

***IKM Network
Communications Ltd***

***Health & Safety
Policy***

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IKM Network Communications Ltd

HEALTH AND SAFETY AT WORK ETC. ACT 1974

STATEMENT OF SAFETY POLICY (PART 1)

It is the policy of IKM Network Communications Limited (hereafter known as IKM) to comply with the terms and conditions of the Health and Safety at Work Act 1974, and subsequent regulations to provide and maintain a healthy and safe working environment.

IKM health & safety objective is to minimise the number of instances of occupational accidents and illness and ultimately to continue to maintain an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision necessary to implement the policy and achieve the stated objective.

IKM recognise and accept their duty to protect the health & safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of IKM will do all that is within its powers to ensure the health & safety of its employees, it is recognised that health & safety at work is the responsibility of each individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any person whether that person is an employee of IKM or not.

The management of IKM will provide every employee with the training necessary to carry out his or her tasks safely, however if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, it is the employee's duty to report this to the supervisor or the Manager. An effective health & safety programme requires continuous communication between employees at all levels, it is therefore every employee's responsibility to report immediately any situation which could jeopardise the well being of himself or any other person.

All injuries, however small, sustained by a person at work must be reported to an IKM Manager, a health & safety representative or a Supervisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. IKM's health & safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated annually as a minimum requirement.

The specific arrangements for the implementation of the policy and personnel responsible are detailed below.

Signed:

(I Masson)

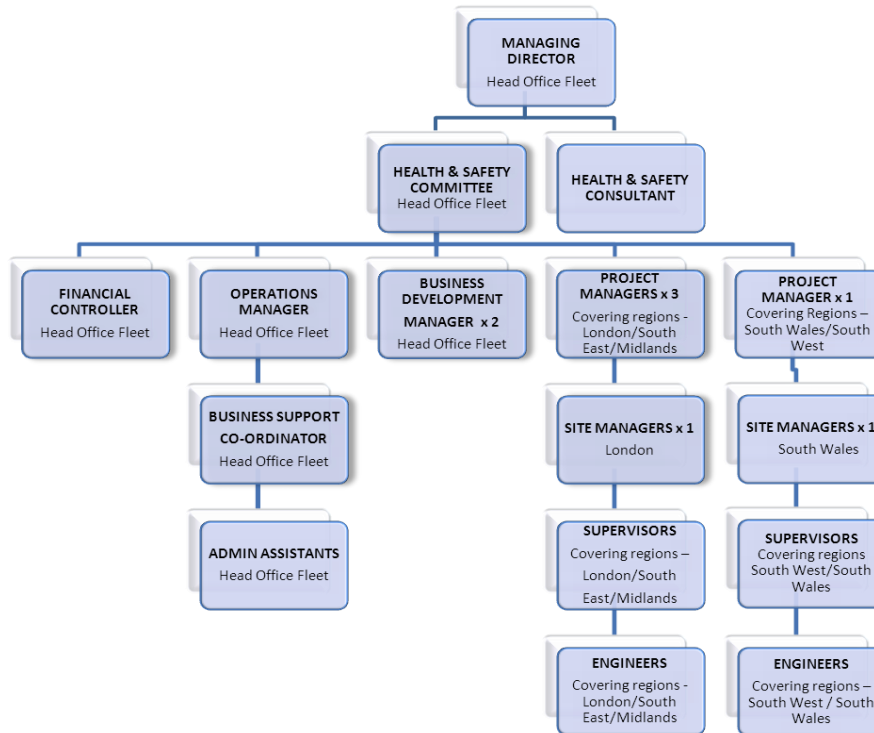
September 2011
IKM Network Communications Ltd.

