

Important note to Employers

Like other employers, you are obliged to ensure, as far as reasonably practicable, the health and safety of all your employees, trainees, workers, contractors, visitors and others who are affected by your work. There are many specific health and safety obligations. One of your most important duties is to have and implement adequate health and safety procedures. These include procedures to ensure a safe place of work, safe work equipment and safe work systems. You will also need to provide health and safety information, instructions, training and supervision.

Your health and safety procedures must be recorded in a written health and safety policy, if you have 5 or more workers. However, you are only able to adopt adequate procedures and policy if you recognise the health and safety risks present in your workplace and identify how they may be minimised. Therefore, before adopting this health and safety policy, the law requires you to:

- (i) identify existing and potential hazards and risks in your workplace;
- (ii) decide their severity;
- (iii) identify who might be affected by them;
- (iv) record in writing all findings which require special measures to be taken; and
- (v) decide on, and take, practical measures to eliminate those risks. Health and safety measures need to match the identified level and type of risk.

The findings from your risk assessment and the measures you decide to take ought to form the basis for your health and safety policy. The health and safety policy which you have just bought was prepared by our specialist lawyers. It is designed for use by employers who carry out an industrial business (eg light industry or manufacturing) with up to 75 workers in total. The policy is based on generally identified health and safety risks associated with industrial work. It sets out 'good practice' measures and specific legal requirements, suitable and necessary to eliminate those risks.

It is essential that you read this policy carefully. Make sure that you understand what you undertake to do and that you are, in fact, willing and able to do what is promised. Occasionally an employer might find that, having carried out a comprehensive risk assessment, its workplace has certain risks or hazards which are not covered by this policy. These are likely to be unusual or unique risks, specific to the employer's business. If this applies in your case, you can still use this policy. You will merely need to adopt and write in the measures necessary to minimise the specific risk you have identified. This can be done easily and simply in Word.

Once you adopt the policy, you need to ensure that your workers meet their duties under it. For example, workers must use protective equipment where required and managers should provide adequate supervision and training where necessary. You will also need to actively monitor the effectiveness of the procedures under this policy.

Tops Entertainment and Marquees

HEALTH AND SAFETY POLICY

Dated: 5th March 2003

STATEMENT OF INTENT

1. Tops Entertainment and Marquees (“ TOPS ”) recognises and accepts its legal obligations (under the Health and Safety at Work etc Act 1974 and all applicable regulations made under it) to ensure, as far as is reasonably practicable, the health, safety and welfare at work of all its employees, persons in training, directors , contractors and temporary workers (“Employees”) and the health and safety of visitors and other persons who attend or use its premises and who may be affected by its work (“Visitors”).

2. In accordance with its legal obligations, TOPS has carried out a risk assessment of its activities, equipment, facilities, building and all other related arrangements where matters of health and safety may be involved. This Health and Safety Policy (“the Policy”) is designed to enable TOPS to comply with its statutory health and safety obligations, to apply the necessary measures identified in its risk assessment and to adopt all other reasonably practicable measures (within the limits of available resources) to:

- 2.1 reduce hazards and the risk of personal injury to its Employees and Visitors arising out of its activities;
- 2.2 maintain a safe and healthy place of work; and
- 2.3 reduce hazards and the risk of damage to its property.

3. In particular, TOPS shall:

- 3.1 continue to identify hazards and assess risks to health and safety;
- 3.2 provide and maintain safe plant, equipment and systems of work that are free of risk to health;
- 3.3 maintain any place of work under its control (including access and egress) safe and free of risk to health;
- 3.4 provide safe arrangements for the use, handling, storage and transport of articles and substances;
- 3.5 provide adequate and appropriate information, instructions, training and supervision;
- 3.6 consult with all the Employees on health and safety matters;

- 3.7 liaise with contractors and other employers where necessary;
- 3.8 monitor, inspect and review the implementation of this Policy; and
- 3.9 review and update this Policy annually .

4. To this end, proper implementation and application of this Policy by everyone is paramount. Employees are required to comply with the terms of this Policy and any related arrangements or policies from time to time in force; take all reasonable steps to protect their own safety and that of other Employees; and co-operate with management in the implementation of this Policy.

5. The ultimate responsibility for overseeing the implementation of this Health and Safety Policy rests with TOPS 's Managing director .

SIGNED: _____
Stephen Shaw (Managing director)

DATED: _____

ADMINISTRATIVE ORGANISATION

1. Management

1.1 The ultimate responsibility for preparing and reviewing this Policy rests with TOPS 's Managing director . If necessary, s/he shall be assisted by the health and safety officer and / or other members of management and / or Employees appointed by him / her from time to time.

1.2 The Managing director is also responsible for the implementation of this Policy. However, this responsibility may be shared with the health and safety officer (for all work, work areas, Employees and Visitors of the business) .

1.3 In particular the health and safety officer (for all work, work areas, Employees and Visitors of the business) shall be responsible for:

1.3.1 identifying risks within his/her/their area(s) of responsibility and putting in place arrangements for controlling and reducing such risks;

1.3.2 monitoring the implementation of this Policy;

1.3.3 advising all Employees in his/her/their area(s) of responsibility on all matters of health and safety;

1.3.4 monitoring the physical conditions of premises at his/her/their area(s) of responsibility to ensure that Employees and Visitors are exposed to the lowest reasonably practicable level of risk;

1.3.5 providing and communicating up-to-date health and safety information;

1.3.6 providing or arranging health and safety training;

1.3.7 liaising with the health and safety enforcing authorities; and

1.3.8 providing support for TOPS 's Managing director .

1.4 In addition, the health and safety officer (for all work, work areas, Employees and Visitors of the business) must make appropriate arrangements to monitor the effectiveness of all health and safety arrangements within his/her/their areas of

responsibility (including, regular safety audits). Where necessary, remedial action should be agreed on, reported to the Managing director and carried out within reasonable time.

1.5 In addition, TOPS 's health and safety officer shall consult with all the Employees on health and safety matters.

1.6. It is the responsibility of the health and safety officer to ensure that all new Employees receive relevant health and safety information within reasonable time of joining TOPS .

2. Employees

2.1 Employees have a duty to take reasonable care for their health and safety and that of others who may be affected by their actions or omissions.

2.2 In addition, Employees are required to comply with the terms of this Policy to the extent that it applies to them. Failure to do so may result in disciplinary action (including, where appropriate, dismissal). In particular, Employees should become familiar with the provisions dealing with emergencies, fire precautions and procedures, bomb alert procedure and first aid arrangements.

2.3 Employees are required to report to the health and safety officer any thing which they suspect may represent a serious and immediate health and safety danger and / or a shortcoming in TOPS 's health and safety arrangements.

2.4 Any Employee who has a disability or who otherwise suffers from any condition which may affect the implementation of any of the terms of this Policy in relation to him / her, is encouraged to inform his / her direct superior of his / her disability or condition and any effect it may have.

2.5 No person may intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare under this Policy. An Employee who is

suspected of such interference or misuse may be subject to disciplinary action (including, where appropriate, dismissal).

2.6 An Employee who has any question in relation to this Policy or any health and safety matter, should contact the health and safety officer .

