip the mouse too tightly.
7. Rest fingers lightly on the buttons and do not press them hard.
8. Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment.
9. Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room.
10. Make sure the screen surface is clean.
11. When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position.
12. Select colours that are easy on the eye (avoid red text on a blue background, or vice versa).

4.2 Reducing the risk of injury - Changes in activity

Breaking up long spells of DSE work helps prevent fatigue, eye strain, upper limb problems and backache. As the employer TLS Limited we will need to plan, so users can interrupt prolonged use of DSE with changes of activity. Organised or scheduled rest breaks may sometimes be a solution.

The following may help users under this policy:

- Stretch and change position.
- Look into the distance from time to time, and blink often.
- Change activity before users get tired, rather than to recover.
- Short, frequent breaks are better than longer, infrequent ones.

4.3 Use of laptops

These same controls will also reduce the DSE risks associated with portable computers. However, the following may also help reduce manual handling, fatigue and postural problems:

- Consider potential risks from manual handling if users have to carry heavy equipment and papers.
- Whenever possible, users should be encouraged to use a docking station or firm surface and a full-sized keyboard and mouse.
- The height and position of the portable's screen should be angled so that the user is sitting comfortably and reflection is minimised (raiser blocks are commonly used to help with screen height).
- More changes in activity may be needed if the user cannot minimise the risks of prolonged use and awkward postures to suitable levels.
- While portable systems not in prolonged use are excluded from the regulations some jobs will use such devices intermittently and to support the main tasks. The degree and intensity of use may vary.

4.4 DSE user training

Sim-Cast must provide information, instruction and health and safety training to users to help them identify risks and safe work practices. When training users, we will explain:

- the risks from DSE work and the controls you have put in place;
- how to adjust furniture;
 - how to organise the workplace to avoid awkward or frequently repeated stretching movements;
- how to clean the screen and mouse;
- who to contact for help and to report problems or symptoms;
 - how to use the *Display screen equipment (DSE) workstation checklist* (see appendix) if users are going to make their own assessment.

If significant changes are made to workstations then TLS Limited will retrain these users.

4.5 Providing eye tests and any necessary spectacles for DSE work

There is no evidence to suggest that DSE work will cause permanent damage to eyes or eyesight. Eye tests are provided to ensure users can comfortably see the screen and work effectively without visual fatigue.

If a user or a potential user requests an eye test TLS Limited are required to provide one. If the test shows that the user needs glasses specifically for DSE work, you must pay for a basic pair of frames and lenses. Eye tests are not an entitlement for the self-employed.

Users are entitled to further tests if DSE work is considered to cause them visual fatigue and at regular intervals after the first test.

The arrangements you make to provide eye and eyesight tests can vary. TLS Limited will allow users to arrange tests for themselves (and give the TLS Limited the bill up to a certain amount); The following will help you when setting up your arrangements:

- contact a number of opticians to make sure you get a competitive rate;
- ask if they will come to you to carry out the eye tests if more than one requires this in the workplace;
- ask for standard information about each user test. This should say if the user needs glasses for DSE work, and when they should be retested;

TIS Limited only need to provide glasses for the DSE work. If users' normal glasses are suitable for DSE work, you don't need to pay for them. You don't have to pay for expensive frames or lenses.

4.6 Review

DSE assessments need to be reviewed when:

- major changes are made to the equipment, furniture, work environment or software;
- users change workstations;
- the nature of work tasks change considerably;
- it is thought that the controls in place may be causing other problems.

5. References

The Display Screen Equipment Regulations 1992

6. Performance Measures

Measurement is an accepted part of the 'plan-do-check-act' management process. Measuring performance is as much part of a health and safety management system. The HSG 65 framework for managing health and safety, on having a clear Policy to include a full risk assessment of the type(s) of work. Organised

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7. Competence, Authorisation and Training

Fire Reform Order

1. Scope

This policy provides guidance on how to make sure that TLS Limited are meeting the Regulatory Reform (Fire Safety) Order 2005.

The Regulatory Reform (Fire Safety) Order 2005?

The UK Government is committed to regulating only where necessary and in a way that is more suited to the needs of modern business.

