



HEALTH & SAFETY POLICY

Approved by: 

**THIS DOCUMENT SHALL NOT BE COPIED WITHOUT THE
WRITTEN PERMISSION OF A DIRECTOR**

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1. INTRODUCTION

This policy has been produced in the interest of the Health, Safety and Welfare at Work for employees, contractors and other persons associated with this Company's activities. Its primary objective is to prevent work-related accidents and property damage.

It consists of:

1.1. The Policy Statement

A declaration of the importance with which the Company views safety and the methods by which it will achieve these standards.

1.2. The Organisation

An outline of responsibilities, which will be required to be fulfilled if the aims of the Policy are to be achieved. Specific responsibilities are shown on the various arrangements to which they relate.

1.3. The Arrangements

The procedures which are in place to secure safety, these are split into 3 sections:

1. General (covering issues across all areas of the Company).
2. The Garage (covering specific issues relating to the Garage).
3. Site (covering specific issues relating to site working).

1.4. Amendment Record

Date	Amendment	Signature	Name in Print	Amended Pages
	.1			
	.2			
	.3			
	.4			
	.5			

The document holder shall promptly incorporate all amendments received and shall destroy all superseded pages and update the amendment record above. After five amendments this document will be re-issued at the next level.

2. POLICY STATEMENT

2.1. Lynx Networks Plc Safety Policy Statement

- ❖ The management of **Lynx Networks plc** regards the promotion and implementation of Health and Safety measures as a mutual objective for management and employees at all levels.
- ❖ The **Company** shall abide with statutory regulations and do all that is reasonably practicable to prevent injury or damage to any persons or property, including the public, so far as they come into contact with the Company or it's products.
- ❖ In particular, the **Company** shall:
 - Provide and maintain safe plant and systems of work.
 - Provide and maintain safe and healthy working conditions.
 - Provide all necessary information, instruction, training and supervision to enable employees to perform their work safely and efficiently.
 - Provide health and safety arrangements for the safe use, handling and transport of articles and substances.
 - Make available all necessary safety devices and protective equipment (including instruction in its use).
 - Establish and document the precautions required for safe working.
 - Consult with employee representatives on all matters that affect their Health, Safety and Welfare and provide expert advice where necessary.
 - Promote safe behaviour by encouraging management to lead by example.
- ❖ Additionally, all "**Employees**" must:
 - Co-operate by: reporting incidents, working safely and efficiently, following procedures, assisting investigations and using any equipment provided for their protection.
 - Ensure their own health and safety and that of any other persons who may be affected by their acts or omissions.

REMEMBER: SAFETY IS EVERYONE'S BUSINESS

Signed: [Signed by each employee]

Date:

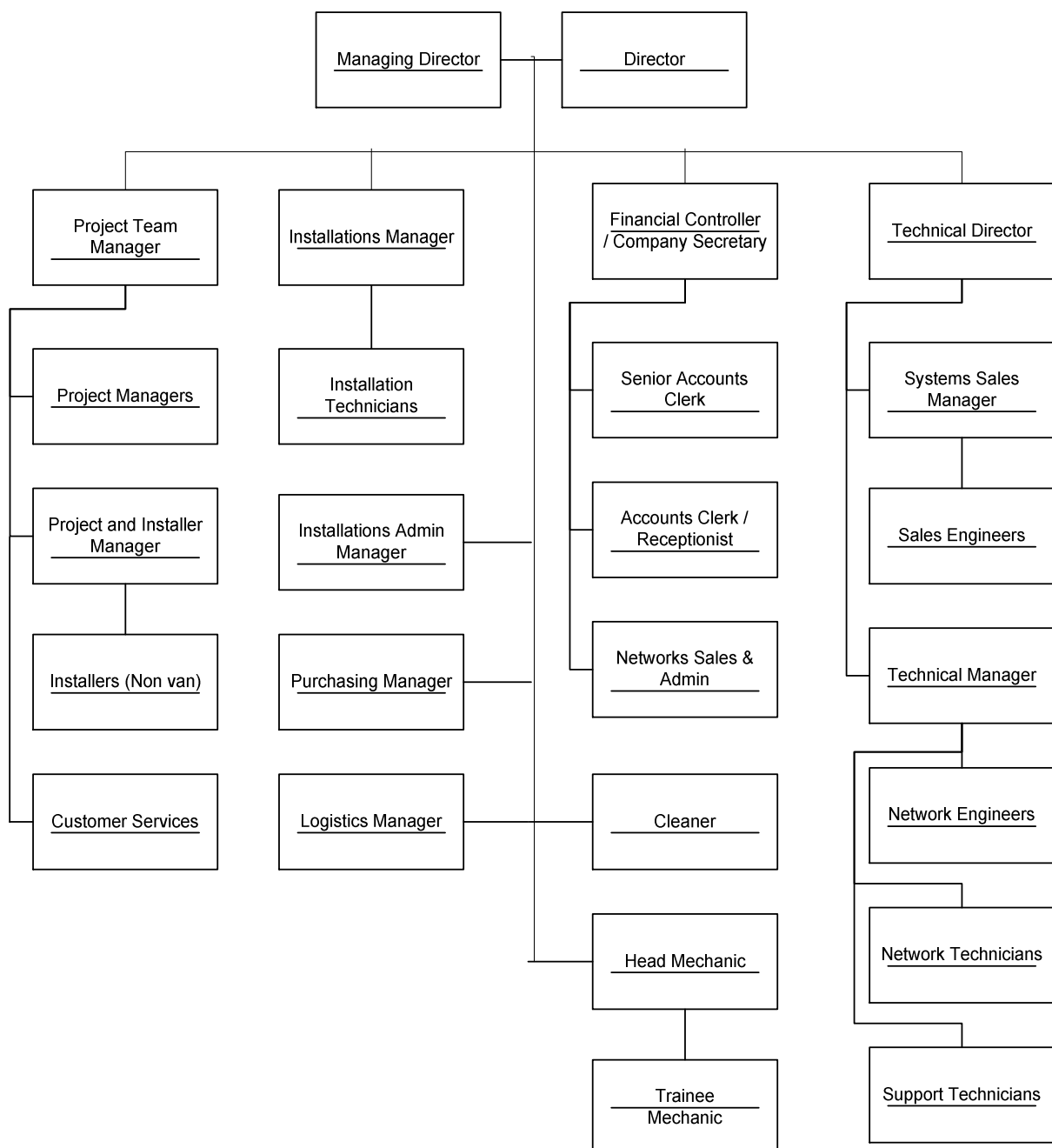
3. ORGANISATION

The Company places the responsibility for the successful attainment of the objectives of the policy on all its employees.

The general responsibilities for implementing the policy are contained in this part of the policy document, whilst specific responsibilities are contained in the "Arrangements" section of this Policy.

SAFETY ORGANISATIONAL CHART

Lynx Networks Organisational Chart - February 2006



4. PERSONNEL RESPONSIBILITIES

4.1. Managing Director

The Managing Director of the Company, having overall responsibility for health and safety within the Company shall:

- Ensure that the objective of the policy is fully understood and observed at all levels.
- Provide adequate resources to meet all reasonably practicable requirements for health and safety.
- Delegate direct responsibility (where necessary) for the implementation of the policy to Management and Supervision.
- Periodically appraise the performance of Management and Supervision in the fulfilment of their responsibilities.
- Ensure that the Company's training programme is implemented and that this adequately covers health and safety for all levels of personnel.
- Ensure adequate insurance provision exists.

4.2. Company Secretary

In addition to their specific responsibilities under the health and safety policy, the Company Secretary shall:

- Advise and represent the company at any civil or criminal proceedings.

4.3. Managers

The Departmental Managers are responsible for the direct implementation of the health and safety policy in the areas within their control. In particular, they will ensure that:

- Members of their staff are aware of their individual responsibilities for health and safety.
- All employees who report to them are adequately trained in health and safety to enable them to fulfil their responsibilities and to work without risk to themselves or to others.
- So far as is reasonably practicable, the work under their control is carried out in accordance with statutory and Company requirements.
- They continually review and develop safe working practices to improve working conditions in their department.
- So far as is reasonably practicable, prompt action is taken on any representation about health and safety from any employee.
- All accidents are investigated and reported in accordance with Company/Statutory requirements.