INFORMATION, INSTRUCTION AND TRAINING

1. Information

1.1 Health and safety information comes from numerous sources. Employees who seek health and safety information are advised in the first place to contact the health and safety officer . In addition, Employees may search and download useful information using the World-Wide-Web (eg using the search term “health and safety”). Free HSE advisory leaflets on a wide range of health and safety issues may be obtained from the health and safety officer .

2. Instructions

2.1 Specific practical information (instruction) on how to carry out processes or use equipment safely can be obtained from the health and safety officer . In addition, manufacturers’ instruction manuals should be consulted before any equipment is used and in the event of any fault, defect, problem or query.

3. Training

3.1 Health and safety training will be arranged by the health and safety officer as and when appropriate and may be provided internally or externally. In particular, it is envisaged that training shall be provided upon Employees joining TOPS and on their being exposed to new or increased risk (eg following the introduction of new equipment, technology or systems of work). Where appropriate, training shall be repeated periodically. Records of all training shall be kept centrally by the health and safety officer .

GENERAL HEALTH AND SAFETY PRECAUTIONS

1. Having carried out a risk assessment, TOPS has and shall continue to have, and Employees are required to maintain, a clear understanding of the hazards involved in any particular situation and remain vigilant towards the general condition of any equipment, materials and other items in use.

2. Where appropriate, Employees shall receive / undergo adequate training designed to help them maintain safety awareness, look out for safety risks and understand the importance of minimising risks and of adhering to methods which are designed to achieve this.

3. All known problems and / or defects to equipment or items must be reported to the health and safety officer . If necessary, the relevant equipment or item shall be taken for repair.

4. Employees' clothing and footwear must be suitable for the work they do. Where protective clothing and equipment are required, they shall be provided and must be used.

5. Employees who do certain types of work may be required to undergo medical screening before commencing and during their time at work.

WORK ARRANGEMENTS AND WORKING AREAS

1. General precautions

1.1 Buildings where work may be carried out shall be of sound construction with safe means of access and egress. Working areas shall be designed to ensure adequate space, light, temperature and ventilation for reasonable comfort and safety. Noise levels should

be as low as the work permits and within safe limits. Where it is not reasonably practicable to keep noise to safe limits, protective personal equipment shall be provided and must be used by Employee.

1.2 Any area of special hazard shall be signposted clearly and be subject to suitable safety measures and access arrangements. Appropriate protective equipment / clothing shall be provided for dealing with any particular danger or risk at the relevant area, and must be used / worn.

1.3 Only specially trained and authorised Employees may enter and, if necessary, work in a special hazards area, including roofs and confined spaces which are likely to be unventilated. Such Employees are required to contact the health and safety officer and to take all the necessary precautions before commencing work.

1.4 Corridors and staircases must provide safe emergency escape routes and access. They must not be used as storage or work areas. Windows, doors and gates shall be suitably constructed and, if necessary, fitted with safety devices.

1.5 Employees are reminded that polished / wet floors may be slippery; there should be no running on bare floors. In addition, all floors must be kept dry and free of litter, goods, trailing cables etc. An Employee who detects torn floor surfaces (eg carpet) should report this immediately to the health and safety officer .

1.6 Access to high-level storage should be made using adequate equipment which shall be available (eg a step ladder, not a revolving stool or chair). Manual handling instructions must be followed when carrying any load.

2. Temperature and humidity

2.1 Steps shall be taken to endeavour to keep temperature in TOPS 's premises within a comfortable range and in any event above the statutory minimum of 13°C for active work and 16°C for office work (after the first hour of work and except for cold rooms, rooms

which are open to the outside and the like). There is no set maximum temperature, but TOPS shall endeavour to ensure that temperature is maintained at a comfortable level. In addition, TOPS shall endeavour to keep buildings at a comfortable humidity range (40-75% RH) to prevent irritation to eyes and respiratory tract. When requested to do so, the health and safety officer will carry out temperature and humidity monitoring.

2.2 Where, due to an Employee's work, it is not practicable to maintain the temperature and level of humidity specified in clause 1.1 above (eg because an Employee works outdoors or drives a fork-lift truck), TOPS shall take all reasonable measures to prevent the risk of injury to the Employee (eg by providing personal protective clothing, allowing for acclimatisation to the work environment and training). Employees are required to adhere to all such measures and use protective equipment at all times.

2.3 Cooling equipment must not be positioned in such a way that long hair might get caught. Heating apparatus must not be placed near paper, furnishings and other equipment or material which can catch fire. Private heating or cooling equipment must not be used, except with the prior written authorisation of the health and safety officer (in which case, all equipment shall be tested and inspected regularly, as required by law).

3. Lighting

3.1 It is important that Employees have adequate lighting suitable for the activity which they carry out. Accordingly, TOPS shall endeavour to supply lighting in accordance with the following *average* and *minimum* levels (given consecutively in lux):

3.1.1 movement of people, machines and vehicles, eg in corridors (*20 and 5 lux*);

3.1.2 movement of people, machines and vehicles in hazardous areas, eg construction sites (*50 and 20 lux*);

3.1.3 work requiring limited perception of detail, eg kitchens, shops (*100 and 50 lux*);

3.1.4 work requiring perception of details, eg offices (*200 and 100 lux*); and

3.1.5 work requiring fine perception of details, eg drawing offices, editing (*500 and 200 lux*)

3.2 Lighting shall also be provided at places of particular risk (eg crossing points). Automatic emergency lighting, powered by an independent source, shall be provided where sudden loss of light would create a risk to health and safety.

4. Noise

4.1 Wherever there is a noisy work environment (eg an Employee needs to shout to communicate with a person about 2 meters away), the health and safety officer should be informed and shall arrange an assessment of noise levels. A record of any assessment shall be kept until a new assessment is made.

4.2 If noise or sound pressure exceeds the level prescribed by law (85dB(A)), steps shall be taken to reduce the noise / sound pressure to the lowest level reasonably practicable. Where noise level is between 85dB(A) and 90dB(A), Employees shall be supplied with ear protection (eg ear muffs or ear plugs) which they are advised to wear and with information about the risks involved. Where noise level exceeds 90dB(A), Employees shall be supplied with ear protection which they must wear whenever they are in any area of such high noise (“a hearing protection zone”) and with information about the risks involved.

4.3 Where necessary and so far as this is reasonably practicable, hearing protection zones shall be marked with appropriate notices.

4.4 Ear protectors must be maintained and stored properly and in accordance with any relevant instructions (eg manufacturer’s maintenance schedule). Any defects must be reported immediately on their discovery to the health and safety officer .

4.5 Any Employee who, on a daily basis, is exposed to noise of at least 90dB(A) on average (disregarding any ear protection equipment), who works for more than a few weeks in any 12 months period in an environment where noise levels are at least

95dB(A), or who is exposed to higher noise levels for very short periods of time, shall be offered regular hearing checks.

5. Lone and after hours working

5.1 As far as reasonably practicable, lone / after hours working shall be carried out only if:

5.1.1 a second person is present in the building and within earshot;

5.1.2 at least one person in the building is competent to deal with any hazard peculiar to the job at hand;

5.1.3 a telephone (allowing external and internal connection) is available to the person working alone or after normal hours;

5.1.4 an appropriate and adequate safety procedure is established (eg a telephone reporting system / regular security patrols); and

5.1.5 special arrangements are made to ensure the safety of any disabled Employee who works alone / after normal hours.

