

CAST COMMERCIAL ACUMEN LIMITED

HSE Arrangements and Procedures

Contents:

1. [Training and Supervision](#)
2. [Risk Assessments](#)
3. [Workplace & Site Safety, and Welfare](#)
4. [Control of Substances Hazardous to Health](#)
5. [Asbestos](#)
6. [Manual Handling](#)
7. [First Aid](#)
8. [Accident Reporting](#)
9. [Electricity](#)
10. [Noise](#)
11. [Vibration](#)
12. [Working at Height](#)
13. [General Work Equipment](#)
14. [Fire](#)
15. [Computer Screens](#)
16. [Personal Protective Equipment](#)

ARRANGEMENTS AND PROCEDURES

1. Training and Supervision

It will be the policy of Cast Commercial Acumen Limited (“the Business”) that health and safety information relevant to the activities at hand is given to all employees, contractors, and associates (‘Team members’).

Ongoing training will be provided to ensure that Team members at all levels are:

- competent to carry out their duties, to operate specialist tools, plant, and work equipment; and
- aware of their health and safety responsibilities.

Decisions relating to ongoing training of team members will be reviewed on a regular basis. The person with day-to-day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each individual file.

Checks will be made to ensure that team members are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The management team will ensure that all potentially hazardous work activities, and training environments undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained, and revised as needed.

3. Workplace Safety and Welfare

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The management team will ensure that all workplaces meet the health, safety and welfare needs of all those who will use them, including team members, and wherever appropriate, people with disabilities. Where works is to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

4. Control of Substances Hazardous to Health

(COSHH 2002)

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Business' office. From the Risk Assessments the management team will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No team member will introduce any substance without the specific consent of Clayton John Ainger.

5. Asbestos

(Control of Asbestos at Work Regulations 2012)

In the event that any substance suspected to be, or containing, asbestos is found during the course of the Business' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. Manual Handling

(Manual Handling Operations Regulations, 1992)

The designated Health and Safety person will assess all manual handling operations within the workplace, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided.

7. First Aid

(Health and Safety (First Aid) Regulations, 1981)

The designated Health and Safety person shall ensure that all team members have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment.

8. Accident Reporting

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded in an accident book and personal details kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

9. Electricity

(Electricity at Work Regulations, 1989)

It is the policy of the Business that wherever possible, all tools necessary to carry out the works by team members will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10.Noise

(Control of Noise at Work Regulations, 2006)

The person in charge of a working area/site will ensure that noisy works (which includes loud music or videos used in the course of training and other work) do not cause a nuisance to others in the vicinity of their works area. Where necessary, they will always ensure that suitable ear protection is freely available to anyone who needs it.

11.Vibration

(Control of Vibration at Work Regulations 2005)

The designated Health and Safety person person will ensure that where the use of vibration causing hand tools cannot be reduced, suitable safeguarding procedures are brought in, including where appropriate, anti-vibration gloves.

12.Working at Heights

(Work at Heights Regulations 2005)

Where the business activities involve 'work at height' the designated Health and Safety person will assess the task beforehand and will consider the most suitable means of access. Suitable control measures such as exclusion zones will be put in place to ensure the safety of any others who will be in the vicinity.

13.General Work Equipment

(The Provision and Use of Work Equipment Regulations (PUWER) 1998) (Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

It will be the designated Health and Safety person's responsibility to ensure:

- Suitable equipment is supplied for the tasks to be done (Reg. 4)
- That the equipment will be maintained in an efficient state, in efficient working order and in good repair (Reg. 5)
- That all equipment shall be inspected as required by Regulation 6
- That those tasked with using the equipment are competent to use it. (Regs. 8 & 9)

14. Fire

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the designated Health and Safety person to ensure adequate fire extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

15. Computer screens

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The designated Health and Safety person will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

16. Personal Protective Equipment (PPE)

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The designated Health and Safety person will ensure that all individuals have access to a sufficient supply of PPE when required.

17. Policy Review and Implementation

This Policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

This Policy shall be deemed effective as of 13th April 2023. No part of this Policy shall have retroactive effect and shall thus apply only to matters occurring on or after this date.

This Policy has been approved and authorised by:

Name: Clayton John Ainger

Position: Director

Date: 13th April 2023

Due for Review by: 12th April 2025

Signature:

