

ACUMEN HEALTH AND SAFETY POLICY DOCUMENT APPENDICES

Appendices

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Appendix I (example)

Hazards and risks DRIVING ON THE ROAD	Existing controls	Likelihood	Severity	Risk	Actions required to reduce risk to an acceptable level
<u>Driving on the road: Risk of collision with other vehicles, cyclists or pedestrians, overhang at front and rear colliding with objects, increased risk in poor visibility</u>	Drivers are professionals with suitable licenses. Vehicles are maintained to the requirements of the O Licence. Vehicles are limited to how fast they can travel. Tachos also provide retrospective checks on speed and drivers' hours, with 100% checks. Drivers are not pressurized to work long hours. Seatbelts worn when driving on road. Obstructive Sleep Apnoea guidance in the handbook, issued to all drivers on the first day's employment. WTD calculations are done. Handbook covers public safety guidance, drivers' hours, WTD etc.	2	5	10 (HR)	Driving assessment to be done when they start work. Driver CPC training programme to start in 2011. Driver licence checks to be done immediately.
<u>Driving in poor weather conditions: Increased risk of collision</u>	Covered in the handbook.	1	5	5 (MR)	Maintain controls
<u>Use of mobile whilst driving: increased risk of a collision</u>	Drivers have hands free kits and use them. Covered in the handbook and in training.	1	5	5 (MR)	Maintain controls
<u>Use of mobile whilst driving: increased risk of a collision</u>	In the handbook.	1	5	5 (MR)	Maintain controls
<u>Breakdown or a road traffic accident: increased risk of injury to driver/staff</u>	SoW 8, Securing Vehicles on Transporters. Also Single Point Lessons on specific vehicles; driver training. Straps inspected. In handbook/training	1	5	5 (MR)	Maintain controls

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Risk Assessment Action Plan

The following points have been raised as part of our risk assessment strategy. The personnel named need to take the appropriate action and sign this form upon completion of the action. Priorities (High, Medium or Low risk – HR, MR and LR) will determine the timescales for action with HR being the most urgent.

Action No & Priority	Action Required	Action By	Action Taken	Action Completed Sign & Date

Issue 01

Appendix 3

ACUMEN HEALTH AND SAFETY INSPECTION

The following inspection checklists are designed to be completed by trained depot personnel between risk assessments to ensure that the depot is on track and put remedial action in place where required urgently.

H&S Inspection completed by:

Date:

Health and Safety Requirements

Requirement	Delete as Applicable	
Is the mandatory Health and Safety at Work poster on display?	YES	NO
Have the necessary boxes been filled in?	YES	NO
Does the depot have an appointed H&S officer?	YES	NO
Have they received training?	YES	NO
Are depot staff consulted on matters concerning H&S?	YES	NO
Is there a signed and dated H&S policy statement on display?	YES	NO
Is there a copy of the H&S policy on site available to staff on request?	YES	NO
Are risk assessments and other H&S documents kept in a safe place where they can be easily retrieved?	YES	NO
Does more than one person know where they are?	YES	NO

Risk: Fire

General:

Requirement	Delete as Applicable	
Has a Fire Risk Assessment been completed and filed?	YES	NO
Are there appointed Fire Wardens on site?	YES	NO
Are the Fire Warden names displayed on a notice board?	YES	NO
Is there a diagram showing Fire Exit points?	YES	NO

In The Event of a Fire:

Requirement	Delete as Applicable	
Do fire extinguishers exist around the building?	YES	NO
Are they of the right type?	YES	NO
Is there a published evacuation procedure?	YES	NO
Are fire exits suitably marked?	YES	NO
Are fire exits always accessible?	YES	NO
Are fire doors able to close to contain a fire (not propped open)?	YES	NO
Is there a marked, known fire assembly point?	YES	NO

Fire Systems:

Requirement	Delete as Applicable	
Are regular fire drills held and records kept?	YES	NO
Does the fire alarm work?	YES	NO
Is there any emergency lighting?	YES	NO
Is there a maintenance agreement to check these quarterly?	YES	NO
Are records kept of the maintenance?	YES	NO
Is there any fire detection equipment (smoke detectors)?	YES	NO
Is there a sprinkler system?	YES	NO

Fire Hazards:

Requirement	Delete as Applicable	
Is there a publicised smoking policy for the building?	YES	NO
Are “No Smoking” signs in place in high-risk areas?	YES	NO
Are bins in warehouses and offices emptied regularly?	YES	NO
Is rubbish collected regularly from the site?	YES	NO
Is Portable Appliance Testing carried out on electrical equipment annually to prevent electrical fires? (check dates on stickers)	YES	NO

Visitors:

Requirement	Delete as Applicable	
Is there a Visitor’s Book in place and is it being used?	YES	NO
Are there H&S instructions for Visitors on site with fire evacuation details?	YES	NO
Have local agencies been contacted and given details of company H&S requirements to pass onto temporary staff?	YES	NO
Are contractors given a copy of the guidance notes?	YES	NO
Are contractors asked for Risk Assessments and Method Statements where there is a risk to Acumen staff? Are these kept on file?	YES	NO
Are Permits to Work used where electrical, building or hot work is involved?	YES	NO

Risk: Slips, trips and falls

Warehouse / Yard:

Requirement	Delete as Applicable	
Are walkways in warehouses marked?	YES	NO
Are walkways kept clear of obstruction?	YES	NO
Are specific procedures in place if staff are required to work at height, including on the back of vehicles and on tail-lifts?	YES	NO
Are yard areas free from potholes or uneven surfaces?	YES	NO
Are spillages/wet areas mopped up quickly?	YES	NO
Are all Driving / Warehouse staff issued with High Visibility Jackets, Safety Shoes and other PPE as required by Risk Assessments?	YES	NO
Are loading and unloading operations carried out safely to avoid the risk of falling objects?	YES	NO
Are archive files etc stored safely to prevent stretching or falls during retrieval?	YES	NO
Are ladders and kick stools available if required?	YES	NO

Drivers:

Requirement	Delete as Applicable	
Are drivers aware of safe practice in the event of a breakdown, accident or emergency to avoid injury?	YES	NO

Offices:

Requirement	Delete as Applicable	
Are walkways in the offices free from obstruction?	YES	NO
Are trailing telephone/computer wires free from walkways?	YES	NO
Are filing drawers kept shut?	YES	NO
Are filing cabinets designed to prevent tipping over if someone tries to open 2 drawers together?	YES	NO
Are any stairways safe, well lit and equipped with handrails?	YES	NO

Risk: Crush Injury

Requirement	Delete as Applicable	
Are trained staff only permitted to use equipment which could cause injury, with records available?	YES	NO
Are drivers of Artic's using the safe coupling and uncoupling procedures?	YES	NO
Are traffic and pedestrians kept separate in the warehouse/yard?	YES	NO
Do staff and drivers wear the PPE issued to them jackets, boots etc?	YES	NO

Requirement	Delete as Applicable	
Is refresher training carried out for LGV and FLT drivers?	YES	NO
Is the weight capacity of the racking clearly indicated?	YES	NO
Are FLTs and tele-handlers subject to daily checks with records available?	YES	NO
Are LGVs subject to daily checks with records available?	YES	NO
Is there a suitable defect reporting and rectification system in place for LGVs, FLTs and Telehandlers?	YES	NO

COSHH (Control of Substances Hazardous to Health)

Requirement	Delete as Applicable	
Has a specific COSHH risk assessment been carried out on the chemicals used at the depot?	YES	NO
Are COSHH data sheets available at points where chemicals are used?	YES	NO
Is suitable PPE available in line with the requirements on the data sheet, with signage in the area indicating this requirement?	YES	NO
Have staff received appropriate training in use of chemicals?	YES	NO

Manual Handling

Requirement	Delete as Applicable	
Has a specific manual handling risk assessment been carried out on the main manual handling tasks at the depot?	YES	NO
Have staff received MH training?	YES	NO
Are records available?	YES	NO
Do Agency staff receive MH training prior to Temporary Employment – where this is an integral part of the job?	YES	NO

Display Screen Equipment (DSE)

Requirement	Delete as Applicable	
Have staff who use DSE regularly completed workstation risk assessments in the last year (including new starters)?	YES	NO
Are staff aware of good practice for regular DSE work?	YES	NO

Accidents and First Aid

Requirement	Delete as Applicable	
Are there sufficient first aiders?	YES	NO
Are their certificates current?	YES	NO
Are their names displayed?	YES	NO
Is there an accessible Accident Book with perforated pages?	YES	NO

