
ADEPT CONSULTING ENGINEERS LTD. HEALTH AND SAFETY POLICY AND MANAGEMENT SYSTEM

SECTION 1 - GENERAL POLICY STATEMENT

Current health and safety legislation, including the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations impose duties on both employers and employees.

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. This provides a framework for health and safety aims and objectives throughout the organisation.

We will aim to minimise absence from work, through illness and accidents, reduce near misses and promote a positive health and safety environment.

We commit to maintain and strive to constantly improve this health and safety system.

We commit to consult and encourage the participation of workers in the maintenance and improvement of this health and safety system.

We also accept the responsibility for the health and safety of other people who may be affected by our activities.

Adequate facilities and arrangements will be made to enable employees to raise issues of health and safety.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all employees irrespective of their position in the company. Each individual has a legal obligation to take reasonable care of his or her own health and safety; and for the safety of other people who may be affected by his or her acts or omissions.

The allocation of duties for safety matters and the particular arrangements which we have made to implement this policy are set out in parts two and three of this document.

This policy will be kept up to date, and reviewed annually or following relevant legislative or organisational changes.

Overall and final responsibility for health and safety in the company is that of:

Director with Health and Safety responsibility



18th May 2020

Signed: _____ Date: _____



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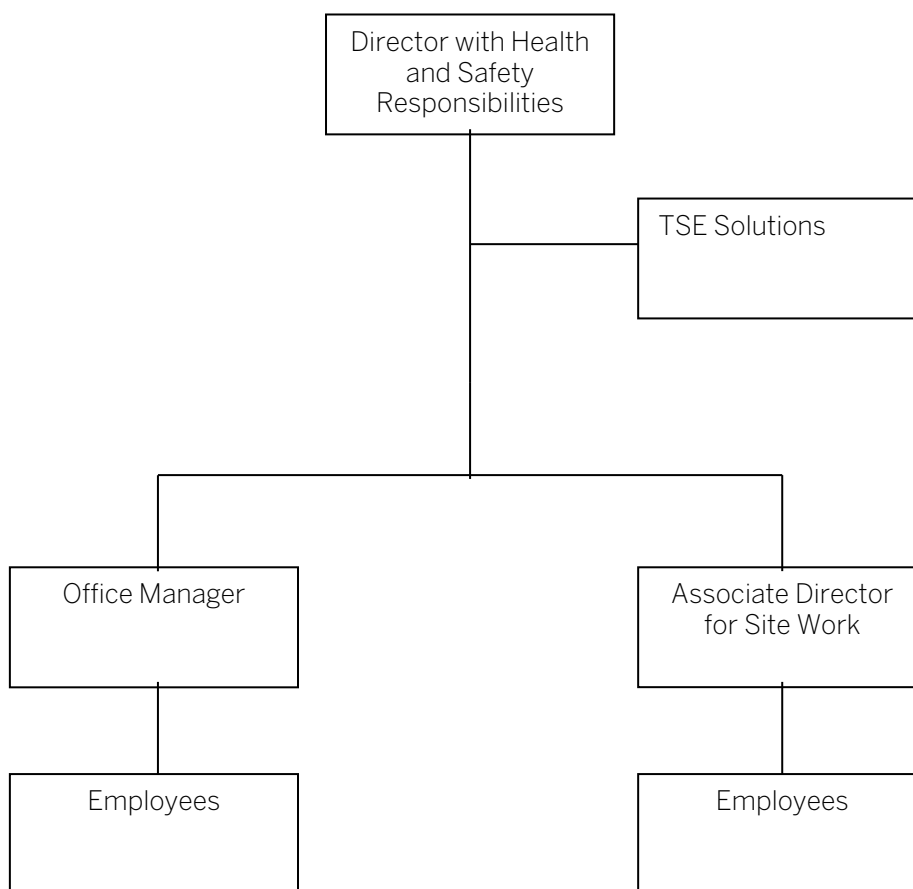
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SECTION 2 - RESPONSIBILITIES

ADEPT Health and Safety Management Structure



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Directors Responsibilities

The Directors duties include the following:

- Will be directly responsible and accountable for the acceptance and publication of the companies Health and Safety policy,
- Will ensure management promotes a positive proactive culture towards health and safety throughout the organisation;
- Will ensure that management target recommendations made in health and safety inspections and carry out any required actions;
- Will ensure that risks and opportunities are regularly review and acted upon;
- Will ensure that employees, contractors and visitors are aware of Health and Safety standards and procedures;
- Will ensure that funding is available so that health and safety can be effectively managed;
- Will ensure that effective communication is in place throughout the organisation regarding health and safety issues;
- Will protect workers from reprisals when reporting incidents, hazards, risks and opportunities;
- Will establish a process for consultation and participation of workers regarding health and safety issues (this could take the form of regular meetings);
- Will ensure that the mains electrical systems are inspected;
- Will ensure that portable electrical appliance testing is carried out on a regular basis;

TSE Solutions Ltd

TSE Solutions Ltd have been retained as the company's safety advisers and shall:

- Ensure that the health and safety policy and documentation, as prepared by them, is reviewed and updated as required;
- Provide a telephone advisory service relating to all aspects of health and safety at work;
- Carry out site safety inspections as requested by the company;
- Will provide up to date advice on health and safety legislation changes;
- Provide written reports and assessment formats for the company subsequent to the inspection;

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- By arrangement, provide an accident investigation service and liaise with the enforcing authority;
- If requested, attend meetings regarding health and safety on behalf of the company;
- Act as competent person for health and safety advice.

Office Managers Responsibilities

Office Manager's delegated duties include the following:

- Will have a delegated direct responsibility for looking after the health and safety for the offices;
- Will help ensure that management target recommendations made in health and safety inspections and carry out any required actions;
- Will help to promote a positive proactive culture towards health and safety throughout the offices;
- Will provide adequate information, instruction, training and supervision to ensure that work is carried out safely;
- Will ensure that display screen equipment "users" have been identified and display screen equipment self-assessments have been conducted;
- Will ensure that all accidents and 'near misses' are properly recorded and reported and that an investigation is carried out to identify the causes;
- Will ensure that employees are aware of first aid arrangements;
- Will maintain safe access and egress from the workplace at all times.
- Will ensure that employees, contractors and visitors are aware of Health and Safety standards and procedures;
- Will establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes regular maintenance and servicing of equipment and ensuring the correct guarding systems are in place;
- Will ensure that a good housekeeping regime is kept throughout the premises and on site;
- Will ensure that only supervised or trained people are permitted to operate machinery/equipment;
- Will take immediate and appropriate steps to investigate and rectify any risks to Health and Safety arising from the work activity;

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- Will ensure that fire precautions are maintained and employees are trained in what procedures to take in the event of an emergency;
- Will ensure that the mains electrical systems are inspected;
- Will ensure that portable electrical appliance testing is carried out on a regular basis;
- Will ensure that necessary personal protective equipment, including goggles, dust-masks etc. are provided and used;
- Will ensure adequate information, instruction, training and supervision is given to employees to ensure that work is carried out safely and ensuring records are held;

Associate Director/Principal Engineer Responsibilities

The Associate Director/Principal Engineer for project delegated duties include the following:

- Will ensure that the necessary risk assessments are available for the job;
- Will ensure that the a site-specific risk assessment check-list has been completed and any necessary additional control measures implemented before the job commences;
- Will liaise with the main contractor and sub-contractors, where appropriate, regarding areas of responsibility, to avoid confusion;
- Will be familiar with site emergency procedures, including evacuation and reporting procedures;
- Will ensure that personnel report all accidents, incidents and near misses promptly in accordance with Company policy. In the case of major incidents these must be reported immediately.



