

# HEALTH AND SAFETY POLICY MANUAL



A dedicated member of the **AVR** Group

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# HEALTH & SAFETY POLICY MANUAL

## General Policy Statement of Health and Safety

### The Aim of Our Policy is:

- To comply with all Health and Safety legislation that is applicable to our work activities
- To effectively communicate the contents and the individual responsibilities of this Policy to all employees
- To assess and control the Health and Safety risks arising from our work activities
- To continually improve our Health and Safety performance and systems
- To maintain a safe and healthy working environment
- To prevent accidents and work-related ill health
- To consult with our employees on all matters affecting their Health and Safety
- To provide information, instruction and supervision for all employees
- To ensure that all employees are competent to do their tasks, and to give them appropriate training
- To ensure safe handling and use of substances
- To provide and maintain safe plant and equipment
- To review and revise this policy at the company management review meeting or as required by changing legislation
- To set and implement measurable objectives at all levels within the company

The H&S Policy and this Policy Statement is reviewed at least annually at the Management Review Meetings.

Signed  
*Mark Palmer*  
**Managing Director**  
Date: 19.01.2024

Signed  
*Lisa G Shelton*  
**Group Compliance Director**  
Date: 19.01.2024

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## 1.2 Introduction

It is the policy of Fusion Group Limited to do all that is reasonably practical to prevent personal injury and damage to property; and to protect everyone, including the general public, from potential hazards in so far as they come into contact with the company and its products.

## 1.3 Specific H&S Policy Statements and Arrangements

We will make clear what our policies and safety arrangements are for each specific area of health and safety in Part 3 of this document.

To support the arrangements section in Part 3, specific safety control procedures will be developed where necessary. These procedures will be held by the areas to which they relate.

## 1.4 Risk Assessment

We will establish and maintain procedures for the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures.

Risk assessment will be our foundation for continual improvement across all health and safety issues and will allow us to focus our plans on significant risk areas.

The findings of risk assessments will be used to establish a safety improvement plan in each area of the company.

## Part 2 Our Organisation for Health and Safety

### 2.1 Safety Management

It is important that we are all aware of the legal responsibilities we have, and that we work together to achieve a high standard of Health and Safety.

All personnel must be made aware of and understand the lines of communication, and levels of responsibility that exist, to ensure that Health and Safety matters are dealt with effectively.

The following details are the general individual responsibilities for all Fusion employees towards Health and Safety at Work.

### 2.2 Directors

#### Managing Director

- Shall ensure that the objectives outlined in the Health and Safety Policy Manual are fully understood and observed by persons under their control.
- Shall ensure that responsibilities for health and safety are clearly allocated to the appropriate levels within the organisation.
- Shall ensure that the Health and Safety Policy is regularly reviewed at board level and amended as necessary and any changes are brought to the attention of all persons under their control.
- Shall ensure that adequate funds, materials, equipment, and human resources are provided to meet all safety requirements.

### 2.3 Group Compliance Director

- The Group Compliance Director will act on behalf of the Leadership Team in all matters concerning the development of the Health and Safety Policy and measurement of performance.
- The Group Compliance Director and the Managing Director will ensure that an effective strategy is in place to implement the Health and Safety Policy.

#### Leadership Team

- Has a collective role in providing health and safety leadership for The Fusion Group of Companies.
- Enforce the message in the Company's Health and Safety Policy Statement.
- Ensure that the Health and Safety Policy Statement reflects current board priorities and is reviewed at least annually.
- Ensure that all board decisions reflect the health and safety implications.
- Ensure that they are kept informed of and alert to, relevant health and safety risk management issues.
- To support effective measures directed at promoting the health and safety of all employees.
- Provide guidance and support on the companies H&S policy and legal obligations.
- Continually audit the H&S policy and identify any non-conformances.

### 2.4 Managers

- Fully understand and implement the Health and Safety Policy in their area.
- Ensure that all required Health and Safety documentation is displayed, stored and archived where required.
- Arrange for risk assessments to be carried out and formally record them.
- Investigate all near misses and accidents and introduce remedial actions to prevent recurrences.
- Ensure all personnel are competent to carry out their duties safely.
- Control the activities of all Visitors and Contractors.
- Provide equipment and plant that is safe for use and establish programmes of planned maintenance.
- Regularly and effectively, consult with all employees on matters of Health and Safety.
- Produce an annual health and safety plan, with clearly defined targets, which will also include items requiring significant investment.

### 2.5 Line Managers / Supervisors / Team Leaders

- Ensure all persons under their control follow all Health and Safety rules and safe systems of work.
- Ensure that all personnel are competent to carry out their duties safely.
- Inform all persons under their control that they must report any potential hazards and encourage them to do so.
- Inform their immediate Line Manager of any health and safety issue they need assistance with.

### 2.6 Employees

- Conduct themselves at all times in a manner which minimises danger to themselves and others.
- Work in accordance with any information, instruction and training received.
- Report any dangerous situation to their immediate Line Manager.
- Use all protective equipment and safety devices provided.
- Never interfere with or misuse anything provided in the interests of health, safety & welfare.
- Report all accidents and near misses.

## **2.7 Chairpersons of Health and Safety Committees**

- To facilitate structured Health and Safety Committee meetings.
- Ensure significant hazards are documented and minutes are produced and circulated.
- Ensure that actions are placed in order of priority and are completed in a timely manner.
- Alert management of significant risks and request their assistance.
- Collate, monitor and present monthly H&S activity statistics at meetings and distribute via H&S minutes.