6. New and expectant mothers

6.1 An assessment has been carried out of the health and safety risks to female Employees who are of child-bearing age and their baby and TOPS has taken and shall continue to take all reasonably practicable steps to prevent such risks, as required.

6.2 Where it is not reasonably practicable to prevent the risk to health and safety of a particular Employee who is a new or expectant mother or to her baby, TOPS shall alter the Employee's working conditions or hours of work if this is reasonable and will avoid such risk.

6.3 If it is not reasonable to alter the Employee's working conditions or hours of work, or doing so would not prevent health and safety risks, TOPS shall suspend the Employee for as long as is necessary to avoid such risk. During her suspension, the Employee shall receive remuneration at the rate of a "week's pay" (as defined by law) for each week of suspension.

6.4 A new or expectant mother who works at night and who is required for health and safety reasons not to be at work for a period of time (under a certificate of a registered medical practitioner or midwife), shall be suspended for this period. During her suspension, the Employee shall receive remuneration at the rate of a “week’s pay” (as defined by law) .

7. Manual handling operations

7.1 Manual handling operations include any task which involves lifting, moving and supporting loads through physical effort.

7.2 As far as reasonably practicable, manual handling operations shall be avoided, eg by eliminating or redesigning the task or by using automation or mechanisation. Where a manual handling operation has to be carried out, it ought to be assessed and risks of injury identified. All reasonably practicable safety measures must be taken, including informing the relevant Employee of the weight of the load to be carried; altering or splitting of the load; providing and using mechanical aid equipment; and changing the task layout or design. No Employee should be asked or attempt to lift a load that is too heavy.

7.3 Any Employee who carries out a manual handling operation is required to:

7.3.1 check that the area through which and to which the load is carried is clean and tidy;

7.3.2 wear shoes which have a good grip and, if reasonably practicable, protective toecaps; not wear loose clothing; wear gloves (when necessary); and use all other supplied and necessary protective and handling equipment;

7.3.3 stand close to the load and plant feet firmly with legs approximately 30 centimetres apart;

7.3.4 squat with bent knees, keeping his / her back straight and chin tucked in;

7.3.5 grip the load firmly and stand up slowly with the load kept near the body - the load should not be lifted above chest height;

- 7.3.6 use smooth movement; avoid jerking, twisting, jumping etc;
- 7.3.7 lower the load slowly by bending the knees and letting the legs take the strain;
- 7.3.8 take extra care if suffering from a back problem;
- 7.3.9 ask for help if necessary.

8. Working at heights

8.1 When working at heights, Employees must take all necessary precautions to avoid the risk of falling. To this end, Employees should use guard railing or safety belts / harnesses, as appropriate. Safety belts or harnesses must be adequately anchored to the structure whenever an Employee is at his / her working position or at rest.

8.2 Safety lines fitted to safety belts must limit a fall to 0.6 meter. Where it is necessary to have a fixed length line which permits a longer fall, a full harness must be worn together with a shock absorber. In any event, the line must not allow a fall of more than 1.8 meters. In a situation where a fixed-length line would not limit a free fall to 1.8 meters or less, an inertia reel type safety line must be used with a full harness. Safety lines / belts / harnesses must be stored properly, in accordance with instructions. Should they be found to be defective (eg damaged accidentally or through shock loading), they must not be used.

8.3 General access scaffolds must be assembled by properly trained Employees only, in accordance with the HSE Guidance Note on General Access Scaffold (GS 15). Tower scaffold platforms shall only be assembled by properly trained Employees in accordance with instructions from the health and safety officer .

8.4 When working at a height greater than 2 meters, protection from fall shall be provided by way of fencing with two rails to a height of at least 110 centimetres. Where no protection can be provided (eg on roof edges), a separate risk assessment shall be carried out and adequate safety measures implemented before any work commences.

8.5 In addition, when working at a height greater than 2 meters, special care must be taken to avoid risks to the health and safety of persons below. Equipment must be secured where appropriate and “KEEP CLEAR” or “FALLING ZONE” notices must be posted.

9. Asbestos

9.1 Asbestos has been used widely in the UK between the 1950s and 1980s (eg asbestos cement, in insulation boards and in paints, paper and floor coverings). Consequently, it is likely that asbestos is present in all buildings erected (and possibly equipment built) during this period. All reasonably practicable steps have been taken to prevent, and where not possible reduce to the lowest level possible, the exposure of Employees and Visitors to asbestos.

9.2 Where work has to involve asbestos (eg because safer materials cannot be used), exposure shall be prevented or reduced to the lowest possible level and the work shall be carried out in accordance with information, instruction and (if necessary) training provided by the health and safety officer .

9.3 In particular, Employees must always use supplied personal protective equipment (eg respirator and disposable overalls); not use power tools on asbestos (eg drilling, grinding or sanding tools); and not lift ceiling tiles without the prior written authorisation of the person who instructed them to carry out the work and the health and safety officer . Employees should always put asbestos waste in a suitable and properly labelled sealed containers, in accordance with instructions from the health and safety officer .

9.4 An Employee who uncovers hidden material or dust which s/he suspects may contain asbestos, must stop work immediately and contact the health and safety officer who shall arrange for the material / relevant area to be inspected (and, if necessary, closed down) and for asbestos to be removed.

9.5 All asbestos removals shall be carried out under controlled conditions by an HSE licensed asbestos removal company. Whenever possible, wet stripping methodology will be employed for the removal of asbestos. Employees must not attempt to carry out asbestos removal under any circumstances.

10. Disposal of waste material

10.1 Workplaces, furnishing, fittings, floors, walls and ceilings should be kept clean. Waste should be disposed of regularly, in suitable receptacles.

10.2 Hazardous waste materials must be disposed of only in approved containers. Sharp objects should be wrapped and segregated before disposal.

11. Visitors

11.1 The responsibility for Visitors rests with the person who invited them. All Visitors shall be given safety information, instruction and training, protective clothing or other safety equipment as may be necessary and appropriate.

11.2 As far as reasonably practicable, the location of any Visitor with impaired mobility shall be known at all times to the person who invited the Visitor. Such a Visitor shall be accompanied by an Employee throughout the visit and shall not be taken above or below ground floor level (as far as this is reasonably practicable). For the purpose of this Policy, a person has impaired mobility if s/he cannot, without the assistance of someone else, use stairs to leave a building.

11.3 Every precaution must be taken to ensure that Visitors do not enter hazardous areas (unless they have written authorisation; they were informed in advance of the specific hazards; and they wear suitable protective clothing).

12. Children and young persons

12.1 Employees should not bring children to work, except with the prior written authorisation of the health and safety officer (which shall be in his / her absolute

discretion). An Employee who is authorised to bring a child to work, must keep him / her in close supervision at all times.

13. Smoking

13.1 It is TOPS 's policy to provide a working environment which is free from tobacco smoke. Consequently, TOPS operates a non-smoking policy in all buildings , except for designated areas / rooms which are identified specifically as a “smoking area” .

13.2 For the avoidance of doubt, this non-smoking policy shall come into effect on the same date as the remaining parts of this Policy.

13.3 Employees are expected to comply fully with the provisions of this clause 13. Persistent non-compliance may result in disciplinary action.