That is why the order was made, under the Regulatory Reform Act 2001. It replaces most fire safety legislation with one simple order. Fire certification under The Fire Precautions Act 1971 are now abolished under this Order and cease to have legal status.

2. Responsibilities

Responsibility means that any person who has some level of control in premises must take reasonable steps to reduce the risk from fire and make sure people can safely escape if there is a fire.

Who is responsible for meeting the order?

Under the order, anyone who has control of premises or anyone who has a degree of control over certain areas or systems may be a 'responsible person'.

For example, it will be:

The employer (TLS Limited) for those parts of premises and the staff;

Although in many premises the responsible person will be obvious, there may be times

when a number of people have some responsibility due to the nature of TLS Limited and its operations.

3. Definitions

Where does the order apply?

The order applies to virtually all premises and covers nearly every type of building, structure and open space.

It applies here at TLS Limited to all our building units, including office space.

3.1 Meanings

The order defines a responsible person as the person who is in control of the premises – this may be the owner or somebody else. The meaning of general fire precautions is set out in this policy and covers;

- Reduction of fire risks and fire spread
- Means of escape
- Keeping means of escape available for use
- Fire fighting
- Fire detection and warning
- Action to be taken in the event of a fire
- Instruction and training of employees

4. Procedure

What are the main rules under the order?

TLS Limited must:

1. Carry out a fire-risk assessment identifying any possible dangers and risks;
2. Consider who may be especially at risk;
3. Remove or reduce the risk from fire as far as is reasonably possible and provide general fire precautions to deal with any possible risk left;
4. Take other measures to make sure there is protection if flammable or explosive materials are used or stored;
5. Create a plan to deal with any emergency and, in most cases, keep a record of your findings; and
6. Review the finding when necessary.

4.1 How do TLS Limited meet the order?

TLS Limited employed the professional services of a competent firm to undertake a full fire risk assessment throughout the whole site as it was a new build. However, TLS Limited will still be responsible, in law, for meeting the order.

The responsible person, either on their own or with any other responsible person, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.

This is different from previous legislation in that TLS Limited must consider everyone who might be on our premises, whether they are employees, visitors or contractor cleaning staff, and paying particular attention to people who may have a disability or anyone who may need special help whilst visiting or working at the premises.

Fire Safety Risk Assessment stages under this policy are that a responsible person(s) will have the duty to undertake a full suitable and sufficient fire risk assessment when the assessment is no longer valid – i.e. there has been some changes to room or unit layout, that is likely to change the means of escape, so therefore would need to be re-assessed.

4.2 Fire Risk Assessment Stages; (See example approach in appendix)

1. Identify fire hazards within the building

Identify:

- Sources of ignition;
- Sources of fuel; and
- Sources of oxygen.

2. Identify people at risk

Identify:

- People in and around the premises; and
- People who are especially at risk

3. Evaluate, remove or reduce, and protect from risk

- Evaluate the risk of a fire starting.
- Evaluate the risk to people from a fire.
- Remove or reduce fire hazards.
- Remove or reduce the risks to people from a fire.
- Protect people by providing fire precautions.

4. Record, plan, inform, instruct, and train

- Record any major findings and action you have taken.
- Discuss and work with other responsible people.
- Prepare an emergency plan.
- Inform and instruct relevant people.
- Provide training.

5. Review

- Ensure we review our fire-risk assessment regularly.
- Make changes where necessary.

4.3 Fire Fighting and fire detection

The responsible person(s) must ensure that the premises are provided with appropriate:

- Firefighting equipment (FFE) – see appendix section for types.
- Fire detectors and alarms
- Measures for fire-fighting which are adapted to the size and type of undertaking;
- Trained and equipped competent persons to implement fire-fighting measures
- Contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.

4.4 Emergency routes, exits and emergency procedures

The responsible person must ensure that routes to emergency exits and the exits themselves are kept clear and ready to use, and establish suitable and

appropriate emergency procedure and appoint a sufficient of competent persons to implement the procedures.

This would include arrangements for undertaking fire drills and the provision of information and action regarding exposure to serious, imminent and unavoidable dangers.

Within TLS Limited where any dangerous substances are used/or stored, additional emergency measures covering the hazards must be set up. There should be appropriate visual or audible warnings and other communications systems to effect a prompt and safe exit from the endangered area.

