

Health & Safety Policy

Issue	Date	Revised by	Authorised by	Amendments
1	24.08.2024	Andy Gardham	Russell Winstanley	Policy reviews and general updates
2	02.07.2025	Craig Paine	Russell Winstanley	Annual Review

Policy Statement of Intent

It is the policy of R & B Engineering Ltd to comply with the Health and Safety at Work Act 1974, including all subsequent legislation. This statement of intent sets out the company aims for the effective management of health and safety.

R&B Engineering Ltd are committed in ensuring that a compliant safe working environment is created and maintained for all the company's employee's including contracted and temporary workers, visitors to our premises and members of the public who may be impacted through the work R&B Engineering Ltd undertake.

R&B Engineering Ltd aims are.

- The elimination of hazards and the reduction of occupational health and safety risks.
- To provide information, instruction, training and supervision for all employees.
- To provide suitable facilities to provide a healthy working environment.
- To consult with employees over health and safety matters.
- To provide employees with the tools and equipment to enable work to be undertaken in safe manner.
- To provide regular maintenance for tools, equipment and transport used for work purposes.
- To provide personnel protective equipment to all employees.
- To provide health surveillance were required to all employees.
- To investigate all incidents for the purposes of continual improvement.
- To review the health and safety arrangements of the company at regular intervals.

Persons Responsible for the Health and Safety Management at R&B Engineering Ltd.

Name	Position
Russell Winstanley	Managing Director
Keith Hughes	Workshop/Engineering Manager
Peninsula Consultants	Supplier of Contracted Service

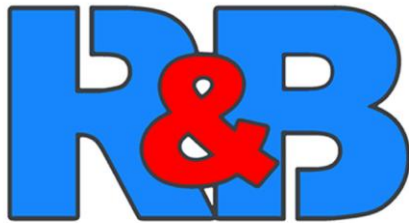
Signed: *R Winstanley*

Name: Russell Winstanley

Dated: 02.07.25

Position: Managing Director

For and on behalf of R & B Engineering Ltd



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



Policy Index

Page 1: Statement of Intent

Page 2: Policy index

Page 3: Company Organogram

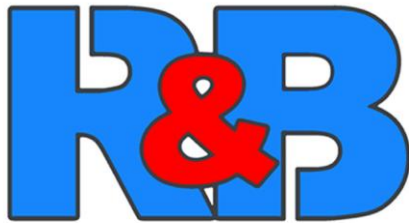
Pages 4-16: Policy Arrangements

- Management of Risk (risk identification and control measures)
- Fire Safety
- First Aid
- Power Tools
- Display Screen Equipment (DSE)
- COSHH
- Lifting Equipment and Operations
- Working at Height
- Confined Spaces
- Health and Wellbeing
- Consultation with Employees
- Safety Training
- Company Vehicles
- Workplace Safety Rules

This policy should be read in-conjunction with the following Company Policies.

- Environmental Policy V2
- Quality policy V2
- Lone Worker Policy V2
- Mental Health Policy V2
- Fatigue Management Policy V2
- Modern Slavery Statement V2
- Sustainability Statement V2
- Anti-Bribery Policy V3
- Equality and Diversity Policy V2
- Whistleblower Policy V2
- Business Continuity Plan V2
- Substance and Alcohol Abuse Policy V2

The company policies will be reviewed at a period no longer than 12-months unless changes in legislation or the way the company undertakes its operations changes.



