



HEALTH & SAFETY POLICY



CONTENTS

GENERAL POLICY

Health and Safety Statement of Intent

ORGANISATIONAL FUNCTIONS and RESPONSIBILITIES

Organisation

Responsibilities

Health & Safety Rules

ARRANGEMENTS

Accidents & First Aid

Contractors

Communications

Compressed Air

Consultation

Display Screen Equipment

Driving

Electrical Equipment

Fire Arrangements

Hand Arm Vibration

Hazardous Substances

Housekeeping

Lone Working

Manual Handling

Monitoring and Review

New and Expectant Mothers

Noise

Personal Protective Equipment

Risk Assessments

Slips, Trips and Falls

Sharps

Stress

Training

Ventilation and Extraction Systems

Visitors

Waste Management

Welfare Facilities

Work Equipment

Young Persons



HEALTH & SAFETY GENERAL POLICY OF INTENT

Our statement of general policy is:

Prototype Electronics Ltd believes that one of its most important functions is the prevention of accidents and ill health. We do not want any of our employees or any other person to suffer as the result of our activities or work processes. To this end, we intend to comply with all Health and Safety Legislation enacted under the Health and Safety at Work Act 1974, Codes of Practice, best guidance and work methods available.

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

W. Masterman and D. Street
Directors

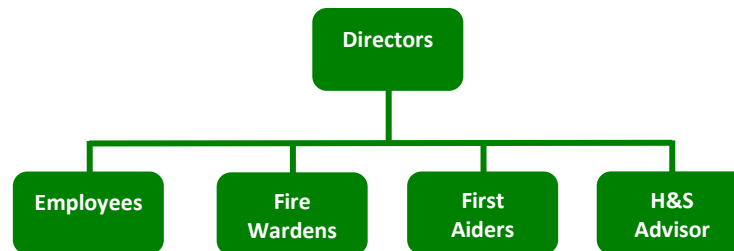
January 2016



ORGANISATION AND RESPONSIBILITIES

Organisation

The organisation chart below outlines the chain of command in respect of Health and Safety management. It shows who have responsibility for the implementation of the Health and Safety General Policy and Statement of Intent and their areas of responsibility.



Directors

- Implementing the Company's Policy Statement and arrangements.
- Ensuring the Company conforms to current Health and Safety Legislation and updates the Policy accordingly.
- Reviewing Company health and safety performance including the Accident Book and ensuring improvement programmes are instigated where necessary.
- Involving employees in health and safety matters, taking measures, where appropriate and practical, to secure safe working standards.
- Ensuring that liability is covered by Insurance.
- Ensuring risk assessments are carried out where required, that findings are communicated to those who need to know and that action is taken as necessary to maintain a safe environment.
- Ensuring workplace safety Inspections are carried out and any resulting actions are implemented.
- Instigating investigations into accidents promptly.
- Maintaining accurate and up to date accident records and informing the HSE (Health & Safety Executive) of reportable accidents as necessary.
- Liaising and cooperating with health and safety Enforcing Authorities as required and ensuring any resulting action is carried out.
- Reporting the Company's health and safety performance.
- Updating Health and Safety documentation including the Health & Health & Safety Handbook as required and ensuring the changes are communicated to employees.
- Ensuring that First Aid facilities are available and periodically checked and that there is adequate first aid support.
- Ensuring that all fire equipment is regularly checked, serviced and inspected by a Competent Person and that a fire records are kept up to date.
- Ensuring regular fire drills are undertaken and recorded.
- Ensuring the employees are adequately trained to carry out their duties without undue risk to themselves and others.
- Ensuring that safe systems of work are developed, implemented and adhered to as appropriate.
- Ensuring that plant and equipment are effectively maintained and guarded.
- Ensuring that the Company conforms to all relevant health and safety legislation.