4.5 Safety Assistance

The responsible person must appoint one or more persons to assist in the undertaking the preventative and protective measures. Competent persons must be given the time and means to fulfil their responsibilities. Competent person must be kept informed of anything relevant to their role and have access to information on any dangerous substances present on the premises.

4.6 Provision of information

The responsible person must provide their own employees; and the employer of any employees of an outside undertaking; with comprehensible and relevant information on the risks, precautions taken, persons appointed for firefighting and fire drills, and appointment of competent persons, this would normally be carried out during a site induction.

4.7 Capabilities, training and cooperation

The responsible person must ensure that adequate training is provided when people are first employed or exposed to new or increased risks. This might occur with the introduction of new equipment here and also changes in responsibility, new technology, new systems of work and new substances used.

4.8 Duties of TLS Limited Staff

Under this policy employees must take care of themselves and other relevant persons. They must cooperate with TLS Limited and inform them of any situation which they would reasonably consider to present a serious and immediate danger, or a shortcoming in the protection arrangements.

5. References

Regulatory Reform (Fire Safety Order) 2005

A short guide for making your premises safe from fire – HM Government

Environmental Policy

1. Scope

TLS Limited is committed to being environmentally aware, to actively support programs that reduce our company's environmental impact, and to continually improve our environmental performance as an integral part of our business strategy and operating procedures.

We seek to understand the effects our business activities have on the environment by supporting initiatives such as:

- Reduction of material, water, and energy consumption
- Waste minimization
- Recycling of all possible resources

TLS Limited will encourage our customers, suppliers, and other stakeholders to do the same.

TLS Limited recognise that we have a responsibility to the environment to meet or exceed legislative and regulatory requirements.

TLS Limited will ensure that this policy and all procedures relating to it are understood, implemented, and maintained by all company employees. Recycling signs are posted throughout our facilities to constantly remind and encourage participation from all. All employees receive notice of these policies in their induction.

2. Responsibilities

Responsibility for the implementation of the environmental policy rests with all members of the TLS Limited. However, certain departments and individuals, as a result of the nature of their work, will have a key role to play.

For the purposes of this policy we all classified here at TLS Limited as a Part B – which means we are less polluting with only emissions being released to air subject to regulatory control, for our process the Local Authority LA are the enforcing authority and the system is known Local Air Pollution Control (LAPC), which has been replaced by Integrated Pollution Prevention and Control (IPPC).

3. Definitions

The following definitions are as follows;

The “environment” consists of all, or any, of the following media, namely, the air, water and land; and the medium of air includes the air within buildings and the air within other natural or man-made structures above or below ground.

“Pollution of the environment” means pollution of the environment due to the release (into any environmental medium) from any process of substances which are capable of causing harm to man or any other living organisms supported by the environment.

“Harm” means harm to the health of living organisms or other interference with the ecological systems of which they form part and, in the case of man, includes offence caused to any of his senses or harm to his property; and “harmless” has a corresponding meaning.

“Process” means any activities carried on in Great Britain, whether on premises or by means of mobile plant, which are capable of causing pollution of the environment and “prescribed process” means a process prescribed under section 2(1) below.

“activities” means industrial or commercial activities or activities of any other nature whatsoever (including, with or without other activities, the keeping of a substance);

“mobile plant” means plant which is designed to move or to be moved whether on roads or otherwise.

The “enforcing authority”, in relation to England and Wales, is the Environment Agency or the local authority.

Authorisation” means an authorisation for a process (whether on premises or by means of mobile plant); and a reference to the conditions of an authorisation is a reference to the conditions subject to which at any time the authorisation has effect.

A substance is “released” into any environmental medium whenever it is released directly into that medium whether it is released into it within or outside Great Britain and “release” includes—

- (a) in relation to air, any emission of the substance into the air;
- (b) in relation to water, any entry (including any discharge) of the substance into water;
- (c) in relation to land, any deposit, keeping or disposal of the substance in or on land;

and for this purpose “water” and “land” shall be construed in accordance with subsections below.