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Employee Responsibilities

All employees must:

- Take responsibility for their own Health and Safety;
- Consider the safety of others who may be affected by their acts or omissions;
- Work in accordance with information and training provided;
- Refrain from intentionally misusing or recklessly interfering with anything that is provided for Health and Safety reasons;
- Use the correct tools and equipment for the job, including personal protective equipment that has been supplied;
- Ensure guarding systems are in place and not overridden when machines are in operation;
- Report any defects in plant and equipment, or shortcomings in the existing safety arrangements to a manager without delay;
- Not to undertake any task for which authorisation and/or training has not been given;
- Report all accidents and near misses;
- Suggest ways of eliminating hazards. Remove themselves and others who may be affected from a situation where they present an imminent and serious danger to their life or health.



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SECTION 3 - ORGANISATION AND ARRANGEMENTS

Introduction

This part of the policy concerns the procedural arrangements for ensuring the health, safety and welfare of employees.

Accidents and Illness

The first aid box is in: The Reception

The qualified first aiders are: Iona Wood-Katic and Yvonne Dale

The person responsible for the first aid boxes is: Yvonne Dale

The person responsible for reporting incidents (HSE form F2508) is: Richard Parker

The accident/ first aid record book is in: The Reception

The person responsible for completing the accident record book is: The First aider or senior person present.

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General Fire Safety

Checks	How often	By whom
Escape routes (including exits)	Weekly	Office Manager
Fire extinguishers (presence & apparent function)	Weekly	Office Manager
Fire extinguishers - inspection/test by competent engineer.	Annually	HR Fire and Safety
Fire drill/ evacuation	Six Monthly	Landlord
Fire alarm testing	Weekly	Landlord
Emergency lighting testing	Annually	Landlord



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Training

Individual training records are kept in: The Office

In general training in the use of machinery, site work and plant is overseen by: Iona Wood-Katic

Contractors and Visitors

Visitors and contractors are required to report to a responsible person on arrival on site.

Contractors will be under the direct supervision of: The member of staff being visited.

Risk Assessments (including COSHH, display screen equipment and fire etc)

The person(s) with responsibility for carrying out risk assessments and for ensuring that these are updated as required are: Iona Wood-Katic

Testing of Machinery and Equipment

PAT records will be kept in PAT Folder in: Section 10 of the Health and Safety folder

It is the responsibility of management to ensure that adequate maintenance and inspections are carried out by external experts. Any such maintenance, inspections and repairs should be recorded.

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SECTION 4 - ARRANGEMENTS FOR IMPLEMENTING THE HEALTH AND SAFETY POLICY

ACCIDENTS AND ILLNESS

Introduction

The Health & Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that health, safety and welfare of all employees are protected.

The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 require the employer to notify to the HSE certain occupational injuries, diseases and dangerous occurrences.

Arrangements

Accident Reporting

An information booklet on RIDDOR is found in section 4 of the health and safety folder.

All accidents, injuries and near misses must be reported to the First Aiders or Senior Person Present and recorded on the data compliant accident report form.

The person (s) responsible for reporting incidents to the enforcing authorities (F2508) are the Directors.

The accident/first aid record book is in the reception

The person responsible for completing the record book is the senior person present or the person who sustained the injury or other person who was present or first on the scene if person sustaining injury unable to complete on own behalf.

Types of reportable injury according to RIDDOR 2013:

The death of any person

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

Specified injuries to workers

The list of 'specified injuries' in RIDDOR 2013 includes:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight

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

Over-seven-day incapacitation of a worker

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

Over-three-day incapacitation

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

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

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

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

Accident Investigation

The person responsible for investigating all accidents, identifying and implementing the remedial action necessary is the Office Manager.

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Documented witness statements will be taken at a reasonable time following the safe conclusion of the incident, this will include the injured party and any persons who witnessed the incident or were party to the incident. All notes taken during the interview(s) must be signed and dated as a matter of record and once the statements have been formally drawn up, they must be signed and dated by the person who gave the statement and by the person(s) taking it.

If the person giving the statement refuses to sign, this must be noted as such and this declaration signed off by the person recording the statement

If in doubt about an accident please contact TSE Solutions on 01132561175

CARE OF YOUNG PEOPLE

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected.

Definitions of young people and children by age:

- A young person is anyone under 18
- A child is anyone who has not yet reached the official minimum school leaving age (MSLA).
- Pupils will reach the MSLA in the school year in which they turn 16.

Under the Management of Health and Safety at Work Regulations 1999, an employer has a responsibility to ensure that young people employed by them are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks and/or
- lack of maturity

An employer must consider:

- the layout of the workplace
- the physical, biological and chemical agents they will be exposed to
- how they will handle work equipment
- how the work and processes are organised
- the extent of health and safety training needed
- risks from particular agents, processes and work

Employers need to consider whether the work the young person will do:

Is beyond their physical or psychological capacity. This doesn't have to be complicated; it could be as simple as checking a young person is capable of safely lifting weights and of remembering and following instructions.

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Involves harmful exposure to substances that are toxic, can cause cancer, can damage or harm an unborn child, or can chronically affect human health in any other way

Be aware of substances a young person might come into contact with in their work, consider exposure levels and ensure legal limits are met.

Involves harmful exposure to radiation Ensure a young person's exposure to radiation is restricted and does not exceed the allowed dose limit.

Involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training

A young person might be unfamiliar with 'obvious' risks. An employer should consider the need for tailored training/closer supervision.

Has a risk to health from extreme cold, heat, noise or vibration

In most cases, young people will not be at any greater risk than adults and for workplaces that include these hazards it is likely there will already be control measures in place.

A child must never carry out such work involving these risks, whether they are permanently employed or under training such as work experience.

A young person, who is not a child, can carry out work involving these risks if:

- the work is necessary for their training
- the work is properly supervised by a competent person
- the risks are reduced to the lowest level, so far as reasonably practicable.

