



HEALTH & SAFETY POLICY

AND

SAFETY INFORMATION

STV Group plc and Subsidiary
Companies

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HEALTH & SAFETY POLICY STATEMENT

It is the policy of STV to safeguard the Health, Safety and Welfare of its employees and all persons likely to be affected by its undertakings.

The Group accepts the aims and provisions of the Health and Safety at Work Act 1974, and the Management of Health and Safety at Work Regulations 1999 and aims to comply with all relevant statutory obligations. The successful management of health and safety contributes to the overall performance of the Group.

STV is therefore committed to:

Developing a positive Health & Safety Culture within the Group that secures the commitment and participation of all employees.

Assessing the risks to the Health & Safety of its employees and of anyone else who may be affected by its undertakings with the aim of eliminating or controlling the hazards/risks, so far as is reasonably practicable.

Making arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures identified as being necessary by the risk assessments.

Providing information, instruction, training, supervision and consultation with employees and others as necessary to implement and maintain high standards of Health & Safety.

Establishing arrangements for ensuring safety and absence from risks to Health & Safety in connection with the use, handling, storage and transport of articles and substances, so far as is reasonably practicable

The provision and maintenance of a working environment that is safe and without risks to health, and adequate as regards facilities and arrangements for staff welfare at work, so far as is reasonably practicable.

The Group aims to promote positive policies regarding Health & Safety at work; each employee is responsible for strictly adhering to the Group's policies and procedures.

Relevant information for Health & Safety arrangements regarding business specific matters will be issued as separate documents for the particular business.

This policy will be kept under constant review and revised in the event of any legislative changes, and amended when necessary.

Signed


Chief Executive

Dated

17/6/15

1. HEALTH & SAFETY ORGANISATION

1.1 RESPONSIBILITIES

1.1.1 Specific Responsibilities

Whilst the overall responsibility for Health & Safety rests with the Group's Chief Executive, all Chief Executive Officers, Leadership Team, Heads of Departments, Managers and Supervisors have a responsibility for implementing the policy.

The Human Resources Director is the designated Director responsible for implementation and monitoring the effectiveness of the Company's Health & Safety policy.

The Leadership Team member is responsible for the areas that reports to them along with their managers:

Television	Chief Executive
Electrical	Senior Facilities Manager
Departmental Health and Safety	Managers

1.1.2 Table 1. Area Responsibilities

The Group Health and Safety Officer is responsible for health and safety consultation arrangements, liaising with the enforcing authorities, the management of the safety committees, bringing the health and safety policy to the attention of all employees, identifying health and safety training requirements and ensuring they are implemented.

The Group Health and Safety Officer is also responsible for undertaking risk assessments where required, carrying out safety audits and inspections, maintaining and checking safety records, retaining safety reference documents. Ensuring safety in relation to fire risks and precautions, ensuring satisfactory arrangements for first aid, obtaining safety information, data sheets and selecting and issuing personal protective equipment.

All managers are responsible for the safety of the employees who work under their control. Responsibility for safety also lies with each individual employee who has a duty to take reasonable care to avoid injury to themselves and others who may be affected by their acts or omissions. Employees must also co-operate fully with management and comply with the policies, rules or procedures laid down to provide a safe and healthy working environment. This applies equally to established employees working on the Group's premises or elsewhere and people engaged on a freelance basis.

Each employee has a responsibility to use all control measures, protective equipment and clothing and to wear/use them for the tasks for which they were provided and in the intended manner. It is the duty of each employee to report promptly to management any fault, defect or deficiency in building, services, apparatus, or safety equipment. Employees must seek First Aid treatment for any injury sustained while at work and report any injury, illness or abnormal/dangerous occurrence to their manager as soon as possible. It is the Manager's responsibility to ensure that an Accident Report Form is completed with Security and the Health and Safety Officer should follow this up.

Employees may cease any work activity or leave any work area where they believe there is a serious/imminent danger to themselves or to others. No disciplinary action will be taken against an employee who genuinely ceases a work activity for Health and Safety reasons.

If you come across anything you believe may be hazardous you must report it immediately to your supervisor or department manager. If no action is taken, only then should you inform the Group Health & Safety Officer.

A copy of the names of key individuals responsible for implementation and monitoring will be displayed on main notice boards at all Group premises.

Employees who do not adhere to this policy may be subject to disciplinary action. Serious breaches of the safety policy may be regarded as gross misconduct and liable to summary dismissal.

1.2 STV HEALTH & SAFETY COMMITTEES

STV Safety Committees exist to monitor, regulate and promote safety awareness throughout the Group. Committee members include managers and trade union representatives and meet on a regular basis.

Group Safety Committees provide a vehicle for joint participation in Health & Safety matters, to enable managers and employees to exchange views and to reach a better understanding on all matters relating to Health & Safety.

1.3 CONTRACTORS

The Group will set out the standards it expects and monitor the activities of contractors to minimise the risks presented to employees, other persons on the site and to the general public.

Contractors must be properly vetted from a health and safety perspective, and when specified, contractors will be required to provide a detailed method statement, risk assessment and furnish all relevant health and safety information and insurance documentation appertaining to the contract.

Managers engaging contractors are responsible for checking method statements, insurance documentation and monitoring the contractors to ensure they can demonstrate their ability to discharge their primary responsibility to safeguard their employees and others who may be affected by their undertakings.

The Group's Senior Facilities Manager will ensure that all property and building works contractors are properly vetted from a Health & Safety perspective and that they can demonstrate their ability to discharge their primary responsibility to safeguard their employees and others who may be affected by their undertakings.

The Group's Senior Facilities Manager will also ensure that the requirement of the Construction Design and Management Regulations are applied to all contracts that fall under the scope of these regulations.

The increased risk factors associated with the use of contractors or subcontractors within certain departments have been assessed and a system of approved contractor status for various trades has been introduced. Contract specifications shall state that contractors will be required to work in accordance with the latest construction, design and management regulations (where applicable).

Approved contractors will be required to work in accordance with the Group Safety Policy and Codes of Practice.

1.4 AUDIENCES & VISITORS

1.4.1 Audiences

The responsibility for the safety of audiences ultimately rests with the programme producer who may delegate to a nominated person(s) on the production. Their role involves liaising with Security and organising suitable chaperoning of visitors through the building and show fire exit and muster points.

In the studio, the floor manager will take on this delegated responsibility. While studio audiences are present there must be adequate first aid facilities. The St Andrews Ambulance Service are normally used to meet this requirement. Arrangements and procedures must be in place for members of the audience who may have disabilities or special needs.

1.4.2 Visitors

All visitors must report to reception where they sign the visitors log, be given a security / identification pass and a Visitors' Health & Safety Information Leaflet.

Visitors to the building should not be allowed through the building unaccompanied, and should have business reasons for entry. When people do visit, arrangements must be made for them to be accompanied whilst within the Group's premises.

2. SMOKING, ALCOHOL AND DRUGS

2.1 SMOKING POLICY

STV does not permit smoking in any STV building. It is an offence to smoke or knowingly permit people to smoke within company premises or any STV fleet, lease or hire vehicle.

Smoking is prohibited throughout the entire workplace with no exceptions. This policy applies to all employees, customers, consultants, contractors and visitors.

The "No Smoking" policy will also apply to all company vehicles whether driven within the United Kingdom or abroad.

Employees found to have breached this policy will be subject to the Company's disciplinary procedure for dealing with anti-social behaviour.

2.1.1 KEY PRINCIPLES

The key principles of this policy are as follows:

1. Smoking is prohibited in all general work areas. Individuals should be aware that smoking in the building may trigger the smoke alarm system in which case an investigation will follow.
2. Managers have a responsibility to implement this policy within their own area of the business and for ensuring the safe and healthy working environment for all of their employees

3. Breach of this policy constitutes misconduct for the purposes of the Company's disciplinary procedure. As such, any member of staff found to be in breach of this policy and/or found to be smoking in a non-smoking area at work may be subject to disciplinary action.
4. Although smoking is not permitted in company buildings some sites may have locally designated shelters outside the premises to accommodate smokers. Individuals are advised to check with their manager /HR dept before assuming an area has been designated for smoking.
5. There is no implied right to smoke at work and it is company policy that any individual wishing to smoke at work must do so in their personal break times. Specific 'smoke breaks' are not provided and should not be taken without the express consent of your line manager.
6. The Company recognises how addictive smoking can be and supports those trying to give up the habit. Any staff member who would like to give up smoking can seek advice from the Company's Occupational Health service, currently provided by Occupational Health Improvement, details of which can be found on the Occupational Health site of the STV Intranet and/or notice boards or from HR.
7. Any member of staff who wishes to raise a complaint regarding smoking in the workplace should speak to their manager or the HR dept.
8. The Key Principles noted in items 1 – 7 apply to E-cigarettes as well as conventional tobacco based products.

2.2 ALCOHOL AND DRUGS

The Group is aware of its duty of care under the Health and Safety at Work Act 1974 to ensure that employees and others are not put at risk by work activities.

This therefore places a duty on the employer to ensure that no employee endangers fellow employees at work due to being under the influence of alcohol or drugs.

The Group is also under a duty of care and concerned to provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse alcohol or drugs to such an extent that it may affect their health, performance, conduct and relationships at work.

The use of alcohol is not appropriate in the workplace and drug abuse can be a criminal offence, as well as a serious risk to health and safety.

The policy which applies to all employees, aims to:

- a) Promote the health and well-being of employees and to minimise problems at work arising from the effects of alcohol or drugs.
- b) Identify employees with possible problems relating to the effects of alcohol or drugs at an early stage.
- c) Offer employees known to have alcohol or drug-related problems affecting their work, referral to an appropriate source for diagnosis and treatment if necessary.

The Group will, in consultation with employees and their representatives:

- a) Advise all existing employees and all persons starting work of the risks to health arising from the effects of alcohol or drugs.

- b) Encourage employees, who may have alcohol or drug-related problems which affect their work, to take advantage of the Group referral procedure for diagnosis and treatment.
- c) Enable supervisors and managers to identify job performance problems that may be attributable to the effects of alcohol or drugs, and to consult with the appropriate Group specialist to determine whether there is sufficient concern to warrant a medical evaluation.
- d) In cases where the effects on work of misuse of alcohol or drugs is confirmed or admitted, agree upon a programme of treatment on consultation with the Group medical advisor and the employee.
- e) Instruct the Group medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

The Group will establish policy rules relating to an employee who is found to have misused alcohol or drugs or admits to the same. The policy rules may cover:

- a) Disciplinary action for refusal to accept help.
- b) Conditions for accepting treatment.
- c) Future employment if treatment proves to be successful.
- d) Observation of medical confidentiality.
- e) Effects upon pensions, benefits and employment rights.

2.2.1 Information and Training

The Group will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- a) To understand the dangers associated with the effects of alcohol or drugs at work and the Group policy regarding this.
- b) To understand the Group procedures that will be adopted where there is found to be a deterioration in work performance from these effects.
- c) To understand the legal consequences of their actions.

Managers and supervisors will be given training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

Note

The policy does not apply to an employee who commits a clear breach of company rules due to over indulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

3. ACCIDENTS

3.1 PREVENTION

All line managers/supervisors are primarily responsible for the safety of employees working to their instructions and must ensure that all instructions regarding safety procedures are complied with. They must also ensure that all items of equipment are maintained in a serviceable condition and that those using such items are properly trained in their methods of use and are certificated where required. The Health & Safety Officer will maintain records of all persons who are holders of certificates of competency necessary for the purposes of health and safety.

3.2 REPORTING OF ACCIDENTS

Accidents, dangerous occurrences and near-miss incidents, no matter how trivial, must be reported. This is the responsibility of every employee involved in any such incident while on duty, all accidents must be reported as soon as possible to your line manager. All accidents and dangerous occurrences must be reported to the Group Safety Officer. The injured person where possible, or the person reporting the accident should provide details necessary to complete the accident register located at Security or Reception area. On premises where there is a security presence, accidents and dangerous occurrences must be reported to the security officer on duty.

Department managers must ensure that the Safety Officer is notified as soon as possible if an employee is off work for 7 consecutive days or more (inclusive of weekends) or is detained in hospital overnight as a result of an accident incurred at work. This is so that the Health and Safety Executive can be notified, in line with their guidelines.

3.3 INVESTIGATION OF AN ACCIDENT

Full and accurate reports can only be made if all the circumstances have been investigated thoroughly.

The Group will ensure that all accidents are investigated, the Safety Officer or the manager in charge of the section will normally carry out this duty, the investigation must take place as soon as possible after the accident has occurred. Those involved in reporting the accident must co-operate fully to establish exact details of the accident. The Safety Officer will be responsible for notifying the Health & Safety Executive of all reportable accidents.

