

POLICY NAME:	HEALTH AND SAFETY	DATE:	JANUARY 2026
POLICY REVISION:	03	BY	STEPHEN M BISHOP
REVIEW PERIOD:	ANNUALLY OR AS A NEED IS IDENTIFIED	REVIEW:	February 2027



HEALTH AND SAFETY POLICY



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1. AMENDMENTS AND UPDATES

ISSUE	DATE	AMENDMENT / CHANGE
FIRST	Unknown	All previous versions saved in 'Archive' server
R02	Jan 2026	Template, wording and sections, part of GFS improvement process.
R03	Jan 2026	2026 H+S Review and detailed update by MNA Group Ltd (SMB)

2. PURPOSE

The purpose of this policy is to define Glass and Framing Solutions Limited's position to its commitment to fulfilling its obligations under the Health and Safety at Work etc. Act, the Management of Health and Safety at Work Regulations, and all other relevant and subordinate legislative requirements.

The company recognises its duty to ensure that reasonably practicable precautions are taken to provide and maintain safe, healthy working conditions for all employees, contractors, visitors, and others affected by our operations.

3. SCOPE

This policy applies to:

- All employees (Permanent, temporary, apprentices, and agency workers).
- Contractors, consultants, and suppliers working on behalf of Glass and Framing Solutions Limited.
- Where applicable, Client and stakeholder sites.
- Day to day responsibility is delegated to the appointed departmental managers; the Director Responsible for H+S (within GFS Ltd) will ensure that all managers are aware of their duties and if necessary receive appropriate training to allow them to fulfil their role.

4. OBJECTIVES AND PRINCIPLES

- Ensure a safe place of work with safe plant, equipment, and appliances.
- Wherever possible to maintain a healthy working environment for all.
- Provide necessary information, instruction, and training to promote Health and Safety awareness and understanding among all employees. Including any task or plant specific training required to fulfil a workers need.
- Ensure safe use, handling, storage, and transport of articles, substances, and equipment.
- Conduct regular risk assessments and implement appropriate preventive and protective measures.
- Appoint a suitably qualified Health and Safety Manager or engage a consultant to assist with compliance with statutory duties.

5. RESOURCE ALLOCATION

Glass and Framing Solutions Limited commits to maintaining and providing a high standard of Health and Safety through any of our business activities. GFS Ltd will provide adequate financial and human resources to meet our and our clients Health and Safety objectives.

6. EMPLOYEE RESPONSIBILITIES

Employees are required to:

- All who undertake activities on behalf or within GFS Ltd are to take reasonable care for their own Health and Safety and that of others who may be affected by their actions.
- Cooperate fully with the Glass and Framing Solutions Limited, Health and Safety representatives, and any other relevant parties to ensure compliance with statutory duties and Glass and Framing Solutions Limited or its Clients policies.
- Report and Health and Safety hazards, risks, or incidents to their supervisor or the Health and Safety Officer immediately.

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7. COMPLIANCE AND ENFORCEMENT

All employees are obligated, as part of their employment contract, to comply with the Health and Safety at Work etc Act, the Management of Health and Safety at Work Regulations, and any other relevant subordinate legislation.

Compliance with Glass and Framing Solutions Limited Health and Safety policies and procedures is mandatory. Additionally all will be expected to comply with clients instructions, policies etc (when working or visiting their sites).

Failure to adhere to these requirements can result in disciplinary action, up to and including instant dismissal for serious breaches.

8. POLICY COMMUNICATION AND ACCESSIBILITY

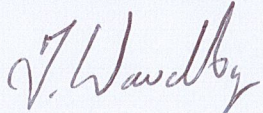
This Health and Safety Policy will be communicated (at least annually) to all employees and made available to contractors, visitors, and others upon request.

Copies can be obtained from the Glass and Framing Solutions Limited main office and intranet systems.

9. REVIEW AND CONTINUOUS IMPROVEMENT

This policy will be:

- Reviewed annually by Senior Management or more frequently if legislation or business operations change.
- Updated as necessary to ensure continued compliance and effectiveness.
- Supported by periodic audits, meetings and feedback mechanisms to identify and address potential weaknesses.

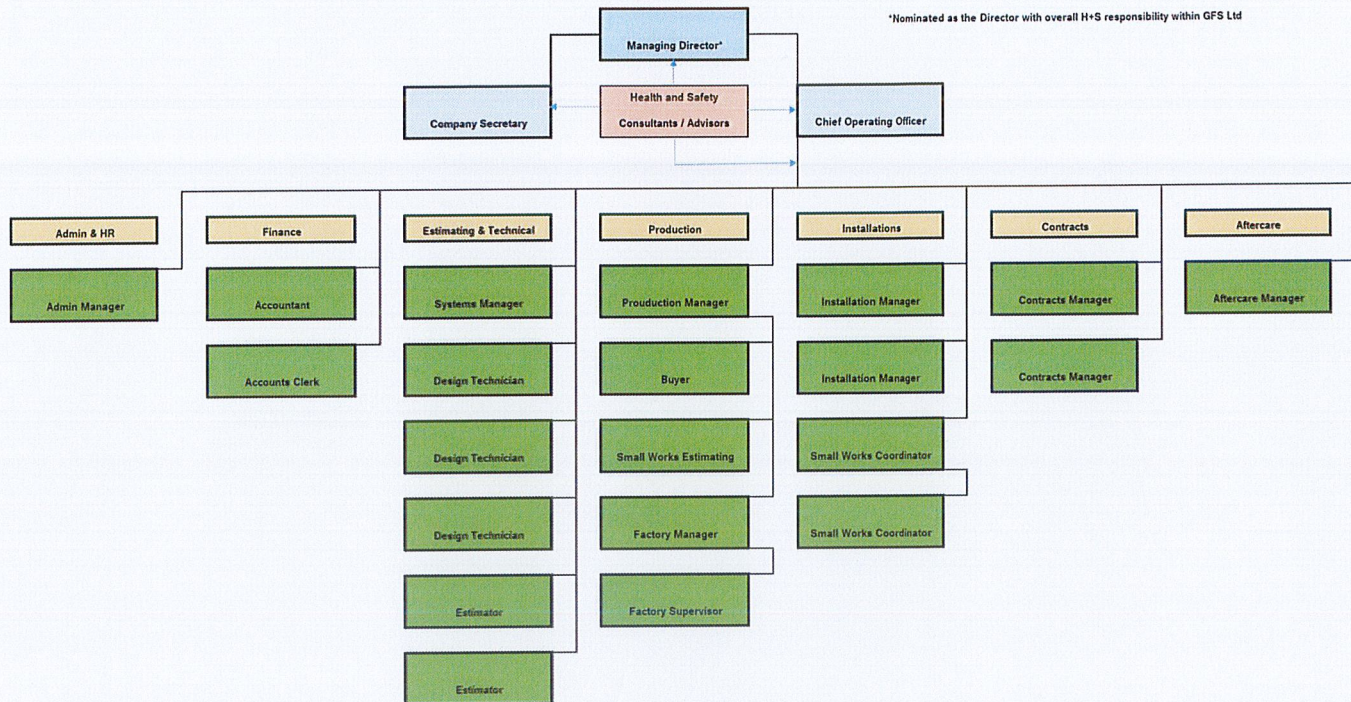
SIGNED:	
NAME:	Tony Waudby
TITLE:	Managing Director
SIGNED FOR:	Glass and Framing Solutions Limited
DATE:	3RD FEBRUARY 2026

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10. COMPANY ORGANISATION AND H+S Reporting STRUCTURE

Company Name: Glass and Framing Solutions Limited
 Address: Marvel Street, Hull, HU9 1DS
 Telephone: 01482 227 372
 Website: www.glassandframing.co.uk



11. BRIEF DESCRIPTION OF THE COMPANY

Glass Framing Solutions Ltd (GFS Ltd) has been trading since January 2001 and has become a well-established and trusted partner within the construction industry and serves several governmental organisations on a subcontract basis.

Our expertise encompasses a wide array of projects, reflecting the diverse and varied architecture seen in modern cityscapes.

Glass and Framing Solutions Limited specialises in the design, manufacture, and installation of bespoke facades for external building envelopes.

Our product range includes aluminium curtain walling, windows, doors, rainscreen cladding, solar shading, fire screens, bolted glass assemblies, fire rated systems and other associated products.

GFS Ltd operates nationally from our 10,000 sq. ft. facility in Hull, Glass and Framing Solutions Limited is an approved fabricator and installer of Schueco, Kawneer, Seniors, Comar, and Aluprof etc.

We contribute to the development of office blocks, schools, apartment buildings, shopping centres, and retail premises, providing tailored solutions that meet the specific needs of each project.

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We are proud to be ...

- PAS 21 (PAS 21 common health and safety standard) compliant and members of several SSiP schemes.
- PAS 24 compliant; (PAS 24 is a standard of testing to measure the security performance of windows and door sets to ensure they can resist a level of attack from an opportunist burglar).
- Secured by Design Approved, ensuring that our products meet stringent security and performance standards, providing enhanced safety and security for all our installations.
- JOSCAR approved organisation
- ISO 14001 and ISO 9001 registered
- Cyber security plus certificate holder

GFS Ltd are committed to a sustainable future, both within the factory and within our supply chain.

12. OBJECTIVE

Glass and Framing Solutions Limited is committed to achieving and maintaining a working environment that is safe, healthy, and enjoyable for all employees, subcontractors, and visitors (as far as reasonably practicable to do so).

As an organisation, we recognise the importance of providing adequate training and supervision to all staff and management to ensure they can fulfil their individual responsibilities in maintaining (as far as it is practicable to do so) a safe and healthy working environment.

GFS Ltd will promote and uphold appropriate safety standards

GFS Ltd will utilise every available means of communication to keep employees and visitors continuously aware of the importance of always observing safe working practices.

13. MISSION STATEMENT

At GFS Ltd, we are dedicated to delivering the highest quality service to our customers. Our commitment extends to ensuring that our employees and clients feel safe and comfortable in their own environment. We aim to achieve this by identifying, eliminating, and minimising (where practicable to do so) Health and Safety risks, and by cultivating a safe and healthy working environment.

14. RESPONSIBILITIES – DIRECTORS AND GFS LTD MANAGEMENT TEAM

- **Policy implementation:** The Director responsible for Health and Safety within GFS Ltd is responsible for implementing the Glass and Framing Solutions Limited Health and Safety Policy by establishing safe systems of work and addressing any Health and Safety concerns.
- **The day-to-day implementation will be delegated to individual departmental managers and supervisors/ individuals**
- Helping to ensure the well-being of employees and others who may be affected by the Glass and Framing Solutions Limited actions.
- **Training Commitment:** The Directors and the appointed management team will provide comprehensive and regular training for themselves and all employees on Health and Safety matters, ensuring ongoing competence and awareness.
- **Safety Culture:** The Directors, Management team and other employees will actively promote a positive Health and Safety culture throughout the organisation, encouraging staff to report potential workplace hazards. The positive safety culture will listen to how they act and communicate will all levels of the workforce.
- **Hazard Minimisation:** The Directors, management team and other employees will endeavour that all hazards associated with Glass and Framing Solutions Limited operations are minimised as far as reasonably practicable to do so. Residual hazards must be managed and their affected briefed in their nature.
- **Equipment Safety:** Directors, the Management team, Managers, Supervisors and employees/contractors will ensure that all plant, machinery, and equipment are safe to use, regularly serviced, and maintained. They will also ensure that all employees receive the necessary information, instruction, and training for operating any equipment. Equipment will be inspected in

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line with appropriate legislative requirements, if necessary formally recording the results of the inspections.