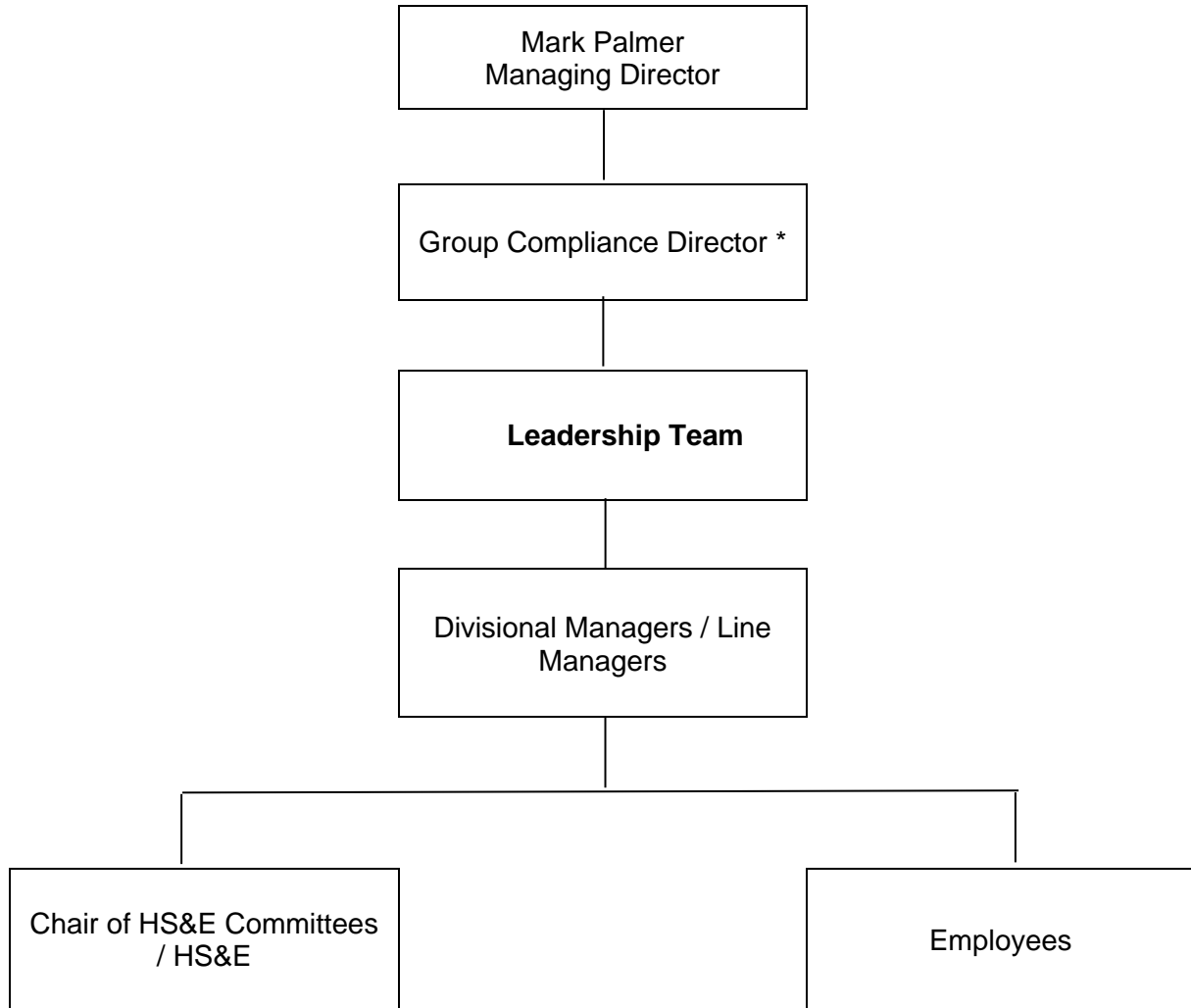
## **2.8 Health and Safety Representatives**

- Act as a representative for employees with regard to all health and safety matters and effectively communicate any of their concerns.
- Collectively and actively, take part in risk reduction activities to eliminate and reduce workplace hazards.

## **2.9 Risk Assessment Personnel**

- Conduct a program of systematic risk assessments, to identify and control significant workplace hazards.
- Formally record all significant findings of assessments and recommend suitable control measures.
- Create a plan of improvements in priority order, and inform management of any significant work which needs to be planned for.

### Fusion's Organisation for Health and Safety



The Directors Structure is defined as the "Top Management".

\* The Group Compliance Director is the designated Management Representative for all UK areas of the Fusion Group Of Companies and reports directly to Mark Palmer.



**2.10 Annual Health and Safety Improvement Plan**

To continually improve our health and safety performance, we need to plan for improvement. Each Manager is responsible for putting an annual safety plan together for his or her area of responsibility. The make-up of the safety improvement plan will be constructed from information gained from:

- Workplace Risk Assessments
- Health and Safety Legislation
- Safety Committees
- Statutory Inspections of Equipment
- Near Miss/ Accident /Environmental Incident Information
- Audit and Review

**2.11 Measurement and Review**

To ensure that the health and safety plan remains effective it will be regularly measured and reviewed. Formal reviews of progress will be held on the following basis:

**H&S POLICY REVIEW STRUCTURE**

	<b>Divisional Reviews</b>	<b>Quarterly Review</b>	<b>Annual Review</b>
<b>Team Responsible:</b>	H&S Committee	Line Managers	Leadership Team
<b>Standard Agenda:</b>	Near Miss, Accident & Environmental Incident Statistics Review H&S Actions New H&S Actions Review of Risk Assessments	Near Miss, Accident & Environmental Incident Statistics Trend Analysis Major H&S Actions Progress of Risk Assessments General Performance of H&S Committee Review H&S Budget Review of Audit Reports and Trend Analysis	Effectiveness of H&S Policy and Organisation Near Miss, Accident & Environmental Incident Statistics Trend Analysis Major H&S Actions Health and Safety Budget New/Changes in Existing Legislation Audit Findings/Non-Conformances and Trend Analysis

- It is the responsibility of Managers to ensure that quarterly reviews for their areas of responsibility are conducted effectively.
- It is the overall responsibility of the Leadership Team to ensure that formal reviews are conducted and they will influence areas of concern.

