



## **Health and Safety at Work - Act 1974**

### **Health and Safety Policy of:**



ATA Recruitment Ltd  
The Derby Conference Centre  
London Road  
Derby  
DE24 8UX

**January 2009**



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**Section 1. GENERAL STATEMENT OF POLICY**

It is the policy of ATA Recruitment Ltd to comply with the terms of the Health and Safety at Work etc. Act 1974 and related legislation plus all applicable Network Rail disciplines incorporating the Worksafe principles as detailed in ATA Recruitment "Refusal to Work on grounds of H&S" policy and to provide and maintain a healthy and safe working environment. ATA Recruitment health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

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

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

While the management of ATA Recruitment will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with ATA Recruitment. 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 other person.

The management of ATA Recruitment will provide every employee with the training necessary to carry out their 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 then it is the employee's duty to report this to their supervisor or the QHSE Manager (or deputy). An effective health and 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 themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the QHSE Manager (or deputy) or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

ATA Recruitment health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and updated every 12 months unless legislative changes necessitate more frequent changes.

The specific arrangements for the implementation of this policy and the personnel responsible are detailed in the following pages.

**Signed**

A handwritten signature in black ink, appearing to read 'G Hewett', written over a light blue horizontal line.

**Name: Gary Hewett**

**Date: 03/01/09**



**Section 2. MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS**

A Company Health & Safety Policy Statement is set out in Section 1.

CDM regulations 2007 Any design and/or project work falling into compliance with the CDM regulations 2007 will be carried out in line with that legislation and the associated CDM-ACOP 2007.

Training Employees will complete induction training whereby training needs are identified which may involve attendance at recognised commercial courses

Risk Assessments & - Identification of unavoidable risks and the introduction of risk assessments Safe Systems of work in order to minimise them including COSHH. This process will follow the HSE guidance on how to assess the risks in our workplace as below:

**5 Steps to Risk Assessment**

- STEP 1: Look for the hazards
- STEP 2: Decide who might be harmed and how
- STEP 3: Evaluate the risks and decide whether existing precautions are adequate or if more can be done
- STEP 4: Record your findings and make relevant employees aware of the risks & controls
- STEP 5: Review your assessment annually and revise it if necessary, re-training as necessary

Environmental Control - Projects will include measures so that environmental impact and waste generation can be minimised both for office and site related activities

Office Equipment - Will be operated and maintained (with records kept) in accordance with the manufactures/suppliers recommendations and current electrical safety legislation and display screen equipment regulations

Emergency procedures/  
Fire and communications - Named individuals will be identified to deal with emergency situations, including emergency contacts

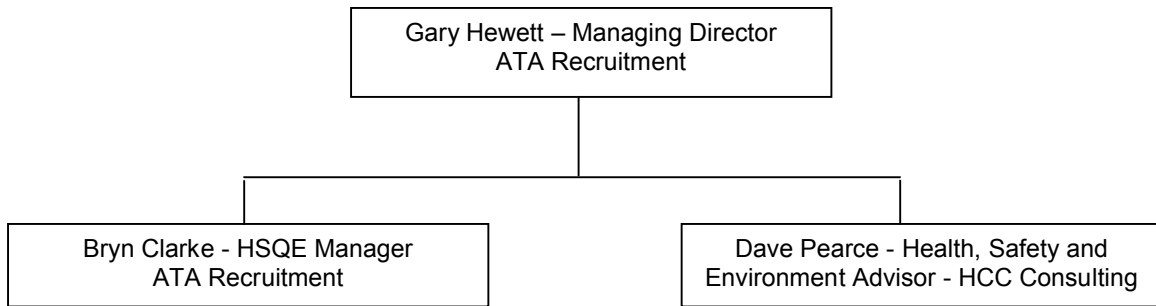
Medical facilities/  
Welfare Location of First Aid facilities identified together with first aiders and appropriate welfare facilities will be provided

Records - A process for accident, health and training records will be maintained and monitored

Monitoring the - Regular and continuous audits will be carried out by line management and effectiveness of the external consultants, reviewed and overseen by the QEHS Manager policy through Health & Safety meetings



**ORGANISATIONAL CHART (QEHS)**





**Section 3. RESPONSIBILITIES UNDER THIS POLICY**

**Directors**

Minimum Requirements to perform this role:-

Be of senior management status within the company relevant experience within the industry

The Directors shall have responsibilities for the following:

- The provision and maintenance of safe and healthy working conditions for the workforce and others affected by work activities. These conditions will conform at least to the minimum laid down by statute.
- Ensuring that all persons are made aware of their individual responsibilities and duties.
- Ensuring that appropriate risk assessments are produced and liaison with sub-contractors is effective.
- Ensuring that sound and safe working practices are both understood and observed.
- Ensuring that work activities, where appropriate, allow for the cost of compliance with the CDM Regulations 2007, including welfare facilities, safe working methods, adequate and safe storage of materials, hazardous substances and waste disposal.
- To consult with the employees of ATA Recruitment on matters relating to health, safety and welfare matters.
- Ensuring that regular and frequent office / site inspections of H&S compliance are carried out.
- Setting up a system to assess hazardous substances, health hazards at the workplace and inform employees of the risks, and the control methods to be adopted.
- Ensuring that liaison between ATA Recruitment' branch offices occurs.
- Setting up and administration of an adequate system of accident reporting and investigation.
- Setting up a system of discipline for cases where a breach of this policy occurs or where duties are not properly carried out.
- Modifying this policy as required by amended regulations.
- To arrange for all necessary insurance's, certificates, statutory tests, examinations and inspections of facilities, plant and equipment, as detailed in each branches H&S schedule.
- To arrange for the investigation, recording and reporting of accidents to enforcing authorities and insurers.
- To arrange fire risk assessments are carried out and fire fighting equipment and maintenance at ATA Recruitment' offices and sites. Ensure that fire fighting systems are available at all times, correct for the perceived risk and maintained. Keep records.
- Ensuring that adequate first aid, welfare and toilet facilities are available and adequately maintained.
- Ensure that all staff, are trained, with certificate copies held, as appropriate.
- When appropriate the QHSE Manager will undertake the Director responsibilities as shown

