



Blue Flame (Cornwall) Ltd
Health & Safety Policy Document



Health & Safety Policy Document V3

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Health and Safety Policy

This is the Health and Safety Policy Statement of

Blue Flame (Cornwall) Ltd

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Our policy is to provide and maintain a safe and healthy environment, working conditions, equipment, and systems of works in our workplace. It is also our policy to provide adequate control of the health and safety risks arising from our work activities. We will ensure safe handling and use of substances. We will also provide such information, training, and supervision, as is need for this purpose. We also acknowledge responsibility for the health and safety for other people who may be affected by our work and activities.

It is also our policy is to consult with our employees on matters affecting their health and safety, and it is our policy to prevent accidents and cases of work-related ill health.

The allocation for safety matters and the particular arrangements that we will make to implement the policy are set out below. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy and the way it is operated will be reviewed annually.

Signed:.....

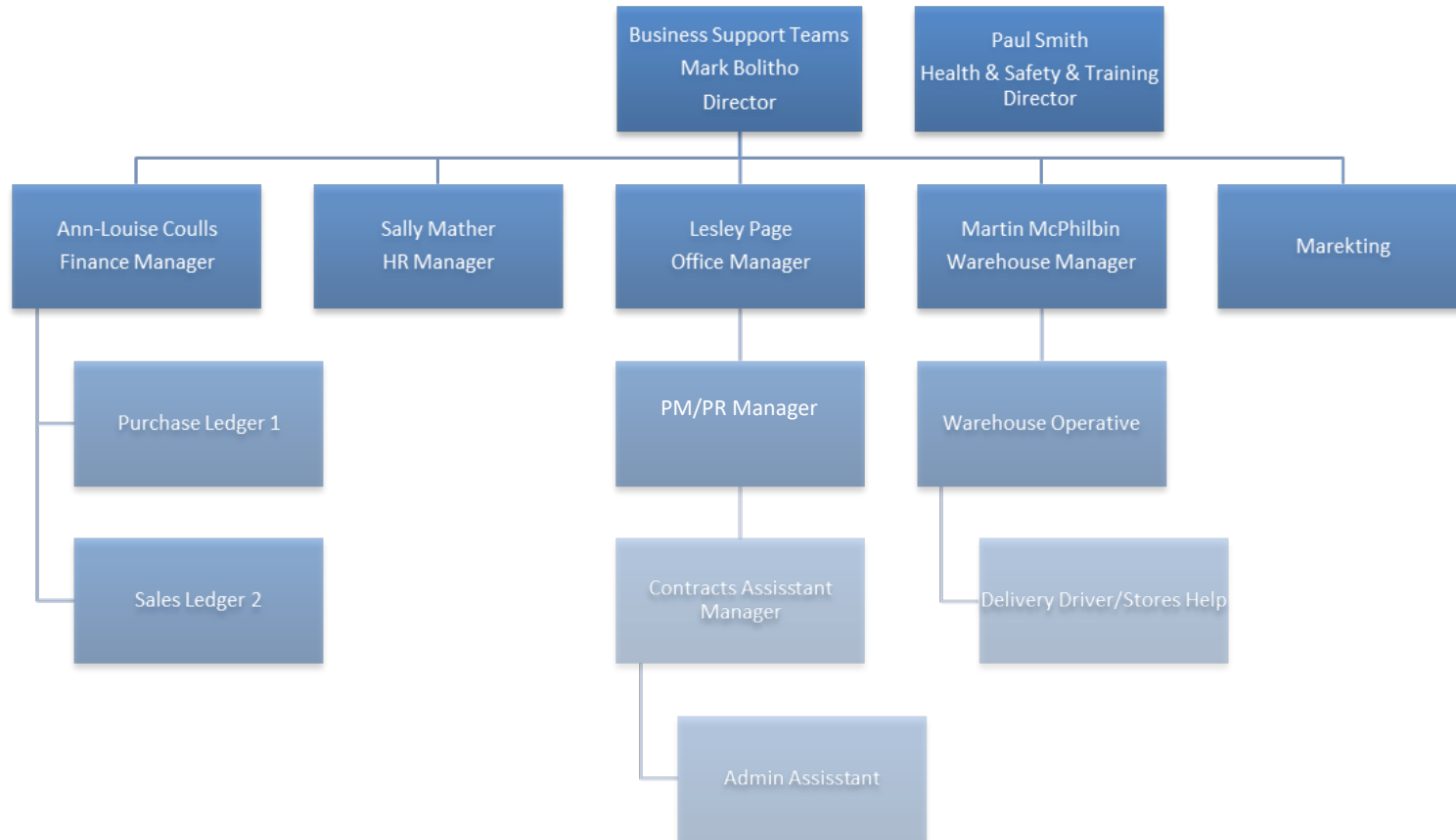
Date: 12/5/2021

Company Name	Blue Flame (Cornwall)		
Address	Energy House Kernick Industrial Estate Parkengue Penryn Cornwall TR10 9EP		
Compiled by	Daniel Hunt GradIOSH, MIIRSM, MIFPO		
Date Completed	21/10/2019	Signature	

Amendments

Version	Amendment	Amended by	Date
V 1.0	Original Document	Daniel Hunt	24/05/2017
V 1.1	Review	Daniel Hunt	22/11/2017
V 1.2	Text review	Daniel Hunt	10/12/2017
V 2.0	Annual Review	Daniel Hunt	05/03/2019
V 3.0	Text Review & Amendments	Daniel Hunt	26/01/2020
V 4.0	Text Review & Amendments	Daniel Hunt	12/5/2021

Organisation Chart



Directors

The Directors will;

- Have overall responsibility for Health & Safety in the organisation as the responsible persons.
- Ensure the health, safety and welfare of all employees, sub-contractors, customers, members of the public and anyone else their actions may affect.
- Ensure the adequate funds, materials, equipment and human resources are provided to ensure that all safety equipment and facilities provided are safe, reasonably practicable and are balanced on cost versus risk.
- Ensure that this policy is implemented.
- Ensure all Risk assessments and safe working procedures are prepared and implemented.
- Have a good understanding of Health & Safety and their responsibilities under current legislation.
- Ensure that sufficient funds and resources are provided to ensure a safe and healthy workplace.
- Ensure that adequate welfare facilities are provided.
- Ensure that all staff are suitably trained.
- Ensure a Positive Health & Safety culture.
- Encourage hazard spotting.
- Ensure staff understand their responsibilities.
- Ensure competent Health & Safety advice is available to the company.
- Ensure accidents are reported and investigated accordingly.
- Communicate with the Health & Safety advisor.