14. Alcohol and substance abuse

14.1 Alcohol and drugs may have significant detrimental effects on individuals' health and safety at work. Employees must not consume any alcohol or drugs (including certain medication) whilst at work and during the 8 hours before they start work.

14.2 Employees who suspect or know that they have an alcohol or drug problem are encouraged to seek voluntary help. There are many organisations which can offer help, including but not limited to, Alcoholics Anonymous (0845 – 769 7555), Narcotics Anonymous (0207 – 730 0009 – national helpline) and Addaction (0207 – 251 5880 – national helpline). Alternatively, should they wish, Employees may discuss their problem in strict confidence with the health and safety officer .

14.3 Managers and supervisors shall be given information and / or training to help them identify signs of alcohol or drug abuse.

14.4 An Employee who, it is suspected or recognised, has an alcohol or drug dependency problem will be given the opportunity to seek diagnosis and treatment. Provided there is

evidence of a genuine desire to overcome the problem, the Employee may take time off work to receive appropriate treatment. Certified absence from work in the course of such treatment shall count as sick leave. During any such treatment, the Employee may have to be re-deployed, to ensure his / her safety and that of other Employees / Visitors.

14.5 Alcohol and / or drug consumption or dependency may lead to disciplinary action where:

14.5.1 it exposes any Employee / Visitor to potential danger;

14.5.2 there is a risk of damage to any of TOPS 's plant, equipment, machinery or property;

14.5.3 an Employee's work performance is or could be impaired as a result of such dependency;

14.5.4 an Employee refuses to seek advice or accept treatment;

14.5.5 there are persistent problems or there was a one-off serious incident at work as a result of such consumption / dependency.

15. Work-related psychiatric illness and excess stress

15.1 Some stress at work is unavoidable and may have a positive effect. All reasonable measures have been and shall continue to be taken, however, to prevent the risk of work-related psychiatric illness and excess stress to Employees. Poor attitude, behaviour or work performance and increased sickness absence may indicate that an Employee is suffering from excess stress / psychiatric illness.

15.2 An Employee who suspects that s/he may be suffering from a work-related psychiatric illness or excess stress, should inform his / her health and safety officer (or any other member of management whom the Employee feels comfortable to address) of this as soon as possible.

15.3 As far as reasonably practicable, TOPS shall take steps to alter any working conditions and arrangements or work load which are found to cause the Employee's psychiatric illness / excessive stress quickly and adequately. Reasonable efforts shall be

made to reduce the risk of future recurrence of such work conditions, arrangements or work load.

16. Violence, harassment and bullying

16.1 All reasonable security precautions have been and shall continue to be taken to prevent the risk of violence against Employees and of harassment or bullying of Employees at work. However, should Employees be subjected to violence, bullying or harassment at work, they are encouraged to report the matter to health and safety officer at the earliest opportunity, or to any other member of management whom they feel comfortable to address .

16.2 All complaints of harassment, bullying or violence shall be taken seriously and shall be investigated fully, promptly and objectively. As far as reasonably practicable, TOPS shall take steps to keep the Employee's identity and complaint, the identity of the alleged offender and the investigation, confidential. If the result of the investigation so merits, disciplinary action shall be taken against an offending Employee.

17. Health Surveillance

17.1 All Employees shall receive health surveillance, as necessary, having regard to the work they do and identified risks to health. In certain cases, this might be a pre-requisite for any job-offer and / or continuation of work. Records of all checks shall be kept as required by law.

WORK EQUIPMENT

1. General precautions

1.1 Work equipment includes any machinery, appliance, apparatus or tool which is used by an Employee at work (eg hammer, ladder, drilling machine, photocopier, lifts and lifting equipment, dumper trucks and motor vehicle). It may include equipment not in TOPS 's ownership (eg equipment which is owned privately by an Employee). The use

of any equipment which is not owned by TOPS must be authorised in advance by the health and safety officer .

1.2 Incorrect and / or careless use of equipment can result in personal injury to any person and damage to property or equipment.

1.3 All equipment must be used with due care, for its intended purpose and in its intended conditions only. Equipment must be used in accordance with its instructions for use and any applicable directions and training (eg about the time and manner of use).

1.4 Where necessary, Employees shall receive information, instructions and training before they begin to use any equipment (and thereafter, if necessary). This shall include information etc about potential hazards; safe conditions and methods of use; use of protective equipment; possible emergencies and emergency action. Only trained and authorised Employees may use hazardous equipment. Use of hazardous equipment by unauthorised Employees may result in disciplinary action.

1.5 All equipment must be maintained in a safe and efficient condition and good repair. Storage and maintenance must be suitable for the specific equipment. Where necessary, equipment shall be inspected to ensure that it is safe for use without risk of injury or damage and appropriate records shall be kept up to date.

1.6 Employees are required to report any fault / defect which they notice in any work equipment or safety device attached to it or any personal protective equipment to the health and safety officer , immediately on discovering the said fault / defect. Equipment must not be used until defects / faults have been rectified (unless it has only minor defects which do not carry risk to health and safety and where Employees receive prior written authorisation from the health and safety officer).

1.7 Where necessary, safety devices shall be attached to equipment (eg protective devices, markings or warnings). Equipment must be operated with or in accordance with

any safety devices attached to it. Safety devices must not be removed, circumvented or otherwise tampered with. An Employee who removes, circumvents or otherwise tampers with a safety device may be subject to disciplinary action (including, where appropriate, dismissal).

1.8 Where appropriate, Employees shall be provided with personal protective equipment. Employees must use such equipment at all times when operating, working or being in the vicinity of the relevant equipment.

1.9 When buying new work equipment or disposing of old equipment, relevant legal requirements and product safety regulations shall be followed. For example, all new equipment must carry the CE mark or appropriate international kitemark.

1.10 Employees may not take any work equipment out of TOPS 's premises, except with the prior written authorisation of their immediate superior .

2. Personal protective equipment

2.1 Personal protective equipment appropriate for the risks involved and suitable for the job at hand and the particular Employee doing it shall be supplied and must be used at work whenever there is a risk to health and safety which cannot be adequately controlled by alternative means. Personal protective equipment must be used or worn in accordance with instructions for use and any directions and training given from time to time.

2.2 Any Employee whose work may involve for whatever period of time:

2.2.1 falling or flying particles (eg through load lifting), dust, chemical or metal splash, projectiles, gas and vapour or radiation, shall wear goggles or face screens;

2.2.2 falling or flying objects, risk of head bumping or hair entanglement, shall wear a helmet, bump cap, skull cap, hats or cape hoods as may be appropriate;

2.2.3 excessive noise or sound pressure, shall wear adequate ear protection such as ear muffs or ear plugs;

2.2.4 extremes of temperature, adverse weather, contaminated dust or spray from pressure leaks or spray guns, shall wear suitable overalls, boiler suits or other special protective clothing as may be appropriate;

2.2.5 abrasion, extremes of temperature, cuts, impacts, electric shock, vibration or skin infection or disease, shall wear gloves, gauntlets, mitts or armlets as may be appropriate;

2.2.6 wet surfaces, slipping, cuts, falling objects, abrasion, metal and chemical splash or electric build-up, shall wear safety boots / shoes, gaiters, leggings or spats as may be appropriate;

2.2.7 dust, vapour, gas or oxygen deficient atmosphere, shall use / wear breathing apparatus, filter face piece or respirator or air-fed helmets as may be appropriate.

