

Saiston Sheet Metal Ltd

Health & Safety Policy

General Statement of Intent

Saiston Sheet Metal Ltd, ("The Company") believes that excellence in the management of Health and Safety is an essential element within its overall business plan – a good Health and Safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times. From an economic point of view, the company believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

The Company is committed to ensuring that it complies with all relevant Health and Safety legislation and where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation. To achieve this, the Company will provide the necessary resources and will seek the co-operation of all its employees for the purposes of implementing this policy. Moreover, the Company will also ensure all employees are adequately qualified and experienced to allow them to carry out their work safely and without risk.

The Company is committed to ongoing monitoring and review processes, so that continual improvement in the management of Health and Safety can be achieved. Our general intentions are:

- To provide adequate control of the Health and Safety risks arising from our work activities;
- To consult with our employees on all matters affecting their Health & Safety;
- To provide and maintain safe equipment;
- To provide information, instruction and supervision for employees;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed: _____

Name: _____

Date: _____

Organisation

Overall and final responsibility for Health and Safety is that of:

Terry Hope, Managing Director

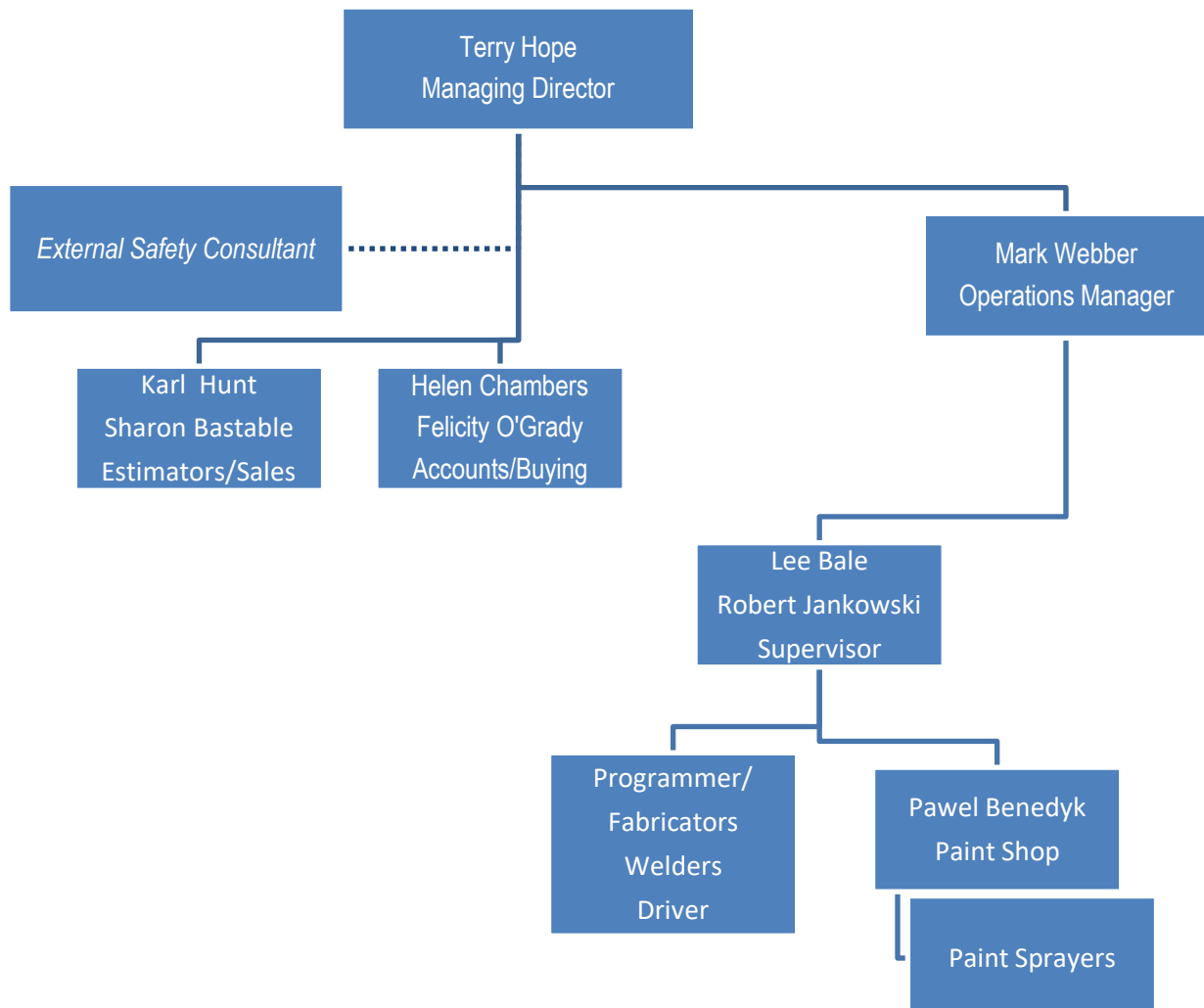
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Mark Webber, Operations Manager

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Mark Webber	Strategic implementation and monitoring
Helen Chambers	Operational implementation and monitoring
Felicity O'Grady	
Robert Jankowski	Operational implementation
Pawel Benedyk	Operational implementation
Lee Bale	Operational implementation

Health and Safety Organisational Chart



Individual Responsibilities

To ensure that Health and Safety standards are maintained and improved, the following people have responsibility in the following areas:

Managing Director's Responsibilities

The Managing Director will champion the Health and Safety of all employees.