- **Comprehensive Safety Training:** The Directors and management team will oversee the organisation of training, instruction, and information on all aspects of safety. This includes the safe operation of tools, safe handling of materials, use of Personal Protective Equipment (PPE), induction training for new employees, and accident and emergency procedures. Training records will be meticulously maintained. Employees will be encouraged to highlight any training they may wish to complete or further their role within GFS Ltd. GFS Ltd will hold at least annual reviews of existing and required training for all employees.
- **Performance Monitoring:** Managers will implement effective monitoring of the Glass and Framing Solutions Limited Health and Safety performance, including onsite operations, to ensure compliance and continuous improvement. Additionally annual or periodical auditing will take place to 'benchmark' performance against legislative standards. This will extend to processes (both external and internally) being subject to regular review and auditing. The management team will be expected to fully engage and participate in this process.
- **Accident Investigation:** Directors, Managers, Supervisors and Employees will ensure that all accidents are thoroughly investigated, reports are prepared, and the appropriate authorities are notified where applicable.
All employees must ensure that all accidents and incidents are reported to their line managers (no matter how small or perceived insignificance)

15. RESPONSIBILITIES – EMPLOYEES (All)

- **Personal Responsibility:** All employees must take reasonable care for their own health, safety, and welfare, as well as that of others who may be affected by their actions. GFS Ltd promotes a
- **Cooperation and Compliance:** Employees are required to cooperate with employers in fulfilling legal obligations. This includes properly using all safety equipment and implementing received training, 'safe' experience and instructions to ensure a safe workplace.
- **Proper Use of Safety Provisions:** Employees must not interfere with or misuse any safety provisions, as such actions could cause injury, harm, or ill-health to themselves or others.
- **Proactive Safety Engagement:** All employees are encouraged to adopt a proactive approach to Health and Safety. They should report any unsafe acts, situations, or equipment to Glass and Framing Solutions Limited immediately to prevent injury, harm, or ill-health.

16. RESPONSIBILITIES – SUBCONTRACTORS

- **Competence and Coordination:** Subcontractors must demonstrate their competence in Health and Safety awareness and implementation. The Site Foreman/Management team will coordinate their activities while onsite to ensure compliance with safety standards (as far as it is practicable to do so).
- **Information and Procedures:** Subcontractors will receive relevant information on Health and Safety, including safe systems of work, onsite procedures, and project details, to enable them to fulfil their duties safely and effectively.
- **Training and Guidance:** Provide suitable and sufficient training and guidance (to their employees and subcontract team) to enable a 'safety first' culture and safe working when representing GFS Ltd.

17. ARRANGEMENTS – PLANNING AND ASSESSMENT (INC CDM Compliance)

- **Risk Assessments:** Glass and Framing Solutions Limited will conduct written assessments of the risks to employees and others who may be exposed to harm because of any company activity. We will identify and implement necessary control measures to ensure compliance with Health and Safety legislation and to establish safe working arrangements for all. In all cases GFS Ltd will communicate and liaise closely with all employees, appointed sub contractors etc to inform them of their risks and company policies and procedures.
- **Young Persons Regulations:** In accordance with the Health and Safety (Young Persons) Regulations, Glass and Framing Solutions Limited will provide necessary information and conduct risk assessments for young employees. We will also communicate relevant information to parents, guardians (where appropriate / applicable). Any Young person will (if working on a clients premises) be clearly

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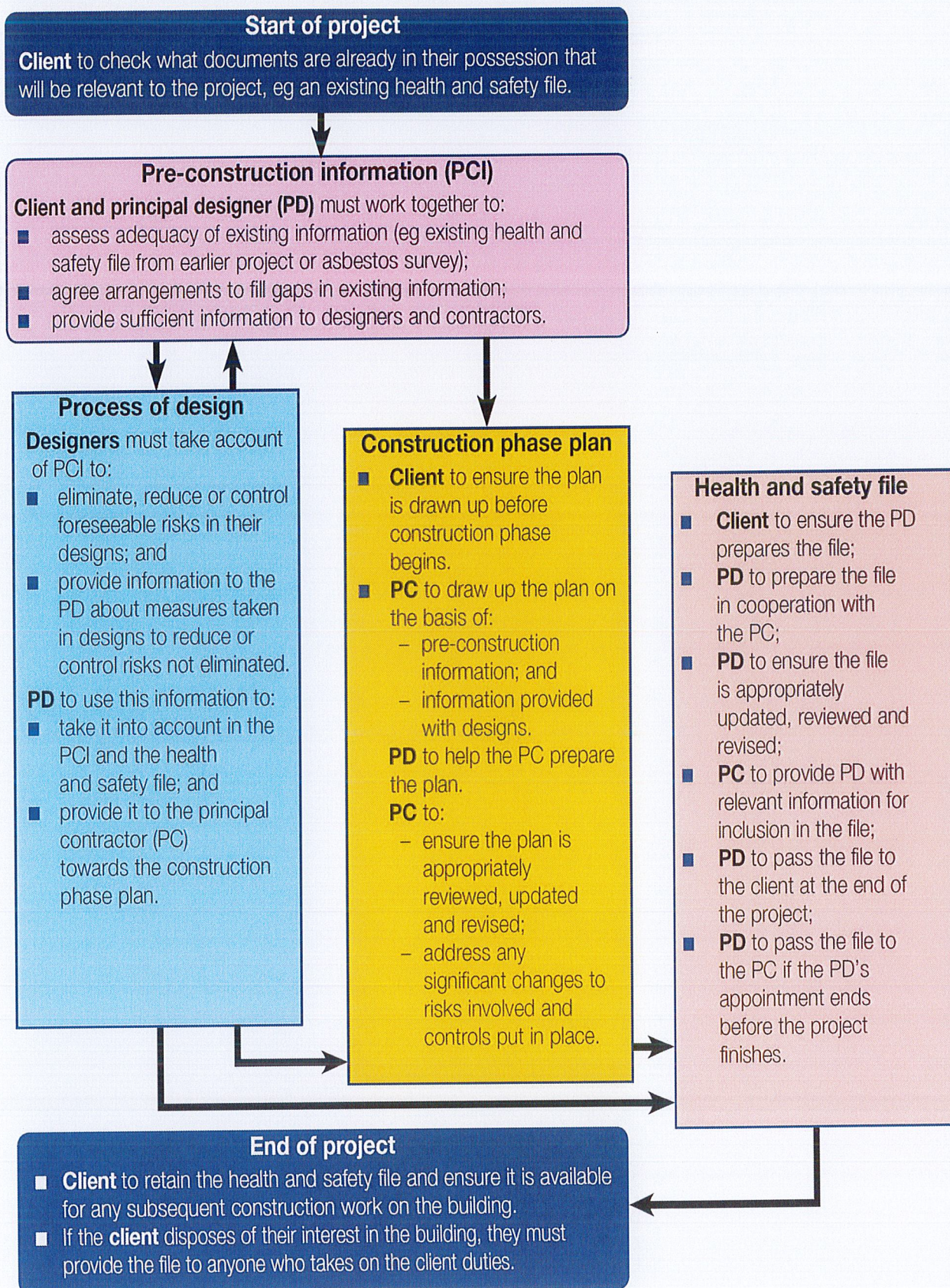


identified to a clients representative and the requirements for permitting a young person to work be adhered to.

- **Compliance with CDM Regulations:** Glass and Framing Solutions Limited will (where necessary/possible to do so) comply with the Construction (Design and Management) Regulations (CDM and other legislative requirements). Assessing and developing safe working practices as required by the Regulations to ensure a safe working environment.
- **CDM Safety in Design :** GFS will undertake a 'design and build' project and/or provide an indicative design based on experience, product standards and external factors such as architectural design. Any design or advice will be subject to final approval by the GFS Ltd design team and/or architects or possibly confirmation from external bodies e.g. security compliance. Design and advice will be provided in line with the general principals of prevention as detailed within the current version of the CDM Regulations and any guidance documents issued. All information will be passed to the relevant duty holders etc.
- **GFS Ltd will work on a competent subcontractor basis or 'designer' to assist others in achieving their designated and defined CDM duties.** All subcontractors (working on behalf of GFS Ltd) will be subject to a prequalification process (on at least an annual basis) and be an 'approved subcontractor'.
- GFS Ltd will plan, coordinate their project work to minimise the risks to others on site; if necessary liaise closely with others on site.
- GFS Ltd will comply (as far as is reasonably practicable to do so) with request from the PC or Principal Designer(s). Note: formal approval and appointments will be sought and made (in line with the requirements of the current version of the CDM Regulations).
- Where required notify the client of their legislative duties and requirements.
- When in attendance at a construction project site, GFS will ensure all employees are suitably managed, trained and supervised.
- GFS Ltd will comply with the relevant sections of any 'construction phase plan' or 'Designer residual risk assessment' as issued by the duty holder. If for any reason this is unworkable, impracticable or detrimental to the safety of those completing on-site work or factory work will stop and be discussed further.
- Will only work on construction sites/projects where there is suitable, sufficient and compliant welfare arrangements (including site security) .
- Where applicable/ required, comply with the general duties and requirements as laid out in part 4 of the current version of the CDM Regulations.

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CDM and information exchange process



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18. ARRANGEMENTS – WORKING PRACTICES

- **Development and Implementation:** Glass and Framing Solutions Limited will develop, assess, and implement safe methods and systems of work to ensure (to a reasonably practicable standard) a safe working environment. This will be in accordance with the Management of Health and Safety at Work Regulations (and other legislative requirements)
- **Risk Assessments and Control Measures:** Glass and Framing Solutions Limited will conduct appropriate, thorough Risk Assessments and implement appropriate control measures to mitigate risks (including SSOW and MS) and ensure compliance with Health and Safety legislation.

19. ARRANGEMENTS – QUALIFICATIONS AND TRAINING

- **Trade Competence:** Glass and Framing Solutions Limited will ensure that all employees are competent in their trade and work activities and undergo the necessary training to achieve and maintain this level of competence.
- **Ongoing Training:** Glass and Framing Solutions Limited will provide opportunities for all employees to enhance their trade competency and role progression through ongoing training, ensuring they stay up to date with new practices and procedures. A training matrix or similar will be maintained for all employees.
- **Safety Training:** Glass and Framing Solutions Limited will ensure that all employees undergo safety training through induction and periodic training sessions. This training may be provided in-house or by external specialists, such as First Aid training etc. Training records from subcontractors (appointed on behalf of GFS Ltd) will be checked and sourced at the project pre planned and induction phase. An additional appraisal will be undertaken during the annual Pre-Qualification (PQQ) process.

