

# Catena

Inspection & Engineering Services Ltd  
**Lifting Solutions & Supplies**

[www.catenais.co.uk](http://www.catenais.co.uk)

# CHS001

## Health and Safety Policy



## Health and Safety Policy

### Links

The following documents and documents they reference are closely associated with this policy:

- CHS002 Defects and Failures Policy
- CHS003 Control of Substances Hazardous to Health Policy
- CHS004 Safer Manual Handling Policy
- CHS005 Display Screen Equipment Policy
- CHS006 Drivers Handbook
- CHS007 First Aid Policy
- CHS008 Fire Safety Policy
- CHS009 Drivers Policy
- CHS010 Adverse Weather Policy
- CHS011 Accident, Near Miss & Dangerous Occurrence Reporting Policy
- CHS012 Investigations Policy
- CHS013 Asbestos Policy
- CHS014 Working at Height
- CHS015 Welding Policy
- CHS016 S.T.O.P for Safety Policy STOP
- CHS017 Drugs and Alcohol Policy
- CHS018 Lock Out-Tag Out Policy

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UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy	Page 1 of 23	
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

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Issue No:	Date Approved	Publication Date	Approved by	Summary of Changes
Original	14/06/18	14/06/18	MOM	NONE
1	28/02/20	28/02/20	MOM	Pg1 Updated Links to current documents Pg12 Replaced 'Codes of Practice and Guidance Notes' with <b>Safe Systems of Work and Check Lists</b> Pg13,15,17,19 & 24 Updated Policy Names
2	13/03/21	13/03/21	MOM	Pg 6 & 9 Removal of reference to 'Stores Supervisor' Replaced with 'Stores Person' Pg 10 Amendment to HR responsibilities Pg 11 Removal of reference to SOPs
3	09/03/23	09/03/23	MOM	Pg 7-9 Updated to include responsibility to communicate to and receive feedback from Pg 12 Update to include arrangements for <b>Communication and Consultation</b> Pg 22 Update to include arrangements for <b>Work Equipment</b>

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy	Page <b>2</b> of <b>23</b>	
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

## CONTENTS

[Introduction](#)

[Objectives](#)

[Organisation for Health & Safety](#)

[Health & Safety Responsibilities](#)

[Arrangements](#)

[Supporting Policies and Guidance](#)

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page <b>3</b> of <b>23</b>
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

## INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) is committed to attaining the highest standards of quality in our working environments. The development of robust and proactive arrangements for managing health and safety is, therefore, an integral feature of our activities and reflects our commitment to achieving continual improvements in workplace standards. Achieving high standards not only enhances our business efficiency and performance but also recognises that our employees are our most valuable asset.

## OBJECTIVES

This document outlines a framework for the management of health and safety at CATENA and provides the basis by which more detailed arrangements can be developed by the company departments to control risks. This policy also specifies duties and responsibilities for key personnel and, in addition, provides guidance on “best practice” in relation to a number of relevant issues which affect us all. Health and safety is an important issue and we must be mindful of our own personal responsibilities to take care of our own health and safety and that of our staff, visitors and members of the public.

We accept that we cannot eliminate risk from everything we do but we can manage risk in such a way that exposure to hazards is controlled as far as is reasonably practical.

We recognise that improvement in health and safety will not happen by chance and that planning to manage using a systematic approach through risk assessment is a necessary first step and an ongoing process. In moving forwards, we will wherever possible eliminate risk through selection and design of buildings, facilities, equipment and processes. Where risks cannot be eliminated, they will be minimised by the use of physical controls or, as a last resort, through systems of work and personal protection.

Our success in managing health and safety will be measurable and we look to establish performance standards against which we can monitor our progress to identify future actions to go into our improvement programme.

In order to fully achieve our objectives to raise standards this policy must be actively supported by both management and staff and translated into positive action. In this way we can all make a valuable and significant contribution thus ensuring that our company will continue to be a safe and healthy place in which to work.