Requirement	Delete as Applicable	
Is information about accidents stored in a locked filing system?	YES	NO
Are accidents reported under RIDDOR when applicable?	YES	NO
Is there a First Aid box?	YES	NO
Are staff aware where it is kept?	YES	NO
Is it checked regularly to ensure it is clean & to ensure its contents are current and complete?	YES	NO
Is accident information supplied to the Central Co-ordinator at Coventry?	YES	NO
Is a near-miss reporting facility in place?	YES	NO
Is it being used by staff?	YES	NO
Is remedial action being taken following accidents and near misses?	YES	NO
Are Risk Assessments reviewed after an accident?	YES	NO

General

Requirement	Delete as Applicable	
Is the working environment generally pleasant, clean and tidy?	YES	NO
Is the temperature reasonable (over 16 degrees)?	YES	NO
Are Thermometers in place to check?	YES	NO
Is the working area suitably ventilated?	YES	NO
Is lighting suitable in all working areas?	YES	NO
Is drinking water available?	YES	NO
Is there a pest control programme in place?	YES	NO
Are suitable wash and sanitary provisions in place for the number and gender of employees on site?	YES	NO
On the kerbside collections vehicles, is water-free soap and water for rinsing available in all vehicles?	YES	NO
Are young people (under 18) subject to a separate risk assessment?	YES	NO
Are pregnant women subject to a separate risk assessment?	YES	NO
Are lone worker arrangements in place where lone working occurs?	YES	NO
Are staff working outside given suitable all-weather workwear?	YES	NO
Are drying and storage facilities available where required?	YES	NO
Is noise adequately controlled?	YES	NO
Have the risks from asbestos fibres been assessed?	YES	NO
Have the risks from legionella fibres been assessed?	YES	NO
Is there disabled access and facilities?	YES	NO



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Auditor's Report:

Please provide a brief summary of observations and recommendations for urgent action before the next risk assessment.

Auditor's Report (continued):

Copies to be submitted to the MD and H&S Consultant Ruth Waring

e-mail: ruthwaring@labyrintholutions.co.uk

Appendix 4

ACUMEN ACCIDENT AND INCIDENT REPORTING, INVESTIGATION AND REVIEW PROCEDURE

Accidents

Accident Reporting

Accidents involving injury are reported as follows:

- Injured party seeks assistance from a First Aider / Appointed Person
- The First Aider/Appointed Person completes the Accident Report Form with the assistance of the injured party (N.B this replaces the new format Accident Book which no longer needs to be completed)
- The Health and Safety Representative on site is advised of the circumstances and details of the accident to enable him/her to complete the necessary accident investigation (see appropriate section on form).
- The Location Manager is advised that the accident has occurred.
- Where the accident is serious, the MD is advised by telephone immediately.

Accident Report Form (replaces Accident Book)

Acumen have applied for, and have been granted, special permission from the Industrial Injuries unit to replace the usual Accident Book with the in-house Accident Report Form (copies at each depot). The form asks for basic information about what happened and also contains the details which are required by statute in the normal Accident Book record.

- The 3 part form is completed and signed by both the First Aider / Appointed Person and the injured party.
- All three copies are then passed to the H&S Representative who conducts an investigation (see below).

Accident Investigation

- After any accident an investigation will be carried out by the site Health and Safety Representative in conjunction with the Location Manager where appropriate.
- Details of this investigation are recorded at the end of the Accident Report Form and must be completed in a timely manner.
- The H&S Representative will then split the copies: one for the injured party, one for the site H&S Reps' records (must be in a secure file for Data Protection reasons) and one for the Central Co-ordinator at Coventry.
- The Central Co-ordinator will also store copies in a secure file.

- Copies of Report Forms for more serious accidents will also be passed to the Managing Director without delay; in such instances he must be advised by telephone as soon as possible after the accident.
- If, following this process, the H&S Rep deems that the accident warrants further investigation the H&S Rep will advise the MD. If the MD then decides that further investigation is indeed required (after reviewing the details) this will be carried out normally with the help of the H&S Consultant. All RIDDOR reportable accidents will normally be investigated. A formal report will be produced.
- The H&S Rep will also ensure that the appropriate Risk Assessment is reviewed following an accident to ensure that it is still applicable; if not the H&S Rep will request a new assessment.