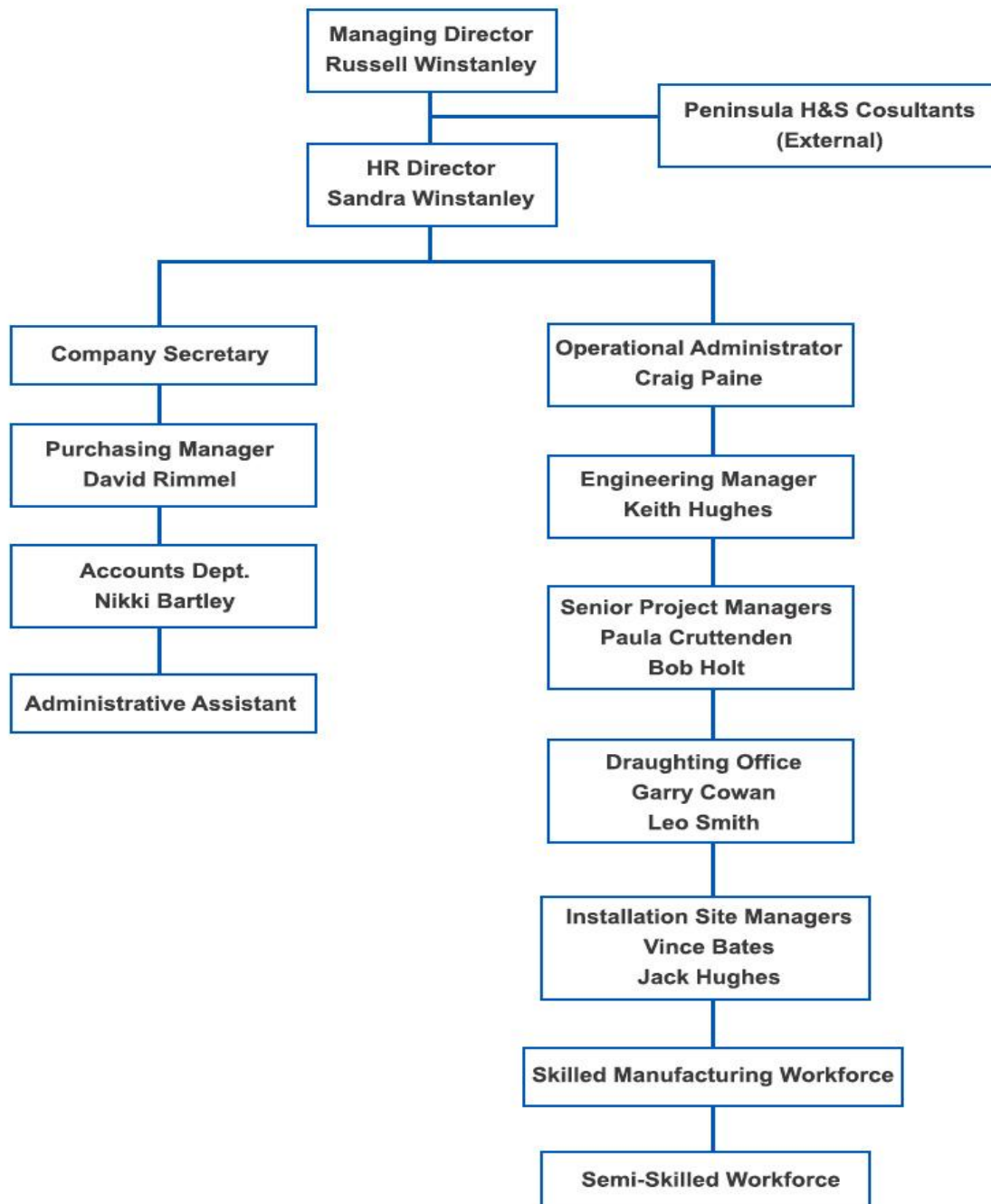
Engineering Ltd

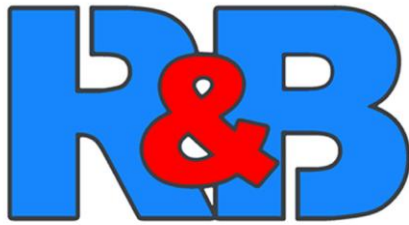
Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



Company Organogram





Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



Policy Arrangements

The Management of Health and Safety at Work Regulations 1999, requires that an employer puts into place arrangements to control health and safety risks.

R&B Engineering have identified the following common workplace health and safety hazards and associated risks to persons whilst undertaking the core business operations located in Dover, Kent.

Management of Risk

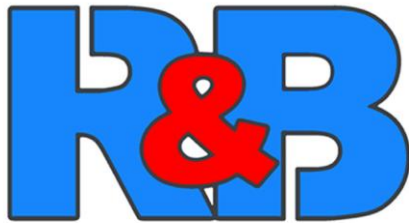
Hazard Identification

- a. Vehicle Movements
- b. Engineering Machinery and Equipment
- c. Overhead Cranes and Accessories
- d. Welding
- e. Chemicals, Solvents, Paints and Greases
- f. Fire and Explosion
- g. Noise
- h. Lone Working
- i. Slips, Trips and Falls
- j. Electricity
- k. Compressed Gases
- l. Fumes
- m. Manual Handling
- n. Waste
- o. Spills to the environment

Risk Identification

Persons affected: Employees, sub-contract staff, visitors and the general public.

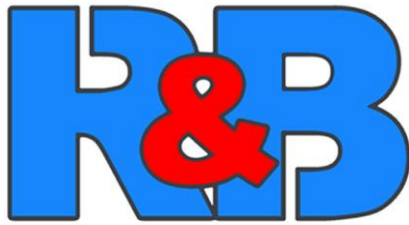
- a. People coming into contact with moving vehicles (forklifts, cars, vans and delivery trucks)
- b. People coming into contact with un-guarded machinery, insufficient information, instruction, training and supervision in the correct use of machinery and equipment. Insufficient warning signs placed at key locations, maintenance of machinery and equipment not undertaken.
- c. People using the overhead cranes and accessories without suitable information, instruction, training and supervision in the correct use. Lack of routine thorough examinations of lifting equipment and accessories by a competent person.
- d. People using welding equipment without sufficient information, instruction, training and supervision in the correct use, the control of associated fire risks prior to, during and post welding, un-controlled fume release from source, electrical safety, exposure to UV and IR radiation and burns from molten metal.
- e. Lack of information, instruction, training and supervision in the use of substances, no formal COSHH assessments in place. No suitable and sufficient storage facilities for substances. No control over COSHH waste.



- f. Lack of housekeeping being undertaken, mixed material storage areas, general working areas not been managed, lack of effective fire checks on a routine basis, lack of effective fire alarm drills being undertaken.
- g. Hearing damage or loss over prolonged exposure through no workplace assessments, not be able to effectively provide communications across relatively short distances in the event of an emergency.
- h. Lone working itself, risks associated with vulnerable people, the environment itself, lack of emergency planning and communication.
Regular communication or emergency procedures not established, Violence or acts of aggression in the workplace, the environment the worker will be subjected to, Mental health, wellbeing and stress, A person's medical suitability to undertake a specified task, The lack of a person's level of competence (Training, Skills, Experience and Knowledge) to undertake a specified task and deviations from company emergency and working procedures.
- i. Physical injuries sustained through impact injuries resulting from a slip, trip or a fall, Prolonged health issues associated with these types of injuries leading to potential lost time.
- j. Electrocution, un-authorised persons working on or accessing electrical systems, risk of fire and explosion resulting from electrical systems.
- k. Un-controlled release of cylinder contents, explosions, oxidising effects, incorrect storage and transportation and the risk of fire.
- l. Exposure to hazardous substances, prolonged exposure above the WEL, impacts on other persons in the vicinity, contributing to air pollution, Ill health effects from over exposure.
- m. Musculoskeletal injuries resulting from poor lifting practices, lack of Manual Handling assessments (ref: T.I.L.E), damage to equipment and materials.
- n. Pollution incidents through poor waste management practices, cross contamination of waste materials/substances, not identifying and segregating hazardous from non-hazardous waste and breaches of legislation.
- o. Pollution events from introducing potential hazardous substances into water courses.

