



PROCEDURE

HEALTH, SAFETY & ENVIRONMENTAL POLICY

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ACRONYMS AND ABBREVIATIONS

A full list of acronyms and abbreviations can be found in the CAVRA Glossary of Abbreviations. The following acronyms and abbreviations are used throughout this document:

Abbreviation	Definition
CAVRA	Civil Aid Voluntary Rescue Association
HSE	Health, Safety & Environment

DEFINITIONS

The following terms are used throughout this document:

Term	Definition

1. Health and Safety Statement of Intent

- 1.1. The objective of this policy is to attain and maintain high standards of health and safety performance throughout CAVRA. All persons conducting activities under the name of CAVRA will adhere to this Policy. The policy is to be read in conjunction with the CAVRA Risk Management Policy and Organisational Risk Register.
- 1.2. CAVRA will comply with the Health and Safety at Work Act 1974 and Regulations subsequently laid under it and meet the standards required therein.
- 1.3. Hazards will be identified and the risk of injury, disease or dangerous occurrence will be minimised by the achievement and maintenance of high standards of health and safety. These standards will be achieved, so far as is reasonably practicable, by:
 - 1.3.1. Demonstrating a visible management commitment to high standards of health and safety performance and the promotion of a positive health and safety culture throughout CAVRA;
 - 1.3.2. Providing and maintaining a safe working environment that is without undue risk to health, together with adequate facilities and arrangements for the welfare of employees and volunteers;
 - 1.3.3. Providing and maintaining plant, equipment and systems of work that are safe and without undue risk to health;
 - 1.3.4. Providing and maintaining means of access to and egress from the workplace that are safe and without undue risk;
 - 1.3.5. Having in place adequate arrangements for the regular assessment of work activities in order to identify related hazards and to control associated risk;
 - 1.3.6. Having in place effective systems to protect employees and other persons affected by CAVRA activities;
 - 1.3.7. Having in place adequate arrangements to ensure safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
 - 1.3.8. Providing such information, instruction, training and supervision as is necessary to ensure the health and safety of employees and volunteers of CAVRA; and
 - 1.3.9. Obtaining the co-operation of employees and volunteers in enabling statutory obligations under health and safety legislation to be met..

2. Environmental Policy & Statement of Intent

- 2.1. CAVRA considers environmental management to be of prime importance and is fully committed to fulfilling all environmental responsibilities as well as continuous improvement of environmental performance. As such, CAVRA will work with volunteers and suppliers towards achieving this goal.
- 2.2. The objective of this policy is to attain and maintain high standards of environmental performance throughout CAVRA. All persons conducting activities under the name of CAVRA will adhere to this Environmental Policy.
- 2.3. It is the policy of CAVRA to:
 - 2.3.1. Understand and comply with all legal requirements, codes of practice and regulations;
 - 2.3.2. Organise operations in order to minimise pollution and disturbance to neighbours and the general public;
 - 2.3.3. Provide assistance, training and information that may be necessary to personnel at all levels;
 - 2.3.4. Use materials and resources with regard to long-term sustainability;

- 2.3.5. Employ a consistent framework for the management of environmental issues across all its operations;
- 2.3.6. Audit environmental performance.
- 2.3.7. The successful management of environmental issues will be achieved by:
- 2.3.8. Identification and management of environmental risks and aspects;
- 2.3.9. Prevention of pollution;
- 2.3.10. Minimisation of waste;
- 2.3.11. Provision of prompt response to incidents and emergencies;
- 2.3.12. Promotion of environmental issues and good practice; and
- 2.3.13. Reviewing and reporting on the content and implementation of this policy..

3. Roles & Responsibilities

3.1. Introduction

- 3.1.1. Health, safety and environmental (HSE) management is the responsibility of all members of CAVRA and is a joint responsibility with contractors and suppliers. It is ultimately the responsibility of the Chairman to ensure that all members and contractors are properly equipped, trained and motivated in order to ensure high HSE standards at work.

3.2. Chairman

- 3.2.1. The Chairman has overall responsibility for the health, safety and welfare of all CAVRA members, and for the environmental impact of CAVRA activities including fulfilment of all legal duties imposed on them, as the Employer, by relevant legislation.
- 3.2.2. In recognition of the legal duties imposed upon them, the Chairman will:
 - 3.2.2.1. Understand the main requirements of the Health and Safety at Work Act 1974.
 - 3.2.2.2. Ensure that every aspect of health, safety and the environment and its implications is given due consideration in all executive decisions.
 - 3.2.2.3. Set, monitor and review the effectiveness of the CAVRA HSE Policy, ensuring that it meets current legislative requirements and accurately reflects CAVRA activities.
 - 3.2.2.4. Ensure adequate resources are available to implement the CAVRA HSE Policy and to enable legal and moral obligations to be met.
 - 3.2.2.5. Seek advice, as and when appropriate, on HSE issues.
 - 3.2.2.6. Ensure that all new members receive adequate induction training as soon as is reasonably practicable after joining CAVRA and on starting at a new site.
 - 3.2.2.7. Ensure all contractors receive suitable information, instruction, training and, where appropriate, supervision to assure their competence for the work they are to undertake.
 - 3.2.2.8. Ensure that all contractors are competent to conduct the work they undertake by compiling and maintaining a list of approved contractors (and their sub-contractors) authorised to work for CAVRA.
 - 3.2.2.9. Monitor the performance of contractors who undertake work on behalf of CAVRA.
 - 3.2.2.10. Ensure that all plant, equipment and materials are safe and suitable for the work for which they are to be used.
 - 3.2.2.11. Ensure that suitable and sufficient risk assessments of CAVRA activities are undertaken to identify and implement effective control measures required to eliminate, reduce or control the risk of harm occurring to employees or others who may be affected by the activity.
 - 3.2.2.12. Ensure that the results of the risk assessments are effectively communicated throughout CAVRA and to others who may be affected by the activity.