Accident Review

- The MD will review the copies of the Accident Report Forms held by the Central Co-ordinator on a regular basis.
- Where accident trends are identified, the senior management team will discuss this at their regular meetings, document these discussions and agree on appropriate remedial actions to address the underlying cause. These will be actioned and followed up.
- The outcomes of any accident investigations will also be discussed at these meetings.

Incidents, dangerous occurrences and near-misses

Incidents involving damage to property or equipment

Where an incident occurs involving damage to property or equipment (other than a road traffic accident – see later), the H&S Rep or a nominee must inform the Central Co-ordinator by email with a copy to the location manager and the MD, including the following details:

- Name of the person (s) involved
- Property or equipment damaged
- Date, time and location details
- Approximate value of property/equipment damaged
- Operational consequences (if any)
- Health and Safety implications (if any)

This email must be sent within 24 hours of the incident. Where required the MD will request an appropriate investigation.

Dangerous Occurrences

The following dangerous occurrences (relevant to the activities of Acumen) are RIDDOR reportable within 24 hours, **even if there is no personal injury** (for more details see later):

- Overturning of fork-lift truck

- Collapse, overturning or failure of load-bearing parts of lifting equipment
- Failure of any freight container in any of its load-bearing parts
- A dangerous substance being conveyed by road is involved in a fire or released
- Explosion or fire causing suspension of normal work for over 24 hours;
- Sudden, uncontrolled release in a building of: 100 kg or more of flammable liquid; 10 kg of flammable liquid above its boiling point; 10 kg or more of flammable gas; or of 500 kg of these substances if the release is in the open air;
- Accidental release of any substance which may damage health.

In the event of any of these occurring, the H&S Rep must contact the Central Coordinator IMMEDIATELY to arrange for him/her to report the dangerous occurrence by the quickest practicable means. Details must also be confirmed by email to the Central Coordinator (copy to the location manager and MD) with the following included:

- Name and address of the person (s) involved
- Equipment involved
- Date, time and location details
- Details of exactly what happened

Once the RIDDOR report is submitted the MD will normally request a formal investigation by the H&S Consultant.

The H&S Rep must also check the risk assessment relating to this activity to ensure it continues to be applicable.

Near misses

Where a near-miss incident occurs where no-one was injured and there was no damage to property or equipment, but which could have been more serious, staff are required to write the details in the near-miss log onsite and inform the H&S Rep. The H&S Rep will check the near miss log weekly.

The H&S Rep is then responsible for advising the Central Co-ordinator by email (copy to the location manager and MD) with the following details:

- Name of the person(s) involved
- Date, time and location details
- Details of what happened

The MD will decide if further investigation is warranted. The H&S Rep must also check the risk assessment relating to this activity to ensure it continues to be applicable.

Road Traffic Accidents

Where drivers are involved in an RTA, detailed procedures to follow for dealing with insurance claims etc are provided in the driver manuals. Where the driver is

injured he must also follow the procedures set out in the section “Accidents” above however RIDDOR reporting criteria will NOT normally apply unless the person was

killed or injured as a result of exposure to a substance being carried or the person was injured or killed in connection with loading or unloading activities etc (contact the H&S consultant for clarification if unsure).

Incident Review

With all the above incidents details will be reviewed by the MD and discussed at the management meetings. Where remedial action is required at a higher level this will be minuted and actioned.

RIDDOR reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, certain injuries, diseases and dangerous occurrences must be reported to the Incident Contact Centre (ICC) at Caerphilly. This is done by the Central Co-ordinator at Coventry in conjunction with appointed site first aiders. This can be done online via the website; www.riddor.gov.uk. It is illegal to fail to report an incident or accident under RIDDOR if it falls under the 1995 Regulations.