Managers

Managers are expected to;

- Co-operate with the Directors and Health & Safety advisor on all matters of Health & Safety.
- Implement the policy of Blue Flame (Cornwall).
- Implement all risk assessments and safe working procedures.
- Advise employees on matters of Health & Safety.
- Ensure information is passed to employees relating to Health & Safety.
- Identify hazards that require risk assessment.
- Carry out regular inspections and record the outcome.
- Report back to the directors any non-compliance.
- Take part in safety meetings.
- Encourage a positive Health & Safety culture

Employees

All employees will;

- Co-operate with Directors and Managers on all matters of Health & Safety.
- Read this policy, all risk assessments and any other document related to Health & Safety.
- Ensure that you do not misuse any equipment, plant or facilities provided to or for you.
- Ensure that all PPE required to be worn is in good condition, clean and worn correctly.
- Ensure all tools and equipment are in good condition and visually inspected before use.
- Work in a safe manner that does not put yourself or others at risk.
- Only use equipment that you are competent with and have trained to use.
- Report all matters of Health & Safety to a Manager.
- Report all accidents and near misses to a Manager.
- Report any injury or illness to a Manager regardless of where they have been caused.
- Take part in tool-box talks.
- Ask a Manager if you are not sure about something.

Health & Safety Advisor

The Health & Safety advisor will;

- Advise Directors and Managers on safety matters.
- Advise Employees at all levels, as appropriate, on matters directly affecting their Health & Safety.
- Maintain a close liaison with the Health & Safety Executive Inspectors and other appropriate organisations and premises relevant to our undertaking.
- Encourage a positive Health & Safety culture.
- Advise on training requirements for Employees ensuring they are competent to carry out detailed tasks within the parameters of current safety legislation.
- Carry out visits and advise management on the implementation arrangements of the Health & Safety policy.
- Provide Information on tool-box talks.

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1. Inductions

Blue Flame (Cornwall) will ensure that all employees have a full induction on employment.

Inductions shall be carried out by Paul Smith and must be completed face to face with the new employee.

Blue Flame (Cornwall) inductions will include the following items;

- Give new employees a job description and a list of responsibilities
- Inform the new employee where this policy shall be kept
- Give the new employee a copy of the Health & Safety handbook
- Gather information relating to the new employee's health. This should include asking about any disabilities that may require control measures that are in addition to existing control measures
- Gather information about the new employee's qualifications and certificates
- Gather emergency contact information from the new employee
- Provide the new employee with information about fire safety
- Provide the new employee with information about accident and incident reporting
- Provide the new employee with information regarding first aid and location of first aid equipment
- Provide the new employee with the names and details of their Manager
- Provide new employees with the nature and location of their workplace
- Provide the new employee with information about Blue Flame (Cornwall) PPE policy
- Give the new employee specific safety information relating to their role.
- Give the new employee an opportunity to ask questions about their new role and responsibilities

An induction form must be completed by the new employee and signed by both them and the person giving them the induction.

2. Fire Safety

Blue Flame (Cornwall) will ensure that suitable steps have been taken to prevent fires. Blue Flame (Cornwall) will also ensure that a fire risk assessment has been carried out.

Blue Flame (Cornwall) will ensure the following;

- All practicable control measures are in place to prevent fires
- That there is a written set of procedures that clearly outlines what to do in the event of a fire
- Provide adequate protection measures
- Ensure that alarms are tested on a regular basis
- Ensure that there is sufficient emergency lighting
- Ensure that there a suitable amount and type of fire extinguishers
- Ensure that employees are suitably trained in fire safety
- There is a provision for waste collection
- Ensure that there is adequate fire safety signage displayed
- Ensure that fire action signs are displayed to tell people what to do in the event of a fire or on hearing the alarm
- Regular fire drills are carried out and recorded
- All fire safety equipment is regularly tested and inspected

Blue Flame (Cornwall) expect all Managers to;

- Implement the company fire policy
- Ensure that staff know what to do in the event of a fire
- Ensure that combustible material is kept to a minimum
- Ensure that no escape route is obstructed or blocked
- Ensure that fire extinguishers are un-obstructed at all times

- Regularly inspect the workplace to ensure it remains safe

Blue Flame (Cornwall) expect employees to;

- Adhere to the policy at all times
- Report any fire safety issues to a Manager
- Work in a safe manner
- Participate in fire drills and training
- Familiarise themselves with all workplace fire safety arrangements

The following set of procedures should be followed in the event of a fire or the fire alarm sounding;

If you hear the fire alarm sound you must;

1. Relay the alarm by shouting “FIRE, FIRE, FIRE”
2. Leave the building by the closest safest exit
3. Close doors behind as you are leaving
4. Leave all belongings behind
5. Make your way to the fire assembly point (which is located at the far end of the car park, designated by a sign) and wait for instructions from the fire warden or fire service
6. Do not return to the building unless told to by the fire warden or fire service

If you see a fire you must;

1. Sound the alarm by the means provided. This could be break glass call points by shouting “FIRE, FIRE, FIRE”
2. If you are trained and it is safe to do so, fight the fire with the correct fire extinguisher. If the correct extinguisher cannot be found or attacking the fire would put your life in danger, DO NOT ATTEMPT TO FIGHT THE FIRE.
3. Leave by the closest safest exit

4. Close door behind you as you are leaving
5. Leave all belongings behind
6. Make your way to the fire assembly point (which is located at the far end of the car park, designated by a sign)
7. Pass on all the information about the fire you have to the fire warden or fire service personnel.
8. Do not return to the building unless told to by the fire warden or fire service

Fire Fighting Equipment

Fire extinguishers are located throughout the work place and are inspected and tested on a regular basis by nominated Fire Wardens. All firefighting equipment will be inspected annually.

Fire Wardens are advised to only use the extinguishers if it does not pose a threat to theirs or anyone else's personal safety. If the situation is dangerous, the Fire Warden should activate the alarm and evacuate the building immediately.

Fire Exits

All members of staff will have a Health and Safety Induction. They will also attend a tour around the building where all emergency escape routes and exit doors will be pointed out.

It is important that all members of staff familiarise themselves with all fire exits and the emergency exit routes when working in different areas of the building.

Internal Fire Doors

Fire doors are installed throughout the site. They are designed to slow the spread of fire and smoke throughout the workplace. All fire doors are clearly identified by white text in blue circle, which are located above the handle of the door.



These doors are designed to close automatically after opening. These doors are not to be blocked or propped open. Should staff notice a defect with any of the doors on site they are to report the matter straight to their Manager.

3. First Aid

Blue Flame (Cornwall) will ensure that there are a sufficient number of trained first aid personnel available to deal with injuries at work.

Blue Flame (Cornwall) will ensure that all first aiders receive the adequate training to be able to carry out their role as a first aider.

It is Blue Flame (Cornwall) policy that first aiders may only give treatment covered in their first aid course and must not use “advanced skills” or un-taught techniques to treat people at work.

Blue Flame (Cornwall) will ensure that there is a sufficient amount of first aid kits, with a suitable amount of first aid equipment within them.

