

Company Health, Safety Policy (WCCTV)

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*Asterisks indicate changes since the previous issue

1. Identifying Risks and Hazards (HS&E)

*At the planning stage of any contractual agreement by the Company, specific attention must be paid to the required activities to be undertaken and the foreseeable risks or hazards that may be either apparent, or could become apparent, with regard to the undertaking of such activities. The Company Health and Safety Responsible Person will undertake a fully detailed planning stage Health and Safety Survey and of the potential contractual agreement premises, inclusive of compiling a fully detailed Survey Report, to be distributed to the Managing Director and thereafter on an annual basis.

- 1.1 With regard to the assessment of any risks or hazards that may be foreseeable, the following items must be considered;
 - a) The professional opinion of a Health and Safety Responsible Person, who has detailed practical experience of the required activities in questions.
 - b) *The statistics of the accident book / reportings, which will be produced on a quarterly basis and distributed to the Health and Safety Responsible Person and Managing Director.
 - c) Any environmental aspects and impacts
- 1.2 *Where risks and hazards are fully apparent, on other employer's premises that are not normally encountered within the working experience of the Company's activities, possible guidance and assistance, with regard to assessing such foreseeable risks and hazards, must be sought at the earliest possible opportunity, by the Health and Safety Responsible Person from an appropriate and authoritative professional source.
- 1.3 In the event of any required activity highlighting risks or hazards that are either unusual or, unpredictable in their nature, guidance and assistance must be sought at the earliest possible time during the planning stage, with regard to these activities.
- 1.4 *All the above are controlled by the undertaking of a mandatory, fully detailed premises risk assessment by the Health and Safety Responsible Person, which will then be actioned by the Managing Director.

2. Fully Eliminating, or Controlling Apparent Risks and Hazards

- 2.1 Having identified all reasonably foreseeable risks, by the completion and recording of a fully detailed premises risk assessment and report, there then exists the necessity to either, wherever it is reasonably practicable, fully eliminate the apparent risks and hazards, or bring into practice reasonably practicable control measures to partially eliminate the apparent risks and hazards.
- 2.2 The essential and paramount objective of WCCTV, with regards to risks and hazards identified, is to ensure that all employees and the environment will be exposed to such risks and hazards have received the following:-
 - a) All employees receive adequate information with regard to the nature of the identified risks and hazards and their effects, and possible consequences to the employee and the environment.
 - b) All employees receive clear and precise instructions with regard to how the identified risks and hazards are to be approached, and how to deal with them.
 - c) All employees receive demonstrational instruction, through simulated training, and ensuring that the employees have fully understood what they have been informed, and that they are fully capable of undertaking the required activities safely, without risk to themselves or others.

3. Monitoring of Risk and Hazard Procedures

- 3.1 The Company is fully aware of its obligational duties and responsibilities, with regard to developing the capacity to monitor all of its undertaken operational activities, on a regular basis.
- 3.2 The first requirement of the devised monitoring system must be establishing that the formulated procedures used for identifying, elimination as far as is reasonably practicable, or controlling apparent risks and hazards are adequate for the purpose, and that they are achieving their required objectives.
- 3.3 The second requirement of the devised monitoring system must be to fully confirm that the established procedures are being strictly adhered to by all Company employees, and that no unauthorised “short cuts” are being incorporated by the employees.
- 3.4 Finally, it is essential and paramount that regular assessment and monitoring of the established procedures is undertaken, with regard to verifying the extent of their relevance to the risks and hazards involved, and to revise or amend them accordingly, as and when it becomes necessary.

4. Duties under the Regulations for the Control of Substances Hazardous to Health

4.1 Duties of the Employer.

*WCCTV, as employers, are fully aware that they have a duty and responsibility to all Company employees, and a duty and responsibility to co-operate and collaborate with other employees, whose staff are present on premises owned, leased, or hired by the Company. They are also fully aware that they have a duty and responsibility to all Company employees, to provide such information, instruction, and training, as necessary, with regard to any Hazardous Substances may which may be used, under the Control of Substances Hazardous to Health Regulations 2004 (Will be referred to henceforth in this Policy Statement as the COSHH Regulations).

4.2 Duties of the Employees

*WCCTV, employees have a duty and responsibility to co-operate with their employers, so far as is reasonably practicable, to enable WCCTV as employers, to meet and comply with their obligations, under the Health and Safety at Work Act 1974, COSHH regulations.