20. ARRANGEMENTS – EMPLOYEE CONSULTATION

Glass and Framing Solutions Limited recognises that achieving high levels of Health and Safety in the workplace requires the involvement and cooperation of employees, this will be facilitated by:

- **Appointing a Safety Consultant:** Ensuring professional oversight and expert advice and support on Health and Safety matters.
- **Health and Safety Familiarisation:** Ensuring all employees read and understand the Company Health and Safety Policy, safe working procedures, risk assessments, and method statements before commencing employment (induction process).
- **Concern or other safety related reporting system:** Implementing a system for employees to refer concerns about working conditions and procedures to their line manager or anonymously directly to duty holders etc
- **Consultation System:** Enabling safety representatives and employees to consult and refer issues to management effectively.
- **Amendment Discussions:** Ensuring any amendments to working practices, risk assessments, and method statements are discussed with all relevant employees who may be affected by the changes.
- **Regular Safety Meetings:** Conducting regular safety meetings between employees and management to discuss and address Health and Safety issues.

21. ARRANGEMENTS – ACCIDENTS

- **Accident Investigation:** Glass and Framing Solutions Limited, or its appointed Health and Safety Consultant, will investigate all accidents. A report will be compiled and kept along with the Accident Book (secured in the Main Office).
- **Full compliance will be given to any client requirements, including use of their own Incident/Accident policies and procedures to investigate and report matters.** As min the GFS Ltd policies and procedures will be followed. All records will be securely kept.
- **Regulatory Reporting:** Glass and Framing Solutions Limited will report any accident, dangerous occurrence, or disease to the appropriate Authority in accordance with the current version of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

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- **Recording:** A record of accidents, near misses and incidents will be kept securely at the GFS HO ...as will (where necessary and appropriate individual investigation reports).
- **Compliance:** all employees and subcontractor's will be made aware of company policies and procedures and are expected (without prejudice) to follow them.
- Managers, supervisors and if required individuals will ensure clients own policies and procedures are followed.
GFS Ltd policies and procedures must be adhered to as a min.

22. ARRANGEMENTS – FIRST AID

In accordance with the Health and Safety (First Aid) Regulations , Glass and Framing Solutions Limited will ensure that:

- **Assessment:** An assessment is to be made as to the needs of the GFS Ltd (in relation to First Aid and other emergency plans).
- **Appointment of Training of First Aiders:** An adequate number of First Aiders are appointed and suitably trained (in line with that specified as a min number within the above regulations). Ideally GFS Ltd will ensure numbers in excess of the specified minimum number of 'first aiders'.
- **Maintenance of First Aid Boxes:** An adequate number of First Aid boxes are kept at identified locations, and designated persons ensure they are properly maintained (taking account of any expiry dates or absence of material).
- **Identification of Appointed Persons:** The appointed persons are identified to all employees, and employees are made aware of their role in managing emergency situations.
In addition the most senior person on site will assume responsibility for controlling the incident and coordinate any response (including obtaining the initial evidence and information to support any investigation or reporting). This person is also responsible for (if necessary) initiating any company emergency plan.
All directors, managers expected to initiate emergency repose plans will be suitably made aware of polices, changes to policies and procedures and trained.
- **Accident Book:** An Accident Book is kept in an identified location and maintained in compliance with the Data Protection Act i.e secured and copies of entries not shared (unless there is a legsisatsaive requirement to do so) i.e legitimate business reason to permit duty holders to comply with their own duties.
- **Coordination with Other Companies:** When employees are working under the control of other companies, suitable arrangements and information are provided to ensure all employees are aware of the local First Aid provisions and policies /procedures to be followed.

23. ARRANGEMENTS – EMERGENCY PROCEDURES

Glass and Framing Solutions Limited will ensure that all evacuation routes are conspicuously signed and kept clear of obstructions. Ideally access and egress points will be 'line marked' , signage installed etc to define areas to be kept clear / accessed.

- **Information and Training:** Glass and Framing Solutions Limited will ensure that all employees receive adequate information and training in emergency and evacuation procedures by conducting periodic drills and recording them.
- **Appointment of Emergency Coordinators:** Glass and Framing Solutions Limited will appoint persons responsible for controlling and coordinating emergency procedures.
- All employees will be informed of these appointments and their duties.
Roles will include:
 - **Fire Marshalls:** Individuals designated to oversee fire safety, evacuation procedures and report results to the fire Brigade (upon attendance to site and before any initial reactive response).
 - **First Aid Appointed Persons:** Individuals designated to provide First Aid and manage medical emergencies.
 - **Any other persons designated to initiate an emergency or policy response.**

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24. ARRANGEMENTS – TRANSPORT

- **Scope:** All vehicles and plant are to be covered by this policy including company cars and work vans etc)
- **Vehicle Maintenance and Inspection:** All vehicles used for Glass and Framing Solutions Limited purposes will be maintained in a roadworthy condition. A system will be in place for reporting faults and defects to ensure timely maintenance and repairs. As a min a vehicle inspection should be undertaken daily (by users) and formally recorded at least weekly Ideally a formal record will be completed daily - when in use).
If defined as a company vehicle, the company will be responsible for the maintenance, tax and insurance of the identified vehicle. Those operating 'grey fleet' vehicles will similarly be responsible. If operated personally and used for work (other than social/domestic purposes) e.g. grey fleet vehicle visiting various sites, that person is responsible for ensuring relevantly maintained and periodical statutory inspections are completed before expiry dates. Vehicles used on the highway must remain roadworthy.
- **Additionally all vehicles must be taxed and insured for business use (if used on company business as defined in individual policies)**
- **Should a vehicle defect be noted (that could affect the safety of the vehicle and users) ...the vehicle or work item must be isolated and secured from unintended use.**
The nature of the defect should be noted and reported to effect suitable repairs before further use
- **Driver Licensing and Compliance:** Glass and Framing Solutions Limited will ensure that all drivers of vehicles and plant hold a current and valid driving licence and plant or machine specific training for the specific vehicles or plant item they operate.
- All drivers must adhere to any relevant Risk Assessments, received training and site/industry safety protocols.
- Vehicles and plant will be subject to the appropriate inspection and operational rules as defined by industry, plant specific training and client requirements.
- Where required, plant or vehicle users will undergo specific health assessments to determine their suitability to operate the vehicle / plant item. Employees and others will be expected to raise and discuss any issue that could affect safe vehicle or plant use. do not operate if you feel there is an issue or obvious/know risk.
- Ensure any vehicle or plant operated on company business is isolated and secured when unattended.

FLT USE (COUNERBALANCE AND SIDE-LOADERS)

Safe forklift truck use relies on **proper operator training, daily equipment inspections**, adherence to **safe driving practices** (like speed control and clear visibility), and rigorous **pedestrian safety protocols**.

- **Operator Requirements & Training:** Only trained, certified, and authorised personnel should operate a forklift.
- Training must include formal instruction, practical demonstration, and a workplace evaluation, with refresher courses mandated every three years or after an incident.
- Operators must wear appropriate personal protective equipment (PPE) such as high-visibility clothing, if required a hard hat, and safety shoes/boots.
- **Pre-Operation/Use Inspection:** Operators must conduct a visual pre-use inspection before each shift to identify and report any potential issues. Formal records should be maintained.

Typical areas to inspect....

- **Tires, Brakes, and Steering:** Ensure they are in good working condition.
- **Lights, Horns, and Alarms:** Verify that all warning devices function correctly.
- **Hydraulics and Lifting Mechanisms:** Check for leaks, wear, or operational failures.

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- **Fluid Levels:** Check engine oil, fuel, and radiator water levels (for internal combustion trucks) or battery charge and condition (for electric trucks).
- **Forks and Mast:** Inspect for damage, wear, or cracks.
- **Check chains to ensure appropriately lubricated**
- **Seatbelt:** Ensure it is secure and operational.
- **Check warning lights** e.g. orange beacon
- **Check fire extinguisher is mounted securely and present** (particularly important for LPG powered units).
- **Any other relevant item to be inspected before use.**

Safe Driving Practices

Adhering to safe operating practices and received training is crucial to prevent accidents, especially tip-overs and collisions etc.

- **Speed Control:** Operate at a safe speed that allows the forklift to stop safely under all conditions, slowing down for turns and wet or slippery surfaces. Operate at maximum 5mph within internal areas, 10mph externally (or at a speed relevant for the site operational conditions).
- **Visibility:** Always look in the direction of travel and keep a clear view. If a load obstructs forward visibility, the operator must travel in reverse, using a trained spotter if necessary. Ensure suitable communication methods have been agreed and takes place before and during operations in this manner.
- **Load Handling:** Never exceed the forklift's rated load capacity. The load should be centered, stable, and tilted back slightly, carried as low to the ground as possible while moving. Do not turn quickly when the load is raised.
- **Turning and Grades:** Reduce speed when turning and avoid turning on a gradient or slope/cross fall in excess of 5° pitch (unless another gradient pitch is specified as safe for the FLT to operate).

When ascending or descending a gradient, the load should always face uphill.

- **Pedestrians:** Always yield the right of way to pedestrians and use the horn at crossings, blind spots and when entering buildings to give warning.
- **No Passengers:** Never carry passengers on a forklift unless it is specifically designed for such use
- **Limbs Inside:** Keep all parts of the body, including arms and legs, inside the confines of the operator's compartment at all times ensure moving parts cannot be reached when operating from the seat i.e no entrapment risks.
- **Isolation:** ensure vehicles and plant items are isolated when unattended

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Pedestrian Safety & Workplace Environment

Employers and pedestrians also have a shared responsibility for safety; however all users must not place themselves in a point of danger. Plant and vehicle operators should give way to pedestrians (unless it is unsafe to do so)

- **Segregation:** GFS Clearly mark designated pedestrian walkways and separate them from forklift operating zones using barriers, signage or floor markings where practicable.
- **Awareness:** Pedestrians should wear high-visibility clothing and never assume an operator sees them. Pedestrians should make eye contact with the operator and wait for a signal before proceeding.
- **Clear Zones:** Never stand or walk under a raised load or the forks etc

Parking and Shutdown Procedures

When the forklift is no longer in use, it must be parked safely and securely ...

1. Park in a designated, authorized area on a flat, level surface.
2. Fully lower the forks to the ground.
3. Neutralise the controls (remove any stored energy) and set the parking brake.
4. Turn off the engine and remove the key to prevent unauthorised use.
5. Return the key to the key box or secure location. If it's your own key, keep it secure until you need to use it again (do not share with others).

25. ARRANGEMENTS – VISITORS AND SUBCONTRACTORS

- **Health and Safety Information:** Glass and Framing Solutions Limited will ensure that all visitors and subcontractors are informed of the Glass and Framing Solutions Limited Health and Safety Policy and procedures.
- Where applicable, necessary Personal Protective Equipment (PPE) will be provided. Visitors and subcontractors will be always accompanied while on site to ensure their safety and a visitor induction process be undertaken.
- **Contractor Selection Process:** When selecting contractors, Glass and Framing Solutions Limited utilises a comprehensive questionnaire and vetting procedure to assess their Health and Safety competence. The questionnaire has been specifically created to evaluate contractors on various Health and Safety criteria.