2.3 In all cases, Employees must wear adequate footwear and clothing for their work / work area. Jewellery and loose clothing should not be worn when using or moving machinery and long hair must be protected by suitable headgear.

2.4 Personal protective equipment must be maintained and stored properly and in accordance with any relevant instructions (eg manufacturer's maintenance schedule). Any defects must be reported immediately on their discovery to the health and safety officer .

3. Guarding

3.1 Employees must not use machinery without the appropriate guard. Where appropriate, a guard must be replaced after a machine has been re-set. Guard interlocking devices must never be defeated or tampered with.

3.2 Hazardous machinery must always be guarded in accordance with the British Code of Practice on Safe Use of Machinery (BS 5304: 2000).

3.3 Employees are required to report to the health and safety officer any defect / fault which they notice in a guard / interlocking device and / or any missing guard or interlocking device as soon as they discover the problem.

4. Ladders and other access equipment

4.1 Ladders and other access equipment must be inspected regularly, including before and after use. If any defect is found, remedial action must be taken immediately and the ladder / access equipment must not be used until such remedial action has been completed. Wooden ladders / access equipment must not be painted. They must be checked for rot, decay, mechanical damage, splintering and wear and tear of the stiles, head and foot of the stiles and rungs. Metal ladders and access equipment must be checked for corrosion and excessive wear, oxidation, distortion and twisting.

4.2 Whenever using a ladder, Employees must ensure that the ladder is placed securely to prevent it from slipping or falling. A ladder must stand level, on firm footing, at an angle of 75 degrees (approximately 25 centimetres horizontal for each 1 meter vertical). The ladder must be supported to prevent undue swaying or sagging.

4.3 Ladders longer than 3 meters should be securely fixed at the upper end or, if this is not practicable, near the lower end. If neither of these is practicable, and the ladder is less than 6.5 meters long, a person must hold the ladder at its foot to prevent it slipping.

4.4 Over-reaching and the carrying of loads should be avoided when using a ladder.

5. Lifting equipment

5.1 Lifting equipment includes any equipment used at work for lifting or lowering load / people and any attachment used for anchoring, fixing or supporting it. Examples include forklifts, lifts, cranes, chairs, ropes and slings.

5.2 Lifting equipment must be:

- 5.2.1 strong, stable and suitable for its particular use. Any load attached to lifting equipment shall also be suitable;
 - 5.2.2 marked to indicate safe methods of use and safe working loads. Employees must operate equipment in accordance with its marking and must not load it beyond safe limits;
 - 5.2.3 positioned or installed in such a way so as to prevent the risk of injury;
 - 5.2.4 thoroughly examined before being used for the first time (where appropriate) with an appropriate report being drawn, if necessary;
 - 5.2.5 thoroughly examined after installation or assembly and before being put to service, where safety depends on the installation or assembly condition;
 - 5.2.6 inspected regularly and tested periodically as may be specified by law with an appropriate report being drawn (if necessary).
- 5.3 Any lifting equipment which is used to lift or carry people, must be suitable and safe for this purpose and must be marked accordingly. The equipment shall be tested and inspected regularly, as required by law.
- 5.4 All lifting operations must be carried out in a safe manner by Employees who are properly trained for the task. In addition, all lifting operations must be planned and supervised.
- 5.5 No Employee may ride mobile work equipment unless it is suitable for that purpose, incorporates all necessary safety features, and the Employee is properly trained for riding the specific equipment.
- 5.6 Only authorised Employees who are trained to the standards specified in the Approved Code of Practice “Rider Operated Lift Trucks – Operator Training” may operate forklifts.

6. Vehicles

6.1 Only trained, competent and authorised Employees may drive TOPS 's vehicles (including battery operated vehicles such as forklift trucks). Drivers must comply with all relevant and applicable legal provisions and requirements (whether driving on TOPS 's property or on any public road). Drivers must also familiarise themselves with areas which are not open to vehicles (eg where highly flammable liquids are stored or used).

6.2 Employees must never drive under the influence of alcohol or drugs (including certain medication) or if they consumed any alcohol up to 8 hours before the start of the journey. Employees are required to exercise due caution and common sense and avoid driving if not in fit state (eg because of physical pain or excessive tiredness).

6.3 Driving is limited to work-related activities, unless otherwise approved in writing and in advance by the Employee's immediate superior .

6.4 All transport-related accidents must be reported as soon as practicable to the health and safety officer in accordance with the provisions of this Policy's section on Reporting of Accidents.

6.5 All fuel must be kept in appropriate storage.

6.6 An Employee who becomes aware of any fault or defect in any vehicle must report this immediately to the health and safety officer . If the fault is potentially dangerous (eg in the breaking system), the vehicle must be made incapable of use until fully repaired and all potential users must be made aware of the fault (eg through a visible notice on the vehicle saying "FAULTY VEHICLE – DO NOT USE").

7. Visual display screen equipment

7.1 Any Employee who uses display screen equipment for a significant part of his / her normal work (for example, an Employee who on average and in total, uses a computer for 2 hours per day) ("VDU Employee") shall have his / her display screen equipment workstation assessed (and where necessary, adapted) to ensure that its design and layout

will avoid visual fatigue and back, shoulder, neck, arms, legs and wrists aches. Adequate chairs, work surfaces and equipment shall be provided (eg footrest or back roll).

7.2 VDU Employees are encouraged to take periodical breaks from using the equipment (eg 10 minutes every hour).

7.3 On request, once a year, VDU Employees shall receive a voucher for (or be reimbursed on production of a receipt for the cost of) an eye and eyesight test by an approved optician. If an employee requires special corrective appliances for display screen work only and a normal appliance cannot be used, TOPS shall bear the cost of such basic appliance (eg the cheapest frame and basic lenses for glasses).

7.4 VDU Employees shall be given written information and guidance on the safe use of display screen equipment. If necessary, VDU Employees shall attend training on the safe use of display screen equipment. Any VDU Employee who wishes to get information relating to health and safety aspects of display screen equipment should contact the health and safety officer .

7.5 Employees must switch off all monitors and display screen equipment at the end of their working day, to avoid the risk of fire.

8. Abrasive wheels

8.1 Abrasive wheels may only be mounted by trained, authorised Employees. When using abrasive wheels, an Employee must wear suitable eye protection; set the work rest correctly; ensure that all guards are in the correct position; and never exceed spindle speeds.

9. Welding

9.1 Any area where electric welding takes place must be suitably screened and ventilated to avoid the associated hazards of high ultra violet light and risks to eyes.

9.2 Some electric welding machinery involves the operator working in close proximity to a live electrode and the workpiece with a consequential risk of a serious electric shock (especially in confined or wet surroundings). Any workpiece and metalwork in contact with it must be earthed. The welding return lead should be placed as close as possible to the welding point. All welding leads should be fully insulated.

9.3 Employees must report immediately to the health and safety officer any defective or poorly insulated welding lead and welding equipment. Defective / poorly insulated welding leads / equipment must not be used.

