Health and Safety Policy

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Key Policies

Introductory Note

This safety manual is divided into two sections, namely "policy" and "procedures". The "policy" section contains the company policies on a variety of health and safety issues applicable to our operations. The policy section also contains the company's organisation and responsibilities, relevant to safety, health and the environment.

The specific procedures (including risk assessment and documentation procedures) for putting the goals of the "policy" section into practice are contained in the "procedures" section, this includes any forms, documentation and physical procedures which the company uses to ensure the safety and health of anyone who may be affected by its actions or omissions, (including environmental impacts which the company may have).

Compliance Review

Ganymede Solutions Ltd health and safety policy shall be formally reviewed annually, or more frequently by 4Rail Consulting Ltd, for as long as this company retains their services. This review shall cover all sections of the policy and shall ensure that:

- The responsibilities reflect the current staffing of the company;
- The arrangements remain unchanged;
- The safe working procedures are still applicable.

Additionally, the policy shall be reviewed as necessary to reflect any changes in legislation, appointments or working methods and materials used.

Safety Management System

4Rail Consulting Ltd shall undertake an annual review of the company's safety programme to ensure that the company is in compliance with the policy. This review shall check that:

- All the responsibilities allocated in the policy are understood and are being performed;
- The procedures set up in the policy are being complied with and remain effective;
- Records, as required within the procedures, are being adequately compiled and retained;
- All the necessary reports are being prepared and forwarded to the relevant persons within the company and the relevant enforcing authorities.

They will also evaluate:

- Management and employee attitudes to health and safety;
- The effectiveness of the training carried out and the requirements for further training;
- The effectiveness of the policy to reduce the incidence of accidents, incidents, dangerous occurrences and ill health in the workplace.

The results of the review shall be compiled into a report for the board / director responsible for health and safety and shall include recommendations of the action to be taken to rectify any noncompliance.

Health and Safety Policy Statement

The objective of the company policy, as a fundamental part of its health and safety management system and in accordance with the Health and Safety At Work Act 1974 is to prevent, insofar as is reasonably practicable during the course of the work or duties being undertaken, any accidental occurrence which may directly or indirectly result in:-

- Injury or occupational ill health to any person
- Damage to or loss of any plant, equipment property, materials or products.
- Delays in any processes or operations
- Events, which may otherwise be detrimental to efficiency
- Adverse impact upon the environment

The application and promotion of the policy is the responsibility of Ganymede Solutions Ltd senior management. Whilst duties and tasks may be delegated the overall responsibility remains with the senior management to ensure that Ganymede Solutions Ltd complies with all relevant statutory Health and Safety Legislation, Approved Codes of Practice, and Railway standards

Ganymede Solutions Ltd

- Treats health and safety as seriously as other aims.
- Believes that injuries and occupational illness can be prevented.
- Will set and maintain high standards of health and safety at all locations.
- Where required, works in accordance with Network Rail requirements

Ganymede Solutions Ltd aims to act responsibly to ensure, so far as is reasonably practicable, the health and safety of its employees whilst at work.

Ganymede Solutions Ltd will:

- Set and monitor safety objectives.
- Be committed to continual performance in safety performance.
- Provide and maintain safe systems of work which will minimise risk to health.
- Carry out an assessment of risk to all employees whilst at work.
- Provide sufficient resources for the management of health and safety.
- Provide such information, instruction, training and supervision as is necessary to promote the health and safety of its employees.
- Seek the full co-operation of employees and clients in implementing this policy and promoting good safety practices.
- Ensure all employees are fit for the work they are required to do.
- Minimise risk of injury or illness created by work activities.

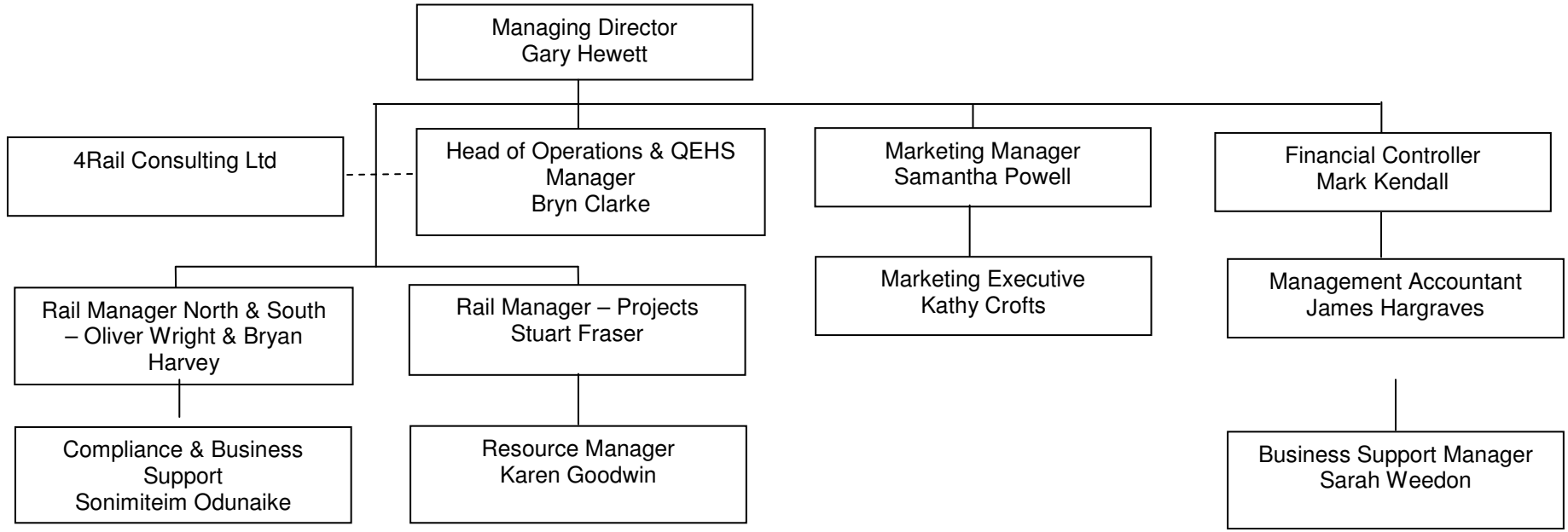
Each employee has a duty to co-operate with the company by:

- Complying with appropriate legal requirements and company health and safety rules.
- Wearing and using the protective clothing and equipment provided.
- Applying good housekeeping to work areas.
- Reporting incidents or hazards which could lead to injury or damage.
- Attending safety training in accordance with Ganymede Solutions Ltd requirements.
- Working safely in the interests of themselves and others.