Signed



**Managing Director**

**Date January 2025**

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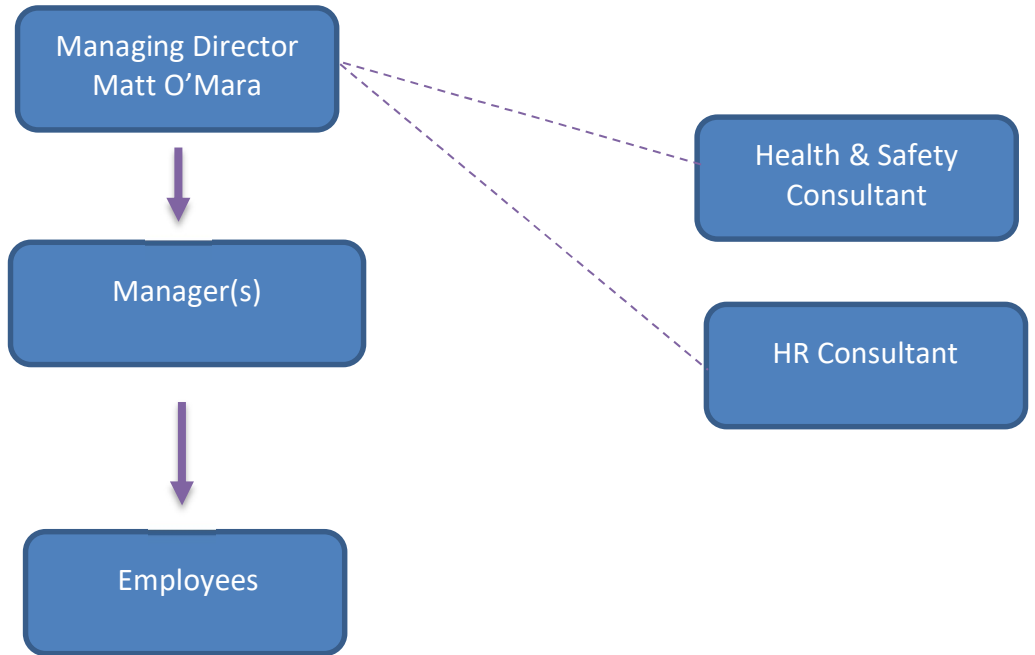
Document Title: Health and Safety Policy	Page 4 of 23
Document Ref: CHS001	Issue No: 3
	Date: 03/23

[Back to Contents](#)

## ORGANISATION FOR HEALTH & SAFETY

### Catena Inspection & Engineering Services Ltd

#### Organisational Chart for the Management of Health and Safety



UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 5 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

## ORGANISATION FOR HEALTH & SAFETY

The overall responsibility for health and safety rests at the highest management level. However, it is the responsibility of every employee to co-operate in providing and maintaining a safe place of work.

This part of our policy allocates responsibilities to line managers to provide a clear understanding of individuals' areas of accountability in controlling factors that could lead to ill health, injury or loss. Managers are required to provide clear direction and accept responsibility to create a positive attitude and culture towards health and safety.

The following positions have been identified as having key responsibilities for the implementation of our health and safety arrangements:

Managing Director

IMS Manager (H&S Co-ordinator)

Managers

Stores Person

*Additional Support*

Health & Safety Consultant

HR Consultant

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 6 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

## HEALTH & SAFETY RESPONSIBILITIES

### Managing Director

The Managing Director has ultimate responsibility for the health and safety at Catena and overall responsibility for ensuring our compliance with Health and Safety legislation but delegates the responsibility for implementation to specific employees.

The Managing Director will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created and that senior management monitor progress against agreed targets
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- senior management designated with health and safety responsibilities are provided with support to enable health and safety objectives to be met
- a positive health and safety culture is promoted, and that senior management develop a proactive safety culture which will permeate into all activities undertaken and reach all personnel
- a system of communication and consultation with employees is established
- effective training programmes have been put into place
- consult with staff and encourage feedback

### IMS Manager (H&S Coordinator)

The IMS Manager is the designated person with responsibility for coordinating our compliance with Health and Safety legislation.