- Implementing all agreed safety recommendations.
- Ensuring employees know the location of first aid facilities and the names of First Aider's.
- Ensuring adequate supervision is available at all times, particularly where young or inexperienced employees are concerned.
- Ensuring that appropriate personal protective equipment is issued to employees, and used, and that receipt signatures are obtained.

Employees

- Making yourself aware of, and conform with the Company's Health and Safety Policy Statement, responsibilities and documented arrangements and procedures at all times.
- Observing safe working procedures at all times.
- Wearing appropriate personal protective equipment and use appropriate safety equipment and devices at all times.
- Conforming to all instructions given by your line manager and others with a responsibility for health and safety.
- Do nothing which jeopardises the safety of, or causes injury or danger to, other persons.
- Reporting all accidents, near miss accidents, and damage to equipment to the Director whether persons are injured or not.
- Keep gangways and corridors clear and ensuring that the area being worked in is kept tidy and that all tools and equipment are located safely.

First Aiders

- Reporting first aid matters to the directors.
- Providing first aid treatment to all injured employees and visitors.
- Ensuring first aid equipment is returned to its correct location after use in a clean and useable condition.
- Recording all treatment given in the accident book no matter how trivial.
- Informing the directors when first aid stocks are used or become low.
- Attending first aid training as required.

Fire Wardens

- Upon hearing an alarm ensuring that the Fire Service have been called.
- Sweeping the building on the way to the assembly point.
- Accounting for employees and visitors upon arrival at the assembly point.
- Reporting the status of evacuated/missing personnel to the directors.
- Deputise for the directors in their absence and liaise with Senior Fire Officer in the event of an emergency.

Health & Safety Advisor

In compliance with the Management of Health and Safety at Work Regulations 1999 (Regulation 6), the Company has appointed a Health and Safety Advisor to assist and advise in undertaking the measures needed to comply with all requirements and prohibitions imposed upon the Company by or under the relevant statutory provisions.

As the Adviser is not a direct employee of the Company, the Adviser is kept informed of any changes to work activities and any injuries, diseases, dangerous occurrences or near misses which occur that are associated with the activities of the Company.



Prototype Electronics acknowledges this appointment is in an advisory capacity only and does not absolve the Company from responsibilities for health and safety under the Health and Safety at Work etc. Act 1974 and other relevant statutory provisions.

The Health and Safety Advisor has been appointed to provide the following:

- Access to immediate advice on any health, safety or welfare related problems;
- To keep Prototype Electronics informed of changes and proposed changes in health and safety legislation, Approved Codes of Practice, British/International Standards, etc. which particularly affect the Company's activities, with advice on how to implement such measures that may be required;
- Advise the Company on efficient management of health and safety.



HEALTH & SAFETY RULES

General

- Running is not allowed on the premises.
- You must comply with all hazard/warning signs and notices displayed on the Company's premises.
- You must make proper use of equipment and facilities provided to control working conditions / environment.
- Keep gangways and fire exits clear of obstacles.
- Clear up any spillage of liquids in the prescribed manner and report any hazardous conditions that exist.
- You must deposit all waste hazardous substances in the correct disposal locations.
- You must not pollute water courses, sewers or drains with chemicals, oils or other substances.

Use of Equipment

- Do not operate any machine, plant or equipment unless you've been trained and authorised to do so.
- All machines where there is danger of entrapment or other risk of injury must have mechanical guards or protective devices fitted as necessary, such protective devices shall not be removed from any machine while it is in operation or the machine operated without such protective devices fitted. All machines and equipment using high voltage must have those conductors adequately guarded or contained. At no time, should the operator be able to come in to contact with the high voltage terminal or conductor.
- Do not exceed safe operating limits specified by the equipment's manufacturer e.g. overloading lifting equipment.
- You must report to management immediately any fault, damage, defect or malfunction in any machinery, plant, equipment, tools or guards.
- You must not make any repairs or carry out maintenance work unless authorised to do so.
- You must not clean any machinery, plant or equipment whilst it is in motion.
- You must not leave any plant, machinery or equipment in motion and unattended unless authorised to do so.
- If you are under the age of 18 years you must not operate any 'prescribed dangerous machinery' without specific authorisation. Training on such equipment will be given along with adequate supervision.