In addition to the basic health and safety arrangements outlined in the above policy, special procedures need to be adopted and applied in relation to railway work.

Signed		**Dated**	19/01/2011
Managing Director			

Ganymede Organisational Chart



Responsibilities
Managing Director

- The managing director's health and safety responsibilities are to ensure that:
- The company's policy for the prevention of injury, ill health and damage is initiated;
- All levels of management and employees understand the requirements placed upon them by this policy;
- The policy is effectively administered, monitored and that necessary alterations are made to the policy to reflect changes in legislation or company development;
- All levels of employees receive adequate and appropriate training in their tasks;
- The relevant legislation is complied with in all the company's areas of operation;
- Allowances are made in tendering, planning and production processes for the provision of adequate welfare facilities and the necessary equipment to avoid injury, ill health and damage;
- Health and safety activities are co-ordinated between all contractors working on the same site;
- All accidents and incidents are correctly reported and recorded and that action is taken to prevent a re-occurrence of the accident or incident;
- He controls fire prevention and co-ordinates emergency procedures;
- Disciplinary action is taken against all employees who do not comply with the requirements as detailed in the policy documents;
- Liaison with external safety and health organisations is instigated;
- Pertinent information is distributed throughout the company;
- Adequate funds are made available to meet the requirements of the policy;
- The appropriate insurance cover is provided and maintained;
- Provision is made at all meetings, including board meetings, for discussing health and safety;
- Any hazardous substances are stored and handled in accordance with established rules and procedures;
- He sets a good personal example by using the appropriate personal protective equipment;
- A statement on health and safety is included in the company's annual report.

Management

Health and safety responsibilities are to ensure that:

- He/she understands and puts into practice the procedures required under the company's health and safety management system and rail safety management system, as applicable.
- The managing director is informed of any failings or areas requiring improvement in the company's safety management systems or standards;
- They attend meetings and training courses where these are required as part of an appropriate safety management system;
- They work towards developing a positive health and safety culture and encourage consultation and cooperation in addressing risk and hazard management;
- He/she understands the company's health and safety policy and appreciates the allocated responsibilities;
- The most appropriate order and method of work are determined and followed;
- Hazards within the working area are identified and that the appropriate action is taken to remove or

reduce the hazard;

- Facilities for sanitation and welfare are maintained in good order and arrangements are made for installers welfare on sites;
- He/she sets a good personal example by using the appropriate protective equipment;
- All equipment is safe; guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- All equipment is operated by trained and experienced personnel;
- The required protective equipment is issued and used correctly;
- Management is informed of any change to his/her state of health, either temporary or permanent, which might affect his/her working ability or his/her suitability to carry out any particular task or tasks;
- Fire precautions and first aid arrangements are in place and understood by all personnel.

Site Staff

The site supervisor's health and safety responsibilities are to ensure that:

- He/she understands the company's health and safety policy and appreciates the allocated responsibilities;
- Tenders are adequate to cover sound methods of work and the provision of adequate welfare facilities;
- The following are determined at the planning stage:
- The most appropriate order and method of work;
- The provision of adequate lighting;
- Allocation of responsibilities with other contractors on site;
- The hazards which might occur due to overhead or underground services and other situations which might lead to improvisation on site;
- Facilities for sanitation and welfare;
- The provision of basic fire precautions;
- The necessary contacts with emergency services regarding first aid, medical care and rescue procedures are established. The necessary fire fighting arrangements are established;
- Written instructions are provided to establish working methods, to explain the sequence of operations, to outline the potential hazards at each stage and indicate the precautions to be observed;
- Sound working practices are observed;
- The precautions and work methods are checked with site management prior to commencingwork;
- Work is carried out as planned and the relevant legislation is complied with on site;
- He/she sets a good personal example by using the appropriate protective equipment whilst on site;
- All plant on site is safe; guarded in accordance with the relevant legislation and has the required certificates of inspection or examination;
- Young persons (under 18 years) do not drive any item of plant or operate any type of tool or equipment except under direct supervision;
- All plant is operated by trained and experienced personnel;
- All repairs to plant on site are carried out in the proper manner;
- The required protective equipment is issued and used correctly.

Sub-Contractors

Sub-contractors are to comply with all the requirements of this safety policy and are to provide copies of their safety policies and any other documentation appertaining to health and safety that may be requested by the company or their safety advisers. Failure to do so will render the sub-contractor liable to suspension from the site and any financial penalties will be charged to that sub-contractor.

- All work must be carried out in accordance with the relevant statutory provisions and taking into account the safety of others on the site and the general public.
- Scaffolding used by sub-contractors' employees (even when scaffold erected for other contractors) must be inspected by their employer or a competent person appointed by their employer to ensure that it is erected and maintained in accordance with the regulations and codes of practice.
- Sub-contractors' employees are not permitted to alter any scaffold provided for their use, or use or interfere with any plant or equipment on the site unless authorised.
- All plant or equipment brought on to site by sub-contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking. Information and assessment on noise levels of plant, equipment or operations to be carried out by the sub-contractor must be provided to our contracts manager before work commences.
- No power tools or electrical equipment of greater voltage than 110 volts may be brought on to site. All transformers, generators, extension leads, plugs and sockets must be to latest British standards for industrial use, in good condition and regularly PAT tested where appropriate.
- Any injury sustained or damage caused by sub-contractors' employees must be reported immediately to this company's site representative.
- Sub-contractors' employees must comply with any safety instructions given by the company's site representative.
- Ganymede Solutions Ltd will routinely inspect sites and report on health and safety matters. Sub-contractors informed of any hazards or defects noted during these inspections will be expected to take immediate action. Sub-contractors will provide the site manager with the name of the person they have appointed as their safety supervisor.
- Any materials or substance brought on site which has health, fire or explosion risks must be used and stored in accordance with regulations and current recommendations and that information must be provided to any other person who may be affected on site. Assessment of risk associated with any substance or process hazardous to health which will be used on the site must be provided to our contract manager before work commences.
- Sub-contractors are particularly asked to note that workplaces must be kept tidy and all debris, waste materials, etc. cleared as work proceeds.
- A detailed method statement will be required from sub-contractors carrying out high risk activities, e.g. asbestos removal, steel erection, demolition, roofing, entry into confined spaces, etc. The method statement must be agreed with our contracts management before work begins and copies made available on site so that compliance with the agreed method statement can be maintained.