First aiders will be listed on your Health & Safety notice boards and first aid kits will be identified using the following signs;



First aiders must;

- Ensure that they are confident with skills learnt of first aid courses
- Ensure that their qualification is kept in date by informing a manager or the directors
- Ensure that first aid equipment is regularly checked to ensure that it is in date and suitable for use. A first aid equipment log sheet should be completed monthly and sent to Paul Smith.
- Equipment required must be purchased with the permission of Paul Smith.
- Ensure that they only treat patients within the “scope” of your training
- Ensure they DO NOT give injured people medication unless it is the patient’s own, prescribed medication. In which case you may assist with the administration of that medication

The following items should be accounted for in each first aid kit;

- plasters in a variety of different sizes and shapes
- small, medium and large sterile gauze dressings
- at least two sterile eye dressings
- triangular bandages
- crêpe rolled bandages
- safety pins
- disposable sterile gloves
- scissors
- alcohol-free cleansing wipes
- eye wash and eye bath
- CPR Pocket mask
- Burns Gel

All engineers are or will be first aid trained. There will also an appropriate number of trained first aiders within the offices of Blue Flame (Cornwall) Ltd. The names of first aiders will be posted on the health and safety notice board.

For vehicles, the user is responsible for ensuring that the First Aid kit(s) are kept fully stocked and equipped. For the Penryn site, the manager is responsible for ensuring that the First Aid kit(s) are kept fully stocked and equipped. Any discrepancies that are discovered should be first reported to Paul Smith and then, if necessary, to the other directors to approve any purchase. These kit(s) will be inspected on a regular basis by both management and the health and safety advisor during visits.

4. Manual Handling

Blue Flame (Cornwall) are committed to avoiding manual handling wherever possible. Where this cannot be achieved, mechanical aids are provided to reduce the need for manual handling and reduce the risk of injury. Where mechanical aid is not practicable or available, Blue Flame (Cornwall) expects all employees carrying out manual handling activities to carry out a dynamic risk assessment as taught on the training session they have attended.

A formal risk assessment will be carried out for regular manual handling tasks.

Blue Flame (Cornwall) will ensure that:

- Manual handling operations that present a risk of injury are identified
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved or by the introduction of automation or mechanisation
- Those operations that cannot be avoided are assessed using an ergonomic approach that considers the Task, Individual capacity, Load and Environment (TILE) elements to determine the level of risk
- Measures required to eliminate the risk, or reduce it to as low as reasonably practicable will be implemented
- Any new work that might involve manual handling operations is assessed and safe systems of work are implemented before the work commences
- Annual reviews of assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation have changed
- Incidents that result in musculoskeletal injury to staff are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Employees recruited to posts involving manual handling are suitable for the work they are required to undertake, that job description sent to applicants for employment include details of manual

handling tasks where these are part of requirement of the post, and that employees in post continue to be suitable for the work

- Suitable information, training and supervision is provided for all employees engaged in manual handling tasks and that such training is recorded, monitored, evaluated and reviewed
- Any specific arrangements for complying with the Regulations that are introduced are documented and incorporated into the safety policy

Employees involved with manual handling activity should;

- Follow the safe system of work designed and introduced by Blue Flame (Cornwall) and should not deviate from this without good reason.
- Not undertake a manual handling activity when a reasonably practicable alternative exists
- Use any mechanical aids that have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported
- Assist and co-operate with the process of risk assessment.
- Assist with the implementation of staff training, attend training sessions as required and should apply the knowledge gained from training to daily work
- Report all accidents, injuries and near misses involving handling activities to a manager or first aider (whoever is most appropriate for the incident)
- Inform a Manager if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition
- Not undertake any manual handling operation that they believe is beyond their capability.
- Report any unsafe systems of work to a Manager

5. Accident & Incident Reporting

Minor Accidents

All injuries, incidents, and dangerous occurrences at work involving employees, visitors or members of the public must be reported and recorded in an Accident Book.

If you or someone else is injured, please contact a first aider immediately. The first aider will give the required first aid and advice. Once this is carried out, the first aider will then report the accident on your behalf.

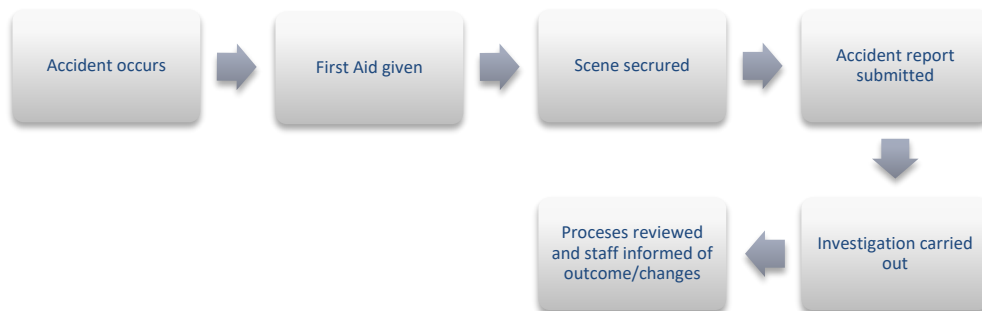
To report an accident, near miss or dangerous occurrence yourself, please contact Paul Smith.

Paul Smith will ensure an investigation is carried out to determine the cause and where appropriate, additional controls to prevent it from reoccurring.

Once the investigation is complete, the findings will be communicated to all staff and where appropriate, risk assessments, policies and procedures reviewed.

These records (both accident report and investigation report) must be kept for at least 3 years if the casualty is over 18 years of age or, if under 18 it must be kept for at least 3 years after their 18th birthday.

Below is a flowchart describing what must happen if an accident occurs;



Major Accidents

The above procedures must be followed for major accidents. As well as this, the following must also be carried out.

Major accidents or incidents must be reported to the Enforcing Authority quickly by using the HSE's online RIDDOR reporting system as follows. This is the responsibility of Paul Smith to inform the Health & Safety advisor of the accident and provide them with a report if they wish them to complete the RIDDOR submission.

The following are reportable to the Enforcing Authority under RIDDOR;

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Over 7-day absences

If a member of staff has over 7 days off work due to an accident, incident or occupational disease caused by or made worse by work, it must also be reported to the Enforcing Authority under RIDDOR. All over 7-day absences must be reported within 15 days of the 7th day off of work.

When an over 7-day absence occurs, Paul Smith must submit the report to the Enforcing Authority.

Near misses

A Near Miss is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, fatality or damage; in other words, a miss that was nonetheless very near.

All employees have a responsibility to report near misses and incidents to their Manager.

If a near miss or incident occurs, you should make note of all relevant details including:

- What happened
- Where it happened
- When it happened
- How it happened
- Who was involved/there

All of these details should be passed on to your relevant manager who will ensure an incident report form is completed.

Once reported, this information will then be passed on to Paul Smith who will, if necessary, carry out an investigation to decide on controls to help prevent the near miss from reoccurring.

This information will then be communicated to all staff via the Health & Safety notice boards.

6. Asbestos

The Directors are the “Duty Holder” (DH) and are responsible for ensuring there is adequate provision to manage and control the risks from ACM (Asbestos Containing Material).

Prior to any working being undertaken by Blue Flame (Cornwall), the directors will ensure that if there is a suspicion of asbestos being present or are made aware of the presence of asbestos, they will ensure that relevant precautions are taken.