**QHSE Manager – (or Compliance Coordinator as nominated deputy)**

Minimum Requirements to perform this role:-

**Be of management status within the company**

Relevant experience within the industry (2-4 Years)

Be in a position to liaise with the Directors, and Compliance Coordinator

The QHSE Manager or deputy shall have responsibilities for the following:

- To read, understand and promote ATA Recruitment' safety policy and ensure it's effectively implemented.
- To ensure all employees conform to the policy and co-operate with Office supervision.
- To ensure that employees are trained and instructed in health and safety matters.
- To ensure that risk assessment information is available to Office for implementation of control measures.
- To ensure that office areas to which occupiers or visitors have access are maintained to ensure their safety.
- To carry out inspections of the facility and equipment, to reduce risks to a practicable minimum.
- To ensure that all employees are aware of the risk assessment information provided in any safety information
- Ensure that protective clothing/equipment (PPE), are available, used and maintained as appropriate.
- Ensure that the first aid kit and fire fighting equipment is available at all times and any defects resolved.



- Accompany any enforcing authority official on a site visit and action advice given.
- To ensure the inspection of facilities, equipment, structures etc.. as defined on the H&S schedule are carried out as required by regulations, and any defects discovered, are actioned forthwith.
- Set a personal example at all times.

### **Compliance Coordinator (or nominated deputy)**

The Compliance Coordinator have **the following duties:**

- Read and understand ATA Recruitment safety policy.
- Carry out its requirements and work in a safe manner at all times.
- Wear protective clothing and use safety equipment, as appropriate
- Report defects in facility, equipment or materials immediately to the site supervisor.
- Maintain all equipment in good condition.
- Use equipment only for the purpose for which it is intended.
- Use only the equipment upon which you have been instructed/experienced.
- To follow instructions concerning the storage, handling and use of any hazardous substance.
- Not to take part in 'horse play' or dangerous practical jokes whilst at work.
- Report to the management, any injury to yourself or ill health, which results from a works accident, even if it appears to be only very minor and may not stop you working.
- Make suggestions whereby the safety of current working arrangements could be improved.
- Inform management of any medication/drugs, which you are taking and which shall affect your capacity for work, or treatment following an accident.

### **Site and Office staff**

**Employees (as above) have a duty to:**

- Comply with, and read the provisions of this policy.
- Work in a safe manner not placing themselves or any other person at risk.
- Sub-contractors and the self employed are not entitled to modify, alter or otherwise interfere with any plant, equipment or materials for which they have no responsibility, unless authorised by the management.
- Ensure that any injury sustained by their activities are reported to the site supervisor without delay.
- To observe statutory provisions re. hazardous/flammable substances which they may bring to a workplace.
- Keep all workplaces clean and tidy and to clear them periodically as work progresses.
- Wear protective clothing and use safety equipment appropriate to the operation.

### **Safety Consultants**

**Minimum Competency Requirements to perform this role:-**

**NEBOSH general Certificate, and working towards membership of IOSH**

A minimum of 3 years experience within the Rail industry

ATA Recruitment will utilise the services of a qualified safety consultant to advise management on health and safety matters pertaining to current activities. Information concerning legislation changes, codes of practice and guidance notes together with regular site inspections and accident investigations as necessary, fulfil the main service.

Where appropriate liaise with enforcing authorities, planning supervisors and sub-contractor in respect to health and safety matters.



**Section 4. ACCIDENT PROCEDURE R.I.D.D.O.R 1995**

**The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)**

- All first aid stations will be clearly marked and easily accessible by all employees during all working hours.
- Nominated first aiders will be responsible for the use and maintenance of each first aid station.
- A list of emergency telephone numbers available to the work area will be posted at each first aid station.
- **Qualified first aiders or First Aid Awareness trained employees are identified locally at each Office**

All employees are responsible for reporting all cases of accident, disease or near miss to the QHSE Manager (or deputy). Accident records will be compiled and stored by the QHSE Manager (or deputy), who is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 Regulations where applicable.

**Accident Reporting**

It is the policy of ATA Recruitment to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95). ATA Recruitment see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the QHSE Manager (or deputy) or a person appointed by the QHSE Manager (or deputy) detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The time, date and location of the incident and date of report
- Eyewitness accounts will be collected as near to the time of the accident as practicable. Person required to give an official statement have the right to have representation present, at ATA Recruitment expense.
- The completed report will then be submitted to and analysed by the Directors of ATA Recruitment who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.
- Should any accident or incident generate a claim against ATA Recruitment then ensure that ATA Recruitment' insurance company are notified and given all relevant information.
- A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.
- Records of all accidents / incidents where an injury has been caused should be maintained for 40 years.