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## **Part 3 Our Arrangements for Health and Safety**

### **3.1 Introduction**

This section aims to establish and maintain controls, which lead to a safe working environment through the use of proactive measures aimed at preventing workplace accidents and ill health.

### **3.2 Fire Safety Policy**

**Scope:** This policy covers all aspects of fire prevention and the safety precautions necessary to reduce the occurrence of fire, within any building occupied by the Fusion Group Limited.

**Aim:**

- To prevent the outbreak of fire.
- To maintain all fire equipment and systems to the required standard and ensure all personnel are aware of fire safety procedures.
- To prevent injury through fire to any employees or visitors to any of our sites.

**Approach:**

**Managers**

- To nominate a person to be the buildings Fire Co-ordinator responsible for managing fire safety.
- Ensure all staff receives adequate fire training.
- To ensure that fire drills and fire alarm tests are carried out and are recorded.
- Have all fire safety equipment maintained in accordance with legislation and Company Policy.
- Ensure that fire risk assessments are carried out and any identified fire hazards are eliminated.
- Control the activities of contractors and visitors.

**Line Managers / Supervisors / Team Leaders**

- Keep all emergency escape routes clear.
- Ensure all fire fighting equipment is in working order and is situated in the designated area.
- Ensure all personnel in their care are aware of fire evacuation procedures.

**Group Compliance Director**

- Carry out audits on fire safety procedures within each building.
- Liaise and co-operate with the Fire and Rescue Service on all matters relating to fire safety.
- Advise Managers on fire safety and arrange any necessary fire training.

**Fire Co-ordinators**

- Keep up to date with the requirements of "GW1265 Chesterfield Site Fire Coordinators Duties" and act in accordance with it's requirements in the event of an emergency evacuation.

**Fire Marshals**

- In the event of an emergency evacuation:
  - Sweep your area if it is safe to do so, do not attempt to sweep your area if you were not there when the alarm was raised
  - Inform whoever is doing the roll call that your area has or has not been swept and give them any details that you may know about the fire e.g. type and location of the fire
  - Assist the Fire Co-ordinator and / or the person performing the roll-call throughout the emergency evacuation
- Report any issues or concerns relating to fire safety, fire-fighting equipment and / or fire detection equipment

**Employees**

- Comply with all fire safety instruction/training.
- Never wedge open fire doors, or block fire-fighting equipment or emergency exits from buildings.
- On discovering a fire, follow the fire evacuation procedure.
- Never interfere with fire-fighting or fire alarm equipment.

**3.3 Housekeeping Policy**

**Scope:** This policy covers all aspects of housekeeping within Fusion Group Limited, both internally and externally to the buildings.

**Aim:**

- To maintain a clean and safe workplace through the use of controlled and efficient housekeeping.
- To ensure that all waste is disposed of in the appropriate way.

**Approach:****Managers**

- Provide and allocate areas and storage equipment to safely store materials and equipment.
- Regularly inspect the workplace to ensure housekeeping standards are being met.
- Provide the time and resources necessary for the policy to be effective.

**Line Managers / Supervisors / Team Leaders**

- Ensure all waste materials are regularly removed and skips are emptied at the required frequency.
- Have all substance spills immediately cleaned up to prevent accidents or incidents.
- Keep all fire exits and pedestrian and traffic routes clear and free from waste materials.

**Employees**

- To maintain a clean and tidy work area and remove waste materials as necessary.
- To act in accordance with any instruction and training given on housekeeping.

**3.4 Storage of Flammable Liquids and Gases Policy**

**Scope:** This policy covers all operations where safe storage is required throughout Fusion Group Limited.

**Aim:**

- To ensure adequate arrangements for the safe storage of flammable liquids and gases following the current guidelines given by legislation and suppliers.

**Approach:****Managers**

- Identify all liquids and gases with flash points of 32 degrees Celsius and below.
- Provide suitable storage receptacles both internally and externally.
- Ensure that all storage containers are fitted with the correct safety signs/notices.
- Ensure that rules on the storage of all flammable substances are effectively communicated.

**Line Managers / Supervisors / Team Leaders**

- Instruct all employees in the correct storage and use of flammable substances and ensure they comply fully.
- Take immediate action if substances, which are not in use, have not been stored correctly.

**Employees**

- Ensure all flammable substances not in use are placed in the storage containers provided.
- Follow any instruction and training about the use and storage of flammable substances.

### 3.5 Smoking at Work Policy

**Scope:** This policy covers all Fusion Group Limited's premises, both internally and externally to the buildings, and to company vehicles including vehicles on-hire / lease, and applies to both employees and all visitors to site.

**Reference Document(s):**

- EP006 Smoking At Work Policy

**Aim:**

- To ensure that smoking on site is confined to external designated areas only.
- To prevent fire.
- To prevent any possible health effects of passive smoking.

**Approach:**

**Managers**

- Identify and clearly mark places where smoking is permitted.
- Communicate the smoking policy to all employees.
- Ensure visitors and contractors are made aware of smoking rules when visiting the company.
- Provide suitable and safe receptacles for the disposal of smoking materials and ensure they are emptied on a regular basis to ensure there is no fire risk.
- Ensure non-smokers cannot be affected by cigarette smoke.

**Line Managers / Supervisors / Team Leaders**

- Enforce and monitor smoking rules and act against personnel not complying.
- Inform all new employees regarding the rules on smoking. Train new employees / employees transferring from another area on EP006 Smoking At Work Policy during their first day induction.

**Employees**

- Adhere to the smoking policy and only smoke in permitted areas at permitted times.
- Safely dispose of all waste smoking materials only in the receptacles provided.

### 3.6 Lighting Policy

**Scope:** This policy covers all aspects of lighting both internal and external on all buildings occupied by Fusion Group Limited.

**Aim:**

- To provide suitable and sufficient lighting for all work activities to allow employees to work safely.
- To provide emergency escape lighting to enable personnel to safely evacuate the building in the case of an emergency.