4.3 Assessment of Substances

Hazardous substances must not be used until a suitable and sufficient assessment of the risks created by that substance, to employees in their areas of work, has been evaluated and a written COSHH Risk Assessment has been completed.

4.4 Assessments must take into consideration the following:-

- a) The type of substance to which employees are exposed to.
- b) Being in possession of correctly completed fully detailed information COSHH Data Sheet.
- c) The possible effects of those substances on the body, and state of health of the employees.
- d) The possible effects of those substances on the environment.
- e) Any possible Control Measure requirements to ensure the protection of the employees.
- f) Identify any hazards with regard to materials, machines and processes and, in conjunction with appropriate specialist Health and Safety Advisors, recommend and implement control measures to possibly eliminate the identified hazards, or fully control them. Also ensure that all Health and Safety aspects are incorporated into all job instructions.

- 4.5 The amount of detailed work required, in order to undertake a satisfactory COSHH Risk assessment, will vary, and will be dependent on the following;
- a) The degree and nature of the risk, and conclusions with regard to the adequacy of any required control measure implementation.
 - b) Previous experience and knowledge of such Hazardous substances.
 - c) Any existing records and other documentation which highlights the nature of the Hazardous substances involved.
 - d) The suitability of the control of the Hazardous substances.
 - e) Any recorded and documented results of any previous monitoring of the Hazardous substances.

5. Control Measures

- 5.1 WCCTV, to ensure compliance with the COSHH Regulations, and to safeguard its employees and the environment must achieve certain standards with regard to control, relating to inhalation, ingestion, or absorption through the skin, release in to the environment with regard to employees and the environment coming into contact with any substance hazardous to health.
- 5.2 The COSHH Regulations states, that wherever possible and is reasonably practicable, control measures for hazardous substances should be implemented by methods other than the provision of Personal Protective Equipment, this provision will be used as a “Last Resort”, and could possibly be inclusive of other relevant implemented control measures – other methods include the following:-
- a) Substitution with a less hazardous substance.
 - b) Totally enclosing the area with regard to where the hazardous substance is to be used.
 - c) Providing specific and satisfactory local and general exhaust ventilation.
 - d) Reducing the number of employees that will be exposed to the hazardous substance.
 - e) Reducing the duration of time that the employees will be exposed to the hazardous substance.
- 5.3 WCCTV’S HS&E Person will provide adequate suitable control measures, wherever it is reasonably practicable to do so, and must ensure that the implemented control measures are efficiently, effectively and correctly used or applied. These implemented control measures will be regularly monitored by the HS&E Responsible Person. All Company employees have a duty and responsibility to make fully effective and correct use of any control measure implemented by their employer, and must report any discrepancies on an immediate basis, as and when they are encountered. It will be the duty and responsibility of all employees to thoroughly check any Personal Protective Clothing or equipment issued, before use, and any defects observed must be recorded on an immediate basis. It will be the duty and responsibility of all employees to ensure that all Personal Protective Clothing or equipment issued to them is correctly stored in the workshop area. All issued Personal Protective Clothing or equipment that is in use, must be removed by the employee when eating, drinking, or smoking, with regard to ensuring the prevention of contamination of their food and drink, by hazardous substances.

5.4 Regular monitoring must be undertaken with regard to ensuring that all control measures implemented are adequate and suitable for the purpose, and that the correct procedures for use of the control measures are being strictly adhered to at all times. Documented records must be formulated, with regard to all monitoring of control measures undertaken, stating procedures of use, location of where the monitoring was undertaken, and the names of the employees monitored. Any inadequacies with regard to monitoring must be reported on an immediate basis, and they must be discussed with the Health and Safety Responsible Person. Any required changes that may become necessary, must be implemented on an immediate basis. In the event of it not been possible to implement the required changes on an immediate basis, a complete prohibition on the use of the substance must be considered.

5.5 Action Required at the Contract Negotiation Stage

Responsible WCCTV Management must, at the initial negotiation stage of any contract, ascertain whether their employees will have any contact with, or be required to use, any substances hazardous to health, and whether there are any, instructions, COSHH Data Sheets available with regard to advice for the Hazardous Substance/s. Advice must be sought from the Health and Safety Responsible Person, where any doubt exists with regard to these matters.

