



# HEALTH & SAFETY POLICY

**DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY:** Mr Roy Harding, Operations Director

**EFFECTIVE DATE:** 19/09/2023

**LATEST REVISION DATE:** 19/09/2024

## 1. POLICY STATEMENT

Our general policy is to ensure the health, safety and welfare of our employees and all other persons who may be at risk from our business activities, including site visitors, sub-contractors and members of the public.

There will be full compliance with legal safety requirements in accordance with the Health and Safety at Work Act 1974 and the Regulations.

Work will only be undertaken, managed and supervised by those who are competent; training will be available to all employees concerned.

All accidents, incidents and near-misses will be recorded; significant events reported, investigated, and the findings shared; in order to continuously improve the health and safety performance of the organisation.

There will be a regular review and audit of the organisation's Health and Safety management systems.

The aim of this policy is to set the correct Health & Safety arrangements for the company and its work. In consequence all managers, supervisors, and employees must follow this policy.

A handwritten signature in black ink, appearing to read "R. Harding".

**ROY HARDING, OPERATIONS DIRECTOR**

**DATE:** 12/07/2024

## 2. RESPONSIBILITIES

Overall and final control of health & safety shall lie with Mr. Roy Harding. In his absence his deputy shall be Mr. Neil Christie. The two named persons shall make available adequate time (e.g. for training) and financial resources (e.g. for the correct equipment) for all statutory safety requirements placed upon them to be adequately discharged and ensure all health and safety arrangements following on from the significant findings of all risk assessments are implemented.

Responsibility for directing health and safety at a policy level will be Mr. Alex Surtees who will ensure that: -

- All risk assessments and safety controls are kept up to date.
- All work equipment is properly selected, inspected and maintained.
- All employees are capable both skills wise (via the company training policy and plan) and health/physical wise



- to perform their duties safely.
- Qualified first aid personnel and facilities are provided.

Responsibility for providing competent safety advice and help will be the responsibility of our company safety officer Mr. Chris Stutterheim. He will work at the direction of Mr. Alex Surtees and ensure that the company operates in line with HSE regulations and published guidance on meeting safety standards.

ALL employees must legally co-operate with the requirements of this policy and take reasonable care of their own health and safety to support this policy. All employees must follow the designated safety arrangements and report it if they cannot. All employees should report any concerns about their health and safety

### 3. ACCIDENT & ILL HEALTH REPORTING PROCEDURE

All accidents and ill-health suspected of being connected with work must be reported to Mr Alex Surtees/ Ms. Charlotte McCauley. Accidents occurring on a customer site (e.g. when delivering, installing or maintaining must in addition be reported to the customer's management.

If an accident is reported it is important that the person is attended to by a First Aider and that the circumstances are initially investigated by our supervision. Any information on the injuries sustained and causes and circumstances should be noted by supervision for any possible further investigation.

All accidents reportable under the RIDDOR Regulations will be reported to the enforcing authorities as soon as possible. The person responsible for this will be

Mr. Roy Harding with the help our safety advisor who will also investigate all significant accidents. Accidents and occurrences most likely to need reporting formally under the RIDDOR regulations include: -

- Fractures to bones except to fingers and toes.
- Dislocations.
- Amputations either full or partial of fingers and toes etc.
- Problems with sight.
- Unconsciousness
- Hospitalisation for over 24 hours
- Accidents that lead to more than seven days off work as a result of the accident. These are obviously reportable only after three days are elapsed.

In the event of the safety advisor being unavailable the HSE will accept telephone reports to their Incident Reporting centre 0845 300 9923 (8.30 to 5.a.m.)

Investigation – Many accidents are obvious as to their cause because they are minor. However, all accidents should be at least discussed with the company safety advisor and any accidents where investigation is deemed necessary be investigated accordingly because the results may be used to improve health & safety. The company will act positively on any accident report/recommendations produced by the company safety advisor accordingly.

Avoiding accidents in the first place is always the best policy and therefore Supervision should monitor on a day-to-day basis health and safety performance measured against the clear requirements in this policy.

### 4. FIRST AID

It is important that people having an injury at work receive immediate First Aid attention and that an ambulance is called for in serious situations. The provision of adequate first aid cover is essential; it can save lives and prevent minor injuries



becoming major ones.

### Employer's Responsibilities

The employer will:

- Carry out a risk assessment of the level of first aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc.
- First aid equipment and facilities.