Providing supervision for young workers and monitoring their progress will help identify where additional adjustments may be needed.

Employers must let the parents or guardians of any child know the possible risks and the measures put in place to control them. This can be done in whatever way is simplest and suitable, including verbally.

Arrangement

A young persons risk assessment format is found in section 5 of the Health and Safety Folder.

CONSULTATION AND COMMUNICATION

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that health, safety and welfare of all employees are protected. There are additional pieces of health and safety legislation that requires employers to consult their employees on matters concerning health and safety. This consultation will take place informally.

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Arrangements

Consultation is a two way process and therefore employees are asked to inform their manager of any situations which may affect their health and safety or the health and safety of their colleagues and others. For example:

Medical

Employees who suffer from any medical condition which is likely to impact on their ability to carry out their daily duties should inform their manager\supervisor and first aider so that in case of need the appropriate first aid can be given. Examples include:

High\Low Blood Pressure	Heart Complaints	Bronchitis
Giddiness\Fainting	Angina	Epilepsy
Allergy to any substances	Asthma	Diabetes

Unsafe Conditions

Employees who are aware of any unsafe conditions, which may affect the health and safety of themselves or other persons, or who require information regarding any health and safety topic, must use the following channels of communication:

- a. Remove themselves and others who maybe affected from a situation where they perceive an imminent and serious danger to their life or health.
- b. Report to their immediate supervisor who will investigate and enter the details in the employee hazard record book;
- c. In the absence of the immediate supervisor, a report should be made to the next level of management;
- d. If appropriate and reasonable action is not taken, a written report should be made to the appropriate manager or director in accordance with the grievance procedure.

In response to unsafe conditions supervisors are required to:

1. Refer to the Office Manager or Directors any hazard or unsafe conditions observed or reported which are outside your area of control;
2. Inform employees of any change or information that could affect their working conditions or activities.

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MANAGEMENT OF CONTRACTORS AND VISITORS

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. Employers are similarly obligated with respect to the health, safety and welfare of visitors and contractors. Employees are also bound within the terms of this legislation. All personnel, including sub-contractors, are required to co-operate in the discharge of those respective obligations.

Arrangement

Visitors and contractors are required to report to a responsible person on arrival on site.

Contractors will be under the direct supervision of: The senior person of the department being visited.

A contractors rules form is found in section seven of the health and safety folder.

Contractors will be monitored via regular check ups of the work they are carrying out.

WORKING WITH DISPLAY SCREEN EQUIPMENT

Introduction

The Health and Safety (Display Screen Regulations) 1992 require employers to provide designated users with eyesight tests, information and training, rest breaks and workstation assessments.

The Health and Safety (Display Screen Equipment) Regulations 1992 affect employed and self-employed workers who habitually use VDUs for a significant part of their normal work. Where this description does not apply employers still have general obligations to protect workers who use the VDUs.

The Regulations set general objectives:

Employers have to:

- Assess workstations and reduce the risks;
- Ensure that workstations meet minimum requirements;
- Plan work so there are adequate breaks or changes in routine;
- On request arrange eye and eyesight tests, and provide spectacles if special ones are needed;
- Provide health and safety training relating to VDU and workstation use;
- Provide information on the action taken to reduce risks and arrange breaks.

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Arrangements

All employees operating a workstation should assess the workstation using the Self-Administered Checklist for VDUs which is found in Section 5 of the Health and Safety Folder.

Any problems identified as a result of his assessment process should be addressed by the Office Manager through either the provision of the necessary equipment or adaptations, changes in the working environment or changes in the work patterns, as appropriate.

Work Station Adjustment

- The VDU and chair should be adjusted to the most comfortable position. Arms should be approximately horizontal and the eyes at the same height as the top of the VDU casing;
- There should be sufficient space underneath the desk to enable free leg movement. Obstacles such as boxes or equipment should be removed;
- Excess pressure on the backs of legs and knees should be avoided (a footrest may be helpful);
- Operators should avoid sitting in the same position for too long. It should be possible to change posture. Movement is desirable, but repeated stretching should be avoided;
- Wherever possible there should be a space in front of the keyboard for resting the hands and wrists while not keying;
- Sufficient workspace must be provided to take whatever documents may be needed. (A document holder may be helpful);
- Desks should be positioned so that bright light is not reflected onto the screen;
- Characters on the screen should be sharply focused so that they can be easily read. Do not use any screen where there is movement or flickering;
- Screens must be kept clean and free from dirt, grime and finger marks;
- Brightness should be adjusted to suit the lighting conditions in the room.

Working with Portable DSE

There are to be recognised additional risks associated with the use of portable DSE including:

- Posture problems;
- Manual handling;
- Theft involving assault.

Specific guidance on the use of portable DSE is given in Section 4 of the Health and Safety Folder.

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ELECTRICITY

Introduction

The main duties imposed upon employers and employees with regard to electrical safety are contained in the Health and Safety at Work Act 1974 and in the Electricity at Work Regulations 1989.

The Electricity at Work Act places an onus on employees to assess the work activities involving electricity in terms of any associated risk. Under Regulation 4, 5 and 6 employers must ensure that electrical equipment is properly constructed, installed and maintained and that installations are suitable for the environment in which they are used. Regulation 13 and 14 require employers to ensure that work activities, including maintenance, are carried out safely. Under Regulation 16 persons carrying out electrical work must be competent to do so.

Arrangements

The mains electrical systems are inspected on a five yearly basis.

Electrical hazards are considered as part of the general risk assessment process.

Only competent persons are permitted to work on electrical systems.

Portable appliances should be tested on a regular basis. The testing should be recorded, along with details of modifications and repairs.

The persons responsible for overseeing the management of electrical safety is the Office Manager.

Records of portable appliance testing should be kept in Section 10 of the Health and Safety Folder.

FIRE AND EMERGENCY

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. The Management of Health and Safety at Work Regulations (1992) require risk assessments to be carried out to ensure compliance with the requirements of the 1974 Act.

The Regulatory Reform (Fire Safety) Order 2005 requires all places of employment to have had a Fire Risk Assessment carried out.

Arrangements

A detailed fire procedure and fire risk assessment should be kept in Section 8 of the health and safety folder.

The person(s) responsible for overseeing fire safety arrangements is the Office Manager.



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If you discover a fire raise the alarm with all other employees within the building. Vacate the premises by the nearest fire escape route and assemble opposite the entrance at the other side of the car park.

On hearing the raise of a fire alarm immediately vacate the buildings by the nearest and safest route and make your way to the fire assembly point.

A designated employee will telephone the Emergency Services by dialling 999 from a mobile.

When the exchange operator answers, ask for the fire service and give the telephone number.

