

## Scope

This document sets down the HUK generic risk assessment for the installation / removal of Prepress, Press and Post-press (finishing) Equipment, and covers the basic procedures for the unloading, siting, and demonstration of graphic equipment at customer premises, Exhibition Halls and HUK showrooms. Managers of employees who undertake installation and demonstration work are responsible for the implementation of this procedure which has been established to address known risks associated with the majority of site activities.

HUK **shall not** enter into activities where we would be directly involved in the following;


- Roof work
- Excavations
- Asbestos
- Demolition
- Disposal of chemicals / hazardous waste
- Gas
- High Voltage / Sub-Stations

when in doubt, advice should be sought from Facilities/HR.

HUK **shall not** normally enter into installation activities that identify us in the following roles as defined in the Construction and Design Management Regulations 2015;

- Designer
- CDM Co-ordinator
- Principal Contractor
- Where 5 or more HUK employees will be working on site simultaneously
- Where site installation work will last more than 30 working days or will incur more than 500 person days of work. These threshold figures do not include days when no work takes place or site activity is not directly related to installation work, such as assembly and commissioning. Demonstrator training of the customers staff is outside the application definition of the CDM regulations.

Anyone receiving instructions from customers identifying HUK in one or more of these roles should immediately refer the matter to Process Improvement.

Function	Name	Dept.	Date	Signature
Reviewed & Amended by	Phil Chambers	H&S Advisor	March 2020	
Released by	James Mercer	Process Improvement	28.07.2020	

## **Description**

### All installations

All installations shall be subject to a health & safety risk assessment & site survey. The risk assessment shall be sent to all concerned / involved with the installation to ensure compliance. A visual risk assessment shall be completed, by the Lead Engineer, prior to commencing an installation & compared to the original risk assessment, to identify any change to potential hazards / risk. Should significant change be identified a further written risk assessment shall be completed & appropriate remedial actions be taken.

### Non-Standard Pre-Installation Site Survey / Risk Assessment

It is recommended that any non-standard installation, shall be subject to a site survey, including a health and safety risk assessment;

- Working at a height or in an environment likely to cause harm
- Use of scaffolding, ladders or powered access equipment (e.g. working platforms)
- Construction, civil or structural work (temporary or otherwise) except for standard ramps
- Handling of hazardous substances, where uv chemicals are present on a move (note: this does not include lubricating oils)
- Difficult access to install equipment (lifts above ground floor and into basements / cellars)

Where an additional site survey / risk assessment is to be conducted and documented in accordance with procedure 61 100-36, this shall be conducted by persons experienced in installations / removals and familiar with conducting risk assessments. The risk assessment shall include the following;

1. Customer and site name
2. Activities covered by the assessment
3. Description of hazard(s) and likelihood of occurrence
4. Potential number of people exposed and probable frequency of exposure
5. Actions to be taken prior to or during installation to reduce the risk to an acceptable level
6. Signature of author(s) and date of assessment

The form attached to procedure 61 100-36 may be used to capture the required data, and the data used as a basis to produce a Method Statement for that installation.

The document shall be signed for authorisation by person(s) responsible for managing, supervising or co-ordinating the operation prior to installation work commencing to verify implementation of any required actions. Copies of the document shall be maintained for minimum of one year after completion of installation.

### Standard Installations

Standard installations shall be conducted in line with the following procedures;

Accidents and First Aid see 61 100-22

Electrical Safety see 61 100-25

Provision and use of Work Equipment see 61 100-26

Personal Protective Equipment (PPE) see 61 100-30

Control of Substances Hazardous to Health see 61 100-31

Health and Safety Information, Instruction and Training see 61 100-32

Control of Waste Materials see 61 100-33

Where these procedures are followed the residual risk of injury is low, and the procedures are reviewed annually by an audit of installations in all divisions.

#### General Site Health and Safety Procedures

All employees upon arrival at a customer's site shall familiarise themselves with and follow the site safe working practices and procedures including fire safety, evacuation and first aid. Any accident received during the course of their work shall be reported immediately to the site first aid resource and, following treatment, reported to their own manager for recording in the accident book, and notification to Process Improvement or H&S Engineering Specialist.

Any unsafe condition and dangerous occurrence shall be brought to the attention of the local site representative and their own manager or supervisor who shall take any necessary corrective action. Employees shall not carry out hazardous installation activities alone without another person present in the vicinity who is aware of the work being carried out.

Personal protective equipment (PPE) provided, including safety footwear, shall be worn and suitable clothing provided for those who have to work in wet, dirty or otherwise adverse conditions, in line with the installation risk assessment.

#### Lifting and Moving

Only certified cranes and lifting tackle stored in Site Installation Boxes, inspected annually shall be used. All lifting tackle used shall be those booked out of HUK stores and subject to company safety inspection regimes. Any item seen with signs of damage shall be clearly identified, segregated from use and then returned to HUK stores for disposition (repair, claim under WFD or disposal).

HUK personnel shall not operate powered lifting equipment or use lifting tackle (including pulleys, slings, chains, straps etc.) that is not owned by HUK or hired under contract.

Only employees, trained and assessed for safe working are authorised to operate cranes, appliances (including Fork Lift Trucks), and lifting tackle. The safe working limit of such equipment shall be clearly identified and strictly adhered to. Use of KISS Gantries will only be with use of the crawling board to prevent a fall from height.