### Emergency procedures

- Ensure employees are aware and kept aware of the first aid arrangements for each workplace including in vehicles and on third party premises.
- Provide the minimum numbers of first aid personnel at all times.
- Display the names of trained first aiders and the location of first aid kits.
- Regularly monitor the contents of first aid kits and replenish stock.
- Provide training and refresher training of First Aiders and Appointed Persons.
- Dispose of contaminated waste properly.

### First Aid Kits in Vehicles

Where at-risk employees travel in and operate from a specific vehicle, the First Aid kit may be allocated to the vehicle (where it must remain) rather than an individual. The contents of these first aid kits must be monitored.

### Mental Health First Aiders

Hazel 4D recognises the importance of mental health and well-being in the workplace. To provide essential support to our staff, we have introduced a Mental Health First Aider program.

Mental Health First Aiders are trained individuals who can provide initial assistance to those experiencing mental health challenges or crises. They do not replace professional mental health services but serve as a crucial first point of contact for emotional and psychological support. They have received specialised training in mental health awareness, crisis intervention, and providing non-judgmental support and are knowledgeable about available mental health resources and services

## 5. TRAINING & QUALIFICATION

All new employees will receive basic health & safety awareness (induction) training on starting with the company. The following safety training is provided:

- Safety Inductions for all employees on starting with the company.
- Training for employees on safety matters as identified by the risk assessments.
- On the job training under supervision until adequate competence is achieved.

***(Health & Safety at Work Act: section 2. Management of health & Safety at Work Regulations: 10 & 13. HSE INDG345 "Health & Safety Training")***



## 6. CONSULTATION & COMMUNICATION

All in house training, refresher training and toolbox talks must invite consultation and comment from the employees, and in addition any comment instigated by an employee unilaterally should be accepted for management consideration to ensure they have a full say if they do not agree safe standards are being met.

Any comments must be returned to the attention of Mr. Roy Harding for answering or for action. Communication of any changes to safety risks or requirements will be via supervision or the safety advisor as appropriate.

## 7. ELECTRICAL SAFETY & WORK EQUIPMENT SAFETY

Portable electrical appliances - Are PAT tested and certificated to intervals as recommended by the HSE under INDG236.

The company shall work to HSE guidance and all portable appliances that plug in to power sources and therefore can be unplugged and carried about, will be checked for faults to INDG236. Faults may include: -

- Damage, cuts and abrasions to the cable covering.
- Damage to plugs/connectors e.g. cracked casing, loose/bent connecting pins.
- Non-standard jointing e.g. repairs using tape.
- Cables not secure as they enter the appliance thus exposing internal wiring.
- Damage or loose outer covering of the appliance.
- Lack of proper size fuse and cord grips.
- Signs equipment is being used in unsuitable conditions e.g. wet electrical equipment or electrical equipment being used in flammable dusts.
- Signs of overheating – smell of burning, scorch marks.
- Intermittent operation or reported operational faults.

Non-powered equipment – Such as stepladders, will be inspected as above but not tested.

## 8. RISK ASSESSMENTS AND SAFETY METHOD STATEMENTS

Generic – All safety controls required in the staff health & safety handbook will be formulated from generic risk assessments. This will be carried out by management and the safety officer

Site specific – For specific projects the risk assessments will be modified according to site conditions and the project content. A safety method statement will be added where applicable.

Warehouse – Specific risk assessments and safe systems of work are prepared to control all activities in the Hazel 4D warehouse. All warehouse operatives will be trained in the need to

The following 5-step approach is applied to risk monitoring and management:

1. identify and assess current risks.
2. prepare response plans.
3. track the occurrence and evolution of risk.
4. identify new contingencies.
5. Evaluate the quality and effectiveness of the risk monitoring process and review the preventive and protective control measures.

Risk Assessments and safety method statements are reviewed regularly and always following any occurrence or contingency



event arising which requires the content to be updated or amended.

## 9. DUTIES UNDER THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS

We will comply fully with the management of health and safety at work regulations as they relate with our specific work and our work on construction sites. In particular we will:

To comply with regulation 3 – We will make suitable and sufficient assessments of the risk to health and safety of our employees and anyone who may be affected by the work that we do. These risks will be both job specific depending on what we do and site specific depending on where we do it and the conditions therein.

To comply with regulation 4 – We will apply the correct principles of prevention to the risks accordingly, this will be by reference to the appropriate HSE guidance relating to each of the risks we assess. We aim to promote safe systems of work to HSE standard every time.