4.4. Site Supervision

The Installation Technician responsible for a site shall:

- Organise work so it is carried out with the minimum risk to persons and property.
- Be responsible for the day-to-day safety of each site. This may involve strict discipline being enforced to ensure safety.
- Ensure any equipment is not used that does not possess an up-to-date certificate of test or examination.
- Not permit anyone to take unnecessary risks.
- Arrange for the safe storage of materials.
- Ensure that protective clothing or equipment is worn where necessary.
- Ensure that all plant and equipment is safe and maintained in good order and those persons using the equipment are competent.
- Always lead by their own example.
- Exercise control to ensure sub-contractors work safely.

4.5. Employees

Employees are required to comply with their statutory obligations and to:

- Work safely in the interest of both themselves and others.
- Report to their supervisor all accidents, dangerous occurrences and other unsafe conditions.
- Where appropriate, wear protective clothing and equipment provided by the Company and make proper use of any safety devices provided.
- Comply with any safe working procedures where they are in use.
- Co-operate with management in the review and development of safe working practices.
- Attend safety training in accordance with Company requirements.

5. GENERAL ARRANGEMENTS

This section covers those areas that are applicable to all personnel.

5.1. Fire Precautions

Personnel responsible: MANAGING DIRECTOR

5.1.1. Introduction

The Company will ensure, so far, as is reasonably practicable, that adequate and appropriate fire precautions are provided to meet statutory requirements and minimise the risk of injury to employees and damage to property.

5.1.2. Fire-Fighting Equipment

Adequate and suitable fire-fighting equipment will be provided at all locations. The equipment will be examined and serviced annually. Should any appliance be used or be suspected of being defective, it should be replaced as soon as possible.

5.1.3. Means of Escape

All fire exits must be kept clear at all times to allow easy access and must not be locked, blocked or restricted whilst persons are on the premises.

5.1.4. Site Fire and Emergency

Site escape arrangements are usually determined by the occupier of the premises. If this is so, all persons on site must be made aware of these arrangements. If not, then arrangements specific for the site should be made and publicised to all on site.

The Site Supervisor shall be required to account for all site personnel.

5.2. Fire Escape Procedure

In the event of the fire alarm being sounded, all persons on the premises will escape by the nearest safe exit.

Nominated wardens (or their deputies) will “sweep” the building to ensure all persons have left and report this to the Managing Director.

All visitors will accompany their host to the host’s reporting point.

THE REPORTING POINTS FOR ALL PERSONS IS: THE FRONT CAR PARK

All persons will:

- Leave all lights on and not re-enter the premises for any reason until authorised to do so by the Managing Director or their Deputy.
- **NOT** attempt to fight a fire unless authorised by this Company to do so.
- Obey the instructions of the Managing Director or their Deputy.
- Not leave their reporting point unless directed to do so by the Managing Director their Deputy or an Officer of the Fire Brigade.

5.3. Welfare (Facilities, Noise, Hygiene Etc)

Toilets and washing facilities shall be provided and kept in a clean working order; there will be provision for hanging wet clothes.

Noise levels in the garage, stores or offices and generally on sites rarely (if ever) exceeds 80db(A), however for those times it does suitable hearing protection will be available upon request to all persons working in those areas. If noise levels exceed 85dB(A), then the wearing of hearing protection will be mandatory. Disciplinary measures may be taken against employees not making full and proper use of this protection.

Adequate training will be given regarding the dangers of noise and the correct use of protection. And action will be taken so far, as is reasonably practicable to reduce noise levels at source.

Wherever new plant machinery is purchased, then the potential supplier may be required to provide information regarding noise to the Company.

The Safety Advisor will (if required) provide advice on choices of "suitable" hearing protection. These are the only types that will be stocked or worn.

5.4. First Aid

Personnel responsible: TRAINING CO-ORDINATOR

The Company will provide adequate first aid provision to meet the requirements of the First Aid at Work Regulations, Approved Code of Practice and Guidance Notes.

First Aiders

The Company will provide "First Aiders" to act in the event of injury or illness occurring at work and shall provide any specialised training relevant to specific hazards in addition to the required basic training and refresher courses.

