

SAFE SYSTEMS OF WORK STATEMENT

THIS DOCUMENT HAS BEEN DEVELOPED TO OUTLINE OUR COMMITMENT TO SAFETY, EQUALITY AND TRANSPARENCY.

CONTENTS:

MANUAL HANDLING
 WORKING AT HEIGHT
 ASBESTOS
 COSHH
 RISK ASSESSMENTS
 PERSONAL PROTECTIVE EQUIPMENT (P.P.E)
 LONE WORKING AND OUT OF HOURS WORKING
 REPORTING OF ACCIDENTS
 LUNA TESTING LTD CERTIFICATION
 LUNA TESTING LTD POLICIES

MANUAL HANDLING

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors. Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

Both of Luna Testing Ltd's directors attended a Manual Handling and Risk Assessment training course conducted by Peninsula Business Services Ltd in May 2007 and received certification.

The HSE issued leaflet Manual Handling Assessment Charts forms part of the Engineers Handbook issued to all Employees and Sub Contractors.

Employees and Sub Contractors are encouraged to think before they carry out any lifting or shifting of heavy or awkward objects and to seek assistance from a colleague if possible. In the event an object is considered too heavy or awkward to lift or shift safely and limits access to or testing of electrical equipment, the employee or sub contractor will fill in an Advisory Note and give a copy to the site contact or other appropriate person and ensure a copy is available for Luna Testing Ltd company records.

WORKING AT HEIGHT

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors. Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

Occasionally an Employee or Sub Contractor will require the use of step ladders to access plugs supplying the electrical equipment.

A risk assessment must be carried out to assess the situation and the environment must be assessed as well as the suitability and safety of the access equipment available on site. i.e that the access equipment has been visually checked by the appropriate person(s). The Employee or Sub Contractor may utilise the access equipment to access the plugs once safety has been established.

The risk assessment should contain the following as a minimum:

HAZARD	TO WHOM	EXISTING MEASURES	RECOMMENDED ACTIONS WHO AND WHEN
FALLING OFF ACCESS EQUIPMENT (LADDERS/STEP LADDERS).	ENGINEERS. ON SITE STAFF.	CLEAR AREA WITH NOTICES IF NECESSARY. USER CHECKS ON ACCESS EQUIPMENT. ENSURE ACCESS EQUIPMENT IS USED CORRECTLY AND IS SECURE WITH A LEVEL FOOTING.	BY THE USER PRIOR TO AND AFTER USE.
TOOLS/TEST EQUIPMENT FALLING FROM ACCESS EQUIPMENT (LADDERS/STEP LADDERS)	ON SITE STAFF IN THE SURROUNDING AREA PASSERS BY	MINIMISE AMOUNT OF EQUIPMENT TAKEN AT HEIGHT. SECURE IF POSSIBLE TO AVOID EQUIPMENT FALLING. CLEAR SURROUNDING AREA FOR DURATION OF WORKING ON THE ACCESS EQUIPMENT	BY THE USER.

CONTROL OF ASBESTOS REGULATIONS

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors. Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

All Employees and Sub Contractors must be made aware of the different types of asbestos, the associated risks with each, the environments they are most associated with and how to react responsibly on discovering previously unnotified asbestos.

Employees and Sub Contractors should ask if there is an onsite asbestos register either prior or on arrival to site. If it is established there is an asbestos presence or possibility of contact with asbestos on site, the register should be made available on arrival and a risk assessment carried out to establish where the asbestos would and could be and how contact would be avoided.

On no account should Employees or Sub Contractors work in an area known or suspected to contain asbestos.

The Employee or Sub Contractor must complete an Advisory Note and ensure this is given to the site contact or to another appropriate person explaining the reasons why the portable appliance testing has not been carried out. A copy of the Advisory Note must be made available for Luna Testing Ltd company records.

COSHH

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors.

Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

On the vast majority of sites, Employees and Sub Contractors will not be exposed to risks as these would be controlled by on site health and safety controls, but all Employees and Sub Contractors should be aware of their environment and risks that could constitute a hazard to their health, to any degree.