10. Compressed gas

10.1 Any Employee who uses gas cylinders must familiarise him/her-self with the British Compressed Gases Associations publications (CP4 and CP5), which are available on request. In particular, the materials from which any components of the system are made must be compatible with the gas used. In addition, gas cylinders must be handled gently and be secured to avoid them being knocked over accidentally. Gas cylinders should be used only with the correct fittings.

10.2 Wherever practicable, all gas cylinders should be kept in well ventilated areas outside buildings.

11. Paint spraying

11.1 Employees must only carry out paint spraying in a suitably ventilated area.

11.2 Any Employee who uses isocyanate containing (“2-pack”) paints must wear full protective clothing and airline-fed breathing equipment. Such an Employee shall be subject to regular health checks.

12. Woodworking machinery

12.1 Only trained and authorised Employees may use woodworking machinery. Access to such machinery by other persons is forbidden and must be prevented.

12.2 Woodworking machinery must be suitable for the purpose for which it is being use and must have all necessary safety features.

13. Pressure systems

13.1 All pressure systems, associated pipework and attached guards and protection devices shall be assessed before they are put into service for the first time and an appropriate regime for regular inspection and testing shall be established. Regular inspection and testing shall be carried out as prescribed by law. In addition, there must be routine maintenance and inspection checks (eg for corrosion, leakage and external damages and of seals and lids). All systems should be cleaned out or drained of condensate regularly. Where necessary, a report shall be compiled, recording the results of any inspection / testing. Such reports shall be kept for at least 2 years.

13.2 The safe working limits of each system (including at least minimum and maximum pressures) must be marked clearly on it. Operating instructions shall contain all the information needed for safe operation of the system, including start-up, shut down, stand by, and emergency situations.

14. Autoclaves

14.1 Only Employees who receive adequate instructions and supervision may operate autoclaves. Employees must adhere to manufacturer's operating and maintenance instructions at all times. Seals and pressure valves must be checked carefully and frequently for signs of cracking, hardening and other wear.

14.2 Any Employee who uses an autoclave must wear a face visor and heat resistant gloves when removing any material from it. Material must never be removed from an autoclave until its temperature is below 80°C.

ELECTRICITY AND ELECTRICAL EQUIPMENT

1. General precautions

1.1 Anyone using electricity and electrical equipment must be aware of the risks of electrocution, electric shock, burns, fire and explosion. All precautions must be taken to reduce such risks. Assessment of all foreseeable risks of personal injury or death associated with work activities involving electricity has been undertaken and shall be reviewed as required by law and TOPS has devised safe systems for working with well-maintained electrical equipment.

1.2 Fixed electrical installations (including wiring and the socket outlet or isolator) shall be checked regularly to ensure that they are not dangerous. Electrical systems must not be interfered with. The fixed electrical installations and electric mains in TOPS 's premises are the sole responsibility of the health and safety officer . No work shall be carried out on fixed installations and the mains without the health and safety officer 's prior written authorisation.

1.3 Switches, isolators etc must be labelled clearly with their current, voltage and equipment they supply where this is not obvious.

1.4 Employees must report any fault or defect which they notice in any electrical installation or equipment to the health and safety officer as soon as they discover it. Defective installation / equipment must not be used until fully repaired.

2. Electrical equipment

2.1 All Electrical equipment must be safe and suitable for its intended use and must be used in accordance with manufacturer's instructions and information, instructions and (where appropriate) training provided or arranged by the health and safety officer . In particular:

2.1.1 electrical equipment must never be used with wet hands;

2.1.2 earth connections and screens must not be interfered with;

2.1.3 electrical equipment must be positioned safely and securely (eg not too close to walls and partitions and allowing for adequate ventilation and cooling);

2.1.4 conductors and liquid containers (eg a cup of tea) must be kept clear of all electrical equipment;

2.1.5 electrical equipment and the mains supply must not be overloaded.

2.2 All electrical equipment and their location shall be recorded in a designated book, to enable necessary tests to be made.

2.3 All electrical equipment will be visually inspected and tested regularly and should normally bear a record or sticker to show this. The results of testing shall be recorded. Out of date equipment must not be used.

2.4 Faults can occur between checks. Therefore, Employees should look out for and pay particular attention to the following potential faults / defects:

2.4.1 damage to the insulating sheath around an electrical cable;

2.4.2 damage to a plug;

2.4.3 joints in the cable, other than due to proprietary cable connections;

2.4.4 damage to the external casing of equipment;

2.4.5 overheating (this may be evidenced by burn marks or discoloration to plugs, casing or cables);

2.4.6 evidence of inappropriate use, eg if equipment is wet;

2.4.7 any loose connections.

2.5 Employees must report any fault or defect which they notice in any electrical equipment to the health and safety officer as soon as they discover it. Faulty or defective equipment should not be used until repaired. If electrical equipment cannot be repaired immediately, its power supply should be switched off and it should be isolated. All equipment shall have a means of isolation which is easily accessible and identifiable. The isolation point must be secured (eg by removing the plug) or, if this is not possible or

cannot be done safely, by attaching a clear notice (eg “DO NOT USE – FAULTY EQUIPMENT”). Barriers must be used where necessary.

2.6 Only adequate replacement parts shall be used (eg double insulated parts for double insulated equipment).

2.7 Where possible low voltage cordless air, hydraulic or hand-powered tools should be used (especially for work outdoors).

2.8 Unless this is unavoidable and all suitable precautions have been taken to prevent injury, no-one should work on or near exposed live parts of electrical equipment. In any event, such work must be authorised in advance by the health and safety officer and must only be carried out in the presence of another person who must know what to do in an emergency. All necessary protective equipment must be used / worn.

2.9 Any conducting part of a system which could conceivably become live and yet be handled (eg external metal casing of an electric apparatus) must be earthed. All equipment designed with an earth shall be tested before being put into use, to ensure that it is properly earthed.

2.10 Employees who are in doubt about the use of any electrical equipment or who require advice in relation to any such use or equipment should contact the health and safety officer .

3. Portable electrical equipment

3.1 The use of any portable electrical equipment which is not owned by TOPS must be authorised in advance by the health and safety officer and the equipment must be tested regularly.

3.2 Portable equipment should be connected to the nearest socket outlet available. Special attention should be paid to the condition of any flexible cable and its termination

at the portable equipment and plug. Where possible, double insulated equipment should be used.

3.3 All new portable electrical equipment should be of low voltage (and, where possible, cordless) or double insulated. If a 110 volt transformer is used, it must be centre tapped to earth.

4. Fuses and similar devices

4.1 When using any equipment, the smallest fuse compatible with it should be used, to protect the equipment and flexible cable and to reduce the risk of fire.

4.2 Employees must not replace fuses. Fuses shall be replaced only after the reason for the fuse blowing up has been ascertained and the cause remedied. Only proper cartridge fuses may be used for replacement.

4.3 A main board fuse must never be replaced.

4.4 Residual current devices (RCDs) shall be used in areas of hazard (eg where water has to be used near electrical equipment). Plug-in RCDs must be manufactured to BS7071.

5. Electrical cables

5.1 Flexible cables must be of the correct size for the load to be carried and must be sheathed with rubber or PVC. The outer sheath of every flexible cable must be firmly clamped to stop the wires pulling out of the terminals.