Hazardous Substances

- You must use all hazardous substances in accordance with written assessments and instructions and wear designated PPE.
- Ensure that any newly introduced hazardous substances undergo a COSHH Risk Assessment before using.
- Do not inhale fumes or dust emitted from hazardous substances and liquids should be washed off promptly if they come in contact with the skin.
- To avoid ingestion of hazardous substances do not bring in or consume food in work areas where hazardous substances are used or stored. Wash hands thoroughly before the consumption of food and drink or before smoking. If hazardous substances are swallowed, seek medical attention immediately.
- You must return all hazardous substances to their designated safe storage areas when not in use.

Protective Clothing and Equipment

- The use of appropriate protective equipment should be employed at all times e.g. when soldering, drilling, using compressed air or working with hazardous substances.
- Personal protective equipment (PPE) are issued to staff who use equipment or carry out processes that can cause harm. Staff are responsible for their use and for seeking replacements for damaged / expired PPE.
- You must not misuse or wilfully damage any item of protective clothing/equipment provided. You must store and maintain protective clothing/equipment in the approved manner.

Fire Precautions

- You must conform with all emergency procedures as laid down in this Health & Health & Safety Handbook and displayed throughout the premises.
- You must not obstruct any fire escape route, fire equipment or fire door.
- You may try to control any fire outbreaks, but only if you have received the appropriate training.
- 6 monthly fire drills are carried out. All employees should be aware of their responsibilities and of the evacuation and assembly points.

Health and Hygiene

- You must report to the director's medical conditions which could affect the safety of yourself or others.
- You must look after personal hygiene at all times using the correct facilities provided.
- You must protect all open wounds with the appropriate dressings provided.
- Long, uncontrolled hair, loose or flapping clothing, belts or similar garments are not allowed in the vicinity of machinery.



Rules Covering Gross Misconduct

You will be liable to summary dismissal if you are found to have acted in any of the following ways:

- A gross breach of the preceding safety rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant, machinery or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of, or interference with any item provided in the interests of Health and Safety at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, flammable or hazardous substances or toxic materials.
- Smoking inside any designated 'No Smoking' area. The whole premises are a 'no smoking' area.
- Smoking whilst handling flammable substances.
- Horseplay or practical jokes which could cause accidents.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of compressed air, pneumatic, hydraulic or electrical equipment.
- Dangerously overloading any item of lifting equipment.

ARRANGEMENTS

ACCIDENTS & FIRST AID

Our legal duty to provide first aid facilities is a general requirement within the scope of the Health and Safety (First Aid) Regulations and Approved Code of Practice. Prototype Electronics ensures qualified first aiders will be available along with an appointed person who will take charge in the event of a major injury.

If you sustain an injury during the course of your work, you must stop work immediately and seek treatment from your first aider. Should your injury require further medical attention, the appointed person will make all the arrangements.

All accidents, however slight, sustained by employees or other persons on Prototype Electronics' premises must be recorded in the Accident Book. In addition, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require certain accidents and ill-health cases to be reported to the HSE.

COMMUNICATION

Prototype Electronics is fulfilling its general duties and responsibilities for the provision of information to you and to your representatives on all aspects of Health and Safety at work by displaying, issuing or making available via the Company's server various documentation as follows:

- The Health and Safety Law poster.
- The distribution of literature and information.
- The displaying of information relating to safe working procedures.
- Making available information on the results of various assessments carried out and the control measures to be put in place.

In addition to the above, all new employees will receive a health and safety awareness briefing as part of their induction process which includes this Health & Safety Handbook. This Handbook contains information relating to individual responsibilities and safety rules which are of particular importance and relevance to you as an employee of the Company. Ongoing communications will be provided to employees as and when there is a need to update / involve them regarding health and safety matters.