26. ARRANGEMENTS – SECURITY (Head Office and manufacturing Facility)

Glass and Framing Solutions Limited will ensure, so far as reasonably practicable, the security of the workplace by implementing adequate systems to prevent damage, loss, and harm by unauthorised persons, this includes:

- Installing and maintaining security alarms.
- Installing and maintaining the CCTV systems
- Maintaining visitor signing-in books and controlling pedestrian access to all buildings
- Conducting lone worker risk assessments to mitigate risks (if identified as a risk)
- All plant and equipment are kept secure (particularly when unattended) while on site and during non-operational hours (Where reasonably practicable).
- Ensure adequate lighting in maintained to the building and yard zone.

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27. ARRANGEMENTS – WELFARE

- **Toilet, Washing, and Meal Facilities:** Glass and Framing Solutions Limited will ensure that adequate toilet and washing facilities are provided. Additionally, there will be a designated area for taking and preparing meals.
- **Catering Facilities:** When catering is provided, Glass and Framing Solutions Limited will ensure that adequate, compliant facilities are available and maintained in a clean condition. Those using the facility will be responsible for ensuring areas are cleaned after use, monitored by the management team.
- **Accommodation Standards:** Where accommodation is provided, Glass and Framing Solutions Limited will ensure that it is maintained and kept lean to appropriate standards.
- Allowances will be made for additional breaks during hot weather periods and allow persons to regularly hydrate.
- However the drinking of fluids within the factory environment is prohibited (COSHH and cross contamination, OH risks etc).

28. ARRANGEMENTS – ENVIRONMENTAL RESPONSIBILITY

- **ISO 14001 Compliance:** Glass and Framing Solutions Limited adheres to ISO 14001 standards for pollution prevention and environmental management.
- **Prevention of Nuisance:** Glass and Framing Solutions Limited will ensure that all operations are carried out in a manner that does not cause a nuisance to others and local businesses.
- **Waste Management:** Glass and Framing Solutions Limited will ensure that any waste generated by the business is stored, transported, and disposed of in accordance with appropriate environmental legislation and the Glass and Framing Solutions Limited Policy.
- GFS Ltd uphold their corporate and social responsibility (CSR), as such are widely involved with the wider and local community. See our separate CSR policy.

29. ARRANGEMENTS – HEALTH SURVEILLANCE

- **Risk Assessment and Implementation:** Glass and Framing Solutions Limited recognises and accepts that operations posing significant health risks due to exposure to substances or processes will implement a system of health surveillance.
- **Monitoring and Checks:** This system includes regular monitoring and checks conducted by a qualified Medical Practitioner.
- **Record Keeping:** Appropriate records of health surveillance activities will be maintained to ensure compliance and to track the health status of employees (records will be confidentially maintained)
- **If required (and a need is identified), GFS Ltd will conduct random unannounced drug and alcohol testing to ensure compliance and safety.**
- **Additionally we will comply with any clients request to take part in drugs/alcohol screening they may wish to complete on site.**

30. ARRANGEMENTS – INSURANCE

- **Insurance Coverage:** Glass and Framing Solutions Limited will ensure that all insurances are current and adequate for the nature of operations undertaken.
- **Operations involving drilling or excavation to a depth of 3 meters or more will require notification to the Insurance Company.**
- **Display and Maintenance of Insurance Certificates:** Glass and Framing Solutions Limited will ensure that all Insurance Certificates are prominently displayed, and copies are kept within this file for easy access and reference.

31. ARRANGEMENTS – SAFE ACCESS AND EGRESS

- **Risk Assessments and Training:** Glass and Framing Solutions Limited will ensure, so far as reasonably practicable, that safe access and egress to the site are provided. This will be achieved through:
 - Conducting suitable and sufficient Risk Assessments.
 - Regular auditing and published action plans

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- Providing adequate information and training to employees and management on good housekeeping practices and proper storage of goods, plant, and materials.
- Establishing safe traffic routes on site to prevent accidents and ensure smooth operations.

32. ARRANGEMENTS – FIRE PREVENTION AND CONTROL

In accordance with the Fire Precautions Regulations, the Fire Precautions (Workplace) Regulations, and the Regulatory Reform (Fire Safety) Order, Glass and Framing Solutions Limited will ensure:

- **Management of Combustible Materials:** All combustible materials will be placed in adequate receptacles provided by Glass and Framing Solutions Limited. These receptacles will be regularly emptied and removed from the workplace - disposal will be via approved subcontractors
- **Handling of Flammable Materials:** Flammable materials shall be appropriately contained and used correctly. Any instances of misuse will be promptly identified and addressed.
- **Clear Access and Escape Routes:** All access and escape routes will be always kept free of obstructions to facilitate safe evacuation in emergencies.
- **Emergency Procedures Awareness:** All employees will be informed of emergency procedures and their responsibility to follow them.
- **Designated Muster Points:** Muster Points will be identified and used in emergencies to ensure safe gathering of employees, visitors, and injured parties.
- **Fire Extinguisher Provision and Maintenance:** Adequate numbers and types of fire extinguishers will be provided and maintained annually. Extinguishers will be clearly marked, appropriately located, and employees will receive instructions on their use.
- **Fire Drill Procedures:** Periodic fire drills will be conducted to assess evacuation effectiveness. Identified deficiencies will be addressed promptly, with all changes effectively communicated to employees.

33. ARRANGEMENTS – SIGNS AND NOTICES

- **Display of Statutory Notices:** Glass and Framing Solutions Limited will ensure that applicable statutory notices are prominently displayed in areas easily accessible and visible to employees and others who may be affected by operations. Generally this will be on the factory notice board.
- **Safety Signs:** Safety signs appropriate to the risks associated with operations will be posted as required throughout the workplace.

34. ARRANGEMENTS – SAFE PLANT AND EQUIPMENT

- **Safety and Maintenance:** Glass and Framing Solutions Limited will ensure that all plant and equipment used by employees are safe and adequately maintained. Suitable information, instruction, and training will be provided to all operatives in accordance with The Provision and Use of Work Equipment Regulations (PUWER).
- **Compliance with Standards:** Glass and Framing Solutions Limited will ensure that all plant and equipment conforms to European Community and UK Standards and is appropriately marked (CE or UKCA approved).
- New equipment will be selected on the basis of suitability for the task, be assessed for use in the workplace by a competent and experienced person. Additionally all new equipment will be subject to a detailed PUWER compliance RA (before introduction to the workplace).
- **Maintenance and Inspection Records:** All maintenance and inspections performed on plant or equipment will be documented, and these records will be maintained within a maintenance file. A systematic approach will be implemented to ensure that all plant and equipment are regularly maintained or inspected as per specific statutory requirements. Maintenance must be undertaken by trained and competent persons only; training will be given to those completing pre start checks etc. Where needed individuals will receive additional training to assist in completing inspections etc.
- **Statutory Inspection Records:** Records of any statutory inspection of plant or equipment will be kept and maintained as required by appropriate legislative requirements.

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35. ARRANGEMENTS – MANUAL HANDLING

- **Implementation of Safe Systems:** Glass and Framing Solutions Limited will, where practicable, establish safe working systems for the manual handling of goods and materials in accordance with the Manual Handling Operations Regulations.
- Mechanical lifting methods will be prioritised over individuals lifting items
- **Employee Training and Awareness:** Glass and Framing Solutions Limited will ensure that all employees are informed of the safe systems of work and receive regular training in manual handling techniques and knowledge

36. ARRANGEMENTS – PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Wherever possible (and practicable to do so), Glass and Framing Solutions Limited will use PPE as a control measure of last resort. However, where the use of PPE is necessary and in accordance with a risk assessment, Glass and Framing Solutions Limited will ensure the following, in accordance with the Personal Protective Equipment Regulations etc.
- **Adequacy of PPE:** All PPE provided will be adequate and will effectively minimise the risk.
- **Maintenance and Replacement:** All PPE will be maintained in a serviceable condition and replaced if damaged or no longer providing adequate protection.
- **Employee Training:** Employees will receive adequate information, instruction, and training in the proper use of PPE.
- **Cost to Employees:** Any PPE issued will be provided at no charge to the employee.
- Do not use if defective or damaged.
- Employees will be expected to regularly inspect PPE items to ensure ongoing suitability and compliance. If replacements are required, ensure you report defective equipment to your line manager and arrange for replacement or repair
- Repairs are to be made by trained and competent persons only.

37. ARRANGEMENTS – NOISE

Regulations aim to protect employees from excessive noise exposure in the workplace. Under this regulation set, employers are legally obligated to assess and control the risks related to noise in the workplace.

The regulations specify the following legal requirements:

- **Noise Assessments:** Employers must conduct regular noise assessments to identify areas and job roles where noise exposure exceeds the exposure action values (EAVs) or peak action values (PAVs). These assessments help determine necessary control measures to minimize exposure. Exposure Action Values (EAVs): The regulations define two exposure action values.
 - The lower EAV is set at a daily or weekly personal noise exposure of 80 decibels dB(A). peak sound pressure of 135 dB(C)
 - The upper EAV is 85 dB(A). Peak sound pressure of 137 dB(C)
 Employers must take action to reduce noise exposure if employees reach or exceed these values. There are also levels of noise exposure which must not be exceeded, these are called exposure limit values; daily or weekly exposure of 87 dB(A) a peak sound pressure of 140 dB(C)
- **Hearing Protection:** If noise levels reach or exceed the upper EAV, employers must provide suitable hearing protection to employees and ensure its proper use. Employers should also inform and train employees on the importance of hearing protection and its correct usage.

Note: at 80-85dB employers must advise hearing protection should be worn, however it cannot be enforced – the individual must decide if they want to wear it.

 Additionally noise protection signage and zones should be established.
- **Health Surveillance:** Employers must establish health surveillance programs for employees exposed to high noise levels.

These programs monitor employees' hearing and detect early signs of hearing loss.
- **Risk Assessment and Control:** Where applicable, Glass and Framing Solutions Limited will conduct a suitable and sufficient risk assessment of any operation that poses a risk of exposure to dangerous

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levels of noise to employees. Appropriate actions will be taken in accordance with the Control of Noise at Work Regulations and other legislative requirements.

- Where a risk has been identified, a detailed noise survey may be appropriate.
- **Employee Awareness and Protection:** Glass and Framing Solutions Limited will ensure that all employees exposed to noise are made aware of the associated risks and the control measures in place to mitigate harm. This will be achieved by providing adequate information, instruction, training, and PPE. Care will be taken not to 'over attenuate' any protective devices provided.