Substances that may constitute a hazard to health include but are not restricted to :

Gases, Vapours, Liquids, Fumes, Dusts and Solids.

Micro-organisms could also be hazardous in particular environments.

If an Employee or Sub Contractor enters or is required to enter an area which has additional risks i.e a spraypaint workshop, a laboratory, a manufacturing area and so on, then the risk should be assessed and if required, the original on site risk assessment updated to include the additional risks.

Employees and Sub Contractors should always seek on site advice if in doubt or unsure about the implications of entering such an area.

If it is found to be too high a risk, the Employee or Sub Contractor must complete an Advisory Note explaining the situation, including the area that could not be accessed, the reasons why and a copy must be given to the site contact or another appropriate person and a copy made available for Luna Testing Ltd company records.

If an Employee or Sub Contractor suffers with a pre existing medical condition that could be affected by entering these areas, they should assess the risk based on their own medical health.

If it is found to be too high a risk, the Employee or Sub Contractor must complete an Advisory Note explaining the situation, including the area that could not be accessed, the reasons why and a copy must be given to the site contact or another appropriate person and a copy made available for Luna Testing Ltd company records.

RISK ASSESSMENTS

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors.

Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

Risk assessments are an integral part of Health and Safety in the Workplace and as such, should not be dismissed by Employees and Sub Contractors as simply procedural.

A well constructed Risk Assessment contributes towards health and safety and smooth running of on site work.

Employees and Sub Contractors will be provided with generic Risk Assessment forms containing the name and address of each site, as well as the site contact name and contact details and site code.

For the vast majority of sites, these will suffice as the most common risks are included.

It should be recognised that similar risks can change with different environments and so each site should still be evaluated on arrival to ensure the generic risk assessment is satisfactory per site.

If the Employee or Sub Contractor recognises additional risks, these may be added manually with the provision of blank risk assessment forms that can be filled out on site.

The overall risk must also be altered to recognise these additional risks and appropriate action taken if required i.e notify the site contact if it is deemed to be dangerous to work as the environment and situation is currently and what could be done to ensure the safety of the Employee or Sub Contractor so that work may proceed.

Copies of all amended Risk Assessments must be made available for Luna Testing Ltd company records.

PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment or P.P.E should be worn in the appropriate environment and situation at all times.

Safety shoes, with steel toe caps must be worn in the following environments: Factories; Laboratories; Industrial Areas; Manufacturing Areas; Warehouses; Workshops; Outbuildings; Hospitals.

Please note there may be other environments where safety shoes are required to be worn, the above are examples only.

If in doubt, seek onsite advice. If in doubt wear safety shoes if onsite advice is unavailable.

Safety goggles/glasses must be worn if there is potential risk to the eyes from splashing liquids, gases or sparks.

If in doubt, seek onsite advice. If in doubt wear the safety goggles/glasses if onsite advice is unavailable.

Gloves should be worn if there is a risk of burning, scalding, shards or sharp materials, skin irritation and so on.

If in doubt, seek onsite advice. If in doubt wear the gloves if onsite advice is unavailable.

LONE WORKING AND OUT OF HOURS WORKING

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors.

Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

Whenever possible, lone working will not be considered an option.

In cases where it is necessary, each case will be viewed on its specific merits and the risk assessment shall influence any actions to be taken.

If an Employee or Sub Contractor chooses not to work alone, their decision will be respected, especially in the cases of out of hours work.

REPORTING OF ACCIDENTS

This information is available in the Employees Handbook which is supplied to all Employees and Sub Contractors.

Spot checks may be carried out periodically to ensure Employees and Sub Contractors have access to their Employee Handbooks when on site.

When working on another agency/company's premises, they are responsible for reporting any accidents and/or injuries. In the case

that an Employee or Sub Contractor is involved in an accident or suffers from an injury, they must ensure it is reported to the site contact or another appropriate person as soon as possible.