They will ensure that:

- our Health and Safety Policy is implemented, monitored, developed, communicated effectively, reviewed and amended as required
- a health and safety plan of continuous improvement is created, and progress is monitored
- suitable and sufficient funds, people, materials and equipment are provided to meet all health and safety requirements
- adequate insurance cover is provided and renewed
- competent persons are appointed to provide health and safety assistance and advice
- an adequate system of maintenance exists and operates to keep premises, plant and work equipment in a safe condition
- statutory examinations are planned, completed and recorded

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy	Page 7 of 23
Document Ref: CHS001	Issue No: 3
	Date: 03/23

- there is regular communication and consultation with staff on health and safety issues
- an effective training programme is established to ensure staff are competent to carry out their work in a safe manner
- safe systems of work are developed and implemented
- accidents, ill health and 'near miss's incidents at work are recorded, investigated and reported to the enforcing authority
- safety issues raised are thoroughly investigated and, when necessary, further effective controls implemented and communicated to staff
- contractors engaged are reputable, can demonstrate a good health and safety record and are made aware of relevant local health and safety rules and procedures
- effective contingency plans are in place with a designated competent person in charge of the planning and control measures for situations involving imminent danger
- health and safety objectives are set, and their achievement is measured
- the Managing Director is advised of relevant changes in health and safety legislation, codes of practice and industry standards that impact on the organisation
- consult with staff and encourage feedback

### **Managers/Line Managers (General)**

The Department Managers will ensure that:

- they actively lead the implementation of our Health and Safety Policy
- safe systems of work are developed and implemented
- risk assessments are completed, recorded and regularly reviewed
- accidents, ill health and 'near miss's incidents at work are investigated, recorded and reported
- they communicate and consult with staff on health and safety issues
- they encourage staff to report hazards and raise health and safety concerns
- safety training for staff is identified, undertaken and recorded to ensure staff are competent to carry out their work in a safe manner
- any safety issues that cannot be dealt with are referred to the Managing Director for action
- agreed safety standards are maintained particularly those relating to housekeeping
- they supervise their staff to ensure that they work safely, providing increased supervision for new workers
- issues concerning safety raised by anyone are thoroughly investigated and, when necessary, further effective controls implemented and communicated to the staff
- premises, plant and work equipment are maintained in a safe condition
- adequate arrangements for fire and first aid are established in departments
- welfare facilities provided are maintained in a satisfactory state

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 8 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

- health surveillance is carried out and records are kept
- health and safety notices are displayed
- personal protective equipment is readily available and maintained, and relevant staff are aware of the correct use of this and the procedures for replacement
- health and safety rules are followed by all
- consult with senior management and staff and encourage feedback

## Stores Person

The Stores Person will ensure that:

- hazardous substances are stored, transported, handled and used in a safe manner according to manufacturers' instructions and established rules and procedures
- records are retained for all properties, plant and equipment
- statutory examinations are planned, completed and recorded
- communicate and issues or areas for improvement with management and colleagues

## Employees

All employees must:

- take reasonable care of their own safety take reasonable care of the safety of others affected by their actions
- observe the safety rules
- comply with the Health and Safety Policy
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all accidents to their supervisor whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes
- communicate and issues or areas for improvement with management and colleagues

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 9 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

## Contractors

All contractors must:

- take reasonable care of their own safety
- take reasonable care of the safety of others affected by their actions
- observe the safety rules
- submit their health and safety policy and relevant risk assessments to us for approval
- comply with and accept our health and safety policy, if they do not have one
- conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others
- dress sensibly and safely for their particular working environment or occupation
- conduct themselves in an orderly manner in the workplace and refrain from any antics or pranks
- use all safety equipment and/or protective clothing as directed
- avoid any improvisations of any form which could create an unnecessary risk to their personal safety and the safety of others
- maintain all equipment in good condition and report defects to their supervisor
- report any safety hazard or malfunction of any item of plant or equipment to their supervisor
- report all incidents to their supervisor and to us whether an injury is sustained or not
- attend as requested any health and safety training course
- observe all laid down procedures for processes, materials and substances used
- observe the fire evacuation procedure and the position of all fire equipment and fire exit routes

## HR Manager (External Consultant)

The HR Consultant in agreement with management provides us with the following services:

Support and consultation as requested

## Safe N Sure – H&S

Dave Peat of Safe N Sure in agreement with management provides us with the following services:

Support and consultation as requested

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 10 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

# ARRANGEMENTS

## INTRODUCTION

This policy is supplemented by several CATENA Policies, Safe Systems of Work and Check Lists and Forms which have been developed to provide a framework by which risks arising from the work activity can be effectively managed and controlled. All employees must, therefore, familiarise themselves with these procedures so that work can be carried out safely and without risks to health.

The Companies general arrangements to secure the health and safety of employees and visitors are detailed below. Specific hazards and the control of those risks relating to specialist activities conducted within CATENA will be contained in separate codes of practice/operating procedures and these must be complied with.