Control Measures

- a. Plant operators (forklift and vehicle drivers) will be provided with guidance on the safe reversing of vehicles, this will include blind spot identification and the need to use a buddy system to control the plant/vehicle movements. For persons having to cross the access road that runs between the business units. The highway code principles will be adopted to identify oncoming traffic. For delivery vehicles on company business, a dedicated off-loading position will be arranged to suit the business unit, this area will be controlled by the person appointed to manage deliveries, where required oncoming traffic may need to be stopped, this will be undertaken in-conjunction with the vehicle driver. The person controlling vehicles will be provided with a hi-visibility vest to ensure they are visible.
- b. Information, instruction and training will be provided to all people who need to use the machinery and equipment. Visible warning/hazard signs will be provided. TBT's will be provided to maintain awareness; these will include the mechanical hazards associated with machinery and equipment. Machinery and equipment will undergo routine maintenance as per an agreed schedule, this may involve an external provider for specialist equipment



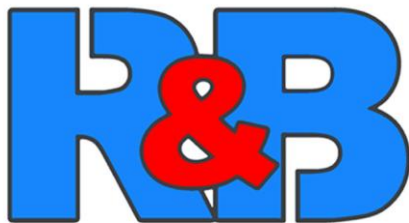
Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



- c. Information, instruction and training will be provided to all people who need to use the overhead cranes. All lifting equipment and accessories will undergo a thorough examination at the required periods, 6-monthly for accessories and 12-monthly for equipment. Any defects found or noted will be acted upon, defective accessories will be quarantined and disposed of. Any applicable equipment will be taken out of service until a suitable repair or replacement has been arranged.
- d. All welding will be undertaken by competent people. Fume control will be provided by air fed welding screens. For applications that would produce excessive fume release in an enclosed space, a dedicated LEV system would be used. All persons undertaking welding will wear suitable PPE to prevent UV and IR radiation exposure and burns caused by the process, for persons working in the vicinity or to safeguard the general public if welding is being undertaken outside the workshops, suitable screens will be erected, and a briefing held to confirm the risks associated with UV and IR exposure were applicable.
- e. Information, instruction and training will be provided to all people who need to use hazardous substances or materials. A dedicated TBT will be undertaken for awareness and a dedicated COSHH assessment will be briefed out. The specified PPE/RPE will be provided to all persons as required. Storage of hazardous substances and materials will be via dedicated COSHH stores, each COSHH store will be bunded to capture 110% of the largest container stored.
- f. Appointed fire marshals will undertake regular checks on the premises, fire drills will be undertaken at regular intervals to ensure the effectiveness of the emergency plan. All gas cylinders will be stored in a dedicated and secure location; oxidising agents will be separated and stored accordingly. The transportation of gas cylinders will be undertaken by using dedicated cylinder barrows, each barrow will have the facility to secure the cylinders in an upright position using either a chain or dedicated strap. All personnel will be trained in the use of the cylinder barrow. All electrical systems will be tested and maintained at regular intervals or if maintenance regimes dictate a need.
- g. Noise monitoring will be undertaken in the workshop environments to record an approx.. baseline noise level, peak readings will then be taken when activities are being carried out to determine the level of hearing protection needed. A dedicated noise assessment will then be undertaken detailing the levels of protection required, this will be where reasonably practicable, split into dedicated zoned areas. All hearing protection will then be provided based on the assessment findings.
- h. Lone working will only be agreed providing all the criteria detailed in the Lone Working Policy (Ref: Lone Worker Policy V1) is adhered to and were applicable trialled, this especially applies to all emergency procedures.
- i. All persons have a responsibility to maintain a safe working environment, to assist in this R&B will provide dedicated information, instruction and any relevant training required, TBT's specific for Slips, Trips and Falls will be briefed out to achieve this.
- j. The workshop manager will pro-actively undertake daily visual checks of the workshops to ensure walkways are free from the associated hazards. If trailing leads are required as part of the business operations and encroach on or across dedicated walkways, specific covers will be provided that allow safe access along with protecting the cables. Any changes that apply will be briefed out for awareness. Working at height within the workshops will be managed through a dedicated risk assessment (Ref: RB WAH 001) that confirms the control measures to be implemented. For site-based working at height tasks, specific risk assessments will be produced. All principles will follow the working at height hierarchy of control.



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



- k. All gas cylinders will be stored in a dedicated and secure location, oxidising agents will be separated and stored accordingly. The transportation of gas cylinders will be undertaken by using dedicated cylinder barrows, each barrow will have the facility to secure the cylinders in an upright position using either a chain or dedicated strap. All personnel will be trained in the use of the cylinder barrow. A manual handling assessment will be undertaken for single and dual cylinder movements.

Guidance and TBT examples

Health, Safety & Environmental Guidance

Cylinder Storage

Working safely with Gas Cylinders

Gas cylinders are large, heavy and relatively unstable due to the small base-diameter to height ratio. There are a few simple rules to follow to ensure on-site safety:

- When not in use, store gas cylinders closed and in a secure, well-ventilated area, ideally in a designated cylinder cage with appropriate signage.
- Never store cylinders in an occupied building, unventilated rooms, underground rooms or in areas accessible to the general public. Ideally store on a level, well drained surface.
- Store and use cylinders in an upright position and provide a means of preventing cylinders from falling if accidentally bumped.
- Ensure full and empty cylinders are separated for easy identification. Segregate cylinders by the properties of the gas ensuring that LPG is separated from all cylinders by a minimum of 3 metres (or a firewall).

Diagram 1: Ideally store on a level, well drained surface.

Diagram 2: Segregate cylinders by the properties of the gas ensuring that LPG is separated from all cylinders by a minimum of 3 metres (or a firewall).

If in any doubt, please stop and seek advice

Health, Safety & Environmental Tool-Box Talks

Cylinder Handling

Working safely with Gas Cylinders

Cylinders are heavy and awkward to handle. Frequent lifting and handling can cause back injuries and upper limb disorders. Other potential injuries include broken toes (Suitable footwear to be used) Trapped Hands (secure the cylinder in a barrow) Leg and chest injuries.

- Ensure all employees trained in handling cylinders are trained in safe handling techniques.
- Use appropriate PPE - stout gloves and footwear with metatarsal protection. Ensure PPE is in good condition.
- Always close the valve and disconnect any regulators before moving a cylinder.
- Never attempt to straighten leaning cylinders on your own - get help. Constant vigilance is required when moving cylinders by hand to ensure that hands are not caught or trapped. Floor condition is also a contributing factor to this type of accident as it causes the cylinder to move unexpectedly so good housekeeping is essential. Loose items are a cause of many trapped hand incidents. Some cylinders have a slightly more rounded base profile. These cylinders are relatively unstable compared to other cylinders. Extra care should be taken when handling them.
- Never leave a cylinder free standing or turn your back on it. Move the cylinder to a safe area and ensure that restraints are securely fastened.
- Never attempt to stop a falling cylinder - move away quickly and safely.

Diagram 1: Use the correct lifting method. Feet apart, hip-width apart with one slightly in front of the other, under the wire end of the cylinder.