When connected to the fire service, slowly state:

ADDRESS

Adept
1912 Mill, Sunny Bank Mills,
Town Street,
Farsley,
LS28 5UJ

We have a Fire!

Our telephone number is 0113 2394518

Do not disconnect the call until the fire service has correctly acknowledged this information.

A designated employee will undertake a roll call of all employees.

Any employee who has visitors accompanying them must ensure their safe evacuation from the building and identify their presence at the assembly point.

No one may re-enter the building until they are told it is safe to do so by the fire marshalls.

HAZARDOUS SUBSTANCES

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. The Management of Health and Safety at Work Regulations (1999) require risk assessments to be carried out to ensure compliance with the requirements of the 1974 Act. The Control of Substances Hazardous to Health is covered specifically by the COSHH legislation. Hazardous substances can be chemical or biological in nature.

Arrangements

The arrangements for the safe handling of hazardous substances are contained in the COSHH risk assessments.

Any new hazardous substances brought onto site or developed undergo risk assessment prior to use.



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Employees should be informed of the nature of the hazardous substances to which they are exposed and the precautions they should adopt, through their induction and continual training.

The person(s) with overall responsibility for managing exposure to hazardous substances is the Office Manager.

Substances used by ADEPT should comply to the REACH Regulations.

HEALTH AND SAFETY RULES FOR EMPLOYEES

Employees are expected to be familiar with and comply with the arrangements set out in all sections of this health and safety policy document. These rules, which are part of this health and safety policy document, provide a summary for all employees. Please read them carefully so that you understand what is expected of you.

Working Practices

- Do not operate any machine, plant or equipment unless you have been trained and authorised to do so and always make full and proper use of all machine guarding.
- Report to management immediately any fault, damage, defect or malfunction of any machinery, plant, equipment, tools or guards.
- Do not clean or service any moving machinery, plant or equipment unless authorised to do so.
- Do not leave any machine, plant or equipment in motion whilst unattended.
- Use all substances, chemicals, liquids etc in accordance with verbal and written instructions and ensure that they are returned to designated safe storage area when not in use.
- Observe any pedestrian and vehicle controls throughout the premises or site work.

Notice and Instructions

- Comply with all hazard/warning signs and read and observe any health and safety instructions.

Health and Hygiene

- Report any medical condition which could affect the safety of yourself or others to your line manager.
- Co-operate with the company on the implementation of medical and occupational health provision.
- Cover all scratches, cuts and abrasions with a clean, detectable, waterproof dressing.

Work Environment

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- Keep all work areas clear and in a clean and tidy condition. Dispose of any rubbish or waste materials using the facilities provided.
- Clear up any spillages of liquids as soon as is practicable and wearing the appropriate PPE.
- Use store and maintain protective clothing equipment as instructed.
- Report to your line manager any damage, loss, fault or unsuitability immediately.

Fire Precautions

- Do not obstruct any fire escape, fire fighting equipment or fire doors.
- Report any use of fire fighting equipment to your line manager as soon as possible.
- Confirm all emergency procedures relevant to your own work activity at all times.

Accidents

- Seek medical treatment for any injuries sustained and ensure that appropriate records are entered in the accident sheet.
- Report any accident, dangerous occurrence or “near miss” to your line manager.
- Notify you line manager of any incident in which damage is caused to property belonging to the Company, its visitors or customers.

LONE WORKING

Introduction

Lone workers are those who work by themselves without close or direct supervision. Although there is no general prohibition on working alone, the broad duties of the HSW Act and the Management of Health and Safety at Work Regulations 1992 still apply. These require identifying hazards of the work, assessing the risks involved and putting measures in place to avoid or control the risks.

Arrangements

If lone working is to occur a system should be in place where checks are made to ensure the lone worker is safe and well.

MACHINERY AND EQUIPMENT

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that health, safety and welfare of all employees is protected. The Provision and use of Work Equipment Regulations (PUWER 1998) require that the risks to people’s health and safety from equipment they use at work are prevented or controlled.

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Arrangements

There is a range of work equipment in use. Operation and maintenance of work equipment and in particular the guarding of machinery is considered as part of the work equipment risk assessments which will be located in section 5 of the health and safety folder.

Work equipment and machinery used by the company includes:

- Laser surveying equipment

For all major items of machinery and equipment used on site there should be a documented safe operating procedure. These procedures should also refer to the inspection and maintenance requirements for that machinery/equipment.

Where necessary, equipment is securely isolated and locked off prior to maintenance work.

It is the responsibility of all employees using work equipment to carry out and record daily/weekly inspection/testing.

It is the responsibility of the management to ensure that adequate maintenance and inspections are carried out by external experts, and any such maintenance, inspections and repairs recorded.

Records of testing undertaken can be found in Section 10 of the Health and Safety Folder.

Only trained employees are permitted to operate machinery.

Personal protective equipment is supplied to machine operators.

Machinery should be adequately guarded and guarding systems should never be overridden.

SAFE WORKING PRACTICES FOR MANUAL HANDLING

Introduction

Manual Handling Operations are regulated by the Manual Handling Operations Regulations 1992 (MHOR) which came into place in 1993. The Regulations are made under the Health and Safety at Work Act 1974. They implement EU Directive 90/269/EEC on the manual handling of loads; supplement the general duties placed on employers and others by the HSW Act and the broad requirements of the Management of Health and Safety at Work Regulations 1999 and replace a number of earlier, outdated legal provisions.

Manual Handling Operations means any transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving thereof) by bodily force.

The Regulations should not be considered in isolation. The Management of Health and Safety at Work Regulations 1992 requires employers to make 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 MHOR should be followed.

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The Regulations basically establish a clear hierarchy of measures:

- a. Avoid hazardous manual handling operations so far as is reasonably practicable. This may be done by redesigning the task to avoid moving the load or by automating or mechanising the process.
- b. Make a suitable and sufficient assessment of any hazardous manual handling operations that cannot be avoided.
- c. Reduce the risk of injury from those operations so far as is reasonably practicable. Particular consideration should be given to the provision of mechanical assistance. Where this is not reasonably practicable, then other improvements to the task, the load and the working environment should be explored.

Any employee whose job involves manual handling should be trained to allow this to be carried out safely. The extent of the training will depend upon the type of lifting in which employees are involved.

Arrangements

The person(s) responsible for overseeing manual handling risk assessment and training is the Office Manager.

Key factors in safe manual lifting are:

Balance

The feet should be apart about hip distance apart with one foot advanced, allowing full balance sideways and forwards. Lifting is done by bending at the knees rather than the hips, so that the muscles brought into use are those of the thigh and not the back.

Position of the Back

The spine must be kept rigid and straight, but not necessarily vertical. This, coupled with a bent knee position, allows the centre of gravity of the body to be over the weight and thus reducing the strain.