### ***Annual Action Plans***

Planning is one of the key elements of the health and safety management process and involves setting objectives/targets based upon what needs to be done to secure effective risk control.

CATENA will produce annual health and safety 'Action Plans' in order to ensure continued legal compliance and to promote a health and safety culture within CATENA.

### ***Audits***

The Managing Director will arrange for formal health and safety audits of CATENA premises to be conducted. Audits will be carried out on a rolling basis. The purpose of these Audits will be to:

- Review health and safety management arrangements to identify strengths and weaknesses.
- Ensure compliance with legal standards.
- Assess conformity with CATENA health and safety policy.
- Make any recommendations considered necessary to achieve adequate control over risks and improve health and safety performance.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 11 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

### ***Accident, Incident and Ill-Health Recording, Reporting and Investigation***

All incidents involving staff, contractors, members of the general public or machinery, plant equipment and premises causing injury or damage or having that potential, will be recorded, reported and thoroughly investigated in accordance with laid down procedures and statutory legislation.

See '*CHS011 Accident, Near Miss & Dangerous Occurrence Reporting Policy*' & '*CHS012 Investigations Policy*'

### **YOUR REPORT OF AN ACCIDENT OR NEAR MISS COULD PREVENT DEATH OR SERIOUS INJURY TO OTHERS**

#### ***Asbestos***

In accordance with The Control of Asbestos Regulations 2012, CATENA will protect employees and other persons potentially exposed to asbestos as far as is reasonably practicable. Everyone who needs to know about the presence of asbestos will be alerted. No one will be allowed to start any work that could disturb asbestos unless the correct procedures are to be employed.

See '*CHS013 Asbestos Policy*'.

#### ***Communication and Consultation***

CATENA has an open-door practice to ensure full 2-way communications between Employer and Employee. H&S Bulletins and Posters are displayed in all department areas and in the Works Canteen. Messages are also communicated via email and in Person during our departmental morning meetings. H&S topics are discussed in our Management Review Meetings which include departmental & H&S leads.

See '*CF3055 Daily Chat Agenda*'.

#### ***Display Screen Equipment***

CATENA has procedures in place to ensure full compliance with the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 (as amended 2002). This includes DSE risk assessment, free DSE eyesight tests for DSE users and a contribution to users who require 'special' corrective appliances specifically for use with DSE work.

See '*CHS005 Display Screen Equipment Policy*'.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 12 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

## ***Driving***

CATENA recognises that that driving is an integral part of some roles within the company and that there are inherent risks associated with this activity. To ensure that all employees who are required to drive on company business are compliant with driving legislation and that related risks are minimised CATENA will ensure appropriate employees are trained and instructed in accordance with the CATENA Driving Policy

See '*CHS006 Drivers Handbook & CHS010 Adverse Weather Policy*'

## ***Drugs and Alcohol***

CATENA requires all employees and contractors to be able to properly perform their duties unimpaired by the effects of drinking alcohol or taking drugs

As a result, CATENA aims to eliminate alcohol and drug misuse in the workplace by increasing employees' and contractors' awareness of its dangers by:

- Promoting a culture in which alcohol and drug misuse is discouraged
- Ensuring that employees and contractors use of alcohol or drugs does not impair the safe and efficient running of CATENA, or result in risk to the health and safety of themselves, colleagues, customers and the general public

The Misuse of Drugs Regulations 2001 makes it a criminal offence to possess, supply, offer to supply or produce controlled drugs without authorisation.

See '*CHS017 Drugs and Alcohol Policy*'

## **Electricity**

All reasonable steps will be taken to secure the health and safety of employees who use, operate or maintain electrical equipment.