Reporting injuries

The injured person shall record in the "Accident Book" (kept back at the office) all injuries sustained during activities conducted on this Company's business. The accident record shall be retained for at least 3 years. Employees are reminded that it is the injured person's responsibility to ensure this record is made.

Site

When an employee is required to visit a site where no first aid facilities exist they shall carry a first aid kit with them. This is applicable only on visits of short duration.

Prior to commencement of work, on site arrangements shall normally be made with the occupier or the main contractor for the use of their first aid facility. A record of this should be displayed where employees may see it. This should be made available from the person providing the facility.

Where no facilities exist, work is not of a short duration, other facilities (i.e. a hospital) are not local, or the existing facility is a long way away, then a first aider may be required to be supplied by the Company.

5.5. Safety Training

Personnel responsible: MANAGING DIRECTOR

The Managing Director will ensure sufficient training (including adequate and appropriate safety training) is supplied to all employees of the Company.

Specific training will be organised as required. Tasks as listed below will only be undertaken by persons suitably experienced and certified to do so:

- Use of Mobile Elevating Work Platforms (MEWP's)
- Work involving Electrical Tasks
- Confined Space Working

Proof of competency and training will be required from new employees joining this Company before they may undertake any of the tasks listed above.

All new employees will undergo Induction Training as soon as possible upon starting with the Company. The provision and recording of induction training will be the responsibility of the employees immediate Supervisor.

5.6. Young Persons

Personnel responsible: IMMEDIATE SUPERVISOR

Young persons are those under the age of eighteen years.

When young persons are taken into employment, great care shall be taken to provide adequate supervision and training. Where appropriate, specific risk assessments shall be carried out for any tasks they perform.

They shall not be given any tasks that may put them at risk.

5.7. Control of Substances Hazardous to Health (CoSHH)

Personnel responsible: MANAGING DIRECTOR

The Safety Advisor will (if required) arrange for assessments of substances and processes before any new materials are used (very few substances are used though).

Environmental monitoring will be carried out (if required) at intervals determined by the CoSHH Assessments, or when changes occur which may affect the original assessment. Purchasing will obtain any information regarding substances (as supplied by the Manufacturers). These will be retained in the CoSHH Assessment Record Book. This information is available to all employees upon request to their line manager.

5.8. Reporting Of Accidents and Dangerous Occurrences (RIDDOR)

Personnel responsible: **MANAGING DIRECTOR / DEPUTY**

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) requires the employer to appoint a person (*see above*) to be responsible for reporting any one or more of certain injuries or dangerous occurrences. In addition to these, there is also a requirement to report certain diseases, flammable gas incidents and injuries sustained at work that render a person unfit for their normal work for more than three days (weekends and bank holidays are counted).

The “Major Injuries” and relevant “Dangerous Occurrences” which require reporting are listed in the regulations, on the pad that contains the report forms and are also detailed below. Please see the pads for a full listing of Dangerous Occurrences. The forms for reporting are:

- Reportable Injuries and Dangerous Occurrences - Form F2508
- Reportable Disease - Form F2508A

All reportable injuries or dangerous occurrence can also be reported directly by phone to the:

RIDDOR HOTLINE: 0845 3009923

A note of the report reference number should be made when reporting over the phone. All accidents should also be recorded in the Accident Book.

Other persons to be notified as soon as possible are:

- The Managing Director.
- **The Safety Adviser on: 07710 788046 (Mobile) 01933 666990 (Office)**

In the event of a major injury the immediate area shall be cordoned off and left untouched pending any investigation.

Major Injuries

1. Any fracture, other than to the fingers, thumbs or toes.
2. Any amputation.
3. Dislocation of the shoulder, hip, knee or spine.
4. Loss of sight (whether temporary or permanent).
5. A chemical or hot metal burn to the eye or any penetrating injury to the eye.
6. Any injury resulting from an electric shock or electrical burn (including any electrical burn caused by arcing or arcing products) leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours.
7. Any other injury:
 - Leading to hypothermia, heat induced illness or to unconsciousness.
 - Requiring resuscitation.
 - Requiring admittance to hospital for more than 24 hours.