**DUTY TO REPORT INJURIES, DANGEROUS OCCURRENCES AND DISEASES**

The duty to report rests with the “responsible person”, as indicated below:

<b>Reportable event</b>	<b>Person(s) affected</b>	<b>Responsible Person</b>
Death, specified major injury, over-3-day injury, or scheduled disease (including cases of disease connected with diving operations)	Suffered by an employee	ATA Recruitment The person in control of H&S (i.e. The QHSE Manager)
Specified major injury, over-3-day injury, or case of disease	Suffered by a self employed person working under the control of a contractor	The self employed person (or someone acting for him)
Death, or injury requiring removal from site to hospital for treatment (or major injury occurring in a hospital)	Suffered by a self employed person in premises under his own control	The person in control of the premises where the accident happened
A dangerous occurrence	Suffered by a person who is not at work (e.g. a member of the public), but who has been affected by the work of someone else	The person in control of the premises



**Section 4 cont.**

**The Directors of ATA Recruitment will have duties in relation to accidents.**

- To satisfy himself that the proper authorities have been notified in the event of serious injury or fatality occurring.
- Ensure that work in the vicinity of a notifiable accident is suspended pending an investigation.
- Record the action taken, the details of injuries and damage to plant, equipment, materials and structures including remedial action taken.
- Carry out an investigation to establish the cause of a notifiable accident.
- In specific terms investigate whether the accident was caused by faulty equipment, faulty machinery or materials, defective plant, unsafe working practices or misconduct, either individually or collectively.
- Ensure that once the specific causes of the accident are identified appropriate remedial action is taken in order to prevent recurrence.

**Section 4A. THE ARRANGEMENTS FOR ACCIDENT, INCIDENT OR NEAR MISS SITUATIONS ON THE RAIL INFRASTRUCTURE**

NB. In addition to the RIDDOR 95 requirements, reporting of certain safety related information to Network Rail is mandatory in line with the Railway Group Standard GE/RT 8047.

**EMERGENCY ARRANGEMENTS**

**Accidents On or Near the Line**

Report accident as quickly as possible to the signaller, Operations Control and the local manager and if you do not know any of these then tell your nearest line manager.

State: **“This is an emergency call”** followed by:

- Your name, job title & employer
- Confirm who you are speaking to and that they are the correct person
- Where you are speaking from
- Your telephone or radio call number
- Then give the exact location and accident details, and which line(s) are / or could be blocked
- State whether Police, Fire, Ambulance or other emergency services are or may be needed
- Ensure that your message is read back to ensure confirmation of correct details, it is vitally important they understand it. The ECO or signaller will tell you what they have done, whats going to happen next and what they want you to do.

Report all accidents, incidents or near misses to your line manager and that they are recorded in the accident book

**Calling the Emergency Services**

- Ensure you know how to call the emergency services from your work location. Dialling 999 generally applies but may not always apply where local emergency support is used
- Only use a mobile telephone to call the emergency services if there is no alternative
- Each emergency service will be called separately. Give each one the exact location and details of the accident
- Always call the emergency services if unsure about extent of casualties

**EMERGENCY PROTOCOL WITH MAIN CONTRACTOR RESPONSIBLE FOR INCIDENT**

Assist the enquiry to the limit of your competence  
Remain on site or ensure correct approval before leaving site  
Do not disturb any of the site incidents

**Remember:** As someone who works for or on the Railway, there are situations where you might have to take action to prevent death, injury or damage, BUT:

**Whatever you do, do not put yourself in danger !!!**



**Section 5. ACCIDENT INVESTIGATION PROCEDURE**

The scene of accidents/dangerous occurrences must be left undisturbed until all investigations required by the Health and Safety Executive Inspector and/or Network Rail or its main contractor has been completed. If the accident relates to a Rail incident situation then assist the main contractor or site controller in the same manner and ensure that line management is informed even if you or your team is not directly involved in the incident.

- ATA Recruitment will keep records of all accidents including all reported accidents and will also investigate and report on them as detailed in accident reporting.
- The Directors may require a comprehensive report to be undertaken by a suitably qualified person/organisation and ATA Recruitment shall have the responsibility to heed recommendations which may be forthcoming as a result of accident investigation.
- It shall be the responsibility of every employee to ensure that the Health & Safety Consultant or Line Management is given every co-operation when investigating a site or an accident investigation.
- As part of the ongoing accident investigation process undertake regular monitoring and inspections

**NB:** The Insurance Company/Broker acting for ATA Recruitment may require additional Information

**Section 6. ASBESTOS (CONTROL OF) REGULATIONS 2006**

Under the Asbestos Regulations 2006 all employers must carry out an asbestos survey on the workplace to establish if any asbestos is present and if so how it will be controlled. This can take the form of a register identifying the areas and substances involved and how they are to be controlled if worked on.

Any building constructed before 1999 has the potential for some asbestos containing materials (ACM's) to have been used during construction. All types of asbestos were banned from building use in 1998/99 and so it is safe to assume any building constructed after this date is asbestos free. Therefore the following age related guidance is a rough initial assessment of the potential for asbestos to be present in the building.