On no account should any attempt be made to disturb anything at the scene of the accident (other than to remove an immediate danger), until a line manager responsible for health and safety, or the Group Safety Officer has been notified and attended or has instructed otherwise

3.4 NEAR-MISS INCIDENT REPORTING

An investigation into and report of the circumstances that could have resulted in injury or damage to property must take place, and the appropriate preventative action taken, as similar events later could later lead to serious injury. This may be prevented by timely action.

Note

If as a result of an accident at work you are off for 7 consecutive days or more you must ensure that the Health & Safety Officer is informed.

4. MEDICAL ASSISTANCE

4.1 MEDICAL SERVICE FOR THE BENEFIT OF STAFF

An Occupational Health Advisor is available to give advice that promotes the health, safety and welfare of employees to the Group's Safety Committees.

The Occupational Health Advisor will give advice through the Human Resources Department to all employees on all health matters. If at any point in their employment, employees have or develop a medical condition, suffer from an infectious disease or are on a course of treatment which might affect their work, they must inform the Human Resources Manager.

Heads of Department should obtain medical advice through the Human Resources Department if they suspect any of their people have been exposed to chemical or biological hazards so that those involved can be medically examined.

Employees who are declared unfit to return to work after a lengthy illness are required to have a discussion with the Occupational Health Advisor in order to establish that they are fit enough to continue their regular job.

Medical advice can be obtained on working conditions for people with disabilities.

4.2 GENERAL ARRANGEMENTS

An occupational health nurse consults regularly within the Pacific Quay premises. Employees who are not based at Pacific Quay, and require occupational health advice should contact the Human Resources department who will make the necessary arrangements where appropriate. If advice of a long-term nature is required, the employee's own GP should be consulted.

4.3 POLICY ON MEDICAL EXAMINATION

Prior to starting employment with STV, prospective employees will be required to complete a pre-employment questionnaire, which will be used to establish their medical fitness for employment.

Where appropriate, present employees will be medically examined and proved fit before continued employment.

The Group recognises that some employees, particularly as they get older, may not be medically fit to undertake their present duties. The onus is on the employee to inform the Human Resources Department if they have a medical problem. If the employee is not fit, the Human Resources Manager, with the agreement of the employee, will ensure that a Doctor conducts an investigation.

If the Group has reasonable doubts for believing that an employee's health is such that continuance in their job may endanger not only their health, but possibly put in jeopardy the safety of other employees, then the onus is on the Group to ensure that such an employee undergoes a medical examination.

Although medicals are of a personal nature the Group will have the right to receive the results of any medical examination that they have requested.

5. FIRST AID

5.1 PERSONNEL & EQUIPMENT

The Group will ensure that first aid equipment is readily available and that (where required to comply with First Aid Regulations) trained personnel are present to render first aid treatment. In this respect all members of security staff are obliged to hold a current first aid certificate as a condition of employment. In addition, several employees have been trained by the Group and are competent to give first aid treatment and advice.

Should you injure yourself in any way or, if during the course of your employment you sustain any injury however trivial, you are advised to obtain proper medical treatment. Employees requiring First Aid treatment should speak to their department first aider (where applicable) or go to reception, or where present the Security officer on duty who is trained to administer First Aid.

When you commence work in a new department make sure you know –

- a) The location of first aid equipment.
- b) The name of the first aider.
- c) The location of the medical room.(where applicable)

If you are in doubt about the treatment you should give others, it is better to wait until expert treatment or advice is available.

Some points to remember are:

- a) Do not move injured persons.
- b) Keep the person comfortable – cover with a blanket if cold.
- c) Arrest any bleeding by providing a clean dressing for the injured person to apply directly to the wound.
- d) Get help as soon as possible.

5.2 PROCEDURE FOR DEALING WITH EXPOSURE TO CONTACT WITH BLOOD

- a) Where the injured person is bleeding the first aider should not render assistance but should instruct the person to apply pressure to the wound themselves using a thick clean cloth. If, however, the injured person is unconscious the first aider should apply pressure to the wound as above avoiding any contact with blood by using rubber gloves.
- b) If bleeding is from the mouth and resuscitation is required, first aiders are advised to use a clean cloth in order to wipe away the blood from the person's mouth prior to resuscitation.
- c) In all cases first aiders should prevent broken skin, eyes or mouth coming into contact with blood. If a first aider has any open cuts or wounds these should be covered so as to prevent exposure to blood. Spilt blood should be soaked up with a cloth or rag, direct contact with blood being avoided. The contaminated areas should then be disinfected; preferably using sodium hypochlorite with rubber gloves being used.

5.3 ELECTRIC SHOCK TREATMENT

Special notices on the treatment of electric shock are prominently displayed adjacent to machines and apparatus if you are required to assist, follow the instructions and diagrams to the best of your ability, at the same time sending for a qualified person in first-aid.

The main points to bear in mind are:

- a) **Immediate action is essential** in cases of severe electric shock the nerves controlling breathing and heart action may be affected. The casualty may also be unconscious and unless prompt aid is given, the person could suffer irreparable brain damage.
- b) **Make sure it is safe to approach.** If the casualty is not clear of a live conductor, **break the contact.** Switch off the current, remove the plug or wrench the cable free. If this is not possible, stand on dry insulating material (rubber, wood, brick, thickly folded newspaper, and book) and try to push or pull the casualty clear of contact, using similar insulating material as a lever.
- c) **Do not touch the person with your bare hands until you are sure the person is clear of the conductor.**
- d) **Give artificial respiration** (if required) following the diagrams.

6. GENERAL ACCOMMODATION

6.1 WASHROOM AND TOILET FACILITIES

It is the policy of the Group to ensure the health safety and welfare of all employees so far as is reasonably practicable The Group recognise the need to provide a safe working environment and that includes the provision of sufficient washing and sanitary conveniences.

Adequate male and female toilet and hand-washing facilities will be made available throughout the Group's premises. Appropriate facilities for disabled personnel will be provided where the need arises. Where showers are required for reasons of health and safety these will be provided and maintained in safe condition and must only be used by authorised personnel.

Where employees are required to work off site, arrangements will be made to ensure that facilities are available. Arrangements have been made to regularly clean and maintain sanitary and washing conveniences.

It is important that all employees pay attention to personal hygiene.

6.2 PROVISION OF A SAFE WORKING ENVIRONMENT

- a) The working environment will be made safe by installing and maintaining all fixed installations to the regulations current at the time.
- b) All electrical equipment of a fixed or portable nature within STV's premises will be tested from time to time and a record kept of these tests by the Facilities Department.

- c) Any portable electrical equipment (e.g. laptops,) brought into the Group's premises must be reported to and made available to the Technical Workshop for inspection and testing before use.
- d) Employees must obtain permission from their manager prior to bringing personal electrical equipment into STV's premises.

6.3 PERSONAL SAFETY (Electrical)

Every employee has an absolute duty under the Electricity at Work Regulations to act in a responsible manner and in such a way as not to cause danger to themselves or others whilst using electrical equipment. The following rules and procedures should be followed:

- a) All staff should treat electrical equipment with due care and attention.
- b) No attempt should be made to operate electrical equipment in any way that contravenes the instructions laid down in the manufacturer's operating handbook.
- c) The **installation, dismantling, maintenance and repair** of all electrical equipment in offices, such as copying machines, tape recorders, TV receivers etc. should be undertaken by staff specifically employed and qualified to do so.
- d) Fitting or changing of plugs should only be undertaken by a competent qualified electrician. Similarly, the fitting or replacement of fuses in plugs or electrical equipment should only be undertaken by a competent qualified electrician.
- e) Do not connect an electric cable to the mains, unless the cable has a mains plug properly connected by a qualified electrician.
- f) Any electrical equipment which shows signs of deterioration such as frayed cables, exposed coloured cable cores, or damaged casings, should be reported to the Facilities Department. The electrical equipment should not be used until it has been repaired and tested by them.
- g) Advice should be sought from a competent qualified electrician where any electrical equipment, using mains voltage supplied from within the building, is intended to be used external to the Group's buildings.
- h) When moving electrical equipment, the source of supply should be disconnected. Lengths of cable to the electrical equipment should be such that the cable is not strained, and there must not be excessive lengths of cable left after repositioning.
- i) **Do not switch on power to an appliance** at the mains socket until you ensure that the cable is properly plugged into both the electrical equipment and the mains socket.
- j) **Do not leave a 'live' cable** unattached from its electrical equipment.
- k) When cleaning electrical equipment, switch off at the mains socket and remove mains plug.
- l) **Switch off mains fed equipment** in areas at the mains switch when no longer required or when you leave the room.
- m) **Do not enter any area containing technical equipment** unless you are obliged to do so in the course of your normal duties.
- n) (If you must enter a technical area keep well clear of all electrical equipment.)

Remember

When leaving a room or area empty:

- Disconnect heaters.
- Switch off lights.
- Switch off window fans.
- Switch off all machines.
- Report faulty plugs, cables, machines, lights or any other doubtful electrical equipment to the Facilities Department.

Note: Codes of Practice are made available to Engineers, Electricians and Technical staff and these should be referred to for working on or with electrical equipment.

7. HOUSEKEEPING

The Group acknowledges that poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards.

The Group recognises the need to ensure that adequate standards of house keeping are achieved. This policy is designed to ensure that the Group attains the highest possible standards and is in accordance with its commitment to provide a safe place of work

Workplace inspections will be carried out on a regular basis by designated personnel to identify areas where standards require improvement. These areas will be highlighted for remedial action.

7.1 GUIDELINES

Storage areas will have been defined within the workplace. Requirements should be reviewed periodically and whenever refurbished or relocation takes place. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins should be emptied daily. Rubbish will be kept in suitable containers and should not be allowed to overflow. Combustible waste must be kept away from ignition sources. Items of disused equipment or furniture that pose a particular hazard, should be removed without delay.

7.2 HOUSEKEEPING RESPONSIBILITIES

7.2.1 Managers'/Supervisors' Responsibility

Managers and supervisors must ensure that their areas of responsibility maintain satisfactory standards of housekeeping at all time. The following duties apply:

- Ensure that articles are not left in walkways or on the floor.
- Ensure that there are no trailing cables creating a hazard.
- Ensure that articles are stored in designated places.
- Regularly check the working area to ensure that satisfactory standards of housekeeping are maintained.
- Arrange for obsolete or unwanted articles of furniture to be removed.

7.2.2 Employees' Responsibility

Employees are responsible for the following:

- Ensuring that they do not allow waste materials to accumulate in their working area, and keeping their workstations tidy.
- Acting in accordance with information and training relating to housekeeping in the workplace.
- Reporting any spillage or problems relating to storage or removal of articles to a responsible person usually a supervisor or manager.

Information and training will be provided, where appropriate, to employees in housekeeping arrangements within the workplace and in standards that must be achieved.

8. FIRE PRECAUTIONS AND PROCEDURES

As far as is reasonably practicable, all steps shall be taken by the Group to prevent the probability of all cases of fire.

The Group acknowledges that despite these measures it cannot be assumed that fire will never break out, therefore systems are in place to deal with this eventuality. These systems will be scrutinised regularly to ensure that they are adequate, i.e. fire evacuation drills, inspections of means of escape, inspection and maintenance of fire warning and fire fighting equipment.

All employees will be given information on how to raise the alarm and the fire/emergency building evacuation procedures. The Group will also ensure that there are evacuation procedures for persons with disabilities. The Group will appoint Fire Wardens to supervise and control evacuation procedures.

Employees should report any concerns they have about fire hazards to their manager, so that the company can take the appropriate measures to eliminate the problem. Periodic inspections shall be carried out to identify fire risks and ensure that appropriate precautions are in place. The Group will ensure that housekeeping standards are such as to minimise the risk and development of fire. Effective security precautions shall be taken to minimise the risk of arson both within buildings and on the grounds of every site.

Any employee involved in a process or activities that give rise to special fire hazards shall be given appropriate training in avoidance of fire. The company will also exercise suitable control over contractors' operations and the fire risks associated with such operations.

8.1 FIRE PROCEDURES

Protection from fire is vital to any employment situation – damage to buildings and equipment, apart from injury and loss of life, can prejudice your security and employment.

You can help to prevent fire:

- Know your fire instructions. Find out how and where to sound the alarm and be sure you know your escape routes and your assembly point. In the event of fire do not panic.
- Do not obstruct escape routes or fire appliances – you may want to reach them quickly.