- 3.2.2.13. Provide, maintain and instruct members in the use of personal protective equipment as identified by risk assessment.
 - 3.2.2.14. In respect of hazardous substances, ensure that appropriate information is available to enable suitable assessment of the process to be conducted.
 - 3.2.2.15. Ensure that accidents and near misses are recorded.
 - 3.2.2.16. Ensure that all injuries, diseases and dangerous occurrences involving CAVRA members are investigated and, where appropriate, reported as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
 - 3.2.2.17. Maintain effective communication routes throughout CAVRA and ensure members are aware of CAVRA HSE Policy and other HSE matters as they arise.
 - 3.2.2.18. Take immediate action in respect of:
 - 3.2.2.18.1. Prohibition and improvement notices;
 - 3.2.2.18.2. Matters of complaint by Health and Safety Executive Inspectors;
 - 3.2.2.18.3. Concerns by members or others, of HSE standards; and
 - 3.2.2.18.4. Accidents, incidents and near misses involving CAVRA members.
- 3.3. Department Leads
- 3.3.1. CAVRA Department Leads are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and CAVRA policies are observed within their area of responsibility. Authority is delegated to CAVRA Department Leads to oversee and enforce the implementation of the CAVRA HSE Policy throughout CAVRA operations and on site. Department Leads report to the Chairman.
 - 3.3.2. Department Leads will:
 - 3.3.2.1. Understand the CAVRA HSE Policy.
 - 3.3.2.2. Ensure that the CAVRA HSE Policy is effectively communicated to the personnel under their control.
 - 3.3.2.3. Ensure that members comply with CAVRA HSE Policy.
 - 3.3.2.4. Establish and maintain high standards of HSE performance on site.
 - 3.3.2.5. Foster a positive health and safety culture amongst all members.
 - 3.3.2.6. Ensure a safe working environment with safe access and egress at all times.
 - 3.3.2.7. Ensure safe working practices are observed.
 - 3.3.2.8. Develop, implement, record, communicate and monitor the effectiveness of site-specific arrangements for HSE.
 - 3.3.2.9. Allocate necessary resources for HSE management on site.
 - 3.3.2.10. Ensure that suitable and sufficient risk assessments have been undertaken for specific work activities.
 - 3.3.2.11. Ensure that members under their control are adequately inducted, trained, instructed and informed.
 - 3.3.2.12. Ensure that appropriate equipment is available and maintained in a safe condition.
 - 3.3.2.13. Ensure that accidents and near misses are recorded and investigated.
 - 3.3.2.14. Maintain all registers and records on site, as required by current legislation.
 - 3.3.2.15. Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain HSE standards.
 - 3.3.2.16. Immediately bring to the attention of the CEO matters relating to HSE standards or performance.
 - 3.3.2.17. Advise and support clients, contractors, etc. and their safety officers on matters relating to CAVRA HSE Policy and all prevailing legislation.
 - 3.3.2.18. Ensure personnel at all work sites are fully aware of potential hazards as identified by reports, inspections, safety audits, accident reports and near misses.
 - 3.3.2.19. Communicate HSE matters to members via induction training or toolbox talks

3.4. Team Leaders

3.4.1. Team Leaders are responsible for ensuring that the provisions of the Health and Safety at Work Act 1974, associated regulations and CAVRA policies are observed within their area of responsibility. Authority is delegated to Managers to oversee and enforce the implementation of CAVRA HSE Policy on site in the workplace. Team Leaders report to Department Leads.

3.4.2. Team Leaders will:

- 3.4.2.1. Understand the CAVRA HSE Policy.
- 3.4.2.2. Ensure that members comply with CAVRA HSE Policy.
- 3.4.2.3. Ensure high standards of HSE performance are maintained on site.
- 3.4.2.4. Foster a positive health and safety culture amongst all members.
- 3.4.2.5. Ensure a safe working environment with safe access and egress at all times.
- 3.4.2.6. Ensure safe working practices are observed at all times.
- 3.4.2.7. Assist Department Leads in the risk assessment process.
- 3.4.2.8. Maintain all registers and records on site, as required by current legislation.
- 3.4.2.9. Carry out routine documented inspections (minimum monthly) of sites, facilities, plant and equipment so as to maintain HSE standards.
- 3.4.2.10. Immediately bring to the attention of Department Leads and the Chairman matters relating to HSE standards or performance.
- 3.4.2.11. Advise and support members, contractors, etc. and their safety officers on matters relating to CAVRA HSE Policy and all prevailing legislation.
- 3.4.2.12. Ensure members and contractors at all work sites are fully aware of potential hazards as identified by staff reports, inspections, safety audits, accident reports and near misses.
- 3.4.2.13. Ensure that accidents and near misses are reported to Department Leads as soon as practicable.
- 3.4.2.14. Communicate HSE matters to members and contractors via induction training or toolbox talks