Dangerous Occurrences

1. Electrical short circuit (resulting in a fire or explosion).

5.9. Electrical Work

Personnel responsible: MANAGING DIRECTOR

It is the policy of this Company that no working will be permitted on electrical equipment whilst it is still live. However, in the unlikely event that live working is essential, it shall be strictly controlled by a Permit to Work system. Permits will only be issued to competent persons, aged over 21 years, and experienced in this type of work. All necessary safety equipment will be available and will be used as required. A person trained in emergency procedures shall be present.

5.10. Inspection and Testing of Electrical Equipment

Personnel responsible: DIRECTOR

All electrical equipment will be tested at regular intervals.

The frequency and methods of test will be determined by a number of factors:

- (i) Reference to the I.E.E. Regulations
- (ii) The type of equipment
- (iii) The conditions of use

A competent person using the correct equipment for the job will carry out the testing.

Testing will normally be required at twelve monthly intervals for all portable equipment and every four years for fixed equipment. However, conditions of use may dictate otherwise (e.g. portable mains powered tools used in hazardous conditions may need testing much more frequently). Equipment being returned from site will be inspected and tested at least six monthly, similarly items such as double insulated, low voltage office equipment may require only a simple examination and test every few years.

NO ONE WILL USE ANY ELECTRICAL EQUIPMENT THAT HAS NOT RECEIVED ITS PERIODIC TEST.

5.11. Company Vehicles and Mobile Phones

Personnel responsible: USER

Anyone supplied with or using a Company vehicle **MUST** ensure that it is in a roadworthy condition at all times. If the tax or mot have expired, or if any tyre is illegal then the vehicle **MUST** not be used and its condition immediately reported to the Managing Director. All vehicles shall be regularly serviced.

Anyone using their own vehicle for Company business **MUST** ensure it is maintained in a roadworthy condition and that they have business cover on their insurance.

Under **NO** circumstances should a mobile phone be used whilst driving unless it is connected to an approved hands-free device.

5.12. Lone Working

Personnel responsible: MANAGING DIRECTOR

The Company does not currently carry out any lone working, however in the event that it cannot be avoided, then the following precautions shall be adhered to:

- 1) Only qualified, experienced and healthy employees shall be allowed to work alone.
- 2) The lone worker shall have the final authority to determine whether they carry out the work.
- 3) When working alone and out of normal hours the employee shall notify their employer when they arrive and when they depart the customer's site. The employer shall routinely check in with the employee.
- 4) A first aid kit suitable for treating minor injuries shall be carried.
- 5) The employer shall consider and assess the particular risks associated with each contract involving lone working.
- 6) Information on risks should be obtained from the customer prior to authorising lone working.
- 7) NO lone working shall be carried out on or near to live conductors.

5.13. Display Screen Equipment

All DSE shall be assessed for suitability and the assessments retained by the Company. Where the assessment identifies issues to be addressed action shall be taken to correct these.

The Company shall pay for any employee who uses DSE as part of their job to have an eyesight test. Where this test identifies corrective lenses are required for this work, the Company shall provide them or contribute towards a different pair. All DSE users shall be trained in how to set up a workstation.

5.14. Consultation and Health and Safety Advice and Assistance

Where changes to the working arrangements of the employees (affecting their health, safety or welfare) then the Managing Director shall bring this to the attention of the employees and seek their agreement prior to implementing these changes.

Advice and assistance will be available to the Company through the following organisation:

- Rialto Health and Safety (tel. 01933 666990)
Director - R. Alton CMIOSH MIIRSM Chartered Safety & Health Practitioner
- The Health and Safety Executive Infoline (tel. 0845 3450055)

5.15. Permits to Work

Personnel responsible: SITE SUPERVISOR

These will be rigidly adhered to under the strict control of a person nominated to oversee the task. No work of a nature listed below will be undertaken without a permit, unless the work is on a client's site and the clients systems are being followed.

Live Electrical Work

To be used where it is **IMPOSSIBLE** to carry out work that is adequately isolated from the electrical supply.

Confined Space Work

To be used whenever entry and working in a confined space is necessary (site only).

5.16. Risk Assessments and Method Statements

The Company shall provide generic and where necessary site specific risk assessments for installation work.

Additionally method statement(s) detailing the safe systems to be followed shall be provided for all site work.

The requirements of these documents shall be communicated to the persons carrying out the work.