To comply with regulation 5 – We will effectively make appropriate health and safety arrangements on sites by effective planning, organisation, control and monitoring and review of the preventative and protective measures

To comply with regulation 6 – We will regularly assess the risk for any health surveillance which may be necessary to check that health precautions to prevent occupational health problems are adequate and working.

To comply with regulation 7 – We will engage adequate health and safety assistance to comply with all statutory duties placed upon us by health and safety law and to practically apply HSE guidance in health and safety control

To comply with regulation 10 – We will inform our employees from site to site of the risks they face in working on that specific sites and the specific safety controls required pursuant to regulation 4 and the requirements of HSE guidance and the client's own safety rules and requirements.

To comply with regulation 11 – We will cooperate and co-ordinate with other contractors on site with a view to ensuring health and safety is achieved across the board during times when more than one contractor may be attendant on the site. We will co-ordinate our works with fellow contractors in the works schedule.

To comply with regulation 13 – We will organise a training matrix and provide adequate health and safety training on induction into the business and in respect of safety training needs as they arise and in connection with the type of work operatives do and the risks they face.

## 10. SAFETY ARRANGEMENTS

### a) Manual Handling Regulations 1992

We will assess all manual handling operations that exceed the filter chart in the above regulations. We will provide equipment and methods of handling to reduce the manual handling element to as low a level as reasonably practicable.

All operatives must therefore be fully manual handling trained and understand the basic principles of the safe carriage of materials from our transport to point of installation, and the safe handling of these materials during installation, The safety principles involve: -

Use equipment whenever possible – Work equipment can take much of the strain out of moving loads. As per the rules on work equipment, supervision to check trolleys and straps are in good condition before each site use.



- Use delivery vans to get materials as close to the point of delivery/use as possible.
- Use trolleys to transport materials as much as possible in the circumstances.
- Use lifts (with client's permission) if the premises have the facility.
- Use ratchet straps to give a good handhold on panels for team lifting.

Use safe methods to lift and carry – That consider safe lifting techniques. Loads are always best handled manually from waist height close to the body to cut out strain from leverage created by bad body posture. The best way to lift and carry is:

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- With loads being handled with a straight back.
- With loads being picked up and put down using the legs not the back.
- With loads being handled close to the body.

Reporting difficulties – Bad backs are a serious matter as they can be disabling and debilitating. Should any operative start to experience problems this must be reported so the company can investigate the matter through the safety officer. Many bad backs occur without many warning signs, and it is important for personal health that this policy and the supervisor's instructions are followed at all times.

## **b) Working at Height Regulations 2005**

We will comply with the Work at height Regulations. We will avoid working at height as much as possible. Wherever this is unavoidable we will prevent falls by using work equipment that protects fully with guard rails (podium steps or mini-internal towers)

Where stepladders need to be used as access with the above equipment is difficult, they must be used to the following safety precautions: -

- Be industrial grade in good condition.
- For short term light work.
- Used face on and fully extended.
- Operator not to stand on the top 3 steps so a handhold is possible.
- Second person to foot the steps if necessary.

## **c) Control of Substances Hazardous to Health Regulations COSHH**

### General

Using chemicals or other hazardous substances at work may put people's health at risk, thus, employers are required to control exposure to hazardous substances to prevent ill health. The aim is to protect both employees and others who may be exposed by complying with the Control of Substances Hazardous to Health Regulations (COSHH).

Hazardous substances include: -

- Substances used directly in work activities, e.g. paints, adhesives, cleaning agents.
- Substances generated during work activities, e.g. soldering, welding fumes, silica dust.
- Naturally occurring substances, e.g. grain, dust.
- Biological agents, e.g. bacteria and other micro-organisms.
- Effects from hazardous substances can range from mild eye irritation to chronic lung disease or even death.



#### Associated Hazards

- Skin irritation.
- Asthma or other lung disease.
- losing consciousness.
- Cancer.
- Infection from bacteria and/or micro-organisms.

N.B. This list of hazards is not exhaustive.

#### Employer's Responsibilities

Hazel 4D recognises its responsibilities in the provision of a safe working environment in relation to the management of potentially hazardous substances and shall: -

- Identify and list those hazardous substances that are used or stored within company premises.
- Identify all work activities likely to produce or generate hazardous substances.
- Obtain Safety Data Sheets from suppliers or other sources.
- Identify who may be affected by the use of such substances, e.g. employees, contractors, public.
- Appoint a competent person to complete and record the COSHH assessments and review the assessment regularly.