Sub-contractors whose works package includes a design function will present those designs to the principal contractor for onward transmission to the CDM co-ordinator in sufficient time to allow those designs to be considered by the design team prior to work commencing. Any such design work shall be included in the information passed to the CDM co-ordinator as part of the health and safety file.
The sub-contractors' senior site representatives shall attend safety meetings as they are called by the principal contractor or CDM co-ordinator. These meetings shall be the principal point for the transfer of information.

Administration Staff

The office staffs' health and safety responsibilities are to ensure that they:

- Use the correct equipment for the task;
- Only use equipment which is in good condition;
- Report all defects in equipment and materials, or any obvious safety or health hazards;

- Do not endanger themselves or other persons through their actions or failures to act;
- Avoid improvisation;
- Warn new employees of known hazards;
- Refrain from horseplay;
- Do not abuse the welfare facilities;
- Co-operate with the company on all aspects of health, safety and welfare;
- Do not operate any equipment unless they have been fully trained and instructed in its operation;
- Comply with the requirements of the company's safety policy;
- Inform management of any change to their state of health, either temporary or permanent, which might affect their working ability or their suitability to carry out any particular task or tasks.

4Rail Consulting Ltd
4Rail Consulting Ltd have been retained as the company's safety advisers and shall: ○ Provide a telephone advisory service relating to all aspects of health and safety at work; ○ Ensure that the health and safety policy and documentation, as prepared by them, is reviewed and updated as required; ○ By arrangement, provide an accident investigation service and liaise with the enforcing authority; ○ If requested, assess method statements prepared by the company; ○ If requested, attend meetings regarding health and safety, on behalf of the company; ○ If requested, provide health and safety training to both management and staff; ○ Ensure that 4Rail Consulting Ltd’s staff act to reduce imminent danger wherever that may be seen on site.

Ganymede Solutions Ltd Policies In Outline

Driving

Particular attention should be paid to the following items, with regards to risks, safety and correct procedure.

- Use of Mobile Phones - Mobile phones are not to be used whilst driving.
- Inappropriate use of speed.
- Driving whilst being unfit to drive (e.g. through fatigue, (over-the-counter) drugs, illness).
- Not wearing seatbelts.
- Vehicle roadworthiness and weekly checks.
- Towing, loading and unloading vehicles.
- Company Drug and Alcohol Policy.
- Accident and incident Reporting

Ganymede Solutions Ltd expects all staff whilst driving on company business to comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits when driving. The following actions will be viewed as serious breaches of conduct and will result in disciplinary action

- Drinking or under the influence of drugs while driving
- Driving while disqualified, or not correctly licensed
- Reckless or dangerous driving causing death or injury
- Failing to stop after an accident
- Any actions that warrant suspension of licence

Risk Assessment

The purpose of risk assessment is to identify the risks to health and safety to company employees, as well as others affected by this company's activities, in order that measures can be taken to
either remove such risk to health and safety from the workplace or reduce those risks to as low a level as practicable.

In order to comply with legislation this company will require that written risk assessments be compiled by designated company personnel on activities that could be deemed to, or do, present a health and safety risk to either our own employees or others affected by the activities undertaken. These assessments will be available at places where the risk is likely to be encountered and measures will be taken by this company to ensure that the assessment findings and precautionary measures to be taken are communicated to persons at risk.

No work will be undertaken until the risk assessment is completed and briefed to the staff concerned. Ganymede Solutions Ltd will consult its employees with the implementation of any new risk assessments that are required as part of Ganymede Solutions Ltd's operations.

A standard 5x5 matrix will be compiled for each activity, hazard and consequence. To manage the risk, control measures will be indicated which will depend upon the degree of risk involved.

Clients are required to brief Ganymede Solutions Ltd staff on site specific risk assessments and control measures on a site specific basis. In addition to the standard company risk assessment the company operates a trial point of work risk assessment which can be used by drill rig operatives to raise concerns, plan additional control measures or record hazards and control measures which are not covered on the existing risk assessment.

The company's risk assessments are reviewed every 6 months by 4Rail Consulting Ltd as part of our regular interim audits, or, if sooner, following any accident or incident involving Ganymede Solutions Ltd staff. All risk assessments compiled will be subject to review if an officer or manager of the company with sufficient competence suspects that the assessment is no longer valid, or if there has been a significant change in the matters to which the assessment relates.

Accident/Incident Reporting and Investigation

An accident can be defined as an unplanned, unwanted, unscheduled event or occurrence which may result in injury to a person or damage to property or both, and includes acts of non consensual physical violence carried out to a person at work.

It is the policy of this company that all accidents, whether they result in injury or not, must be reported to the supervisor as soon as possible and must be recorded in the accident book and, where necessary, for notifying the appropriate authority as required by the regulations.

The regulations stipulate the circumstances under which the enforcing authority must be notified immediately by the responsible person (normally by telephone) and a written report submitted using F2508 within 10 days of the occurrence, these are:

- Death at work.
- Major injury at work.
- A person not at work is injured and taken to hospital for treatment.
- Dangerous occurrence.

Where an employee of the company is unable to return to normal duties as a result of an injury sustained during the course of work for a period of more than three consecutive days the responsible person will, as soon as practicable, but within 10 days, send a report to the enforcing authorities.

Where an employee suffers from an occupational disease it must be reported forthwith to the enforcing authority on the form F2508A. The disease must only be reported if the responsible person has received a written statement of diagnosis of the employee by a medical practitioner.

Records of accidents and injuries will be kept for 6 years from the date it was made. Extracts of the records will be sent to the enforcing authority if and when requested.

Ganymede Solutions Ltd will promote a no blame culture and promote the reporting of near misses or unsafe practices.

Accident books will be maintained at all sites and completed when an accident occurs. All staff working on client sites and offices will also complete local accident books.

Accidents and incidents affecting Ganymede Solutions Ltd staff will be discussed at management meetings.

Hazardous Substances (COSHH, Lead, Asbestos)

Hazardous substances encompass all substances - liquid, solid, gaseous or biological, that may pose a hazard to health.

It is the policy of this company that all substances used by our employees or affecting our employees will be assessed with regard to the health risks imposed on the employee and others. Where possible, a hazardous substance will be substituted by another less harmful, substance. The company will also take due regard to the storage and transport of hazardous substances.