COMPRESSED AIR

Prototype Electronics uses blow guns and hand held tools powered by compressed air along with the compressors and air supply hoses. These equipment are subject to routine maintenance in accordance with the Pressure Systems Safety Regulations 2000 to ensure they continue to function safely. Working with compressed air is dangerous and should only be undertaken by trained employees wearing the appropriate PPE. Some of the risks associated with working with compressed air are, for example:

- it can enter body orifices such as the mouth, ears and anus, causing severe and often fatal injuries;
- at high pressure, it can penetrate the skin;
- particles or liquid carried in an air jet can damage the eyes;
- oil-coke deposits in a system can spontaneously ignite and cause an explosion;
- vessels containing compressed air, even at comparatively low pressure, can explode violently once their integrity is lost; and
- dirty or 'wet' air can lead to corrosion and blocked valves which may make the system unsafe.

Under no circumstances should compressed air be pointed at the body. When using, compressed air tools the exhausting air should be directed away from the body. Do not use for dusting down clothing. Horseplay with compressed air is extremely dangerous and is strictly forbidden. Compressed air should never be used near a naked flame; any defects in equipment including leaks should be reported at once; and safety and monitoring devices should never be misused or abused.

CONSULTATION

To enable the effective implementation of the Health and Safety General Policy of Intent, health and safety arrangements and procedures, communication and consultation has to take place between us, you and, where applicable, your representatives. This is done by briefing sessions with you and management on the following:

- Introduction of control measures at the workplace.
- Arrangements for appointing or nominating a competent person to assist in complying with legal provisions.
- Provision of Health and Safety information as required.
- Planning and organising of any necessary Health and Safety training.
- Providing information on new technology to be introduced which may have Health and Safety consequences.

We employ a non-unionised workforce. Under the Health and Safety (Consultation with Employees) Regulations 1996 there needs to be consultation on all matters of Health and Safety with the whole workforce or their elected representatives. In the event that an agreement cannot be reached, The Advisory, Conciliation and Arbitration Service (ACAS) may be involved if necessary.

CONTRACTORS

Contractor competency and insurance cover appropriate to the risks concerned must be verified by a director prior to any work commencing. Where there are risks to health and safety a Contractor On Site Risk Assessment is also completed which, depending on the nature of work, will include a review and agreement of the contractor's own health and safety plans e.g. risk assessments, method statements etc. All necessary preparation work as indicated by the risk assessments must be completed prior to work starting. Contractors must observe the company safety procedures and instructions given by the person responsible for them. The person responsible for the contractor must point out the location of fire exits and fire assembly point. Contractors must not work on the premises until the relevant rules are understood and accepted.

DISPLAY SCREEN EQUIPMENT

Prototype Electronics undertakes assessments of workstations that are habitually used by employees as a large proportion of their everyday job. The aim being to identify and remove, or reduce associated risks, so far as is reasonably practicable.

Information relating to Display Screen Equipment (DSE) is available to users so they can make informed decisions regarding their own workstation layout. In the event of a significant change in workstation layout, or upgrading of computer equipment, reassessments will be undertaken in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

DRIVING

No employee should drive to work or on company business under any circumstances which they know may affect their ability to drive safely. It is the duty of the employee who is required to drive for work purposes to inform their Manager if they are suffering from any illness or health condition which impairs their ability to

drive or if they are required to take medicine that might affect their judgement. No employee should drive at work when they are under the influence of alcohol or drugs including certain prescription drugs in accordance with The Drug Driving (Specified Limits) Regulations 2015. Prescribed drugs included in the regulations are; clonazepam; diazepam; flunitrazepam; oxazepam; temazepam, methadone and morphine. It is not illegal to drive whilst taking these drugs provided the prescription / healthcare professional advice has been followed and driving is not impaired.