You should always get close to the weight and try to make it part of you.

The Hold

The load should be firmly grasped with the roots of the fingers and there should be contact of the weight with the palm of the hand.

Other important points:

Centre Line of Gravity

The weight of the object and the centre line of gravity of the lifter should be as close as possible to one another.

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Test the Weight

The weight of the object being lifted should be tested when in the initial lift position. If there is doubt as to whether you can manage to lift the object, you should not attempt it alone.

Shape

The shape of the object should be noted, and if necessary, the load should be turned or handled from the easiest position.

Movement

This should be controlled and smooth. The weight of the object should be kept close to the body.

Check List for all Manual Handlers

- Ensure you are wearing the appropriate protective clothing and equipment (i.e. safety boots, goggles, gloves, and special equipment for chemicals);
- Check that carrying the load will not obscure your vision;
- Do not attempt any lifting job that involves lifting above chest level;
- Ensure that the path to be taken is clear and free from any obstruction;

- If the load is too heavy or large for one person seek assistance or move it mechanically.

IF IN DOUBT ABOUT THE WEIGHT OF THE LOAD SEEK ADVICE AND OR ASSISTANCE

NOISE

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that health, safety and welfare of all employees is protected. The Control of Noise at Work Regulations 2005 details legal requirements for controlling noise in a work environment.

Arrangements

The company provides suitable and appropriate hearing protection to employees as part of the range of PPE provided to employees when working on site.

Safe operating procedures and risks assessments should identify when hearing protection is required as a control measure.

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All employees are responsible for wearing hearing protection when it is indicated as a control measure e.g. when the hand tools are operating.

PERSONAL PROTECTIVE EQUIPMENT

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that health, safety and welfare of all employees is protected. The Personal Protective Equipment at Work Regulations gives details of certain basic duties governing the provision and use of PPE, for all situations where PPE is required. A key requirement of the regulations is that PPE equipment is to be supplied and used at work whenever there are risks to health and safety that cannot be adequately controlled in other ways.

Arrangements

Adept provides suitable and appropriate PPE to employees who may be exposed to a risk to their health and safety while at work. This includes:

- Safety Glasses
- Gloves
- Boots
- High Visibility Tabards and Jackets

Employees must ensure that the PPE provided to them is used when required and cared for. Reference to the risk assessment and hazard data sheets will have determined what PPE is required. Any PPE provided by the company will be replaced as and when necessary.

The person(s) responsible for the ordering and issuing PPE is the Office Manager.

Records of PPE issued to employees are kept in section five of the health and safety folder.

PREGNANT AND NURSING MOTHERS

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. Employers are similarly obligated with respect to the health, safety and welfare of visitors and contractors.

The Company has a legal requirement to take reasonable steps to safeguard the health, safety and welfare of new or expectant mothers and their unborn children.

Women may be exposed to additional risks at work due to physiological differences which make them more susceptible to harm in certain situations. These risks may be amplified for new or

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expectant mothers, where risks to unborn children must also be addressed. The consequences of hazardous work activities on the ability of women to have children should also be taken into account.

New legislation required to implement the European Directive on Pregnant Workers was included in the Management Regulations 1992 and amended in 1994. Advice and guidance concerning new and expectant mothers is in HSG122 'New and Expectant Mothers at Work' and ISBN 0-7176-1360-7 'Infection Risks to New and Expectant Mothers in the Workplace'. The risk assessment should be dynamic and take into account the physiological changes that occur during pregnancy.

Legislation requires the risk assessment to be carried out when the Company has been informed, in writing, of the pregnancy.

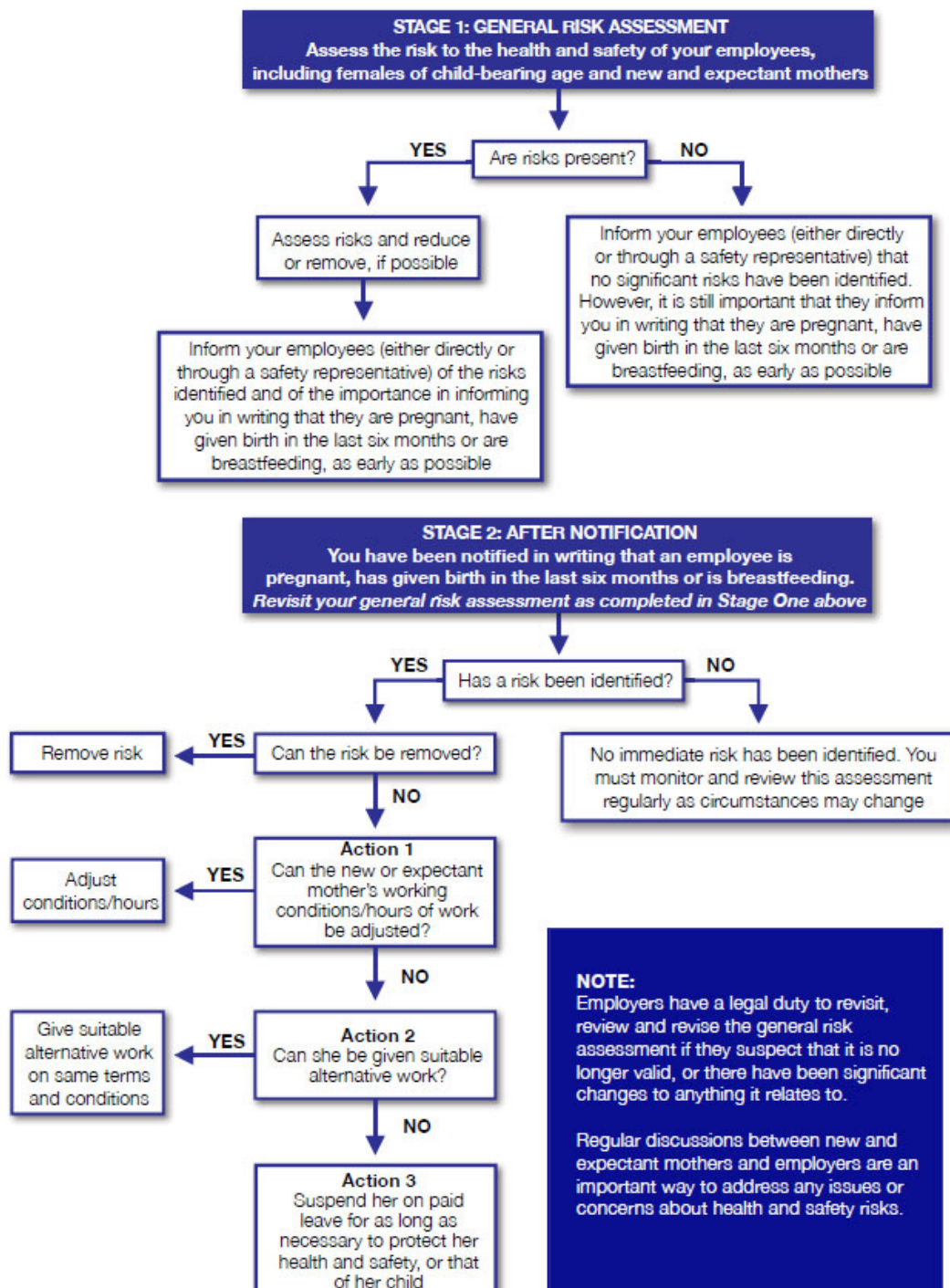
Arrangement

The Company will undertake to assess all risks to new and expectant mothers arising from work activities and to take appropriate preventative or control measures.