- Keep fire doors closed – under no circumstances should they be wedged open.
- Make certain you know the location of fire fighting equipment in your area and who is the fire warden for your area. Seek his/her advice at any time.
- If you discover a fire that cannot immediately be extinguished – sound the alarm first before taking any other action. Only if it is safe to do so may you then tackle the fire with the appropriate fire fighting equipment. The table shows equipment suitability for different types of fires.
- Careless disposal of cigarette ends etc. is one of the largest single causes of fire. Smoking is banned in all of the Group's premises. **This rule will be strictly enforced.**
- If you sustain burns of any description during the course of your employment get medical treatment as soon as possible. If your clothes catch fire shout for help, roll on the floor and try to smother the flames with the nearest available wrapping.
- Notify all relevant personnel, (including the duty Security Officer where present) of the use of inflammable liquids or gas cylinders prior to starting work. Keep tops on all flammable liquids when not in use. All flammable liquids in containers greater than 500ml must be stored overnight in designated approved areas.
- If using any flame or causing sparks, obtain permission from security before doing so. At security you should fill in a hot permit to work form, there should also be an appropriate fire extinguisher close to hand at the source of the flame or spark.
- Firearms and ammunition are not permitted on the premises except for use as props. Prior warning must be given to Security of the intention to bring such props into the building. Those responsible for such props must ensure that an armourer is engaged and that the props are handled and stored according to instructions issued by Security at the time.

The Group will, in consultation with employees and their representatives:

- a) Have procedures in place to ensure that any deaf persons on the premises are made aware of the activation of the fire alarm, and that both disabled and deaf persons are given assistance to evacuate the building.
- b) Appoint persons to be responsible for specific procedures in the event of fire including :
 - The persons responsible for summoning the fire brigade.
 - The department fire wardens.
 - evacuation assembly points. (where applicable)
 - Fire incident controllers responsible for liaising with the fire brigade on arrival.
 - Security personnel.

8.2 SAFE SYSTEM

1. Activate the nearest and / or safest fire alarm on discovery of any fire, however small. Do not wait until you have informed another person, such as a manager, fire warden etc.
2. Evacuate the building as soon as the fire alarm signal is given. (Employees should be familiar with the procedure through the staging of regular fire evacuation drills). Do not wait to conclude meetings or telephone calls or to collect belongings.
3. Switch off any equipment, which if left unattended, may itself constitute a fire hazard.

4. As you make your escape, close doors, particularly fire resisting doors, and report to the pre-determined assembly point(s). Do not enter the building until the fire brigade officer in charge declares it safe to do so.
5. (Fire Wardens) Check that each area of the building has been evacuated and report this to the nominated person(s) at the designated evacuation assembly point(s).
6. (Fire incident controller) Liase with the fire brigade on attendance and arrange such assistance from the Group as the fire brigade require.

8.3 COLOUR OF FIRE EXTINGUISHERS & Suitability

EXTINGUISHING AGENT	EXTINGUISHER	TYPE OF FIRE
Water	Red with White Identification panel	Wood, paper, textiles and similar fires
Foam	Red with Cream Identification panel	Liquid fires
Powder	Red with Blue Identification panel	For all fires except metals
Carbon Dioxide, CO2	Red with Black Identification panel	For electrical fires

Table 2. Extinguisher – fire suitability

8.4 EUROPEAN REGULATIONS ON FIRE EXTINGUISHERS

To comply with new E.E.C. regulations all new fire extinguishers will be Red in colour, with the information and instructions printed on the extinguisher in the colour relating to the extinguishing agent.

- e.g
- Red with Black coloured instruction panel is a Co2 extinguisher*
 - Red with Cream coloured instruction panel is a Foam extinguisher*
 - Red with Blue coloured instruction panel is a Powder extinguisher*
 - Red with White coloured instruction panel is a Water extinguisher*

If you require more information on Fire Extinguishers contact the Safety Officer.

8.5 BOMB THREAT EMERGENCY INSTRUCTION

If a bomb threat is received:

- The person receiving a Bomb Threat Telephone Call should immediately, (where appropriate to the location), telephone the duty security officer or reception or a senior manager.
- Reception or duty security officer / senior manager must immediately, inform the Police, the most senior manager on site and the Group senior facilities manager

- On advice from the Police, the security /senior manager or one of their deputies will then be responsible for initiating a search of the building, and then decide whether the nature of the threat, the discovery of a suspect package etc. requires an evacuation of the building.
- If anyone finds a suspicious object they must report it immediately to, their supervisor, or the department manager, the duty security officer or reception. They must not attempt to touch or remove the object.
- When a threat call discloses a time of explosion, the senior duty manager must obtain advice from the Police regarding a full evacuation of the premises, whether searches have been completed or not.
- In the event of a Bomb threat evacuation order from Security/ senior manager or their deputy. All people in the building must leave without panic, by the nearest fire exit **(taking all their personal belongings with them)**.
- On exiting, people must not congregate close to the building as they may be injured by flying glass or debris in the event of an explosion.
- People must not re-enter the building until the Security/ senior manager after consultation with the senior police officer present, gives the ALL CLEAR to return to the building

Note:

More detailed information on Bomb threat Policy and Procedures can be obtained from individual company safety documents.

9. CATERING AND VENDING

It is the policy of the Group to ensure (as far as is reasonably practicable) that people have access to hot food and drinks during working hours. This will be arranged where appropriate and practicable through the provision of snack and drinks vending machines and/or staff canteen. The Group acknowledges the hazards associated with food hygiene (such as food contaminated by harmful bacteria). The Group will exercise all reasonable precautions and due diligence in maintaining the highest standards of catering and vending (where this service is provided).

9.1 CANTEEN FACILITIES (Where Applicable)

The Group will strive to provide food that matches its description, is nutritious and appetising and provides value for money. In order to provide food that is safe, the following arrangements have been made:

- Each stage of the catering operation from preparation to consumption will be constantly monitored and documented
- Assured and safe catering procedures associated with food safety will be carried out, and identified hazards will be eliminated or satisfactorily controlled.
- Food handlers will be trained in food safety and hygiene to a recognised standard.
- The highest possible standards of cleanliness will be maintained for equipment and premises.
- Facilities for the maintenance of the highest standards of personal hygiene including the provision of clean protective clothing, will be provided for all food handlers.
- Food handlers will complete a medical declaration on recruitment to minimise the risk of contamination from food-borne infections.
- Strict temperature controls will be maintained on all foods covered by legislation
- Any complaints of poor quality will be recorded, investigated and where necessary, remedied.

9.2 FOOD BROUGHT IN

Any person wishing to bring prepared foods such as buffets on to the Group's premises must ensure that the food providers are registered with their local authority. Such contractors must be monitored to ensure that they are meeting legislative requirements relating to food preparation and sale.

9.3 PROVISION OF SELF-CATERING FACILITIES

Where reasonably practicable, self-catering facilities, will be provided for use. Equipment must remain within the designated areas. Persons must give due care and consideration to the safe use of catering equipment and may only use this for the intended purpose and in accordance with the manufacturer's instructions and ensure that they clean equipment after each use.

The Group may impose certain restrictions on the hours that catering facilities may be used. Persons may not bring their own kettles or catering equipment to work without the express consent of their supervisor/manager and the Group's facilities department. Any person given permission to bring electrical equipment into the Group's premise must have it tested by the Workshop before use.

Smoking restrictions and high standards of hygiene must be observed in all areas where catering facilities are provided. Suitable fire extinguishers and fire blankets will be installed in any areas where cooking facilities are provided.

Defects in facilities and equipment must be reported to a the Facilities Department immediately. Any case of illness that may be attributed to food hygiene problems at work must be notified without delay to a responsible person (usually a supervisor or manager).

9.4 VENDING MACHINES

Where reasonably practicable Vending machines (drinks, confectionery, sandwiches, etc) will be provided in suitable locations for the use of employees. Vending machines serving drinks will be connected to a drinking water supply. All machines will be regularly restocked, cleaned and maintained to ensure that the highest possible standards are achieved. Where necessary, temperature controls in these machines will be monitored to ensure that legislative requirements are maintained.

When an employee experiences a problem regarding vending, he or she should inform a responsible person immediately (usually a supervisor or manager) and the Group will take the necessary measures to investigate and remedy the situation.

This policy will be updated when there is a significant change in equipment, or in the food being provided, or if it becomes obvious that there are new and improved methods of ensuring health and safety in relation to catering and vending.

10. GENERIC RISK ASSESSMENT

10.1 RISK ASSESSMENT

Risk assessment is emphasised by the Management of Health and Safety Regulations 1999 which expands on the general provisions of the Health and Safety at Work Act 1974 and requires a more formal and demonstrable approach to Risk Assessments.

There is an increasing tendency for Health and Safety regulations to place emphasis on formal work risk assessments of particular types of hazards such as noise, manual handling, hazardous substances, work equipment etc. Risk assessment is necessary to enable control measures to be devised.

Significant findings must be recorded describing the activity and significant hazards identified, control measures in place and the extent to which they control the risk.

Risk assessment guides the judgement of management as to the measures they should take to fulfil their statutory obligations. This proactive approach is concerned with accident prevention and occupational health matters.

Reports covering the Regulations, listed below, have been implemented and contain Risk Assessment forms designed for the Groups operations and cover both production and departmental workplaces. These initial assessments together with the recommendations will be updated as an on going priority through line management.

- Management of Health and Safety Regulations 1999;
- Provision and Use of Work Equipment Regulations 1998;
- Manual Handling Operations Regulations 1992;
- Personal Protective Equipment at Work Regulations 1992;
- Health and Safety Display Screen Equipment Regulations 1992;
- Workplace (Health, Safety and Welfare) Regulations 1992;
- Noise at Work Regulations 1989;
- Control of Substances Hazardous to Health Regulations 1989;

10.2 PERSONS INVOLVED IN RISK ASSESSMENT

10.2.1 Departmental

The Group Safety officer acts as the Risk Assessment co-ordinator providing the catalyst within the Group ensuring that the review is properly and fully carried out. The task of carrying out risk assessment is delegated to line management who will have the knowledge regarding the operations under their control. In conducting the assessment, line management will involve all relevant personnel.

Any changes that occur to the assessment criteria must be reported to line management immediately. The assessment forms and reports will be made available on Connect.

10.2.2 Television Programme Production

The person responsible for acting as Risk Assessment co-ordinator on productions, is the Producer who must ensure that the review of hazards and associated controls is properly and fully carried out at the planning stage with all the relevant documentation completed and maintained through the period of the production. Production personnel must report immediately any changes that occur in the assessment criteria to the most senior person on the team (e.g. Director, the first Assistant Director or the Production/Location Manager) who will notify the Producer accordingly.

10.2.3 Independent Television Productions

Independent television production companies using the Group's production facilities shall be required to work in accordance with the Group Safety Policy and Codes of Practice.

In addition to notifying the Group Safety Officer of any dangerous or potentially dangerous assignments/activities, the Television Legal Department should also be notified in advance in order to ensure that full insurance cover is provided, as appropriate.

10.2.4 Assignments/activities considered dangerous:

- Stunts (use only professional stunt persons and stunt co-ordinators).
- Using weapons.
- Using special effects.
- Flying, (excluding normal commercial airlines).
- Climbing.
- Working at heights.
- Parachuting/Paragliding.
- Pot holing.
- Working in derelict buildings.
- Using vehicles.
- Filming on or near water.
- Filming on or near roads.
- Visits to potential war zones.

Please note: this list is not exhaustive!

If in doubt about potentially hazardous assignments / activities not included above, advice should always be sought well in advance of the filming date from the Group Safety Officer and the Insurance Administrator.

The policy of the Group is to carry out risk assessments in-house, using trained competent personnel. If this is not possible the use of consultants providing professional backup will be co-ordinated through the Group Safety Officer.

11. DISPLAY SCREEN EQUIPMENT (DSE)

The Group will ensure that all reasonable steps are taken to secure the Health and Safety of employees designated as 'users' who work with DSE.

Facilities management will ensure that all workstations used in terms of Health and Safety (Display Screen Equipment) Regulations meet the technical requirements listed in the schedule to the regulations.

Employees and others will be given adequate training and information about Health and Safety at the workstation, to enable the safe use of DSE.

To ensure the health and safety of regular display screen equipment users the Group will:

- Request that all staff carry out a work station self assessment (taking into account the display screen equipment, the furniture, the working environment and the user). The Health and Safety Officer will follow up where necessary.
- Take all necessary measures to remedy any hazards/risks found as a result of the assessment.
- Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity.
- Review software to ensure its on-screen presentation facilities are satisfactory.
- The Company's Health Scheme will assist with the cost of spectacles.
- Advise all display screen equipment users of the risks to health and how these are to be avoided.

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:

- Inform management or supervision immediately.

- In the case of adverse health or medical condition advise the Human Resources department as soon as possible.

The Group will then:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employee of all action taken.