To ensure this objective the company will:

- ensure electrical installations and equipment are installed in accordance with IEE Wiring Regulations
- maintain the fixed installation in all buildings in a safe condition by carrying out routine safety tests
- inspect and test portable and transportable equipment as often as required to ensure safety
- promote and implement a safe system of work for maintenance, inspection and testing
- forbid live working unless absolutely necessary, in which case a permit must be issued
- ensure employees who carry out electrical work are competent to do so
- maintain detailed records

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 13 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

Employees must:

- visually check electrical equipment for damage before use
- report any defects found to their line manager/supervisor
- not use defective electrical equipment
- not carry out any repair to any electrical item unless qualified to do so
- switch off non-essential equipment from the mains when left unattended for long periods
- not bring any electrical item onto the company premises until it has been tested and a record of such a test has been included in the appropriate record
- not leave electric cables in such a position that they will cause a tripping hazard or be subject to mechanical damage

Refer:

- Portable Electrical Equipment Inspection and Test Register Form

### **Fire**

All reasonable steps will be taken to prevent a fire occurring. In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

In order to prevent fire and to minimise the likelihood of injury in the event of a fire the company will:

- assess the risk from fire at our premises and implement appropriate control measures
- ensure good housekeeping standards are maintained to minimise the risk of fire
- provide and maintain safe means of escape from the premises
- develop a fire evacuation procedure for all buildings
- provide and maintain appropriate fire-fighting equipment
- regularly stage fire evacuation drills, inspect the means of escape and test and inspect firefighting equipment, emergency lighting and any fire warning systems
- provide adequate fire safety training to employees, plus specialist training to those with special responsibilities
- make arrangements for the safe evacuation of deaf or otherwise disabled persons
- make arrangements for ensuring all visitors are made aware of the fire evacuation procedures
- display fire action notices
- keep fire safety records

The company does not require persons to attempt to extinguish a fire, but extinguishing action may be taken if it is safe to do so.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 14 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

Immediate evacuation of the building must take place as soon as the evacuate signal is given. All occupants, on evacuation, should report to the pre-determined assembly points.

Re-entry of the building is strictly prohibited until the fire brigade officer or a senior person present declares it is safe to do so.

Employees are encouraged to report any concerns regarding fire procedures so the organisation can investigate and take remedial action if necessary.

Refer:

- CHS008 Fire Safety Policy
- CCL007 Fire Safety Check List
- Fire and Emergency Notices

### **First Aid**

The company is committed to providing sufficient provision for first aid to deal with accidents and injuries that arise at work.

To achieve this objective the company will:

- appoint and train a suitable number of first aid personnel to cover all work patterns
- train all Lifting Engineers who work off site in emergency first aid
- display first aid notices with details of first aid provision
- provide and maintain suitable and sufficient first aid facilities including first aid boxes
- provide any additional first aid training that may be required to deal with specific first aid hazards

The minimum first aid provision at all sites is an adequately stocked first aid box and an Appointed Person to take charge of the first aid arrangements.

### **Appointed Person**

The Appointed Person duties include:

- taking charge when someone falls ill or is injured, including calling an ambulance if required
- looking after and maintaining the first aid box and contents

The Appointed Person will not be required to provide treatment for which they have not been trained.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 15 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

## **First Aiders**

First aiders are qualified personnel who have received training and passed an examination in accordance with HSE requirements.

The numbers of first aid personnel at each location will be determined by a first aid risk assessment

First aid personnel will be provided with refresher training at regular intervals to keep their skills up to date.

## **First Aid Boxes**

First aid boxes will be provided within the Workshop and the Office to ensure there are adequate supplies for the nature of the hazards involved. All boxes will contain at least the minimum supplies suggested by L74: First Aid at Work Approved Code of Practice. Only specified first aid supplies will be kept. No creams, lotions or drugs, however seemingly mild, will be kept.

## **Portable First Aid Kits**

Portable first aid kits will be available for staff members required to work away from the normal workplace, where access to facilities may be restricted, such as:

- staff travelling in vehicles on a regular basis
- all company vehicles

*Refer - CHS007 First Aid Policy, First Aid Notice, First Aid Risk Assessment*

## ***Hazardous Substances (COSHH)***

CATENA recognises the requirements identified under the Control of Substances Hazardous to Health Regulations 2002 (COSHH)

All reasonable steps will be taken to ensure all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits.

*See 'CHS003 Control of Substances Hazardous to Health Policy'*

## ***Lifting Operations and Equipment***

All reasonable steps will be taken to ensure lifting operations and equipment is suitably managed with regards to health and safety.