The Production Manager will arrange for a risk assessment to be carried out by a competent person in conjunction with the woman concerned. This will follow the guidance given in HSG122. Although hazards are likely to remain constant, the possibility of damage to the mother or foetus at different stages of pregnancy will change and it is therefore the Company's intention to review risk assessments on pregnant (and nursing mothers) on a monthly basis. These reviews should ideally coincide with antenatal visits where changes would be likely to be detected. In addition, reviews will take place as and when circumstances indicate that this would be appropriate.

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Health and Safety
Executive



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RISK ASSESSMENT

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. The Management of Health and Safety at Work Regulations (1999) requires risk assessments, which should be documented for all tasks carried out in the workplace.

Arrangements

The person with responsibility for carrying out risk assessments and for ensuring that these are updated as required is the Office Manager.

Copies of current safety assessment formats can be found in Section 5 of the Health and Safety Folder.

The contents of risk assessments are brought to the attention of employees, during their induction training.

STRESS

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. The general duty of care is expressed fully in s.2(1) and s.53 defines personal injury as any disease or impairment of a person's physical or mental condition. This implies that the control of working conditions likely to result in mental stress is included in the employer's duty of care.

This is implemented by the Management of Health and Safety Regulations 1999, which require every employer to make an assessment to the risks to health and safety of their employees arising out of the work activity.

Arrangement

The Company will:

- a. Ensure, so far as is reasonably practicable, that excessive stress is eliminated from the work environment, and that the necessary risk assessments are completed and acted upon;
- b. Provide suitable support mechanisms staff suffering from the negative effects of stress;
- c. Encourage a working environment where members of staff who feel they are suffering from the negative effects of stress can approach their managers in confidence, in order that necessary support mechanisms can be put in place;
- d. Encourage a culture where stress is not seen as a sign of weakness or incompetence;

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- e. Ensure adequate rehabilitation of employees returning to work after periods of absence;
- f. Provide suitable training and guidance for line managers to enable them to recognise symptoms of negative stress in their staff and themselves;
- g. Provide suitable training and guidance to line managers to enable them to undertake the necessary risk assessments in relation to stress in the workplace, and to arrange for implementation of effective control measures where appropriate;
- h. Provide information and training for staff in general on the effects of stress at work, effective communication, handling difficult situations, time management and employee relations;
- i. Where members of staff are suffering from excessive stress, they are encouraged to refer themselves to any one of the following:
 - (1) The Directors
 - (2) Office Manager
 - (3) Mindful employer service

All referrals will be dealt with in complete confidence.

TRAINING – INDUCTION AND CONTINUAL

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees are protected. An important part of complying with this legislation is to ensure that all employees receive adequate training, both during induction and on a regular basis thereafter, to make certain they can carry out all tasks in a safe manner.

Arrangements

Employers have a duty to train and inform employees in order to ensure their health and safety whilst at work. Therefore, the following training will be provided:

1. An induction training program;
2. Regular refresher training;
3. Employees transferred or promoted from one job or activity to another will not be permitted to start work in his/her job until they have received training and instruction sufficient to enable them to perform the job without risk to their health and safety;
4. Adequate training for managers at all levels is provided.

The schedule of our health and safety training requirements is included in Section 7 of the Health and Safety Folder.



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Induction Training

All new employees, whether temporary or permanent and regardless of job or function, will receive basic training in health and safety as part of their induction program. The basic induction training will be supplemented by more detailed training as required by the job function.

A copy of the Health and Safety Induction Checklist is included in Section 7 of the Health and Safety Folder.

Continual Training

Further, all employees will receive regular ongoing training as necessary due to changes in legislation, the introduction of new technologies or equipment and the introduction of new health and safety procedures and techniques.

It is the responsibility of all managers to ensure that all employees within their area of responsibility receive timely and effective training. The majority of training undertaken by employees is provided in-house, however employees do attend external training when appropriate.

Health and safety training records are kept in Section 7 of the Health and Safety Folder.

The person responsible for overseeing training requirements, provision and training is the Office Manager.

VEHICLES

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that health, safety and welfare of all employees are protected.

Arrangement

Adept does not supply company vehicles.

For any employees who use their own vehicles for company business ensure that the vehicle is insured for business use and are in a road worthy condition

Reporting of accident/traffic violations and offences should be made to the immediate manager, who will decide upon the action to be taken.

WORKING AT HEIGHT

The Management recognise that work at height presents significant risk to employees and others involved. Accidents resulting from work at height are potentially ADEPT places the highest priority on managing these risks. All employees are required to comply with current safe systems of work and safety rules which may change from time to time. All employees are required to report any

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circumstances where they or their colleagues may be put at risk. In order to implement this policy, managers and employees at all levels are allocated certain duties and responsibilities.

Managerial Duties and Responsibilities

All managers and supervisors will:

- Identify all work activities that involve work at height within their areas of responsibility. This will include activities carried out by persons other than their direct reports, such as maintenance staff or contractors.
- Put in place measures which eliminate the need to work at height, where reasonably practicable.
- Ensure that all activities which involve work at height are subject to a risk assessment.
- Implement controls and necessary monitoring procedures identified within the risk assessment.
- Continuously monitor the effectiveness of control measures and review risk assessments after any significant change, incident or accident.
- Ensure that all equipment necessary to ensure safe working is provided, in good working order and properly inspected and maintained.
- Ensure that all equipment and plant in use conforms to current standards.
- Liaise with the buying / purchasing department to identify specific safety requirements for plant and equipment.
- Ensure all staff have received necessary training, information and instruction to allow safe working.
- Ensure all work at height is properly planned and undertaken by competent persons.
- Ensure that all personnel involved in work at height have completed a health questionnaire or medical evaluation of suitability for the tasks at hand.
-

Employee Duties and Responsibilities

All employees are required to:

- Report any circumstances that they believe put themselves or their colleagues at risk.
- Use all control measures and equipment provided for safety.
- Ensure, so far as is reasonably practicable, that they do not interfere or misuse any safety equipment.
- Comply with current safe systems of work and safety rules which may change from time to time.
- Only undertake work at height where they have read and understood the risk assessment, plan and rules for working.
- Only undertake work at height where they are competent to do so.