11.1 Eye and eyesight tests

11.1.1 Eye Tests

The Group recommends that all employees should have their eyes tested on a regular basis. Employees will be entitled to, on their own request, an eye or eyesight test at two yearly intervals. All such tests must be arranged through the Human Resources department. These tests are specifically for users of display screen equipment. Employees should note that these tests are not limited to an assessment of the visual capability needed to see the screen. Neither are they a substitute for regular and more comprehensive tests that may be carried out by a qualified optician. Where the Group has identified areas of employment where employees are required to wear safety glasses with prescription lenses the Group will pay for the eye test, the cost of the prescription lenses and the cost of basic frames.

11.1.2 Visual Discomfort

Where an employee experiences visual difficulties and has good reason to believe that these may be caused by work with a display screen, they are encouraged to have their eyes tested and they should let their Manager know if there are any issues arising as a result of an eye test.

11.2 Screen Breaks

The purpose of a break from display screen work is to prevent the onset of fatigue. To achieve this object, the Group will seek to incorporate changes of activity into the working day.

The Group will not set down a fixed frequency or duration of breaks from display screen work.

Wherever possible, employees will be given the discretion to decide the timing and extent of off-screen tasks. Employees who believe that their workload at a display screen does not permit adequate breaks should bring this to the attention of management.

Users of display screen equipment are encouraged, and will be expected, to take the opportunities for breaks. Any misuse of screen break arrangements will be dealt with under the appropriate disciplinary procedures.

12. HAZARDOUS SUBSTANCES

12.1 POLICY

The Group acknowledges that no substances can be considered completely safe. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

The Group undertakes to control exposure by engineering means where reasonably practical. Where exposure cannot be adequately controlled by engineering means, appropriate personal protective equipment will be provided free of charge.

All employees will be provided with comprehensible information and instruction on the nature and likelihood of their exposure to substances hazardous to health.

To ensure that exposure to hazardous chemicals is adequately controlled the Group will implement the following:

1. An inventory of all substances hazardous to health kept on site will be maintained, with appropriate hazard information.
2. Competent persons will be appointed to carry out risk assessments of the exposure to substances hazardous to health and advise in their control.
3. All operations which involve, or may involve, exposure to substances hazardous to health, will be assessed and appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible.
4. Engineering controls will be properly maintained and monitored to ensure their continued effectiveness. This will be achieved by planned preventative maintenance and annual performance monitoring.
5. All employees, and others who may work in the affected areas, will be informed of the exposure and safe operation of all engineering controls.
6. Personal protective equipment will be used only as a last resort or as a back up measure during testing or modification or other controls. The type and use of personal protective equipment will be carefully assessed and maintained according to manufacturers' instructions. Where possible, the number of different types will be minimised to prevent mistakes with servicing or replacement.

Each assessment will be reviewed when necessary, and all operations using hazardous substances will be reassessed if there are any significant changes. Health surveillance of employees, where indicated to be necessary by the assessment, will be carried out by qualified occupational health professionals, Employee health records will be kept of all exposures to substances hazardous to health for a minimum of 40 years.

All employees will be provided with comprehensible information and appropriate training on the nature of the hazardous substances with which they are working and they will be informed about the monitoring and health surveillance results.

All changes to control measures and changes of personal protective equipment will be properly assessed and no new substances will be introduced into the workplace without prior assessment.

Where an employee raises an issue related to the use of substances hazardous to health the Group will ensure that the hazard associated with the substance has been correctly identified and that the assessment of the use of the substance is correct and up to date. They will also

ensure that the control measures are adequate and correct any observed deficiencies in the control of the hazards. The Group will then inform the employee and his or her representative where appropriate, of the results of the investigation and actions taken.

The Group will give sufficient information and training to ensure full understanding of the hazards to health posed by substances in the workplace and the importance of the control measures provided. Information will also be given to others who may be affected, such as contractors, temporary staff and visitors. Managers and supervisors of areas that use substances hazardous to health will be given additional training to ensure the proper management of the risks.

12.2 Control of Substances Hazardous to Health Regulations 1994 (COSHH)

Exposure to hazardous products, chemicals or substances will either be prevented or, where this is not reasonably practicable, adequately controlled. Measures introduced to control exposure will be maintained, examined and tested to ensure their continued effectiveness. Personal protective equipment will be provided only as a last resort. Information, instruction, and training will be given to employees exposed to substances hazardous to health.

An assessment of all chemicals and other hazardous substances used within the Groups operations has been carried out and controls implemented where there is a risk of injury to health. **The use of new hazardous substances must be reported to the Safety Officer for registration of use.**

If at any time you are required to use a substance where there is an element of risk you must:

- a) Ensure that you read and adhere to all manufacturers and Company instructions prior to use.
- b) Ensure that you understand what the dangers or hazards are, and that you have taken the proper precautions.
- c) Wear the appropriate protective clothing or equipment. If you are in any doubt about any substance supplied for your use in connection with your work you should consult your supervisor.
- d) Ensure that you never sniff containers in order to ascertain the contents of them.
- e) Do not use chemicals from unmarked containers.
- f) Never mix chemicals as this could cause a hazardous chemical reaction or explosion.

12.3 FLAMMABLE LIQUIDS

All reasonable steps will be taken by the company to ensure the health and safety of employees who work with flammable liquids. The Group acknowledges that health and safety hazards may arise from the use of flammable liquids. It is the intention of the Group to ensure that any risks are reduced to a minimum.

To ensure that the exposure and use of flammable liquids is adequately controlled the Group will implement the following:

- Carry out assessments of work activities.
- So far as is reasonably practicable, take measures to reduce the risks found as a result of assessments.
- Ensure that all storage and transport vessels are appropriate and adequate.
- Provide suitable and well-maintained emergency fire fighting equipment.
- Advise all employees, including new employees, who work or will work with flammable liquids of the risks to health and safety and the results of assessments.

Where an employee raises a matter related to health and safety in the use of flammable liquids the Group will take all necessary steps to investigate the circumstances, take corrective measures where appropriate and advise the employee of the actions taken.

Where a problem arises in the use, handling or storage of flammable liquids, the employee must adopt the following procedure:

- Inform a responsible person immediately, usually a supervisor or manager.
- In the case of an accident or emergency, respond quickly and efficiently to ensure the appropriate action is taken.

The Group will provide sufficient information, instruction and training as is necessary to ensure the health and safety of workers who use flammable liquids. This provision also applies to persons not in direct employment such as visitors, temporary staff and contractors.

12.4 Asbestos

Asbestos can be found in any industrial or residential building built or refurbished before the year 2000.

The Group will ensure the safety of staff, visitors, contractors and others who may be affected by managing the risks associated with Asbestos present within any STV properties and production locations.

The management of Asbestos Contaminated Materials in the fabric of buildings is primarily the responsibility of the Group Facilities Manager who takes all appropriate steps to comply with asbestos related legislation, approved codes of practice and standards. In particular seeking to ensure that any work involving ACM will not lead to any person being exposed to greater than legally stated 'control' levels of asbestos fibres in air.

Productions and other departments must under no circumstances carry out any work on the fabric of any building built or refurbished prior to the year 2000 or engage contractors to do so, in case such work leads to accidental asbestos fibre release from drilling, cutting or breaking ACMs.

The Asbestos Register for the building must be checked and advice sought from the holder of the Register. Where there is no register you must contact the Group Facilities Manager for further advice.

12.5 Protective Clothing and Equipment (PPE)

The Group will provide suitable and sufficient PPE when the risk presented by a work activity cannot be adequately controlled by other means. In all activities engaged in by the Groups employees, management will ensure that the PPE is properly assessed, appropriate and is not only provided but is worn and properly used. Information will be provided to enable employees to understand the purpose of any PPE and any limitations associated with its use.

When employees are engaged in working practices that require specialist protective clothing and/or equipment, they will be supplied with such clothing and/or equipment by the Group. In any workplace where protective clothing/equipment is required to be worn or used, notices will be exhibited to this effect.

In all instances where the obligation to wear or use such clothing or equipment is statutory employees will do so at all times when engaged in that relevant working practice and if employees fail or refuse to do so they could render themselves liable to disciplinary action and possible subsequent dismissal.

Where there is a statutory requirement to wear protective clothing or use protective equipment you must never interfere with, alter or misuse such clothing or equipment. If you do so, apart from any personal danger to which you might then be exposed you could render yourself liable to a criminal charge.

Any defects in equipment or personal protective clothing must be reported to your supervisor or manager immediately.

13. COMPRESSED GAS CYLINDERS

13.1 Transportable Gas Containers

All reasonable steps will be taken by the Group to secure the health and safety of employees who work with compressed gas cylinders (transportable gas containers) and associated plant and equipment.

The Group acknowledges that health and safety hazards may arise from the reception, transport, distribution, storage, use and/or disposal of any compressed gas cylinder or gas contained within it.

It is the intention of the Group to ensure that any risks are reduced to a minimum. Adequate training will be given and the correct information on safe working practices will be supplied to each employee handling compressed gases.

The Group will, in consultation with workers and their representatives:

- a) Carry out an assessment of each workstation or operation to note any risks with substances, plant or equipment that may affect the worker or the environment.
- b) Take all necessary measures to rectify or reduce to a minimum any risks highlighted as a result of the assessment.
- c) Introduce changes on work procedures wherever possible to reduce the risk to the worker or the environment.
- d) Introduce safety devices into the plant and equipment or supply all necessary PPE in order to minimise the risk of injury or damage to persons, plant or the environment.
- e) Provide employees with accurate information on the safe use of compressed gas cylinders (transportable gas containers), gases, the plant and equipment used in conjunction with them.

Where an employee raises a problem related to health and safety in the use etc of working with compressed gas cylinders (transportable gas containers) the Group will take all necessary steps to investigate the circumstances. Corrective measures will be taken where appropriate and the employee advised of the action taken.

Where a problem arises regarding the use of compressed gas cylinders (transportable gas containers), gases contained within them or plant and equipment used with them, employees must adopt the following procedures:

- Inform their supervisor or manager immediately
- In the case of a health condition, advise the Group Occupational Health nurse or their own general practitioner

The Group will give sufficient information, instruction and training to ensure the health and safety of workers involved in the use or handling of compressed gas cylinders (transportable gas containers) gases and plant or equipment used with them. This provision also applies to others not in direct contact with gases or equipment and includes temporary staff.

14. ELECTRICITY

14.1 STATEMENT

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment. The Group acknowledges that work on electrical equipment can be hazardous and it is therefore the Group's intention to reduce the risks as far as is possible.

Where a problem arises related to electricity at work, employees must inform a responsible person (usually a manager or supervisor), immediately. The Group will then take the necessary measures to investigate and remedy the situation.

The Group will, in consultation with workers and their representatives:

- Ensure that electrical installations and equipment are installed in accordance with the Institute of Electrical Engineers (IEE) Wiring Regulations.
- Maintain the fixed installation in a safe condition by carrying out routine safety testing.
- Inspect and test portable and transportable equipment as frequently as required.
- Promote and implement a safe system of work for maintenance, inspection or testing.
- Forbid live working unless absolutely necessary, in which case a permit to work must be issued before work begins.
- Ensure that employees who carry out electrical work are competent to do so.
- Forbid all work by the company's staff on equipment or systems above 650 Volts: Approved contractors who are required to be competent, trained and equipped for this, will carry out such work under contract.
- Exchange safety information with contractors, ensuring that they are fully aware of (and prepared to abide by) the Group's Health & Safety arrangements.
- Provide suitable personal protective equipment if required, maintaining it in a good condition.
- Maintain detailed records of electrical installations, equipment testing, and personal protective equipment issued.

14.2 USE OF ELECTRICAL EQUIPMENT

Users should visually inspect personal issue equipment at least once a week. Equipment used out of doors should be supplied via a Residual Current Device (RCD). Avoid using long extension leads wherever possible. If their use is unavoidable ensure that the connector is manufactured to **BS 60309-2** or **BS 4343** that still remains current.

Employees who are given permission (by their manager and the Group Facilities Department) to bring in their own electrical appliances must make arrangements to have them checked by the Group's Technical Workshop.

Temporary wiring must be as safe as a permanent installation, and must be replaced by a permanent installation as soon as is practicable if it is likely to be required for a period longer than three months.

14.3 LIVE WORKING

Live working *must* be avoided wherever possible. Work on or near live conductors is only permitted when absolutely necessary. Only competent persons can be authorised to carry out live working and a permit to work is required before carrying out live working.

All practicable precautions must be taken when working live to ensure the safety of persons, including:

- The use of special tools, rubber mats and gloves
- The presence of another authorised person who understands the activity and who is able to handle an emergency (e.g. remove the victim from further danger and administer first aid).
- Erect safety barriers (where appropriate) to keep unauthorised persons out of harm's way.

