

DRY LUBE LTD

HEALTH AND SAFETY POLICY

Contents

- 1 Health & Safety Policy Statement**
- 2 Incident Reporting**
- 3 First Aid**
- 4 Risk Assessment**
- 5 Monitoring and Auditing**

1 Health & Safety Policy Statement

Drylube Ltd. (hereafter referred to as the Company) is committed to ensuring the health, safety and welfare of its employees so far as is reasonably practicable. The Company also fully accepts its responsibility to other persons who may be affected by its work activities.

The Company will take all appropriate steps to ensure that its statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable safe performance of work activities.

It is the duty of management to ensure that all processes and systems of work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees and their representatives to raise issues of health and safety.

Competent people will be appointed to assist the Company in meeting its statutory duties, including where necessary, specialist's external to the organisation.

Every employee must cooperate with the Company to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee, from Director to Office Cleaner. Each individual has a legal obligation to take reasonable care of his or her own health and safety and for the safety of other people who may be affected by his acts or omissions. Full details of the organisation and arrangements for health and safety are detailed in later in this Policy.

This policy will be reviewed and if necessary revised in the light of legislative or organisational changes.

1.1 Introduction

Drylube Ltd. is engaged in the design, maintain, and installation of dry lubrication systems for the beverage industry.

This policy statement sets out the occupational health, safety and welfare arrangements for all employees of the Company, it also applies to every other person who may be affected by the Company's work activities, acts and/or services, i.e. customers, contractors, visitors and members of the public.

1.2 General Statement

The Company will abide by its duties and responsibilities as an employer under the Health and Safety at Work etc. Act 1974 and will seek to implement the Act in all activities within its control.

The Company recognises that effective health and safety management can contribute towards organisational performance by reducing injuries, ill health, unnecessary losses and liabilities. To this end it will seek to create and maintain a positive health and safety culture, which secures the commitment and participation of all employees in attaining the highest standards of health and safety in the workplace.

The Company identifies health and safety as a primary objective of its activities. To this end it will endeavour, so far as is reasonably practicable, to conduct its activities without risk to the health and safety of its employees and to those who may be affected by its activities.

The above standard will be achieved, so far as is reasonably practicable, by the provision and maintenance of -

A working environment which is without risk to the health and safety of its employees, customers, contractors, visitors and the general public, and adequate in regard to facilities and arrangements for the welfare of employees at work.

Arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transportation of articles and substances.

Plant, equipment and systems of work that are safe and without risks to health.

Sufficient information, instruction, training and supervision to enable employees to avoid hazards and contribute positively to their own health and safety at work.

A means of access to and egress from places of work under the Company's control, which are safe and without risk.

1.3 Health and Safety Management

The Company will ensure that a Health and Safety Management System is developed, implemented and monitored throughout, which will ensure the assessment of risk and the effective organisation, planning, monitoring and review, of the preventative and protective measures necessary to control risk.

1.4 Planning

The Company will identify and assess the risks from hazards associated with all its work activities with the aim of eliminating or controlling the risks, so far as is reasonably practicable.

The Company will, so far as is reasonably practicable, allocate sufficient resources to meet the requirements of this Policy.

The Company will set realistic short and long term objectives, decide priorities and establish adequate performance standards. It will also monitor and review such standards to ensure they are being met and maintained.

1.5 Health and Safety Assistance

Without detracting from the primary responsibility of the Operations Manger for ensuring safe conditions of work and in compliance with legislation, the Company will appoint or secure, competent assistance in applying the provisions of health and safety law where it is necessary to assist management in that task.

1.6 Co-operation and Consultation

No health and safety policy is likely to be effective unless it actively involves the employees themselves. The Company recognises the contribution which employees are able to make towards health and safety in their workplace and will co-operate and consult with employees as necessary.

The Company will co-operate and consult with properly appointed Safety Representatives or Representatives of Employees Safety to enable them to fulfil their statutory functions and will co-operate in the setting up of a Safety Committee or committees as required.

1.7 Information to Staff

This Company Health and Safety Policy and any supplemental Guidance Documents, Codes of Practice etc., will be brought to the attention of all employees of the Company, and any other persons who may need to be aware of their contents. Copies of this Health and Safety Policy, supplemental Guidance Documents and Codes of Practice will be held by the Operations Manager and is available for reference on request by any employee.