All vehicles must be roadworthy and legal and should be checked for defects before departure. When driving long distances, drivers should take a rest of 15 minutes after driving continuously for two hours.

Do not make or answer calls when you are driving. It is illegal to use a hand-held mobile when driving on the road even if you've stopped at traffic lights or are stuck in a traffic jam. Park safely before using your mobile phone but do not park on the hard shoulder of a motorway. If you're the driver, you can only use your phone in a vehicle if you need to call 999 or 112 in an emergency and it's unsafe or impractical to stop or you are safely parked.

Drivers must inform the Company if they are convicted of a motoring offence as this may affect the Company's motoring insurance cover.

When driving alone;

- Always try to travel on main or well used roads.
- If travelling after dark make sure someone knows your destination, estimated time of arrival and your planned route.
- Keep doors locked in towns. Unlock on open roads as in the event of an accident it is easier for a rescuer to get into the car.
- Park in well lit areas. If in a multi-storey car park, try and find a space near the exit.
- Never put possessions on the passenger seat when travelling in town. They may be snatched at traffic lights.
- If you are a woman driver try not to advertise the fact. Put spare shoes, bags etc. in the boot before vacating the car.
- Always lock your car. When returning, enter the car swiftly.
- If your car starts to "play-up" stop in a well-lit area, near a phone box or a well used area.
- NEVER give lifts to strangers.
- Ensure that you have charged your mobile phone before setting off on your journey.

ELECTRICAL EQUIPMENT

Prototype Electronics ensures that all electrical installations conform to the requirements of BS 7671:2008 Requirements for Electrical Installations: IEE Wiring Regulations 17th Edition and the Electricity at Work Regulations 1989. Fixed wiring inspections will be carried out by a competent contractor at appropriate intervals to check their continuing safety and compliance with regulations. The premises were built in 2015 and therefore no further fixed wire inspections are anticipated until 2020. The company will also ensure that portable electrical equipment are routinely inspected by a competent person to ensure they are safe to use. Employees are encouraged to visually check equipment prior to use and report concerns regarding their safety to the person responsible for maintenance.

Some equipment assembled on production lines are subject to test. Where possible tests are carried out while the equipment is "dead". However, certain tests can only be carried out on "live" equipment meaning there is a risk of electrocution through contact with live parts. Each type of equipment is assessed and controls put in place accordingly. As a rule covers are not removed during test to prevent accidental contact with live parts and tests are only carried out by competent, authorised employees.

FIRE ARRANGEMENTS

Smoking inside Prototype Electronics' premises is strictly forbidden in accordance with the Smoke Free (Premises and Enforcement) Regulations 2006.

Fire detection and fighting equipment and emergency escape routes and exits are provided and maintained. A Fire Risk Assessment has been undertaken, recorded and reviewed in accordance with the Regulatory Reform (Fire Safety) Order (RRO) 2005. Prototype Electronics ensures provision has been made for preventing fire including the provision of flammable storage facilities, and regular removal of combustibles, etc; raising the alarm in the event of a fire, etc. providing appropriate number of clearly signed illuminated escape routes which lead to a place of safety, are free from obstruction, are provided with emergency doors which operate in the direction of escape, etc. Fire Fighting Equipment of the correct type, clearly identifiable, easily accessible, regularly maintained, etc. Emergency Plans to ensure that everyone on the premises reaches a place of safety as quickly and efficiently as is reasonably practicable. Training to safeguard the safety of Employees, Visitors, etc. including the nomination of Fire Marshals, the correct operation of Fire Fighting Equipment, Fire Drill, etc.