38. ARRANGEMENTS – SAFE HANDLING OF SUBSTANCES

- **Recognition and Control:** Glass and Framing Solutions Limited recognises the importance of identifying and controlling the safe handling of substances to reduce risks in accordance with the Control of Substances Hazardous to Health Regulations (COSHH).
- Risk items will be stored withing suitable containers and storage vessels/cabinets; warning labelling will be required. Additional precautions will be needed for the storage of flammables within the workplace and be subject to specialised risk assessment.
- **Risk Assessments and Training:** Glass and Framing Solutions Limited will ensure that suitable and sufficient Risk Assessments are carried out in accordance with COSHH. Additionally, Glass and Framing Solutions Limited will provide adequate information, instruction, and training to employees regarding the safe handling of substances and PPE use (if appropriate).
- In certain areas LEV will be installed and must be functional at all time whilst the risks (e.g. milling machine operations take place) are evident.
- By risk assessment, users may be required to wear suitable, sufficient and assessed PPE. Employees will be involved with the selection process.

39. ARRANGEMENTS – INFORMATION, INSTRUCTION, TRAINING, AND SUPERVISION

- **Familiarity with Tasks and Systems:** Glass and Framing Solutions Limited will ensure that all employees are familiar with their tasks, any safe systems of work in place, and if required, any permits to work.
- **Monitoring and Compliance:** Supervisors and Managers will monitor the workplace to ensure that all aspects of this Policy are being effectively implemented and adhered to.
- **Inspection of Equipment:** Employees shall inspect any work equipment before use, and competent persons will conduct periodic inspections or as required by law.
- **Pre-Task Training:** Employees will not undertake tasks that expose them to risks without prior information, instruction, and training of an appropriate standard being provided.
- **Training Topics:** Employees will receive training in various topics, including:
 - Full GFS induction training programme
 - Basic Health, Safety, and Environmental Awareness.
 - Proper use of Personal Protective Equipment (PPE).
 - Good Housekeeping and Storage Practices.
 - First Aid and Emergency Procedures.
 - Employee Consultation Procedures.
 - Reporting Defects and Unsafe Conditions.
 - Firefighting Techniques (if part of defined emergency team)
 - Spill training (if part of defined emergency team)
 - Safe Use of Substances.
 - Trade specific training, use of plant and machinery, and CSCS etc. training.

40. ARRANGEMENTS – CONTRUCTION, DESIGN, AND MANAGEMENT (see also section 17, p9)

- **Compliance with CDM Regulations:** Glass and Framing Solutions Limited will ensure, so far as reasonably practicably, that all construction works undertaken on site (and within the factory) comply with relevant legislation; including the Construction (Design and Management) Regulations (CDM).
- **Health, Safety, and Welfare on External Sites:** Glass and Framing Solutions Limited will ensure the Health, Safety and Welfare of its employees on construction sites not managed by Glass and

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Framing Solutions Limited by providing adequate and sufficient information, instruction, and, where necessary, training for all employees.

- **Risk Minimisation and Safe Systems of Work:** Glass and Framing Solutions Limited will ensure that all risks while on site are minimised, so far as reasonably practicable to do so, by carrying out Risk Assessments and developing safe systems of work. Adequate information, instruction, and training will be provided for all employees on all safe systems of work.

41. ARRANGEMENTS – MONITORING AND REVIEW

- **Continuous Monitoring and Review:** In accordance with the Management of Health and Safety at Work Regulations, Glass and Framing Solutions Limited will continuously monitor and review this Policy, its safe systems of work, and its overall Health and Safety procedures and performance – this will be completed at least annually or as and when a need has been identified by the management team and others.
- This process should help to ensure that Glass and Framing Solutions Limited remains compliant with new legislation and continues to achieve high standards of Health and Safety.
- **Annual Review by External Consultants:** An annual review will be conducted by the appointed competent persons; Any findings from this review will be implemented to enhance workplace safety and ensure that the Glass and Framing Solutions Limited Health and Safety standards remain high.
- **Detailed Annual Inspection:** The relevant competent persons will carry out a detailed inspection of the Glass and Framing Solutions Limited Health and Safety arrangements and procedures once a year. This inspection aims to identify areas for improvement and ensure that Health and Safety standards are continuously improved.
- **Appointed 'Competent Persons' (as defined by Reg7 of the Management of Health and Safety at Work Regulations) ...**

Jan 2026-Jan 2027

MNA Group Ltd

White Rose Park, Larsen Rd, Goole DN14 6XF

Contact:

Kath Lockwood / Stephen M Bishop

Tel:

01405 752 440

Email:

info@mnagrouplimited.com

42. ARRANGEMENTS – YOUNG PERSONS

In accordance with the Management of Health and Safety at Work Regulations, a young person is defined as someone who is under 18 years of age. Young persons below the minimum school leaving age (MSLA) are considered as children.

- **Risk Assessment for Young Persons:** In the event of employing a young person, Glass and Framing Solutions Limited will undertake a suitable and sufficient Risk Assessment before the young person begins work. This assessment aims to identify and mitigate any potential hazards specific to young persons in the workplace.
- **Prohibition of High-Risk Activities:** Glass and Framing Solutions Limited will prohibit young persons from undertaking certain work if the risk assessment identifies a significant, unavoidable risk. This ensures that young employees are not exposed to environments or tasks that could endanger their Health and Safety.
- **Information for Parents / Guardians:** If the young person is a child, Glass and Framing Solutions will provide the parents or guardians with specific information relevant to the findings of the Risk Assessment. This communication ensures that the Parents / Guardians are fully informed about the potential risks and the measures in place to protect their child.

43. WORKING AT HEIGHTS

- GFS Ltd regularly will require operatives to work at heights as part of the planned project and workshop work activities.

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- **Factory**

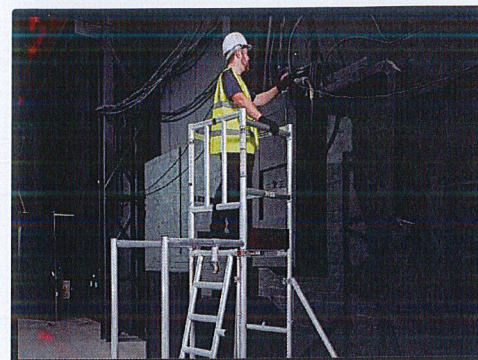
- All affected workers will receive appropriate training to complete tasks and use access equipment such as podium access platforms and stepladders.
- A policy of prioritised access control will be established as follows ...
- Use a podium access platform (closed gate and correctly erected when in use)
- If the above is not practicable, the use of step ladders will be permitted (in limited circumstances).

Podiums

- Our Podium ladder policy emphasizes using these, rather than traditional step ladders, as a safer, stable, and compliant alternative for low-level work at height.
- Key requirements include pre-use inspections, locking all castors, avoiding overreaching, and ensuring users are trained and competent to operate the equipment.
- Safety Standards: Podiums must adhere to safety standards (such as BS 8620).
- **Inspection Regime:**
 - Pre-use: A quick check for visible damage, defects, or wear must be done by the user before each use.
 - Routine: Periodic inspections (weekly/monthly) should be conducted and recorded, often using a "Good to Go" status tag system.
- **Safe Usage Rules:**
 - Always lock all castors (if fitted) before use.
 - Ensure the gate or barrier is closed and secured before starting work.
 - Do not exceed the Maximum Safe Working Load (SWL).
 - Do not stand on the guardrail or use it to increase height.
 - Ensure the unit is on a firm, level surface.
 - Do not move the podium while someone is standing on it.

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- **Competence and Training:** Only trained and competent individuals should assemble, move, and use podium steps.
- **Maintenance:** Any faulty, broken, or damaged podiums must be removed from service immediately and clearly marked "do not use".
- **Environment:** Do not use externally in strong winds or adverse weather conditions.



Stepladders

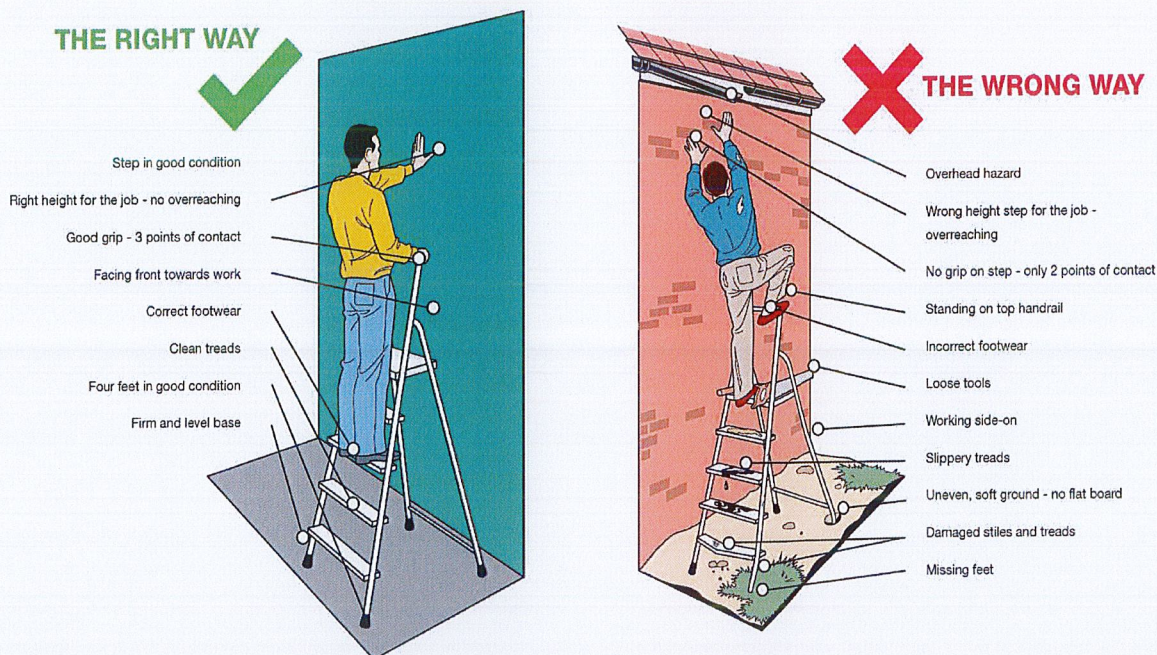
This Step ladder policy focuses on using ladders for low-risk, short-duration tasks (typically under 30 minutes) by competent users.

Key safety measures include performing pre-use checks for defects, maintaining three points of contact, keeping belt buckles within the stiles (no overreaching), and ensuring all four feet are on level ground.

Safe Usage:

- **Placement:** Ensure all four feet are on stable, level ground.
- **Positioning:** Face the ladder towards the work activity, not side-on.
- **Stability:** Ensure locking devices are engaged.
- **Activity:** Do not work off the top two steps (for swing-back/double-sided) or top three steps (for single-sided) unless a proper handhold is available.
- **Loading:** Keep both feet on the same step and do not exceed the maximum load, do not overreach to the sides etc
- **Duration:** Limit work to 30 minutes at a time.

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On site / Project site

- All activities will be carefully planned and risk assessed to select the most appropriate means of access and worker safety from fall risk events
- Access could be in line with policies (as stated with the podium and stepladder use sections); however additional methods will be employed, namely ...
- 'Rope and Grap' or 'Fall arrest block' use (in conjunction with a full body safety harnesses)
- When using this type of fall protection all workers must always work in restraint at all times and follow received training and manufacturers guidance in use. Appropriate adjustment of the restraint lanyard must be undertaken so that any leading edge cannot be reached and a fall occur.
- Purpose: Safety lines prevent workers from falling to a lower level or, if a fall occurs, they arrest the fall, limiting the distance and reducing the risk of serious injury or death.
- When using rope or webbing systems ensure (where placed around columns or other structures where 'wear' could occur when loaded ... ensure elements are suitably protected from abrasion.
- E.g.