Diagram 2: Bend the knees to lower your body. This will enable your strong thigh muscles to do most of the lifting.

Diagram 3: Firm grip, ensure the guard is secure then take a firm grip using both hands.

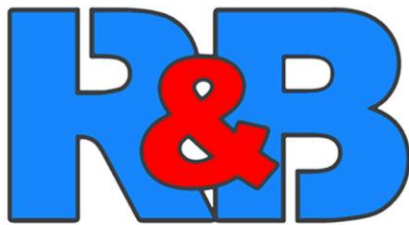
Diagram 4: Straight back. Keep your back straight throughout its length. This does not mean it has to be vertical. Doing this will prevent a slipped disc.

Diagram 5: Pull the chin in. By pulling the chin in, the back is locked in a straight line.

Diagram 6: Lift correctly. This is done initially by straightening the legs then following through with the arms, at the same time walking forward until the cylinder is straight.

PPE must be worn when handling gas cylinders, plan your route and follow any manual handling assessment requirements to achieve the desired result.

- l. Persons undertaking welding operations (MMA, MIG or TIG) will be provided with RPE, this will be an air fed full face welding screen with filter system. The workshop doors will be open during working hours to provide ventilation into the general area. If a particular process is to be used or a specific material is being worked on that would need additional control measures, then a dedicated LEV unit would be hired in and set up to manage the fume release.
- m. Manual handling assessments will be produced for specific tasks, the assessments will be based on the Task, the individual's capabilities, the load to be either lifted, pushed or pulled and the working environment the task will be undertaken in. The assessments will then dictate the need to utilise mechanical aids or a tandem method of working to reduce the risk of injuries.
- n. The control of waste generated from the normal business operations will be managed by providing suitable waste skips and office-based bins. Recyclable materials will be segregated and disposed of in dedicated recycle bins. Metal waste will be processed through R&B Metals for recycling purposes. Waste generated on client's sites will either be disposed of within a dedicated site skip or will be transported back to the business premises for the appropriate disposal.
- o. The business's area of operation within Poulton Close has been assessed to identify the location and type of surface drains. Liaison with the local council has identified that all surface water drains lead to the existing southern Water owned main sewer located under the main access road leading to Poulton Close. A drainage plan will be displayed in the workshops and offices along with a spill response plan to ensure in the event of a pollution



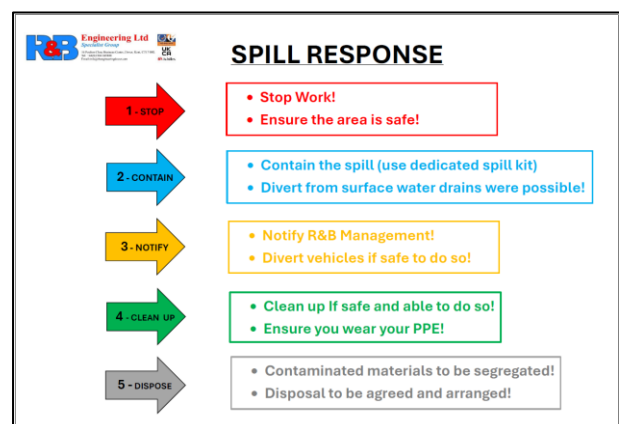
Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
 Tel: +44(0)1304 245800
 Email: info@rbengineeringdover.com



incident, R&B can respond accordingly. Dedicated spill kits are positioned and will be used to contain any associated spill.

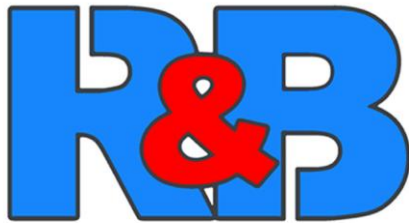


Fire Safety

The management of Fire Safety for the business aligns to the requirements of the Regulatory Reform (Fire Safety) Order 2005 and as such, the businesses fire safety control measures are as follows.

- Ensuring all emergency contact information is up to date.
- Preventing outbreaks of fire through good housekeeping practices.
- Preventing outbreaks of fire through regular maintenance of fire safety systems and equipment.
- Provide the firefighting/suppression equipment throughout the workshops and offices.
- Provide employees with specific PPE when undertaking hot work activities.
- Review how flammable substances are stored and segregated.
- Undertaking routine inspections of the premises and recording the findings.
- Nominating a specific and safe muster point in the event of an emergency.
- Undertaking regular evacuation drills.
- Ensuring that all electrical systems are tested to current standards.
- Review the methods of working and control of hot work activities within the workshops.
- Compile specific Risk Assessments
- Provide all relevant information, instruction and training to employees and persons working on behalf of the company.
- Safeguard the general public when undertaking hot work activities outside the workshops.
- Maintain service records and certification.
- Appointment of specific personnel and professional service providers to meet the requirements.

Fire Safety Appointments



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



Appointments	Name	Area of Responsibility
Overall Management	Russell Winstanley	R&B Eng. Fire Safety
Fire Warden	Keith Hughes	R&B Engineering Work Shops
Fire Warden	Garry Cowens	R&B Unit 16
Fire Warden	Mark Coleman	R&B Metals
Portable Appliance Testing	Jaro Gawin	Workshop & Site - 110v Tools and Equipment
Portable Appliance Testing	PAT Test Specialist	Office Equipment
Servicing	EK Fire	Fire equipment servicing and supply
Fire Alarm and Systems Testing	NSL	Testing and maintenance of the fire alarm systems

The image shows a printed notice with two main sections. The left section, titled 'FIRE ACTION NOTICE', contains instructions on what to do in a fire emergency, including raising the alarm, alerting the fire brigade, and leaving the building. The right section, titled 'FIRST AID', lists the names and locations of appointed first aiders: Paula Catterfield (R&B Unit 16), Vince Smith (R&B Metals), and Mark Coleman (Workshop Office). It also lists emergency contacts for the hospital, ambulance, police, and fire brigade.

Example of an internal notice that provides the relevant appointments and who to contact if treatment is needed.