3.5. Volunteers

3.5.1. All volunteers undertaking voluntary work for and on behalf of CAVRA are expected to:

- 3.5.1.1. Co-operate with the Chairman, Department Leads and Team Leaders to enable legal duties to be met.
 - 3.5.1.2. Comply with all requirements of the CAVRA HSE Policy and associated procedures.
 - 3.5.1.3. Not intentionally or recklessly interfere with, or misuse anything, provided by CAVRA in the interests of HSE.
 - 3.5.1.4. Actively promote a positive health and safety culture throughout CAVRA.
 - 3.5.1.5. Only undertake work for which they have been trained and are authorised, qualified and competent to undertake.
 - 3.5.1.6. Not undertake an activity until a suitable and sufficient risk assessment has been conducted by a competent person and the results communicated to them and others who may be affected by the activity.
 - 3.5.1.7. When on site, follow all site safety rules and procedures.
 - 3.5.1.8. Use and maintain in accordance with instructions and training given, and report the loss or defect of all personal protective equipment provided by CAVRA.
 - 3.5.1.9. Make themselves aware of all site and workplace first aid, fire and emergency procedures.
 - 3.5.1.10. Raise all matters of concern relating to HSE as they arise to the appropriate responsible person.
- 3.5.2. All volunteers are to ensure that CAVRA is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

4. General Arrangements for Health, Safety & The Environment

4.1. Introduction

4.1.1. The attainment and maintenance of high standards of HSE within CAVRA will be achieved by the identification of hazards associated with the activities undertaken by CAVRA. Effective precautions and control measures to eliminate, reduce or control the risk of harm to all persons exposed to the hazards will be identified and implemented.

4.2. Communication and Consultation

4.2.1. HSE information, where it relates to CAVRA activities will be communicated throughout CAVRA as it becomes available by the quickest possible means.

4.2.2. Concerns over the standards of HSE within CAVRA or issues relating to HSE are to be brought immediately to the attention of management.

4.2.3. CAVRA consults with its members on HSE matters in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

4.2.4. In the absence of elected health and safety representatives, CAVRA will consult staff individually or in groups on matters of health and safety.

4.2.5. CAVRA will ensure that all information, instruction and training is provided to all members in a language and format that the member can readily understand. This will include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the member is competent to carry out their work activities.

4.3. Training and Competence

4.3.1. All new CAVRA members will receive appropriate induction training as soon as reasonably practicable.

4.3.2. A record of the induction process will be maintained.

4.3.3. Training needs and competence requirements will be analysed to ensure the provision of appropriate training.

4.3.4. Members shall only carry out work for which they hold the appropriate competences.

4.3.5. Further training shall be given:

4.3.5.1. For periodic refresher training;

4.3.5.2. When required by current best practice;

4.3.5.3. When being exposed to new or increased risks;

4.3.5.4. When being transferred or given a change in responsibility; and/or o When there is a change in work methods, technology, equipment or practices.

4.3.6. A training record will be maintained for all members.

4.3.7. All induction and training records and, where issued, certificates of training, qualifications and competence will be held electronically.

4.3.8. Training standards will be kept under review to ensure that the requirements of current legislation and risk assessments are met

4.4. Risk Assessments, Method Statements and Safe Systems of Work (See also CAVRA Risk Management Policy)

4.4.1. CAVRA will ensure:

- 4.4.1.1. Where significant hazards are evident and there is a risk of harm or injury from a work activity, an appropriate risk assessment will be undertaken and communicated to all those at risk, in accordance with the Management of Health and Safety at Work Regulations 1999. Risk Assessments will follow a standard format.
- 4.4.1.2. Safety method statements or written procedures detailing safe systems of work are produced as and when required based on the findings of the risk assessments.
- 4.4.1.3. That all risk assessments, safe systems of work and safety method statements are communicated to all who may be affected by the activity.
- 4.4.1.4. That all personnel who may be affected by the activity are made aware, that if any aspect of the activity or the environment in which it is conducted alters then a review of the risk assessment must be undertaken and appropriate changes to the safe system of work or safety method statement effected before the work is continued;
- 4.4.1.5. That master copies of all assessments, safe systems of work and method statements are held in the main office with copies of relevant assessments available on site.

4.4.2. CAVRA will also ensure that safe systems of work and risk assessments of contractors are approved prior to work commencing on sites under the control of CAVRA

4.5. Personal Protective Equipment

4.5.1. CAVRA leadership will ensure that:

- 4.5.1.1. Personal Protective Equipment (PPE) is provided and used at work wherever risks to health and safety cannot be adequately controlled in other ways, in accordance with the Personal Protective Equipment Regulations 2002.
- 4.5.1.2. PPE is provided to members as required by current legislation and as identified by risk assessment to supplement existing control measures.
- 4.5.1.3. PPE provided is fit for purpose and appropriate to the risk involved.
- 4.5.1.4. Suitable facilities for the storage of PPE are provided and used.
- 4.5.1.5. Contractors provide and wear PPE to required standards
- 4.5.1.6. Information, instruction and training will be given to all members on the safe use and maintenance of PPE.
- 4.5.1.7. Members and contractors will, in accordance with instructions given, make full use of all PPE provided and maintain it in a serviceable condition and report its loss or defect immediately

4.6. Employment of New and Expectant Mothers

4.6.1. Risk assessments of the activities undertaken by CAVRA will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

4.6.2. The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.

4.6.3. Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered. If this is not viable then suspension on full pay will be exercised for as long as is necessary to protect the health and safety of the mother and that of her child.