Asbestos will only effect Blue Flame (Cornwall) when collecting hazardous waste and disposing of hazardous waste at a relevant hazardous waste disposal site.

Blue Flame (Cornwall) will only allow those who are suitably trained to work with asbestos. Only those that have an in date Non-Licensed Asbestos Removal qualification may carry out collections of asbestos containing materials that are not pre-bagged. Those that have completed asbestos awareness training can only remove double sealed bags of chrysotile asbestos material.

When collecting asbestos containing materials, the following control measures must be implemented for staff with Asbestos Awareness qualification only;

- Staff must be wearing the appropriate PPE and RPE which may include-
 1. Type 4/5 Disposable overalls
 2. Boot covers or boots without laces
 3. A Face-fit tested P3 filtered face mask
 4. Disposable gloves.
- Only double bagged asbestos will be removed.
- The bag must be sealed before collection.

The following controls must be implemented for staff with Non-Licensed Asbestos work qualifications;

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- Staff must be wearing the appropriate PPE and RPE which may include-
 1. Type 4/5 Disposable overalls
 2. Boot covers or boots without laces
 3. A Face-fit tested P3 filtered face mask
 4. Disposable gloves.
- All suspected asbestos containing materials must be double bagged.
- The bags must be taped closed.

Where asbestos containing materials (ACMs) have been damaged, or damaged materials/suspected deterioration are identified during inspection processes, Blue Flame (Cornwall) will contract a licensed contractor to carry out the waste removal.

Blue Flame (Cornwall) must keep all records relating to asbestos exposure for at least 40 years.

7. Consultation with employees

Blue Flame (Cornwall) understand the importance of consulting the workforce in all matters of Health & Safety.

Consultation with employees will be made via the following means;

- Upon Induction
- Via regular staff meetings
- Via Health & Safety notice Boards
- Emails
- Training

All employees are encouraged to contact their manager to discuss anything related to Health & Safety. If appropriate, your manager will then discuss your concerns or observations with Paul Smith who will take the appropriate action. Information will then be available to all staff.

8. Control of Substances Hazardous to Health (COSHH)

Blue Flame (Cornwall) are responsible for undertaking COSHH assessments of the substances harmful to health. It is the responsibility of Blue Flame (Cornwall) to ensure that records are kept and maintained where necessary and that all relevant substances are adequately controlled.

It is the responsibility of all users of harmful substances to ensure that all identified control measures are being implemented.

Harmful substances can enter the body through;

- Inhalation
- Absorption
- Ingestion
- Injection (through eyes and cuts etc.)

It is important that all employee understand how to use each substance safely and what precautions to take. Blue Flame (Cornwall) will ensure that all employees have access to any relevant COSHH assessment and safety data sheet.

Blue Flame (Cornwall) will ensure that there are preventative measures in place to protect employees and others from harm while using harmful substances. Control measures will include but are not limited too;

- Alternative safer substances if practicable
- Guidance and training on harmful substances
- Risk Assessments
- Safe working procedures
- Safety data sheets
- A well-ventilated area to work in
- Supervision where possible
- The appropriate PPE

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The appropriate PPE will include but is not limited too;

- A1/P3 Filtered Face mask
- Appropriate gloves
- Goggles
- Overalls where necessary
- De-contamination procedures

Blue Flame (Cornwall) will also ensure that are protective controls in place which include;

- Adequately trained first aiders
- Fire wardens

Blue Flame (Cornwall), with advice and guidance from our Health & Safety advisor, will check that new substances can be used safely before they are purchased.

The types of substance will include but is not limited too;

- Liquid
- Vapor
- Fume
- Dust
- Gas
- Solid
- Paste

The following are COSHH symbols that can be found on harmful substances as well as on COSHH assessments and SDS (Safety Data Sheets)



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9. Display Screen Equipment (DSE)

Blue Flame (Cornwall) will;

- Carry out an assessment of each workstation every 12 months, taking into account the display screen equipment, the furniture, the working environment, and the worker
- Take all necessary measures to remedy any risks found as a result of the assessment
- Take steps to incorporate changes of task within the working day, to prevent intensive periods of on-screen activity
- Review software to ensure that it is suitable for the task and is not unnecessarily complicated
- Arrange for the free provision of eye tests, at regular intervals thereafter and where a visual problem is experienced.
- Advise existing employees and all persons applying for work with display screen equipment, of the risks to health and how these are to be avoided

Where an employee raises a matter related to health and safety in the use of display screen equipment

Blue Flame (Cornwall) will:

- Take all necessary steps to investigate the circumstances
- Take corrective measures where appropriate
- Advise the employee of actions taken

Where a problem arises in the use of display screen equipment, the employee must adopt the following procedures:

- In the case of an adverse health or medical condition, advise your manager

Blue Flame (Cornwall) will give sufficient information; instruction and training as is necessary to ensure the health and safety of workers who use display screen equipment.

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Eye and Eyesight Tests

Regular eye and eyesight tests;

Employees who wear glasses or contact lenses can have an eye or eyesight test at intervals of 2 years.

Notification of forthcoming eye test must be communicated to Blue Flame (Cornwall) prior to visiting the optician. These tests are specifically for users of display screen equipment.

Employees should note that these tests are limited to an assessment of the visual capability needed to see the screen and are not a substitute for regular and more comprehensive tests that may be carried out by a high street optician.

Rest Breaks

The purpose of a break from display screen work is to prevent the onset of fatigue. To achieve this objective, Blue Flame (Cornwall) will seek to incorporate changes of activity into the working day.

The Display Screen Regulations have been interpreted that regular breaks from the screen must take place. Wherever possible, employees must take a break from their screen for at least 5 minutes every hour.

Self-Assessment of the Workstation

Users of display screen equipment will be invited to complete a DSE self-assessment, to assist Blue Flame (Cornwall) in providing a comfortable and safe working environment.

Information

Each employee who uses display screen equipment will be given information in all areas necessary to enable them to work without risk to health. Information will also cover the provisions of this policy and the entitlements, which arise.

10. Driving

Blue Flame (Cornwall) will ensure that all company vehicles are;

- In good, roadworthy condition
- Are appropriately taxed
- Have an in-date MOT certificate (if Applicable)

Blue Flame (Cornwall) will also ensure;

- There is a provision in place for breakdowns
- There are suitable arrangements for fuelling vehicles (fuel cards etc.)
- Vehicles have a schedule of planned preventative maintenance (regular servicing)

Blue Flame (Cornwall) will conduct driving license checks prior to employment and then at regular intervals.

It is the responsibility of the driver to ensure that they inform Blue Flame (Cornwall) about any changes to their license. These changes could include;

- Disqualification
- Penalty points
- Restrictions due to medical conditions.

It is also the driver's responsibility to ensure that they are comfortable and suitably trained to drive vehicles provided by Blue Flame (Cornwall) as an assumption will be made that you are trained and comfortable driving vehicles that are named on your license.

Drivers of company vehicles must;

- Ensure that they drive in accordance with road traffic legislation and the highway code.