4. Procedure

This Environmental Policy sets out the TLS Limited aims and objectives for building upon its previous success in safeguarding the environment. The policy is recognition of the organisations obligation to contribute to improving the quality of the environment not only for those working here, but also at a regional level.

4.1 In relation to awareness and publicity:

TLS Limited will promote awareness of environmental issues and its environmental policy amongst staff, contractors and visitors to the organisation and other individuals with whom it is associated

TLS Limited will provide appropriate mechanisms for staff and contractors to contribute to the development of its environmental programme

TLS Limited want to ensure that it has access to up to date information on environmental legislation and best practice in order to make informed decisions

TLS Limited when required will publicise its efforts in relation to environmental management to a wider audience

4.2 In relation to energy and utility use:

Implement an effective energy and utilities management strategy to reduce consumption and associated environmental impact as well as cost

Implement, monitor, record and evaluate target performance levels for individual buildings by extended utilisation and extension of energy management software and systems

Increase consumption of 'green' energy sources as a proportion of total energy consumption, consistent with a value for money approach

hypothecate savings made from energy and utilities conservation measures for investment in further measures

actively promote awareness of energy saving and conservation issues amongst staff, and contracting staff and its facilities

4.3 In relation to estate management:

Consider 'whole life' costs and environmental impact in the design, specification and procurement of construction and building services projects

Implement environmental efficient design as a key criteria in the development of new buildings and major refurbishment of existing buildings

Utilise items contributing to environmental improvement and good practice in relation to the general upgrading and maintenance of the site.

Take account of the implications for energy efficiency in relation to the planned use and operation of buildings and facilities

Enhance the visual appearance of the site by careful design and maintenance of external spaces

Pay careful consideration to the implications for biodiversity when designing and maintaining external spaces

4.4 In relation to purchasing:

Buy less, but better, in order to minimise impact on the environment

Where costs are consistent with 'value for money', consider and purchase goods and services which are manufactured/remanufactured, used and disposed of in an environmentally friendlier manner

Assess major supplier's current practice with regard to environmental issues

Consider where appropriate 'whole life' costs and environmental impacts when assessing tenders for goods and services

4.5 In relation to transport:

Adopt and implement a comprehensive travel plan which advises, encourages and assists staff to use the most sustainable mode of transport available to them when travelling to and from businesses.

Continue to increase the amount of vehicles which have lower and less harmful emissions

Work with suppliers, where transport is a major factor, in our purchasing of their services to encourage and actively promote improvement in their own fleet environmental performances.

4.6 In relation to waste management:

Reduce the generation of solid waste, atmospheric emissions and effluent

Ensure that waste is managed in a manner consistent with legal requirements and best practice

Increase the reuse and recycling of waste materials

Ensure all waste should be disposed of in the correct skips. Under no circumstances shall liquid waste, such as paints or waste oils or solvents, be allowed to soak into the ground or be poured down drains. This is 'hazardous waste' and should be disposed of in line with current legislation and the necessary receptacles around this site which will be marked accordingly.

All waste should be disposed of in the correct skips, please ensure this is the same for contracting staff here.

No food or drink to be taken on site as many processes contain chemicals – you must consume these in our canteen

5 References

The Environmental Protection Act 1990

APPENDIX SECTION on TLS Ltd Staff Responsibilities

Director

Responsible for planning and developing strategic plans for the continued growth and operation of the company.

Directing strategic plans to achieve both the short term and long term objectives of the company to enable promotion for sustainable growth.

Focussed on the development and maintenance of open communication with clients via feedback on service provided in order to uphold and build upon strong relationships.

Provide training and development opportunities to all staff in order to improve individuals' knowledge base and understanding of company policies and objectives.

Implementing and operating planning and financial control systems. Monitor financial results against plans, forecasts and budgets.

Maintain open dialog between senior and lower level management in order to build and maintain a productive and effective management team.

QE & SH Manager

Responsible for the Design, development, revision of policies and procedures related to the company and the dissemination of to all TLS Ltd staff.

Develop and produce company procedures and practices to comply with ISO's 9001, 14001, 18001.

Monitor systems to ensure their effectiveness.

Ensure that Compliance is the first thing TLS Staff and Partners think about.

Undertake risk analysis on issues and trends that could affect the Company business.