Assessments made under the regulations for controlling hazardous substances will be recorded, and retained for future reference by employees and first aiders. The procedure for making such assessments can be found in the procedures section of this policy.

COSHH assessments will be provided for all tasks undertaken by Ganymede Solutions Ltd staff where operations are deemed hazardous and control measures are appropriate. No work will be undertaken until the COSHH assessment is completed, copied and briefed to the staff concerned.

The COSHH assessment will not only concentrate on the product specific hazard but also on the use of the product and any adjacent operations, waste or by products which could affect the work. Clients are instructed that COSHH assessments and control measures must be communicated to Ganymede Solutions Ltd staff at the commencement of a project.

Asbestos

It is the policy of this company that all employees will be protected from exposure to asbestos, where that exposure would be in breach of the current asbestos regulations. All staff and sub contractors are instructed to stop work immediately if they come into contact with any material suspected of containing asbestos fibres.

In compliance with regulation 10 of the control of asbestos regulations 2006, when work is carried out where there is a potential to disturb asbestos containing materials, all sub contractors and managers are required to ensure that their operatives are given adequate information regarding the risks from asbestos, and where it is likely to be present.

Specialist contractors will be called in to assess suspicious materials and where necessary to take samples and develop an action plan for dealing with asbestos. At no time will any Ganymede Solutions Ltd employee or contractor working on behalf of Ganymede Solutions Ltd be asked to conduct work on or near asbestos without written instruction and appropriate safe system of work to prevent exposure.

Consultation with Employees

The Health and Safety (Consultation with Employees) Regulations, 1996, requires the employer to consult with employees in good time on matters of health and safety in the workplace. It is the policy of this company that all personnel will be regularly informed in good time regarding the introduction of any substantial measures which can affect health and safety in the workplace, including:

- The appointing or nominating of persons to co-ordinate emergency procedures and health and safety assistance;
- Planning and organising of required health and safety training for employees and health and safety information;
- Any health and safety information the company is required to provide to our employees by or under any relevant statutory provisions;
- The health and safety consequences for company employees of the introduction (including the planning thereof) of new technologies into the workplace.

Consulting employees on health and safety matters can be very important in creating and maintaining a safe and healthy working environment. By consulting employees, Ganymede Solutions Ltd aim to motivate staff and make them aware of health and safety issues. Ganymede Solutions Ltd aim to become more efficient and reduce the number of accidents and work-related illnesses.

Ganymede Solutions Ltd recognises that workforce involvement goes beyond simply giving information or consulting on management proposals. Instead Ganymede Solutions Ltd aims to create a genuine partnership between managers and workers for managing health and safety risks.

Ganymede Solutions Ltd is committed to involving workers as a long term objective to health and safety performance. Leadership, management commitment and sustained action will help to maintain the trust of the workforce and make involving workers part of the culture of the organisation.

Through the workforce involvement, and health and safety policy statements Ganymede Solutions Ltd have made a clear commitment to actively involve the workforce - including part-time and agency workers - as part of a developing health and safety culture. Ganymede Solutions Ltd will work with its employees to fulfil its requirements as states in the Health and Safety (Consultation with Employees) Regulations 1996

Ganymede Solutions Ltd will consult on a range of health and safety matters, including:

- Any measure at the workplace which may substantially affect their health and safety. For example, changes in procedures, equipment or ways of working;
- The employer's arrangements for getting competent people to help him or her comply with health and safety requirements and evacuation procedures;
- The information employers must give to employees about risks to health and safety and preventative measures;
- The planning and organising of health and safety training;
- The health and safety consequences of introducing new technology.

Display Screen Equipment

The management of Ganymede Solutions Ltd recognise that we have a responsibility under the Display Screen Equipment Regulations 1992 to ensure that, so far as is reasonably practicable, the health and safety of those using display screen equipment is not put at risk. We also recognise that as an employer we should take steps to ensure that the general duties (to carry out risk assessment, lighting) are complied with where display screen work is being carried out.

Drug and Alcohol Policy

To assist in the safe performance of our duties, this company operates a strict policy of **no alcohol** and **no drugs** in the workplace.
No alcohol or drugs will be tolerated on site. Anyone who presents themselves for work under, or apparently under the influence of drugs or alcohol will be refused entry to the workplace.
For their own safety, that of their workmates and members of the public any member of staff believing that another is under the influence of drugs or alcohol should report this to their direct manager immediately.

Drugs supplied by a medical practitioner or chemist may still affect safety performance and the employee's direct manager **must** be informed of that circumstance.

Ganymede Solutions Ltd operates a strict system of enforcement and policies and procedures for testing staff under the rail safety management system. This system is also extended to the general operations of the company and this means that operatives must submit to testing when requested, failure to submit to a test will be seen as a positive result and will be the subject of disciplinary proceedings.

Emergency Procedures

In order to ensure the safety of employees, and any other person, it is the policy of this company that documented procedures are put in place regarding situations presenting serious and imminent danger. The individual emergency procedures contained in the procedures section, set out clear guidance on when employees and others at work should stop work and how they should move to a place of safety. In some cases this will require full evacuation of the workplace. In other cases it might mean some or all, of the workforce moving to a safer part of the workplace.
A sufficient number of competent persons within the workplace will be nominated to implement those procedures, which relate to evacuation of any part of the workplace.

When deploying staff to a site controlled by a client, Ganymede Solutions Ltd will always endeavour to obtain a copy of the client's emergency arrangements and record that these have been explained to Ganymede Solutions Ltd's staff. All staff are briefed at induction on the procedure to be followed in an emergency on site.

Staff awareness of emergency procedure is checked as part of Ganymede Solutions Ltd's regular site audit programme. In the event of an emergency, Ganymede Solutions Ltd will cooperate fully with the client and any other interested parties by providing any information or other assistance which is required.

Ganymede Solutions Ltd will ensure that all emergencies affecting their staff working on projects will be fully investigated and reported in accordance with their internal accident and incident reporting policy and procedure.

Ganymede Solutions Ltd emergency arrangements are reviewed regularly as part of the interim audits carried out by 4Rail Consulting Ltd . They are also reviewed following any emergency or relevant drill involving Ganymede Solutions Ltd staff.

Staff must ensure that they understand the emergency arrangements (communication methods, contact numbers, nearest hospital) for the site prior to starting work.

Emergency communication methods must be identified prior to starting work. If mobile phone is to be used the signal and battery must be checked.