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- Ensure that they are always Courtois to other drivers
- Ensure that before driving a company vehicle, it is in good, roadworthy condition
- NEVER use a hand held mobile phone whilst driving
- NEVER drink or take drugs and drive
- Adhere to the speed limits
- NEVER eat or drink while driving
- Do not carry passengers that are not authorised by the directors.

Blue Flame (Cornwall) expect the drivers of company vehicles to complete mandatory vehicle checks at least every week. These checks must be recorded on a vehicle inspection form and include;

- Fuel
- Lights
- Tyres
- Bodywork for damage
- Windscreen for cracks
- Oils
- Water levels
- Screen wash
- Wiper blades

No driver is permitted to use their mobile phone or any other “hand-held” device while driving. They should connect to the vehicles Bluetooth or purchase a hands-free kit. Alternatively, wait for a safe place to stop before answering your phone or device.

Blue Flame (Cornwall) reserve the right to carry out random breath tests on all drivers as well as random drug tests. Refusal may result in disciplinary action being taken.

11. Electrical Safety

Blue Flame (Cornwall) will ensure that any electrical system at work is safe to use and properly maintained.

Blue Flame (Cornwall) are responsible for ensuring that all electrical installations and electrical equipment are regularly examined by a competent person. It is the responsibility of individual Managers to make Paul Smith aware of any electrical item that is unsafe or requires repair, maintenance or service.

All portable items within Blue Flame (Cornwall) will be PAT tested by a fully trained and competent PAT tester or electrician.

The electrical installations in buildings occupied by Blue Flame (Cornwall) will be examined every 3 (three) years by fully trained, qualified and registered electricians. Records of any examinations or works carried out on the electrical installations will be kept and maintained by Blue Flame (Cornwall).

Faulty equipment should be reported immediately to your manager, who will then report it to Paul Smith (if necessary) and label the equipment faulty and not used until it has been repaired.

Managers will be responsible for ensuring that staff are given information or advice on what to do if they suspect that the electrical equipment or electrical system is unsafe. They must also ensure that records of any advice or information given to staff are kept and maintained.

Employees are expected to carry out the following checks before using portable electrical equipment;

- Ensure cables and cable covering are free from damage
- Ensure plugs are intact and free from damage
- Ensure that there are no non-standard joints
- Ensure that the equipment displays a PAT label
- Ensure the equipment itself is free from damage.

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If an employee maliciously damages any electrical equipment, Blue Flame (Cornwall) reserve the right to charge any costs incurred in repairing or replacing the item to the employee.

12. Health Surveillance

Blue Flame (Cornwall) are required to carry out health surveillance on all employees that may be at risk of contracting an occupational disease or may suffer with an occupational health condition by The Management of Health & Safety at Work Regulations 1999.

Occupational health surveillance is generally split into two categories;

Health Monitoring

Health monitoring is an informal, non-statutory method of surveying your workforce for symptoms of ill health. This type of occupational health management system can enable Blue Flame (Cornwall) to be aware of health problems and intervene to prevent problems being caused or made worse by work activities. Another important role of health monitoring is to feedback into a system that reviews the current control methods in place

Medical surveillance

Medical surveillance is carried out by a trained occupational health practitioner. This type of health surveillance will be required if;

- A. You are displaying symptoms of an occupational disease or
- B. You are displaying symptoms of an occupational health problem

Blue Flame (Cornwall) will;

- Ensure that an occupational health questionnaire is completed by all employees on employment and then every 12 months
- Ensure all users of Display Screen Equipment complete a DSE self-assessment annually
- Will ensure that your information on the occupational health questionnaire is kept securely in accordance with GDPR (General Data Protection Regulations)
- Ensure that if required, you are referred to an occupational health specialist

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If an employee is suffering symptoms of an occupational health problem or is concerned about their occupational health, they must inform their manager who will ensure the right course of action is taken.

Below is a brief list of common occupational health problems;

- Occupational Asthma
- Dermatitis
- HAV's (Hand Arm Vibration Syndrome including Vibration White Finger, Carpel Tunnel Syndrome and Reynaud's Syndrome)
- Back pain/Back injuries
- RSI (Repetitive Strain Injuries to wrists, hands, shoulders, elbow, hips, knees or feet)
- Lung disorders or infections

Blue Flame (Cornwall) may wish to carry out both alcohol and/or drug testing on staff. Failure to take part in any such testing may result in disciplinary action being taken.

13. Implementation of Policy

Blue Flame (Cornwall) will ensure that all employees have access to the company Health & Safety policy. A copy of the company Health & Safety policy will be available electronically for all employees. Employees are welcome to view the Health & Safety policy whenever required.

Each employee will be given the opportunity to read and understand the company's Health & Safety policy on his or her employment. A document must be signed by each employee to say they have read and understood the Health & Safety policy.

Each employee will receive a copy of the companies Health & Safety handbook which contains condensed information found within this policy document.

Each sub-contractor will receive a Health & Safety handbook also.

Blue Flame (Cornwall) will also ensure that regular tool-box talks are carried out. Tool-box talks will include items specified within this policy.

This Health & Safety policy must be implemented at all levels within Blue Flame (Cornwall). This includes;

- Directors
- Managers
- Employees
- Sub-contractors

Manager will carry out regular inspections to ensure that this policy is being implemented. More information on audits and reviews can be found in the "Monitoring & Review" section of this policy.

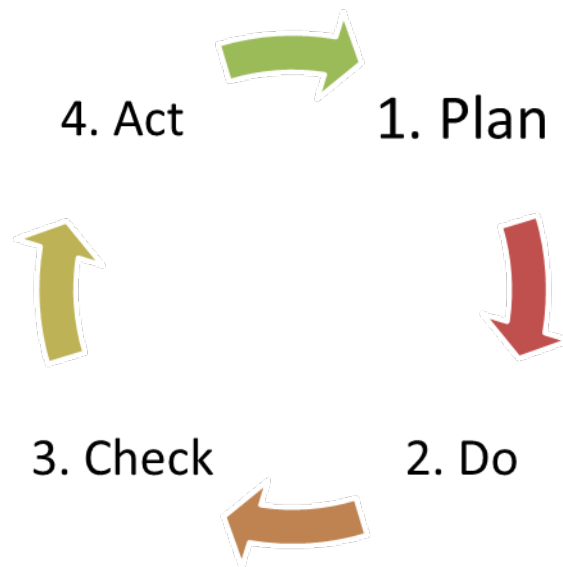
Employees must;

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- Ensure they read and understand this policy
- Inform a Manager if they are unsure about any aspect of this policy
- Ensure they implement and adhere to this policy at all times
- Report to a Manager any non-compliance they find
- Feedback to Managers on areas of the policy they believe require changing or updating.

The following is the Health & Safety Management System that Blue Flame (Cornwall) will be adopting;



1. Plan.

Planning for Health & Safety includes writing policies and procedures as well as have safe working methods and risk assessments. It also includes ensuring that responsible people have been identified for specific tasks.

2. Do.

Implement all policies, procedures, safe working methods and risk assessments.