**Approach:**

**Managers**

- To arrange an assessment of working areas to ensure lighting levels are adequate.
- Ensure that all-external work/ pedestrian / traffic routes have adequate lighting.
- Ensure that the building has emergency escape lighting.
- Maintain all lighting in good working order and arrange for any necessary repairs to be carried out by competent persons.

**Line Managers / Supervisors / Team Leaders**

- Report any working areas where lighting levels are inadequate to the Line Manager.
- Immediately report any defective lighting and arrange for immediate repair.

**Employees**

- If lighting levels are inadequate or require repair, immediately report this to your Line Manager.
- Do not carry out work where lighting levels make it unsafe to do so.
- Never attempt to repair any lighting fixture.

**3.7 Workplace Temperature and Ventilation Policy**

**Scope:** This policy covers all premises used by Fusion Group Limited.

**Aim:**

- To enable the Company to meet the required standards of heating and ventilation.

**Approach:****Managers**

- Provide suitable means of heating for all their areas of responsibility.
- Make arrangements to monitor the ambient temperatures in all of their areas and act on the findings.
- Ensure all work areas are adequately ventilated.
- Ensure there is adequate local exhaust ventilation to remove fumes and dusts from the internal atmosphere.
- Ensure all heating and ventilation systems are properly inspected, maintained and serviced as required.

**Line Managers / Supervisors / Team Leaders**

- Monitor workplace temperatures and inform the appropriate Line Manager of any extremes of temperature.
- Ensure heating and ventilation systems are used correctly by employees.
- Instruct employees in the use of local exhaust ventilation where fitted and ensure it is always used.
- Report faults with any equipment and arrange for immediate repair.

**Employees**

- Report extremes of temperature to the appropriate Line Manager.
- Always use local extraction systems where fitted.
- Comply with any training and instruction received in connection with workplace temperatures or ventilation.
- Report any defects with heating and ventilation equipment to management.

**3.8 Welfare Facilities Policy**

**Scope:** This policy is to ensure that adequate welfare facilities are provided for all employees and visitors. This applies to all buildings occupied by Fusion Group Limited.

**Aim:**

- To provide adequate welfare facilities for all personnel.
- Ensure they are maintained in a hygienic and safe condition at all times.

**Approach:****Managers**

- Maintain all welfare facilities to an agreed standard.
- Provide personal lockers for all employees.

- Maintain all rest areas where food is consumed in a sanitary state and ensure a program of daily cleaning is in place.
- Ensure there is an identified supply of fresh drinking water in suitable areas where they cannot be contaminated by workplace processes.
- Make adequate arrangements for nursing mothers and pregnant women.

**Line Managers / Supervisors / Team Leaders**

- Monitor standards of cleanliness and take immediate action if standards fall.
- Report defects with any equipment and ensure action is taken to repair or replace equipment.
- Ensure employees leave rest areas in a clean and tidy state.

**Employees**

- Report any decline in standards of cleanliness to the appropriate manager.
- Report any defects with equipment or the service provided by contractors.
- Use all areas with respect and leave them in a clean and safe state.

**3.9 Visitors Policy**

## Reference Document(s):

- VP001 Visitors Policy

**Scope:** To ensure that all visitors Health, Safety and Welfare are not adversely affected by the work environment on any site occupied by Fusion Group Limited.

**Aim:**

- To control access to site.
- To prevent accidents and or incidents involving visitors.

**Approach:****Managers**

- Ensure all employees receiving visitors in their area of responsibility strictly adhere to the procedure for visitors.

**Employees**

- All visitors must report to security.
- Visitors must be made aware by their host of any safety rules, which require compliance.
- In the event of a fire, the host employee must immediately take their visitor to the designated fire assembly point.
- At the end of the visitor's stay the host employee must escort their visitor back to the reception area to sign off site.

**3.10 Contractors Policy**

**Scope:** This policy covers all aspects of contractors visiting / working on Fusion Group Limited sites, and will ensure that all contractors are competent to carry out the work required.

**Aim:**

- To nominate specific personnel in each building to manage contractors.
- To manage contractor projects.



**Approach:****Managers**

- The Manager will nominate specific employees to bring contractors on site.
- The Manager will have overall responsibility for managing each project.
- The Manager has overall responsibility for the control of contractors.

**Nominated employees**

- Share the responsibility with the Manager for selecting competent and reputable contractors to carry out work to an agreed standard.
- Ensure they are set-up and maintained as an approved supplier
- In addition to obtaining all information required as part of the supplier approval process, ensure a detailed risk assessment and method statement is received from the contractor prior to commencement of work.
- Carry out audits to ensure that the contractor is adhering to all agreed safety precautions.
- Nominated employees are responsible for issuing, validating and closing Permits to Work.

**Line Managers / Supervisors / Team Leaders**

- Work with the nominated employees to make any preparations required prior to contractors carrying out work.
- Ensure employees are made aware of the activities of contractors working in their area.
- Report any hazardous situation or working practice caused by contractors working on site to the nominated employee.

**Employees**

- Employees must report any hazardous situation or working practice caused by contractors working on site to the appropriate Line Manager.
- Employees must co-operate with contractors working on site and carry out reasonable requests.
- Employees must not interfere with equipment brought on to site by contractors.

**3.11 Near Miss and Accident Reporting and Investigation Policy**

**Scope:** This Policy applies to all near misses / accidents / incidents which occur on Fusion Group Limited premises and to any employee engaged on business on behalf of the company but away from our operating sites.

**Aim:**

- Ensure all near misses and accidents at work are properly reported and documented, in line with requirements of the law and GWI285 Incident Investigation Flow Chart
- Investigate the causes of all near misses and accidents and prevent re-occurrence.

**Approach:****Managers**

- The Manager must ensure that all personnel in their area of responsibility report all near misses and accidents.
- Must investigate the cause of all near misses and accidents to prevent re-occurrence.
- Must immediately inform Compliance and HR in the event of any serious accident or incident or lost time injury (over 7 days).