Where an incident occurs on a site controlled by the client and which involves serious and imminent danger to

persons or property the client will take control. However, where the accident or incident occurs on a Ganymede Solutions Ltd controlled site or the client is not available to take control then Ganymede Solutions Ltd staff must manage the situation to prevent loss and injury.

Serious and imminent danger includes potential and actual accidents involving death or injury to personnel or members of the public.

Where Ganymede Solutions Ltd staff need to take immediate control of an incident involving serious and imminent danger they must take appropriate action depending on the nature of the incident.

Do not disturb evidence at the scene of an incident, except so far as is necessary to prevent further injury to any person.

Wait for the arrival of the investigator (and the emergency services if relevant) then work to their instruction.

Do not communicate with the news media. Refer all media to the Ganymede Solutions Ltd office.

Do not leave the site unless given permission by the investigating authority, as you may be required as a witness.

Report to Ganymede Solutions Ltd Management as soon possible on the 24 hour emergency number.

Fire Prevention

This company does not require a fire certificate either for its premises or site. However, in accordance with relevant legislation this company recognises the need for effective and suitable fire prevention measures to combat risks to the health and safety of our employees and others affected by our activities.
To this end we are committed to the principle of fire risk assessment (the effective ongoing evaluation of our premises and other workplaces where our employees may be required to work to determine fire risks and control measures required to eliminate or reduce the risk of fire to as low a level as possible).
Where necessary the assistance of suitable persons and/or companies will be enlisted. This company is also committed to the provision of adequate and suitable fire fighting equipment, training in the use of such equipment to identified members of staff, and any other such measures as required by the stipulations contained in relevant legislation. The fire risk assessment and fire risk checklist sections in the procedures section of this policy, detail the way in which this company will conduct fire risk assessment, as well as a checklist of items to be inspected on our premises.

First Aid

It is the policy of this company to provide, or arrange to be provided, equipment and facilities which are adequate and appropriate for rendering of first aid to employees. Additionally, a sufficient
number of trained and suitable persons will be appointed to render first aid to employees, taking into account the specific risks that an employee may encounter in the course of his/her daily tasks. The risk assessment process will be used to determine specific risks as necessary.

The procedures outlined in the procedures section of this policy will be used as a guide to enable this company to determine suitable numbers of first aid trained personnel.
Employees will be informed of the arrangements concerning first aid, including the location of the equipment, facilities and personnel. The location of first aid boxes/equipment and the names of first aiders will be indicated by signage. Wherever reasonably practicable, COSHH data sheets and assessments will be available for use by first aiders.

Employees are instructed to record all accidents, including injuries requiring first aid only, in the accident book provided for this purpose. First aiders/appointed persons are made responsible for the safekeeping and maintenance of first aid boxes/equipment and their contents, and to report deficiencies to company management for action.

Health and Safety Assistance

4Rail Consulting have been retained by Ganymede Solutions Ltd for the purpose of assisting the company in keeping up to date with changes in the law in relation to their employees' working practices and to provide advice on all matters relating to health and safety at work.

Their call out service and telephone advisory service is available. A director should be notified when they have been used. The telephone number available for the advice service is shown below. Should a call be answered by an answer phone, the caller must record their name, their company name and the number at which that person may be contacted.

Health, Safety and Welfare on Company Premises

It is the policy of this company that close attention is paid to the provision of suitable and sufficient facilities and measures to ensure compliance with requirements on health, safety and welfare of its employees at work. Where such a duty extends to outside contractors, visitors or others attending our premises, then procedures will be implemented to ensure their health, safety and welfare whilst on our premises. The company's risk assessment procedure will be used to identify risks to health and safety on the company's premises. A breakdown of the various requirements for health, safety and welfare under the relevant health and safety legislation can be found in "health, safety and welfare in the workplace" in the procedures section of this policy.

Manual Handling Operations

Manual handling means any transporting or supporting of a load including lifting, putting down, pushing, pulling, carrying or moving by hand or by bodily force.

In accordance with the regulations for manual handling, this company will endeavour to avoid the need for employees to undertake manual handling operations that involve a risk of injury. If this is not reasonably practicable then the company will make a suitable and sufficient assessment of the task and reduce the risk to the lowest level that is reasonably practicable. This will include, where possible, the provision of information and general indications on the weight of each load and the heaviest side of any load whose centre of gravity is not positioned centrally.

Assessment will be recorded and reviewed if no longer valid, or there is significant change in the matter to which it relates.

The requirement that the employee has a duty to make full and proper use of any system of work provided by this company (as the employer) to alleviate or reduce the risk of manual handling operations, will be communicated to the company's employees.

Personal Protective Equipment (PPE)

Personal protective equipment means all equipment, including accessories, additions and clothing used as weather protection, which is intended to be worn or held by a person at work to protect that person against one or more risks to health or safety.

It is the policy of this company that suitable and sufficient personal protective equipment (PPE) is provided at no cost to our employees where risk assessment has shown a significant risk to their health or safety while at work.

It is also a legal requirement that the employee uses the protective equipment provided by the company, where practicable return it to the accommodation supplied, and report defects or loss of PPE to the company immediately.

PPE will only be utilised when engineering controls and safe systems of work are not sufficient or practicable in reducing the risk to an acceptable level.
This company also recognises that they are legally required to provide training to their employees in the proper fitting and use of PPE, and the provision of accommodation for the PPE it provides to its employees when it is not in use.

PPE supplied to employees will conform to European Standards as specified by the Personal Protective Equipment at Work Regulations 1992 and the requirements of Network Rails Personal Protective Equipment Policy and Rule Book GE/RT8000.

Issue to employees.

- All employees are to be issued with PPE relating to their specific job. Minimum issue is defined on Page 3

and 4 of this procedure.

- All employees are to acknowledge receipt of PPE on PPE and Safety Equipment Issue Form.
- Replacement PPE item(s) will be issued as and when required at no cost to the employee.
- Hard hats will be re-issued to all employees every 3 years, or if fault or damage occurs.

Care of PPE

- All employees are to receive care instructions with each piece of equipment.
- It is the employee's responsibility to care for their individual PPE equipment.
- PPE damaged through misuse will be replaced at the cost of the employee.
- It is the employee's responsibility to ensure that their individual PPE is kept safe when not in use. Employees continually misplacing or losing their PPE may be subject to replacing the PPE at their own cost. This will be monitored through the PPE and Safety Equipment Issue Form.