NB Asbestos Containing Materials = ACM's

- |          |  |
|----------|--|
| Pre 1970 | It is almost definite there will be some ACM's within the property.  |
| 1980's   | It is likely there will be some ACM's within the property  |
| 1990's   | Asbestos was finally banned in 1999 and there is a reducing risk in buildings constructed late 1980's and 1990's as the knowledge of asbestos hazards was increasing and its use within buildings steadily declining. Therefore the likelihood of a building containing ACM's decreases but it cannot be assumed there are no ACM's if the building was constructed before 1999. |

**Section 7. CONSULTATION, COMMUNICATION & CO-OPERATION**

In line with the H&S – Consultation with employees Regulations 1996, the Information for Employees Regulations 1989 and the Safety Representatives and Committees Regulations 1977, the management of ATA Recruitment will encourage employees (or their representative(s)) involvement in establishing and reviewing H&S compliance and to communicate to employees their commitment to safety. Also to ensure that employees are familiar with the contents of ATA Recruitment health and safety policy. ATA Recruitment will communicate with its employees through meetings, orally, information on notice boards, in writing, in the form of directives and this policy statement, and by example. For ATA Recruitment to build and maintain a healthy and safe working environment, co-operation between employees at all levels is essential.

- All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform their duties under this policy.
- Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of ATA Recruitment.



**Section 8. CONTROL OF HAZARDOUS SUBSTANCES REGULATIONS 2002**

It is the policy of ATA Recruitment to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002 (& 2003/4 amendments).

- A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and knowledge of the work process. Assessments will be reviewed periodically, 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.
- ATA Recruitment will ensure that exposure of employees to hazardous substances is minimised and adequately controlled in all cases. All employees who will 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.

**Section 9. DISPLAY SCREEN EQUIPMENT REGULATIONS 1992**

It is the policy of ATA Recruitment to comply with the H&S (Display Screen Equipment) Regulations 1992.

- ATA Recruitment will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and if appropriate comply with legislation's requirements.
- The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable. VDU screen users will be allowed periodic breaks in their work. Eyesight tests can be provided for VDU users on request
- Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.
- All VDU screen users will be given appropriate and adequate training on 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.

**Section 10. ELECTRICITY AT WORK REGULATIONS 1989**

**Ensure that the electrical installation is safe**

- Install new electrical systems to a suitable standard, eg BS 7671 *Requirements for electrical installations*, and then maintain them in a safe condition;
- Existing installations should also be properly maintained; It is recommended that fixed installations are inspected and tested periodically by a competent person.
- Provide enough socket-outlets - overloading socket-outlets by using adaptors can cause fires.

**Provide safe and suitable equipment**

- Choose equipment that is suitable for its working environment;
- Ensure that equipment is safe when supplied and then maintain it in a safe condition;
- For portable equipment, use socket-outlets which are close by so that equipment can be easily disconnected in an emergency;
- The ends of flexible cables should always have the outer sheath of the cable firmly clamped to stop the wires (particularly the earth) pulling out of the terminals;
- Protect lightbulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken;

**Carry out preventative maintenance**

All electrical equipment and installations should be maintained to prevent danger. It is strongly recommended that this includes an appropriate system of visual inspection and, where necessary, testing. The frequency of inspections and any necessary testing will depend on the type of equipment, how often it is used, and the environment in which it is used. Equipment users can help by reporting any damage or defects they find.



**Section 11. FIRE SAFETY REGULATIONS 2006**

ATA Recruitment will carry out a Fire Risk Assessment on their premises to eliminate or reduce any identified risks. ATA Recruitment fire safety policy and procedures will take account of special fire hazards in specific areas of the workplace with the assistance of expert help, if necessary.

- Management are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures and co-ordinating inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.
- The person(s) with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is the M.D. delegated to each Branch Manager or nominated deputy as shown on the H&S Branch schedule
- All employees within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (dial 999).
- All employees have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care in keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.
- Directors are responsible for the provision and maintenance of fire prevention and detection equipment.
- Line Managers are responsible for keeping their operating areas safe from fire, ensuring that their staff is trained in proper fire prevention practices and emergency procedures.

**Fire Fighting Equipment**

- Fire extinguishers are located at strategic points throughout the workplace. Employees who are trained to 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 employee should activate the alarm and evacuate the building immediately.
- Fire alarms tested weekly from a different call point and check that it is audible in all areas.
- Fire drills to be held regularly (12 month intervals) and records kept.

**Fire Exits**

- Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.
- Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

**Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly points for each department are shown on the Emergency Evacuation Procedure for each Branch. Refresher review of practice fire drills will be conducted annually to ensure employee familiarity with emergency evacuation procedures.

**Section 12. FIRST AID AT WORK REGULATIONS 1981**

The Health and Safety (First-Aid) Regulations 1981 require ATA Recruitment to provide adequate and appropriate equipment, facilities and personnel to enable first aid to be given to your employees if they are injured or become ill at work. What is adequate and appropriate will depend on the circumstances in your workplace and you should assess what your first aid needs are.

The minimum first-aid provision on any work site is:

- A suitably stocked first-aid box;
- An appointed person to take charge of first-aid arrangements.

It is also important to remember that accidents can happen at any time. First-aid provision needs to be available at all times people are at work with a minimum of 5% of PTS sponsored workforce FA trained.