1.8 Review of Policy

This Health and Safety Policy will be regularly reviewed and amended as necessary. Supplemental Guidance Documents and Codes of Practice will similarly be regularly reviewed and where appropriate further guidance notes will be issued relating to particular work activities or as a result of changes in health and safety legislation.

1.9 Responsibilities

This part of the Company Policy sets down the organisation for health and safety at work. Additionally it designates those appointments with specific health and safety responsibilities and outlines related duties.

The organisation for ensuring compliance with the Company's Health and Safety Policy and any other legal obligation will be similar to that for the normal management of the Company. That is, via the Operations Manager or next in line in his absence.

The Operations Manager

The Operations Manager will carry the prime responsibility for health and safety throughout the Company. This includes, so far as is reasonably practicable and where it is within the limits of his authority -

- Implementing the Company Health and Safety Policy throughout the Company.

- Defining, implementing, administering and revising a Health and Safety Policy which relates directly to the Company's work activities and premises.

- Ensuring a Health and Safety Management System is implemented throughout the Company.

- Ensuring that adequate resources are made available to enable the Company Policy to be implemented.

- The visible demonstration of commitment to achieving a high standard of health and safety performance within the Company and the development of a positive attitude to health and safety among employees.

- Deciding if disciplinary action is required against any member of staff who fails to comply with the requirements of the health and safety policy and arrangements.

- Ensure, by adequate supervision and appropriate training that safe working practices are adopted, particularly in the case of young and inexperienced employees, and to ensure the maximum safety for all employees.

- Ensure, so far as is reasonably practicable, that all plant, machinery and equipment is suitable for the purpose to which it is to be put, maintained in a safe condition and adequately controlled. Additionally, where any plant, machinery or equipment requires statutory periodic inspection, records of such inspections are maintained.

- Consult with accredited safety representatives or representatives of employees safety on matters of health, safety and welfare.

Discuss with the appropriate person within the Company and/or a main Contractor's representatives, the arrangements to be adopted for work carried out or controlled by that Contractor, to ensure safe conditions for the employees in, and visitors to, premises under their control.

Ensure that all defects and unsafe conditions are remedied as soon as practicable.

Ensure that risk assessments are carried out in accordance with Company procedures.

Ensure that records are kept of any personal protective equipment issued to employees.

Ensure that all accidents at work are properly reported and recorded in accordance with Company procedures and to conduct any necessary preliminary investigations into the causes.

Ensure all employees are aware of the emergency procedures adopted, (for example, fire, first aid, chemical spillages etc.) paying particular attention to any persons with special needs.

Company Health & Safety Co-ordinator

The Company Health and Safety Co-Coordinator has the following responsibilities -

Administer and monitor the effective implementation of the Company's Health and Safety Policy.

Ensure an adequate means of distributing and communicating health, safety and welfare policy and information throughout the Company.

Co-ordinate and chair any Company health and safety committee meetings which may exist in accordance with the arrangements of the arrangements of the particular committee.

Liaise with the Health and Safety Consultant advising the Company, with respect to changes in legislation, training needs, monitoring arrangements, recommendations, advice on safe systems of work and visits from enforcing authorities.

Secure the provision of appropriate training for health and safety according to need.

Administer and monitor an annual programme of repair improvement and maintenance work, which may be necessary in the interests of safety.

Supervise and co-ordinate the general administration arising from health and safety matters, including minutes of any Company health and safety committee meetings.

Employees

Notwithstanding any specific responsibilities, which may have been delegated to them, all employees must -

Act in the course of their employment with due care for the health and safety of themselves, other employees, those in the care of the Company (customers, visitors and contractors) and members of the general public.

Make themselves familiar with and observe all instructions on health and safety issued by the Company.

Use and maintain correctly, in accordance with any instructions and/or training received, all personal protective equipment issued to them.

Take heed of any instruction and/or training given on the use of equipment, machinery, dangerous substance or safety advice.

Know and apply the procedures in respect of emergencies (e.g. fire, first aid etc.).

Report all accidents and near misses to the Operations Manager.

Upon discovering a hazard, take temporary action wherever possible to make the hazard safe (for example, taking equipment out of use, clearing a dangerous area, putting up notices etc.) and report the existence of the hazard to the Operations Manager.

Co-operate with the Company and any person upon whom a statutory duty or requirement is imposed (for example, Inspector from the Health and Safety Executive) on all health and safety matters at work.