Where reasonably practicable, the company will prevent exposure by

- Changing the process so that a hazardous substance is not required or generated.
- replacing the hazardous substance with a less hazardous substance.
- using the substance in a safer form.

If prevention is not practicable, the company will adequately control\* the risk of exposure by:

- Total enclosure of the process/isolation of the activity, where reasonably practicable or partial enclosure and installation of extraction (Local Exhaust Ventilation, LEV).
- providing suitable storage and transport facilities for hazardous substances following manufacturer's guidance and ensuring containers are correctly labelled.
- using a system of work that minimises the potential for leaks, spills and escape of the hazardous substance.
- ensuring that control measures, e.g. LEV remain effective by inspection, testing, thorough examination and maintenance of plant and equipment where appropriate.
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances.
- providing employees with suitable personal protective equipment (PPE) and or Respirable Protective Equipment (RPE) as required by risk assessment and ensure that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken.
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented.
- Determining the need to monitor employee's exposure or if health or medical surveillance is required.
- Recording the findings in a COSHH assessment and review the assessment regularly or if is deemed no longer valid.
- providing a copy of each relevant COSHH assessment to those persons considered at risk.
- Preparing and implementing, by a competent person, a suitable and sufficient risk assessment that complies with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR), where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace.



- regularly monitor compliance to the control measures implemented.

Hazel 4D will consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. visiting children and women of childbearing age, and will implement the necessary controls to minimise or eliminate harm

Note: controls need to include not exceeding any assigned legal Workplace Exposure Limits (WEL) or that exposure to asthmagens, carcinogens and mutagens are reduced to as low as is reasonably practicable.

#### **d) Pedestrian and Traffic Segregation**

Pedestrians and vehicles are segregated on our premises as far as reasonably practicable to avoid risk of harm to persons and damage to the premises and vehicles.

An assessment will be made and monitored by a competent person to determine suitable segregated routes and methods that are appropriate for our premises and activities undertaken. Where segregation cannot practicably be implemented, control measures will be identified and implemented as far as reasonably practicable.

#### **e) Personal Protection Equipment**

If mandatory personal protective equipment is required on a client site Hazel 4D will supply this. and employees and sub-contractors must wear this accordingly to comply with the client site rules.

PPE assessments – Are carried out by management and the safety officer and all PPE is supplied by the company for employees. The PPE requirements in general for our work are set out in the company health & safety handbook and will be specifically set out in the warehouse and site-specific risk assessments and safety method statements.

#### **f) Driving for work: Mobile Phones and Satellite Navigation Systems**

Employees are not permitted to use or touch a mobile phone or satellite navigation system while driving. (It is illegal to do so). Use of hands-free access, such as: a Bluetooth headset or a dashboard holder is permitted.

The law still applies to you if you are stopped at traffic lights or queuing in traffic.

Drivers can use a hand-held phone when: safely parked and the engine is off or if you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop.

#### **g) Display Screen Equipment (DSE)**

All of our employees who use display screen equipment (DSE) equipment for a large part of their working day are required to complete a DSE assessment. All issues raised in DSE assessments are investigated and necessary control measures are implemented to reduce the risk of harm as far as reasonably practicable.

Where necessary task changes within the working day may be made to prevent intensive periods of continuous on- screen activity. Regular breaks will be permitted as required.

#### **h) Alcohol and Substance Misuse**

Hazel 4D prohibits the possession of or being under the influence of alcohol or illegal substances whilst on our premises or in company vehicles. This policy applies to both employees and non-employees, such as visitors and contractors. Under the influence means having taken any alcohol or drugs in any quantity.

Employees are additionally prohibited from being in possession of or being under the influence of alcohol or illegal substances when working away from our premises, during working hours, including when driving for business purposes or as a passenger in company vehicles.

Employees found to be under the influence of alcohol or illegal substances will be subject to disciplinary procedures. Non-





employees will be asked to leave the premises immediately and relevant persons notified.

Where an employee has been issued with medicine by a medical professional that may affect their ability to work safely, they must inform their manager immediately.

Hazel 4D will support and help employees who may have a dependency on alcohol or other substances (in line with the Company Handbook).

All of our employees are encouraged to report to their manager if they notice obvious signs of alcohol or substance abuse in a colleague.

The organisation may operate a policy of alcohol and substance testing as per the detailed Company Handbook.

### **i) Stress**

As part of our risk assessment process, it is the policy of Hazel 4D to prevent psychological as well as physical injury by considering the possible risks to health arising from work-related stress.