ATA Recruitment is required by law to make an assessment of significant risks in the workplace, detailing the risks of injury and ill health based on the work activities, the work environment and other relevant factors.



**Section 13. GENERAL SAFETY RULES**

- All employees should be aware of and adhere to the disciplines 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 working skills or judgement, whether prescribed or otherwise, shall not be allowed 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 allowed on the job if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment or office machinery in a manner not within the scope of their duties, unless qualified and requested 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 employees.
- No employee should undertake a job, which appears to be unsafe.
- No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the QHSE Manager (or deputy) or a delegated representative.
- 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 or the QHSE Manager (or deputy).
- Work shall be planned and supervised to avoid injuries in the handling of heavy materials while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals 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.

**Working Environment**

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be properly stored and removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.

**Walkways**

- Walkways and passageways must be kept clear from obstructions at all times.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.
- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.



**Section 14. WORKING AT HEIGHTS REGULATIONS 2005**

The Work at Height Regulations 2005 (& 2007 amendment) apply to all work at height where there is a risk of a fall liable to cause personal injury. They place duties on employers, the self-employed, and any person who controls the work of others (eg facilities managers or building owners who may contract others to work at height) to the extent they control the work.

**What is 'work at height'?**

A place is 'at height' if a person could be injured falling from it, even if it is at or below ground level. 'Work' includes moving around at a place of work (except by a staircase in a permanent workplace) but not travel to or from a place of work.

**Access and Landing Places - Ladders: -**

- must be securely fixed to a sound fixing in order to prevent undue swaying
- must be on sound firm level footing
- each stile must be properly supported
- must extend at least 1.05m above the landing place
- must be clear space at each rung to allow safe foothold
- vertical run of ladder not to exceed 9m unless intermediate landing is provided
- must be set at correct angle 75° - one measure out for every four measures up
- must be suitable to carry the envisaged loading (man plus materials?)

**Section 15. LOLER REGULATIONS 1998**

What does LOLER do?

Generally, the Regulations require that lifting equipment provided for use at work is:

- strong and stable enough for the particular use and marked to indicate safe working loads;
- positioned and installed to minimise any risks;
- used safely, ie the work is planned, organised and performed by competent people; and
- subject to ongoing thorough examination and, where appropriate, inspection by competent people.

What equipment is covered by the Regulations?

Lifting equipment includes any equipment used at work for lifting or lowering loads, including attachments used for anchoring, fixing or supporting it. The Regulations cover a wide range of equipment including, cranes, fork-lift trucks, lifts, hoists, mobile elevating work platforms, and vehicle inspection platform hoists. The definition also includes lifting accessories such as chains, slings, eyebolts etc. LOLER

**Section 16. MANUAL HANDLING OPERATIONS REGULATIONS 1992**

It is the policy of ATA RECRUITMENT Group to comply with the Manual Handling Operations Regulations 1992.

- Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.
- 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 no longer valid.
- All possible steps will be taken to reduce the risk of injury to the lowest level possible.

**Section 17. CONTROL OF NOISE AT WORK REGULATIONS 2005**

The Control of Noise at work Regulations 2005 require you to take specific action at certain action values. These relate to:

- the levels of exposure to noise of your employees averaged over a working day or week; and
- the maximum noise (peak sound pressure) to which employees are exposed in a working day.

The values are:

- lower exposure action values: daily or weekly exposure of 80 dB; peak sound pressure of 135 dB;
- upper exposure action values: daily or weekly exposure of 85 dB; peak sound pressure of 137 dB.

There are also levels of noise exposure which must not be exceeded:

- exposure limit values: daily or weekly exposure of 87 dB; peak sound pressure of 140 dB.

Where exposure to noise levels in excess of the above limits must be controlled by appropriate PPE protection.



**Section 18. PERSONAL PROTECTIVE EQUIPMENT REGULATIONS 1992**

It is the policy of ATA RECRUITMENT Group to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992 and where appropriate Network Rail's PPE specifications.

- All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.
- All personal protective equipment provided by ATA RECRUITMENT Group will be compliant with current regulations and be maintained in good working order.
- All employees provided with personal protective equipment by ATA RECRUITMENT Group will receive comprehensive training and information on the use, maintenance and purpose of the equipment.
- ATA RECRUITMENT Group will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

**Section 19. P.U.W.E.R. (WORK EQUIPMENT) REGULATIONS 1998**

It is the policy of ATA RECRUITMENT Group to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

- ATA RECRUITMENT Group will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used. All employees will be provided with adequate information and training to enable them to use work equipment safely.
- All work equipment will be maintained in good working order and repair. All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment. All work equipment will be clearly marked with health and safety warnings where appropriate.
- Annual "PAT" testing of all electrical equipment used will be carried out and recorded.

**Section 20. RSI (REPETITIVE STRAIN INJURY) AND ULDS (UPPER LIMB DISORDERS)**

As an employer, you have a legal duty under the Health and Safety at Work etc Act 1974 and Management of Health and Safety at Work Regulations 1999 to prevent work-related ULDs or to stop any cases getting worse. If you do not manage the risk of ULDs to employees you run the risk of legal action and possible compensation costs.