6. **Authority and Responsibility**

- 6.1 *It will be the duty and responsibility of the Company Managing Director, to ensure that WCCTV has an adequate Health and Safety Policy, and that it is effectively and efficiently implemented.
- 6.2 *The Company Managing Director is responsible for the endorsing and presentation of an adequate Health and Safety Policy. The Company Managing Director will also ensure that the Company structure for effectively and efficiently implementing the policy is adequate, and that sufficient financial funding and qualified responsible personnel are available for the efficient and effective implementation.
- 6.3 The HS&E Responsible Person will be responsible for ensuring that the Health and Safety Policy structure is being effectively implemented, within their respective areas and that its efficiency and effectiveness is constantly monitored.
- 6.4 *The Health and Safety Responsible Person will be responsible for correctly advising Heads of Departments and other operational staff, with regard to all aspects of Health, Safety and Welfare and ensuring that all operational staff within the Company receive appropriate Health, Safety and Welfare training. The Health and Safety Responsible Person will also be responsible for ensuring that any further "Specialist" Health, Safety and Welfare training is delivered efficiently and effectively, by either herself or a recognised and qualified Health, Safety and Welfare training provision.
- 6.5 *All company Management and Responsible Supervisory Staff will be responsible for ensuring that the Company Health and Safety Policy is being efficiently and effectively implemented, within their respective areas of responsibility and they will have the authority to delegate specific duties to personnel, as and when necessity to do so arises, with particular reference to all aspects of the Company Operations that come under their control.

6.6 It will be the duty of every Company Employee to:-

- a) Take reasonable care for the health and safety of his/herself and of other persons who may be affected by his/her acts, or omissions at work.
- b) Undertake any duty or requirement imposed by his/her employer, or any other person, by or under any of the relevant statutory provisions, and to co-operate so far as is reasonably practicable, in order to enable the duty or imposed requirement to be fully undertaken or complied with.
- c) To wear all Personal Protective Clothing, that has been issued, Free of Charge, to enable any specific duty to be undertaken safely, and without risk to him/her, or to others.
- d) To report, on an immediate basis, any accident that may occur, by use of the correct Company Accident Reporting Procedure, forwarding precise, clear and all relevant details of the accident and recording full details of the accident in the Accident Recording Documentation. The Responsible First Aid Person attending the accident will complete WCCTV accident report book and forward a copy to the Health and Safety Responsible Person and the relevant Head of Department, without delay.
- e) In the event of any doubt occurring, with regard to any aspect of HS&E and welfare, the employee must discuss the aspect with the Health and Safety Responsible Person. If they are not satisfied and adequate safety measures have not been met please report to the managing director.
Staff will not be discriminated for reporting HS&E issues.

7. Resources

7.1 There are a number of resources available to the Company, to assist with the efficient and effective implementation of the Company Health and Safety Policy, both from within the Company Structure, and from registered, recognised and qualified external Health and Safety Professional Bodies.

7.2. A Health and Safety Responsible Person, appointed by the Company Managing Director, and fully responsible to him for all aspects of Company Health, Safety and Welfare, who will be responsible for the undertaking of the following duties:-

- a) To fully interpret Health and Safety legislation, with regard to the effect that such legislation has on the activities being undertaken by the Company, and to ensure that all Company procedures comply with all the current legislation at all times.
- b) To obtain, as and when required, any 'specialist' advice with regard to any aspect of Health, Safety and Welfare, from registered, recognised and qualified external Health and Safety professional bodies, and ensure that any advice obtained is efficiently and effectively implemented. Maintaining effective liaison with the Health and Safety Executive, Factory Inspectorate, Fire Prevention and other bodies connected with the Health Executive, Factory Inspectorate and Fire Prevention.
- c) To maintain a fully up-to-date company accident Recording Book, and for reporting all reportable accidents, under the RIDDOR *2015 Regulations to the relevant enforcing authorities, and ensuring that the Company Insurers receive fully detailed documentation with regard to all such Reportable Accidents, in the event of any potential claims arising from such accidents. To thoroughly study and evaluate all accidents reported by WCCTV company personnel, and all other statistical trends within the company, in order to enable any relevant improvements to be incorporated into the company procedures.
- d) To maintain, inclusive of any new amendments to current legislation, a fully up-to-date and controlled, Company Health and Safety manual, and ensure that a copy of this manual is available for the use of every WCCTV employee, should it be required.