If a doctor or health worker has identified an infectious disease, then the Employee or Sub Contractor must report this to Luna Testing Ltd immediately and the correct procedures followed according to Form F2508a - Report of a disease
Fatal injuries/incidents must be reported as soon as possible to the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Out of hours, contact the relevant emergency services immediately.

The following must be reported as soon as possible to the relevant person/authority.

[Report of an injury\[1\]](#)

[Report of a dangerous occurrence\[2\]](#)

[Report of an injury offshore\[3\]](#)

[Report of a dangerous occurrence offshore\[4\]](#)

[Report of a case of disease\[5\]](#)

[Report of flammable gas incident\[6\]](#)

[Report of a dangerous gas fitting](#)

LUNA TESTING LTD CERTIFICATION

CITY AND GUILDS 2377 QUALIFIED
NICEIC REGISTERED
CRB CHECKED
RISK ASSESSMENT AND MANUAL HANDLING TRAINING COURSE
HEALTH AND SAFETY IN THE WORKPLACE AWARENESS ONLINE COURSE

LUNA TESTING LTD POLICIES

LUNA TESTING LTD HEALTH AND SAFETY POLICY 2011

THIS DEMONSTRATES LUNA TESTING LTD'S COMMITMENT TO ENSURING THE HEALTH AND SAFETY OF ALL EMPLOYEES AND SUB CONTRACTORS

LUNA TESTING LTD METHOD STATEMENT 2011

THIS DOCUMENT OUTLINES OUR PROCEDURES OF WORK.

LUNA TESTING LTD ENVIRONMENTAL POLICY 2011

THIS DOCUMENT PROVES OUR COMMITMENT TO MAINTAINING AND MINIMISING OUR CARBON FOOTPRINT BY CONTINUALLY EVALUATING OUR WORKING PROCEDURES

LUNA TESTING LTD EQUAL OPPORTUNITIES POLICY 2011

THIS DOCUMENT HAS BEEN DEVELOPED INITIALLY FOR WHEN WE USE SUB CONTRACTORS AND WILL BE ENFORCED IN ITS ENTIRETY AS WE EXPAND AND COMMENCE HIRING OF STAFF

LUNA TESTING LTD QUALITY POLICY 2011

THIS DOCUMENT EXPRESSES OUR ONGOING COMMITMENT TO UPGRADING OUR EXISTING HIGH LEVELS OF SERVICE, ACCESSIBILITY TO RESULTS AND MINIMISATION OF DISRUPTION TO CLIENTS

LUNA TESTING LTD ARE GOVERNED BY AND ADHERE TO THE FOLLOWING LEGISLATIONS AND REQUIREMENTS

HEALTH AND SAFETY AT WORK ACT 1974
ELECTRICITY AT WORK REGULATIONS 1989
THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998
MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999
WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992
PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992
EMPLOYERS' LIABILITY (COMPULSORY INSURANCE) ACT 1969
HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981
MANUAL HANDLING OPERATORS REGULATIONS 1992
COSHH REGULATIONS 2002
IEE CODE OF PRACTICE FOR IN SERVICE INSPECTION AND TESTING OF ELECTRICAL EQUIPMENT
THE SEX DISCRIMINATION ACTS 1975 AND 1986
THE RACE RELATIONS ACTS 1976

THE DISABLED PERSONS (EMPLOYMENT) ACTS 1944 AND 1958
EQUAL PAY ACT AND EQUAL PAY (AMENDMENT) REGULATIONS 1983
ACCIDENTS AND ILL HEALTH AT WORK REPORTED UNDER RIDDOR
(REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURANCES REGULATIONS)
SOCIAL SECURITY (CLAIMS AND PAYMENTS) REGULATIONS 1979
SOCIAL SECURITY ADMINISTRATION ACT 1992

SIGNED



MISS LYCAN THORPE
DIRECTOR
1st JANUARY 2017

SUBJECT TO REVIEW, MONITORING AND REVISION BY:
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1st JANUARY 2018

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