4.7. Employment of Persons with Disabilities

4.7.1. CAVRA risk assessments take into account the needs of members with disabilities, in accordance with the Disability Discrimination Act 1995.

4.7.2. Members are to ensure that CAVRA is made aware of any form of disablement that is likely to affect their ability to undertake the work they are assigned.

4.7.3. Where appropriate, employees with disabilities will be monitored at regular intervals (e.g. by routine medical examination) to ensure their suitability for the work on which they are employed.

4.8. Health Monitoring and Surveillance

4.8.1. CAVRA members are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are engaged or that may be affected by the environment in which it is to be undertaken.

4.8.2. Members will be provided with health surveillance appropriate to the risks to health and safety resulting from their participation, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

4.8.3. CAVRA is committed to preventing members from being subject to undue stress whilst at work.

4.9. First Aid Provision

4.9.1. CAVRA will provide adequate and appropriate equipment, facilities and personnel to ensure their members receive immediate attention if they are injured or taken ill at work, in accordance with the Health and Safety (First-Aid) Regulations 1981.

4.9.2. Suitably trained persons will be nominated as qualified First Aiders or Emergency First Aiders to ensure adequate provision of first aid at CAVRA premises. These details will be prominently displayed in offices and, where practicable and will be communicated through induction training.

- 4.9.3. A qualified First Aider or Emergency First Aider shall be available at CAVRA premises at all times whilst routine work is being undertaken.
- 4.9.4. In the absence of the nominated First Aider, an Emergency First Aider or other qualified first aid personnel will be available at all times whilst routine work is being conducted. The name of this person shall be communicated to all persons affected.
- 4.9.5. In the absence of all nominated first aid trained personnel, revised first aid arrangements shall be communicated to all persons affected.
- 4.9.6. Personnel undertaking short-term projects will be briefed, with regard to first aid provisions, prior to undertaking work.
- 4.9.7. CAVRA members will familiarise themselves with workplace first aid arrangements and facilities.
- 4.9.8. All injuries occurring on work premises, no matter how trivial, are to be recorded in the Accident Book held by CAVRA.
- 4.9.9. Where outside events or training are being undertaken an appropriate first aid needs assessment will be undertaken and adequate provision of first aid facilities provided.
- 4.10. Injuries, Diseases and Dangerous Occurrences
 - 4.10.1. All accidents, near misses and dangerous occurrences involving CAVRA members will be thoroughly investigated.
 - 4.10.2. In the event of major injury or fatality occurring to a CAVRA member statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be met.
 - 4.10.3. All accidents, dangerous occurrences and near misses occurring on CAVRA premises are to be reported to the CEO so that an investigation can be conducted.
 - 4.10.4. Reports of accidents involving contractors will be forwarded to their Employer to enable statutory reporting requirements under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 to be met
- 4.11. Fire Precautions and Prevention
 - 4.11.1. A Fire Risk Assessment to identify fire and explosion risks for work premises, including sites under the control of CAVRA, will be undertaken prior to commencement of work, in accordance with the Regulatory Reform (Fire Safety) Order 2005 and the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
 - 4.11.2. Based on the results of the risk assessment, adequate means of raising the alarm, fighting the fire and means of escape will be provided to ensure the safe evacuation of personnel in the event that a fire occurs within the office.
 - 4.11.3. Fire precautions and prevention measures will be taken appropriate to the level of risk throughout premises and property under the control of CAVRA.
 - 4.11.4. All CAVRA members will be instructed in the use of portable firefighting appliances as found on premises and in CAVRA vehicles. Emergency procedures and evacuation routes will be communicated to all members as part of their induction training.

- 4.11.5. An adequate Fire Plan is in place and prominently displayed in offices and throughout the workplace, and communicated to all members, contractors and visitors through induction training.
 - 4.11.6. In the event of a fire in offices or on site, the priority will be to raise the alarm and ensure all personnel are evacuated safely. The alarm is to be raised and the local fire authorities summoned.
 - 4.11.7. The maintenance of the fire alarm system will be conducted by a competent, specialist authority under contract.
 - 4.11.8. The person discovering the fire may attempt to extinguish the fire using portable appliances if the fire is of a small nature and personnel are not put at risk and is to remain available to brief the fire authorities on arrival.
 - 4.11.9. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
 - 4.11.10. Consideration will be given to neighbours who may be affected by a fire to ensure that they are made aware of the fire and evacuated safely.
 - 4.11.11. Whilst carrying out works within other's premises or premises under the control of other organisations, the fire arrangements of the others are to be adhered to and communicated to CAVRA members by site-specific induction training prior to commencement of any work.
- 4.12. Smoking
- 4.12.1. In compliance with the Smoke-free Regulations 2006/7, CAVRA premises are smoke-free. Disciplinary action will be exercised if members or contractors smoke whilst on CAVRA premises or in CAVRA vehicles.
 - 4.12.2. Smoking is only permitted in those external areas designated by management.
 - 4.12.3. Smoking is strictly prohibited in areas where flammable liquids are stored or used.
 - 4.12.4. Whilst working on premises owned or controlled by other companies or organisations, the smoking policy of that organisation will be adopted and, as such, all members who undertake work on behalf of CAVRA are to adhere to that policy.
- 4.13. Alcohol and Controlled Substances
- 4.13.1. CAVRA members and contractors shall not be under the influence of or have alcohol (except at specified events) or controlled substances in their possession whilst working on CAVRA premises, on sites under the control of the CAVRA or driving CAVRA vehicles.
 - 4.13.2. Any person known or strongly suspected of being under the influence of alcohol or controlled substances will be removed from the workplace / work site immediately. Refer to the CAVRA Code of Conduct.
- 4.14. Violence towards members
- 4.14.1. Incidents of violence, threatening and/or abusive behaviour by employees or volunteers whilst at work will result in disciplinary action being taken in accordance with the CAVRA Discipline Policy.