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CONTRACTOR ARRANGEMENTS

Introduction

All Contractors are required to co-operate with the Company on all their activities in the interests of health and safety. The Managing Director expects all relevant legislation, codes of practice and guidance material to be followed by Contractors engaged by the Company. Additionally the rules set out in this section of the Safety Policy that relate to Contractor conditions must be followed proportional to the risk arising from the work being proposed. Contractors who fail to follow any of the above will be removed from the premises.

ARRANGEMENTS

Prior to any engagement of any Contractor, the following requirements must be met:-

1. Selection must take into account the 'competence' of the Contractor to carry out the work safely
2. This will mainly focus on track record, references, etc.
3. The Company will establish whether the Contractor is registered with trade bodies/federations.
4. Where applicable, the Company will inspect the safety policy of the Contractor.
5. The Company will alert the Contractor to any risks that may be present arising out of its activities.
6. The Contractor must provide a work schedule that details the safe system of work they intend to use. This document is likely to require some discussion with the Company to ensure that safe working practices are in place.
7. The Contractor will alert the Company to any risks that may occur arising out of the Contractor's activity.
8. The Contractor will only employ persons on the contract who are sufficiently trained, experienced and competent in the performance of their trade or tasks.
9. The contractor must supply copies of their Public and Employers Liability Insurance.
10. The contractor must sign the Contractor Agreement Form.
11. The documentation supplied by the contractor and the signed form will be retained on file.

If these conditions are not met then the contractor is not allowed to work on site. The Company employee who appoints the contractor is responsible for ensuring the above conditions are met.

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VISITORS RULES

1. General

All visitors must read these rules and by entering their details into the "Visitors Book" on arrival and departure indicate they understand their obligations to the Company.

2. Parking

Visitors must ensure that their vehicles do not obstruct fire escape routes, private or public access, other vehicles or company buildings. Adept takes no responsibility for the safety of vehicles whilst parked in the car parking area.

3. On Entry

- a. Visitors must enter their details into the "Visitors Book";
- b. Visitors must remain in reception area until collected;
- c. Visitors must either be (i) accompanied or (ii) authorised to enter the premises.

4. Security

- a. Nothing may be taken from the premises without authorisation by the Company representative;
- b. We reserve the right to request to search visitors bags, packages and vehicles.

5. Health and Safety

- a. Visitors must use all protective clothing and equipment provided;
- b. Visitors must not enter any area without permission of the Company representative;
- c. All visitors (including contractors) must report any accident, injury or dangerous occurrence to the Company representative immediately

6. Fire

- a. Visitors must obey the Company fire procedure and instructions;
- b. In the event of a fire alarm being raised the visitor(s) must accompany the employee(s) whom they are visiting in order to take a safe means of escape;
- c. Visitors must comply with the Company "NO SMOKING" controls.

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WORKING ON CUSTOMER'S SITES

Introduction

The Health and Safety at Work Act is applicable where ever employees are working, therefore it is necessary to comply with the requirements of The Act and associated regulations when your employees are working on customer's sites.

In addition the company must ensure it safeguards, so far as is reasonably practicable the health and safety of others who may be affected by their activities.

Arrangements

Before any work is undertaken on a new customer site it is necessary for a full site assessment to be undertaken. This will identify the any risks associated with the proposed work. As a result of this site risk assessment appropriate control measures will be identified for the proposed work and these will then form part of the working instructions for that job.

The person(s) responsible for overseeing the completion of the site assessments is Associate Director for site work.

An example of the site assessment checklist is given in Section 6 of the Health and Safety Folder.

All employees are required to familiarize themselves with the results of the site assessment prior to starting work at that site. They are responsible for following all the work instructions and using the controls measures identified as necessary for that job (including where required permits to work operated by the client).

As well as any specific control measures and job instructions for a particular job. All ADEPT employees are required to follow the following general guidance when working on customer sites:

- Report to the relevant Manager/Site Foreman before commencing any work;
- Familiarise themselves with the work site and any hazards which may be encountered;
- Conduct their activities in accordance with safe practices, whilst taking precautions to protect themselves and any others who may be affected by their activities;
- Comply with site operators Health and Safety Rules and Policies (including any permits to work);
- Remain within the areas designated for the work being undertaken and access to it;
- Ensuring that any work designated a "High Risk" is covered by the clients own permit to work before work commences.



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ASBESTOS

Introduction

The Health and Safety at Work Act 1974 imposes a statutory duty on all employers to ensure that the health, safety and welfare of all employees is protected. In particular the Asbestos at Work Regulations place specific duties on duty holders to manage asbestos in their buildings.

Arrangements

ADEPT recognise that asbestos is a harmful material when it becomes loose and fibres become airborne and can be inhaled. Therefore, all reasonable steps to prevent employees and others from being exposed to this harmful material as a result of work activities.

Asbestos is not normally a material that is present in situations where employees work on customer sites.

Establish if an asbestos survey has been carried out.

In the unlikely event of an employee uncovering any material which resembles asbestos, or causing disturbance of an asbestos material, they are required to STOP WORK IMMEDIATELY.

The employee should then contact the customer's representative on site before continuing with any further work. In addition, they will immediately inform the site supervisor.

ALCOHOL, DRUGS AND SUBSTANCE ABUSE POLICY

See Adept HR policy





















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SECTION 5 - HEALTH AND SAFETY LEGISLATION AND STATUTORY INSTRUMENTS

Name of Legislation	Year	Subject
The Health and Safety at Work etc Act 1974	1974	Health and Safety at work