- e) Fully ensure that, due to the nature of the Company's Business activities, the company complies with the 'Lone Worker Conditions' under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999.
- f) To ensure that regular Health and Safety update training and any requirement for 'specialist' training is thoroughly undertaken at all levels of the Company Structure.
- g) Control and monitor all nominated, trained and certified First Aid Persons to ensure that all accidents that occur at WCCTV are attended by a First Aid Person and that the correct First Aid treatment is administered. Ensure that all accidents that occur are correctly recorded into the Company Accident book and are investigated and an Accident Report Form and First Aid Person Report Form are completed and the Health and Safety Responsible Person is notified on an immediate basis. Also ensure that provision and maintenance of all Medical Equipment.
- h) To forward professional advice to all Management and Supervisory Staff with regard to the purchasing of any 'specialist' Personal Protective Clothing requirements and other Health and Safety equipment.
- i) To deliver throughout the Company, any 'Specialist' and other Health and Safety Training requirements, or arrange for this to be undertaken by an outside Health and Safety professional.
- j) Ensure that any Visitors or Contractors attending the premises, for whatever reason, fully observe the WCCTV company safety rules and any instructions forwarded by the Health and Safety Responsible Person who is responsible for the enforcement of the Company Safety Rules. Also ensure that no person will work on the premises until they are covered by insurance against risk.
- k) *To ensure that any other persons (i.e. members of the public) are not put a risk due to WCCTV Ltd work activities, actions or omission.

7.3 *All members of the Company Management and its employees may, at all times, call on the H&S Responsible Person, for any advice and assistance with regard to all aspects of Company Health, Safety, and Welfare.

7.4 A copy of the Company Health and Safety Policy Statement will be forwarded to each new employee of the Company during his/her initial induction to the Company. A signed receipt of having been received by the new employee must be retained in the new employee's personnel record file.

8. Arrangements for Maintaining a Safe and Healthy Working Environment:

WCCTV, as a company, recognises that there are some risks and hazards throughout the workplace that require adequate control measures to be implemented in order to maintain the safety of all employees and all plant and machinery. These implemented control measures, in the form of 'Safe Working Procedures' are detailed as follows:-

8.3 Accident Reporting Procedures:

A complete record of all accidents that occur at WCCTV, regardless of how minor they are, must be recorded in the Company Accident Book (B1510). This accident book is available for completion to all nominated, trained and certificated First Aid Persons.

It is essential that all employees of WCCTV, report all accidents that occur, regardless of how trivial they are thought to be, on an immediate basis as soon as they occur in order that any required remedial action can be undertaken as quickly as possible. In the event of an accident occurring, the person (s) involved must report it immediately to ensure that correct First Aid treatment of the injured person, for correctly recording into the Company Accident Book all relevant details of the accident. Completion of an Accident form must be forwarded to the Health and Safety Responsible Person. Should it be a requirement under current Regulations, a thorough investigation of the accident must be undertaken by the Health and Safety Responsible Person.

8.4 Reportable Accident Under RIDDOR *2013 Regulations

Three Day lost time Accident

A 'Three day lost time' accident is an accident where an employee is off work for three days or more (not counting the day of the accident occurring, but inclusive of non-working days) as a result of the accident. This type of accident must be recorded in the accident book and reported to the health and safety responsible person.

'Seven Day Lost Time Accident'

A 'Seven day lost time' accident is an accident where an employee is off work for seven days or more (not counting the day of the accident occurring, but inclusive of non working days) as a result of the accident. This type of accident must be reported by the Health and Safety Responsible Person, to the enforcing Authority (Health and Safety Executive), by use of an official RIDDOR reporting form (F2508), within 15 days of the accident occurring. These forms are available online at HSE website (<http://www.hse.gov.uk/riddor/report.htm>)

Occupational diseases

If an employee has been diagnosed by a doctor as having a diseases listed in the **reported listed occupational diseases** [2] when they receive a written diagnosis from a doctor that they are suffering from these conditions and the sufferer has been doing the work activities listed the this is to be reported by the health and safety responsible person to RIDDOR using an official RIDDOR reporting form (F2508a - Report of a disease)

'Major Accident'