Safety Policy
Section 2

Roles and Responsibilities towards Health & Safety
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IKM Company Organisation Chart



ORGANISATION AND RESPONSIBILITIES

Directors

- To be fully aware and committed to the support and ownership of the Company's Health and Safety Policy.
- To ensure that all employees and contractors are aware and understand the Health and Safety policy.
- To assign responsibility for health & safety issues to individuals in the organisation.
- To be aware of any new or changed legislation which may affect Company operations.
- To promote the Company's commitment to Health & Safety.
- To support the maintenance of a safe place of work by ensuring that only competent and capable employees and contractors carry out work for IKM.
- To comply with the Company's Health and Safety Policy.
- To ensure that all statutory duties are fulfilled by the company representative.
- To ensure the appointed person manages the operational side of the business.
- To ensure resources are provided to maintain the legal requirements under the Construction (Design and Management) Regulations 2007.
- To be responsible for the inspection and testing regime for portable electrical equipment.

Manager and Site Managers

Each Manager is responsible for his own safety and for the safety of all employees under his control including sub-contractors.

They will: -

- Ensure that all employees or sub contractors are made aware of the hazards of their work and they are competent and qualified to carry out the work.
- Ensure that all work is in accordance with safe working procedures.
- Ensure that materials, plant, equipment and tools are available and that they are maintained in a safe condition. Regular inspections to be carried out and recorded.
- Ensure that protective equipment is provided and worn by all employees at all times and maintained in an operational and safe condition.
- Maintain in the work area a high standard of housekeeping, including the regular removal of waste.
- Ensure appropriate action is taken to rectify faults if reports/complaints are received.
- Safety instructions to be obeyed when given with orders.
- Restrain employees from creating hazards and taking risks.
- Discourage horseplay and reprimand anyone who fails to consider the safety of themselves and others, including sub-contractors, the general public and passing traffic.
- A personal example is to be set on site with regard to all aspects of Health and Safety.

Supervisors, Engineers and Other Employees

The Management of Health and Safety at Work Regulations 1999 (MHSWR) and the Health and Safety at Work Act 1974 place responsibilities on employer and employees. The employees are reminded of their duties under Section 7 of this Act to take care of their own safety and others that may be affected.

Every employee is expected to follow the requirements listed below.

- All assigned tasks and duties should be carried out in a safe manner and in accordance with instructions, regulations, safety rules and codes of practice.
- Any doubts about the safety of a situation should be discussed with the management.
- A daily visual inspection to confirm that all tools/equipment used should be correct for the type of work carried out and remain in a safe condition.
- Personal protective equipment, safety equipment, safety devices and guards to be used where necessary.
- Reasonable care should be taken for the Health & Safety of yourself and others.
- Co-operation is required with your employer to enable a statutory duty or requirement to be complied with.
- Ensure that anything provided in the interest of Health and Safety is not deliberately misused to endanger yourself or others.

Sub-Contractors

- All sub-contractors must comply with this policy as a condition of their contract and will be required to submit a copy of their safety plan and safety policy for the works to IKM for inspection.
- Instructions issued to sub-contractors and their employees by IKM employees must be responded to promptly if they affect Health and Safety.
- All sub-contractors and their employees will carry out their work with the best practical means all in accordance with relevant safety legislation, safety plans and method statements.
- Prior to commencing work on site each sub-contractor (if necessary) will provide a detailed method statement to be agreed by IKM. This will fully detail the risks of their operations and the measures to be taken to eliminate or reduce those risks.
- All the necessary personal protective clothing and equipment will be provided by each sub-contractor for his employees.
- All plant, equipment and personal tooling will be kept in good working order and well maintained. Any electrical equipment and lighting appliances must have the correct testing and certification produced.
- Only persons in possession of a current Certificate of Training Achievement will be able to operate any hired ride on plant. The Certificate must be for the particular plant in question.
- Any electrical plant will be operated through a centre-tapped earth transformer and will be rated at 110 volts or lower. The Site Manager must be notified of any other electrical equipment used with evidence of additional circuit and equipment protection measures to ensure the safety of the operators.
- A risk assessment will be required by IKM under the COSHH Regulations for any materials and substances brought onto site.
- The Site Foreman must be advised of any materials which require special storage or have fire precautions.
- Sub-Contractors will ensure that any personnel they place on site are fully trained and competent in the work to be undertaken.
- Workplaces will be maintained in a safe condition and storage areas kept clean and tidy by all Sub-Contractors
- Any other Health and Safety conditions will be contained in the conditions of order/contract which will form part of this policy's requirements.