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- Principally Horizontal Safety Lines (Lifelines systems) will be used: Wire or webbing/rope-based systems that allow workers to move along a leading edge while remaining continuously attached and work in restraint.
- Training: Workers must be trained on how to use the equipment correctly to avoid accidents.
- Inspection: Systems should be inspected before each use and undergo formal, certified testing at approved legislative frequencies. Additionally daily inspection should be undertaken daily and formally recorded at least weekly.
- Rescue Planning: A proper rescue plan must be in place before using safety lines in fall arrest situations to manage risks like suspension trauma.
- Workers must be trained in any rescue plan in place.

Safety Harness

- Use requires a strict adherence to PPE regulations, including mandatory pre-use inspections by users, detailed inspections by a competent person every six months, and proper training for fitting and usage.
- Harnesses must be selected based on risk assessments, stored properly, and immediately replaced if damaged or subjected to a fall.

6 Easy Steps That Could Save Your Life

How To Don A Harness



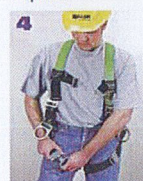
1
Hold harness by back D-ring. Shake harness to allow all straps to fall in place.



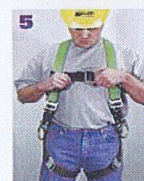
2
If chest, leg and/or waist straps are buckled, release straps and unbuckle at this time.



3
Slip straps over shoulders so D-ring is located in middle of back between shoulder blades.



4
Pull leg strap between legs and connect to opposite end. Repeat with second leg strap. If belted harness, connect waist strap after leg straps.



5
Connect chest strap and position in midchest area. Tighten to keep shoulder straps taut.



6 **Snug Fit**
After all straps have been buckled, tighten all buckles so that harness fits snug but allows full range of movement. Pass excess strap through loop keepers.

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HARNESS INSPECTION

What do I need to know!

WEBBING

When checking webbing look for cuts, tears, abrasions and discolouration.

How should I check it?

By look and feel.

BUCKLES

When checking buckles and adjusters look for deformation, damage such as sharp edges, corrosion, cracks and check the function - Does it do what it should?

How Should I check it?

By look, feel and function check.

ATTACHMENT LINKS

Any deformation, distortion, cracks or corrosion are unacceptable.

How should I check it?

By look and feel.

STITCHING

The important stitching is identified by a contrasting colour. Look for all these areas and inspect them. Any missing, incomplete, damaged or frayed stitching is unacceptable.

How should I check it?

By look and feel.

FITTING

Ensure you are trained in the correct use and fitting of all equipment before you use it.

How should I do this?

Look at the fitting instructions.

What if I need help? Talk to your supervisor or supplier.

TRACEABILITY

YOU NEED TO KNOW

Where the harness came from, where it has been and when it has been inspected. Can you do this?

How should I do it?

Keep a record of where you purchased it from and when.

Ensure the item has an identification number. Record all inspections in an inspection log. Maintain all these items for scrutiny.

WEB TIDIES

Are they still intact or are they missing? If they are missing they can often be replaced.

How should I check them?

By look, feel and check the function.



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Low level access platform ('Hop -Up')

- Only to be used by trained and competent persons
- Only to be used when the use of a protected work platform (such as podium access) is not practicable, and then only after careful risk assessment
- Only 'double width' i.e. 600x600 mm platforms to be used
- Ensure all legs are fully extended and stays locked into position before using
- Place on firm and level surfaces only
- Inspect regularly, formally record at least every 7 days ... do not use defective equipment.

Alloy access towers

- Competence and Training
Only trained and competent personnel should assemble, dismantle, alter, or move mobile access towers E.g. PASMA Training or similar
- Pre-Use and Assembly Rules
Manufacturer's Instructions
Always follow the specific manufacturer's assembly guide; if none is provided, do not proceed.
- Inspection:
Inspect all components for damage before assembly. Never use towers with missing, broken, or mismatched components.
- Foundation:
Erect only on firm, level ground. Use base plates or castors with locked brakes.
- Safe Erection Methods:
Use the 3T (Through the Trap) or AGR (Advance Guardrail) method to ensure you are never on an unprotected platform during assembly/dismantling.
Stabilisers:
Deploy stabilisers or outriggers as required by the manufacturer's instructions.
- Safe Operation Policies
Working Load: Do not exceed the Safe Working Load (SWL) of the platform or the overall structure (typically 250kg for a platform, 750kg total).
Guardrails:
Never work without guardrails and toe boards in place on all working platforms.
Access:
Climb only from the inside of the tower using the built-in ladders.
Wind Conditions:
Stop work if wind speeds reach 17 mph (approx. 27 km/h or Beaufort 4).
Unattended Towers:
If left unattended, secure the tower to prevent unauthorized use, especially in public areas.
- Moving the Tower
Clear the Tower
Never move a tower with people, tools, or materials on it. Push, Don't Pull: Move by pushing at the base only.
Check Ground
Beware of pot holes, cables, and overhead obstructions.
- Inspection and Maintenance
Routine Inspection
Towers must be inspected after assembly and at least every 7 days.

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Daily Check: Inspect before first use each day to ensure no damage occurred overnight.

Documentation:

Maintain written records of inspections.

- Height Restrictions
Internal: Generally up to 12 meters (when tied to a structure).
External: Generally up to 8 meters (when tied to a structure).
Freestanding: The height-to-base ratio must not exceed manufacturer recommendations (often 3:1 outside, 4:1 inside).
- Prohibited Actions
Do not use ladders or trestles on the tower platform to gain extra height.
Do not use the tower in areas with, or potentially with, explosive atmospheres (use GRP/fiberglass towers instead).
Do not lean ladders against the tower to climb it.

44. LIFTING OPERATIONS

- All lifting activities to be properly planned, supervised, and executed by competent personnel. Key requirements include conducting risk assessments, using certified equipment marked with Safe Working Loads (SWL), and performing regular, documented inspections (typically every 6-12 months).
- Planning and Risk Assessment
All lifting operations must be planned by a competent person, taking into account potential risks, load weight, and environmental factors, workers will be given appropriate training to conduct operations.
- Competence and Training
Only trained and authorized personnel should operate lifting equipment or act as signallers/supervisors.
- Equipment Maintenance & Inspection
Lifting equipment must be fit for purpose, maintained, and subjected to thorough examinations by a competent person.
6-month inspection: For equipment lifting people or lifting accessories.
12-month inspection: For other lifting equipment.
Safe Working Loads (SWL): Equipment must be clearly marked with its SWL, and this limit must never be exceeded.
- Supervision
- Lifting operations must be supervised to ensure they are carried out safely and in accordance with the plan.

Additionally ...

- **Suspended Loads:** Avoid lifting over people; if unavoidable, establish strict exclusion zones using barriers and signage
- **Lifting of Persons:** Requires higher safety factors and specific protective measures to prevent falls or crushing.
- **Environmental Factors:** Plans must account for wind, lighting, and ground stability to prevent overturning

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45. ARRANGEMENTS – BENEFITS OF GOOD HEALTH AND SAFETY STANDARDS

Implementing and maintaining high standards of Health and Safety within Glass and Framing Solutions Limited provides numerous benefits, including:

- **Healthy, Happy, and Motivated Workforce:** Ensuring a safe working environment fosters well-being among employees, which in turn boosts morale and motivation.
- **Reduced Sickness Absence:** Effective Health and Safety measures minimise the occurrence of work-related illness and injuries, leading to fewer sick days and a more dependable workforce.
- **Well Organised Working Environment and Procedures:** Structured safety protocols contribute to a more efficient and orderly workplace, enhancing overall productivity.
- **Good Reputation with Customers, Clients, and Competitors:** Demonstrating a commitment to Health and Safety builds trust and respect, enhancing Glass and Framing Solutions Limited reputation in the industry.
- **Increased Performance and Profitability:** A safe work environment reduces downtime and accidents, leading to better performance and higher profitability.
- **Increased Job Security:** A company that prioritises Health and Safety is more likely to retain employees and maintain stable operations, providing greater job security.
- **Confident Management:** Managers who are confident in Glass and Framing Solutions Limited Health and Safety standards can lead more effectively and make information decisions.
- **Good Relationship with the Enforcement Authority:** Compliance with Health and Safety regulations fosters a positive relationship with regulatory bodies, reducing the likelihood of fines and legal issues.
- **Peace of Mind:** Knowing that the workplace is safe provides peace of mind to employees, management, and stakeholders, contributing to a positive and productive work atmosphere.

46. ARRANGEMENTS – COSTS OF POOR HEALTH AND SAFETY STANDARDS

Failing to maintain high Health and Safety standards can have significant adverse effects on Glass and Framing Solutions Limited, including:

- **Accidents, Illness, Stress:** Poor Health and Safety measures increase the likelihood of workplace accidents, illnesses, and stress, negatively impacting employee well-being.
- **Deaths:** Inadequate safety protocols can lead to fatal incidents, resulting in devastating consequences for employees and their families.
- **Adverse Publicity / Poor Reputation:** Incidents stemming from poor Health and Safety practices can attract negative media attention, damaging Glass and Framing Solutions Limited reputation and public images.
- **Compensation Claims / Increased Insurance Premiums:** Injuries and illnesses due to unsafe working conditions can lead to compensation claims and higher insurance premiums, increasing operational costs.
- **Poor Performance from Anxious Staff:** Employees working in unsafe environments may experience anxiety, leading to decreased performance and productivity.
- **Increased Sickness Absence and Staff Turnover / Increased Training Costs:** Higher rates of sickness absence and staff turnover due to poor Health and Safety result in increased costs for recruitment and training of new employees.
- **Reduced Company Performance:** Inefficiencies and disruptions caused by Health and Safety issue can lead to decreased overall company performance and profitability.
- **Prosecution, Fines / Imprisonment, Legal Costs:** Non-compliance with Health and Safety regulations can result in legal action, substantial fines, and, in severe cases, imprisonment of responsible parties.
- **Prohibition, Closure, Unemployment:** Serious Health and Safety violations may lead to prohibition notices or even closure of the business, resulting in unemployment for the workforce.

47. APPOINTED PERSONS – DUTIES – FIRST AIDER

First Aid plays a critical role in preventing injuries from worsening and can save lives. Every employer must provide a First Aid Box and appoint an Appointed Person, who should be available whenever people are working.

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While the Appointed Person does not need to be fully trained First Aider, completing a one-day HSE Approved Appointed Person Course is recommended. It is essential that only those trained and holding a valid certificate administer physical First Aid.