## **Definition**

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy	Page 16 of 23
Document Ref: CHS001	Issue No: 3
	Date: 03/23

## Implementation

The company will ensure that

- lifting equipment is suitable for the intended use with adequate strength and stability
- an examination scheme is drawn up by a competent person
- lifting operations will be properly planned by a competent person, appropriately supervised and carried out in a safe manner
- lifting equipment is maintained in a safe condition and examined/inspected by competent persons (annually or 6 monthly as applicable) to ensure correct installation and safe operation
- lifting equipment will be re-examined following relocation or conditions that may cause deterioration
- safe working load/working load limit (SWL/WLL) is clearly displayed on all lifting equipment
- suitable training, instruction and information is provided for operators and supervisors

## Records

All examination reports will be kept for as long as the equipment is being used except for lifting accessories reports and reports carried out due to deterioration in condition, which must be kept for 2 years.

*Refer – ‘Training and Competence Matrix’ and ‘Lifting Operations and Lifting Equipment Regulations’*

## Lone Working

CATENA recognises what they need to do to comply with their legal duties towards lone workers under:

- the Health and Safety at Work etc Act 1974
- the Management of Health and Safety at Work Regulations 1999.

These responsibilities cannot be transferred to any other person, including those people who work alone.

The company 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.

The company will determine, by risk assessment, those activities where work can actually be done safely by one unaccompanied person. This will include the identification of hazards

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 17 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

from means of access and/or egress, plant, machinery, goods, substances, environment and atmosphere, etc.

See 'Lone Working Policy' – in development

## **Manual Handling**

To prevent injuries and long-term ill-health from manual handling the company will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Where it is not practical the company will carry out an assessment to determine what control measures are required to reduce the risk to an acceptable level.

To implement this policy the organisation will 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 including details of the approximate weights of loads to be handled and objects with an uneven weight distribution
- any injuries or incidents relating to manual handling are investigated, with remedial action taken
- employees adhere to safe systems of work
- safety arrangements for manual handling operations are monitored and reviewed
- where relevant, employees undertaking manual handling activities are suitably screened for reasons of health and safety, before doing the work
- special arrangements are made for individuals with health conditions which could be adversely affected by manual handling operations

## **Reducing the risk of injury**

In considering the most appropriate controls, an ergonomic approach to designing the manual handling operation will optimise the health, safety and productivity associated with the task.

Techniques of risk reduction will include:

- mechanical assistance
- redesigning the task
- reducing risk factors arising from the load
- improvements in the work environment
- employee selection

No employee will be required to lift any item that they do not feel confident of doing without risking personal injury.

*Refer – 'CHS004 Safer Manual Handling Policy'*

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 18 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

### ***Personal Protective Equipment***

The company provides personal protective equipment (PPE) when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided, it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it in order to reduce risks to a minimum.

To effectively implement its arrangements for the use of PPE the company will:

- ensure that PPE requirements are identified when carrying out risk assessments
- use the most effective means of controlling risks without the need for PPE whenever possible and only provide PPE where it is necessary
- carry out an assessment to identify suitable PPE
- ensure that if two (or more) items of PPE are used simultaneously, they are compatible and are as effective used together as they are separately
- ensure PPE is available to all staff who need to use it
- provide adequate accommodation for correct storage of PPE
- provide adequate maintenance, cleaning and repair of PPE
- inform staff of the risks their work involves and why PPE is required
- instruct and train staff in the safe use and maintenance of PPE
- make arrangements for replacing worn or defective PPE
- review assessments and reassess the need for PPE and its suitability whenever there are significant changes or at least annually

Employees provided with PPE for their own personal use at work will be required to sign to confirm its receipt.

*Refer - Personal Protective Equipment Issue Record*

### ***Risk Assessment***

CATENA recognises that suitable and sufficient risk assessments are fundamental to effective risk management and that all risk assessments must consider all factors relevant to the activity including environmental impact and the disposal routes of any waste or effluent.

Risk assessments should be treated as dynamic „working“ documents which should be readily available for reference; communicated to and agreed by the interested parties and reviewed in-line with: accidents/incidents relating to the activity; relevant changes in legislation and the assigned review date.

*See 'Risk Assessments (General)' – in development*

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 19 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

## **Training**

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them to make a far more effective contribution to health and safety, whether as individuals, teams or groups.

Competence of individuals through training helps individuals acquire the necessary skills, knowledge and attitude which will be promoted by managers and supervisors throughout the organisation.

Our training objectives will cover three areas, that of the organisation, the job and individuals.

All employees will need to know about:

- the health and safety policy
- the structure and system for delivering this policy

Employees will need to know which parts of the system are relevant to them, to understand the major risks in our activities and how they are controlled.