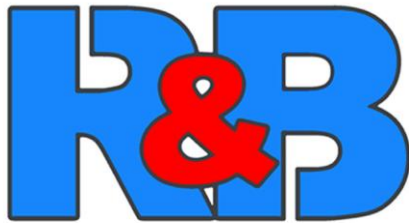
First Aid and Arrangements

The management of First Aid arrangements for the business aligns to the requirements of the Health and Safety (First Aid) Regulations 1981 and as such, the businesses first aid arrangements are as follows.

The business will first undertake a needs assessment based on the following criteria.

- The nature of the work and workplace hazards and risks.
- The nature of the workforce.
- The organisation's history of accidents/incidents.
- The size of the organisation.
- The needs of travelling, remote and lone workers were applicable.
- Work/shift patterns.
- The distribution of the workforce if suite works apply.
- The remoteness of a site from emergency medical services.
- Employees working on shared or multi-occupied sites.
- Annual leave and other absences of first-aiders and appointed persons.
- First-aid provision for non-employees.

The needs assessment will then dictate the level of first aid provisions required. Given the hazards and risks associated with the business operations, the minimum requirement for the workshop-based provisions will be as per the example below.



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



First Aid Provisions: Medium Size First Aid Kits + Burns kits and Saline Eye Wash

Arrangements

- First aid training is provided by St John Ambulance to all relevant employees.
- First Aiders for the business premises are nominated and their details displayed in relevant locations.
- First Aid kits, including eye wash stations are provided and located throughout the premises and undergo routine inspections.
- The business records all incidents into a specific accident book.
- All employees are informed of the arrangements in place.

Power Tools

R&B recognise the need to manage power tools due to the potential for injury through misuse or lack of information, as such the below information is used as a guide for users and managers to ensure over exposure resulting in potential health conditions is achieved.

Working with power tools for long durations can lead to occupational health conditions if not managed correctly.

All power tools will produce a level of vibration from its use, the level of vibration will also be affected by the user interface. Vibration if not controlled and monitored can, over time lead to the following health conditions.

- Hand and Arm Vibration Syndrome (H.A.V.S)
- Vibration White Finger
- Whole Body Vibration Syndrome
- Carpal Tunnel Syndrome

All tool manufacturers provide the relevant information on the vibration magnitude (VM) of a tool. The VM is measured in m/s^2 and needs to be factored into the overall exposure calculation to prevent any person using the tool breaching the exposure limit value (ELV). To correctly manage this process, the exposure action value (EAV) should be used to determine when the user needs to stop ensuring the ELV is not breached. All values are based on an 8-hour exposure time.

The exposure calculator provided by the HSE is a tool to calculate the exposure any person receives based on the values inputted. The calculator will provide daily exposure points that can either be referenced against any client requirement or the guidelines set by the HSE.



HAND-ARM VIBRATION EXPOSURE CALCULATOR									
Version 6.3 September 2023									
Company name/work area:									
Employee ID and/or task name:									
Tool	Vibration magnitude m/s^2		Task Points per hour	Time to reach EAV hh:mm	Time to reach ELV hh:mm	Exposure duration		Partial exposure $m/s^2 A(8)$	Partial exposure Points
	HSE	User				hours	mins.		
Use drop-down list for HSE recommended initial tool magnitude value (range for tool shown in brackets) or manually add tool type and/or magnitude in this column and the Vibration magnitude in "User" column.									
INSTRUCTIONS: Enter vibration magnitudes and exposure durations (for an individual worker or a task carried out by several workers) in the white areas. Results are displayed in the yellow areas. Additional information such as company name, worker name may be added if printing or saving the calculation.								Daily exposure $m/s^2 A(8)$	Daily exposure points
Exposure calculation by:								Calculation date:	07/12/2023
Job role:									

Another factor to consider when using power tools is the condition and age, a K-Factor is generally applied to the VB to compensate for wear and tear of the tool, worn tool parts will in most cases produce additional vibration hence why the K-Factor is applied. The K-Factor can be referenced through the tool manufacturers specification.

All tools to be used will be reviewed based on the Risk Assessment undertaken for the work, the Hierarchy of control will be applied in all instances.

All users are required to undertake visual checks of all power tools before use, the purpose of this is to identify if the tool is damaged in anyway, that has the potential to affect the user.

All tools will be maintained and electrically checked at specific intervals, if a tool is found to be defective, then the tool will be taken out of service until either a repair or a replacement is provided.

The business will provide all employees with relevant the information, provide concise instructions and also arrange training were needed.

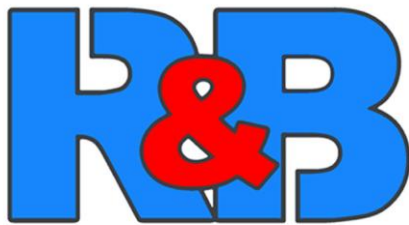
All employees have a responsibility for the following.

- Prior to use, undertake a visual check of the tool itself, power lead and plug.
- Notify the works manager or a supervisor if a defect is found and take the tool out of service.
- Use the tool according to the manufacturer's instructions and intended design.
- Use appropriate PPE/RPE as required.
- Not to remove or tamper with any safety device fitted to the tool.
- Store the tool correctly after use.
- To request additional information, instruction or training.

Display Screen Equipment (DSE)

The management of Display Screen Equipment arrangements for the business aligns to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992 and as such, the business arrangements are as follows.

- Undertake DSE workstation assessments.
- Reduce the risks to DSE users, including making sure workers take breaks from DSE work or do something different were reasonably practicable.
- Provide or cover the associated costs for an eye test if a worker asks for one.
- Provide training and information for employees.



- Make reasonable adjustments for a user if the findings from a specific workplace assessment records it.

DSE are devices or equipment that have an alphanumeric or graphic display screen and includes display screens, laptops, touch screens and other similar devices.

Incorrect use of DSE or poorly designed workstations or work environments can lead to pain in necks, shoulders, backs, arms, wrists and hands as well as fatigue and eye strain. The causes may not always be obvious.

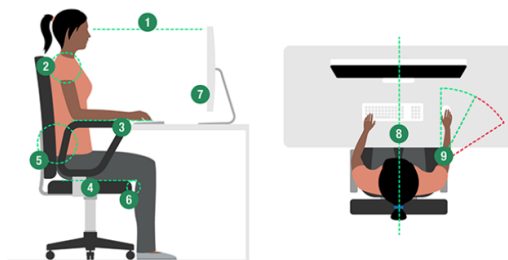
DSE applies to the following.