5.17. Personal Protective Equipment

Personnel responsible: SAFETY ADVISOR / MANAGERS / SUPERVISORS

All protective clothing and equipment required by statute will be provided free of charge. It is a statutory requirement that all employees will make full and proper use of the equipment and report any loss or damage immediately to their Supervisor. They are warned that they may be subject to disciplinary proceedings if this is not done.

All clothing and equipment will be purchased according to the relevant Standard and will be suitable. Advice on suitability is available from the Safety Advisor.

To ensure continuing suitability the user should routinely check the equipment. Information regarding areas where protective equipment is to be used will be displayed around the Company.

Safety harnesses shall be routinely checked and a record of issue and condition maintained.

When on site, protective clothing shall be supplied to protect against inclement weather.

5.18. Work Equipment

Personnel responsible: SUPERVISORS/EMPLOYEES

Portable electric tools must always be checked to ensure they are in good condition.

Visual examinations of plugs and leads should always be conducted before use. Eye protection shall be required when using power tools.

Only persons suitably trained should use power tools.

Hand tools should be regularly checked to ensure they are in good order.

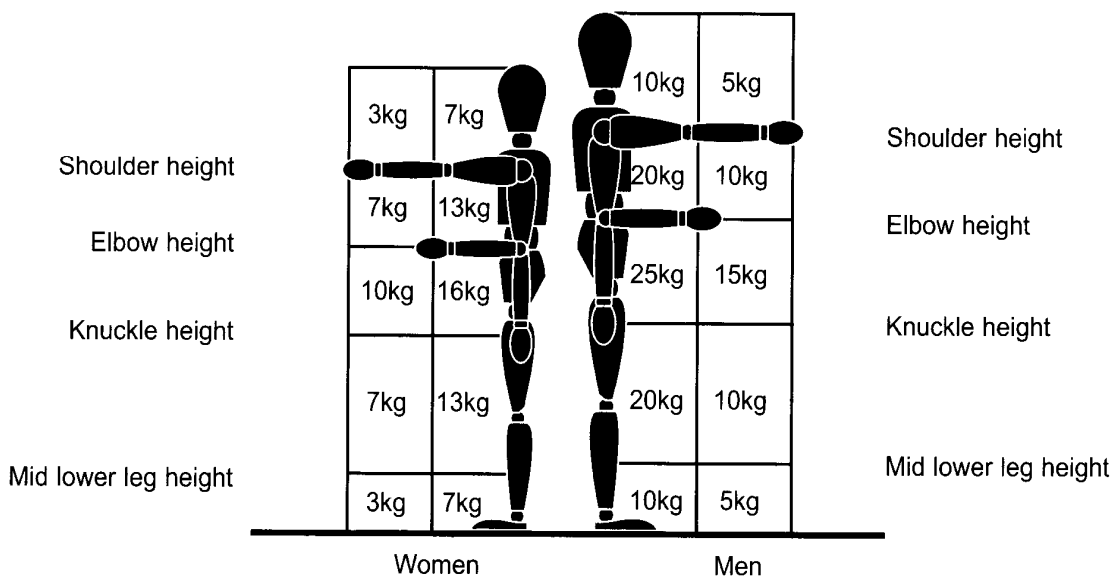
5.19. Manual Handling

Manual handling operations consist of operations involving the manual movement of loads by human effort (i.e. not by mechanical means) and also the supporting of static loads.

No employee should attempt to lift or move items over 25kg. The Company shall provide suitable and sufficient mechanical handling aids to assist or shall arrange for additional assistance.

The Company shall provide all employees with Manual Handling training.

The figure below details the acceptable “safe” handling limits, however loads should still be assessed for suitability to the person moving them.



6. GARAGE ARRANGEMENTS

6.1. General Procedures

As the Garage area is an integral part of the Company's operations all the standard requirements for working in the Company shall apply, in addition to those though the following conditions must be complied with by any employees, visitors or contractors to the area:

- No smoking is permitted within 10m of any part of the garage.
- Only garage staff are allowed under a vehicle on the ramp.
- Protective eyewear must be worn whenever employees are under a vehicle.
- All fluids must be contained and disposed of correctly.
- When draining fuel it must be stored in a suitable (sealed) container and the area ventilated, no hot working of any kind is allowed for 30minutes before or after this operation.
- Protective gloves should be worn and protective hand cream applied after washing at the end of the day (the cream will be available in the washroom).
- Hearing protection should be worn whenever using any air tools, it is accepted though that as these operations are infrequent the noise levels will be below the action levels.
- Vehicles may only be run in the garage if the exhaust extract is connected and working.
- Various pieces of mechanical handling equipment are available and should be used whenever an item needs removing or replacing and exceeds the guidelines detailed in section 6.19. of this Policy.