Approved Equipment - *All items of PPE are listed below*			
General PPE	Type	Spec	Minimum Issue
Gloves	Superglove Reflex T	BS EN 388	✓
Gloves	Showa 330 Re-Grip	BS EN 388	
Welding Gauntlet	Leather	BS EN 388/407	
Boots	Leather, steel toe cap (Rigger or High Leg)	BS EN 345 200 joules	✓
Hi-Visibility Jacket	Yellow Waterproof	BS EN 471	
Hi-Visibility Trouser	Yellow Waterproof	BS EN 471	
Hi-Visibility Vest	Yellow	BS EN 471	✓
Safety Glasses	High Impact	EN 166	
Safety Goggles	(3) Liquids (4) Dust particles, (9) Hot solid splashes (B) Med Energy Impact	EN 166	
Coverall	Chemical/Dust Resistant, Fire Retardant Type 5 & 6	EN 368	
Ear Protection	Ear Muffs 1435	EN 352-1	
Dust Mask	Particulate Respirator 8810	EN 149	
Boilersuit	Blue	-	
Work Trousers	Green	-	
Polo Shirts	Green	-	
Fleece	Green	-	

Rail PPE	Type	Spec	Minimum Issue
Hi-Visibility Vest	As per High Visibility Clothing GO/RT 3279	BS EN 471 Class 2	Mandatory ✓
Hard Hat	Standard range Kite marked Colour White	BS EN 397	Mandatory ✓
Boots	Riveted, direct vulcanised rubber out sole. Impact resistant toecaps and penetration resistant steel mid soles. Molten metal resistant	BS EN 345 200 joules 300° C	Mandatory ✓
Gloves	Split Leather Cotton Gloves (Rigger)	BS EN 420/388	✓
Hi-Visibility Jacket	As per High Visibility Clothing GO/RT 3279	BS EN 471	✓
Hi-Visibility Trouser	As per High Visibility Clothing GO/RT 3279	BS EN 471	
Hi-Visibility Boiler Suit	As per High Visibility Clothing GO/RT 3279	BS EN 471	✓

Protection of the Public
The protection of the public is to be as important a function as the protection of any other person involved in the execution of the task. The possibility of injury or ill health occurring to a member of the public as a consequence of the company's activities is to be identified in the risk assessment procedure and the control measures required preventing such injury or ill health implemented as part of the risk assessment procedure.

Safety Inspections and Audits
Progressive improvement in health and safety can only be achieved through the constant development of policy, approaches to implementation and techniques of risk control. It is the policy of this company that a systematic inspections and audits of all safety arrangements will be carried out on a regular basis. Regular inspections of work sites are carried out by supervisors/managers at a frequency commensurate with the level of risk imposed by the activity within that area. The company's health and safety advisors, 4Rail Consulting Ltd, conduct an annual audit of the company's safety management system. Records of safety inspections and audits are kept in order that management can monitor the performance of the company and improve the overall safety culture within the workforce. An example of a typical inspection and audit form can be found in site auditing and monitoring procedures in the procedures section of this policy.

Safety Signs and Signals
This company shall use and maintain a safety sign where there is a significant risk to health and safety that has not been avoided or controlled by other means, like engineering controls or safe systems of work, and where the use of a sign can help reduce the risk.

Smoking Policy
This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure. **Policy** It is the policy of Ganymede Solutions Ltd that all our workplaces and sites are smoke-free, and all employees have a right to work in a smoke free environment. This policy came into effect on Sunday, 1 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors. **Implementation** Overall responsibility for policy implementation and review rests with Ganymede Solutions Ltd however, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

Non-Compliance
Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Help To Stop Smoking
The NHS offers a range of free services to help smokers give up.

Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details.
Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

Training

In order that personnel can work safely and efficiently it is important that each person receives training appropriate to the job they are required to do. Whilst appropriate qualifications are required by the company before employment, it is not accepted that training will cease for that employee. It is the policy of this company that all employees continue training during the course of their employment by various methods ranging from attending residential courses to "informal briefings".

All employees will receive appropriate induction training that will include the standard introduction programme, making them aware of their statutory duties, the emergency procedures and an explanation of the company safety policy. An awareness of safety issues at all levels is an important feature in the promotion of this safety policy. Accordingly, in all forms of training, the safety requirements related directly or indirectly to the task or work area will be an integral part of occupational training and appropriate training will be given to anyone who undertakes a new task.

All training will be mandatory and records kept of courses and qualifications. Examples of training records can be found in "consultation with employee's procedures" in the procedures section of this policy.

Work Equipment

It is the policy of Ganymede Solutions Ltd that all work equipment used in the course of company activities, whether provided by the company, on lease or loan to or from another company, or belonging to individuals, should be safe for use, suitable for the task and properly maintained in accordance with the manufacturers/suppliers instructions and at intervals set by this company.

Work equipment means any machinery, appliance, apparatus or tool and any assembly of components which, to achieve a common end, are arranged and controlled so that they function as a whole.

All personnel who use work equipment, and those who supervise them, will have available to them adequate health and safety information and, where appropriate written instructions in the safe use of that equipment.

All personnel who use work equipment, and those who supervise them, will receive adequate training for purposes of health and safety, including training in the methods which may be adopted when using the work equipment, any risk which may be generated by that use and the precautions to be taken.

Where there is a specific risk associated with the use, repair, modification, maintenance or servicing of any equipment, only those personnel specifically trained and authorised will be permitted to carry out such operations.

Machinery which is considered to be in any way dangerous will be fitted with the appropriate guarding and other safety devices required to reduce that danger to the lowest practicable level, and only those personnel specifically trained and authorised will be permitted to use that equipment. Where applicable, manufacturers, and/or suppliers of work, equipment to this company, will be approached by management to supply pertinent safety instruction and information relating to the work equipment's function and safe usage.

Working At Height

All work at height will be sufficiently assessed and adequately supervised and controlled using trained and competent personnel and safe systems of work.

We shall ensure that work at height is not carried out when it is reasonably practicable to carry the work out safely other than at height (e.g. the assembly of components should be done at ground level).

When we carry out any work at height, we are aware that it is essential to provide a safe place of work with safe access to and egress from the place of work. All working platforms, ladders, scaffolds, etc will be safe for use, kept as clear and clean as possible to prevent slips and trips and be subject to regular inspection.