**What is the difference between RSI and ULDs?**

They basically refer to the same conditions, although the term repetitive strain injury (RSI) is used by some to refer to pain in the arm when working with computers. The term ULDs covers a range of over 20 medical conditions. HSE prefers to use the general term ULD because problems might not be due to strain and there may not be any sign of injury.

ULDs can be successfully managed in the workplace by:

- Assessing the risks - this means looking around your workplace to see which jobs may cause harm;
- Reducing the risk of ULDs – this could mean changing the way work is organised;
- Helping sufferers back to work.
- You are more likely to succeed if you:
  - Involve employees and their safety representatives early and at every stage;
  - Provide information and training to all those involved;
  - Design the job to fit the employee.

**Section 21. R.O.G.S. 2006**

See HCC website for details and explanatory note on this legislation.



**Section 22. SAFETY TRAINING FOR EMPLOYEES REGULATIONS 1990**

In line with the H&S Training for Employment Regulations 1990, safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of ATA RECRUITMENT Group that if a job is not done safely then it is not done effectively.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use of all equipment and systems or procedures appropriate to the task concerned and the formulation of emergency contingency plans.

Personnel responsible for co-ordinating safety training are detailed in the attached schedule and below:

- QHSE Manager (or deputy) Overall Training Monitoring
- Plant Managers (or deputies) Employee safety training co-ordination
- External H&S Consultant External support - Legislative compliance & awareness training

**Section 23. SMOKE FREE PREMISES REGULATIONS**

- Smoking will be prohibited in all “enclosed” areas of the workplace and company vehicles except any external areas which have been specifically designated as remote smoking areas (i.e. external “bus shelter” type facility with suitable signs and facilities for smokers).
- These must not create a risk of passive smoking to non-smokers so will be away from entrances/exits, passageways or direct walking routes.
- No Smoking signs will be prominently displayed in all working areas
- Designated Smoking areas should at all times be kept fire safe.
- Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

**Section 24. CONTROL OF TRANSPORT**

The daily checks which must be carried out by a driver of any vehicle are as follows:-

1. Engine Oil Levels
2. Water Levels
3. Brake Fluid Levels
4. Tyre Pressure & Condition
5. Wheel Nuts for Security
6. Fuel and Lights

All vehicles should be kept as clean and tidy as is reasonably practical. Only those employees holding valid driving licences are permitted to drive ATA RECRUITMENT Group’s vehicles. A Register of Qualified Drivers will be kept in each office and the following rules must be complied with:.

- The Highway Code must be observed at all times.
- On vehicles, which legally require flashing beacons to be used while on a roadway, these must be fitted.
- At no time should any unauthorised persons be allowed in Company vehicles.
- Smoking will not be permitted under legislation in company vehicles from 1<sup>st</sup> July 2007.

**MOBILE PHONES**

Mobile phones should only be used in company vehicles or in own vehicles on company business in line with current legislation (i.e. hands free) – see below:

- Hand-held mobile phones should never be used whilst driving.
- The use of hands-free kits should also be kept to an absolute minimum.
- Ideally mobile phones should be turned off whilst driving and messages checked at the destination.
- Texting is not permitted at any time whilst driving.



**Section 24 cont**

**VEHICLE ACCIDENT PROCEDURES**

If a vehicle is involved in an accident, the driver MUST:-

1. Stop
2. Give his own name and address
3. Give the name and address of the vehicle's owner.
4. Give the vehicle registration number to any person having reasonable grounds for requiring it.
5. Take the aforementioned from anyone involved or witnessing the accident.

The driver must report the accident to the office as soon as possible, where a statement will be taken and reported to the Insurance Company. Drivers should also report the accident to the nearest Police Station and request the Log Number relating to his report, if a personal injury has occurred.

**Section 25. VIBRATION (CONTROL OF) AT WORK REGULATIONS 2005**

The Control of Vibration at Work Regulations 2005 require you to:

- assess the vibration risk to your employees;
- decide if they are likely to be exposed above the daily exposure action value (EAV) and if they are:
  - introduce a programme of controls to eliminate risk, or reduce exposure to as low a level as is reasonably practicable;
  - provide health surveillance (regular health checks) to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk;
- decide if they are likely to be exposed above the daily exposure limit value (ELV) and if they are:
  - take immediate action to reduce their exposure below the limit value;
- provide information and training to employees on health risks and the actions to control those risks;
- consult your employees/representative on your proposals to control risk and to provide health surveillance;
- keep a record of your risk assessment and control actions;
- keep health records for employees under health surveillance;
- review and update your risk assessment regularly.

What is the exposure action value?

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure. The greater the exposure level, the greater the risk and the more action employers will need to take to reduce the risk. For hand-arm vibration the EAV is a daily exposure of 2.5 m/s<sup>2</sup>.

What is the exposure limit value?

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. For hand-arm vibration the ELV is a daily exposure of 5 m/s<sup>2</sup>. It represents a high risk above which employees should not be exposed.

The Regulations allow a transitional period for the limit value until July 2010. This only applies to work equipment already in use before July 2007. The exposure limit value may be exceeded during the transitional period as long as you have complied with all the other requirements of the Regulations and taken all reasonably practicable actions to reduce exposure as much as you can. Control the risks from hand-arm vibration

You may be able to get suitable vibration data from the equipment handbook, or from the equipment supplier.

here are also some databases on the internet which may have suitable vibration data.

you should check that the manufacturer's vibration data represents the way you use the equipment since some data may underestimate workplace vibration levels substantially. If you are able to get vibration data from the manufacturer which is reasonably representative of the way you use the equipment, it should be suitable for you to use in estimating your employees' exposure.