14.4 INFORMATION AND TRAINING

The company will provide information, instruction and training for all employees to enable them to carry out their duties without putting their health and safety at risk **Electrical work should only be carried out by competent, qualified persons.**

Electrical accidents can have very serious consequences; to help prevent them you must remember to:

- Report faulty or damaged equipment; do not attempt to use it.
- Do not try to repair faulty equipment; leave it to competent qualified persons.
- Never use electrical equipment in damp surroundings or where flammable vapours may be present, unless you know that it is suitable for that purpose.

15. IONISING RADIATION

All reasonably practicable provisions will be made by the Group in protecting all persons against risks to their health, safety and welfare arising out of, or in connection with, the work activities within the Group.

The Group acknowledges that work activities in areas where there is Ionising Radiation may have a detrimental effect on the health, safety and welfare of persons exposed to them. It is the intention of the company to minimise any risks arising from such work.

Should any employees experience any problems resulting from working in areas where there is ionising radiation, they should inform a responsible person immediately, and the company will then investigate the circumstances and take remedial action.

15.1 SAFE SYSTEM

The use of ionising radiation covers a very broad range of applications. The content of local rules outlining the safe system of work depends on the complexity of the work with ionising radiation but should **always** contain:

- A description of, or procedure for, determining ionising radiation designated areas.
- Assessment of hazards and risks.
- Detailed work procedures for specific tasks.
- General procedures and practices for working with areas where there is ionising radiation.
- Details of washing and changing facilities, personal protective equipment, information, instruction and training.
- Where necessary, written systems of work to enable persons not designated for work involving ionising radiation to enter these areas.
- Procedures for the control of access to these areas.

The Group will provide sufficient information, instruction and training as is necessary to ensure the health and safety of employees whose work activities involves working in areas where there is ionising radiation. This provision also applies to persons not in direct employment such as temporary staff and contractors.

16. LEGIONELLOSIS DISEASE

The Group will take all reasonable steps to identify potential legionellosis hazards in the workplace and to prevent or minimise the risk of exposure to such hazards.

16.1 PRECAUTIONS

The Group will ensure that:

- there are procedures in place for the cleaning and disinfecting of water storage tanks and showerheads.
- as far as practicable, water systems will be operated at temperatures that do not favour legionella growth.
- all systems in the workplace that could be a potential source of infection are identified and assessed for the risk.
- a control scheme is implemented to ensure that risk of exposure is minimised.
- instructions on safe working practices and any special instructions are issued to plant maintenance staff.

People exposed to significant occupational risk of infection will receive instruction in the nature of the risks and means of controlling exposure. Staff should report relevant symptoms. Where employees are concerned about the risk of an outbreak of legionellosis, they should report their concerns to a responsible person (usually a supervisor or manager) so that the Group can take the appropriate measures to eliminate or reduce the risks.

16.2 CONTINGENCY PLAN

The Group will ensure that there is a contingency plan in case of an outbreak of legionellosis. This will include:

- The identification of people who may have been exposed.
- The involvement of the public health authorities.
- Dissemination of information to employees and other interested parties of the nature of the risks.

Persons carrying out control measures will receive appropriate training and supervision in order to ensure that they are able to perform their duties competently.

17. CONSTRUCTION WORK

The Group is committed to ensuring that any construction work within its premises is carried out without risks to the health and safety of its employees and others.

To this end the Group will appoint, at the appropriate time, a planning supervisor and principle contractor for each project. The Group will ensure that those appointed are competent and have adequate resources available to carry out their duties competently.

The Group will ensure that the planning supervisor is provided with all information about the condition of any premises under its control at or on which construction work is to be or intended to be carried out. This will be done as soon as is reasonably practicable, but in any case before the commencement of work to which it relates.

The Group will ensure that such work is planned in accordance with relevant standards or statutory provisions. It will also ensure that employees are provided with the necessary information relating to any risks arising out of the work, the preventative or protective measures to be taken, and the procedures required in the event of serious or imminent danger.

The Group will ensure that no construction commences until an adequate health and safety plan covering the work has been prepared and presented. The Group will ensure that any such health and safety file is kept readily available for inspection and that when said file is handed over to a third party the necessary steps are taken to ensure that the party understands the purpose and nature of the file. The Group will provide the necessary information and training for all persons representing the Group in such operations.

18. MACHINERY SAFETY

The Group will take all reasonable steps to ensure the safety of all employees working on the machinery as well as to ensure the safety of others who may be affected by the machinery. The Group will seek to liaise with suppliers to ensure that any new machinery is designed and supplied to work in a safe manner, and will seek to inform and train employees to implement this policy.

To secure the health and safety of workers the Group will ensure that machinery will be maintained in an efficient state, in working order and in good repair. This will include planned preventative maintenance and periodic maintenance when required.

The Group will give information, instruction and training necessary to ensure the health and safety of all operators and others affected by the machinery. Managers responsible for supervising the operation of the machinery will be appropriately trained.

Should employees have any problems relating to machinery safety, they should immediately inform a responsible person (usually a supervisor or manager) so that steps can be taken to remedy the situation promptly.

18.1 MACHINE MAINTENANCE

The Group will take all reasonable steps to ensure the safety of all employees maintaining the machinery as well as the safety of those affected by the maintenance work. The Group will liaise with suppliers of all new machinery to establish how that machinery should be maintained safely. The Group will seek to inform and train personnel to implement this policy.

To secure the health and safety of workers the Group will:

- Carry out an assessment of how the machinery should be isolated for specific maintenance work
- Carry out an assessment of the maintenance of the machine itself including any heavy parts that have to be moved, any positions that have to be reached to achieve the necessary result and any risk of parts falling.
- Take appropriate measures for the protection of any person carrying out maintenance operations that the assessment has shown to involve risk to health and safety.
- Provide any personal protective equipment that might be necessary to carry out the work safely.

The Group will give information, instruction and training necessary to ensure the health and safety of all maintenance staff and others affected by the maintenance of machinery. Managers responsible for supervising the maintenance of the machinery will be appropriately trained.

19. USE OF HAND TOOLS

The Group will, in accordance with its general duties, make a suitable and sufficient assessment of the risks to the health and safety of employees who work with hand tools. These risks will then be controlled as far as is reasonably practical so that neither the Group's employees nor others who could be exposed to them will be put at risk

To secure the health and safety of workers the Group will ensure that:

- The correct tool for the job is provided.
- Employees do not misuse tools, which can lead to damage of materials, equipment and the tools as well as possibly leading to injury.
- A system is implemented for reporting defective tools in the workplaces.

- Users are informed of their responsibility to maintain tools and report any defects to their immediate supervisor.
- Defective tools are taken out of use and returned to the stores.
- A system is implemented for the replacement of defective tools, which will be made known to all employees.
- Tools are repaired by trained personnel only.
- There are regular inspections of electrically powered tools in accordance with Electricity at Work Regulations: all such tools will be tagged showing the date of the last test.
- Personal protective equipment is provided if necessary.
- Work areas are kept clear of debris and any items that may impede the safe and efficient use of tools.
- Suitable storage facilities are provided for tools.

To ensure the safe use of hand tools the following procedures should be followed:

- All portable appliances should be used in accordance with the safe system of work.
- Where electric powered tools are used from a trailing lead:
 - a) The length of the lead should be kept to a minimum.
 - b) The cable should be heavy duty and capable of serving the equipment that it is to supply.
 - c) It should be paid out fully from any winding drum and, if at all possible, be protected from damage.
 - d) It should be paid with care to ensure that it does not present a trip hazard to others or to the user of the equipment.
- When using power tools that are designed to be fitted with guards, the guards will be fitted correctly prior to the use of the tool.
- Power tools must be isolated from the power source before any routine adjustments are carried out (e.g. when replacing bits or blades).
- The correct fuse rating must be used for all electric tools.
- Defective tools should not be used, any defect should be reported to the department manager so that arrangements can be made for the repair or proper disposal of the defective tool.
- Supervisors should ensure that equipment and tools are properly maintained and repaired, that correct working methods are followed and that no unsafe practices are tolerated.
- Employees should use tools in the correct manner and for the correct job, using the safety devices and equipment provided, and report conditions they believe to be dangerous.

All employees using tools will be trained in their use and the use of any associated equipment used in conjunction with the prime tool. Any employee who is not conversant with a tool must make it known to his or her supervisor.

20. LIFTS AND HOISTS

The Group will, in accordance with its General Statement of Health And Safety Policy, take all reasonable steps to secure the health and safety of employees and others who use lifts and hoists in the workplace.

Suitable and sufficient risk assessments will be made to minimise the risk that may be involved with the use and operation of such equipment. Employees will be given adequate information and, where appropriate, training, to ensure a proper understanding of the health and safety issues involved in the operation and use of the equipment. Should any employee have concerns about health and safety issues relating to lifts and hoists, these should be

reported to his or her immediate supervisor and the Group will investigate and respond to them, and take the appropriate action.

20.1 PRECAUTIONS

To secure the health and safety of workers the Group will:

- Carry out assessments of risks to users of lifts and hoists, including maintenance staff and others, both when the lift is in use and when it is being maintained.
- Implement any control measures found necessary to minimise the risks identified by these arrangements.
- Obtain adequate information from the installer on the safe and proper use of the equipment.
- Ensure that hoists and lifts are suitable for the task (in the case of hoists suitable for the environment conditions to be encountered and suitably enclosed) and are properly installed.
- Arrange for adequate maintenance, checks, examinations and tests of lifts and hoists to be carried out at regular or prescribed intervals by a competent person and ensure that records are kept.
- Before maintenance work starts on a lift or hoist, ensure that the lift has been taken out of service and that a safe system of work has been agreed and clearly understood by all personnel involved in testing or examination.
- During maintenance work display warning notices (and erect barriers at the landing entrances of lifts when required).
- Make employees aware of the company arrangements for reporting defects to a responsible person.

The Group will provide users of lifts and hoists with suitable information, instruction and training to ensure that there is no risk to their own or others' health and safety whilst at work with the equipment.

Other persons not in direct employment, temporary staff and contractors will also be provided with adequate information to ensure their safe use of the equipment.

Those responsible for the management and supervision of the workplace will be given appropriate training to ensure the proper use and maintenance of the equipment.

Employees will be provided with such additional information that is deemed necessary, where equipment or job specification changes significantly.

21. LIFT TRUCKS

All reasonable steps will be taken by the Group to ensure the health and safety of employees engaged in or affected by lift truck operation. The Group fully recognises and acknowledges that health and safety hazards exist within normal lift truck operations.

It is the Group's intention to ensure that all risks are reduced to a minimum and to this end will seek to give adequate information, instruction, training and supervision to give a fuller understanding of these issues. The Group will provide, select and maintain the appropriate types of lift trucks of the correct design, capacity and energy source to meet the safe activities of the business.

21.1 PRECAUTIONS

To secure the health and safety of workers the Group will:

- Carry out an assessment of all tasks involving lift trucks, taking into account the differing types and capacities of trucks, the continually changing working environment, the worker and the variety of substances transported or handled.
- Take necessary measures to remedy risks found as a result of assessment.
- Review lift trucks in operation and ensure suitability for the task.
- Arrange for the free supply of statutory personal protective equipment where specifically required for lift truck operators.
- Advise existing employees, including freelance employees and contractors employees operating lift trucks of the risks to health and safety and how these are to be avoided.

Where an employee raises a matter related to health and safety in the use of lift trucks, the Group will investigate the circumstances and take corrective measures where appropriate. The employee will be advised of the actions taken.

The Group will give sufficient information, instruction and training to ensure the health and safety of workers who operate lift trucks. This provision also applies to persons not in direct employment such as temporary staff and contractors.

The Group will only use lift truck instructors validated and registered by the Road Transport Training Board to satisfy this requirement.

Managers and supervisors who are responsible for lift truck operators will also be given awareness training, along with clear guidelines on disciplining of lift truck operators in certain circumstances, e.g. dangerous working practices.

22. STATUTORY INSPECTIONS

In order to safeguard employees using certain types of equipment in the course of their employment, the Group will arrange for regular examinations and tests to be carried out on such equipment at least as frequently as stipulated in the relevant statutory requirement. The Group will ensure that a competent person who is experienced in the use and examination of such equipment carries out these inspections.

Should any employees raise any concerns regarding statutory inspections, these should be addressed to a responsible person (usually a supervisor or manager) in order that corrective action may be taken.

To secure the health and safety of workers the Group will ensure that:

- Tests and examinations of all listed equipment are undertaken, before the equipment is taken into use. (this should be carried out by the manufacturer or installer who should issue a test report: the Group will ensure that the person is competent to carry out the test).
- List all items of equipment requiring a statutory inspection with details of inspection intervals.
- A person is nominated responsible for arranging the inspection and keeping the records of inspection.
- A competent person inspects all listed equipment at the required intervals.
- That the equipment is in a safe condition to be inspected.