5.2 Flexible cables must not be used for voltages above 240 or a loading greater than 3 kilowatts. Cables must also be kept away from hot surfaces. Where contact with hot surfaces is inevitable, suitable insulation is obligatory. Twin core cables, such as bell wire and twisted flex must not be used on 240 volts.

5.3 All flexible cables must be examined frequently to ensure that they are free of damage and that earth continuity is maintained. Trailing, frayed and loose cables must be reported immediately, in order to be fixed.

5.4 Flexible cables of excessive length should not be used. In so far as this is practicable, there shall be sufficient socket outlets to avoid the need for long flexible cables or extension cables. Extension cables should be used with caution and must be joined by proper plugs and sockets.

5.5 In so far as possible, all cables must be:

5.5.1 kept clear of the floor or be protected to prevent heavy objects being placed or dropped on them or people walking or tripping over them;

5.5.2 protected where they pass over or round sharp objects or corners;

5.5.3 kept clear of radiators and pipework;

5.5.4 laid so as to avoid being trapped in doors.

5.6 Only one cable should be used from any single plug, except where 2, 3 or 4 way multiple sockets are available. But, in such case, the total load must not exceed 3 kilowatts.

6. Overhead power lines and electrified rails

6.1 Electricity can flash from overhead power lines even if the power line is not touched by plant / equipment. Wherever possible, when working near overhead lines, the owner of the lines should be asked in advance to switch them off or, if this is not possible, be consulted about the safe working distance from the lines. Where overhead cables are not switched off, work must be carried out at a safe distance.

6.2 When working near electrified railways / tramways, the line or track operating company must be consulted in advance.

7. Fire hazards

7.1 It is recommended to unplug equipment which is not in use. All equipment should be switched off and / or unplugged before cleaning or making adjustments. Where possible, tools and power socket outlets should be switched off before plugging or unplugging.

7.2 Only dry powder, halom or carbon dioxide extinguishers may be used on electrical fires. ***Water and water-based extinguishers must never be used in case of an electric fire.***

7.3 In the event of fire, the fire alarm must be raised immediately and the Fire Procedure outlined below followed.

7.4 All electric incidents / accidents must be reported to the health and safety officer in accordance with the procedure set out in this Policy's section on Reporting of Accident.

8. Electricity-related injuries

8.1 In the event of any person suffering electric shock, it is important to:

8.1.1 turn off the power and, if possible, isolate the supply;

8.1.2 call Appointed Person(s) (who take charge in case of injury / illness) .
Medical help must be called if the victim seems to be unconscious;

8.1.3 not touch the victim, but try to move him / her out of contact with the live equipment using a non-conducting object such as a wooden broom handle (eg by moving the equipment). In so far as possible, the victim should not be moved.

8.2 All electrical burns (other than very minor and superficial burns) must be inspected by a qualified medical practitioner. Burns can be cooled with clean water and covered with a clean dry cloth or burn dressing.

8.3 All electricity-related injuries must be reported to the health and safety officer in accordance with the procedure set out in this Policy's section on Reporting of Accident.

RADIATION HAZARDS

1. Optical radiation

1.1 Exposure to optical radiation should be restricted by use of shielding. Where shielding is difficult, eg because an Employee works outdoor in the sun, personal protective equipment should be used / worn. The exposure of other persons in the vicinity must be considered and, where necessary, avoided.

2. Ultra-violet radiation

2.1 Electric arc welding often involves sources of intense UV radiation which may damage eyes and skin. As much as possible, the work-piece or work area should be shielded and those working in the area should wear eye protection. Access should be restricted, in so far as possible, to prevent others from entering the area unprotected.

3. Microwave equipment

3.1 There shall be arrangements for periodic examination of radiation levels outside microwave ovens. Damaged microwave ovens must be labelled as such, their plug removed (where this can be done safely) and a notice attached saying “FAULTY OVEN – DO NOT USE”). A defective oven must not be used until fully repaired. Any fault / damage must be reported to the health and safety officer .

3.2 No-one should look along the wave guide where a microwave apparatus is in use or examine a highly directional radiator at close quarters.

EMERGENCIES

1. General precautions

1.1 In the event of an emergency, the fire alarm will sound and a designated Employee (“the Designated Employee”) shall assume control, ensure the evacuation of all persons

present to their assembly point(s), contact the emergency services when required and possible and ensure compliance with any relevant emergency procedure.

1.2 The paramount consideration in all cases of emergency is human safety. For the duration of any emergency, the Designated Employee has overall control. Employees and Visitors are required to co-operate with instructions given to them by the Designated Employee present in the scene and to use common sense. Employees and Visitors are advised not to rush or attempt to pass others when leaving the scene of an accident.

1.3 All exits and exit routes must be kept clear and must allow safe and free passage in the event of an emergency. Lifts should not be used in an emergency, except with the direction of a member of the emergency services.

1.4 It is the responsibility of the health and safety officer to remind Employees of the correct emergency procedure at least once every six months .

2. Disabled Employees and visitors

2.1 It is the responsibility of the health and safety officer (for all work, work areas, Employees and Visitors of the business) to be aware of any disabled Employee or Visitor in his/her/their work area and in the event of an emergency, in addition to following the normal emergency procedure, to arrange for assistance for disabled Employees / Visitors and inform the Designated Employee of this.

2.2 Disabled Employees / Visitors with impaired mobility (ie anyone who cannot, without the assistance of another, use stairs to leave a building) who are on a ground floor should, in case of an emergency, wait until the initial rush is over and then evacuate the building. If such an Employee / Visitor is on another floor, s/he must inform at least two persons of his / her location as soon as an emergency occurs and ask them to inform the Designated Employee / emergency services. The Employee / Visitor should then proceed to a designated protected escape area which will be separated from a fire by fire-resisting construction and await assistance (protection lasts at least 30 minutes). The Employee /

Visitor may ask someone to stay with him / her whilst waiting for assistance. Should a disabled Employee / Visitor have to be evacuated and this is safe, the power to the lift will be restored. Otherwise, the Employee / Visitor shall be evacuated through the building or by the stairs by the emergency services.

2.3 Employees / Visitors with impaired hearing who cannot hear the fire / emergency alarm must inform the health and safety officer about this and avoid working in isolated areas. If such an Employee / Visitor must work alone, s/he must ensure that someone knows where s/he is and will inform him/her in case of an emergency.

FIRE PRECAUTIONS AND PROCEDURE

1. Precautions measures

1.1 All Employees and Visitors are required to familiarise themselves with the position of fire alarms, telephones and fire extinguishers nearest to them and their place of work and of all exits and routes to emergency exits of the building(s) in which they work or which they visit.

1.2 In addition, Employees are required to know the sound(s) of TOPS 's fire alarm system and understand its / their meaning. The fire alarm system shall be tested weekly and the results recorded in a designated book.

1.3 All areas have been and shall continue to be appraised periodically for risks from fire and all necessary preventive action shall be taken.

1.4 All exits and exit routes must be kept clear and must allow safe and free passage in the event of fire. Corridors and staircases should not be used as working or storage areas. All exit doors should be able to be opened easily and immediately from within (in the direction of escape) and without the need for a key. Fire doors must be kept closed at all times, except when actually used or when large items have to be moved through them.