However, if the only information available to you is the vibration emission declared in the equipment's handbook, it may be safer to double this figure before using it for estimating daily exposures. You also need to check, by observing them, how long employees are actually exposed to the vibration (ie the total daily 'trigger time' with the equipment operating and in contact with the employee's hand(s)).



**Section 26. WORKPLACE (HSW) REGULATIONS 1992**

The Workplace (Health, Safety and Welfare) Regulations 1992 cover a wide range of health, safety and welfare issues and apply to most workplaces. For all Rail related work the Client / Main Contractor will take the responsibility for the above requirements unless otherwise documented.

**Ventilation**

Workplaces need to be adequately ventilated. Fresh, clean air should be drawn from a source outside the workplace, uncontaminated by discharges from flues, chimneys or other process outlets, and be circulated through the workrooms.

Ventilation should also remove and dilute warm, humid air and provide air movement which gives a sense of freshness without causing a draught. If the workplace contains process or heating equipment or other sources of dust, fumes

or vapours, more fresh air will be needed to provide adequate ventilation. Windows or other openings may provide sufficient ventilation but, where necessary, mechanical ventilation systems should be provided and regularly maintained.

**Temperatures in indoor workplaces**

Environmental factors (such as humidity and sources of heat in the workplace) combine with personal factors (such as the clothing a worker is wearing and how physically demanding their work is) to influence what is called someone's 'thermal comfort'.

Individual personal preference makes it difficult to specify a thermal environment which satisfies everyone. For workplaces where the activity is mainly sedentary, for example offices, the temperature should normally be at least 16 °C. If work involves physical effort it should be at least 13 °C (unless other laws require lower temperatures).

**Lighting**

Lighting should be sufficient to enable people to work and move about safely. If necessary, local lighting should be provided at individual workstations and at places of particular risk such as crossing points on traffic routes. Lighting and light fittings should not create any hazard. Automatic emergency lighting, powered by an independent source, should be provided where sudden loss of light would create a risk.

**Cleanliness and waste materials**

Every workplace and the furniture, furnishings and fittings should be kept clean and it should be possible to keep the surfaces of floors, walls and ceilings clean. Cleaning and the removal of waste should be carried out as necessary by an effective method. Waste should be stored in suitable receptacles.

**Room dimensions and space**

Workrooms should have enough free space to allow people to move about with ease. The volume of the room when empty, divided by the number of people normally working in it, should be at least 11 cubic metres. All or part of a room

over 3.0 m high should be counted as 3.0 m high. 11 cubic metres per person is a minimum and may be insufficient depending on the layout, contents and the nature of the work.

**Workstations and seating**

Workstations should be suitable for the people using them and for the work they do. People should be able to leave workstations swiftly in an emergency. If work can or must be done sitting, seats which are suitable for the people using them and for the work they do should be provided. Seating should give adequate support for the lower back, and footrests should be provided for workers who cannot place their feet flat on the floor.

**Safety Maintenance**

The workplace, and certain equipment, devices and systems should be maintained in efficient working order (efficient for health, safety and welfare). Such maintenance is required for mechanical ventilation systems; equipment and devices which would cause a risk to health, safety or welfare if a fault occurred; and equipment and devices intended to prevent or reduce hazard.

The condition of the buildings needs to be monitored to ensure that they have appropriate stability and solidity for their use. This includes risks from the normal running of the work process (eg vibration, floor loadings) and foreseeable risks (eg fire in a cylinder store).



**Section 26 cont.**

**Floors and traffic routes**

'Traffic route' means a route for pedestrian traffic, vehicles, or both, and includes any stairs, fixed ladder, doorway, gateway, loading bay or ramp. There should be sufficient traffic routes, of sufficient width and headroom, to allow people and vehicles to circulate safely with ease.

Horizontal swinging barriers used as gates at car park or similar entrances should be locked open or locked shut (preferably by padlock) so that they do not swing open and constitute a risk to oncoming vehicles. This guidance also relates to duties under the requirements of the Regulations covering doors and gates.

To allow people and vehicles to move safely, the best approach is to keep vehicles and pedestrians apart by ensuring that they use entirely separate routes.

If people and vehicles have to share a traffic route, use kerbs, barriers or clear markings to designate a safe walkway and, where pedestrians need to cross a vehicle route, provide clearly marked crossing points with good visibility, bridges or subways. Make sure the shared route is well lit.

It is often difficult for drivers to see behind their vehicle when they are reversing; as far as possible, plan traffic routes so that drivers do not need to reverse. This can be achieved by using one-way systems and drive-through loading areas.

Set appropriate speed limits, and make sure they, and any other traffic rules, are obeyed. Provide route markings and signs so that drivers and pedestrians know where to go and what rules apply to their route, so they are warned of any potential hazards.

Loading bays should have at least one exit point from the lower level, or a refuge should be provided to avoid people being struck or crushed by vehicles.

barriers or portable wheel stops should be provided at the end of the traffic route.