All employees who authorise work to be undertaken or authorise the purchase of equipment will ensure that the health and safety implications of such work or purchase are considered. Employees entrusted with responsibilities for specific aspects of health, safety and welfare must satisfy themselves that those responsibilities as appropriate are re-assigned in their absence. The Operations Manager must approve such re-assignments.

Failure to exercise reasonable care for the safety of oneself, fellow employees or members of the public or to co-operate with the Company on health and safety matters, or the misuse of safety equipment provided may justify disciplinary action being taken against the employee concerned.

2 Incident Reporting

2.1 Legal Framework

The requirement to report certain accidents, diseases and dangerous occurrences arising out of or in connection with work is specifically legislated for by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, (RIDDOR 95).

The Social Security (Claims and Payments) Regulations 1979 also require employers to record and investigate accidents.

2.2 Definitions

In order to increase clarity and reduce ambiguity, it is important that certain words and phrases used throughout this document are defined as follows -

Accident

Defined as an unplanned event which results in injury to a person and/or damage to

equipment, property or premises. RIDDOR 95 increases the scope of this definition to include acts of non-consensual physical violence done to a person at work.

Reportable Disease

The following list contains a synopsis of the diseases reportable under RIDDOR 95 which, if contracted by employees, will require the actions detailed below -

Certain poisonings.

Some skin diseases such as occupational dermatitis, skin cancer, chrome ulcer, oil folliculitis/acne.

Lung diseases including, occupational asthma, farmers lung, pneumoconiosis, asbestosis, mesothelioma.

Infections such as leptospirosis, hepatitis, tuberculosis, anthrax, legionellosis and tetanus other conditions such as, occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome.

Dangerous Occurrence

Defined as an unplanned event with the potential to cause injury to a person and/or damage to equipment, property or premises. This may sometimes be referred to as a 'near miss accident'.

Section 2.7 gives a detailed list of the dangerous occurrences reportable under RIDDOR 95.

Incident

This is used to encompass accidents, diseases and dangerous occurrences.

Minor Injury

Any injury which does not fall into the category of 'major' or 'over 3 day' injury.

Major Injury

Defined as an injury of the type listed in Section 2.6.

Over Three Day Injury

Refers to a minor injury sustained by an employee arising out of or in connection with work, which results in that person being unable to carry out his/her normal work for more than 3 consecutive days, not including the day of injury, but including any days which would not normally have been worked (e.g. weekends, holidays).

Reportable Under RIDDOR 95

Refers to incidents arising out of or in connection with work which are required to be reported to the Health and Safety Executive (HSE) under RIDDOR 95 and includes the following –

Fatalities.

Major injuries to employees.

Where non-employees suffering an accident arising out of or in connection with work and have to be taken to hospital, (not a health or medical centre), for treatment from the accident site.

Over 3 day injuries.
Certain diseases.
Dangerous occurrences.

2.3 Recording Documentation

In order to record incidents, three types of documentation will be required -

Accident Book (BI510)

This document is kept in the office. It must be used to record **all** accidents which result in personal injury either to employees or non-employees. The book will be retained on the premises for at least 3 years after the date of the last entry.

Report of an Injury or Dangerous Occurrence (F2508)

This form is used to report incidents to the HSE and is the responsibility of the Operations Manager.

Report of a Disease (F2508A)

This form is used to report cases of disease contracted by employees to the HSE and is the responsibility of the Operations Manager.

2.4 Investigation of Incidents

The circumstances of all incidents will initially be investigated by the Operations Manager. The depth of an investigation will vary according to the severity or potential severity of the incident, in some minor cases a few minutes discussion with a member of staff may be adequate.

Fatal accidents and those which result in major injuries or dangerous occurrences as detailed, may require investigation by the HSE.

It should be noted that the purpose of an incident investigation is not to apportion blame, but to identify where improvements may be required to prevent a re-occurrence.

2.5 Procedure

The following actions will be taken by staff regarding the various scenarios relating to incident reporting and recording -

Action in the event of a minor injury to an employee

The casualty will notify the Operations Manager of the accident and record the details in the Accident Book. If the casualty is unable to do this then the First Aider should perform these functions on behalf of the casualty.

The Operations Manager will carry out an investigation where required and progress completion of the Form 2508 if required.

Action in the event of a fatality or major injury to an employee

Carry out actions required as above.

Do not move anything at the site of the accident, except for the purpose of helping the injured, until a full investigation has been carried out.

In addition the Operations Manager will notify the Police to inform and give relevant details. The HSE should also be notified of accident details.