1.5 Emergency routes and exits shall be indicated by clear signs and, where necessary, shall be illuminated.

1.6 Fire alarms, detectors and extinguishers shall be inspected, tested and maintained regularly as appropriate to ensure that they are in an efficient state and working order and in good repair.

1.7 The fire evacuation procedure will be exercised at least once every six months , in coordination and with the approval of the health and safety officer . The exercise will be reviewed by the health and safety officer and a report compiled. Employees and Visitors must comply with the fire evacuation procedure on hearing a fire alarm. Failure to do so may result in disciplinary action.

2. In the event of fire

2.1 Any Employee / Visitor who discovers fire is required to shout “FIRE” and activate the nearest fire alarm . Fires should only be tackled if it is safe to do so; there is a clear escape route; there are fire extinguishers of the appropriate type; and the Employee / Visitor is trained and confident in use of fire extinguishers. Employees should not tackle fires larger than a burning wastepaper basket. If the Employee / Visitor considers it unsafe to tackle the fire, s/he should evacuate the premises immediately by the shortest possible route, go to his / her designated assembly point and report to the Designated Employee.

2.2 An Employee / Visitor who hears the fire alarm should leave the building immediately and report at his / her assembly point. If there is time, Employees should close all doors and windows. Employees and Visitors must not stop to collect personal belongings. Employees / Visitors should not use lifts unless instructed to do so by the emergency services. An Employee / Visitor who is in a lift when the fire alarm sounds should stop at the next floor and get out.

2.3 Employees and Visitors must remain in their assembly point (or move to any other area when directed by the Designate Employee or emergency services) until authorised to re-enter buildings.

2.4 On completion of evacuation, the Designated Employee must be able to confirm that all Employees and Visitors evacuated the premises and / or whether there are any remaining Employees and Visitors within the premises and, if so, their identity.

2.5 Every event of fire shall be reported to and recorded in writing by the health and safety officer (immediately after the event) who shall report this to the Health and Safety Executive, as required by law. Any fire outbreak may be investigated and suitable procedures and / or arrangements put in place to prevent the future occurrence of similar incidents.

3. Fire extinguishers

3.1 Prompt and correct use of fire extinguishers can prevent a fire from spreading. The correct type of fire extinguisher must be used, to avoid increased risk and danger to the operator. Training in use of fire extinguishers may be arranged through the health and safety officer . ***Water and water-based extinguishers must never be used on electrical fires.***

3.2 A water type (silver, red or silver band or label on red) extinguisher should be used for all carbonaceous materials (eg wood, paper, fabrics etc). A foam type (cream / cream band or label on red) extinguisher should be used on carbonaceous material and flammable liquids (eg petrol or oil). Carbon dioxide (black / black label or band on red) extinguisher or a fire blanket should be used on all electrical fires, flammable liquids and gasses, solvents, petrol, oil and similar materials. A dry powder (blue / blue band or label on red) or halom (green / green band or label on red) extinguisher can be used on all fires.

BOMB ALERT PROCEDURE

1. Anyone receiving a bomb threat or discovering a suspicious object / vehicle should inform the emergency services on 999 immediately and remain in the vicinity and make him/her-self known to the first security personnel arriving on the scene.

2. If a bomb threat is received, it is important to try to:

2.1 get answers to the questions “where is the bomb”; “what time will it go off”; “what kind of a bomb is it”; “why are you doing it”; and “do you have a codeword”;

2.2 assess the gender, age group, accent and state of mind (eg intoxicated or irrational) of the caller;

2.3 identify any noticeable background noise / distraction (eg traffic);

2.4 assess whether the call is from a public, mobile or private telephone.

3. If a suspicious object or vehicle is identified / found, it is important to:

3.1 note its exact location and easily recognisable identifying features (eg registration number, name markings);

3.2 advise those present in the immediate vicinity to clear the area and remain at a safe distance;

3.3 detail in one’s mind why suspicion was aroused.

4. *Under no circumstances should anyone touch a suspicious object or vehicle.*

5. Mobile phones and radio transmitters must not be used near a suspicious object / vehicle.

EMERGENCY FIRST AID TREATMENT

1. It is the responsibility of the health and safety officer to maintain adequately stocked first aid boxes; obtain (or make arrangements to obtain) first aid supplies; select and provide training to Appointed Person(s) (who take charge in case of injury / illness) and post a full list of their location and internal phone numbers and the location of first aid box(es) next to the first aid box .

2. First aid box(es) are located in the main office . Employees are required to familiarise themselves as to the exact position of the first aid box nearest to them and the name of the person responsible for it . Mobile Employees shall carry with them a first aid kit suitable for treating minor injuries.

3. Where necessary, Appointed Person(s) (who take charge in case of injury / illness) shall be called to the scene of an accident / incident where they will assess the situation quickly and safely; call for appropriate help (and if suitably trained and certified give early, appropriate and adequate treatment in a sensible order of priority); arrange for any injured person to be taken to hospital, see a doctor or go home (as appropriate); and ensure that an accident / incident report is completed and returned to the health and safety officer and that any Accident Book is filled in. Unless there is an imminent threat to life, an injured person should not be moved except by the ambulance service or a suitably qualified person .

REPORTING OF ACCIDENTS

1. Any accident at work or in connection with work (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on TOPS 's premises) must be reported *immediately* and fully to the health and safety officer (first verbally and then in writing) who shall arrange for the accident to be investigated and for a written report to be prepared.

2. It is the responsibility of the health and safety officer to report to the HSE's Incident Contact Centre or local office of the Health and Safety Executive the incidents described in clauses 2.1-2.4 below, in the manner prescribed by law:

2.1 any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on TOPS 's premises) arising out of or in connection with work and resulting in death or major injury (eg amputations, most fractures and major dislocations; temporary or permanent loss of sight; serious injuries from electrical accidents; most injuries leading to loss of consciousness; acute illness which results from exposure to harmful substances or biological agents; injuries following an assault at work);

2.2 any accident (whether involving an Employee, Visitor or other person, whenever and wherever it occurs on TOPS 's premises) arising out of or in connection with work and resulting in injury requiring hospitalisation for more than 24 hours or any other injury which results in an Employee being absent from work for more than 3 days (including non work days) after the day of the accident;

2.3 any dangerous occurrence (whether involving an Employee, Visitor or any other person, whenever and wherever it occurs on TOPS 's premises). Examples of dangerous occurrences include (but are not limited to) collapse, overturning or lift / lifting equipment failure; electrical short circuit or overload causing fire or explosion; unintended collapse of any building or structure under construction, a wall or floor in a work place; explosion or fire causing suspension of normal work for over 24 hours; accidental release of a substance which may damage health;

2.4 any reportable work-related disease which an Employee suffers (eg occupational dermatitis, skin cancer or acne; lung diseases such as occupational asthma and asbestosis; infections such as hepatitis, tuberculosis and tetanus; occupational cancer and hand-arm vibration syndrome).

3. Every report (to the health and safety officer and to the Incident Contact Centre / Health and Safety Executive) must include the date, time and place of injury, disease or occurrence; personal details of those involved and a brief description of the nature of the event / disease.

4. Record of any reportable injury, disease or dangerous occurrence shall be kept by the health and safety officer in the appropriate Accident Book for at least 3 years from the date of the record.