HAND ARM VIBRATION

Prototype Electronics occasionally require the use of work equipment that can expose employees to hand transmitted vibration. Exposure is very limited and not considered to be a health risk. The Company will ensure that its employees are not exposed to levels of hand transmitted vibration above the Exposure Limit value (ELV), as required under the Control of Vibration at Work Regulations 2005. All Employees are encouraged to report any early signs of Hand Arm Vibration Syndrome (HAVS), such as tingling sensations in the fingers, often referred to as "pins and needles", finger blanching or other reactions to periods of exposure to hand transmitted vibration from the operation of work equipment. Equipment is selected on the basis of its suitability for long-term use and wherever possible, work is organised in a manner to eliminate or at least reduce exposure to hand transmitted vibration to an absolute minimum.

HAZARDOUS SUBSTANCES

Employees may be exposed to hazardous substances such as solvents, adhesives, fumes or dust. Prototype Electronics recognises that hazardous substances present risks to the safety and health of employees. Materials Safety Data Sheets (MSDS) for these substances are obtained prior to their initial use to determine whether COSHH Assessments are required in accordance with the Control of Substances Hazardous to Health Regulations 2002 (COSHH). All COSHH Risk Assessments will be recorded and employees will be informed accordingly.

Prototype Electronics will ensure, where practicable, that exposure to the hazardous substances is either prevented or adequately controlled by using local extraction systems and by the provision of Personal Protective Equipment (PPE) where other controls are not reasonably practicable.

HEALTH SURVEILLANCE

Prototype Electronics will arrange Health Surveillance for employees where risk assessments have identified a potential risk or risks of a work activity which poses a significant threat to the employee and where valid techniques are available to detect indications of the disease or condition. The main aim of Health Surveillance is to detect early indications of a disease or condition attributable to the work environment to allow the introduction of measures to prevent further harm to the employee.

HOUSEKEEPING

Staff are responsible for keeping work areas in a tidy and safe condition to avoid the creation of hazards. Do not allow waste materials to accumulate. Keep workplace floors and walkways free from obstructions and

substances likely to cause slips, trips and falls and/or prevent access in the event of an emergency. Work surfaces, equipment, lighting and storage areas must be kept clean and tidy at all times.

LONE WORKING

Prototype Electronics understands that risks can be presented to employees that may have to work alone. Where possible, lone working will be avoided and therefore all employees must obtain permission from a director before carrying out lone working activities.

The main hazards relate to communication and assistance in case of an emergency. Lone workers are required to indicate to a colleague or family member how long they expect to be lone working and contact them upon arrival and departure to confirm they are OK and that they have arrived / left the premises.

High-risk activities such as operating equipment are not permitted. Employees who have medical conditions that could put themselves at risk or have impaired mobility are also not permitted to work alone. Lone workers must ensure entrances to the premises are secure at all times including upon departure. Guidance regarding driving alone whilst on company business is covered in the Driving policy above and guidance regarding working at home is covered in the Working At Home policy below.

MANUAL HANDLING

Under the Manual Handling Operations Regulations 1992, employees must not handle loads liable to cause injury. Prototype Electronics assesses the risks posed by such tasks by assessing relevant risk factors. Elements affecting the risk of injury include:

- Task factors such as: duration, repetition and the requirement to make awkward bending or twisting movements.
- Individual factors such as health, level of training, mobility and pre-existing injuries.
- Load factors such as size, weight, rigidity, movement, centre of gravity, shape and surface factors.
- Environmental factors such as route length, lighting, obstruction, weather effects, floor surfaces and distractions.

Generally, employees are not required to move loads in excess of the critical load of 25kg, or if the task involves the repeated handling of heavy loads, the maximum load should be considered as not exceeding 20kg. Typically, employees will not need to move loads greater than 15Kg. However, employees should contact a director in the event of any task arising that may cause injury. In addition, the company endeavours to minimise the level of manual handling through the use of mechanical lifting devices wherever possible. Employees shall be trained in safe lifting and carrying practices, concentrating on the principle of 'kinetic handling'.

MONITORING and REVIEW

Prototype Electronics ensures that its policies, systems, procedures and documentation are regularly monitored to ensure their continued effectiveness and relevance. They are reviewed when significant changes are necessary and, as a minimum, once per year. Documentation is updated accordingly and employees are informed of the changes made. Reviews and amendments are carried out by the directors in conjunction with the Health and Safety Advisor.