Safety Arrangements
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SAFETY ARRANGEMENTS

Health and Welfare

- In accordance with, and regard to The Construction (Design & Management) Regulations, welfare facilities will be provided.
- Materials, flammable substances and tools will all have provided storage areas.
- To identify any special welfare requirements COSHH assessments will be available. This includes any sub-contract operations.
- Personal protective equipment will be available.
- In respect of confined spaces, landfill sites etc. environmental conditions will be constantly assessed.
- Method statements will be available on site including any sub-contract operations.

New and Expectant Mothers

- It is the policy of IKM to comply with the European Directive on Pregnant Workers.
- In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted.
- Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable, the employee(s) concerned will be suspended from work. Statutory requirements will prevail.
- Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible, she will be suspended from work. Statutory requirements will prevail.

Children and Young Persons

- It is the policy of IKM to comply with the Management of Health & Safety at Work Regulations and all other legislation and codes of practice and all amendments and additions to such legislation with regard to children and young people.
- The general risk assessment process adopted by IKM will be applicable to assessing and controlling risks to children and young people.
- It must be noted that there are certain important aspects of the regulations that must be considered, including:
 - A general prohibition on certain types of work,
 - A requirements to inform parents of children of the risks they face at work,
 - A requirements to inform parents of children of the control measures in place.
- Discussions will be held with the personnel manager/director to ensure that procedures are established whereby the employment (or training) of young persons is centrally controlled.
- This will ensure that the appropriate risk assessments can be carried out prior to the work commencing.

First Aid

- First aid kits will be provided depending on the numbers of persons on site.
- At least one first-aider will be on each site.
- An accident book will be available from site management whose duty and responsibility is to ensure that any injury is reported and recorded in the accident book.
- First aid stations are clearly marked and easily accessible.
- One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid kit.
- All external employees, contractors and sub-contractors will familiarise themselves with the requirements of IKM clients when working at a client's site. IKM external work teams will each be equipped with a first aid box.
- The Safety Manager is responsible for reporting all cases of accident and disease to the Director of Safety. Accident records are compiled and stored by the Director of Safety.
- The Director of Safety is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

Risk Assessment

The Company is committed to achieving and maintaining high standards of health and safety for all employees, visitors, the public and contractors. To do this managers have to identify hazards associated with their operations, which threaten health and safety, evaluate the risks which arise from those hazards and put into place sensible, practical precautions which will protect against them.

Employees must be involved in the assessment procedure so that account is taken of how a task is performed rather than how the assessor thinks it is done. All hazards where the risk is considered moderate and above will need the implementation of further control measures.

Risk Assessments should be carried out by competent and trained persons and conducted to a plan, which will achieve the minimum requirements below: -

Initial Review:	Classify all work activities and determine how much has already been done in risk identification, control and documentation.
Carry out Generic Assessments:	Identify whether all statutory requirements, approved codes of practice, guidance notes and best practice have been accounted for in the present method of work. Record this information as minimum standard Generic Assessments for reference by employees and managers.
Site Specific Assessment:	Carry out an on-site assessment to determine how the work will be conducted and whether any significant hazards with associated risks are apparent.

Implement all control measures identified by existing generic risk assessments, which relate to the tasks to be undertaken.

Introduce measures to control all other hazards evident on a site and relating to the existing conditions and tasks to be undertaken and which are not covered by existing generic assessments.

All risk assessments are to be recorded and the employees affected informed of the assessment content and requirements.