Floors and traffic routes should be sound and strong enough for the loads placed on them and the traffic expected to use them. The surfaces should not have holes or be uneven or slippery, and should be kept free of obstructions and from any article or substance which may cause a person to slip, trip or fall.

Criteria for defects such as subsidence, unevenness, pot holes, collection of surface water, cracks and ruts should be determined and set, and maintenance systems developed to undertake repair when these limits are exceeded.

Open sides of staircases should be fenced with an upper Rail at 900 mm or higher, and a lower Rail. A handrail should be provided on at least one side of every staircase, and on both sides if there is a particular risk. Additional handrails may be required down the centre of wide staircases. Access between floors should not be by ladders or steep stairs.

**Transparent or translucent doors, gates or walls and windows**

Windows, transparent or translucent surfaces in walls, partitions, doors and gates should, where necessary for reasons of health and safety, be made of safety material or be protected against breakage. If there is a danger of people coming into contact with it, it should be marked or incorporate features to make it apparent.

Employers will need to consider whether there is a foreseeable risk of people coming into contact with glazing and being hurt. If this is the case, the glazing will need to meet the requirements of the Regulations.

**Windows**

Openable windows, skylights and ventilators should be capable of being opened, closed or adjusted safely and, when open, should not pose any undue risk to anyone.

Windows and skylights should be designed so that they may be cleaned safely. When considering if they can be cleaned safely, account may be taken of equipment used in conjunction with the window or skylight or of devices fitted to the building.

**Doors and gates**

Doors and gates should be suitably constructed and fitted with safety devices if necessary.

Doors and gates which swing both ways and conventionally hinged doors on main traffic routes should have a transparent viewing panel.

Power-operated doors and gates should have safety features to prevent people being struck or trapped and, where necessary, should have a readily identifiable and accessible control switch or device so that they can be stopped quickly in an emergency.

Upward-opening doors or gates need to be fitted with an effective device to prevent them falling back. Provided that they are properly maintained, counterbalance springs and similar counterbalance or ratchet devices to hold them in the open position are acceptable. Powered vertical opening doors that are powerful enough to lift an adult or child should be fitted with measures to prevent this.



### **Escalators and moving walkways**

Escalators and moving walkways should function safely, be equipped with any necessary safety devices, and be fitted with one or more emergency stop controls which are easily identifiable and readily accessible.

### **Welfare**

#### **Sanitary conveniences and washing facilities**

Suitable and sufficient sanitary conveniences and washing facilities should be provided at readily accessible places. They and the rooms containing them should be kept clean and be adequately ventilated and lit. Washing facilities should have running hot and cold or warm water, soap and clean towels or other means of cleaning or drying. If required by the type of work, showers should also be provided. Men and women should have separate facilities unless each facility is in a separate room with a lockable door and is for use by only one person at a time.

#### **Drinking water**

An adequate supply of high-quality drinking water, with an upward drinking jet or suitable cups, should be provided. Water should only be provided in refillable enclosed containers where it cannot be obtained directly from a mains supply. The containers should be refilled at least daily (unless they are chilled water dispensers where the containers are returned to the supplier for refilling). Bottled water/water dispensing systems may still be provided as a secondary source of drinking water.

#### **Accommodation for clothing and facilities for changing**

Adequate, suitable and secure space should be provided to store workers' own clothing and special clothing. As far as is reasonably practicable the facilities should allow for drying clothing. Changing facilities should also be provided for workers who change into special work clothing. The facilities should be readily accessible from workrooms and washing and eating facilities, and should ensure the privacy of the user, be of sufficient capacity, and be provided with seating.

#### **Facilities for rest and to eat meals**

Suitable and sufficient, readily accessible rest facilities should be provided. Seats should be provided for workers to use during breaks. These should be in a place where personal protective equipment need not be worn. Rest areas or rooms should be large enough and have sufficient seats with backrests and tables for the number of workers likely to use them at any one time, including suitable access and seating which is adequate for the number of disabled people at work.

Where workers regularly eat meals at work, suitable and sufficient facilities should be provided for the purpose. Such facilities should also be provided where food would otherwise be likely to be contaminated.

Work areas can be counted as rest areas and as eating facilities, provided they are adequately clean and there is a suitable surface on which to place food.

Where provided, eating facilities should include a facility for preparing or obtaining a hot drink. Where hot food cannot be obtained in or reasonably near to the workplace, workers may need to be provided with a means for heating their own food (eg microwave oven).

Canteens or restaurants may be used as rest facilities provided there is no obligation to purchase food.

Suitable rest facilities should be provided for pregnant women and nursing mothers. They should be near to sanitary facilities and, where necessary, include the facility to lie down.

## **27. YOUNG PERSONS**

ATA RECRUITMENT Group may employ persons under eighteen (18) years old. As a requirement of the Management of Health and Safety at Work Regulations 1999, ATA RECRUITMENT Group will ensure that the risks to young people at work are assessed before they start work.

ATA RECRUITMENT Group lets the parents of school-age children know the key findings of the Risk Assessment and the control measures taken, if required. Suitable training is provided for apprentice workers. Apprentices are always supervised by a senior Employee and are excluded from work activities that are regarded as too hazardous.

This may be due to a combination of factors including skill, experience and maturity when using equipment with exposed dangerous parts for example. ATA RECRUITMENT Group will ensure all sub-contractors are aware of this requirement and follow the requirements as outlined above.