NEW/EXPECTANT MOTHERS

Prototype Electronics will undertake risk assessments to identify workplace hazards and evaluate risks for new or expectant mothers. The definition of a new/expectant mother is someone who is pregnant, has given birth

within the previous 6 months or is breastfeeding. This action will be taken once the employee has given the Company written notice that she is pregnant, has given birth within the last 6 months or is breastfeeding. The Company understands that if an identified risk cannot be removed / reduced to an acceptable level then the new/expectant mother will be entitled to a change in work conditions or be offered suitable alternative work. If the employee continues to breastfeed for more than 6 months after the birth then additional arrangements will be made with the employee.

NOISE

Generally, tasks undertaken by employees will not generate excessive noise at or above the Lower Exposure Action Value (80dB(A)). However, should a situation occur where excessive noise will be generated, suitable assessments will be undertaken under the Control of Noise at Work Regulations 2005. Prototype Electronics will provide suitable ear protection, upon request, if any employee is likely to be exposed to noise at or above the Lower Exposure Action Value (80dB(A)). Prototype Electronics will also provide employees with suitable ear protection if unable by any other means to reduce the levels of noise to which an employee is likely to be exposed to below the Upper Exposure Action Value (85dB(A)). If an employee will ever be regularly exposed to the Upper Exposure Action Value (85dB(A)), the Company will arrange regular Health Surveillance as stated in the "Health Surveillance" above..

PERSONAL PROTECTIVE EQUIPMENT

Prototype Electronics provides suitable Personal Protective Equipment (PPE) to each employee who may be exposed to an identified risk during the course of operations, as required under the Personal Protective Equipment at Work Regulations 1992, unless the risk has been controlled by other, more effective, methods. Employees are issued with PPE as part of a Risk Assessment process for specific tasks.

The issue of Non disposable PPE to employees is recorded. Non disposable PPE is maintained, repaired, cleaned and stored correctly and all necessary information, instruction and training are given to employees required to use it. All necessary PPE will be worn when required when operating machinery or exposed to hazardous substances.

Employees must take reasonable care of the PPE issued to them and report to the directors any PPE that is missing, damaged or faulty. Prototype Electronics also recognises that employees will not incur any personal costs in the provision of PPE.

RISK ASSESSMENTS

Various aspects of Health and Safety Legislation impose a statutory duty upon Prototype Electronics to make suitable and sufficient assessments of the degree of risk associated with an employee's undertaking of tasks at the workplace.

Prototype Electronics' activities are risk assessed and the findings are documented. The findings are reviewed annually or sooner if there are significant changes to working practices or the working environment.

The arrangements are communicated to all employees (Management of Health and Safety at Work Regulations 1999) and any necessary additional information or training that has been identified is also provided.

When the risk assessment identifies a particular hazard, a specific Risk Assessment is arranged to be undertaken.

SLIPS, TRIPS AND FALLS (on the same level)

Prototype Electronics is aware of the high incidence of injuries caused by slips, trips and falls and the legal

requirement to prevent such. To avoid such hazards good housekeeping must be maintained at all times. Corridors and spaces for access and egress must be kept clear of any obstructions. Materials, work in progress and finished products must be stored in designated storage areas and not left in a manner that might pose a trip hazard. Any spillages should be immediately cleaned up or isolated to await further action. If trailing leads must be used these should be covered to avoid becoming a tripping hazard and only be considered a temporary measure.

SHARPS

Sharp knives are used during unpacking and manufacturing products. In addition, stencils used in the manufacturing process have sharp edges. Care must be taken to avoid injuries which can be caused by incorrect use of the knife, incorrect disposal of knives or incorrect storage of knives after use. Likewise, stencils must also be handled with care to avoid cuts to hands. Like any tool a knife must be appropriate to the job and therefore should only be used when there is no safer alternative. Where possible, knives must be retracted when not in use and safely stored away from harm. Knives must not be carried in pockets especially when the blade is not covered. Yellow sharp containers are provided and must be used for the disposal of used knives.