Equipment examination will involve a visual inspection to ascertain if there are any defects which or weaknesses in the equipment (checking for defects such as metal fatigue, cracks, fissures, wear and corrosion or defects which might affect the safe working load of the equipment if applicable). Following inspection and issue of the report, all defects listed in the

report must be dealt with, attending immediately to all significant defects requiring notification to the HSE. Records of inspections must be kept.

The Group will provide any information and training needed to ensure that examinations present no risks to the safety of the examiner, employees or other persons.

23. TEMPERATURE

The Group acknowledges that problems can arise within both natural and artificially created environments. It is the Group's policy to ensure that employees are provided with a comfortable working environment suited to the type of work being undertaken. Where air conditioning systems are installed, these will be maintained regularly and employees will be advised on how best to use them in order to ensure effectiveness. Areas that do not have air conditioning systems may be subject to variations in temperature throughout the day. The Group will (as far as is reasonably practical) endeavour to ensure that these areas are kept within a comfortable range. An employee who has reason to believe that work temperatures are too high or too low should raise the matter with their department manager.

To secure the health and safety of workers the Group will ensure that:

- Air conditioning systems are adequately maintained and are functioning correctly.
- Where air vents are used ensure that they are positioned a reasonable distance from work stations which should be located out of direct line of airflow where draughts could be a problem.
- Ensure that there are between 6 and 8 air changes per hour.
- Maintain relative humidity in the range of between 40% and 60%.
- Maintain the temperature for sedentary work in the range between 19 degrees C and 23 degrees C, with a minimum of 16 degrees C.

Where an employee raises a matter related to health and safety concerning the environment he or she should inform a competent person (usually their supervisor or manager) immediately. The Group will take all necessary steps to investigate the circumstances, take corrective measures where appropriate and advise the employee of actions taken or to be taken.

24. VENTILATION

It is the policy of the Group to provide adequate ventilation in all parts of the workplace. Where necessary, ventilation and other systems will be installed to provide sufficient quantity and quality of air.

24.1 MONITORING

Where relevant, air monitoring will be undertaken to ensure that the ventilation system is effective in ensuring the health and safety of employees. Air sampling may be carried out from time to time to determine the concentrations of substances in the environment.

24.2 MAINTENANCE AND INSPECTION

Ventilation systems will be regularly checked and maintained to ensure that required standards are achieved. Where defects are identified these will be repaired as soon as

possible by a competent person. Temporary ventilation and extraction systems will be provided where considered necessary to ensure the health, safety and welfare of employees

24.3 REPORTING OF PROBLEMS

Any concerns relating to ventilation in the workplace should be reported to the department manager.

In air-conditioned offices do not open windows, as the effectiveness of the system will be negated. Where defects are identified in ventilation systems these must also be reported immediately to the Group Facilities Department. If a defect should result in a hazard to health or safety, work must be temporarily suspended. Where necessary, interim measures will be taken to ensure that the working environment is returned to the required standard before work can recommence.

To ensure that ventilation at the workplace is adequate, the following precautions must always be adhered to:

- Operate mechanical and electrical ventilation systems in accordance with Manufacturers' instructions and any information and training which have been provided.
- Report faults in mechanical and electrical systems immediately to a responsible person.
- If the fault affects the adequacy of ventilation to the extent that health and safety is at risk, do not continue work.
- Report any perceived inadequacies or defects in ventilation systems to a responsible person immediately.
- Do not enter an area of high risk, such as a confined space or flammable atmosphere, until ventilation and air systems have been checked and cleared for safety.
- Comply with safe systems of work which have been defined in areas of high risk.
- Ensure that extraction ventilation and local exhaust ventilation systems have been checked and serviced in accordance with statutory requirements before putting them into use.
- Do not block air ducts or tamper in any way with air flow as this may have a detrimental effect on the health and safety of others in the premises and may upset the balance of the system.
- Do not position portable ventilation equipment (including fans) where they could cause injury, e.g. by toppling over or causing a trip hazard.
- Where fresh air is supplied from windows, do not leave articles on window sills.

25. LIGHTING

The Group regards the provision of a safe and well-lit working environment as fundamental to the health, safety and well being of persons working within the Group's premises. All reasonable steps will be taken to ensure that the lighting is adequate for the task at all times. Any complaints or problems regarding lighting should be reported at once to a supervisor or manager so that the Group can take steps to remedy the situation.

25.1 PRECAUTIONS

To secure the health and safety of people, the Group will:

- Ensure that at no workplace the lighting level falls below the absolute minimum lighting level required for the safe performance of the task (as cited in the Health and Safety Executive document *Lighting at Work*).

- Ensure that there is no disabling or distracting glare caused by lighting equipment, windows, bright room surfaces or reflections on equipment.
- Confirm that for any machine, appliance, apparatus or tool the lighting is sufficient to provide the required level of task illumination; if the task requires higher levels of illumination, supplementary local lighting will be provided.
- Ensure that the minimum levels of emergency lighting that are required in certain areas, as set out in BS 5266, are met, giving special attention to changes in level and areas where safety equipment is located, such as fire extinguishers , and fire alarm call points.
- Ensure, so far as is reasonably practical, that all workers have natural light in their workplace by adjusting the position and layout of workplaces within the building in relation to the window and roof light positions, and by maintaining a tidy office and clean windows so that natural light is not obscured. However the requirements of the Display Screen Equipment Regulations mean that the brightness of certain windows may need to be controlled which may reduce the level of daylight available in some areas.
- In display screen areas, arrange the workplace the lighting system, and the equipment used so that no distracting reflections appear on the screen and so that the visual environment provides the appropriate contrast between the screen and its background (windows will, where necessary, be provided with adjustable blinds or covering to limit their brightness).
- Ensure that lighting equipment is in such a position or suspended at such a level so as to avoid the risk of hitting operatives or items that they are carrying.
- Ensure that all lighting equipment is designed or / and positioned so as to provide safe access for lamp changing and cleaning; where lighting is positioned in difficult places, such as over large stairwells, in atria or over process equipment, then winching or access equipment will be provided.
- Monitor all changes to the type and location of the workplaces the equipment being used, the tasks being carried out and their relationship to the lighting equipment and windows; assess the impact of the changes on the safety of the occupants and take any action necessary.
- Carry out checks of all the above aspects of lighting at regular intervals and whenever changes are made to existing workplaces.

26. WASTE DISPOSAL

The Group is committed to ensuring the health, safety and welfare of its employees and of others who may be affected by the waste materials, which result from the Group's work activities.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be taken where reasonably practical in order to protect the environment and make better use of resources.

26.1 WASTE DISPOSAL CONTAINERS

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Waste products must only be placed into those receptacles that have been allocated for that purpose. Containers will be adequate to prevent the escape of waste. Waste containers will be emptied regularly and removed by and authorised person. If additional disposal facilities are required these may be obtained by request from the department manager, who should contact the Group's facilities department.

26.2.1 Management Responsibility

Managers must ensure that this policy is adhered to within their area of authority. Special arrangements regarding disposal of waste products must be organised in association with the Waste Regulation Authority or a competent and licensed contractor.

26.2.2 Individuals Responsibility

All persons must ensure that they dispose of waste products in receptacles specifically provided for that purpose taking note of any segregation requirements. If an appropriate container is not available, this must be reported to a manager who will make suitable arrangements.

The use of personal protective equipment may be necessary during the handling of some wastes. Any requirement must be established before the waste handling activity commences. Employees should be aware of their responsibilities under the Duty of Care.

Employees must report any problems which arise regarding waste disposal to a responsible person (usually a supervisor or manager) so that corrective action can be taken.

Suitable and sufficient information and training will be provided, as necessary, to ensure that this policy is fully understood and adhered to and that no person is put at risk by the inappropriate disposal of waste.

27. WORKING IN CONFINED SPACES

It is the policy of the Group to take all steps that are necessary (as far as is reasonably practicable) to secure the health and safety and welfare of persons who are required to make entry into confined spaces. The Group acknowledges that health and safety hazards may arise when entry into confined spaces is required. It is the intention of the Group to ensure that any risks are reduced to a minimum.

The Group will provide such information, instruction and training as is necessary to enable the appointment of "*competent persons*" capable of carrying out risk assessments when entry into confined spaces is planned. The Group will also provide such equipment and resources as are necessary to safely carry out entry into confined spaces. A documented permit to work system will be maintained that must be used whenever entry into "confined spaces" is required.

Before entering a confined space the proper precautions must be adhered to:

- Find out as much information about the confined space as possible, including details of any previous contents and their associated hazards.
- Never enter a confined space without the knowledge of others.
- Always prepare thoroughly for work and adhere strictly to the rules of any permit to work system that applies.

On no account should persons enter into confined spaces where a risk assessment has identified the necessity for breathing apparatus, or where there is liable to be a deficiency of oxygen, or a danger from, vapours, fumes, or gases.

Where an employee raises a matter related to health and safety associated with work in confined spaces, the Group will take all necessary steps to investigate the circumstances. Corrective measures will be taken where appropriate and the employee advised of the action taken.

Where a problem arises associated with work in confined spaces, the employee must adopt the following procedures:
Inform a responsible person immediately.

In the case of an adverse health condition, advise the Group's occupational health nurse and his or her own general practitioner.

The Group will provide sufficient information, instruction and training as is necessary to ensure the health and safety of workers who are required to enter into confined spaces.

28. MANUAL HANDLING

The Group is aware that manual handling is one of the most common causes of absence through injury at the workplace.

This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The Group will ensure that operations that involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys, chutes and conveyors.

Competent persons will carry out an assessment of manual handling activities. Risks identified in the assessment will be reduced to the lowest level reasonably practicable.

The following factors will be considered during the assessment:

- The task.
- The load.
- The individual.
- The working environment.
- The provision mechanical aids.
- The provision of personal protective equipment.

28.1 PRECAUTIONS

Managers and supervisors must ensure that:

- Manual handling assessments are carried out where relevant and records are kept.
- Employees are properly supervised.
- Adequate information and training is provided to persons carrying out manual handling activities.
- Any injuries or accidents relating to manual handling are investigated, with remedial action.
- Employees adhere to safe systems of work
- Safety arrangements for manual handling operations are regularly monitored and reviewed.
- Employees undertaking manual handling operations are regularly monitored and reviewed.
- Special arrangements are made, where necessary, for individuals with health conditions that could be adversely affected by manual handling operations.

All persons must ensure that:

- They report to management (in confidence) any personal conditions that may be detrimentally affected by the manual handling activity.
- They comply with instruction and training which is provided in safe manual handling activities.
- Their own health and safety is not put at risk when carrying out manual activities.
- They use equipment that has been provided to minimise manual handling activities.

- Any problems relating to the manual handling activity are reported to a responsible person (usually a supervisor or manager).

All persons will be informed (as far as is reasonably practical) of approximate weights of loads which are handled and objects which have eccentric weight distribution.

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

29. NOISE AT WORK

The Group will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum. The Group also recognises that noise levels (in offices for example) can still cause problems such as disturbance, and interference with communication and will take all reasonable steps to reduce noise levels as far as possible. The Group will also take reasonable steps to minimise the disturbance caused by noise from Group premises affecting people in the neighbourhood.

The Group will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment. These will be used as the basis for formulating action plans for remedial measures when necessary. Assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure levels of employees.

The Group will, as far as is reasonably, take all steps to reduce noise exposure levels by means other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 90dB(A) for 8 hours is not exceeded.

The Group accepts that the use of ear protectors is a last resort, and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

The Group will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary by the results of noise exposure assessments. It will also provide for the maintenance and repair or renewal of the protective equipment, and provide training in the selection and fitting of protectors and details of the circumstances in which they should be used.

The Group will designate and mark out ear protection zones, which may include particular areas, operations or pieces of equipment, All personnel entering these zones will be required to wear ear protectors inside the zones.

The Group will maintain all equipment and monitor all procedures introduced for the purpose of reducing noise exposure of employees, such as enclosures, silencers, machine covers, etc. All personnel will be required to use these procedures and equipment correctly and promptly report any defects or deficiencies through the appropriate channels.

Whenever an employee raises a matter related to noise in the workplace as a health and safety issue, the Group will:

- Take all necessary steps to investigate the circumstances.
- Take corrective measures where appropriate.
- Advise the employees of the actions taken.

Where a problem arises as a result of noise in the workplace, the employee must inform a responsible person immediately.

The Group will provide adequate training of employees as part of its hearing conservation and noise control policy. All employees who are subject to high levels of noise will be provided with information instruction and training about the harmful effects of noise and what they must do in order to protect themselves and meet the requirements of the law and Group policy. Managers and supervisors responsible for formulating and carrying out Group Noise Policy will also be given appropriate training.