- 4.14.2. In the event that CAVRA members are faced with aggression or threat of violence, a non-confrontational position is to be adopted.
 - 4.14.3. Where appropriate members will be provided with training and instruction to enable them to safely deal with violent situations.
 - 4.14.4. All incidents of violent or aggressive behaviour will be recorded and investigated.
- 4.15. Lone Workers
- 4.15.1. Wherever practicable, CAVRA members are not to work alone in high-risk activities or areas. Refer to the CAVRA Operations Safety and Security Policy.
 - 4.15.2. Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity.
 - 4.15.3. Lone workers are included in CAVRA Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.
- 4.16. Spontaneous Volunteers
- 4.16.1. Spontaneous Volunteers undertaking activities in connection with CAVRA are to be provided with health and safety information that is comprehensible and relevant to their activities.
 - 4.16.2. Spontaneous Volunteers are to be provided with adequate training and instruction to enable them to undertake their assigned activities safely.
- 4.17. Mobile Phones
- 4.17.1. It is an offence under the Road Vehicles (Construction and Use) Regulations 2003 (as amended) to use a hand-held phone or similar device when driving.
 - 4.17.2. No calls are to be made or received by the driver of a moving CAVRA vehicle unless the vehicle is fitted with a working 'hands free' kit and it is considered that it is safe to do so.
 - 4.17.3. Calls dealt with in this way are to be short duration calls only. Longer duration calls are to be dealt with by pulling over to the side of the road into a suitable parking area when it is safe to do so to continue the conversation.
 - 4.17.4. No calls are to be made / received on mobile phones while operating any plant or equipment unless the plant or equipment has been stopped in a safe place for that purpose, switched off or made safe.
 - 4.17.5. Mobile phones must not be used whilst members carry out hazardous work activities.
 - 4.17.6. Mobile phones must not be used in the vicinity of gas storage areas, chemical and oil storage areas or in the vicinity of other flammable substances.
- 4.18. Waste
- 4.18.1. CAVRA has adopted an Environmental Policy Statement of Intent, for the management of environmental issues that includes waste. Waste will be managed in accordance with the Hazardous Waste Regulations 2005.

- 4.18.2. An assessment of the potential harm from exposure to waste materials will be undertaken to identify appropriate control measures to reduce the risk of harm occurring to personnel involved in handling waste materials.
 - 4.18.3. Waste management procedures will be communicated to all employees during induction training.
 - 4.18.4. Where practicable, work will be planned and managed so as to minimise waste production. Recycling of waste will be encouraged wherever possible.
 - 4.18.5. All waste shall be disposed of via an authorised disposal route. Routes exist for the legal disposal of waste arising from all materials in use by CAVRA, in accordance with current legislation and best practice.
 - 4.18.6. Waste shall not be illegally deposited, disposed of or treated by any person where that waste has been, or will be, under the control of CAVRA.
 - 4.18.7. Fluid and solid waste will be managed to ensure the protection of personnel who may be exposed to such materials and to minimise any potential harm to the environment.
 - 4.18.8. Waste materials will be removed under contract by a licensed operator, and where appropriate, in accordance with the Hazardous Waste Regulations 2005.
- 4.19. Environmental Management
- 4.19.1. CAVRA will ensure that all members are trained in this Environmental Policy and are given ongoing information, instruction and training to ensure its implementation in all CAVRA operations.
 - 4.19.2. Management is responsible for the implementation and monitoring of this Environmental Policy and for dealing with any complaints in connection with environmental issues which may arise in the course of CAVRA work activities.
 - 4.19.3. Current environmental legislation will be regarded as setting the minimum standards of environmental performance for CAVRA.
 - 4.19.4. CAVRA will implement measures to ensure that the business makes the most economic use of transport. Sharing of CAVRA vehicles will be optimised and travel to the CAVRA premises will be minimised to reduce the use of fuel.
 - 4.19.5. Waste will be minimised through careful planning of design and use of materials. CAVRA will comply with the Duty of Care Regulations at all times and all services used for the disposal of waste will be checked to ensure that the appropriate licences are held.
 - 4.19.6. CAVRA will attempt through its purchasing policies to eliminate or reduce the use of ozone depleting chemicals and timber sourced from forests that have not been independently certified as sustainable.
 - 4.19.7. CAVRA wherever possible will attempt to use suppliers who are willing to take away packaging for re-use or recycling.
 - 4.19.8. CAVRA will attempt to reduce energy and water consumption and to minimise carbon dioxide emissions. CAVRA will also promote the use of energy efficient products and source its energy from safe and sustainable sources.