**Compliance / HR / Group Compliance Director**

- Support and assist Managers as required, in near miss and accident investigations.
- Complete and forward necessary pro-forma to external agencies e.g. the HSE etc.

**Line Managers / Supervisors / Team Leaders**

- Ensure that employees are aware of near miss and accident reporting procedures.
- Investigate all near misses and accidents in their area of responsibility and identify measures to prevent re-occurrence.
- Ensure that corrective measures recommended / introduced after workplace incidents are complied with.

**Employees**

- Report immediately all near misses / accidents to their immediate Line Manager.

**3.12 Statutory Inspections of Work Equipment Policy**

**Scope:** This policy covers all equipment used by the Fusion Group Limited either on or off site. This also covers any equipment that is leased or hired.

**Aim:**

- To ensure that all work equipment is fit for its intended use.
- To prevent work equipment failure and it's accompanying risks.

**Approach:****Managers**

- Ensure all equipment is maintained and inspected to the required standard.
- All records of inspection / maintenance are current and accessible.
- Immediately withdraw from use any equipment, which is classified unsafe.
- Comply without delay any recommendations made by the specialist Inspector.

**Group Compliance Director**

- Audit Inspection reports and any remedial work required.

**Line Managers / Supervisors / Team Leaders**

- Report to their Manager any equipment which is out of inspection.
- Report to their Manager any damage or faults with equipment immediately.
- Ensure employees are unable to use any equipment that is unfit for use.

**Employees**

- Report any equipment that is out of inspection to their immediate Line Manager.
- Report any damage or faults with equipment immediately to their Line Manager.
- Do not attempt to use any equipment which is out of Inspection or unsafe.

**3.13 Electrical Safety Policy**

**Scope:** This policy covers all aspects of the use of electricity both fixed and portable supplies used by all employees and visitors to sites operated by Fusion Group Limited. It also covers employees using company owned electrical appliances off site for the purpose of business.

**Aim:**

- To ensure all electrical systems, are properly installed and maintained by competent electricians.
- To ensure all portable electrical appliances in the company are safe for use.



**Approach:****Managers**

- Ensure that only competent and qualified electricians are permitted to undertake work on Fusion premises.
- Ensure all electrical systems are designed to fully meet the needs of their intended use, and the systems capability is not exceeded.
- Ensure all fixed wiring systems, are inspected in accordance with current legislation.
- Where necessary residual current devices must be fitted.
- Create and maintain a log of all portable electrical appliances and arrange periodic inspections.
- Ensure all electrical isolators and distribution boards are accessible at all times in case of emergency.

**Line Managers / Supervisors / Team Leaders**

- Report damaged electrical equipment to their Manager.
- Ensure all distribution boards and isolators to machinery are kept accessible at all times.
- Ensure that all portable appliances are tested and labelled, prevent the use of any item not tested.
- Ensure that only competent electricians undertake any repair or maintenance work on electrical equipment or machinery.
- Ensure that employees use 110-volt equipment and transformers when using portable electrical hand tools.
- Ensure that residual current devices are being used where required as part of any prescribed safe system of work.

**Employees**

- Use all electrical equipment in accordance with any information, instruction, training or supervision given.
- Report any fault or perceived safety problem with any piece of electrical equipment immediately.
- Always use any electrical safety device if provided in accordance with safety rules.
- Ensure all personal electrical equipment bought into the company is registered and tested before use.

**3.14 Noise at Work Policy**

**Scope:** This policy applies to all Fusion Group Limited operating sites and to equipment used by employees off site for the purpose of business on behalf of the company.

**Aim:**

- To ensure that noise pollution is reduced to its lowest achievable level.
- To ensure that the health of employees and visitors is not adversely affected by noise pollution.

**Approach:****Managers**

- Ensure that a competent person conducts any required noise assessments.
- Enforce mandatory hearing protection zones where these are required.
- Ensure suitable and sufficient employee training is carried out.
- Ensure that noise is reduced through the use of engineering methods where possible.
- Arrange noise assessments on an annual basis or when significant changes take place.
- Ensure that all new equipment purchased is fitted with effective noise suppression.
- Enable hearing tests to be carried out.

**Line Managers / Supervisors/- Team Leaders**

- Instruct and inform all employees / visitors which areas are mandatory hearing protection zones.
- Issue adequate hearing protection to employees and instruct them in its correct use and care.
- Enforce the use of hearing protection.
- Report any increase in noise levels to the Manager.
- Ensure employees follow any system of work, which is designed to reduce noise levels.
- Ensure that visitors are issued with suitable hearing protection where required.

**Employees**

- Wear hearing protection in all mandatory areas.
- Comply with safe systems of work that are designed to reduce exposure to noise levels.
- Report any perceived increases in noise level to their Line Manager.
- Attend audiometry assessments as and when required by the Company.

**3.15 First Aid Policy**

**Scope:** This policy is to ensure that First Aid is available to assist employees and visitors to any of our operating sites who may become ill or injured. This also applies to employees working off site on behalf of Fusion Group Limited.

**Aim:**

- To ensure that trained First Aiders with suitable equipment and / or facilities are available during working hours.

**Approach:****Managers**

- The Manager is responsible for ensuring that there are enough trained first aid personnel to cover employees at all times.
- The Manager must provide suitable first aid equipment and / or facilities.
- The Manager must ensure that first aid is available for employees working off site.
- Personnel carrying out regular site work should receive emergency first aid training.
- Company vehicles must be provided with the required first aid kit.

**Compliance / Group Compliance Director**

- Arrange training on behalf of the Managers.
- Audit first aid provision throughout the company.

**First Aiders**

- Ensure that all first aid equipment and facilities are clean and ready for use.
- Ensure all necessary documentation relating to accidents is completed at the time of the accident.

**Line Managers / Supervisors / Team Leaders**

- Ensure first aid cover is always available when people are at work.
- In the event of serious accidents immediately contact the Line Manager, HR and the Group Compliance Director.
- Inform your immediate Manager of any shortfalls in first aid arrangements.