Basic steps in risk assessment:-

- Classify all activities: prepare a list of work activities covering premises, plant, people and procedures, and gather information about them;
- Identify hazards: identify all significant hazards relating to each work activity. Consider **who** might be harmed and **how**;
- Determine risk: make a subjective estimate of risk associated with each hazard assuming that planned or existing controls are in place. Assessors should also consider the effectiveness of controls and the consequences of their failure;
- Decide if the risk is tolerable: judge whether planned or existing health and safety precautions (if any) are sufficient to keep the hazard under control and meet statutory requirements.
- Prepare a risk control action plan (if necessary) to deal with any issues found by the assessment to require attention. Ensure that new and existing controls are implemented and are effective;
- Review the adequacy of the action plan, re-assess the risks on the basis of the updated controls and check that the risks are tolerable;
- Review assessments periodically and/or on significant change of circumstances affecting how the activity is done.

Tolerable means that risk has been reduced to the lowest level that is reasonably practicable.

Safe Access, Site Tidiness and Head Protection

- In order to eliminate and reduce risks an assessment must be made for every work operation where significant hazards exist.
- With regard to Health and Safety, access will be provided to ensure that all personnel can reach their work place safely.
- Walkways will be kept clear of obstruction including roadways, paths, ramps and stairs.
- Where a route is being used by any vehicle or moving machinery, an alternative route shall be used by pedestrians whenever possible. If no alternative, the area shall be clearly marked with warning signs.
- Barriers, toe boards and guard-rails will be provided (including edge protection). Sufficient working platforms will be provided where anyone could fall and sustain an injury.
- Any openings including manholes and trenches will be fenced off or protected by covers. Any holes in floors will be clearly marked and securely covered with “Hole Under” markings/signs.
- IKM work areas at client premises will be cordoned off whenever practicable.
- To prevent danger to any person, materials and equipment will be stored in the correct manner.
- Waste materials will be correctly segregated where appropriate and removed regularly.
- Any spillages will be cleaned up immediately.
- Nails will be removed or hammered over on any timber or materials.
- Public access will be clearly sign posted.
- Where there is a risk of head injury “hard hats” will be worn. Unless otherwise indicated by the site supervisor, all sites are deemed “hard hat areas”.

Machinery, Plant, Power Tools and Electricity

- A site survey identifies the equipment required to complete the work and only trained engineers utilised.
- It is the policy of IKM to comply with the law as set out in the Provision and Use of Work Equipment Regulations.
- IKM will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.
- All workers will be provided with adequate information and training to enable them to use work equipment safely.
- The use of work equipment which might pose a risk to the well-being of persons in or around the workplace, shall be restricted to authorised persons only.
- All work equipment will be clearly marked with health & safety warnings where appropriate.
- All tools will be properly and safely stored when not in use.
- No tools shall be used without the manufacturer's recommended shields, guards or attachments.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.
- Employees are prohibited from using any privately owned, personal tools and equipment unless such tools have been inspected, tested and approved for use by the company.
- All machinery and plant hired or provided will be kept in good condition and serviced regularly and inspected in accordance with the Electricity at Work Regulations and the Provision and Use of Work Equipment Regulations.
- All hand tools will be kept in good condition.
- For the use of cartridge tools and abrasive wheel machines training will be given and certificates issued.
- All electrical equipment will run off a 110-volt transformer circuit.
- Residual circuit breakers will protect any 240-volt circuits.
- Where necessary personal protective equipment will be supplied and worn. All personnel on site will wear safety boots.
- Any defective equipment will be reported to the site management to enable defects to be remedied.

Working with or near electricity

- It is the policy of IKM that only suitably qualified personnel will be permitted to work with electricity.
- All electrical works will require risk assessment and a safe system of work. The operative must check whether there is a requirement to use a permit to work system.
- All electrical work will require isolation of the supply and safe lock off-tag out procedures must be followed in all cases.
- For working near electricity supply cables, a safe distance shall be maintained at all times to avoid arcing. Where possible, it is preferable to isolate the supply for the duration of nearby works. Where this is not possible, shrouding should be considered.
- For all work near or with electricity, the operatives will receive appropriate instruction and training to enable them to work safely.