A 'Major Accident' is an accident involving fracture, other than to fingers, thumbs and 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 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 a 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

This type of accident must be reported, by the Health and Safety Responsible Person, to the Enforcing Authority (Health and Safety Executive), by use of an official RIDDOR reporting form (F2508), within 10 days of the accident occurring. It must also be reported by telephone, within 24 hours of the accident occurring. Call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

If the Incident is outside of the opening hours of the incident contact centre and is one of the circumstances listed below ring the duty officer on 0151 922 9235

- Following a work related death
- Following a serious incident where there have been multiple casualties
- Following an incident which has caused major disruption such as evacuation of people, closure of roads, large numbers of people going to hospital.

'Dangerous Occurrence'

A 'dangerous occurrence' and a 'near miss' incident is an occurrence such as collapsing scaffolding, collapsing walls, stairways, overturning of any load bearing part etc. This type of accident must be reported, by the Health and Safety Responsible Person, to the enforcing Authority (Health and Safety Executive), by use of an official RIDDOR *2013 reporting form (F2508), within 10 days of the accident occurring. It must be reported immediately, by telephone, after the accident occurring. A 'near miss' is classed as an incident where no injuries are sustained by any person. These forms are available from the Company Managing Director. On completion of the F2508 form, the Health and Safety Responsible Person will forward the same to the Company Managing Director to then be forwarded to the Health and Safety Executive.

All reportable Accident and Dangerous Occurrence documentation will be retained in a separate file due to the fact that these could become potential claims.

9. Management, Staff and Employee Training:

All training requirements for WCCTV management, staff and employees will be identified by the H&S Responsible Person, in conjunction with the Company Managing Director. WCCTV actively aims to provide fully competent personnel in order to comply with any legal requirements and current legislation. Such training provision will relate to the following:-

- a) The provision of a fully qualified First Aid Person (Ashley Canham).
- b) Training in the correct use and maintenance of Personal Protective Equipment and Clothing:
- c) Training of fully competent personnel with regard to varying situations within the company, to be inclusive of undertaking electrical duties:
- d) Training with regard to general duties that come under the Health and Safety at Work Act 1974:
- e) Training of personnel with regard to the handling of chemicals and hazardous substances:
- f) Training on Environmental aspects and impacts

10. Personal Protective Equipment and Clothing:

WCCTV will take all reasonably practical measures in order to remove risks and hazards from all working processes. Should this not be reasonably practicable, WCCTV will provide to its employees, free of charge, the correct required Personal Protective Equipment and clothing and the relevant training in its use and maintenance, in order to enable working processes to be conducted in a safe and effective manner. Such equipment provision will be the responsibility of the Company Production Manager. The Company Production Manager has deemed the following Protective Equipment/Clothing should be issued to all production staff.

- a) Eye Protection: Eye Protection must be worn by all employees wherever there is a foreseeable likelihood of any foreign body entering the eyes.
- b) Safety Shoes: Safety shoes must be worn by all employees, at all times whilst on the premises.

All WCCTV employees will be requested, by the Company Production Manager, to sign for all items of personal protective equipment or clothing issued to them. The responsibility for safe use and maintenance of the same. WCCTV will immediately report any defects, renew any personal protective equipment or clothing, providing the defect is due to accident, normal wear and tear or loss.

11. Control of Chemicals and Hazardous Substances

All chemicals and hazardous substances that are used in processes and stored at Act's company premises are potentially dangerous. Extreme care and caution must be exercised by all employees when using or handling the same.

The required personal protective equipment and clothing issued by WCCTV signed for by the employee must be worn at all times when using or handling all chemicals and hazardous substances. All employees must acquaint themselves with the relevant First Aid precautions. All chemicals and hazardous substances must be suitably segregated, according to their compatibility, also to comply with the COSHH Regulations 1999, by making reference to the relevant, mandatory COSHH Data Sheet for each chemical or hazardous substance. These COSHH Data Sheets are held by the Production Manager. Should employees have any doubt, advice must be sought from the Production Manager.

12. Machine Guarding and Safety Devices

WCCTV has no machines that have guarding or Safety devices.

13. Use and Maintenance of Ladders

WCCTV requires no ladders to carry out Company work.