- **Responsibilities of the Appointed Person:**
- Glass and Framing Solutions Limited appointed persons and first aiders are named and displayed within the workplace; and their responsibilities include:-
 - Taking charge during any incident*, including recording treatment administered and details of Emergency Service calls.
 - Keeping accurate records of accidents, diseases, dangerous occurrences, or near misses (as per RIDDOR requirements)
 - Maintaining the First Aid Box to the required standards.
- **Responsibilities of the First Aiders:**
- Our current First Aiders and Defibrator trained Personnel are listed on our notice board and around the site, their duties include:
 - Taking charge during any incident*, including recording treatment administered and details of Emergency Services calls.
 - Keeping accurate records of accidents, diseases, dangerous occurrences, or near misses (as per RIDDOR requirements).
 - Maintaining the First Aid Box to the required standards.
 - Administering treatment strictly within the scope of their training.
 - Ensuring their Training Certificates are current (Refreshed every 3 years) and pursuing additional training as needed.

This ensures that prompt and effective First Aid is available whenever required, contributing to the Health and Safety of all employees.

*Additionally in the event of a serious incident, the most senior member of the management team may well assume overall control and responsibility for the incident or event (in line with GFS emergency planning requirements).

48. APPOINTED PERSONS – DUTIES – FIRE MARSHALL

The appointed Fire Marshal(s) play a crucial role in ensuring Fire Safety measures are maintained effectively across the premises, their responsibilities include:

- **Ensuring Fire Escape Routes:** Ensures that fire escape routes are always clear and free from obstructions, allowing safe evacuation in case of emergency.
- **Safe Storage of Flammable Materials:** Oversees the safe and secure storage of all flammable materials, ensuring they are stored in designated and locked areas to prevent fire hazards.
- **Management of Fire Doors:** Ensures that fire doors always remain closed to prevent the spread of fire and smoke in the event of an emergency.
- **Organising Fire Drills:** Arranges and oversees fire drills at least **every six months** to familiarise staff and visitors with evacuation procedures and to ensure they know how to respond in case of fire.
- **Evacuation Procedures:** Ensures that all staff and visitors are aware of evacuation procedures, guiding them safely to muster points during drills or actual emergencies. They are responsible for conducting a roll call at the muster point to account for everyone.
- **Liaison with Emergency Services:** In the event of a fire or emergency, the Fire Marshalls liaises with Emergency Services as required, providing them with necessary information and coordinating their responses.
- **Inspection of Fire Extinguishers:** Visually inspects fire extinguishers at least once a month, ensuring they are present, accessible, and in good working order.

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49. APPOINTED PERSONS – DUTIES – HEALTH AND SAFETY DESIGNATED PERSON WITHIN GFS

The appointed Health and Safety Designated Person within GFS Ltd, holds a pivotal role in ensuring comprehensive Health and Safety practices throughout the Company. Their responsibilities include:

- **Effective Communication:** Ensures that all company Health and Safety procedures are clearly communicated to all staff and visitors. This includes providing necessary training and information to maintain awareness and compliance.
- **Hazard Identification:** Actively identifies new hazards within the workplace environment. They take proactive steps to eliminate or mitigate these hazards promptly. Any identified hazards that cannot be immediately resolved are reported to the relevant personnel for further action.
- **Action of Hazard Information:** Ensures that any information received regarding potential hazards is promptly acted upon. This proactive approach helps in maintaining a safe working environment and preventing accidents or incidents.
- **Promotion of Safe Environment:** Works to create and support a safe working environment for all employees and visitors. This involves implementing and maintaining safety protocols, procedures, and practices that adhere to legal requirements and industry standards.
- **Promotion of Good Health and Safety Practices:** They actively promote the benefits of good Health and Safety practices throughout the organisation. They encourage a culture of safety awareness and accountability among all employees.
- **Liaison with Relevant Bodies:** They facilitate effective communication and liaison with relevant Health and Safety bodies, including Health and Safety Advisors, Environmental Health Officers, the Health and Safety Executive (HSE), and other relevant entities. This ensures that Glass and Framing Solutions Limited remains updated on best practices and compliance requirements.

50. APPOINTED PERSONS – DUTIES – HEALTH AND SAFETY ADVISOR

An individual or Organisation will be Appointed as a Health and Safety Advisor for Glass and Framing Solutions Limited. Their role (dependant on the scope of agreed work); encompasses a range of critical responsibilities aimed at ensuring robust Health and Safety practices throughout the Company.

These duties include (but not exclusive to):

- **Implementation and Management:** where requested, advises on the implementation and management of comprehensive Health and Safety procedures across all levels of Glass and Framing Solutions Limited.
- **Inspection and Recommendation:** where agreed and /or requested, conducts through inspections of premises, records, and existing Risk Assessments. Based on these inspections, provides detailed recommendations aimed at enhancing safety measures and ensuring compliance with relevant Health and Safety legislation. Responsibility remains with the company/organisation to decide on timescales and implementation.
- **Risk Assessment and Control Measures:** Where requested, conducts or updates comprehensive Risk Assessments to identify potential hazards and assess associated risks.
- Where requested, recommends and support the implementation of appropriate control measures to mitigate these risks effectively (where reasonably practicable to do so).
- **Monitoring and Review:** when requested, monitors the effectiveness of implemented Health and Safety procedures and conducts regular reviews to ensure continuous improvement. (a proactive approach helps in maintaining high standards of Health and Safety within the workplace).
- **Development of Health and Safety Culture:** Where requested, actively involves the management team and staff in fostering a positive Health and Safety culture throughout the organisation.
- Where requested, joins the management team in promoting awareness, accountability, and participation in Health and Safety initiatives across all levels.
- **Training and Advice:** Where requested, provides or organises essential training sessions and tailored advice on specific Health and Safety concerns or issues. This ensures that employees are well equipped with the knowledge and skills necessary to maintain a safe working environment.

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- **Support in Difficult Situations:** where notified and requested, offers immediate advice and assistance during challenging situations such as accidents, diseases, or visits from enforcement authorities.
- Provide expertise and helps in managing and resolving these situations effectively and in compliance with regulatory requirements.

MNA Group Limited's role as the Health and Safety Advisor is instrumental in safeguarding the well-being of all employees, promoting a culture of safety, and ensuring compliance with Health and Safety standards and regulations. Their proactive approach and expert guidance should contribute significantly to maintaining a secure and compliant workplace environment.

51. HEALTH AND SAFETY LEGISLATION – AN OVERVIEW

The main Health and Safety Legislation applicable to Glass and Framing Solutions Limited is:

- The Health and Safety at Work Etc Act 1974
- The Fire Precautions Act
- The Fire Precautions (Workplace) Regulations
- The Regulatory Reform (Fire Safety) Order
- The Management of Health and Safety at Work Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Construction (Design and Management) Regulations

Within the framework of legislation detailed above, regard must also be had for the legal provision below, the list is not exhaustive:

- The Provision and Use of Work Equipment Regulations (PUWER)
- The Lifting Equipment and Lifting Operations Regulations (LOLER)
- The Health and Safety (Safety Signs and Signals) Regulations
- The Control of Asbestos at Work Regulations
- The Pressure Systems Regulations
- The Manual Handling Operations Regulations
- The Health and Safety (Display Screen Equipment) Regulations
- The Control of Substances Hazardous to Health Regulations
- The Electricity at Work Regulations
- The Gas Safety (Installation and Use) Regulations
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
- The Personal Protective Equipment Regulations
- The Control of Noise at Work Regulations
- And any others that apply to the work activities of GFS Ltd.

The Health and Safety at Work Etc Act 1974 serves as the cornerstone and overarching legislation governing workplace Health and Safety in the United Kingdom. Its primary objective is to ensure the well-being of all workers by establishing and maintaining high standards of Health and Safety across all workplaces.

- **Employer Responsibilities:** Under the Act, employers are legally obligated to ensure, as far as reasonably practicable, the health, safety and welfare of their employees while they are at work. This includes providing:
 - **Safe Place of Work:** Ensuring workplaces have safe access and egress points.
 - **Safe Plant and Equipment:** Providing and maintaining safe tools and equipment.
 - **Safe Systems of Work:** Establishing procedures that minimise risks during tasks.
 - **Safe Working Environment:** Providing adequate facilities and welfare arrangements.
 - **Safe Handling and Storage:** Ensuring safe methods for handling, storing, and transporting goods.

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- **Employers achieve excellence through:**
 - **Joint Consultation:** Involving employees in identifying workplace hazards and implementing preventive measures.
 - **Instruction and Training:** Clearly instructing and training employees on safe practices and procedures.
- **Employee Responsibilities:** Employees must also bear responsibility for Health and Safety, including:
 - **Duty of Care:** Taking reasonable care for their own Health and Safety and that of others who may be affected by their actions.
 - **Duty not to interfere with or misuse things provided pursuant to certain provisions.** No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare in pursuance of any of the relevant statutory provisions.
 - **Cooperation:** Collaborating with employees to fulfil Health and Safety obligations and follow established procedures.
- **Legal Implications:** Failure to comply with the Health and Safety at Work Etc Act 1974 or its associated regulations constitutes a criminal offense. Penalties can include substantial fines and potential imprisonment for individuals found guilty of breaches. Additionally, breaches can lead to:
 - **Financial Penalties:** Imposed by courts for non-compliance.
 - **Compensation Claims:** Resulting from injuries or incidents due to breaches.
 - **Increased Insurance Premiums:** Following incidents that affect insurance risk.
 - **Reputation Damage:** Poor Health and Safety practices can harm a Company's reputation and credibility.

Adherence to the Health and Safety at Work Etc Act 1974 is essential not only for legal compliance but also for safeguarding employees' well-being, minimising operational disruptions, and maintaining a positive business reputation.

Proactive compliance ensures a safer workplace environment and mitigates the risk of severe legal and financial consequences.

52. COMPANY PROCEDURES – FIRE AND EVACUATION PROCEDURES

In the event of a fire occurring on the premises or onsite, the following procedures must be following to ensure the safety of all personnel.

- **Raise the Alarm:** If you discover a fire (and it's safe to do so), immediately raise the alarm by activating the nearest fire alarm call point. This alerts others in the vicinity and initiates the evacuation process.
- **Firefighting (If trained to do so):** Only attempt to fight the fire if you have received training in the proper use of firefighting equipment and can do so without endangering yourself or others. Otherwise, leave firefighting to trained personnel i.e the fire brigade.
- **Evacuation:** Leave the premises or site immediately using the nearest available 'safe' exit. Do not delay collecting personal belongings, as this could delay your escape and endanger others.
- **Fire Alarm Activation:** If the fire alarm sounds at any time, treat it as an emergency and evacuate immediately using the same procedure outlined above.
- **Assistance:** if safe to do so (or planned to do so), assist any persons who require help to evacuate, especially those with disabilities or who may need additional support. A personal evacuation plan should be in place for vulnerable persons or those with additional needs (PEEP)
- **Assembly Point:** Proceed to the designated muster point after evacuation to ensure all personnel are accounted for. Stay at the muster point until instructed otherwise.
- **Emergency Services:** Do not re-enter the building or site until authorised to do so by emergency services or company responsible personnel.

Familiarise yourself with the evacuation routes and procedures regularly. Report any obstructions or concerns regarding fire safety measures promptly. The GFS management team should action concerns in a timely manner and report back to an individual or departments.