We shall take suitable and sufficient measures to prevent, so far as is reasonably practicable, any person falling a distance liable to cause injury (e.g. by the use of guard rails). When necessary, we shall take suitable and sufficient measures to minimise the distance and consequences of a fall (e.g. by the use of safety nets). In planning for working at height we shall ensure that the most suitable equipment is used giving preference to collective protection over and above individual protection wherever possible.

Working Times Regulations

The working time directive is a piece of European Union (EU) legislation designed to prevent damage to the health of workers through working excessive hours. The Working Time (Amendment) Regulations 2002 stemming from The Working Time Regulations 1998 currently implement the provisions for the above directive.

The regulations set out statutory rights for employees in respect of rest, maximum working time and holidays, with consideration given to young persons, overtime, night/shift workers and excluded days.

It is the policy of Ganymede Solutions Ltd to adhere to the current working time regulations and to adapt to regulatory amendments as and when they should come into force. Our procedures for this policy can be found in the procedures section of this document.

Confined Spaces

A confined space is defined in the Confined Spaces Regulations, 1997, as being a place of an enclosed nature where there arises a reasonably foreseeable specified risk. As entry, working and exiting from confined spaces are within our company remit it will be ensured that such work is done in a safe manner as prescribed by legislation. This will include the provision of suitable and effective emergency arrangements, risk assessment prior to any working in a confined space and a company safe system of work for entry, exit and working in confined spaces. Our company employees will not be required to work in confined spaces if it is reasonably practicable to carry out the work in another way. Detailed company procedures for entry, exiting and working in confined spaces can be found in the safe systems of work section of this safety policy.

Foreign Workers

It is our duty as an employer under the Health and Safety at Work act 1974 to provide all of our employees with the appropriate safety training to enable them to do their job without unacceptable risks of illness and injury.

This company will ensure that special arrangements are in place to ensure that this duty is fully complied with including special arrangements for training of workers who may only understand English as a second language, to be delivered in foreign languages.

The HSE and TUC has produced new safety information that has been translated into 21 different languages “your health and safety guide “this guide for workers provides information about safety rights at work, the level of safety training that workers should expect from their employers and who they should complain to if they believe their safety is being compromised by poor workplace practices.

Hire & Supply

Where equipment is hired in there is a duty under The Provision and Use of Work Equipment Regulations 1998 to ensure that:

- The equipment hired is suitable for the task and conditions that it is to perform;
- It has been properly maintained and inspected before work commences, with proof in the form of an inspection certificate or similar form;

- It is supplied with all relevant information (maintenance schedule, etc.) and operating instructions;
- Any necessary instruction and training is given to site operatives;
- A qualified or competent person is available to use the equipment;
- Any maintenance/inspection that is required, is carried out at the correct intervals by a competent person;
- Any equipment hired complies with The Provision and Use of Work Equipment Regulations 1998.

SUPPLY

Where equipment is supplied there is a duty under The Provision and Use of Work Equipment Regulations 1998 to:

- Ensure that it is supplied in good working order accompanied by a current inspection/test certificate;
- Ensure that it is supplied with all relevant information and instruction;
- Provide any training as required by the hirer;
- Provide maintenance/inspection schedules as required;

Ensure that any equipment supplied complies with The Provision and Use of Work Equipment Regulations 1998.

Lone Worker Policy

This company recognises that there are times when it may be necessary for a member of staff to be employed as a lone worker. While the company accepts that this may be unavoidable it also accepts that it is not ideal and before lone working is allowed to take place alternative methods of completing the task will be explored.

Should lone working be unavoidable additional control measures will be considered and where necessary implemented in accordance with the relevant risk assessment.

Review these commitments each year, what has been achieved, plan ways to implement them and let all employees know about progress and future plans.

Noise at Work

Excessive noise in the workplace presents a risk to all personnel, and may lead to irreparable hearing damage. Regulations regarding noise at work require that employers make provisions to protect their employees from levels of noise that could pose a risk to their hearing.

It is the policy of this company to comply with The Control of Noise at Work Regulations, 2005, in so far as they affect our own employees or those who may be affected by our undertakings.

If excessive noise is highlighted during the risk assessment process or during onsite activities steps will be taken to reduce the noise to as low as is reasonably practicable. For the avoidance of doubt a noise monitoring exercise will take place to establish whether the exposure is above the prescribed action levels.

Where the level is less than 80dB (A) no further action will usually be necessary, although it is the policy of the company to keep all noise to a minimum level consistent with good commercial practice.

Where the level exceeds 80dB (A), but is less than 85dB (A), then all persons affected shall be advised of the survey results, instructed about industrial hearing loss and advised to wear hearing protection. The company shall supply such protection free of charge.

Should the survey reveal levels of over 85dB (A), and/or peak levels of over 140dB (A), then the company shall do all that is possible to reduce these levels so far as is reasonably practicable. Identified areas will be marked as ear protection zones in accordance with BS 5378, and the wearing of hearing protection shall be made mandatory.
Employees have a duty under these regulations to wear protection provided when instructed. Records will be kept of all surveys and subsequent action taken.

Occupational Health Programmes and Health Surveillance

At the present time this company rarely uses or comes into contact with any substances (e.g. lead, asbestos, COSHH substances) in concentrations, or in circumstances which would warrant an occupational health programme or health surveillance to be carried out on any of it's employees.

If a need for health surveillance is identified as a result of our assessment procedures and/or available information about any of the sites where our employees would carry out those tasks, then such health surveillance and monitoring would be initiated by the management of this company.

Our assessment procedures are reviewed on a regular basis to take into account the introduction of new technologies, new information about products used by this company (and their effects on health) and legislative requirements. Additionally, we employ the services of an external independent health and safety consultancy to advise us on such issues.

Vibrating tools

Where the level exceeds 2.5 m/s^2, but is less than $5m/s^2$ for hand vibration and exceeds $0.5m/s^2$ but less than $1.15m/s^2$ for whole body vibration then immediate steps will be taken to reduce exposure and all persons affected shall be advised of the survey results, instructed about the risks of vibration and advised on suitable changes in procedure to limit exposure. The company shall supply any protection deemed necessary free of charge.

Should the survey reveal levels of over $5m/s^2$ for hand arm vibration and over 1.15 m/s^2 for whole body vibration, then the company shall do all that is possible to reduce these levels so far as is reasonably practicable. Records will be kept of all surveys and subsequent action taken.