14. Fire Precautions in the Workplace

It is the policy of WCCTV, to ensure that every effort is made to reduce both the likelihood of the outbreak of fire and control the severity of any outbreak of fire that does occur. All employees should be extremely vigilant and report to the Production Manager, anything that could possibly be a fire hazard. All employees must be fully conversant with the displayed Company Fire Precautions and Fire Drill Procedures. Employees must not, under any circumstances whatsoever, attempt to attack any outbreak of fire, unless they have received full and comprehensive training in the correct use of fire fighting equipment, then only if it is safe to do so without endangering themselves or any other persons. WCCTV has appointed a fire warden, employee Paul Lowe.

14.3 WCCTV is a non- smoking company

15. General Housekeeping

One of the major contributors towards any company operating very poor fire standards stems from very poor housekeeping standards. It is also very apparent that operating very poor fire and housekeeping standards also enhances the cause of injury to employees from slipping, tripping and falling, contact with discarded materials etc. All WCCTV employees have a responsibility for ensuring that general housekeeping standards within the company are maintained at a high standard within their working and leisure areas. This high standard must be maintained at all times. WCCTV employ contract cleaners who are responsible for general housekeeping; however employees are also request to keep their work areas tidy.

16. Control of Contractors Attending the Premises

*WCCTV, as a Company, will fully endeavour to completely control all work at the premises that is undertaken by outside contract companies, to ensure that the work being undertaken does not adversely affect the Health, Safety and Welfare of its employees. All contractors used MUST submit to WCCTV, their working methods and safe systems of work. WCCTV maintains a regular contractor in Leerose integrated systems Ltd, all safe working methods of Leerose are held by the Production Manager and the Health and Safety Responsible Person. The Production Manager will issue to all contractors, signed and dated permits to work, should this be a requirement. The Production Manager and all WCCTV employees MUST report, on an immediate basis, any working practices that could be considered to be unsafe procedures, being operated by any contractor undertaking designated work at the premises. These practices must be reported to the WCCTV Production Manager, who must bring it to the attention of the Company Managing Director. Under no circumstances whatsoever must designated contractors be allowed to use any of WCCTV's machinery or any other equipment, without the correct authorisation from the company Production Manager.

All contractors working on the outside of the building, will be the responsibility of WCCTV's management company, Beva, who will ensure all safe working methods are undertaken.

17. High Hazard Operations

In the event of any work being undertaken working from heights, working in confined spaces and on certain Electrical Equipment, that could possibly require a permit to work being issued before any work is undertaken, persons undertaking such work MUST CONSULT with either WCCTV's Company Managing Director or Production Manager in order that the required permit to work can be signed, dated and issued, so that the required work may be undertaken.

18. General Company Rules

In the event of employees being in any doubt, or have any concerns with regard to the implementation of WCCTV's, company safe working procedures, or have any concerns with regard to the implementation being unsafe, they should consult, for advise in the first instance, to the Health and Safety Responsible Person. WCCTV employees must strictly adhere to all implemented company rules by means and regulations, for the maintenance of a healthy and safe working environment, at all times.

19. Company Discipline

WCCTV, as a company, will ensure that all of its employees are fully aware of company rules with regard to all Safe Systems at Work that may be implemented, as illustrated in WCCTV's risk assessment. All WCCTV employees must strictly adhere to all implemented company rules, regulations, Safe Systems of Work and the Health and Safety at Work Act etc. 1974, in order to fully ensure the maintenance of a healthy and safe working environment, at all times.

All WCCTV employees are fully subject to all of the implemented company standard disciplinary procedures, at all times whilst employed by the company.

All WCCTV employees shall be fully subject to a verbal warning, followed by a written warning with regard to them being guilty of any breaches of implemented company Safety Rules. This will be followed by a final written warning before dismissal for persistent breaches of Company Safety Rules.

It is an immediate dismissible offence for any employee showing a flagrant disregard of any implemented Company Safety Rule.

It is the right of every WCCTV employee to lodge valid complaint of what they may consider to be unfair treatment, to the Managing Director.

20. Company Emergency Procedures

20.1 Fire Procedures, Evacuation of Personnel:

The paramount objective of WCCTV with regard to evacuation of personnel from the premises is the preservation of life of all its employees. It will become a necessity for all personnel to be evacuated from the premises in the event of the outbreak of a fire, possible risk of the occurrence of an explosion, or any other unforeseen emergency occurring which could possibly put the life of employees at risk.