RIDDOR reporting procedure

1. All first aiders must be aware of the reporting criteria for RIDDOR accidents, dangerous occurrences and occupational disease (copy of details held on file at each depot). This includes ensuring that they understand which accidents/incidents are reportable “by the quickest practicable means” and which are reportable in writing within 10 days.
2. It is the first aiders’ responsibility to check if, following an accident or incident, a person is subsequently off for more than 3 days (including weekends and bank holidays). The Central Co-ordinator will also check with the depot 4 days after an accident where the accident report form has been received.
3. If an accident or dangerous occurrence is reportable by the quickest practicable means (normally by telephone or email), it is the responsibility of the first aider who was involved to advise the Central Co-ordinator at Coventry as soon as possible **WITH ALL THE NECESSARY DETAILS TO HAND**. The Central Co-ordinator will then ensure that the ICC (Incident Contact Centre) is informed. In the event that he/she is not available, the first aider at the site must telephone the ICC number and report the accident or incident within 24 hours. The first aider must still inform the Central Co-ordinator by sending a copy of form F2508 for central records.
4. Where an accident, incident or disease is reportable under the “3 day” criterion the first aider must inform the Central Co-ordinator within 4 days of the accident or incident occurring or disease being diagnosed and reported. It is then up to the Central Co-ordinator to complete the necessary paperwork within 10 days; this is normally done on-line.
5. The first aiders and responsible person must ensure that suitable records are kept for a minimum of 3 years

6. RIDDOR reporting records are collated by the Central Co-ordinator and reviewed by senior management on a regular basis.

Criteria for RIDDOR reporting

Report the following *by the quickest practicable means:*

- The death of any person as a result of an accident, whether they are, or are not, at work.
- If someone suffers a "major injury" at work, due to an accident (see below)
- If someone present, but not at work, suffers an injury due to an accident and is taken to hospital for treatment
- A specified dangerous occurrence takes place (see below)

Report the following *within 10 days*

- Over-three-day injuries - due to an injury caused by an accident at work. (person off at least four days including weekends).
- An employee dies some time after the occurrence of a reportable injury, but not more than one year afterwards.
- A worker suffers a specified disease, provided a doctor diagnoses the disease and the job involves a specified activity. Reports should be submitted on form F2508A.
- Reports of gas incidents must be made to the HSE using the report form F2508G.

These are to be reported to the Incident Contact Centre (ICC)

**Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG**

Telephone: 0845 300 9923 Fax: 0845 300 9924

Email: riddor@natbrit.com

Via the website: www.riddor.gov.uk (F2508 forms are available online)

Major Injuries are defined as follows:

- Any fracture, other than to the fingers, thumbs or toes - includes **wrist** or ankle
- Any amputation
- Dislocation of the shoulder, hip, knee or spine
- Loss of sight (temporary or permanent)
- A chemical or hot metal burn to the eye or any penetrating injury to the eye

- Any injury resulting from an electric shock or burn leading to unconsciousness requiring resuscitation or admittance to hospital for more than 24 hours
- Loss of consciousness caused by asphyxia or by exposure to a harmful substance or biological agent
- Absorption of a substance leading to a need for medical treatment or causing unconsciousness
- Acute illness requiring medical treatment where there is reason to believe that it resulted from exposure to a biological agent or its toxins or infected material
- Any other injury leading to hypothermia, heat induced illness or unconsciousness, requiring resuscitation or requiring admittance to hospital for more than 24 hours

Dangerous Occurrences

- Failure of lifting machinery.
- Explosion, etc., of pressure vessel
- Fire or explosion following electrical fault
- Explosion or fire
- Escape of flammable substances
- Collapse of scaffolding
- Collapse of building or structure
- Escape of substance or pathogen
- Explosives
- Freight container failure .
- Incident involving the conveyance of dangerous substances by road
- Failure of breathing apparatus
- Overhead electric cables
- Collision with locomotive and derailment
- Overturning of fork lift truck

Reportable Diseases

- *Certain* poisonings (lead, etc.)
- Skin diseases (occupational dermatitis, etc.)
- Lung diseases (asbestos, etc.)
- Infections (hepatitis, etc.)
- Other conditions (occupational cancer, work related upper limb disorders.)

Appendix 5

ASSESSMENT OF FIRST AID REQUIREMENTS

SITE:

ASSESSOR:

DATE:

Number of people on site and visiting the site:

Type of work carried out:

Proximity to NHS A&E services (include approx. travelling time for an emergency ambulance):

Previous accident trends (identify types of injury and first aid provisions required, e.g. bandages, eyewash)

Spread of personnel across the site and across different shifts (identify if any staff work in satellite workplaces)

Annual holidays of the first aiders (will these all be taken together?)

Any remote or lone workers (these may need additional provision in addition to that for the majority of staff; include sales people and lorry drivers in this category):



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RECOMMENDATIONS FOR FIRST AID PROVISION:

First Aid kit(s) required:

For how many people?

How many kits, and where situated?

Any special requirements re: contents?

Eye Wash stations required?

How many and where situated?

First Aid room required ?