3. Check.

This involves auditing and inspecting of Blue Flame (Cornwall) policies, procedures, safe working methods and risk assessments to ensure that they are all being implemented and complied with.

4. Act.

This is acting on the results of audits and inspections.

14. Ladder Safety

Ladders are an acceptable method of accessing work at height or for work that is “Short” in duration. A ladder should not be used for more than 30 minutes and must only be used when there is no other means.

Blue Flame (Cornwall) will;

- Ensure that ladder safety measures are in place according to this program
- Ensure that workers are trained in ladder safety
- Maintain training records
- Ensure that ladders meet HSE regulations
- Ensure that all ladders supplied to staff are free from defects and all moving parts are working properly
- Take ladders out of service if they are defective
- Conduct periodic inspections of work areas

Employees must;

- Ensure that they only use ladders provided by Blue Flame (Cornwall)
- Ensure that they know how the ladder operates (hinges, extensions etc.)
- Ensure they inspect the ladder before use
- Ensure that a monthly recorded inspection is carried out with the inspection sheet being sent to Paul Smith
- Ensure that any defect is reported to Paul Smith
- Ensure ladders are used on stable ground
- Ensure that any method used to secure a ladder does not damage the ladder in any way
- Ensure that ladders are secured at the top or via a securing bolt in the centre

- Ensure that ladders are placed at an angle of 75 degrees or at an angle of 1:4
- Ensure they do not stand on the top rung of a ladder

Ladder Storage

When not in use, ladders shall be stored in a designated location out of direct sunlight and not exposed to harmful elements that may cause decay/damage. Never store materials on a ladder. Straight and extension ladders should be stored in storage racks. Be sure that ladders are secured when in transit. Vibration and bumping against other objects may cause damage.

Ladder Inspection

The user shall inspect the ladder prior to use. Ladders shall be inspected by the user for visible defects on a monthly basis and after any incident that could affect their safe use. The person performing the inspection shall complete a Ladder Inspection form.

If a ladder tip over, falls or has come loose during transit, immediate inspection of the following is required:

- Inspect for side rail dents or bends or excessively dented rungs;
- Check all rung-to-side-rail connections;
- Check hardware connections; and
- Check rivets for shear.

15. Lone Working

Blue Flame (Cornwall) are committed to preventing lone working wherever practicable.

Where this is not practicable, Blue Flame (Cornwall) will ensure that all lone workers shall carry out a dynamic risk assessment before commencing any lone working practice. A lone worker risk assessment has been carried out and is available electronically for all employees.

The lone worker must have a means of communication (mobile phone) so that they have a means of summoning help in an emergency.

All lone workers must;

- Inform their Manager of their whereabouts
- Inform their Manager of what activities will be undertaken
- Inform their Manager of your anticipated finish time
- Stay in communication with their Manager at all times
- Inform their Manager once they have left site

Managers must;

- Have a means of communicating with the lone worker
- Have details of the whereabouts, the work being undertaken and the anticipated finish time of the work
- If the lone worker has not been in contacted at the anticipated finish time the manager MUST call the lone worker
- If there is no answer from the lone worker, the manager must either go to the office where the lone worker is working or call 999

16. Mobile Elevated Working Platforms (MEWP's)

Mobile Elevated Working Platforms are a name given to a collective of different working platforms that are both mobile and that can facilitate elevation change. Examples of MEWP's are;

- Aerial platform
- Vertical lift
- Powered access
- Spider lift
- Cherry picker
- Scissor lift
- Aerial work platform
- Boom lift
- Access platform

Blue Flame (Cornwall) will ensure that the most suitable MEWP is selected for the work activities being undertaken.

For each MEWP, there will be a rescue plan in place to ensure operators can be rescued in the event of an accident or equipment failure.

Managers and operators must ensure;

- That there are instructions available to all users for each MEWP
- Operators are briefed on the dangers, and the safe system of work that are to be followed
- MEWPs with shrouded or otherwise protected controls are available
- Ensure platforms are kept tidy
- The work activities are supervised at all times

- The platform is sited on firm, stable ground
- Ensure outriggers are fully extended
- Guardrails are fitted and secure
- All operators wear fall restraint harnesses and that they received training on how to fit them and how they work
- Ensure that during bad weather, work using MEWP's is suspended
- Ensure that all operators are trained and competent

It is important that there are regular inspections carried out and a program of maintenance is available. All hire MEWP's must come in good condition and have all certification and maintenance documents.

MEWP's owned and operated by Blue Flame (Cornwall) must;

- Undergo regular planned maintenance
- Comply with LOLER (Lifting Operations & Lifting Equipment Regulation)
- Be kept in good condition
- Be inspected by the user before use
- Have documented work equipment checks carried out regularly

The operator must;

- Inspect the MEWP before use daily
- Report any defect to a manager immediately
- NOT use a MEWP they believe is unsafe!

17. Monitoring and Reviews

In order to assess the on-going success of the policy, performance, monitoring must occur on a regular basis.

This policy will be reviewed;

- At least once per year
- When anything significant changes such as;
 - New equipment is purchased
 - New evidence or best practice is established
 - If there is a significant failing within the organisation

To ensure the ongoing success of Blue Flame (Cornwall) Health & Safety Management System, the following will take place;

- Risk Assessments will be carried out as scheduled, or earlier should there be any significant changes to the activity taking place or the individuals involved.
- Safe working procedures will be produced and implemented. These will be reviewed regularly to ensure they remain suitable
- Daily spot checks on housekeeping will be conducted by Managers
- Weekly maintenance checks around the unit will be carried out by the resource management team
- Monthly testing of the fire alarm and emergency lighting system will be carried out by a competent person
- Monthly checking of the fire extinguishers will be carried out by a fire warden
- Consultation with employees on matters affecting their health and safety will be carried out by Managers
- Ensure the safe handling and use of substances on site
- The Health & Safety advisor will carry out Health & Safety visits every 3 months and compile a report

18. Noise

Blue Flame (Cornwall) will take all reasonable steps necessary to ensure that the risk of hearing damage to employees who work with noisy equipment or in a noisy environment is reduced to a minimum.

Blue Flame (Cornwall) also recognises that noise levels below those which cause hearing damage, in offices for example, can still cause problems such as disturbance, interference with communication and stress and will take all reasonable steps to reduce noise levels as far as is possible.

Noise assessments;

If noise levels are excessive, Blue Flame (Cornwall) will carry out regular noise exposure assessments and noise level surveys of noisy areas, processes and equipment. These will be used as the basis for formulating action plans for remedial measures when necessary. Assessments and surveys will be recorded and updated regularly, particularly when changes in work practice cause changes in noise exposure level to employees.

Reduction of noise exposures;

Depending on the results of noise assessments, appropriate controls will be implemented.

First action level 80dB(A) (over a TWA of 8 hours)

Second action level 85dB(A) (over a TWA of 8 hours)

Blue Flame (Cornwall) will, as far as reasonably practicable, take all steps to reduce noise levels of employees by means of other than the use of personal protection. This will include use of reduced exposure time to ensure that the dose rate of 85db(A) for hours is not exceeded. Blue Flame (Cornwall) accepts that the use of ear protectors is a last resort and is committed to continuing to seek and introduce alternative methods for reducing noise exposure levels whenever possible in the future.