- A fixed workstation.
- Mobile employees (using laptops).
- Employees working from home.
- Employees who undertake hot desking.

In these circumstances, an additional workplace DSE assessment will be requested by the business.

Guidance for users

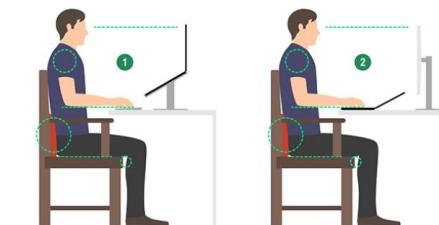
Standard workstation setup



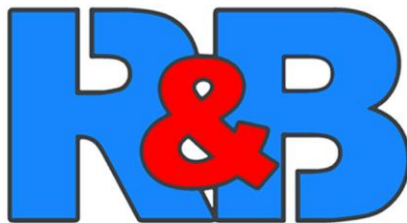
1. Top of screen level with eyes, about an arm's length away
2. Relax your shoulders - try to position yourself high enough so you don't need to shrug your shoulders
3. Keyboard just below elbow height
4. Seat height equally supports front and back of thighs (or use cushion to raise seated position)
5. Back of the seat provides good lower back support (or use cushion, to provide additional back support)
6. Gap of 2-3 cm between front of seat bottom and back of knee
7. Computer and screen directly in front of you on desk or other surface
8. Screen and keyboard central - don't twist your back
9. Mouse in line with elbow

Laptop setup

Consider these additional points when setting up your laptop for prolonged use.



1. Keyboard and mouse separate from the laptop so screen can be elevated on a laptop riser or similar
2. Display screen, separate from the laptop



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



Control of Substances Hazardous to Health (C.O.S.H.H.)

The management of COSHH and the applicable arrangements put in place by the business align to the Control of Substances Hazardous to Health Regulations 2002 (as amended), the business arrangements are as follows.

COSHH Substance/Material Assessments

- All substances or materials used in the business operations are managed through undertaking a dedicated assessment, each assessment is based on the product material safety data sheet (MSDS) provided by the manufacturer.
- Upon completion of the assessment, the finds are briefed to all relevant employees.
- COSHH assessments will be stored with the substances for easy access and review.
- Toolbox talks are carried out to brief the employees on items such as hazard labelling to ensure all are aware of what each symbol represents.
- Specific PPE/RPE is aligned to the assessment findings.
- Emergency procedures are factored into Risk Assessments for site installation works.
- The storage of COSHH substances is undertaken in dedicated storage lockers, each locker has a built-in bund that would allow for 110% of the largest containers contents being stored.
- The COSHH storage is controlled by a lock allowing only authorised persons to access it.

Example of COSHH Assessments

COSHH Assessment

COSHH ASSESSMENT (TECHNICAL SHEET)

COSHH ASSESSMENT No. 01

Product Name/Material: **M26ArCO2/2** Use: **Shielding Gas for MIG welding**

AREA OF USE: Above Ground ☒ Confined Space ☐

TYPE OF PRODUCT: Liquid ☐ Solid ☐ Gas ☒ Dust ☐

MAIN HAZARDS

Affected	Not Affected
Flammable ☐	Corrosive ☐
Explosive ☐	Health Hazard ☐
Oxidising ☐	Serious Health Hazard ☐
Acute Toxicity ☐	Gas under pressure ☐
Hazardous to the Environment ☐	Any other (i.e. substantial dust) ☐

REMARKS:

Not harmful to the environment

Asphyxiants such as Argon in large concentrations and in conjunction with CO2 and low O2 can cause rapid suffocation without adequate ventilation. Review where the gas is being used.

INGREDIENTS:

	EMSL Workplace Exposure Limit (WEL)	
	Short Term (15m)	Long Term (8hrs)
Oxygen - 2%	N/A	N/A
Carbon Dioxide - 29%	15000 ppm	5000 ppm
Argon - 78%	N/A	N/A

Assessment carried out by: Andy Gardham Date of last revision: 13.08.2024
Distribution: COSHH File, Stores, Works Manager and User(s)

RB, CA, 01 Page 1/2

COSHH Assessment

COSHH ASSESSMENT (SITE SHEET)

COSHH ASSESSMENT No. 01

Product Name/Material: **M26ArCO2/2** Use: **Shielding Gas for MIG welding**

AREA OF USE: Above Ground ☒ Confined Space ☐

SITE PRACTICE FOR WORKFORCE

PERSONAL PROTECTION AND FIRST AID	PPE	IMMEDIATE FIRST AID
Body/skin	Fire retardant overalls or leather outer garments	No effects to the skin
Hands	Gloves suitable for the heat and molten metal associated with the welding process	No effects to the skin
Feet	Safety boots with leather gators	No effects to the skin
Facel/eyes	Full face welding screen	For contact with the eyes, seek medical advice
Respiratory Protection	For welding, an air fed mask is to be used.	Remove to fresh air, if not effective seek medical advice
Any special requirements	Dizziness, Sweating, blurred vision or head aches	If oxygen deficiency occurs, seek medical advice

CONTROL MEASURES: (Consider Dangerous Substances and Explosive Atmospheres Regulations 'DSEAR')

Storage: Purpose built container with good ventilation and away from heat sources

Use: Ensure the cylinders are stored upright and restrained. All fixtures and fittings need to be installed onto the cylinder to meet the manufacturer's guidelines.

Spillage: N/A

Disposal of Surplus: Vent to atmosphere in a controlled manner and in a well-ventilated area

Disposal of Packaging: Return expanded cylinder to the manufacturer or distributor.

Other:

Emergency Procedures: In the event of a fire that would affect the cylinder, call the fire brigade and contain off the area.

FIRE FIGHTING MEASURES:

Type of Extinguishers - Do not use water jet to extinguish due to surrounding materials. Use extinguishing media.

Explosive Precautions - Upon exposure to intense heat or flame, the cylinder will vent rapidly or rupture violently.

Other Precautions - Fire fighters only: Self-contained breathing apparatus must be worn if tackling a fire.