The first step in the organisation's approach to stress management is to identify work activities which may impose unnecessarily high levels of stress upon the individual employees undertaking them. Where possible such activities will be redesigned in order to eliminate or control the causes of the stress.

Employees identified as being at risk from work-related stress would then be educated as to the dangers to their health and to encourage them to reduce their stress levels, where possible, through participation and co-operative working. Where necessary, training will be provided in order for them to monitor and control their own stress levels.

Employees identified as needing rehabilitation due to work-related stress may be provided, upon request, with independent and confidential counselling.

The above measures will be subject to regular monitoring and review if applicable.

## **11. DEALING WITH EMERGENCIES**

First Aid – A First Aid assessment will be carried out at each workplace to identify the level of First Aid cover required, e.g. 'First-Aiders' (i.e. those who have either a First Aid at Work or Emergency First Aid at Work certificate) or 'Appointed Persons'. Consideration will be given to cover annual leave, sickness etc.

All work vans carry a full first aid kit. All supervisors carry mobile phones to speed up help calls. Responsibility for keeping first aid kits fully stocked will lie with supervisors and van drivers.

Employees must report any injury to the appointed person straight away. You MUST then follow their instructions. These may include: -

- Minor injury - Immediate treatment to reduce further damage or infection.
- Major injury - Immediate treatment and a decision to either call an ambulance or visit casualty at the local A & E.

Where doubt about any injury, condition or ill-health exist, advice can be sought from NHS direct on their phone line of 0845 4647.

Office Fire Safety - The fire safety risk assessment and consequent precautions are based on the HSE's "**Fire Safety – an employer's guide**" The Regulatory Reform (Fire Safety) Order 2005

The policy/principles of assessment/control for our offices and depot are:

- An automatic Fire Alarm tested weekly maintained annually.



- A means of escape adequate to Fire Brigade/HSE guidance.
- Fire extinguishers maintained annually. (Water and CO<sub>2</sub> types).
- Staff training to identify potential sources of heat and fuel.
- Staff training in fire precautions and fire emergency action.

## 12. MONITORING OF HEALTH & SAFETY

Day to day monitoring of employees' contractors and public's health and safety is the responsibility of our supervisors and site management team. Hazel 4D's health and safety procedures are vetted annually under the Alcumus Safe Contractor accreditation scheme. An H & S audit by an external consultant will be carried out quarterly.

## 13. PACKAGING MACHINERY INSTALLATIONS AT CLIENT SITES

Fitting and maintaining packaging machinery at client sites is undertaken by Hazel 4D's trained engineers and their team members competent to carry out the work. They are required to comply with the Client's health and safety arrangements etc. (See Section 16 below), the requirements of the CDM regulations and the procedures and controls identified in Hazel 4D's risk assessments and safe systems of work.

## 14. CDM REGULATIONS 2015

Projects involving work undertaken on Client sites: Unless Hazel 4D is appointed as a subcontractor to a Principal Contractor on a project, under the requirements of the CDM 2015 Regulations Hazel 4D will be appointed by the client as Contractor.

The Contractor's main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect.

In this role Hazel 4D is obliged to comply with the following:

Make sure the Client is aware of the Client duties under CDM 2015 before any work starts. Plan, manage and monitor all work carried out by themselves and their workers, taking into account the risks to anyone who might be affected by it (including members of the public) and the measures needed to protect them

Check that all workers they employ or appoint have the skills, knowledge, training and experience to carry out the work, or are in the process of obtaining them

make sure that all workers under their control have a suitable, site-specific induction provide

appropriate supervision, information and instructions to workers under their control

ensure they do not start work on site unless reasonable steps have been taken to prevent unauthorised access

ensure suitable welfare facilities are provided from the start for workers under their control, and maintain them throughout the work

For single contractor projects, prepare a Construction Phase plan.



## 15. CUSTOMERS ON SITE AT HAZEL 4D'S PREMISES

- Customers coming onto the Hazel 4D (H4D) site are regarded as visitors.
- Visitors at Hazel 4D's premises must adhere to all safety guidelines and regulations applicable to Hazel 4D staff. It is the responsibility of Visitors to report any safety concerns or incidents immediately to their contact or the employee responsible for them. At Mill House HQ we have no designated pedestrian walkways in place, visitors therefore need to be aware of the hazards present due to the moving vehicles on the site. Visitors may be required to wear appropriate personal protective equipment (PPE) if requested.
- Visitors entering our building should familiarise themselves with emergency exit routes, assembly points, and evacuation procedures which will be made clear to them on arrival.
- In the event of an emergency, visitors must follow instructions from our staff and evacuate the premises safely following the same procedures and exits as H4D staff.
- Visitors observing equipment demonstrations or undergoing equipment training, or any activities involving potential risks, will receive safety briefings and training as required.
- Visitors must promptly report any accidents, near misses, or unsafe conditions to our staff so that corrective actions can be taken.