**Employees**

- To make themselves aware of whom the first aiders are in their department or work area.
- To accept reasonable advice from their Line Manager / First Aider in respect of any injury or ill health.

### 3.16 Risk Assessment Policy

**Scope:** This Policy applies to all Fusion Group Limited operating sites and will encompass all employees and visitors to the company. It also applies to all employees who carry out business on behalf of the company away from the company's premises.

**Aim:**

- Establish standardised risk assessment throughout the company.
- To proactively identify and control workplace hazards and minimise risks.

**Approach:**

**Managers**

- Ensure formal risk assessments are conducted and documented throughout their area of responsibility.
- Ensure Risk Assessors are competent and have received adequate training.
- The Manager must ensure that risk assessments are reviewed annually or when there has been a significant change in the activity / workplace.

**Risk Assessors**

- Conduct a program of systematic risk assessments to identify workplace hazards.
- Formally record all significant findings of assessments and recommend suitable control measures.
- Create a plan of improvements in priority order.

**Line Managers / Supervisors / Team Leaders**

- Ensure any specific hazard is assessed without delay.
- Enforce and maintain any control measures introduced after the completion of a risk assessment.

**Employees**

- Report to their Line Manager any process or other hazard, which appears to be a risk.
- Comply with all safe-working practices.

### 3.17 Safety of Work Equipment and Machinery Policy

**Scope:** This policy covers all work equipment and machinery used by employees and supplied by Fusion Group Limited for the purpose of carrying out work on behalf of the Company in any location.

**Aim:**

- Ensure all new / existing work equipment / machinery is safe and is adequately serviced and maintained.
- Ensure it is appropriate for its intended use.
- Ensure employees are given adequate instruction, information, training and supervision in the correct use.

**Approach:**

**Managers**

- **Ensure that a risk assessment is carried out on new equipment / machinery prior to use.**
- Ensure all new work equipment / machinery is suitable for the intended purpose for which it is to be used.
- Ensure all new equipment has the CE/UK CA mark.
- All work equipment must be maintained in a safe and efficient working order.
- Ensure a safe system of work is in place for all equipment / machinery.
- Ensure that all training and Personal Protective Equipment (PPE) / Respiratory Protective Equipment (RPE) is in place before use.

- Ensure adequate systems are in place for reporting safety issues in respect of Equipment / Machinery.

**Line Managers / Supervisors / Team Leaders**

- Ensure that all work equipment is in good working order and safe for its intended use.
- Investigate any report of unsafe equipment and take immediate action to repair or replace it.
- If equipment is unsafe prevent unauthorised use.
- Ensure only employees who have been trained use work equipment / machinery.
- Issue and train personnel in any required personal protective equipment.

**Employees**

- Use all equipment in conjunction with any specific information, instruction or supervision received.
- Only use equipment for its intended purpose and never try to adapt or use equipment for other purposes.
- Report immediately to your Line Manager any defect or safety problem with equipment.

**3.18 Control of Legionella Policy**

**Scope:** This Policy applies to all buildings occupied by the Fusion Group Limited.

**Aim:**

- To ensure that all water systems are safe and free from harmful bacteria.
- Maintain external contract to monitor, treat and audit the water supply.

**Approach:****Managers**

- Ensure that external specialist contract is in place and maintained.
- Ensure that systems are in place to carry out any internal inspections and testing to support the water safety regime.
- Immediately inform the Group Compliance Director, if bacteria levels rise above the accepted standard.

**Line Managers / Supervisors / Team Leaders**

- Ensure that any concerns or faults identified with systems are reported immediately.
- Ensure employees follow any safe system of work in connection with water safety.

**Employees**

- Do not interfere with any system or equipment that is designed to ensure a safe water supply.

**3.19 Manual Handling Policy**

**Scope:** This policy covers all employees' activities involving manual handling on all operational sites and other locations where employees are required to work on behalf of the company.

**Aim:**

- To reduce the risks to employees arising from manual handling operations.
- To ensure continuous assessment and training is carried out to eliminate or reduce the risk from all manual-handling operations.

**Approach:****Manager**

- Ensure that manual handling assessments are systematically carried out in their area.
- Ensure that measures to eliminate or reduce manual handling are applied.
- Ensure that adequate equipment is available to assist in manual handling operations.

**Line Managers / Supervisors / Team Leader**

- Ensure all employees are trained in safe manual handling techniques appropriate to the task.
- Ensure employees are trained in the correct use of mechanical handling aids.
- Enforce safe systems of work for handling operations.
- Report any lifting operation that gives cause for concern to your immediate Manager.

**Employees**

- Comply with all safe systems of work or training and instruction received.
- Use any mechanical handling device provided to eliminate the risk from lifting heavy loads manually.
- Immediately report any lifting or handling operation that gives rise to concern to your Line Manager.

**3.20 Forklift Truck (FLT) Policy**

**Scope:** This policy covers all Forklift Trucks either owned or leased by Fusion Group Limited which are used on or off site by employees for authorised business use.

**Aim:**

- To provide equipment, which matches the handling needs of the business.
- To ensure that they are fit for use.
- To ensure all operators are appropriately trained.
- To ensure safe and appropriate use.

**Approach:****Managers**

- Ensure forklift trucks are suitable for the handling needs of the area.
- Ensure that Inspection and Service arrangements are in place for all lift trucks.
- Ensure that all required remedial maintenance is carried out without delay.
- Ensure operatives are trained to the correct standard for each truck they use.
- Ensure any forklift truck that is used outside is fitted with adequate weather protection.
- Ensure that all counterbalance trucks are fitted with seatbelts and their use is enforced.

**Line Managers / Supervisors / Team Leaders**

- Ensure all forklift trucks are inspected daily against a standard safety checklist.
- Ensure any defects with trucks are immediately actioned and repairs arranged.
- Monitor the safety of drivers and their standard of driving.
- Prevent the use of any truck if it is found to be unsafe until repairs are complete.
- Ensure that operators are trained and that their training is current and in date.
- Ensure only trained personnel are able to drive forklift trucks.
- Enforce the wearing of seatbelts.

