



LITTA APP LIMITED

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ARRANGEMENTS AND PROCEDURES

1. Training and Supervision

It will be the policy of LITTA APP LIMITED (“the Business”) that health and safety information relevant to the activities at hand is given to all employees and sub-contractors.

Ongoing training will be provided to ensure that employees at all levels are:

- competent to carry out their duties, to operate specialist tools, plant and work equipment; and
- aware of their health and safety responsibilities.

Decisions relating to ongoing training of employees will be reviewed on a regular basis. The person with day to day responsibility for Health and Safety will be responsible for identifying and implementing health and safety training needs. Records of the training will be kept on each employee’s individual file.

Checks will be made to ensure that sub-contractors are competent to carry out the tasks allocated to them and that they have health and safety management systems in place appropriate to their work.

2. Risk Assessments

(Reg. 3 Management of Health and Safety at Work Regulations, 1999)

The Management Team will ensure that all hazardous work activities undergo a suitable and sufficient Risk Assessment. Upon the establishment of the level of risk, preventative measures will be introduced, maintained and revised as needed.

3. **Workplace Safety and Welfare**

(The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015)

The management will ensure that all workplaces meets the health, safety and welfare needs of all those who will use them, including contractors, and wherever appropriate, people with disabilities. Where works are to take place where members of the public have access, measures will be taken to ensure that they are not adversely affected.

4. **Control of Substances Hazardous to Health**

(COSHH 2002)

Where needed, Risk Assessments and all Material Safety Data Sheets of substances used will be kept at the Business' office. From the Risk Assessments the Management will instigate the principles of good practice for the control of exposure as detailed in Schedule 2A Regulation 7(7). No employee will introduce any substance without the specific consent of their Manager.

5. **Asbestos**

(Control of Asbestos at Work Regulations 2012)

In the event that any substance suspected to be, or containing, asbestos is found during the course of the Business' works, all works in the area will cease immediately to avoid any exposure. Work will be suspended in that area until the substance has been identified and if appropriate made safe/removed by specialist contractors. No works will be carried out that may disturb suspect substances without a suitable Asbestos Survey having been done by a specialist contractor.

6. **Manual Handling**

(Manual Handling Operations Regulations, 1992)

The designated H&S person will assess all manual handling operations within the workplace, and where possible change the nature of any task or provide mechanical aids in order to reduce or lighten the manual handling of loads. They will ensure that adequate Risk Assessments are carried out to identify hazards associated with manual handling and ensure that where needed, lifting aids are provided.

7. **First Aid**

(Health and Safety (First Aid) Regulations, 1981)

The designated H&S person shall ensure that all employees have access to adequate First Aid provision at all times. The level of cover shall be determined by risk assessment.

8. **Accident Reporting**

(Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013)

All accidents and incidents will be recorded in an accident book and personal details kept secure to comply with Data Protection legislation. Any reportable accidents, incidents, or dangerous occurrences will be reported to the HSE.

9. **Electricity**

(Electricity at Work Regulations, 1989)

It is the policy of the Business that wherever possible, all hand tools will be battery powered or 110v. Where this is not possible a Residual Current Device (RCD) will be used.

10. **General Work Equipment**

(The Provision and Use of Work Equipment Regulations (PUWER) 1998)
(Lifting Operations and Lifting Equipment Regulations (LOLER) 1998)

It will be the Directors' responsibility to ensure the Company:

- Provides suitable equipment for all work to be done (Reg 4)
- Ensures that equipment will be maintained, in working order and in good repair (Reg 5)
- Ensures that all equipment and plant shall be inspected as required by Regulation 6
- That all employees are competent to use the equipment (Regs 8 & 9)
- Checks the operating certificates of any employees or sub-contractors before they use any plant requiring them.

11. **Fire**

(The Regulatory Reform (Fire Safety) Order 2005)

It will be the responsibility of the Directors to ensure adequate fire

extinguishers are available at all work locations. All fire extinguishers are to be checked annually by a specialist contractor.

12. **Computer screens**

(The Health and Safety (Display Screen Equipment) Regulations, 1992)

The Directors person will ensure suitable assessments are carried out for all persons who use display screen equipment. The assessments will consider the amount of time a person uses a VDU and the work done, the usability of their workstation and general working environment.

13. **Personal Protective Equipment (PPE)**

(The Personal Protective Equipment at Work Regulations (PPE) 1992)

The Directors will ensure that all individuals have access to a sufficient supply of PPE when required.

These arrangements and procedures will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new legislation.

Name: Alexie Crassas
Position: Chief Financial Officer
Date: 19th March 2022
Signature: *Alexie Crassas*