Earthworks and Excavations

- Excavations will be in accordance with and in compliance with The Construction (Design & Management) Regulations 2007.
- Support will be provided on excavations to prevent danger to any person.
- If necessary hydraulic support systems and safety boxes will be introduced.
- At the beginning of every shift the excavations will be inspected and a record will be kept of all inspections.
- To prevent falls toe boards, guard rails or similar barriers will be provided. To prevent vehicles approaching to closely stop blocks will be used.
- All excavations will be gas tested before entry by anyone if necessary.
- Safety helmets and boots will be worn in and near excavations.
- Excavators used as cranes will comply with the Lifting Operations and Lifting Equipment Regulations.
- To provide safe access ladders or other suitable means of access will be provided. Ladders will be secured to prevent falls and slips.
- Training will be given beforehand for the use of laser devices and any other specialist equipment or plant.
- If considered necessary a method statement will be issued.
- All work on the public highway will be carried out in accordance with the current Street Works Regulations.

Overhead & Underground Services

- Care will be taken when working near overhead or underground services so that damage does not occur to services, personnel or equipment.
- A risk assessment will be conducted for work near overhead or underground services and a suitable safe system of work developed and communicated to all personnel.
- Information relating to existing services will be obtained from the relevant authority who will be consulted with regard to any diversion, interruption or otherwise making safe of cables and pipelines.

Ladders and Step Ladders

- In order to eliminate and reduce risks an assessment must be made for every work operation.

The Working at Height Regulations 2005 state: - “Suitable and sufficient steps must be taken to prevent any person falling. This should include: -

- Any barriers, toe boards and guard rails.
- Any working platform.

“A ladder shall not be used as, or as a means of access/egress from a place of work unless it is reasonable to do so having regard to: -

- The duration of the work and its nature.
- The risks to any person’s safety arising from the use of a ladder.
- A person using any type of ladder where a risk of a significant fall could occur will use a full safety harness adequately secured to a load bearing part of a structure and be observed throughout the works by a “watchman” who will remain in close proximity to the work area throughout the works.

- All ladders and step ladders will be of a suitable and sufficient strength.
- Any ladders which are longer than 3 meters must be secured. Where this is not practical a person must be at the foot of the ladder to stop slipping.
- To prevent slipping all ladders will be secured when used as a means of access.
- When using ladders for means of access to other levels, extend the ladder to a sufficient height above the level to provide a safe handhold (if no other suitable handholds are provided).
- The base area of ladders and steps should be free from obstructions
- Ladders should be pitched plumb, either with a prepared base or a levelling device.
- Only one person should use a ladder one at a time.
- Ladders should only be used for light work and of a short duration.
- When using ladders, overhead obstructions such as cables will be identified and rendered safe.
- Combi ladders and step ladders shall be used in preference to straight ladders. Combi ladders are inherently stable due to the wide base incorporated into the design, therefore footing these ladders is not necessary.
- Where step ladders are used they must be locked correctly and under no circumstances must the top 3 steps of the ladder be used. There is no need for a safety harness to be worn/attached or to provide a watchman when working from the 3rd-4th step up or below on the step ladder.