Document any complaints or supposed breaches and report to regulatory agencies where required.

General Manager

Responsible for the development and planning of managed support services.

Liaising with existing, and developing future clients in line with the strategic plan for the company.

Monitors and develops the operational aspect of the company.

Oversees and manages partner relationships.

Projects/Events Manager

Manage Project/event development.

Resource clients and contactors to establish events.

Represent the company in local and national business network opportunities.

Problem solving strategies to enhance business performance.

Compliance Manager

Manage new start registrations on Fastlane.

Update and complete Fastlane profiles, including evidence of compliance.

Induct all partners into TLS Ltd.

Manages the Company Drug and Alcohol process.

Office Manager/Operational Manager

Managing the partner payroll, client invoicing and training deductions for TLS Ltd training centre.

Managing the administration and ensuring that processes are kept up to date.

Manages the client management and development.

Manages logistics of the partners.

Manage the software development for Fastlane (bespoke software) and the liaison between TLS and the software writers.

Update and manage Fastlane.

Head of Managed Support/Operations Manager

Managing the administration and ensuring that processes are kept up to date.

Manages the client accounts.

Manages logistics of the partners / plant/ equipment.

Traffic management site surveys and CAD drawings.

Update and manage Fastlane.

Service Consultant

Oversee the day to day running of Fastlane.

Administer client bookings.

Maintain and develop partner profiles.

Develop and maintain all data bases to create ongoing resources.

Control day to day logistics of partners.

Maintain customer satisfaction.

Accounts Manager

Controlling Company Bank Accounts (Postings & Reconciling).
Posting purchase invoices and making payments when due.
Weekly payments for sub-contractors and payroll companies.
Posting Weekly Sales invoices.
Weekly reporting for Gross Profit Margins.
Monthly and Quarterly Vat Returns.
Collating monthly information to prepare for Management Accounts.
Cross referencing Statements against ledger balances.
Completing relevant accounts forms on a daily / weekly basis.
Communicating with other Departmental Managers on any Expenditure.
Opening and distributing daily post.
Preparing Audit Schedules.
Over-seeing Revenue and Expenditure of the Business.

Training Manager

Manage the Training Centre Operations.
Process training courses and logbooks.
Building a client base.
Pursue increased training centre abilities or opportunities.
Programme training and assessments for clients and partners.
Manage trainers and assessors.
Carry out training and assessments.
Liaise with operations for operatives to train and assess in relevant areas of the country to assist with the provision of labour.
Responsible for achieving targets to improve growth in the business and covering overheads and profit and loss.

Trainer/Assessor

Carry out training and assessments.
Manage client bookings.
Liaise with operations for operatives to train and assess in relevant areas of the country to assist with the provision of labour.

Manage the distribution of administrative tools for training and assessing.

Administration Assistant

Responsible for generating the timesheet and releasing them for Client approval, then follow up on approvals in a timely manner.

Review any timesheets for additional payments which is passed to the payroll.

Chase Clients for outstanding purchase orders to allow invoices to be raised.

Submit the timesheet for invoicing.

Assist the operations team with day to day duties which include.

Answer the telephone.

Schedule invoices and distribute to client and files.

Keep the invoice record so that we can establish what's been distributed and what's outstanding.

Review the Core Contracts compliance to ensure that Fastlane is kept up to date.

Responsible for the stock control.

Assist with any other duties as required.

Business Administration Apprentice – Training

Responsible for the day to day running of the training administration which includes.

Booking candidates onto courses.

Booking venues for future courses.

Scanning and filing documents and previous course material.

Taking payments for courses.

Managing and maintaining the training files, the matrix and Fastlane profiles.

Manage company social media.

Personal Protective Equipment

4.0 Records

5.0 Revision History

Revision	Date	What has changed?	Who has written it?	Who has approved it?
00	09/12/2014	N/A	QE & SH Manager	MD
01	08/06/2015	Roles and Responsibilities	QE & SH Manager	MD
02	27/01/2016	Reviewed	Compliance Manager / D. Terry	MD
03	31/10/2016	Directors Signature	Compliance Manager	MD
04	05/01/2018	Reviewed	D. Terry Ex H&S	MD