**Forklift Truck Operators**

- Ensure that the truck is inspected daily and record on documentation provided.
- Ensure that seat belts are worn at all times.
- Comply with training received and operate in accordance with procedures.
- Ensure that keys are never left in trucks to prevent unauthorised use.
- Report any collision immediately.
- Inform their Line Manager if they are taking any medication, which may affect their ability to drive safely.

### 3.21 Personal Protective Equipment (PPE)/Respiratory Protective Equipment (RPE) Policy

**Scope:** This policy covers all use of PPE/RPE by employees of Fusion Group Limited on operating sites or while engaged on company business at other locations.

**Aim:**

- To prevent employee's exposure to hazards which may affect their Health and Safety.
- To provide, free of charge, all employees with the appropriate and effective PPE/RPE.
- To ensure that employees are trained in the correct use, maintenance and storage of PPE/RPE.

**Approach:**

**Managers**

- Identify tasks that require PPE/RPE through the risk assessment process.
- Ensure that appropriate PPE/RPE is made available to employees where required.
- Ensure that employees receive effective instruction, information and training in respect of PPE/RPE.
- Ensure systems are in place to maintain or replace PPE/RPE as required.
- Ensure that signage is in place in all areas which require PPE/RPE.

**Line Managers / Supervisors / Team Leaders**

- Issue PPE/RPE when required and ensure documentation is completed.
- Ensure employees receive training and information in the use, storage and replacement of PPE/RPE.
- Enforce the use of PPE/RPE.
- Ensure visitors and contractors comply with any requirement for the use of PPE/RPE

**Employees**

- Use and wear equipment in line with any information, instruction or training received.
- Inform your immediate Line Manager if equipment is worn or damaged.
- Do not alter or interfere in anyway with PPE/RPE.
- Always use PPE/RPE when required to do so.

### 3.22 Lone Working Policy

**Scope:** This policy covers all places of work that any employee of Fusion Group Limited is required to work as part of their contractual obligations.

**Aim:**

- To eliminate lone working so far as is reasonably practicable.
- To ensure employee safety.

**Approach:**

**Managers**

- Ensure that lone working does not occur so far as is reasonably practicable.
- Ensure that work and shift patterns are organised in such a way as to prevent a lone working situation so far as is reasonably practicable.
- Ensure that assessments are carried out where a person's duties require them to go to an unoccupied or isolated part of the site.

**Line Managers / Supervisors / Team Leaders**

- Inform the Manager if any change in working patterns could lead to lone working.
- Ensure that outcomes of assessments are adhered to.



**Employees**

- Adhere to any safe system of work relating to lone or isolated working.
- Highlight any area of concern immediately to your Line Manager.

**3.23 Health and Safety Training Policy**

**Scope:** This policy applies to all operating sites within Fusion Group Limited.

**Aim:**

- To ensure all statutory health and safety training is carried out to the required standard.
- To provide an appropriate level of general health and safety training to all employees.
- To train all personnel in the health and safety aspects of their particular job.
- To standardise all health and safety training throughout Fusion Group Limited.

**Approach:****HR / Group Compliance Director**

- Ensure standardisation of general health and safety training throughout the company.
- Ensure the training is appropriate to the individual's role.

**Managers**

- Arrange all statutory health and safety training for employees through HR / the Group Compliance Director.
- Ensure all new employees to the company receive first day health, safety & environmental induction training.
- Ensure all employees receive general health and safety training to the appropriate level.
- Ensure all employees receive documented job training for each job they perform.
- Ensure all training and instruction received by employees is documented and signed by the individual.

**Line Managers / Supervisors / Team Leaders**

- Carryout and document first day induction training for all new employees.
- Ensure all personnel in your care are given documented training for each job they perform.
- Inform the Manager when personnel require any statutory health and safety training.

**Employees**

- Only perform duties that you have received training for.
- Inform your Line Manager immediately if you are unsure of any aspect of your duties.
- Always work in line with any training received and follow any safe systems of work, which are in place.
- Undertake any health and safety training required to meet their contractual obligations.

**3.24 Young Persons (Work Experience) Policy**

**Scope:** This policy covers the temporary placement of young people (under 18) who are accepted on work placement schemes at any of Fusion Group Limited operating sites.

**Aim:**

- To ensure young persons attending are not placed at risk from the work environment.
- To assess any risks associated with work placements.

**Approach:****HR**

- Ensure a risk assessment is planned and conducted by the Manager prior to any young person coming on a work placement.
- Supply the young person's Parents / Guardians with a list of the proposed duties and a copy of the risk assessment.
- Obtain written parental consent for the placement.

**Managers**

- Carry out a risk assessment and detail proposed duties.
- Ensure that the young person receives first day induction training and is issued with any PPE.
- Ensure that they only carry out the range of duties agreed in the risk assessment.
- Ensure that an employee is made responsible for their safety while they are attending the placement.

**3.25 Display Screen Equipment Policy (DSE)**

**Scope:** This policy applies to all DSE equipment used throughout Fusion Group Limited and is inclusive of both desktop and laptop equipment.

**Aim:**

- To enable all users to work safely without risk to their own or others health and safety.
- To ensure that all workstations comply with current legislation.

**Approach:****Group IT Director**

- To ensure that all equipment purchased complies with current H & S legislation.
- To ensure that current equipment is suitable and well maintained.

**Manager**

- Ensure that DSE assessments are carried out as required by current legislation.
- Ensure that defined users receive training, and suitable and sufficient information to prevent DSE related injury / ill health.

**Employees**

- To carry out user defined risk assessments after suitable training.
- To report to management any identified risk, which the user cannot address without intervention.
- To report to management any health problem, which they (employee) may suspect as being directly, related to their work.
- To make and maintain any changes to their workstation as advised by the DSE Assessor or other competent person.
- To complete assessment pro-forma as required by the Company in respect of their workstations.