ADDITIONAL MEDICAL ADVICE/INFORMATION:

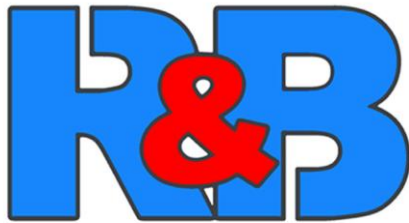
N/A

Assessment carried out by: Andy Gardham Date of last revision: 13.08.2024
Signed:

RB, CA, 01 Page 2/2

COSHH Procedure

What to do



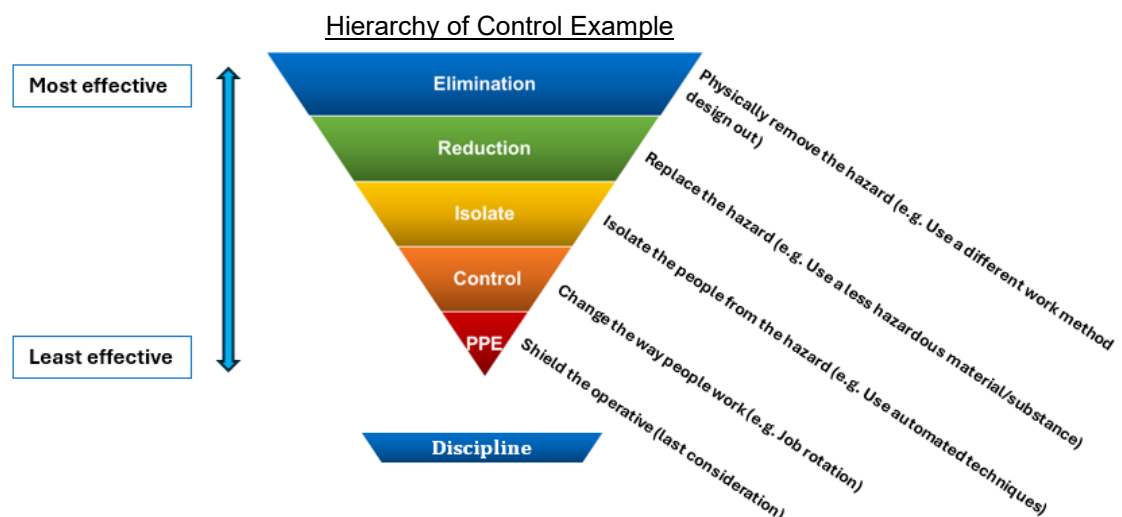
Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



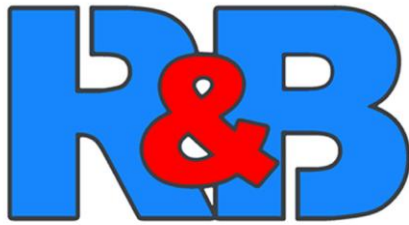
1. Find out what the health hazards are associated with the material/substance.
 - Checking information that came with the product (MSDS – 16 sections).
 - Reviewing the hazard labelling on the product (Ref: R&B TBT-01)
 - Reviewing EH40/2005 for workplace exposure limits.
 - Using the HSE website.
 - Undertake a COSHH Assessment.
2. Deciding how to prevent harm to health.
 - Review how the substance is going to be used and in what environment.
 - Identify the hazards.
 - Carry out a Risk Assessment to determine who may be harmed and how.
 - Decide on the control measures required using the hierarchy of control.
 - Provide the information, instruction and training to the material/substance user.
 - Review the Risk Assessment and controls at regular intervals.
3. Provide monitoring and health surveillance in appropriate cases
 - Review the usage and potential exposure to workers.
 - Initiate a Health Surveillance regime with an occupational health nurse.
4. Planning for emergencies
 - Use the MSDS information on the material or substance to ensure that if accidental release occurs, all control measures are in place and briefed.
 - Have spill protection measures in place to protect sensitive receptors or areas where the mixing of substances could have an adverse effect.
 - Have suitable spill kit(s) in place and all workers are trained on the use.



Lifting Equipment and Operations

R&B control and maintain all lifting equipment including accessories in line with the Lifting Operations and Lifting Equipment Regulations 1998.

All lifting equipment undergoes an annual thorough examination using a competent external provider, for all lifting accessories the same external provider undertakes the inspections 6-monthly.



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



R&B's operation is split into two distinct parts.

1. Workshop Operations

A dedicated area within the workshop has been set up to store all lifting accessories, the system enables the storage of the slings, chains and shackles to be off the ground by means of wall mounted metal hangers.

All accessories have a colour coded tag to easily identify the accessory can be used and has in-date certification. A dedicated risk assessment for lifting is produced and reviewed at regular intervals by the engineering manager.

2. Site Operations

The site teams if using R&B or hired equipment for installation purposes, will undergo the same visual checks prior to use. Hired accessories are provided with the examination certificates that is filed and presented to our clients. All employees engaged in lifting operations are trained to a recognised standard. Lift plans are compiled to provide assurance to our clients that all associated tasks are planned and have a dedicated controlled sequence prior to receiving a permit to work, this is in tandem with dedicated and specific RAMS.

R&B for certain projects engage a dedicated lifting company under a contract lift basis, the lifting company then provide everything required and manage the lifts, certification provided is kept on file and the R&B supervisor helps to co-ordinate the lifts with the client.

Defective Equipment/Accessories

All employees are aware of the need to undertake a visual inspection prior to using any lifting equipment or accessory. Any equipment or accessory found to be defective is removed from service, once removed and depending on the item, it will either be placed in quarantine or cut up and disposed of into a suitable waste skip. Replacements are then either bought or hired in to allow normal operations to continue.

Training

R&B will undertake regular assessments on training requirements, any employee who needs to undertake or be involved in lifting operations will be provided with specific training.

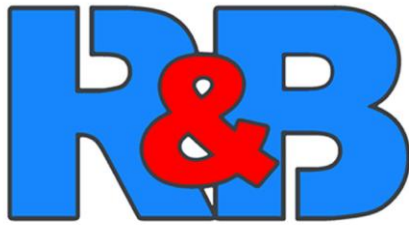
Working at Height

R&B will ensure that all tasks undertaken are managed and controlled in line with the Working at Height Regulations 2005. A dedicated risk assessment is produced and then briefed out to all applicable employees. Control measures are then implemented based on the hierarchy of control for working at height. Where specific equipment is required and based on risk assessment, all relevant information, instruction and training will be provided. Client interfaces will be managed based on RA allowing the client to undertake preparatory works were required, this would align with providing suitable foundations for specific equipment set up and use, reviews on "in building" risks and temporary works designs.