30. PERMITS TO WORK

The Group recognises that there are certain work activities, areas, equipment, and processes that require to have “permits to work”.

It is the intention of the Group to have “permits to work” for activities, processes and working within areas that risk assessment have identified as being required.

It is the intention of the Group to introduce new or modify existing permits to work as necessary and review their use as appropriate.

The “permit to work” system applies to all work carried out on site and employees, contractors and all visitors are expected to comply with the requirements of any permits that are in force. Employees working off site, for example on another company’s site or premises, are expected to abide by all permits to work being operated on that site. Where no such permits are in use employees must operate permit procedures as they exist under their employer. If additional permits are deemed to be necessary for certain off-site work then this should be raised with the appropriate person and the need for the permit determined.

Should employees experience any problems with the operation of permit to work systems, they should immediately inform a responsible person (usually a supervisor or manager) so that the Group can investigate and rectify the situation. To secure the health and safety of workers the Group will:

- Plan the work to be carried out and consider potential risk areas.
- Determine the need for permit systems to ascertain whether present permit systems apply or whether a new permit needs to be developed.
- Determine equipment needs and make available the equipment necessary for test work and permit implementation.
- Audit permit use on site (and off site when necessary).
- Review permit operation periodically, modify permits as necessary and implement follow-up action if “failure” incidents occur.

The Group will provide the necessary information and training to ensure those appropriate employees, supervisors and contractors are fully aware of the permits in use and are competent to undertake the tasks and tests prescribed in the permits.

31. WORKING AT HEIGHTS

All reasonable steps shall be taken by the Group to provide a safe working environment for persons that require to carry out their trade or professional skills at height. The Group shall provide the necessary preventative and protective measures to prevent falls of persons or materials from the workplace and will liaise with any other persons involved in the work activity.

To secure the health and safety of people the Group will ensure that:

Carry out an assessment of the risks involved in work at height and take steps to eliminate or control them.

Provide all the necessary equipment to allow safe access to and egress from the place of work.

Provide suitable plant to enable the materials used in the course of the work to be safely lifted to, and stored if necessary, at the workplace.

When working in an open environment, assess the effect of weather conditions on the type of work being undertaken and, if necessary, halt work temporarily, until such time as it is safe to continue.

When working at dusk, night or dawn, provide sufficient local lighting, so that work can be carried out safely and access and egress are easily visible.

Arrange for the regular inspection of all equipment required for working at height, particularly where there is a statutory requirement to do so.

Appoint a competent person to be responsible for the supervision of the building of, the altering and dismantling of scaffolding and for the inspection of equipment used in work at height.

In order to prevent falls of persons or objects from a height, the following measures should be taken.

Plan work in advance to anticipate potential problems and implement safe procedures.

If at all possible, arrange for work to be done at ground level or provide adequate platforms where this cannot be achieved.

Scaffold should be erected by trained and experienced workmen making use of all the necessary plant and equipment including lighting where required.

Ensure that adequate edge protection is provided.

Inform security

Ensure that surfaces of working platforms, gangways and runs are free of protrusions and obstructions and that they are large enough and strong enough to hold workers along with their equipment and materials.

Erect barriers or use covers to prevent falls openings in the floor.

Make use of safety harnesses where required.

Inspect equipment before use; scaffolding should be inspected by a competent person.

Report any defects found to a responsible person immediately.

The Group shall provide any information, instruction and training that an employee may require to carry out his or her trade or skill in a safe manner when working at height. The Group shall ensure that supervisors responsible for ancillary plant and equipment used for the work are suitably and adequately trained and capable of providing the correct information on its use.

32. WORK RELATED UPPER LIMB DISORDERS

The Group is aware that some repetitive activities, or combination of activities can result in the condition referred to as Work Related Upper Limb Disorder or Repetitive Strain Injury. The Group is committed to taking all reasonable precautions necessary to secure the health and safety of employees through application engineering and sound ergonomic principles.

Due to the nature of work related upper limb disorder it is a clear responsibility of all individuals to consult and inform management of perceived risks and of any symptoms.

To secure the health and safety of workers, the Group will ensure that there is a risk assessment of all activities to identify risks which could lead to work related upper limb disorder. Repetitive and non-repetitive jobs will be identified and classified. Possible methods of hazard elimination, e.g. by engineering equipment or design methods will be evaluated.

The Group will use the risk assessment process to identify, reduce and control situations and activities which create health risks due to:

- extreme joint movement.
- excessive force levels.
- poor design of tools, workstations and equipment.

The overall objective is to adopt basic design and engineering principles with the objective of fitting the task to the individual, as far as reasonably practicable, and to establish capability requirements for tasks.

These principles will also serve to implement self and management referral systems for persons who may experience symptoms, as well as to ensure all applicants are made aware of the job requirements and of their responsibilities to report symptoms, to advise and educate applicants before they start a job known to involve high-risk activities.

A risk assessment should be carried out, looking at the design of the workplace and the work activities carried out so that risks are reduced to the lowest extent reasonably practicable. Training should be given in the use of equipment and a desired working method demonstrated.

33. NIGHT SHIFT WORKING AND SHIFT WORK

The Group will, in recognising the obligations placed upon it by the various statutory instruments including the Working Time Regulations 1998 in respect of hours of work, will take such steps as it considers necessary to meet these obligations.

Shift work, and in particular night work, are, by definition, out of the ordinary, the Group will endeavour to ensure, (so far as is reasonably practicable) that this should not have a detrimental effect on standards of health and safety. Consequently, all persons who are likely to be asked to participate in night work or other shift work will be carefully selected and consulted before commencing this type of work.

The Group will endeavour, (so far as is reasonably practicable) to maintain similar standards of health, safety and welfare for people who are required to work shifts as those enjoyed by persons on normal day work. Where deemed necessary, care will be taken to monitor the effect of night shift work on the individual and, in the event of any problems becoming manifest, action will be taken to address these problems by medical treatment, counselling or other appropriate means.

To secure the health and safety of workers the Group will:

- Observe statutory duties on hours of work.
- Request employee participation in night work or shift work.
- Provide workers with proper information, instruction and training.
- Match supervision levels to the perceived risk.
- Provide effective communication, especially in the case of loan workers.
- Implement safe systems of work.
- Ensure emergency procedures are fully in place.
- In areas of increased risk, raise the level of supervision accordingly. In low risk areas, arrangements will be made for the employee to be in regular, if not constant, contact with supervision, and where appropriate the duty security officer or both.
- Put in place full emergency arrangements, with appropriate facilities for first aid and emergency contacts. Extra instruction will be given where persons are required to work alone at night.

The Group will give information, instruction and training necessary to ensure the health and safety of all persons who participate in shift work. In particular they will be instructed in all relevant emergency procedures from first aid to action in the case of fire.

34. OUTDOOR AND PERIPATETIC WORKERS

Where employees are required to work outdoors or at locations away from their normal base, the Group will ensure, (so far as is reasonably practicable,) that all steps are taken to ensure their safety and health. The Group will ensure (so far as is reasonably practicable,) that prior to the commencement of an outdoor activity, the site will be visited and inspected to identify any particular hazards to which the employee(s) may be exposed. Where the site is under the control of another party, this party's relevant risk assessments will be reviewed and an agreed method statement will be prepared. All risks associated with work activities will be assessed, appropriate control measures will be developed and safe systems of work will be prepared.

Any employee required to work outdoors or at the premises of a third party will not only be instructed in the appropriate safe systems of work and risk assessments associated with the activity. They will also be informed of any specific requirements for the procedures and precautions relevant to the conditions in which the work will be carried out.

On arrival at any site under the control of a third party, the employee must report to a responsible person, (usually a manager or safety officer) to ensure familiarisation with safety precautions relating to that site and the activities being carried on there. Should there be no person in a position to provide such a briefing the employee should contact his or her supervisor for further instructions. If there are risks to the health and safety of the employee at the site, work should **not** commence until an appropriate briefing has taken place.

If during the period of the work, the conditions change or any aspect of the task alters in such a way as to affect the degree of risk, work should stop, unless doing so represents a greater risk. And the supervisor should be contacted immediately to agree any additional control measures that may be necessary.

Where the need for personal protective equipment has been identified by the risk assessment for the activities being carried out or can be reasonably foreseen prior to the arrival on site, this will be provided.

Where there is a requirement for specialised equipment related to a third party's activities, this should be identified at the planning stage and be supplied by the party in control of the site.

Where employees regularly work away from their base, the Group will provide portable first aid kits, Where work is carried out at the premises of a third party, employees should ensure that they are made familiar with the first aid arrangements applicable there and should follow these.

Any accidents to employees working away from their base must be reported directly to their manager or supervisor. In addition, accidents occurring on a third party's site should be reported in accordance with the local arrangements applying at that site.

Outdoor and peripatetic workers driving either a company vehicle or their own vehicle on company business must have a valid licence, which will be inspected annually by their supervisor. Any changes which may affect the employee's ability to drive, e.g. certain health conditions or conviction must be reported to the employee's supervisor or manager.

Under no circumstances are employees working outdoors or at other locations to be accompanied by any children or other unauthorised persons.

Where an employee experiences problems in relation to outdoor and peripatetic work, he or she should inform a supervisor or manager immediately.

The Group recognises that the risks to the outdoor worker and others who may be present can be eliminated or reduced by careful preparation and planning of the activity. In particular the following precautions should be taken:

- Time taken at the planning stage to ensure, (as far as is reasonably practical) that all problems have been anticipated.
- Ensure that all parties with control over the activities and the place of work are involved in the planning.
- Carry out a suitable and sufficient risk assessment.
- Employees provided with information instruction and training.
- Employees must report to the responsible person when the site is under another party's control.
- When working alone ensure that the employee's whereabouts are known and arrange for contact to be made at intervals.
- When others may be present, ensure that they are informed of the activities.
- Ensure that first aid facilities are available.
- Children and other unauthorised persons must not be allowed on site.

35. LONE WORKERS

The Group will ensure, so far as is reasonably practicable, that employees and self-employed contractors who are required to work alone or unsupervised for significant periods of time are protected from risks to their health and safety. Measures will also be adopted to protect any one else affected by solitary working. The Group recognises that solitary working may expose employees and others to certain hazards. The Group's intention is either to entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Assessments of the risks of working alone will confirm whether the work can actually be done safely by one unaccompanied person. This will include the identification of hazards from, for example, means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

Particular consideration will be given to:

- The remoteness or isolation of workplaces.
- Any problems on communication.
- The possibility of interference, such as violence or criminal activity from other persons.
- The nature of injury or damage to health and anticipated "worst case" scenario.

To secure the health and safety of workers the Group will ensure the lone worker has full knowledge of the hazards and risks to which he/she is exposed and that he/she is made aware of what to do if something goes wrong. The Group will also ensure that someone else knows the whereabouts of a lone worker and what the lone worker is doing.

Employees and others will be given all necessary information, instruction, training, and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised, which will include the provision of first aid, communication procedures and awareness of emergency procedures.

All employees are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

36. DISABLED PERSONS

The Group aims to provide full and fair opportunity for employment for disabled applicants. It will ensure, through training and practical assistance where required, their continued employment and promotion. Employees who become disabled will be accorded every possible opportunity for maintaining their position or for retraining if appropriate.

The Group's Health and Safety policy has been prepared to ensure a safe and healthy environment for all employees. It recognises that those employees who require extra equipment, facility or assistance, both routinely and in an emergency, will have such needs met.

The Group will keep a record of all personnel who, by reason of disability, are thought to have particular requirements relating to the Group's Health and Safety practices.

The record will be regularly reviewed in terms of:

- The nature of the disability and any limitations it places on either an individual's physical/or intellectual function.
- Ensuring the actual implications of the disability in the workplace have been assessed and understood.
- The extent to which the individual requires changes (if at all) in the work environment or workplace practices.
- The nature of any routine practical assistance or supervision required of other people arising from the disability. Also any implications that may arise on an emergency basis, either as a consequence of the disability (such as an epileptic fit) or in the workplace (such as an emergency evacuation of the premises).
- Records will be kept on what action has been taken on the basis of the above factors.

Employees should report any concerns regarding disability and health and safety to a responsible person (usually a manager or supervisor). Where a disabled (or any other) employee raises a matter concerning health and safety related to his or her employment the company will:

- Make all necessary investigations so as to identify the relevant details and proceed with all measures necessary to resolve the matter.
- The Group will, jointly with the employee, make use of the appropriate Disability Advisory Service or PACT (Placing, Assessment and Counselling Teams operated by the Employment Service) where health and safety concerns prove to be complex and/or problematic.