Action in the event of an over 3 day injury to an employee

The actions required above should have been carried out immediately following the accident. When the office staff are aware that the casualty has suffered an over 3 day injury, he/she will notify the Operations Manager to give details.

After receiving notification the Director will inform the HSE. An investigation may follow by the Director, the HSE or both.

Action required for accidents that take place away from an employee's normal place of work

If the incident occurred on customer's premises it should be brought to the attention of the customer and the injury recorded in that employers Accident Book

Carry out the relevant actions above on return to the Company.

Action in the event of a minor injury to a non-employee

Record details in the Accident Book, the Operations Manager will investigate and take any required remedial action.

Action in the event of an accident reportable under RIDDOR 95 to a non-employee

Carry out actions required as above.

The employee dealing with the incident will notify the Operations Manager as soon as is practicable to inform of relevant details. The Operations Manager will notify the HSE as soon as practicable, an investigation may follow by the Operations Manager, the HSE or both.

Action in the event of a dangerous occurrence

The Operations Manager will decide if immediate action is required to prevent a recurrence and will investigate the matter if appropriate.

The Operations Manager will decide if the dangerous occurrence should be reported to the HSE and notify if required, an investigation may follow by the Operations Manager, the HSE or both.

Action in the event of a disease contracted by an employee

On receipt of a written diagnosis from a doctor (e.g. on a medical certificate) which specifies that an employee is suffering from a disease of the type listed in Section 2.2. the

employee must report the matter to the Operations Manager. The Operations Manager will investigate and inform the HSE as required.

2.6 Major Injuries

The injuries defined as 'major injuries' under RIDDOR 95 are -

Fracture other than to fingers, thumbs or toes.

Amputation.

Dislocation of the shoulder, hip, knee or spine.

Loss of sight (temporary or permanent).

Chemical or hot metal burn to the eye or any penetrating injury to the eye.

Injury resulting from an electric shock or electrical burn leading to unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.

Any other injury leading to hypothermia, heat-induced illness or unconsciousness or requiring resuscitation or requiring admittance to hospital for more than 24 hours.

Unconsciousness caused by asphyxia or exposure to harmful substance or biological agent

Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.

Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

2.7 Dangerous Occurrences

The dangerous occurrence relative to the Company reportable under RIDDOR 95 are -

Collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.

Explosion, collapse or bursting of any closed vessel or associated pipework.

Failure of any freight container in any of its load-bearing parts.

Electrical short circuit or overload causing fire or explosion.

A dangerous substance being conveyed by road is involved in a fire or released.

Unintended collapse of: any building or structure under construction, alteration or demolition where over five tonnes of material falls; a wall or floor in a place of work; any false work.

Explosion or fire causing suspension of normal work for over 24 hours.

Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid, 10 kg of flammable liquid above its boiling point, 10 kg or more of flammable gas, or of 500 kg of these substances if the release is in the open air.

Accidental release of any substance that may damage health.

2.8 Further Information

The following publications provide further advice and information -

A guide to the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, L73 HSE 1996 ISBN 0 7176 10128.

Everyone's guide to RIDDOR 95 HSE 31 HSE 1/96 ISBN 0 7176 10772.

3 First Aid

3.1 Legislation

Over and above the general duty of care owed by the Company to its employees under the Health and Safety at Work etc. Act 1974, the provision of first-aid is specifically legislated for by the Health and Safety (First-Aid) Regulations 1981.

The aim of the Regulations is to ensure that employers provide adequate equipment, facilities and personnel to render first-aid to employees if they are injured or become ill at work.

3.2 Responsibilities

The Company will comply with the requirements of the Health and Safety (First-Aid) Regulations 1981.

Operations Manager

The Operations Manager is responsible for -

Appointing, where deemed to be necessary, First-Aiders.

Keeping adequate records of all persons trained in first-aid within the Company and ensuring arrangements are made to refresh training as required.

All staff within the Company are made aware of first-aid arrangements and the location of first aid equipment.

First Aiders

The First-Aider has the following responsibilities -

To take charge in situations where personal injury or illness has occurred and where further medical help is needed by acting in accordance with their first aid training.

To ensure accidents and/or injuries are recorded in the Accident Book and reported in accordance with the Incident Reporting Section of this Policy.

To ensure that first aid boxes are provided, adequately stocked, and replenished with approved items only, as detailed in Section 3.3.