- 4.19.9. CAVRA will ensure that its operations do not cause a nuisance to the community through the generation of dust, noise or odour.
 - 4.19.10. In the office environment paper will be used sensibly with increased use of electronic communication to reduce the need for paper use. Paper and cardboard will be recycled whenever possible.
 - 4.19.11. CAVRA will check areas in which work takes place for endangered species, protected plant species, trees subject to a tree preservation order and protected archaeology before work takes place. Control measures will be introduced to reduce the environmental impact of CAVRA work activities to a minimum and to comply with all environmental safeguards required.
 - 4.19.12. Contractors will be selected on the basis that they aspire to comply with these environmental commitments and agree to be bound by this CAVRA Environmental Policy.
- 4.20. Safety Signage
- 4.20.1. Appropriate safety signs and notices will be posted throughout CAVRA premises and on CAVRA managed sites as identified via risk assessment and in accordance with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- 4.21. Access and Egress
- 4.21.1. All workplace access and egress routes are kept clear at all times.
 - 4.21.2. Vehicular and pedestrian access and egress routes shall be maintained at all times, both internally and external to buildings. Routes are to be kept clear for emergency purposes.
 - 4.21.3. Emergency escape routes are unobstructed. Stores or materials shall not be left in access or egress routes where they may hinder escape in an emergency.
 - 4.21.4. If members are unable to access their working area safely, they must inform their Team Leader/Manager and not take personal risks.
- 4.22. Housekeeping
- 4.22.1. In order to promote a safe working environment and good hygiene standards, high standards of housekeeping will be maintained at all times throughout CAVRA premises.
 - 4.22.2. All materials will be stored to reduce the risk injury to personnel and to minimise fire risk.
 - 4.22.3. Combustible materials will not be stored adjacent to heat sources.
 - 4.22.4. Rubbish will not be allowed to accumulate and will be safely disposed of regularly.
 - 4.22.5. All spillages will be cleared up immediately.
- 4.23. Welfare
- 4.23.1. CAVRA is committed to providing a safe and healthy work environment that takes into account the welfare needs of all its members, including those with disabilities.
 - 4.23.2. Welfare provision will be in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

4.23.3. Where reasonably practicable, the following facilities will be provided for members and contractors of CAVRA:

- 4.23.3.1. Washing facilities
- 4.23.3.2. Rest facilities
- 4.23.3.3. Sanitary facilities
- 4.23.3.4. Methods for heating food and boiling water

4.23.4. Where CAVRA is working at a outside agencies premises negotiations will be conducted to enable members and contractors of CAVRA to share the facilities provided.

4.24. Stress and stress related illness

- 4.24.1. Where identified potentially stressful situations and incidents will be assessed.
- 4.24.2. Members will be provided with training and instruction to enable them to identify potentially stressful situations.
- 4.24.3. Leads/Team Leaders will be trained and instructed to enable them to recognise symptoms of stress and the appropriate actions to take.
- 4.24.4. Members will be encouraged to report any stress related symptoms.
- 4.24.5. Occupational health professionals will be provided as necessary.

5. Workplace Arrangements for Health, Safety & The Environment

5.1. Introduction.

5.1.1. The following topics have been identified as significant in terms of workplace hazards in respect to the work undertaken by CAVRA, and detail the CAVRA policy on how the risk to personnel exposed to them will be reduced or controlled.

5.2. Asbestos and Asbestos Containing Materials (ACMs)

5.2.1. CAVRA members shall not generally conduct work involving exposure to asbestos / ACMs.

5.2.2. In compliance with the Control of Asbestos Regulations 2012, any premises owned or used by CAVRA constructed or refurbished prior to 2000 shall have in place an asbestos survey in accordance with the HSE document HSG264 and an Asbestos Management Plan in accordance with the HSE document L143.

5.2.3. Appropriate training will be provided to ensure that the Asbestos Management plan is adequately administered.

5.2.4. In compliance with the Control of Asbestos Regulations 2012, training is mandatory for anyone liable to be exposed to asbestos fibres at work. As a minimum, a half day asbestos awareness course will be undertaken, supplemented by annual refresher training.

5.2.5. Any work undertaken on licensed asbestos products will be undertaken by a specialist licensed contractor. Work on non-licensed asbestos products will be undertaken by a company with the appropriate training and competence to undertake the work.

5.3. Chemicals / Hazardous Substances

5.3.1. All hazardous substances / chemicals used or generated by CAVRA will be subject to a CoSHH assessment to identify the measures required to reduce the risk of harm occurring to employees as a result of exposure, in accordance with the Control of

Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended). Master copies of all assessments are held in the main office with copies held on site.

5.3.2. CAVRA management will ensure that:

- 5.3.2.1. All hazardous substances / chemicals used by CAVRA are identified and inventoried including those used in relatively small quantities such as printing inks, photocopier toners, cleaning chemicals and correction fluids.
- 5.3.2.2. REACH Safety Data Sheets for all hazardous substances used by CAVRA will be obtained from suppliers. Copies are to be available in the main office and at the relevant workplace.
- 5.3.2.3. Where necessary, information relating to new or existing substances is obtained from the supplier.
- 5.3.2.4. A comprehensive assessment of the processes involving the use of hazardous substances or those generating hazardous by-products such as dust and fumes is carried out.
- 5.3.2.5. Regular reviews of assessments of processes involving the use of, or contact with, hazardous substances are undertaken.
- 5.3.2.6. Appropriate control measures are put into place to prevent, reduce or control the exposure of all personnel to the harmful effects of hazardous substances and by products of processes.
- 5.3.2.7. Suitable and sufficient personal protection equipment is provided to employees exposed to hazardous substances and materials. Employees are adequately trained in the use of specialist personal protection equipment.
- 5.3.2.8. Appropriate information, instruction and training will be given to employees exposed to hazardous substances and materials.