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Following these procedures will help ensure a swift and safe evacuation in the event of a fire, minimising risk to individuals and property. Regular training and awareness of fire safety protocols are crucial for maintaining a secure workplace environment.

You must gather at either of the fire assemble points (1,2) shown on the Fire Escape Plan.

53. COMPANY PROCEDURES – ACCIDENT REPORTING AND INVESTIGATING PROCEDURE

Accidents, injuries, and dangerous occurrences must be reported promptly under RIDDOR regulations.

- **Purpose of Reporting:** Reporting accidents serves multiple purposes, including identifying hazards, preventing future incidents, and providing data for regulatory oversight and industry wide improvement.
- **Objectives of RIDDOR:** RIDDOR aims to ensure enforcing authorities receive timely information on:
 - Specific injuries, diseases, and dangerous occurrences related to work activities.
 - Highlighting serious incidents promptly for investigation and corrective action.
- **Reporting Requirements:**
 - **Fatalities, Major Injuries, and Dangerous Occurrences:** Report immediately by the quickest means (Typically by phone) to the relevant enforcing authority. Follow up with a written report within 10 days using Form F2058 or using the RIDDOR web-based system

HSE Incident Contact Centre - 0345 300 9923
(opening hours Monday to Friday 8.30 am to 5 pm).

<https://www.hse.gov.uk/riddor/reporting/how-to-make-riddor-report.htm#forms>

- **Non-Fatal Injuries:** If an injury results in more than 7 days of absence (Excluding the day of the accident), a written report is required.
 - **Injuries to the Public:** Reportable if a member of the public is taken directly to the hospital due to work activity related injuries.
- **Definition of Major Injury:** Includes but is not limited to:
 - Fractures (Except fingers, thumbs, or toes).
 - Amputations.
 - Dislocations.
 - Loss of sight or eye injuries.
 - Electric shock injuries requiring hospitalisation.
 - Acute illnesses from exposure to harmful substances.
- **Reporting Person:** Can be the employer, self-employed person, or person in control of the premises where the incident occurred. Check with the GFS health and Safety representative as to the circumstances of the incident, arrange for an investigation to take place and if necessary the appropriate person(s) to report the event to the relevant authorities.
- **Records and Documentation:** Keeps records of reportable incidents for at least three years. Records can be maintained in an Accident Book. Consider the implications of GDPR before providing anyone else with information, forms, investigation reports etc.
- **Near Miss Reporting:** Near misses, incidents with potential to cause harm, must also be reported and investigated to prevent future accidents. Complete the relevant reporting form to assess risks and implement additional controls (if appropriate).
- **Employers Liability Insurance:** Maintain Employers Liability Insurance records for 40 years to facilitate future claims.
- **Due Diligence:** Establishing and communicating effective reporting procedures can serve as a defence against regulatory offenses if it can be shown that reasonable steps were taken to be aware of and report incidents.

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54. COMPANY PROCEDURES – HAZARD REPORTING PROCEDURE

The Hazard Reporting Procedure is designed to facilitate the communication and resolution of hazards, unsafe conditions, and practices within the company. This procedure ensures active participation from all employees to uphold high standards of Health and Safety throughout the organisation.

- **Procedure Overview:**

- **Identification of Hazards:**
 - Any employee who identifies a hazard or unsafe practice should complete the relevant hazard reporting form.
 - Hazards may affect employees, visitors, subcontractors, or members of the public.
- **Reporting Process:**
 - Upon identifying a hazard, the employee fills out the designated hazard reporting form.
 - The form should clearly describe the hazard, its location, and any relevant details.
 - If feasible, provide suggestions for mitigating the hazard or improving safety measures.
- **Submission:**
 - Submit the completed form to the designated safety representative or supervisor / member of the leadership team responsible for Health and Safety.
 - Ensure timely submission to facilitate prompt assessment and appropriate action.
- **Evaluation and Action:**
 - The safety representative, supervisor or member of the leadership team evaluates each reported hazard.
 - Assess the severity and potential impact of the hazard on Health and Safety.
 - Determine appropriate corrective actions or preventive measures to address the hazard/risk.
- **Communication and Follow Up:**
 - Communicate the findings and proposed actions to relevant stakeholders, including affected employees.
 - Follow up to ensure corrective actions are implemented effectively and in a timely manner.
- **Employee Participation:**
 - **Encouragement:** All employees are strongly encouraged to participate actively in hazard reporting.
 - **Continuous Improvement:** Employee involvement ensures ongoing enhancement of Health and Safety standards.
 - **Safe Working Environment:** Collective efforts contribute to maintaining a safe and healthy workplace environment.

The Hazard Reporting Procedure is integral to maintaining a proactive approach to Health and Safety. It empowers employees to contribute to the identification and resolution of hazards, fostering a culture of safety and continuous improvement across Glass and Framing Solutions Limited.

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55. FORM – ACCIDENT / INJURY / NEAR MISS REPORT FORM

This form should be completed immediately after an incident occurs, and the completed form should be submitted to the designated safety officer or supervisor. Please ensure accuracy and thoroughness in documenting all details of the incident.

ACCIDENT / INJURY / NEAR MISS REPORT FORM	
Date of Incident:	
Time of Incident:	
EMPLOYEE INFORMATION	
Name:	
Job Title:	
Department / Location:	
Contact Number:	
Email:	
TYPE OF INCIDENT	
Accident	
Injury	
Near Miss	
DESCRIPTION OF INCIDENT	
(Describe the incident in detail, including what happened, where it occurred, and any contributing factors)	
INJURY DETAILS (IF APPLICABLE)	
Type of injury:	
Body part affected:	
Severity (Circle relevant):	Minor / Moderate / Severe
IMMEDIATE ACTIONS TAKEN:	
First Aid administered (If applicable):	Yes / No
Emergency services called (If applicable):	Yes / No
Evacuation conducted (If applicable):	Yes / No
WITNESS INFORMATION (IF ANY)	
Name:	
Contact Number:	
Statement:	
CONTRIBUTING FACTORS	
Environmental conditions:	
Equipment involved:	
Procedures (Circle relevant):	Followed / Not Followed
PREVENTIVE MEASURES RECOMMENDED	
(Recommend actions to prevent a similar incident in the future)	
REPORTING PERSON INFORMATION	
Name:	
Job Title:	
Contact Number:	
Date Reported:	
Signature:	
ADDITIONAL COMMENTS	
(Any additional information or observation relevant to the incident)	

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56. FORM – HAZARD REPORT FORM

This form should be completed immediately upon identifying a hazard, and the completed form should be submitted to the designated safety officer or supervisor. Please ensure accuracy and thoroughness in documenting all details of the hazard.

HAZARD REPORT FORM	
Date of Discovery:	
Time of Discovery:	
Location of Hazard:	
EMPLOYEE INFORMATION	
Name:	
Job Title:	
Department / Location:	
Contact Number:	
Email:	
DESCRIPTION OF HAZARD	
(Provide a detailed description of the hazard, including its nature, location, and any potential risks it poses)	
IMMEDIATE ACTIONS TAKEN (IF ANY)	
Actions already taken to mitigate:	
Any temporary measures in place:	
CONSEQUENCES OF HAZARD (IF KNOWN)	
Previous incidents (If applicable):	
Potential severity of consequences:	
CONTRIBUTING FACTORS	
Environmental conditions:	
Equipment involved:	
Procedures (Circle relevant):	Followed / Not Followed
RECOMMENDATIONS FOR CONTROL MEASURES	
Immediate actions required:	
Long-term measures required:	
RISK ASSESSMENT	
Likelihood of occurrence:	
Severity of potential harm:	
REPORTING PERSON INFORMATION	
Name:	
Job Title:	
Contact Number:	
Date Reported:	
Signature:	
ADDITIONAL COMMENTS	
(Any additional information or observation relevant to the hazard)	
ACTION REQUIRED	
Urgency level (Circle relevant):	Low / Medium / High
Responsible person(s) to enforce:	

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57. RISK ASSESSMENTS AND SAFE SYSTEMS OF WORK

- **Generic Risk Assessments:**
 - **Purpose:** identify and assess common hazards across various tasks or areas.
 - **Scope:** Applicable to broad activities or environments within the company.
 - **Process:**
 - Identify hazards associated with generic tasks or areas.
 - Evaluate the risk associated with identified hazards.
 - Implement control measures to mitigate risks.
 - Review and update assessments regularly or when changes occur.
 - **Responsibilities:** Designated Health and Safety Personnel, Managers.
- **Method Statements:**
 - **Purpose:** Outline specific procedures for safely carrying out high-risk activities.
 - **Scope:** Applied to tasks with significant risks that require detailed planning.
 - **Process:**
 - Description of the task or activity.
 - Identification of hazards and associated risks.
 - Sequence of steps to be followed.
 - Control measures and safety precautions.
 - Competency requirements for personnel involved.
 - Emergency procedures.
 - **Approval:** Reviewed and approved by relevant supervisors or managers.
 - **Implementation:** Ensure all personnel involved understand and adhere to the Method Statement.
- **Specific Risk Assessments (including project sites) :**
 - **Purpose:** Address risks that are unique to tasks, projects, or environments.
 - **Scope:** Narrow focus on specific hazards and their associated risks.
 - **Process:**
 - Identify specific hazards relevant to the task or project.
 - Assess risks based on likelihood and severity.
 - Determine control measures tailored to the identified risks.
 - Implement and monitor effectiveness of controls.
 - **Documentation:** Record findings, decisions, and actions taken.
- **Display Screen Equipment (DSE) Assessments:**
 - **Purpose:** Evaluate ergonomic risks associated with computer workstations.
 - **Legal Requirement:** Compliance with Health and Safety (Display Screen Equipment) Regulations.
 - **Process:**
 - Trained and competent person to assess workstation setup, including chair, desk, monitor, and peripherals etc.
 - Evaluate environmental factors such as lighting and noise.
 - Identify risks related to posture, repetitive strain, and visual comfort.
 - Recommend adjustments and ergonomic accessories.
 - Provide training and information to users. Follow the requirements (as a min) of the HSE document CK1
 - <https://www.hse.gov.uk/pubns/ck1.htm>
 - **Frequency:** Conduct assessments regularly (ideally every 12m period and whenever changes to work stations occur).
- **Safe Systems of Work:**
 - **Purpose:** Define procedures and protocols to minimise risks during tasks.
 - **Process:**
 - General step by step procedures for performing tasks safely.
 - Use of personal protective equipment (PPE) if required.
 - Emergency procedures and contacts.

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REVIEW PERIOD:	ANNUALLY OR AS A NEED IS IDENTIFIED	REVIEW:	February 2027



- Communication channels and reporting mechanisms.
 - Training and competency requirements etc.
- **Review:** Regularly review and update safe systems of work based on feedback and incidents.

58. POLICY GUIDANCE

Glass and Framing Solutions Limited have written policies to cover many areas, of which there are comprehensive areas relating to Health and Safety, for example ...

- Equal Opportunities Policy
- Mental Health Policy
- Any other current and issued policies