The First Aiders for the Company are -

Morag Carmichael

Kenny Granger

The first aid kits are located in the Office and Workshop.

3.3 Contents of First Aid Boxes

The contents of the box will be replaced as soon as possible after use by the responsible First-Aider. Boxes will be clearly identified as first aid containers by being marked with a white cross on a green background.

Each box will contain the following items in the quantities relative to the numbers of persons who may require treatment. The minimum quantities are -

ITEM	Numbers of Persons		
	1-5	6-10	11-50
Guidance card	1	1	1
Individually wrapped sterile adhesive dressings (assorted sizes)	10	20	40
Sterile eye pads, with attachment	1	2	4
Triangular bandages	1	2	4
Safety pins	6	6	12
Medium sized sterile unmedicated dressings	3	6	8
Large sterile unmedicated dressings	1	2	4
Extra large sterile unmedicated dressings	1	2	4

3.4 Further Information

Further information and advice on all aspects of first-aid in the workplace can be found in the following publications -

Health and Safety (First-Aid) Regulations 1981. Approved Code of Practice and Guidance COP 42 1990 ISBN 0 7176 04268.

First-Aid at Work: General guidance for the inclusion in first-aid boxes 1987 HSE IND(G)4 ISBN 0 7176 0440 3.

First-Aid Needs in Your Workplace: Your Questions Answered. Revised 1994 IND(G) (L) (REV).

4 Risk Assessment

4.1 Introduction

The Health and Safety at Work etc Act. 1974 requires the employer to be able to show that all reasonably practicable steps have been taken in every case to protect the health and safety of those exposed to risks. This can be achieved through the production of written appraisals or assessments of the hazards and risks identified, and through documentary evidence (e.g. policy statements, monitoring procedures, audits, assessments)

The Management of Health and Safety at Work Regulations 1999 state that employers must assess the risks to workers and any others who may be affected by their work, by using suitable and sufficient risk assessments.

Other Regulations also contain requirements for risk assessment and where employers have already carried out assessments under those Regulations, they need not repeat the assessments as long as they remain valid, but they do need to ensure that all significant risks are covered.

4.2 Responsibilities

Operations Manager

The Operations Manager will ensure that suitable and sufficient assessments of the risks at work are undertaken for Company employees and other persons affected by the Company's work activities, he will also ensure that -

- All relevant hazards are addressed and significant findings of the risk assessments are recorded.

- The relative importance of the risks are identified and information about their extent and nature are obtained.

- All employees are made aware of the risk assessments and control measures in place for their safety.

- Where there is a risk to employees, suitable written procedures are in place for their safety.

- The assessments are undertaken by competent person(s) with the knowledge, experience and suitable training on all activities and working practices.

- Suitable measures are in place to eliminate or control risks (so far as is reasonably practicable), taking into account legislative requirements

- The risk assessments are reviewed at regular intervals (normally annually) or whenever working practices and conditions change, or if they are no longer valid.

Employees

It is the responsibility of all employees to -

- Take reasonable care for their own health and safety and that of others who may be affected by their activities.

- Inform the Operations Manager immediately of any situation which comes to their attention, together with any shortcomings they find which may present a significant risk to their or other persons health and safety.

Ensure that if they visit other premises, sites or locations (in connection with work), they will familiarise themselves with the relevant safety procedures and ensure they are made aware of any known risks to which they may be exposed.

4.3 Risk Assessment Process

A risk assessment can be defined as a systematic qualitative or quantitative evaluation of the workplace and its activities. It should identify any hazards present, and then evaluate the extent to which persons are exposed to these hazards and then control the risks to a suitable and sufficient level (so far as is reasonably practicable). It is essentially a three stage process -

- Identification of the hazards.

- Evaluation of the risks.

- Managing the risks.

Hazard means the potential to cause harm and risk means the likelihood or frequency of that potential being realised and the severity of the ensuing injury.

4.4 Identification of Hazards

The first step in risk control is to identify all the hazards, which may arise from work activities. In order to ensure that all hazards are considered, all relevant information (including Legislation, supporting Approved Code of Practice, guidance, job descriptions, product information, British or International standards, industry or trade guidance, experience and expertise, and accident incident data information) needs to be examined. It will be necessary to consult with the staff, safety representatives and representatives of employees safety and will generally involve both discussions with the persons involved with the activity and through direct observation.

The three elements that must be examined when identifying hazards in the workplace, are -

- People and working procedures.

- Plant (equipment) and processes.