Describe contents required:

Number of **First Aiders** required?

Shift patterns requirements?

Number of **Accident Books** required?

Action required:

Appendix 6

DISPLAY SCREEN EQUIPMENT RISK ASSESSMENT FORM

Name:

Date:

The completion of this checklist will enable you to carry out a self-assessment on your own workstation. Please circle the appropriate response for each question and return to Ruth Waring by hard copy or email.

1. Display Screen

Requirement	Delete as Applicable	
Can you adjust brightness and contrast?	YES	NO
Does the screen easily tilt and swivel?	YES	NO
Is the screen image stable and free from flicker?	YES	NO
Is the screen at a height which is comfortable?	YES	NO

2. Keyboard

Requirement	Delete as Applicable	
Is the keyboard easy to adjust?	YES	NO
Are the symbols legible?	YES	NO
Is there space in front of the keyboard for the operators hand support?	YES	NO

3. Work / Desk surface

Requirement	Delete as Applicable	
Is the surface sufficiently large enough for the placing & flexibility of equipment? Is the height of the desk suitable?	YES	NO
Does the desk have a matt surface (non-reflecting)?	YES	NO
Would you find a document holder useful?	YES	NO
Is the surface sufficiently large enough for the placing & flexibility of equipment? Is the height of the desk suitable?	YES	NO

4. Work Chair

Requirement	Delete as Applicable	
	YES	NO
Is the chair stable?	YES	NO
Is the height adjustable?	YES	NO
Is the back adjustable?	YES	NO
Is the chair in a good state of repair?	YES	NO
Are there footrests available?	YES	NO

5. Environment

Requirement	Delete as Applicable	
	YES	NO
Has sufficient space been provided for each workstation? (11 cubic metres per person)	YES	NO
Is the working temperature around the workstation reasonable?	YES	NO
Is the humidity correct?	YES	NO
Are you distracted by noise from work equipment?	YES	NO

6. Lighting and Power

Requirement	Delete as Applicable	
	YES	NO
Is the lighting of the correct type?	YES	NO
Is glare and reflection from light and windows problematic?	YES	NO
Are flexible and trailing cables safe?	YES	NO

7. Personnel Issues

Requirement	Delete as Applicable	
	YES	NO
Has training been given on the use of workstations?	YES	NO
Have you received suitable training on the software you use?	YES	NO
Are you aware of the need for eye and eyesight testing?	YES	NO



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If you have any issues with any of the above questions, please provide additional information below (quoting question reference number):

Any other comments:

Appendix 7

CONTRACTOR INFORMATION

For Suppliers working on the premises of Acumen Distribution Ltd

COMPLIANCE WITH THESE RULES DOES NOT RELEASE YOU (THE CONTRACTOR) FROM ANY RESPONSIBILITIES LAID DOWN IN:

- 1 The Standard Conditions of the Contract.
- 2 The Health and Safety at Work etc Act 1974.
- 3 The Environment Act 1995.
- 4 The Company's Safety, Health and Environmental Policies.
- 5 Or any other Statutory Regulations that apply to your work activity whilst on Site.

ENTRY TO THE SITE

- 1 Advise your contact of your business on site and where you will be working, and check if the activities of Acumen will pose any risks to you or your staff (especially the movement of vehicles).

BEFORE STARTING WORK

- 1 Check your equipment is adequate and safe to use.
- 2 Ensure that you have the correct Personal Protective Equipment for the job.
- 3 Ensure any employees or sub-contractors you are using have received adequate information and training to carry out their duties.
- 4 Ensure that the safety aspects of your work have been discussed with the site and that any areas where your staff or the staff of Acumen may be affected have been discussed and addressed.
- 5 Ensure that copies of risk assessments and method statements have been provided to Acumen where required.
- 6 Ensure that you advise Acumen if you will be undertaking any building, electrical or hot work, as this will require a Permit to Work.

NOTE:

Acumen will not provide tools, equipment or personal protective equipment unless there has been prior agreement.

WHILST WORKING

- 1 Comply with **NO SMOKING SIGNS AND RULES.**
- 2 Read and obey all notices.
- 3 **Do not** play practical jokes.
- 4 **Do not** put yourselves or others at risk.
- 5 **Do not** underestimate the risk from chemical substances.
- 6 **Do not** drive any vehicle (lorries, vans, forklift trucks etc) unless this is part of the purpose of your visit, e.g. to maintain a FLT or vehicle, and this is part of the process.