5.4. Display Screen Equipment

- 5.4.1. All CAVRA workstations consisting of Display Screen Equipment (DSE) will be set up in accordance with the measures required to reduce the risk of harm occurring to the operators/users of such workstations, in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.
- 5.4.2. Employees whose work requires them to be at their DSE workstation for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment for approximately 10-15 minutes per hour.

5.5. Driving on CAVRA Business

- 5.5.1. All members driving on CAVRA business must be qualified and medically fit to drive the vehicle and hold adequate insurance. Members must inform CAVRA of any disqualifications or other reasons such as medical conditions that may affect their ability to drive or operate vehicles or plant.
- 5.5.2. Where considered necessary members will be provided with CAVRA vehicles to allow them to travel to and from locations where they are required to undertake work on behalf of CAVRA and where agreed for their private use.
- 5.5.3. CAVRA will provide vehicles for use that are in roadworthy condition, meet all current legislative requirements and are fit for their intended use. Vehicles will be insured, taxed, serviced and maintained in a roadworthy condition at no expense to the individual user.
- 5.5.4. Members provided with a CAVRA vehicle will ensure the vehicle remains in a safe and roadworthy condition and servicing schedules, as recommended by the manufacturer, are adhered to. Defects are to be immediately reported to CAVRA HQ and remedial action taken at the earliest opportunity.
- 5.5.5. Members provided with a CAVRA vehicle will at all times meet the requirements of the Road Traffic Act and follow the guidance detailed in the Highway Code.
- 5.5.6. Members will at all times drive courteously and in a non-aggressive manner.

- 5.5.7. Members will always plan their journeys to ensure that sufficient time is allowed for the journey taking into account prevailing weather and road conditions.
- 5.5.8. Penalties incurred for breaches of the Road Traffic Act and other relevant legislation will be met by the individual member. Disciplinary action may be taken in accordance with the CAVRA Discipline Policy, against employees who frequently or excessively incur penalties for breaches of road traffic legislation.
- 5.5.9. All driving activities will be managed in accordance with the CAVRA Driving and Vehicle Policy and Code of Conduct. Drivers must sign that they will comply with these procedures and records will be maintained.
- 5.6. Electricity and Portable Electrical Appliances
 - 5.6.1. CAVRA recognises the need to ensure that all electrical equipment shall be safe at all times. This will be achieved by:
 - 5.6.2. The use of battery operated tools or 110 volts within the workplace wherever practicable;
 - 5.6.3. Wherever practicable, circuits will be protected by residual current devices (RCD) where mains voltage is to be used. Where fitted, residual current devices will be tested regularly by operation of the test button;
 - 5.6.4. Sufficient socket outlets will be provided and the use of adaptors and extension leads is to be discouraged. Sockets are not to be overloaded.
 - 5.6.5. All equipment is to be switched off before unplugging or cleaning;
 - 5.6.6. All electrical equipment shall be switched off and unplugged when not required for use;
 - 5.6.7. Ensuring all electrical appliances and equipment are periodically examined and tested at a frequency in accordance with current HSE guidance;
 - 5.6.8. Maintaining a record of all inspections / tests of electrical equipment and appliances;
 - 5.6.9. Ensuring that equipment operators regularly carry out a visual inspection of equipment and associated cables and plugs for signs of obvious damage;
 - 5.6.10. Ensuring that all safety devices and guards are serviceable and in place prior to the use of equipment;
 - 5.6.11. Immediately reporting and prohibiting the use of defective equipment, including leads and plugs;
 - 5.6.12. Only authorised and competent persons will be permitted to repair or alter electrical equipment. Temporary or makeshift repairs are not to be undertaken.
 - 5.6.13. Portable petrol fuelled generators are not to be used in enclosed or partially enclosed spaces due to the risk of carbon monoxide poisoning.
- 5.7. Flammable Liquids / Fuels
 - 5.7.1. Management will ensure that:
 - 5.7.1.1. Only the required quantity of flammable liquids / fuels is stored on CAVRA premises for immediate use.
 - 5.7.1.2. All flammable liquids / fuels shall be stored in accordance with the Dangerous Substances and Explosive Atmospheres Regulations 2002 (DSEAR).
 - 5.7.1.3. All flammable liquids / fuels shall be kept in approved containments and in an approved stowage. Each storage area shall be designated as a 'No Smoking Area'.
 - 5.7.1.4. The storage and use of flammable liquids / fuels are subject to a risk assessment to ensure adequate control and mitigation measures are in place to protect against foreseeable incidents.
 - 5.7.1.5. All persons involved in the storage, handling, use and transport of flammable liquids / fuels will be supplied with suitable information, instruction and training on the precautions and actions to take to safeguard themselves and others.
 - 5.7.1.6. When not in use, containers of flammable liquids / fuels are kept closed and stored in suitable cabinets or bins of fire-resisting construction, which are designed to retain spills (110% capacity volume).