Managers and supervisors training needs will include:

- leadership and communication skills
- safety management techniques
- skills on training and instruction
- risk assessment
- health and safety legislation
- knowledge of our planning, measuring, review and audit arrangements

All our employees training needs will include:

- relevant health and safety hazards and risk
- the health and safety arrangements relevant to them
- communication lines to enable problem solving

All employees will receive induction training. Such training will cover:

- fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures
- first aid/injury reporting procedures, names of first aiders/appointed persons
- instruction on any prohibition areas (i.e. no smoking)
- issue of protective clothing/equipment and its use
- instruction under COSHH
- mandatory protection areas

thorough instruction applicable to their duties at work etc.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 20 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident/incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- participate in the induction training activities they have been required to attend or carry out
- work according to the contents of any training they receive
- ask for clarification of any points they do not fully understand
- not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained and instructed

*Refer - Employee Induction Check List and Training and Competence Matrix*

## **Violence**

The company recognises that in certain situations violent behaviour towards staff may occur and therefore will take all reasonable measures to protect staff from violence and aggression.

We define violence and aggression as:

- actual or threatened physical assaults on staff
- psychological abuse of staff
- verbal abuse which includes shouting, swearing and gestures
- threats against employees

To achieve this objective we will:

- carry out risk assessments of potential conflict situations to determine the control measures necessary to protect staff
- ensure that premises are kept secure
- inform all employees of the procedure following a violent or challenging behaviour incident
- not tolerate violence or challenging behaviour towards our employees
- train our employees who may be exposed to violence or challenging behaviour situations
- support the employees involved in any incident
- support their decisions regarding the pressing of criminal charges
- provide any counselling or post-incident assistance required by the employees
- keep records of all incidents of violence and aggression and review the control measures with a view to continual improvement in employee safety

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Document Title: Health and Safety Policy		Page 21 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

## **Visitors**

In the interest of safety and security, the company will take the necessary measures to protect staff and visitors from any accidents or incidents that may occur during visiting.

Employees hosting visitors must ensure that:

- they are authorised to enter the premises or accompanied
- they adhere to applicable health and safety instructions and rules during their visit
- adequate information is passed to ensure their safety including emergency information
- any protective clothing required is provided and worn
- any accidents / incidents involving visitors are reported through the accident reporting arrangements

Employees aware of people on the premises who may be unauthorised should report these to their manager for action.

## **Emergency Action**

In the event of the fire alarm sounding, all visitors should be escorted to the assembly point by their host. Visitors should not leave the area before notifying the senior person present.

Refer – 'CHS019 Visitor leaflet - <https://catenais.co.uk/visitors/>

## **Work Equipment**

CATENA will supply work equipment appropriate to the role in which the employee is employed. The company shall maintain the equipment in line with any applicable legislation or best practice requirements, such as PAT Testing, LOLER Inspection, Vehicle MOT's and recommended servicing schedules.

The employee shall look after any equipment they are issued and report any damage, misuse or other issues and where applicable remove the equipment from service until it has been serviced / repaired.

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page 22 of 23
Document Ref: CHS001	Issue No: 3	Date: 03/23

[Back to Contents](#)

## Supporting Policies and Guidance

CHS002 Defects and Failures Policy

CHS003 Control of Substances Hazardous to Health Policy

CHS004 Safer Manual Handling Policy

CHS005 Display Screen Equipment Policy

CHS006 Drivers Handbook

CHS007 First Aid Policy

CHS008 Fire Safety Policy

CHS009 Drivers Policy

CHS010 Adverse Weather Policy

CHS011 Accident, Near Miss & Dangerous Occurrence Reporting Policy

CHS012 Investigations Policy

CHS013 Asbestos Policy

CHS14 Working at Height

CHS015 Welding Policy

CHS016 S.T.O.P for Safety Policy STOP

CHS017 Drugs and Alcohol Policy

CHS018 Lock Out-Tag Out Policy

CF3055 Daily Chat Agenda

### *In development*

Lone Working Policy

New and Expectant Mothers Policy

Risk Assessment (General) Policy

Smoking Policy

Stress Policy

Young People

UNCONTROLLED WHEN PRINTED

Document Title: Health and Safety Policy		Page <b>23</b> of <b>23</b>
Document Ref: CHS001	Issue No: 3	Date: 03/23