Working at Height

- Where possible staff should avoid working at height where they can.
- The best practice for working at height shall be determined by risk assessment (as in the principles of risk hierarchy in the Working at Height Regulations 2005).
- Where possible, any working at height in public areas must be undertaken outside of normal working hours i.e. nights.
- Any person who is liable to fall and sustain injury when carrying out work (including access to the place of work), will be provided with toe boards and guard rails. If this is not practicable then a safety harness or other suspension equipment will be provided and worn.
- Scaffolding and mobile towers will be erected in accordance with The Construction (Design & Management) Regulations 2007 and the Working at Height Regulations 2005.
- At the beginning of every shift or after any event liable to affect stability, the scaffolding will be inspected and a written report produced every seven days.
- At the beginning of every shift the mobile towers will be inspected and a written report produced every seven days (if erected in the same place for that period of time or more).
- Loading tables and bay widths will be strictly adhered to.
- Notices will be fixed to incomplete scaffolds to ensure that they are not used.
- To prevent unauthorised use after working hours, ladders will be removed or otherwise rendered unusable.
- In bad weather conditions scaffolds will be secured and short boards secured down.
- Toe boards, guard rails or similar will be provided on all scaffolds.
 - All scaffold will be erected by qualified and competent personnel. No alteration or modification will be made to any scaffold, unless by an authorised, competent person.

MEWPS (including cherry pickers and scissor lifts)

Daily/weekly checks will be carried out to ensure the equipment is fit for purpose. If at any time a defect is identified, the equipment will be taken out of service immediately. A harness and the correct lanyard must be used where practicable.

During operation, the area around the MEWP will be cordoned off with appropriate barriers and signs. MEWPS will only be operated by IPAF certified operatives with current certification.

Mobile Towers

Mobile towers will be erected, adjusted or dismantled only by PASMA trained personnel.

A visual check of the site will be made to check for potential hazards, with attention to overhead obstructions, access routes, ground conditions and any loading restrictions.

Castors are to be locked off and outriggers used to enhance stability.

Barriers must be used to prevent persons from entering the fall zone.

Towers should be visually checked prior to each use.

No person will be permitted to remain on any platform during the moving or positioning of the tower. Mobile towers will be moved from the base.

Podium steps

Where possible, podium steps are to be used during the installation in preference to any ladders and/or step ladders.

A visual inspection is required prior to each use and all castors must be locked off during use.

All gates are to be shut whilst the operatives are using the equipment.

COSHH

- It is the policy of the company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 and all subsequent additions and amendments.
- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturer's and supplier's health and safety guidance and IKM's knowledge of the work process.
- The company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.
- All workers who may come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.
- Assessments will be reviewed periodically and whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.
- Health surveillance will be conducted where employees are exposed to risks which may lead to ill health effects. The need for health surveillance will be determined by risk assessment.
- A base-line assessment of health will be carried out for every new employee by completion of the pre-employment medical questionnaire.
- Employees will be required to complete a Confidential Health Assessment form prior to undertaking any night work.

PPE

- It is the policy of IKM to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1998 and all subsequent additions and amendments.
- All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitted and effective personal protective equipment.
- All personal protective equipment provided by IKM will be properly assessed for suitability and efficiency prior to its provision. Please refer to IKM PPE Policy (appendix 2).
- All personal protective equipment provided by IKM will be maintained in good working order.
- All workers provided with PPE by IKM will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- Employees must use all PPE provided to them in accordance with the training and instruction given to them regarding its use.
- IKM will endeavour to ensure that all PPE provided is used and used properly by its employees. Where site contractors issue PPE to their employees, compliance with the above will be required.
- Regular inspections of PPE are an essential part of our health & safety culture.
- Employees who have been provided with PPE must immediately report any loss of or obvious defect in any equipment provided to their Supervisor or the Director of Safety.

Manual Handling

- It is the policy of the company to comply with the law as set out in the Manual Handling Operations Regulations 1992 and all subsequent additions and amendments.
- Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is not longer valid or if the situation requiring assessment changes.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible, including manual handling training for selected personnel.
- The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy surfaces or patches.
- When lifting or moving a load with sharp or splintered edges, gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free from obstruction or spillage which could cause tripping or slips.
- Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
- Where team lifting or moving is necessary, one person should act as coordinator, giving commands to lift, lower etc.
- When lifting any object, employees should assume a squat position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.