Working with Electricity

It is the policy of Ganymede Solutions Ltd that no person in its employment is allowed to work on or near any live conductor, except where the live conductor is insulated so as to prevent danger, or there is an absolute need for the equipment to be live in order for work to be carried out. The following factors will be considered when determining whether work with live conductors is justified:

- When it would not be practicable to carry out work with the conductors dead (e.g. testing purposes);
- If making the system dead will create hazards for other users of the system, or for continuously operating plant, etc;
- The need to comply with other statutory requirements;
- The level of risk involved in working on the live equipment and the effectiveness of the precautions available set against the economic need to perform that work.

This company recognises that statutory legislation only permits persons at work to be near live conductors if it is not feasible to do the work at a safe distance from the live conductors.
Additionally, persons whose presence near the live conductors is not necessary should not be so near the conductors that they are at risk of injury.

Portable electrical equipment will be tagged, tested and maintained on a regular basis. The recommended maintenance frequencies under electrical procedures at work in the procedures section will be used as a reference point for all items of electrical equipment utilised by this company.

Workplace Transport and Vehicle Operations

Ganymede Solutions Ltd recognises the potential dangers that can be associated with the operation of trucks, tracked equipment, lorries/trailers, tankers, dumpers, compressors and forklifts and to that end decree that only suitable qualified/competent drivers who have attended a recognised course of instruction in the operation of those vehicles may be permitted to operate the company vehicles.

There is also an awareness of the hazards presented by delivery trucks and also from visitor's/ clients vehicles whilst moving around a work site. The company has therefore developed a relevant procedure to help protect the

workforce and visitors alike. This can be found in the procedures section of this manual.

Young Persons

The Health and Safety (Young Persons) Regulations 1997 were incorporated into and amendment of the Management of Health and Safety at Work Regulations 1999. Ganymede Solutions Ltd will rarely be in a position to offer work to operatives under the age of 18, due to the perceived risk operations the company undertakes involving work on railway premises and work using mobile plant. However should the opportunity arise the company would not discriminate against a potential employee based on age and therefore the company has developed a procedure including the drafting of a suitable and sufficient risk assessment before employing young persons taking into consideration their inexperience, lack of awareness of health and safety risks and the possibility that they may be physically or mentally immature. Details of the company procedure in dealing with the employment of young persons can be found in the procedures section of the manual.

Communications on Site

Every effort will be made by both management and employees of Ganymede Solutions Ltd to keep other contractors, clients and other interested parties informed of health and safety issues pertinent to this company's operations on site. The precise nature of the form of communication to be used will be dependent on the requirements of the site and/or the client (e.g. memos, formal safety meetings, verbal, compilation of documentation, etc). The mode of communication will be agreed upon before work starts and that both site management and operatives are aware of this requirement.

Communications between management and employees of this company will be such that legislated requirements are adhered to and that employees are aware of matters having an impact on their health and safety during the course of works. Modes of such communication can be found in "consultation with employee's procedures" in the procedures section of this policy.

Trade contractors/sub contractors carrying out work for our company are expected to have a communications procedure in place, which is suitable and sufficient for the individual work circumstances. Proof of such communication procedures is part of our vetting procedure prior to works being awarded.

Company Staff Visiting Hazardous Areas/Sites

"Hazardous areas" in the context of this section relates to areas within the company premises, or on external work sites (e.g. construction sites) where company employees are required to work/visit on company business. It is the policy of this company that when company employees are required to work in/visit external work sites or parts of the company's premises that are deemed to be hazardous, then certain procedures will be put into place before entry or any works are undertaken. These procedures will either be in the form of a specific risk assessment or safe system of work as the case may be and might incorporate a permit to work system.

Health, Safety and Welfare on Construction Sites

Ganymede Solutions Ltd will ensure that all workers are provided with adequate welfare facilities as per schedule 2 of the Construction (Design and management) Regulations 2007, however on sites where a principal contractor or client has taken on the responsibility for the development of the health and safety plan including the provision of welfare facilities comply Ganymede Solutions Ltd responsibility will be restricted to ensure that the facilities are in place rather than the actual provision.

Ganymede Solutions Ltd is committed to providing a safe working environment for its employees required to work on construction sites and will fulfil its health and safety responsibilities through the procedures section of this safety policy which contains detailed procedures for managing the various aspects of health and safety on site (i.e. CDM roles and responsibilities, site documents, site monitoring and auditing procedures, temporary structures, emergency procedures, transport, etc).

Trade Contractors Safety Information

Safety information, which forms an integral part of the company's health and safety policy, is applicable to all trade contractors and persons under their control and forms part of the terms of contract. Trade contractors are required to ensure that:

- They, and all persons under their control, familiarise themselves with the site and any hazards to be found on the site;
- Their activities are conducted in accordance with the safe practices as detailed in this
- policy, taking precautions to protect all employees and others who may be affected by their actions or failures to act;
- They comply with all the relevant legislation applicable to the workplace;
- They provide the correct protective equipment and clothing to their employee at the contractor's expense;
- Employees remain within the designated areas of their work;
- They only employ persons who are sufficiently trained and experienced in the performance of their duties. If persons under training are employed, the contractor is to ensure that they are adequately supervised.
- They play an active role in 'tool box talks'.

Nothing in the above information relieves the contractor of their duties and obligations under statute or common law. Failure to comply with our company's health and safety policy or any legal requirements will lead, at our company's discretion, to suspension of the contractor's work, at no cost to the employer, or to termination of the contract. Trade contractors will regularly be subject to a 'competency review'.

Refusal To Work

Ganymede Solutions Ltd recognise our prime responsibility under the "Health and Safety at Work Act 1974" (HASAWA) for the health, safety and welfare of our employees, contractors and third parties affected by our work.

Safety is fundamental to all parties whose activities impact on the work site. Each person under the HASAWA is obliged to observe two fundamental rules:

1. "To take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions at work." [HASAWA Part 1 Section 7(a)]

2. "as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with." [HASAWA Part 1 Section 7(b)]

Section 7(b) of the act is discharged by every person working on Ganymede Solutions Ltd Controlled sites observing any restrictions placed on them by; Risk Assessments, Method Statements, Work Package Plans, company standards.

Section 7(a) ensures that the employee does not knowingly place themselves or anyone else at risk.

On any occasion that an employee is required to carry out tasks that he or she considers to be unsafe, the employee has, once all reasonable steps have been taken to resolve objections, the right not to perform the task. Once the employee has refused to carry out a task their objections must be taken to the appropriate manager for resolution