### 3.26 Care of New / Expectant Mothers Policy

**Scope:** This policy applies to all female staff of childbearing age throughout Fusion Group Limited.

**Aim:**

- To work in collaboration with expectant mothers to protect the health of both themselves and that of their unborn child.

**Approach:**

**Managers**

- To ensure that no woman who is pregnant is exposed to either hazardous processes or substances that may affect either her own health or that of her unborn child through the process of risk assessment.
- To inform HR of any employee who is known to be pregnant.
- To accommodate changes in the employees work pattern if the need is identified.
- To provide suitable facilities for breast feeding mothers.
- To allow the expectant mother reasonable time off to attend antenatal appointments.
- To notify HR and the Group Compliance Director immediately if the employee's health is giving rise for concern.

**Group Compliance Director**

- To carry out confidential health risk assessments in partnership with expectant mothers.
- To advise management on workplace adjustments which may be required on an individual basis.

**Employees**

- Although you are not legally required to inform your employer more than 15 weeks before the expected birth, to enable us to carry out a risk assessment we would request that you notify us in confidence as soon as possible. This will enable us to fulfil our Health & Safety responsibilities to you and your unborn child.
- To notify their Line Manager if there is any changes in their health or circumstances which may require reassessment.
- To comply with all adjustments made by the company to their working patterns and tasks that have been implemented to protect their health and that of their unborn child.

### 3.27 Control of Substances Hazardous to Health Policy (COSHH)

**Scope:** This policy covers all substances with the potential to cause harm to either employees, visitors or the environment which are used by Fusion Group Limited both on operational sites and when working at external locations for business purposes on behalf of the Company.

**Aim:**

- To manage the risks to employees, visitors and the environment arising from substances used within the workplace, which fall within the COSHH regulations.

**Approach:**

**Managers**

- Replace where practicable hazardous substances with safer alternatives.
- Ensure that all COSHH risk assessments are carried out within their area of responsibility.
- Provide safe storage facilities as identified by COSHH risk assessments.
- Provide Personal Protective Equipment as identified by the COSHH assessments.
- Provide appropriate storage facilities.

- Provide adequate training and information to employees who handle substances controlled by COSHH.
- Provide suitable emergency equipment as identified by the COSHH risk assessments.
- Ensure that a COSHH material safety data sheet (MSDS) is obtained prior to any new substances being brought onto site or used.
- Ensure that all records relating to COSHH are available and up to date.

**Group Compliance Director**

- Provide advice to Management and employees on all aspects of COSHH.
- In conjunction with HR arrange for suitable health surveillance to be carried out as identified by COSHH assessments.

**Employees**

- To comply with safe systems of handling and storage.
- To use and maintain Personal Protective Equipment (PPE) as instructed by the company.
- To notify management of any health condition which may preclude them from working with substances.
- To notify management of any adverse effects to health that may be associated with any substance used in the workplace.
- To notify management of any defect in PPE.

**3.28 Traffic Control Policy**

**Scope:** This policy covers traffic control on all sites operated by Fusion Group Limited.

**Aim:**

- To reduce and control the risks to employees and visitors from any moving or stationary traffic on site.

**Approach:****Managers**

- Identify and mark out safe pedestrian routes around their area of responsibility.
- Ensure that there are adequate barriers between vehicles and pedestrians wherever they come into close contact.
- Enforce local traffic management schemes.
- Notify suppliers, contractors and visitors if their employees do not comply with local policy.
- Ensure that any signage and road markings on site are maintained in good condition.

**Employees**

- Comply with all local traffic schemes.
- When walking around site use identified pedestrian routes.
- Report any incidents involving site traffic to their Line Manager.

**3.29 Statutory Health Surveillance Policy**

**Scope:** This policy covers all employees who may work in specific jobs that require Statutory Health Surveillance to be carried out.

**Aim:**

- To eliminate or reduce any possible ill effects upon employees' physical and mental health, that may be caused by any aspect of the work place environment.

# HEALTH & SAFETY POLICY MANUAL

- To eliminate or reduce the possible synergistic effects of the work environment upon pre-existing health conditions.

**Approach:**

**Group Compliance Director**

**In conjunction with HR:**

- Advise Managers on any required Statutory Health Surveillance.
- Maintain appropriate documentation.
- Arrange for statutory health surveillance to be carried out as and when required.

**Managers**

- Ensure that through the process of risk assessment all areas are as safe as practicable.
- Refer to HR / the Group Compliance Director any employee whose health gives rise for concern.
- Ensure that employees receive adequate training and information on any tasks or processes in which they are involved.
- Ensure that appropriate PPE/RPE is provided and maintained.

**Employees**

- Participate in health surveillance measures identified by the company to protect their health.
- Notify Line Managers of any change in their normal health.
- Follow safe working practice requirements and use all PPE/RPE as instructed.

### 3.30 Emergency Procedures

**Scope:** This policy covers all premises occupied by Fusion Group Limited and any employee who is engaged on Company business but working away from operational sites and is specific to major incidents, which may have an impact upon health, property and the environment.

**Aim:**

- To control the risk to employees, visitors, buildings and environment.

**Approach:**

**Managers**





- Each Manager is responsible for identifying risks specific to their area of responsibility, which could lead to an emergency situation.
- Ensure that key personnel are identified and that call out methods are clear and remain accurate.
- Ensure that the roles of the key personnel are clearly identified and communicated.
- Arrange for any necessary training for key personnel to be carried out.
- Ensure that a clear written procedure is in place and that it is reviewed on a regular basis.

<p><b>APPROVED BY:</b> <i>Mark Palmer</i> <b>Managing Director</b></p>	<p><b>REVIEWED BY:</b> <i>Lisa G Shelton</i> <b>Group Compliance Director</b></p>
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## Documents in the transaction

FGHSP001 Issue 18 Health & Safety Policy Manual.pdf	<i>This document</i>
FGEP002 Issue 21 Environmental Policy Manual.pdf	

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