6.2. Safe Systems of Work

Personnel responsible: GARAGE MANAGER

Safe systems of work have been produced for those operations where a significant risk has been identified, these are:

- Raising Vehicles on the 2 Post Rig.
- Hot Working (welding, grinding, burning)
- Manual Handling (e.g. wheel & tyre removal and brake replacement)
- Mechanical Handling (e.g. removing engines, gearboxes etc)
- Draining Fluids (replacing fuel pumps/filters)

These systems will be displayed in the garage and reviewed annually.

7. SITE ARRANGEMENTS

7.1. Working at Heights

Personnel responsible: ALL MANAGEMENT/EMPLOYEES

A safe working platform must be used whenever persons are required to work at a height where injury could result if they fell.

All working places must be close boarded and provided with adequate guardrails and toe boards. During any roof work, adequate edge protection must be used. In the circumstances that a safe working platform cannot be used, then leashes and harnesses must be used.

Ladders and steps may be used (but only if it is not practical to use a guarded platform) and only for work of short duration (<30mins).

With ladders three points of contact with the equipment should be maintained at all times, a restraint leash or harness attached to a suitable anchor point allows the use of both hands.

Stepladders should preferably be of the platform type, failing that no part of the body below the waist should be above the top step.

When using ladders or steps, they must be suitable, stable and secured (where possible).

Risk assessments should be produced to show the work is suitably controlled.

7.2. Services Below Ground Level

Personnel responsible: SITE SUPERVISORS

No groundwork is currently carried out by the Company, if that changes in the future then a safe system will be developed.

7.3. Site Facilities

Personnel responsible: SITE SUPERVISORS

In brief, the supply of the following is a statutory requirement.

- Trained First Aider(s) and First Aid Equipment
- Shelters and Accommodation for Clothing and Taking Meals
- Washing and Sanitary Facilities

Generally the occupier of the site or the main contractor will provide these.

Where these facilities are not provided, then the Company shall make alternate arrangements to ensure these facilities are available.

Safety signs shall be provided and displayed for any site areas requiring them.

All sites must have a copy of the current certificate of Employers Liability Insurance on display in a prominent place where it may be easily seen and read by employees.

7.4. Site Working & Supervision

Personnel responsible: ALL SUPERVISORS

When working on a Customer's site all employees are expected to be presentable and courteous at all times. Work should not be conducted above the Customer's employees at any time.

All persons should be aware that any person committing an unsafe act or not in compliance with this policy might be removed from site. Adequate supervision will be provided to ensure that all persons comply with this policy.

7.5. Site Accident Book

Personnel responsible: SITE SUPERVISOR

Employees are required to notify their employer of injuries sustained at work. By recording the injury on the Accident Report Forms, they have fulfilled this duty. Someone acting on behalf of the injured person may do this.

This Company shall investigate all injuries reportable under RIDDOR and record the findings of the investigation.

7.6. Asbestos

Personnel responsible: SITE SUPERVISOR

Whenever a person finds any substance that may be any type of asbestos, work shall **instantly** cease until the suspect material has been analysed by an organisation approved for the task.

Then, where necessary, the asbestos removed and the area made safe before work commences again. A "clean air" certificate shall be required before work may begin.

Only a licensed contractor may disturb or remove asbestos.

7.7. End of Work Precautions

Personnel responsible: SITE SUPERVISOR

At the end of the working day or when site is left unmanned, then the following precautions must be taken:

- Check windows and doors are closed and locked.
- Scaffolds and gantries, etc. are inaccessible.
- All electrical supplies are switched off at the mains. This includes rooms where clothing may be kept.
- Naked lights extinguished.
- Check that all persons are off site and (where necessary) return the keys.