20.2 Environmental procedure;

With regard to environmental issue it may be necessary to isolate and contain chemical spillages, some of the chemicals used by WCCTV and indirectly by means of chemicals stored in batteries are toxic to the environment. Full details are made available within the COSHH assessment and MSDS.

If a chemical is spilt it should be contained and disposed of in a safe manor, consult the COSHH assessment and the MSDS to ensure health and safety and environmental aspects are adhered to.

20.3 Indication Evacuation Signal:

In the event of a requirement occurring for the evacuation from the premises of all WCCTV employees, visitor and contractors, the indication evacuation signal will be the sounding of the installed Fire Alarm System.

On hearing the sounding of the Fire Alarm System, all employees, visitors and contractors MUST adopt the following procedure:-

- a) Switch off any equipment being used
- b) Evacuate the premises by use of the nearest designated fire exit, provided that this exit is not obstructed by either for or smoke
- c) The WCCTV fire warden (Ross Johnstone) will ensure that staff evacuate safely
- d) All employees must report to the fire assembly point (front car park).
- e) The company fire warden will carry out a roll call check.
- f) All personnel, visitors and contractors must remain at the fire assembly point, at all times throughout the incident until the company fire warden is informed by the senior fire officer attending the incident that the company premises are now safe to re-occupy.

The designated WCCTV fire assembly point is the Front Car Park.

21. Company First Aid Facilities

WCCTV first aid facilities are located in the kitchen within the WCCTV office. They are inclusive of a fully stocked and adequate for the number of personnel employed, First Aid Box, Current Accident Book and other accident reporting and recording documentation, for the use of the designated First Aider. First Aid treatment must only be administered by a designated, trained and certificated First Aid Person.

21.1 In the event of it not being possible to administer the correct required First Aid treatment on the premises, the injured person MUST be transported to a Hospital Accident and Emergency Unit, on an immediate basis, by a member of WCCTV personnel.

21.2 In the event of the occurrence of a major injury, the designated First Aid Person attending the incident MUST take the appropriate required action i.e. Ring for an ambulance and administer the required first aid treatment until the arrival of the ambulance.

22. Lifting Operations Lifting Equipment Regulations 1998 (LOLER)

The nature of WCCTV's business is that the only lifting equipment that is used is a wheel trolley for moving boxes. WCCTV will ensure that this equipment is strong and adequate enough to ensure a safe method of work. Training will be provided in how to use this equipment, as part of manual handling procedures.

23. Provision and Use of Work Equipment Regulations 1998 (PUWER)

These Regulations require that equipment provided for use at work is:-

- a) Suitable for use, and for the purpose and conditions in which it is used.
- b) Maintained in a safe condition for use so that persons health and safety is not at risk.
- c) Inspected in certain circumstance to ensure that it is, and continues to be, safe for use. Any inspection must be carried out by a competent person (this could be an employee, if they have the necessary competence to perform the task) and a record kept until the next inspection.

WCCTV will ensure that risks, created by the use of equipment, are eliminated where possible, or controlled by:-

- a) Taking appropriate hard measures e.g. protection devices, PPE
- b) Taking appropriate software measures such as following safe systems of work e.g. providing adequate information, instruction and training.

24. Waste management

The company will endeavour to implement a policy of sustainable waste management and will dispose of all materials through safe and responsible methods.

This will include recycling cardboard packaging and shredding office paper and utilising it as packaging materials for the distribution of the products.

Electrical Products are purchased where possible from suppliers that offer a return and recycling policy.

Electrical PCB's will be retained by WCCTV so that component parts can be reused as part of the repair process. Faulty components and PCB's that are end of life will be disposed of by an accredited waste company that issue a transfer note as instructed by the WEEE directive.

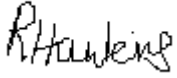
Batteries are to be disposed of by an accredited waste company that issue a transfer note as instructed by the WEEE directive.

25. Aspect and impact register

The H&S responsible person will produce in conjunction with the managing director an aspects and impacts register for the business, this is to be reviewed annually.

A handwritten signature in black ink, appearing to be 'D Gilbertson'.

Managing Director – David Gilbertson

A handwritten signature in black ink, appearing to be 'R Hawkins'.

**Health and Safety
Responsible Person – Robert Hawkins (HS&E)**