Display Screen Equipment

- It is the policy of the company to comply with the law as set out in Health and Safety (Display Screen Equipment) Regulations 1992 and all subsequent additions and amendments.
- The company will conduct health and safety assessments of all workstations staffed by employees who use DSE as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations. The risks to users of DSE will be reduced to the lowest extent that is reasonably practicable.
- DSE users will be allowed periodic breaks in their work.
- Eyesight tests will be provided for DSE users on request.
- Where necessary DSE users will be provided with the basic necessary optical correction equipment.
- All DSE users will be given appropriate and adequate training in the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

Fire & Emergency Procedures

- The Director of Safety is responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, and for the provision and maintenance of fire prevention and detection equipment.
- Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.
- All staff in offices and on sites are required to ensure they are aware of all fire exits, muster points and evacuation procedures.
- Persons working on client premises are required to make themselves aware of the fire safety procedures and equipment.
- The company will conduct a Fire Risk Assessment of its premises in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- All workers within the company have a duty to report immediately any fire or smoke to the fire service (dial 999). **(Check the requirement for any local variations.)**
- All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Where fire doors are installed they must be kept closed at all times, unless fitted with an automatic release device.
- All fire exits and escape routes must be kept clear at all times.
- Smoke detectors and manually operated fire alarms are located at strategic points throughout IKM and client workplace areas. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.
- Practice fire drills at IKM head office will be conducted every 3 months and at other irregular intervals to ensure employee familiarity with emergency evacuation procedures.
- Fire extinguishers are provided in all workplace areas. Employees are expected to tackle a fire themselves **only if it would pose no threat to their personal safety to do so**. If the situation is dangerous or potentially dangerous the employees should activate the alarm and evacuate the building immediately.

- Smoking is against the law in all enclosed areas of the workplace and in shared company vehicles. An outside area may be specifically designated as a smoking area. Smoking areas should at all times be kept safe from flammable material, which must never be stored or allowed to accumulate in areas where smoking is permitted. Suitable receptacles will be provided for smoking materials & these will be regularly emptied.
- See also IKM Smokefree policy.

Noise

- Loud noise at work can cause irreversible hearing damage. It is one of the most common and potentially, most damaging health problems faced by anyone who works in a noisy environment.
- The company will ensure that, where it becomes necessary, hearing protection will be made available whilst being mindful of the requirements of the action values specified in the Control of Noise at Work Regulations.
- Employees must immediately report any loss or defect in any hearing protective equipment to their supervisor or the Director of Safety.
- Where appropriate, noise assessment in the workplace will be carried by a specialist assessor.

Vibration

- In accordance with the Control of Vibration at Work Regulations 2005, the company will assess the risk to employees from the use of vibrating equipment.
- Where necessary, the company will put in place control measures to reduce the exposure of employees to vibrating equipment to below the stipulated levels.
- Records of employee's exposure to vibration will be maintained.
- Where appropriate, vibration assessment in the workplace will be carried by a specialist assessor.

Asbestos

- Site personnel are required to report the discovery of any material that they suspect contains asbestos to their supervisor as soon as it is practicable to do so. The site manager will, in turn, ensure that the Managing Director is fully informed of that discovery.
- Any area where suspect materials are discovered will be sealed off until such time as an assessment can be made by suitably competent persons.
- Each premises managed by IKM shall be suitably managed in respect of the risks from ACM.

In particular, this shall be done by:

- Finding out if there is ACM in the premises, its amount and condition
 - Presuming materials contain asbestos, unless there is strong evidence that they do not
 - Making and keeping up to date a suitable record of ACM location and condition
 - Assessing the risk from the material
 - Preparing a plan with details of how the ACM is going to be managed
 - Taking suitable measures to put the plan into action
 - Monitoring and regularly reviewing the plan
 - Providing information on location/condition to anyone likely to disturb asbestos/ACM
- Any ACM identified for disposal shall be removed, wrapped and disposed of in the authorised manner by licensed contractors.

Asbestos disposal shall only be via authorised licensed asbestos sites using appropriate documentation. Records shall be retained in accordance with statutory requirements.