Confined Space Working

All works associated with confined spaces will be risk assessed. Only trained and authorised persons will be allowed to enter a confined space providing all associated control measures are implemented.

Clients are responsible for providing all relevant information to R&B to assist in the compilation of the RA. Client interfaces and specific procedures implemented will need to be followed, these include. Isolations, access/egress were agreed and the issuing of dedicated permits., Where possible and if the RA confirms, a dedicated rescue team will be engaged to manage the confined space. All equipment provided by R&B will be fully calibrated and inspected by a relevant body. These include. Gas monitors, tri-pod and winch, breathing apparatus, fall arrest systems, EX-rated lighting, RPE and PPE. Safety harnesses will be worn at all times when working in a confined space, the purpose is to ensure that in the event of an injury, any person can be retrieved safely. The RA will determine of the confined space is categorised as either a Low, Medium or High risk. Once the RA is complete, the findings will be communicated with the client. The site installation managers will then ensure that all risks identified have been briefed to the teams, the supervisor



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



in charge of a particular team will ensure that all client requirements have been implemented and a point of work risk assessment is undertaken to identify any change. If change has occurred, the work will stop until any additional controls have been implemented and checked.

Health and Wellbeing

R&B take the health and wellbeing of all employees seriously and as such undertake the following.

- Employees with medical conditions are risk assessed based on the task they undertake and the location, the purpose is to implement specific control measures to help safeguard the employee. The assessment will identify if any reasonable adjustments are required and then work with the employee to implement and control them.
- Provide additional drinking water that is cooled in various locations around the premises, this is based on the operations undertaken at the R&B workshops and offices and to ensure a drinking water supply is readily available even in the event of a mains water supply failure.
- R&B have a dedicated MHFA that is available to support all employees.
- R&B in-conjunction with our clients, utilise the employee assistance programme that all suppliers to the client have access to, there is a wide range of services available and dedicated information posters have been placed at various locations around the premises.
- R&B promote taking regular breaks throughout the working day and are open to flexible working, providing there is no additional risk to the business or the employee.
- R&B provide specific holidays and promote the need to use the annual allowance in full.

Consultation with Employees

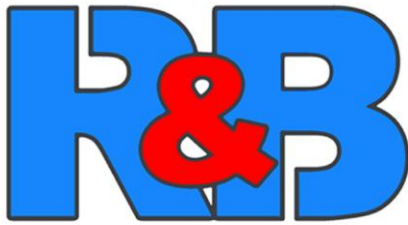
R&B as a business value all employees and recognise the importance of consulting with them on matters of health and safety. The following steps will be undertaken.

- Arrange regular meetings with the employee representatives in a structured manner.
- Discuss all matters relating to health and safety.
- Evaluate current controls with a view on continual improvement.
- Undertake regular workplace inspections.
- Record and document the meetings.
- Act upon any matter that requires attention.

Safety Training

R&B will ensure that all applicable information, instruction and training will be undertaken with the employees. This will consist of the following.

- Through regular and structured briefings and TBT's.
- Provide instruction on the safe use of plant and equipment through either internal training or utilise an external provider.
- Arrange dedicated training external to the business to meet the needs of our clients.
- Ensure that all plant and equipment is fit for purpose and certified where required.
- Bring to the employee's attention any matter that may change the way in which tasks are undertaken.
- Be receptive to training requests.
- Provide a supervisor.



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com



Vehicles

As part of R&B's business operations, the use of company owned vehicles is essential. The vehicles are used for the following purposes and are driven by company employees or persons working on behalf of the company providing they meet the legal requirements applicable for the UK.

It is the responsibility of the business to ensure all vehicles are road worthy and maintained in accordance with industry standards. All employees are to ensure that company vehicles are driven within legal speed limits and adhere to the requirements of the highway code.

Company vehicles are not to be used for purposes outside of business operations, unless a formal agreement is in place and recorded.

It is the responsibility of all employees who use the company vehicles to keep them clean, tidy and undertake regular maintenance checks (water, oil, tyre pressure and wear checks) and report any non-conformities to their supervisor or the company senior management.

For traffic offences, the driver will be responsible for the payment of any applicable fine and points penalty.

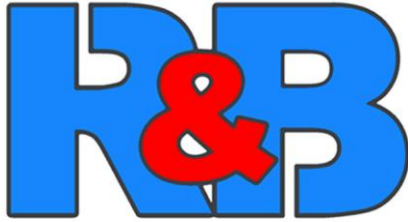
In the event of a road incident, all drivers will remain courteous and provide the required details.

No person under the influence of either a substance or alcohol will be permitted to drive a company vehicle, please refer to the company's substance and alcohol abuse policy V1.

Workplace Safety Rules

All employees are required to follow the safety rules as detailed below, these rules are to provide a safer working environment and prevent injury.

- All employees shall immediately report any unsafe practices or conditions to their line manager or senior member of staff.
- Any person under the influence of alcohol or any other intoxicating drug will be subject to the procedures as detailed within the drug and alcohol substance abuse policy V1.
- Horseplay, practical joking or any other acts, which might result in impacting on the health and safety of any other person, are strictly forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed to undertake their normal job role if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff and suitable information, and training has been given or is in place.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers (Refer to the Environmental Policy V1).
- No employee should undertake a job, which appears to be unsafe and report their concerns immediately to their supervisor or line manager were applicable.
- No employee should undertake a job until he or she has received suitable safety information, instruction and training and has been appointed to undertake the task.
- All injuries must be reported and recorded in the business accident book, located in unit 15's engineering managers office.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies immediately.
- All COSHH substances or materials will follow the safe use and control guidelines stated in the COSHH assessment.



Engineering Ltd

Specialist Group

16 Poulton Close Business Centre, Dover, Kent, CT17 0HL
Tel: +44(0)1304 245800
Email: info@rbengineeringdover.com