- Place of work.

4.5 Evaluation of Risk

After the hazards have been identified, a step-by-step approach should be used to evaluate the risks. The risk assessment process examines the hazards through making judgements based on knowledge and experience of the activities within the workplace. It identifies the relative importance of the risks by determining what the severity of injury could be, the likelihood of an accident occurring when faced with a specific hazard and what existing control measures are in place to reduce those risks, so far as is reasonably practicable.

When the relative importance of the risk has been identified, it can be expressed as 'low risk', 'medium risk' or 'high risk' and from this, a decision can be made on what suitable action and/or control measures are required. All activities and tasks will be assessed, though any insignificant risks identified, need not be recorded.

Insignificant risks are any hazards identified that are judged as being near safe or with little risk of injury and the chances of the hazard being realised is unlikely.

Risk assessments should be undertaken by suitably trained competent persons. They will have the knowledge and understanding of the work involved, understand the principles of risk assessment and prevention and be conversant with applicable health and safety legislation.

The records of the risk assessments should represent an effective statement of hazards and risks, which will then lead to the relevant action being taken.

The risk assessments will also assist when determining the level of training required (if any) for staff in order to undertake their work competently and safely. This may include basic skills training, on the job training or refresher training.

Information given to staff on risks identified in the assessments and on the preventative and protective measures need only include what is required to protect their health and safety. It must be comprehensible and take into account the knowledge and experience of the persons receiving it.

Once the risk assessments have been completed, it is essential that they be reviewed whenever there has been a change in the working practice rendering the original invalid. The risk assessments and the implementation of control measures should be reviewed on a regular basis and should be part of normal management practice.

The time between reviews will depend on the nature of the risks and the degree of change likely in the work activity.

4.6 Managing the Risk

If the risks identified are either medium or high risks, they should be reduced so far as is reasonably practicable. This will entail the implementation of suitable control measures, ideally eliminating the risk altogether or combating the risk at the source. It is important when deciding on control measures that the relative costs are weighed up against the degree of control (both long term and short term).

The control measure may include -

- Elimination of the risks by substituting less hazardous substance/equipment.

- Giving priority to the control measures which protect the whole workplace.

- Physical engineering safeguards and controls.

Designing a suitable safe system of working and/or adapting the work to the individual.

Taking advantage of new technology.

Using personal protective equipment, which should only be used as a last resort.

Adequate supervision at all times.

Provision of information and training.

It may not be possible to implement all the control measures immediately, so adequate temporary measures may need to be taken in the interim. The risk assessments and control measures should be monitored for their effectiveness and they should be reviewed if conditions change and at regular intervals.

Performance standards for risk control should be documented to a level which reflects the relative importance of the risk. Low risk activities may be controlled by the issuing of general rules (e.g. keep passages clear), but more complex risks may need permit to work systems or other specific control procedures.

4.7 Further Information

The following publications provide further information and advice in regard to risk assessment and training -

Management of Health and Safety at Work Regulations 1999: Approved Code of Practice, ISBN 0 11 886330.

Successful Health and Safety Management: HS (G) 65, ISBN 0 11 885988 9.

Slips and trips: Guidance for employers on identifying hazards and controlling risks, HS (G) 56, ISBN 0 7176 1145 0.

Essentials of health and safety at work: ISBN 0 7176 071.

5 Monitoring and Auditing

5.1 Monitoring

Effective and comprehensive health and safety monitoring and auditing is a fundamental component of the Company's Health and Safety Management System.

To monitor that the objectives, standards and progress are being achieved and maintained, a regular evaluation of the Company's health and safety performance is necessary.

The Operations Manager will undertake monitoring within the Company. A general workplace inspection will be carried out every twelve months using the guidance and checklist provided within the risk assessment profile.

Other tests and inspections are required in relation to Electrical Safety

Monitoring of the actions required as a result of risk assessments will be included in this process to ensure that targets have been achieved.

Analysis of accident and occupational ill health records will be included as part of the monitoring process.

The results of the inspection and monitoring will be reported to the Directors.

5.2 Auditing

A competent person appointed by the Company will carry out an annual audit of the Company's Health and Safety Management System.

The audit will involve a critical review of how the Company is managing health and safety and will look closely at risk assessment records, training records, maintenance records, accident records, emergency procedures, the monitoring and inspection process, etc. A report will be submitted to the Operations Manager detailing the audit findings and making recommendations for improvements where required.