Provision of ear protectors;

Blue Flame (Cornwall) will provide suitable and effective ear protection to employees working in high noise levels, as indicated to be necessary, by the results of noise assessments. It will also provide for the maintenance and repair or renewal of the protective equipment and providing training in the fitting of selection and fitting of protectors and details of the circumstances in which they should be used.

19. Personal Protective Equipment (PPE)

Blue Flame (Cornwall) will ensure that they establish whether PPE is required and if so, what PPE is most suitable for that task. Risk assessment and safe working procedures will detail the exact PPE required for each task Blue Flame (Cornwall) will ensure that they provide all employees with FREE PPE.

Blue Flame (Cornwall) will ensure that all PPE provided is suitable, sufficient and that it is compatible with the work being carried out.

Blue Flame (Cornwall) will ensure that there are adequate supplies of PPE available to all site staff and where required, visitors.

Blue Flame (Cornwall) will ensure that there is a suitable means of storing PPE.

Employees must ensure;

- That they comply with this PPE policy and any risk assessment or safe working procedure produced by Blue Flame (Cornwall) that details PPE, must be worn
- That PPE is kept clean
- That PPE is stored appropriately
- That PPE that is damaged is reported to a Manager so it may be replaced
- That you inform a Manager if PPE is lost

You may see the following signs throughout Blue Flame (Cornwall). Please adhere to them at all times;



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20. Provision & Use of Work Equipment

Blue Flame (Cornwall) will ensure that they adhere to the Provision & Use of Work Equipment regulations by ensuring so far as reasonably practicable;

- Equipment supplied is appropriate to the work it is intended for
- Equipment is safe to use
- There is regular maintenance for work equipment
- Replacement work equipment is provided when necessary
- Ensure that staff are trained and competent to use work equipment where appropriate
- Ensure that employees are giving all relevant information about each item of work equipment

Blue Flame (Cornwall) will ensure that all items of work equipment are risk assessed.

Work equipment includes any item used as part of your work and includes;

- Hand tools
- Battery operated tools and equipment
- Hydraulically powered tools and equipment
- Measuring equipment
- Electrically powered equipment (such as computers etc.)
- Lifting equipment
- Ladders
- Hop-up's

Employees must;

- Carry out a visual inspection of equipment before use

- Complete monthly work equipment inspections and record findings on a work equipment inspection form
- Use the equipment in accordance with the manufacturer's instructions and safe working practices
- Not use equipment they are unfamiliar with until they have received or obtained the appropriate instruction
- Only use equipment for its intended use
- Only use equipment purchased or authorised by Blue Flame (Cornwall)
- Not use faulty equipment
- Report any faults promptly to a Manager
- Remove faulty equipment from use, label it as faulty and ensure it is not returned to use until it has been repaired or replaced
- Not alter the specification of equipment, or repair, or attempt to repair, faulty equipment
- Report any incident, injury or near miss occurrence when operating work equipment

21. Risk Assessments

Risk assessments will be undertaken for all work activities and systems once identified by the management team or an employee.

Blue Flame (Cornwall) will follow the following risk assessment process;

1. Identify the Hazard
2. Identify those who can be harmed and how they may be harmed
3. Review existing control measures and where necessary, identify new control measures
4. Record the findings on a risk assessment form
5. Review the risk assessment on a regular basis or
 - If something changes
 - If there is an accident or fire.

The results of the risk assessments will be recorded in writing, safety procedures produced and implemented to ensure adequate levels of health safety and welfare. The risk assessments shall be recorded and kept electronically for all to access.

Risk assessments are to be reviewed regularly to ensure that they are still appropriate to the tasks covered. The findings of the risk assessments will be communicated to all members of staff.

All management and employees of Blue Flame (Cornwall) are responsible for ensuring that any controls which are imposed as a result of the risk assessments are implemented.

Managers will check that the implemented actions have removed or reduced the risks. This will also be checked and confirmed by the Health & Safety advisor during visits.

If a member of staff feels that a risk assessment is inadequate or that one hasn't been carried out for an activity or piece of equipment, they must inform a Manager immediately.

22. Slips, Trips & Falls

Blue Flame (Cornwall) has statutory obligations under the Health & Safety at Work Act to ensure a safe working environment. The Workplace Health, Safety & Welfare Regulations require any floor surface to be suitable for its purpose and kept free from hazard or obstruction which may cause a person to slip, trip or fall.

Definitions

Slip;

- To slide accidentally causing the person to lose their balance. This is either corrected or causes a person to fall

Trip

- To stumble accidentally over an obstacle, causing the person to lose their balance. This is either corrected or causes a person to fall

Fall

- An event which results in the person coming to rest on the ground or another surface lower than the person

Blue Flame (Cornwall) will;

- Ensure that risk assessments have been undertaken where required
- Implement control measures where appropriate
- Ensure that affected employees are suitably trained and informed

Employees must;

- Maintain a clear and tidy work area to reduce the likelihood of hazards

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- Clear up spillages and use appropriate signage to warn people of hazards
- Report any defects in systems, practices or equipment
- Attend training when required to do so
- Take reasonable care of their own health and safety and that of others
- Inform their Manager when they believe that there is a risk of injury

23. Smoke Free Policy

The provisions of the health act 2006 demands all enclosed public places and workplaces are smoke free effective from 01 July 2007.

Enclosed public places also include company vehicles.

After this date, it will be a criminal offence to smoke in enclosed places and both employer and employees may be subject to a fixed penalty fine and in some case a criminal conviction.

This policy will be applicable to every individual that attends Blue Flame (Cornwall) facility and will form part of all employees' terms and conditions of employment.

Blue Flame (Cornwall) will;

- Provide a designated smoking area
- Ensure that this policy is adhere to and take disciplinary action against any employee found in breach of the policy
- Encourage employees in a sensitive and supportive manner to stop smoking

Employees will;

- Adhere to this policy by only smoking in the designated smoking area
- Keep all the designated smoking area clean and tidy
- Ensure all smoking materials are extinguished in the ash trays provided
- If as a host to visitors or customers ensure that they also adhere to this policy
- Report any non-compliance of this policy

No smoking signs similar to the image below will be displayed throughout the building and all external no smoking areas;



24. Stress & Mental Well-Being

Blue Flame (Cornwall) are committed to protecting the health, safety and welfare of our employees. We recognise that mental well-being is an important part of workplace health and safety and acknowledge the importance of identifying and reducing workplace stressors.

Definition of stress;

The adverse reaction people have to excessive pressure or types of demand placed upon them. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress, which can be detrimental to health.