Name of Regulation	Year	S.I. no.	Subject
Acetylene Safety (England and Wales and Scotland) Regulations 2014 (S.I. 2014/1639) 	2014	1639	Explosives
Adventure Activities Licensing Regulations 2004 (S.I. 2004/1309) 	2004	1309	Adventure Activities Licensing
Biocidal Products and Chemicals (Appointment of Authorities and EnfoAdeptment) Regulations 2013 (S.I. 2013/1506) 	2013	1506	Biocides
Borehole Sites and Operations Regulations 1995 (S.I. 1995/2038) 	1995	2038	See HSE home page
Confined Spaces Regulations 1997 (S.I. 1997/1713) 	1997	1713	Confined spaces
Construction (Design and Management) Regulations 2015 (S.I. 2015/51) 	2015	320	Construction
Control of Artificial Optical Radiation at Work Regulations 2010 (S.I. 2010/1140) 	2010	1140	Radiation - optical
Control of Asbestos Regulations 2012 (S.I. 2012/632) 	2012	632	Asbestos
Control of Lead at Work Regulations 2002 (S.I. 2002/2676) 	2002	2676	Lead
Control of Major Accident Hazards Regulations 2015 (S.I. 2015/483) 	2005	483	COMAH
Control of Noise at Work Regulations 2005 (S.I. 2005/1643) 	2005	1643	Noise
Control of Substances Hazardous to Health Regulations 2002 (S.I. 2002/2677) 	2002	2677	COSHH
Control of Vibration at Work Regulations 2005 (S.I. 2005/1093) 	2005	1093	Vibration
Dangerous Substances (Notification and Marking of Sites) Regulations 1990 (S.I. 1990/304) 	1990	304	Dangerous substances
Dangerous Substances and Explosive Atmospheres Regulations 2002 (S.I. 2002/2776) 	2002	2776	Dangerous substances (Fire and explosion)
Dangerous Substances in Harbour Areas Regulations 1987 (S.I. 1987/37) 	1987	37	Dangerous substances (Explosives)





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Name of Regulation	Year	S.I. no.	Subject
Diving at Work Regulations 1997 (S.I. 1997/2776) 	1997	2776	<u>Diving</u>
Electricity at Work Regulations 1989 (S.I. 1989/635) 	1989	635	<u>Electrical safety</u>
Explosives Regulations 2014 (S.I. 2014/1638) 	2014	1638	<u>Explosives</u>
Freight Containers (Safety Convention) Regulations 1984 (S.I. 1984/1890) 	1984	1890	<u>Freight Containers</u>
Gas Safety (Installation and Use) Regulations 1998 (S.I. 1998/2451) 	1998	2451	<u>Gas - domestic</u>
Gas Safety (Management) Regulations 1996 (S.I. 1996/551) 	1996	551	<u>Gas - supply</u>
Gas Safety (Rights of Entry) Regulations 1996 (S.I. 1996/2535) 	1996	2535	<u>Gas - domestic</u>
Genetically Modified Organisms (Contained Use) Regulations 2014 (S.I. 2014/1663) 	2014	166e	Genetically modified organisms
Health and Safety (Consultation with Employees) Regulations 1996 (S.I. 1996/1513) 	1996	1513	<u>Workers</u>
Health and Safety (Display Screen Equipment) Regulations 1992 (S.I. 1992/2792) 	1992	2792	<u>Offices</u>
Health and Safety (First- Aid) Regulations 1981 (S.I. 1981/917) 	1981	917	<u>First aid</u>
Identification and Traceability of Explosives Regulations 2013 (S.I. 2013/449) 	2013	449	<u>Explosives</u>
Health and Safety (Safety Signs and Signals) Regulations 1996 (S.I. 1996/341) 	1996	341	<u>Safety Signs</u>
Health and Safety (Sharp Instruments in Healthcare) Regulations 2013 (S.I. 2013/645) 	2013	645	<u>Sharps Injuries</u>
Health and Safety (Training for Employment) Regulations 1990 (S.I. 1990/1380) 	1990	1380	<u>Workers</u>
Health and Safety at Work etc. 1974 (Application outside Great Britain) Order 2013 	2013	240	<u>Offshore</u>
Health and Safety Information for Employees Regulations 1989 (S.I. 1989/682) 	1989	682	<u>Workers</u>
Heavy Fuel Oil (Amendment) Regulations 2014 (S.I. 2014/162) 	2014	162	<u>COMAH</u>
Ionising Radiations Regulations 1999 (S.I. 1999/3232) 	1999	3232	<u>Radiation</u>
Lifting Operations and Lifting Equipment Regulations 1998 (S.I. 1998/2307) 	1998	2307	<u>Work equipment</u>

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Name of Regulation	Year	S.I. no.	Subject
Loading and Unloading of Fishing Vessels Regulations 1988 (S.I. 1988/1656) 	1988	1656	<u>Ports</u>
Management of Health and Safety at Work Regulations 1999 (S.I. 1999/3242) 	1999	3242	<u>Risk</u>
Manual Handling Operations Regulations 1992 (S.I. 1992/2793) 	1992	2793	<u>Manual handling</u>
Mines Regulations 2014 (S.I. 2014/3248) 	2014	3248	<u>Mining</u>
Offshore Installations (Offshore Safety Directive) (Safety Case etc) Regulations 2015 (S.I. 2015/398) 	2015	398	<u>Offshore</u>
Offshore Installations (Prevention of Fire and Explosion, and Emergency Response) Regulations 1995 (S.I. 1995/743) 	1995	743	<u>Offshore</u>
Offshore Installations (Safety Representatives and Safety Committees) Regulations 1989 (S.I. 1989/971) 	1989	971	<u>Offshore</u>
Offshore Installations and Pipeline Works (First-Aid) Regulations 1989 (S.I. 1989/1671) 	1989	1671	<u>Offshore</u>
Offshore Installations and Wells (Design and Construction, etc) Regulations 1996 (S.I. 1996/913) 	1996	913	<u>Offshore</u>
Offshore Installations (Safety Case) Regulations 2005 (S.I. 2005/3117) 	2005	3117	<u>Offshore</u>
Personal Protective Equipment at Work Regulations 1992 (S.I. 1992/2966) 	1992	2966	PPE
Petroleum (Consolidation) Regulations 2014 (S.I. 2014/1637) 	2014	1637	<u>Fire</u>
Pipelines Safety Regulations 1996 (S.I. 1996/825) 	1996	825	<u>Pipelines</u>
Police (Health and Safety) Regulations 1999 + (Commencement) Order (S.I. 1999/860) 	1999	860	<u>Police Services</u>
Pressure Systems Safety Regulations 2000 (S.I. 2000/128) 	2000	128	<u>General</u>
Prevention of Accidents to Children in Agriculture Regulations 1998 (S.I. 1998/3262) 	1998	3262	<u>Agriculture</u>
Provision and Use of Work Equipment Regulations 1998 (S.I. 1998/2306) 	1998	2306	<u>Work equipment</u>
Quarries Regulations 1999 (S.I. 1999/2024) 	1999	2024	<u>Quarries</u>
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (S.I. 2013/1471) 	2013	1471	<u>RIDDOR</u>

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Name of Regulation	Year	S.I. no.	Subject
Safety Representatives and Safety Committees Regulations 1977 (S.I. 1977/500) 	1977	500	<u>Safety representatives</u>
Work at Height Regulations 2005 (S.I. 2005/735) 	2005	735	<u>Falls from height</u>
Work in Compressed Air Regulations 1996 (S.I. 1996/1656) 	1996	1656	<u>Compressed air</u>
Workplace (Health, Safety and Welfare) Regulations 1992 (S.I. 1992/3004) 	1992	3004	<u>Workplace safety</u>