STRESS

Prototype Electronics has a general duty under the Health and Safety at Work etc. Act 1974 to ensure, so far as is reasonably practicable, the health of their employees at work. This includes taking steps to ensure they do not suffer stress-related illness as a result of their work. The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. If any employee feels unable to cope with the demands of their work activities (whether aggravated by non-work related factors or not), they should report this to the Directors.

Prototype Electronics assesses the risks to Health and Safety from the hazards at work which includes the risk of employees developing stress-related illness because of their work in accordance with the Management of Health and Safety at Work Regulations 1999.

TRAINING

All employees receive suitable and sufficient health and safety training with the aim being to;

- ensure all employees work in a safe manner;
- assist management arrange and organise effective work operations;
- minimise workplace incidents, accidents to personnel, delays in work programmes and damage to property;
- ensure a safe and healthy working environment and
- ensure compliance with all relevant health and safety legislation.

Induction training for new employees will include health and safety subjects so that they are familiar with basic safety procedures as soon as they start work. A training matrix includes all employees detailing their qualifications and skills. Annual appraisals identify further training needs and any necessary training is provided accordingly. All employees receive ‘on-job’ training and are fully supervised until deemed competent by their manager or a director.

VENTILATION/EXTRACTION SYSTEMS

Ventilation and extraction systems are provided in compliance with the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Any ventilation and extraction system

used by Prototype Electronics is regularly inspected and maintained and up-to-date maintenance records are kept. All filters required to purify air will be regularly checked and correctly cleaned or replaced as appropriate. Any spent filters or wastes will be correctly disposed of in accordance with local waste disposal guidelines.

VISITORS

Visitors are the responsibility of the employee who has arranged or agreed to their visit. Visitors must observe the company safety procedures and instructions given by the person responsible for them. The person responsible for the visitor must point out the location of fire exits and fire assembly point. Visitors must not work on the premises until the relevant rules are read, understood and accepted and must have insurance cover appropriate to the risks concerned.

WASTE MANAGEMENT

Staff are responsible for keeping work areas clean and in a tidy condition. Rubbish and waste materials (solids and liquids) must be disposed using the correct disposal facilities. Do not mix hazardous waste with waste destined for landfill and always use recycling facilities where these have been provided. Spillages of liquids must be cleared up as soon as is practicable and never dispose of hazardous substances down foul or surface water drains or on the land.

WELFARE FACILITIES

Prototype Electronics ensure that statutory requirements, in particular the Workplace (Health, Safety and Welfare) Regulations 1992, with particular regard to washing and lavatory facilities and drying of clothes are complied with. Canteen facilities are available for employees to use.

WORK EQUIPMENT

All Work Equipment including safety devices, guarding of dangerous parts of machinery etc is regularly inspected and maintained in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998 to ensure employee safety. Records of inspection and maintenance are maintained. New equipment is installed in accordance with the latest regulations and accepted good practice and equipment training, work methods and risk assessments are provided as necessary.

When operating work equipment do not adopt awkward / static postures. Ensure breaks are taken to avoid prolonged periods of continuous operation and potential health problems associated with poor posture.

YOUNG PERSONS

If Prototype Electronics employs persons who are under 18 years old including persons on work experience schemes risk assessments will be conducted before they start work to identify hazards and remove / reduce associated risks in accordance with the Management of Health and Safety at Work Regulations 1999. Prototype Electronics will inform parents (or guardians) of any school age children (i.e.16 years and under) to ensure they know the key findings of the risk assessment and the control measures taken, if required. Suitable training will be provided for young persons. Young persons will always be supervised and be excluded from work activities that are regarded as too hazardous or are prohibited by law.