## 16. H4D STAFF AT CUSTOMER'S PREMISES

- The customer is responsible for providing a safe working environment for the H4D team, which includes addressing any identified hazards.
- Customers must communicate their site-specific safety rules and requirements to our team members ahead of any site visit for installation or demonstrations. Our team members will be equipped with the necessary PPE as per our own requirements. Customers are requested to make us aware of any additional/specific onsite safety requirements.
- In the event of an emergency on the customer's site, our team will follow the customer's established emergency procedures and instructions.
- Our team members will report all incidents and accidents to the customer's designated personnel promptly and to H4D's Operations Manager, Alex Surtees.
- Our customers are encouraged to provide feedback on safety concerns or improvements related to our operations on their site.

## 17. MECHANICAL PLANT: FORK TRUCKS

Hazel 4D makes use of a fleet of electric powered fork trucks for transporting, storing and retrieving stock on pallet racking within their warehouse. These activities have been risk assessed and are carried out by formally trained and certificated operatives only.

All the fork trucks are subject to regular maintenance and thorough inspections as per the Statutory requirements of the Lifting Operations and Lifting Equipment Regulations (LOLER).

The drivers are required to undertake a daily pre-use check of the fork truck to ensure it is safe for use. Planning for lifting and positioning a load is to include an assessment of its weight and the stability of the goods. Truck driver competence is continually monitored.

Battery charging stations are provided for periodic re-charging the fork truck batteries when required.



## 18. YOUNG PERSONS

- Under health and safety law, as an employer, Hazel 4D ensures, so far as reasonably practicable, the health and safety of all their employees, of any age. As part of this, there are certain considerations that should be made for young people.
- A young person is anyone under 18 and a child is anyone who has not yet reached the official minimum school leaving age (MSLA). Pupils will reach the MSLA during the school year in which they turn 16.
- Young people and children have different employment rights from adult workers and are protected in relation to the hours they can work.

### Management of Health and Safety at Work Regulations

- Hazel 4D has specific duties for young people under the Management of Health and Safety at Work Regulations. These include ensuring that any young people in their employ are not exposed to risk because of:
  - Their lack of skills and training.
  - Unfamiliarity with the workplace and surroundings.
  - Possible lack of maturity.
  - Lack of experience of avoiding existing or potential risks.
  - Being physically or psychologically unsuited to certain types of work.

For placements in low-risk environments, such as offices or shops, with everyday risks that will mostly be familiar to the young person or student, the existing arrangements for other workers should be adequate

For environments with risks less familiar to them (for example warehouse duties or service calls to customer sites), Hazel 4D would make arrangements to manage the risks. This should include induction, supervision, site familiarisation, and any protective equipment needed.

In such cases Hazel 4D will issue a risk assessment specifically relating to young people which will take into account:

- Inexperience and possible immaturity of young persons.
- The nature of the work areas and likely hazards to be present.
- The types of equipment to be used and work activities envisaged.
- Possibility of exposure to chemical, or physical hazards including electric shock.
- Health and Safety training including the use of PPE to be given to the young person.

### Work Experience

Where a Child or Young Person is on work Experience Hazel 4D will communicate the findings of the Risk Assessment together with protective and preventative measures to be taken to a person having parental responsibility or rights for the child and to the school/college/training provider where applicable

Hazel4D will not require a young person to:

- Work without adequate supervision or training.
- Work without a knowledge of applicable emergency procedures in the event of fire etc.
- Work without adequate provision and training in the use of PPE.
- Work where they are subject to exposure to excessive heat, cold, noise or vibration.
- Work where they could be exposed to harmful substances or agents which could chronically affect health.

All Hazel 4D's staff having a management role for young people in the workplace are required to ensure that



young people are protected from harm at all times at work and must follow the guidance, reporting and training requirements laid down by the Employer.

Young people must:

- Comply with Health and Safety requirements including work instructions and the use of PPE. These would include any site rules specific to the site where they are required to work.
- Not undertake any tasks or operate any machinery unless they have been adequately trained.
- Immediately report details of any hazards or defects or issues of which they are unsure to the Employer.