Newly appointed disabled employees and employees who become disabled will receive specific information and training on all relevant matters of health and safety. The Group will ensure that the information is presented in such a way as to be readily understood by each individual.

If the Group requires the service (supervisory or otherwise) of other employees to assist a disabled person in the course either of their work or to expedite health and safety procedures, these employees will be trained by the Group and will receive notice of the duties required of them. The disabled employee will be involved in the discussions of such requirements and advised of the arrangements.

37. NEW EMPLOYEE TRAINING

In order to secure the health and safety of all employees, the Group will provide (appropriate and applicable) Health and Safety Training to new employees. This will be incorporated into general induction training.

Where possible induction training will take place on the first day of employment so that employees are familiar with basic procedures before the commencement of their duties, at their place of work. Where this is not possible, induction training will take place as soon as possible after the employee has started work.

The health and safety content of induction training will include:

1. Information on the Group's health and safety policy, which will include employers and employees responsibilities, set out in the policy.
2. Accident / Incident reporting procedures and First Aid: this section will cover the action to take when an accident has occurred, the person to be informed and where to go for

- First Aid treatment. This section will also cover accident reporting procedures and the Group's procedures on the investigation of accidents.
3. Fire procedures and precautions. This section will cover the action to be taken when the fire alarm sounds and will include
 - a) The location of the fire exits.
 - b) The assembly point.
 - c) The responsible person the employee must report to.
 - d) Further instructions on the action to be taken in the event of a fire.
 - e) If appropriate, what to do with machinery or process left prior to evacuating an area.
 4. Introduction to safety legislation; this section will include information on the Health and Safety at Work Act 1974 and on the Management of Health and Safety at Work Regulations 1999. Also included will be any other regulations relevant to the employee's duties such as:
 - a) The Health and Safety (Display Screen Equipment) Regulations 1992
 - b) The Control of Substances Hazardous to Health Regulations 1994
 - c) The Manual Handling Operations Regulations 1992

Written information will be provided on the subjects covered on the induction course.

Information on the services provided by the occupational health nurse will be provided so that employees are aware of the medical services the company provides and any health surveillance required for their work activity. Information will also be given on relevant safety rules, safe working practices and procedures and include the safe use of personal protective equipment and clothing.

38. CONTRACTED, TEMPORARY & CASUAL STAFF

The Group will take the necessary measures to ensure the health safety and welfare of temporary and casual staff in its employment..

The Group recognises that it has a duty to conduct its business to ensure, so far as is reasonably practicable, that casual employees are not exposed to risks to their health and safety. And to provide the casual employee with instruction, training and information relating to any risks to their health and safety which arise out of the Groups undertaking.

To secure the health and safety of contracted, temporary and casual staff the Group will ensure:

- The qualifications and skills required to carry out the work safely.
- The health surveillance to be provided to the temporary worker under statutory provisions.
- The risks to health and safety are identified by workplace assessments.
- Any necessary preventative measures to be taken.
- Safe working procedures.
- The identity of the competent persons taking charge during an emergency.
- Any risks notified to the Group arising from a shared workplace.

The Group will ensure that the person is competent to do the job and make arrangements for health surveillance to be conducted prior to the employee starting work.

If the Group chooses to use an employment agency, the agency will be provided with the information on the following:

- Qualifications or skills required to carry out the work safely.
- The specific features of the job which relate to the employee's safety.

The Group will ensure that people from the agency are provided with information on the following:

- Risks to health and safety arising out of that work.

- Measures taken to comply with statutory provisions.
- The nominated person in their work area responsible for implementing evacuation procedures.

The Group is aware that temporary or casual employees will be unaware of company procedures, therefore there will be a requirement for them to undergo a certain amount of induction training. They should be made aware of the existing emergency procedures and the action to be taken should an emergency situation arise.

Safety training should cover topics similar to those included on an induction course and should include:

- The work area, what part of the process or system the employee will work within.
- What the persons duties will be while at work and any risks involved in their duties.
- Information on the system of work, location of the work area,
- Process information or machinery operation instructions where applicable.
- The supply of and information on any required personal protective equipment and clothing and basic instruction as to, how, where and when it should be used.
- Information on any health surveillance that may be required under statute law.
- Information on safety rules, in order for temporary workers to conform to procedures, and safety rules relating to their department or work area.

The Group will ensure that the temporary worker is competent to do the job safely, or in the case of a casual worker, provided with adequate supervision to ensure that safety requirements are complied with.

39. YOUNG PERSONS

The Group is aware of the additional risks that may follow as a consequence of the employment of a young person and will take all measures necessary to minimise those risks so far as is reasonably practicable. The Group will assess and document the additional risks and measures provided to ensure the health and safety of young persons.

The Group is aware of the statutory restrictions imposed upon work undertaken by young persons and will comply with these restrictions. Young person will be given the raised level of information, instruction, training and supervision required to enable them to work safely. Employees' concerns regarding young persons in the workplace should be addressed to a responsible person (usually a supervisor or manager) measures will then be taken to investigate the circumstances and provide a solution.

In addition to the specific training they will need to carry out their assigned work tasks, young persons need to be aware of the general rules for safeguarding their safety of others. To secure the health and safety of young persons the Group will ensure that they are informed of the following:

- Games and practical jokes are not appropriate in the workplace, as potentially serious injuries could result from such conduct.
- Work areas and gangways need to be kept tidy, do not leave things lying where people could trip or bump into them.
- Good hygiene, and the use of barrier creams where appropriate, are needed to prevent risks to health and safety from articles and substances in the workplace.
- If protective equipment or clothing is issued, this needs to be used and kept on good condition.
- Running in the workplace can be dangerous and should therefore be prohibited. Designated safe routes must always be used.
- Lifting and carrying should be carried out in the correct manner and supervisors should arrange instruction and training, and monitor the necessary techniques are used.
- The safe use of ladders requires training. Ladders should be checked before use and roofs should not be walked on without taking adequate precautions and adequate supervision.

- Compressed air is used for approved purposes only. It should not be used for cleaning machines, benches or clothing.
- Electricity is very dangerous and electrical equipment should only be used according to instructions.
- Machines must not be used unless training has been given, including the uses of safety guards, etc.
- Hazard warning signs for harmful substances need to be recognised and the instructions of the supervisor followed.
- Care must be taken when handling flammable substances and smoking prohibitions must be observed. Carelessly discarding rubbish or smoking materials presents a fire hazard.
- Any injury must be reported to a supervisor or manager.
- Be fully aware of emergency and first aid arrangements and actions.

The Group recognises that training, coupled with proper supervision, is particularly important for young persons because of their inexperience with the working environment.

The Group will ensure that an assessment is made of the individuals' ability and knowledge prior to training in order that training is provided to bring that individual up to an appropriate and acceptable level of suitable competence.

39.1 WORK EXPERIENCE

All reasonable steps will be taken by the Group to secure the health and safety of young persons placed with the Group on work experience programmes. There will be thorough preparation before pupils/students arrive, enabling a risk assessment to be undertaken of any hazards to which they may be exposed.

On arrival at the Group's premises a thorough induction will be undertaken, where appropriate, not only to provide an introduction to work experience but to explain any health and safety rules, regulations and precautions that must be undertaken.

39.2 SCHOOL & COLLEGE PLACEMENTS

The Group will ensure that pupils/students are fully briefed, and that staff at all levels, (who will be involved in working with the young persons) know exactly what their responsibilities are and have clear details as to the extent of the work that can be undertaken by the young person. The Group will identify the activities in which the pupils/students are to be engaged and ensure that all risks are controlled and a safe system of work implemented. The Group will also determine whether it will be necessary to impose any limitations or have in place special arrangements on medical grounds (e.g. where a student suffers from asthma, defective colour vision or hearing impairment, etc).

40. VISITORS

The Group accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with the Group's organisation or the consequences of the Group's activities.

Any special arrangements required by the visitor(s) must be ascertained where practical before arrival. This may include providing facilities for disabled persons, or making arrangements for persons with hearing, visual, or language difficulties. This may also include bringing equipment, vehicles or other machinery or substances on to the premises.

Upon arrival the visitor(s) must complete required details in the register/visitors' book. Visitors must be informed where appropriate of the risks to which they may be exposed whilst on site and of the emergency arrangements. Visitors must return their security / identification pass before leaving the premises and also return any of the Group's property.

Any problems encountered by visitors, or by employees with regard to visitors, should be reported to a supervisor or manager so that corrective action can be taken.

40.1 SUPERVISION

Adequate supervision must be maintained while the visitor is on site. This includes ensuring the safe handling, transport and use of any articles and substances. Supervision from the manager must also be adequate to prevent the visitor from straying into hazardous areas and exposing him or herself to danger.

Permission to bring children on to the Groups premises must be granted by a responsible person / manager before they enter the premises.

A responsible person must accompany children at all times.

(A child is someone who is under the age of 16 years).

40.1.1 Personal protective equipment

Visitors will be required to wear / use any personal protective clothing / equipment, that is necessary to safeguard their health and safety during their visit

40.2 SECURITY ARRANGEMENTS AND HIGH-RISK AREAS

Security arrangements must be adhered to when visitors enter the building. Particular care must be taken of visitors entering areas of higher risk and all safe systems of work which are in operation must be fully complied with.

Where a visitor is required to enter an area where limitation of access arrangements applies, access must be authorised and monitored by a responsible person.

All hazardous areas must be suitably controlled by locking or guarding at all times, so as to prevent unauthorised personnel from gaining access. Particular attention must be taken regarding security when the premises are unoccupied. Warning signs which comply with British Standards must be clearly displayed where hazards are present.

40.3 EMERGENCY PROCEDURES

Full details of emergency procedures must be clearly indicated to visitors before entering the premises. Where an emergency arises, measures must be taken by a responsible person to ensure that visitors are accompanied to a place of safety and that they comply with company procedures. Visitors must be accounted for, during emergencies and evacuation drills. Additional care and attention must be taken when children or disabled persons enter the premises, there must be arrangements and procedures in place for their safe evacuation from the premises.

40.3.1 Accidents To Visitors

Accidents and near-miss incidents, which occur to visitors must be reported and followed up, in accordance with the Group Accident Reporting Policy.

It is the policy of the Group to allow visitors the same access to First Aid as is available to the Group's employees. Where an accident results in a visitor's admittance to hospital, he/she must be accompanied by a responsible person. Records of follow up action and any subsequent communication between the visitor and the company must be kept.

40.3.2 Duties of Managers

It is a management responsibility to ensure that this policy is fully complied with. Managers have overall responsibility for visitors who enter their areas of authority and must ensure that

any problems have been adequately resolved at the earliest opportunity and before visitors are permitted to proceed with their intended activity.

40.3.3 Duties of Individuals

You must seek approval from a responsible person / manager, before arranging for a visitor to come into the Group's premises. You must take responsibility for visitors in your care and should ensure that the requirements of this policy are adhered to at all times. Additional care and attention must be taken when children or disabled persons enter the premises.

SUMMARY

The foregoing Safety Policy is for your guidance and safety. Employees are again reminded that they have a duty under Section 7 of the Health and Safety at Work Act 1974, to take reasonable care both for their own safety and the safety of others who may be affected by their acts or omissions.

Employees also have a duty to co-operate with the Group in its arrangements to comply with statutory obligations. This includes the adherence to the Group's Safety Policy and the Management of Health and Safety Regulations 1999 which place duties on employees to follow health and safety instructions and report any defects or hazards.

You Should Give Particular Attention To The Following:

Fire Prevention Know your fire wardens, at least two fire escape routes from your place of work, your muster points and procedures.

Accidents Careful planning and assessing risks prevent accidents, but accidents will happen. You should know what action to take if you or others around you are injured.

Manual Handling If you have to lift or move heavy objects, learn how to do this correctly and always assess the task.

Scaffolds and Working at Heights Leave the erecting of scaffolds to the experts. **do not improvise** Always observe the safe working load of lifting gear and above all **do not take risks**.

Personal Protective Clothing / Equipment These are provided for your health and safety. You must wear personal protective clothing and protective equipment at all times when required.

Machine Guards Always ensure that guards are properly in place before operating any machine with moving parts.

Chemicals Never experiment with unknown chemicals and do not mix chemicals unless you know exactly what you are doing.

Electricity Always respect electric cables. **never assume** that they are safe. switch off at the mains before attempting to touch or move. If you see a defective plug or cable report it **immediately** to your supervisor or to the Group facilities department help desk

Note Personal kettles and toasters are not permitted on STV's premises as they may activate the sensitive smoke detection system and cause a fire alarm. Employees must obtain permission from their manager prior to bringing any personal electrical equipment into the groups premises. All personal electrical equipment must be inspected and tested prior to the item being used in the groups premises.