- 5.7.1.7. Containers are located in designated areas away from the immediate work process area and do not jeopardise the means of escape from the area.
- 5.7.1.8. Flammable liquids / fuels are stored separately from other dangerous substances that may enhance the risk of fire or compromise the integrity of the container (e.g. energetic substances, oxidizers and corrosive materials).
- 5.7.1.9. No more than 50 litres of highly flammable liquids or 250 litres of flammable liquids with a higher flashpoint of up to 55°C will be stored on site.
- 5.7.1.10. The carriage of fuels will satisfy The Carriage of Dangerous Goods by Road Regulations 1996.
- 5.8. Gases, LPG
 - 5.8.1. Compressed gas cylinders shall be stored in a designated, secure stowage when not in use, observing segregation rules at all times.
 - 5.8.2. If LPG is present on CAVRA premises, LPG cylinders shall be stored in a designated stowage in the open air, which shall satisfy the requirements of current legislation and best practice when not in use. LPG cylinders shall not be stored within 3 metres of any other compressed gas cylinders, including acetylene. Empty cylinders and cylinders not in use shall be removed to the storage area as soon as practicable. Only those LPG cylinders in use or connected to equipment may be kept in work areas.
- 5.9. Manual Handling Operations
 - 5.9.1. CAVRA recognises the need to ensure that all manual handling operations shall be as safe as reasonably practicable at all times, in accordance with the Manual Handling Operations Regulations 1992 (as amended). This will be achieved by:
 - 5.9.1.1. Wherever possible, the requirement to conduct manual handling operations will be avoided by use of a fork lift truck or other suitable mechanical means. Where manual-handling operations cannot be avoided then mechanical aids will be utilised, or the load split to reduce the risk of harm, or group-handling techniques will be used.
 - 5.9.1.2. An assessment of manual handling operations will be conducted to identify control measures required to protect those at risk from the manual handling operation.
 - 5.9.1.3. The results of the manual handling operations risk assessment will be communicated to all members.
 - 5.9.1.4. Members will be adequately trained in correct manual handling techniques.
 - 5.9.1.5. Appropriate information relating to the weight, centre of gravity or the heaviest side of the load will be provided to those personnel involved in the manual handling of the load.
 - 5.9.1.6. Where vehicles are used to eliminate or reduce manual handling operations, loads shall be checked as secure by the driver prior to moving the vehicle.
- 5.10. Hand / Small Tools
 - 5.10.1. All hand / small tools are of a suitable quality and are used only for their intended purpose and in the correct manner.
 - 5.10.2. All hand / small tools are kept clean, well maintained and are stored in a safe manner and condition so as not to cause an obstruction or danger to others when not in use.
 - 5.10.3. Site operatives are adequately trained in the use of hand / small tools.
- 5.11. Slips, Trips and Falls
 - 5.11.1. Trailing leads and hoses are laid to minimise the risk of trips. Cable protection is fitted when possible to reduce the risk of tripping.
 - 5.11.2. Floor coverings will be sound and in good state of repair. All spillages will be cleared away immediately.
 - 5.11.3. All corridors, accesses, egresses and stairwells will be adequately lit and kept clear of obstacles and rubbish.
 - 5.11.4. Offices and working areas will be kept tidy at all times and all rubbish will be removed at the end of each day.

5.12. Storage Racking, Materials Storage and Handling

- 5.12.1. All racking designed for the storage of materials will be fit for purpose and capable of supporting the required loads.
- 5.12.2. Safe working loads will be marked on all racks.
- 5.12.3. CAVRA personnel will be trained in safe methods of stacking materials on the racking and removing materials from the racking.
- 5.12.4. Materials will be stored and stacked to reduce the risk of manual handling injuries.
- 5.12.5. All storage racking will be regularly inspected by a competent person to ensure stability and integrity. Inspections will be recorded.

5.13. Working at Height

- 5.13.1. CAVRA's overriding principle is to do all that is reasonably practicable to avoid working at height.
- 5.13.2. Before carrying out any work at height, including the use of ladders, a risk assessment of the work to be undertaken will be conducted. The risk assessment will take into account weather conditions and other aspects of the environment to ensure the safety of personnel at height and identify the measures required to protect persons working at height.
- 5.13.3. All equipment identified by the risk assessment and provided for working at height will be sound and fit for purpose and will be the subject of regular inspection and testing to ensure its continued suitability for the job.
- 5.13.4. CAVRA shall:
 - 5.13.4.1. Where they cannot avoid working at height, use work equipment or other measures to prevent falls;
 - 5.13.4.2. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distances and consequences of a fall should one occur.
- 5.13.5. All persons using ladders and stepladders will be fully trained and aware of the hazards and risks.
- 5.13.6. Ladders, including stepladders, used by CAVRA will be of the correct type and in good condition. Measures must be taken to ensure that ladders and stepladders are secure, on a solid footing and, in the case of access ladders, are effectively secured to prevent movement.
- 5.13.7. Ladders will be the subject of regular inspection by a competent person and defective ladders will be taken out of service immediately and reported to line management.
- 5.13.8. It is prohibited to drop or throw anything from a height unless sufficient and adequate controls have been identified via risk assessment and implemented.
- 5.13.9. It is prohibited to drop or throw anything from a height of more than one story. Members and Contractors are to lower items down using ropes or via chutes into skips if necessary. Lowering materials must be conducted in a controlled manner.

PROCESS CONTROL

Application of the Procedure is controlled by the Administration team.

REVIEW AND UPDATE OF THE DOCUMENT

This policy will be reviewed annually, or sooner if there has been a breach. The review will ensure the policy remains up-to-date in line with UK legislation and best practice, as well as assessing the effectiveness of how the policy is working in practice and taking action to address any identified issues.

REFERENCES

Ref:	Document Title
1.	