VEHICLE TRAFFIC RULES

Comply with the Site speed limit of at all times.

Do not park or work where you have not been given permission – there may be vehicle movement in that area which poses a risk to your staff.

NOTE:

Acumen takes seriously any breaches of its rules and any non-compliance can be regarded as breach of Contract.

Other than any rules laid down regarding transport, Acumen expects that the normal Highway Code should be applied on Site.

SECURITY RULES

- 1 Contractors are personally responsible for ensuring that no information concerning their work is disclosed to any unauthorised person either inside or outside.
- 2 At any time whilst on the company's premises a Contractor must be prepared to show, if necessary by permitting himself to be searched by any authorised person, that he is not in possession of property to which he is not entitled.
- 3 No notices, leaflets or propaganda shall be displayed or distributed on the Site without permission of Management.
No information, plans or drawings describing the company property or processes shall be given to unauthorised persons.
- 6 The bringing of cameras into, or the taking of any photograph or the use of any recording equipment on the Site by any Contractor without the written consent of Management is strictly forbidden.

ENVIRONMENT

- 1 **Do Not** bring any environmentally damaging substances or material on site without the prior permission of Management.
- 2 **Do Not** Dispose of any substance down the drains (**some drains may lead directly to a local water source**).
- 3 In the event of a spillage contact the most senior person on site **IMMEDIATELY**

EMERGENCY EVACUATION PROCEDURES FOR ALL EMPLOYEES AND CONTRACTORS

- KNOW YOUR ALARM SOUND
- KNOW YOUR ASSEMBLY POINT
- KNOW YOUR FIRST AIDERS

CONTACT:.....



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Appendix 8

ACUMEN AUTOMOTIVE LOGISTICS LTD. CONTRACTORS' PERMIT TO WORK	
Name of Contractor:	
Details of work to be carried out:	
Valid from: Date: _____ Time: _____ until Date: _____ Time: _____	
Acumen Contact Name: _____	
Fire procedure: In the event of the fire alarm sounding you must immediately leave your work place by the nearest fire exit, go to the assembly point and report to the person named above as your contact person.	
Area in which you are to be working:	
Agreed safe system of work/special precautions:	
Do CDM regulations apply? Is the work subject to a previously submitted method statement?	
Are there any especially hazardous aspects to this work? Hot work? Working in confined spaces? Working at height? Electrical work? If Yes is answered to any of these items suitable arrangements must be detailed in the safe system of work above.	
Is any isolation required? Electrical? Other services Sprinklers?	
Authorised on behalf of Acumen Signature: _____ Date: _____	
Accepted by the Contractor: Signature: _____ Date: _____	I understand the requirements of this permit and agree to ensure that these are observed by myself and my staff.
Work completed: Yes/ No Date: Time:	

Appendix 9

Acumen Automotive Logistics Ltd Manual Handling Risk Assessment Form

Task assessed:

Date of assessment:

Staff assessed:

Assessor:

Questions to consider: (if answer to the question is 'yes' indicate this then consider the level of risk)	Level of risk: (Indicate as appropriate)			Nature of hazard/possible remedial action (see also risk assessment action form)	
	Y/N	Low	Med		High
The Tasks – do they involve: <ul style="list-style-type: none"> • Holding loads away from the trunk? • Twisting? • Stooping? • Reaching Upwards? • Large vertical movements? • Long carrying distances? • Strenuous pushing or pulling? • Unpredictable movement of loads? • Repetitive handling? • Insufficient rest or recovery • A work rate imposed by a process 					
The loads are they: <ul style="list-style-type: none"> • Heavy? • Bulky unwieldy? • Difficult to grasp? • Unstable/unpredictable? • Intrinsically harmful (eg sharp/hot?) 					
The working environment – are there: <ul style="list-style-type: none"> • Constraints on posture? • Poor floors? • Variations in levels? • Hot/cold/humid conditions? • Strong air movements? • Poor lighting conditions? 					
Individual capability – does the job: <ul style="list-style-type: none"> • Require unusual capability? • Hazard those with a health problem? • Hazard those who are pregnant? • Call for special information /instruction or training? 					
Other Factors: Is movement or posture hindered by personal protective equipment?					

For Action Plan – see Risk Assessment documents in Appendix I