Wherever reasonably practical, equipment shall be provided and used to reduce manual handling of heavy objects weighing >25kg to a minimum. Employees shall follow correct manual handling techniques and must not attempt lifting or moving anything beyond their physical abilities.

Installation / removal crews / engineers shall ensure that all loads are stable and that sufficient trained personnel are present (the reliance on customers' personnel is not acceptable) to unload / load and escort moving equipment to its final destination in a safe manner with a route for the moving of the equipment pre-determined, and agreed with the customer, and kept clear of any trip and slip hazards. Any ramps built to overcome uneven surfaces shall be constructed to the satisfaction of the installation crew prior to use.

### Working at Height

We will provide a safe working environment for all employees who may be required to work at height.

We will achieve this by:-

- Identifying work activities that may involve working at height.
- Eliminating the need to work at height whenever it is reasonably practicable to do so.
- Ensuring that, where work at height cannot be eliminated, we use the risk assessment process to evaluate & manage risk.
- Implementing a safe system of work that will prevent falls of persons, materials & equipment.
- Providing suitable plant and equipment to allow safe access for persons and materials.
- Ensuring working platforms and any supporting structures are appropriate and designed in accordance with current standards.
- Ensuring that inspections of all equipment required for working at height are undertaken prior to use. Equipment supplied must have up to date compliance certification & must not be used if no documentation is provided.
- Providing adequate information and training to ensure that only competent persons are engaged in working at height.

All personnel are responsible for ensuring that the intentions of this policy are effectively implemented on site with Service Management ensuring necessary appropriate action is determined and actioned upon.

It is the responsibility of each member of staff to:-

- Co-operate with this policy.
- To abide by the requirements of any systems of work designed to protect them.
- Utilise any plant and equipment in a safe & responsible manner and only if they have received appropriate training to do so safely.
- Report defects immediately.

### Plant, Machinery and Work Equipment

All plant and machinery shall be employed only for the work they were designed for and used by trained and competent personnel. Dangerous parts of equipment (e.g. exposed gears, chain drives) shall be securely guarded and maintained in good repair with all safety devices operating correctly.

Voltage supply for electrical tools and equipment shall be the lowest practical for the work being carried out, especially those subjected to a wet environment. Trip devices such as RCD's shall be provided and used for portable tools with a mains 240 voltage supply.

Electrical tools and equipment including cables, leads and trip devices shall be protected from damage and be subject to user checks and formal examinations and tests. Many tools are now battery powered to limit exposure to electrical risks.

Other hand tools should be examined for fitness for purpose prior to use, and defective tools reported and disposed of in a safe manner. These tools must only be used for their designated purpose (i.e. a screwdriver should not be used as a crowbar / lever, or hammer).

#### Subcontractors

Any subcontracted activities shall be subject to controls needed to minimise risk to HUK, customer and supplier personnel. Copies of the following supplier documentation shall be made available to persons responsible for managing, supervising or co-ordinating such activities by their subcontractors to verify this control;

- Certificates of test for lifting equipment used
- Records of training / competency for those personnel operating lifting equipment
- Public and Employer's Liability Insurance
- Copies of Safe Systems of Work where appropriate

Further subcontracting of these activities by a supplier shall not be allowed without the express permission of HUK personnel responsible for the co-ordination of the installation, and suitable control of sub-contractors shown.

#### Non-essential personnel

Only those personnel directly involved in hazardous activities shall be permitted to occupy the affected area. This rule applies equally to HUK employees, customers, other contractors and the general public. The area will be isolated during the build with the co-operation of the customer.

#### Housekeeping/ Fire Precautions

All discarded packaging, including pallets shall be removed from the area for disposal by a registered Waste Contractor, and any sharp protrusions shall be rendered to a safe condition (e.g. exposed nails bent to surface ).

Rags, paper or materials that become soaked in oil must be disposed of only in site approved receptacles to minimise fire hazards.

#### Handling of Chemicals

Only employees who have received appropriate health and safety information, instruction and awareness associated with their work and possess correct personal protective equipment shall handle hazardous substances. Prior to working with any substance that they have no knowledge of, they shall verify its nature and take the necessary precautions stated on available Safety Data Sheets and container labelling.

Lubricating greases and oils shall be handled in accordance with good industrial safety and hygiene practices;

1. Avoid contact with eyes, wear chemical goggles if splashing is likely to occur.
2. Avoid frequent or prolonged skin contact, change clothing if heavy soiling occurs.
3. Wash hands thoroughly after use, applying conditioning cream if skin becomes dry.
4. Use appropriate gloves wherever possible.
5. Report signs of dermatitis / skin irritations to Process Improvement / H&S Engineering Specialist.

#### Demonstration

Only suitably trained personnel may demonstrate / train a machine to customers or their agents. Personnel should ensure all safety devices and guards are in place and fully operational before demonstrating the machine. The importance and safe use of guards and safety devices should be stressed to operators at every stage during the demonstration. On completion of the demonstrations the Demonstration Checklist should be fully completed and signed off by the relevant operators, a manager of the customers and by the demonstrator. This will accurately reflect who has been trained on each issue and the type of work produced.

Suggestions for improvements to safety devices / guarding should be passed back to their managers, for feedback to suppliers. Managers should feedback suggestions via the Technical department who will evaluate the suggestions, and pass on comments / recommendations to suppliers.