- Information, instruction & training shall be given, as necessary, to all persons who are liable to be exposed to asbestos fibres so that they are made aware of how to recognise asbestos containing materials, the findings of any risk assessment, the risks to health from asbestos, and the precautions which should be observed. Such information shall be given at regular intervals and adapted, as necessary, to take account of any changes.

Lifting Operations

- All lifting operations will be properly planned in accordance with the Lifting Operations & Lifting Equipment Regulations 1998.
- All lifting equipment will be regularly inspected and subject to statutory examinations.
- Records of all inspections & examinations will be maintained.
- Only competent persons will be authorised to plan and carry out lifting operations.

Confined Space Entry

- All employees, contractors and sub-contractors of IKM must carefully consider whether a person needs to enter a confined space. Those responsible for planning should use risk assessment criteria to determine whether the work could be carried out from outside the confined space.
- If work cannot be carried out without entering the confined space, then it is necessary to determine what measures need to be taken in order to secure the safety of all workers and others who may be affected by the work.
- The Regulations call for the preparation of suitable and sufficient measures to be taken before anyone enters a confined space to ensure their safe and successful rescue in an emergency. The arrangements must also consider the safety of the rescuers.
- Good practices in planning and operating emergency and safe rescue procedures are of paramount importance and must be reviewed constantly.

Site Rules

- All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- All employees shall immediately report any unsafe practices or conditions to the relevant authority.
- Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement (whether prescribed or otherwise) shall not be permitted to work.
- Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be permitted to work if this might jeopardise the health or safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- No worker should undertake a job which appears to be unsafe. For some higher risk tasks a permit to work system may be in operation and must be adhered to.
- No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor, team leader or the Director of Safety.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor, team leader or the Director of Safety.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using any equipment.
- No employee should use chemicals without the knowledge required to work safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- All employees are expected to attend departmental safety meetings and training.

Reporting & Investigation of Accidents

- It is the policy of IKM to comply with RIDDOR 1995 and all subsequent additions and updates.
- IKM sees accident investigation as a valuable tool in the prevention of future accidents, incidents or near misses. In the event of an accident, an AIR will be drawn up by the H&S manager and reported to the Director of Safety or a person appointed by the Director of Safety detailing:
 - the circumstances of the accident, incident or near miss including photographs and diagrams wherever possible,
 - the nature and severity of any injury,
 - the identity of any eye witnesses,
 - the time, date and location of the incident,
 - the date of the report.

- All eye witness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.
- The completed report will then be submitted to and analysed by IKM Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.
- All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.
- A follow-up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Communication and Consultation

- Consultation will be facilitated by means of Safety Committee meetings as often as is deemed necessary. The purpose of the Safety Committee is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.
- The management of IKM operate an open door policy allowing employees to voice concerns at any time.
- The management of IKM will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health & safety policy.
- IKM communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

Safety Training

- All workers will be trained in safe working practices and procedures prior to being allocated any role or any new task.
- Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.
- Employees are required to attend any health & safety training courses organised for them.
- Records of training undertaken by all personnel will be compiled and regularly reviewed so that future training needs can be planned.

Monitoring, Audit & Review

- It is the policy of IKM to comply with the Workplace (Health, Safety & Welfare) Regulations and the Management of Health & Safety at Work Regulations.
- Regular inspections of the workplace, including client sites, will be conducted and the findings documented.
- Regular health & safety review meetings will take place where results of workplace inspections, accident records and reports, risk assessments, COSHH assessments, training requirements, fire prevention and protection measures and the health & safety policy will be analysed and updated.
- The effectiveness of control measures will be continually monitored and improvements made when necessary.
- IKM will arrange for auditing of the safety management policies and procedures at periodic intervals. This will be performed by the Safety Advisor.

- **Section 3**

Confirmation of Receipt – to be signed and returned

I have read and fully understand to undertake the requirements of the IKM Network Communications Ltd safety policy (Issue Date September 2009).

Signature.....

Print Name.....

Date.....