Blue Flame (Cornwall) are responsible for the implementation of the policy by providing a positive working culture; this will be achieved by;

- Improving communication
- Balancing demand
- Defining roles and responsibilities
- Support positive interpersonal relationships
- Managing change effectively within their areas of responsibility
- Providing support when employees experience stresses internally/externally e.g. following bereavement or separation
- Ensure that bullying and harassment are not tolerated
- Provision of information, instruction and training

Having identified areas of concern/persons affected Blue Flame (Cornwall) will;

- Carry out risk assessment to eliminate or control the risks from stress
- Provide, where required, training for responsible persons and employees

- Supply the resources required to implement the policy

Employees should raise issues of concern as soon as possible to Paul Smith. Information and guidance will be given to the individual on a case by case basis and will be carried out in confidence. The Management of Blue Flame (Cornwall) will take all necessary action to help and assist the individual where practicable.

25. Sub-Contractors

Upon induction to Blue Flame (Cornwall), all contractors and service providers are to provide the following applicable details. Depending on the nature of the work being carried out this documentation may be required prior to any work or service installation taking place;

- Completion of the “sub-contractor assessment form”
- Provided a copy of their Health and Safety Policy Statement and where appropriate, policy document
- Training Certificates of the person who will be carrying out the work / service (if required)
- Employers’ Liability/Public Liability Certificates (if applicable)
- Risk Assessment and safe working procedures (if applicable)

To ensure the safety of all contractors on site, Blue Flame (Cornwall) will;

- Carry-out individual risk assessments and provide supporting documentation to ensure on site safety of all
- Provide adequate training and information
- Exchange information to ensure contractor can work safely and Blue Flame (Cornwall) employees can also still carry out their activities safely
- Keep detailed records of the works / service and review all contractors Health and Safety documentation annually, if required

Should any concerns arise between either party, it is to be reported immediately to the nominated persons handling the contract.

26. Substance Misuse

There is evidence that the effects of drinking or drug use or abuse can reduce personal performance and potentially increase absence rates. The scope of this policy extends to alcohol, illicit drugs or substances and over-the-counter or prescription medication if abused or taken in an irresponsible manner.

Associated hazards;

- Impairment of co-ordination
- Inability to drive or use equipment safely
- Lack of awareness, judgment and sense of danger

Blue Flame (Cornwall) will:

- Seek to identify problems at an early stage and thus minimise the risk posed to the health and safety of employees and others
- Ensure that appropriate arrangements are in place to minimise the likelihood of alcohol, drugs and substance abuse occurring
- Recognise that drug and alcohol problems are medical conditions that are potentially treatable.
- Treat all information in the strictest of confidence

Disciplinary procedures;

- If an alcohol or drug related problem comes to light that results in unacceptable behaviour or performance it may be dealt with in accordance with our disciplinary procedures
- Behaviour or performance which is found to be unacceptable and related to alcohol or drug abuse, may, depending on the circumstances of the individual case, result in summary dismissal

Employees must;

- Not attend for work at any time whilst under the influence of alcohol or drugs, other than prescribed for medication
- Seek help voluntarily if they recognise, they have an alcohol or drug related problem
- Advise the employer if they are aware that a colleague has an alcohol or drug related problem that is affecting their work. This will ensure that the employee has received the necessary assistance and support
- Advise a Manager immediately of any side effects of prescription drugs, which may affect work performance or the health and safety of themselves or others. For example, drowsiness

This will help to ensure the health and safety of employees and others with whom they come into contact, to maintain the efficient and effective operation of the business.

Help and support;

- Blue Flame (Cornwall) will endeavour to ensure that advice and help are made available to any employee who feels they have a problem with alcohol or drug misuse. In the first instance, individuals will be required to seek help from their General Practitioner
- Any employee who seeks the assistance of Blue Flame (Cornwall) in finding treatment for a drugs or alcohol problem has the company's complete assurance of confidentiality

27. Training

Training is an important part of all-round competence.

Blue Flame (Cornwall) will identify training requirements and also identify those personnel who require training.

Induction training will be provided for all employees and a record of any training will be kept and maintained by Blue Flame (Cornwall).

Training records are kept by Blue Flame (Cornwall). This includes certificates and a training matrix.

Mandatory training that Blue Flame (Cornwall) will ensure all staff complete is;

- Induction training on employment
- Health and Safety training
- Non-Licensed Asbestos Work Training (Engineers)
- Any job role specific training dependant on role

Other training that individuals may be required to attend are;

- SSSTS (Site Supervisors Safety Training Scheme)
- SMSTS (Site Managers Safety Training Scheme)
- IOSH Managing Safely
- IOSH Working safely
- Non-licenced Asbestos Removal
- First aid training
- Fire warden training
- Specific update training

Employees of Blue Flame (Cornwall) who have attended training arranged and purchased by Blue Flame (Cornwall) must;

- Attend the training they are asked too
- Participate in training activities
- Inform a Manager if they feel the training provided was not suitable or sufficient
- Agree to a training agreement between Blue Flame (Cornwall) and themselves

28. Waste Management

We are committed to ensure the health, safety and welfare of all our employees and of other that's may be affected by the waste materials that result from our activities.

Our policy is to arrange for the disposal of all waste products regularly, safely and in accordance with the statutory requirements.

The waste disposal arrangements will be regularly reviewed. Recycling initiatives will be undertaken where reasonably practicable in order to help the environment and make better use of resources.

Waste disposal containers;

Suitable receptacles for the collection of waste are provided in strategic positions throughout the workplace. Waste products must only be placed in those receptacles that have been allocated for that purpose. Containers must be adequate to prevent the escape of waste. Waste containers are emptied regularly and are removed by an authorised person. If additional waste disposal facilities are required these will be arranged as necessary.

Disposal of hazardous waste;

Suitable arrangement will be made for the disposal of hazardous waste that is generated by our activities. The correct pre-notification and documentation procedure will be followed for special waste. Arrangements for the disposal of special waste will be made with an authorised and competent person. Liquid waste other than normal effluent will not be poured into the fowl water drains/sewers. Arrangements for the disposal of liquid waste will be made with an authorised person. Employees will be issued with a personal protective equipment necessary for the safe handling of waste materials.

29. Welfare

Blue Flame (Cornwall) will adhere to The Health & Safety at Work Act & The Workplace (Health, Safety & Welfare) Regulations 1992.

Blue Flame (Cornwall) will;

- Provide Adequate flushing toilet facilities
- Handwashing facilities including hot & cold running water, soap and a means of drying your hands immediately after using the toilet
- A wholesome supply of drinking water
- A rest area with a means of boiling water, a fridge to store food products, seats with back, tables and a microwave

Employees must;

- Treat all welfare facilities provided with respect
- Ensure that facilities are cleaned after use
- Report damages or mis-use of equipment to a Manager

30. Work Experience & Young Workers

Blue Flame (Cornwall) are committed to providing young people with the opportunity to develop and learn more about the design and toy industry world through work experience placements at the company.

To ensure the safety and welfare of the young person's on site, Blue Flame (Cornwall) will;

- Carry out a specific risk assessment in relation to young persons
- Provide a Single point of contact for the young person for the entire duration of their visit
- Give adequate training and information on health and safety and their role whilst on site