He will delegate much of this work to managers but will ensure, by leadership that they take an active interest in Health and Safety matters.

Managing Director is responsible for:

- Issuing the Company Health and Safety Policy Statement;
- Ensuring that the Policy Statement and Company Policies are understood and implemented by all subordinates;
- The appointment of one or more competent persons with the responsibility for providing Health and Safety assistance and, ensuring that those appointed have the time available to fulfil their duties;
- Setting objectives for the reduction of risks to Health and Safety;
- Taking appropriate action to deal with any item within the minutes of the Health and Safety committee meetings;
- Ensuring that there are effective means of involvement, communication and consultation with employees;
- Ensuring that there are arrangements in place to protect any young person employed from any risks to their Health and Safety at work;
- The co-ordination and monitoring of the Health and Safety Performance of all Directors;
- Ensuring that any necessary contacts with external services are arranged;
- Ensuring that all employees, including senior managers receive relevant training;
- Establishing a review procedure, so that the progress and performance can be assessed;
- Keeping The Board informed of, and alert to, Health and Safety Risk Management Issues.

Director's Responsibilities

As Director has strategic responsibility for the Health and Safety of employees, and all other persons who may be affected by the company's activities. The Director also has responsibilities include:

- Ensuring the Company has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999;
- Ensuring that there exists an effective policy for Health and Safety management, supplemented by additional documents as necessary, and that these documents are implemented throughout the business;
- Placing on the agenda of each relevant meeting an item entitled "Health and Safety" where reports from the management team on the overall safety performance of the company and any necessary recommendations will be considered;
- Ensuring this policy is routinely reviewed on an annual basis to ensure the arrangements for Health and Safety remain current and valid;
- Ensuring that necessary resources and information is made available for the policy to be effectively put into practice;

- Ensuring that Managers carry out their respective duties regarding Health and Safety within their areas of control;
- Co-operating and assisting, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.

Health & Safety Coordinator

These responsibilities are specific to this role and are in addition to the other relevant Director's responsibilities. The Health & Safety Coordinator responsibilities are to ensure that arrangements exist to deliver the following:

- Provide assistance and advice to the Directors with Health & Safety responsibility at operational area, divisional and business unit level as required.
- Recommend annual Health & Safety objectives for the Company. Monitor and report on the implementation of the approved objectives.
- Produce reports quarterly and annually on Health & Safety performance in the Company.
- Ensure that there are appropriate processes in place for alerting the business to significant accidents and incidents and where appropriate be involved in their investigation and ensure that they are adequately reported.
- Review reports of accident and incident investigations, identify any trends and ensure that there is an appropriate response to prevent future recurrence.
- Regularly meet with senior Health & Safety personnel in the Company to monitor and review management of the function.
- Keep abreast of developments in Health & Safety legislation and, where appropriate, represent the Company's interest in any consultation process.
- Represent the Company through involvement with appropriate external Health & Safety forums, networks, industry and regulatory bodies.
- Develop and monitor the implementation of processes for the development of Health & Safety personnel in the Company.

Department Head's Responsibilities

The Department Head is directly responsible for the sound and effective day-to-day management of the Health and Safety arrangements within their area of responsibility. To satisfy their duty the Department Head will:

- Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering their area of responsibility;
- Budget for adequate resources to fully implement the Health and Safety policy;
- Ensure that the health, safety and welfare arrangements provided are maintained and available at all times;
- Take responsibility, as far as is reasonably practicable, for implementing any recommendations arising from any risk assessment carried out within their area of responsibility. Where recommendations cannot be actioned, take responsibility for informing the appropriate Manager;
- Ensure that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence;
- Ensure that Health and Safety training is provided to all new department employees as part of the company's overall training programme;
- Ensure that all employees have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work;

- Ensure employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work;
- Carry out routine inspections and monitor the activities within their area of responsibility, to ensure all equipment, the working environment, local fire precautions and welfare arrangements satisfy the appropriate standards.

Department Supervisor's Responsibilities

In addition to the general Department Head responsibilities, the Department Supervisors also have specific duties within his/her department.

- Participating in the relevant Health & Safety Committee meetings with specific reference to the facilities function;
- The Department Supervisors have responsibility for ensuring contractors working on plant, machinery and equipment on Company premises and contractors delivering or removing substances are neither put at risk by Company activities nor put the Company's employees, visitors or members of the public at risk by their activities;
- The Department Supervisors have responsibility for aspects of the Company's Health and Safety policy and procedures appertaining to maintenance. He/she are responsible for ensuring that:-
 - There is safe use of electricity at work (installation/testing/isolation/ safe systems);
 - Equipment checks are carried out;
 - Permits to work are used in defined areas;
 - Any equipment which is or may become hazardous to the health, safety and welfare of employees is isolated or corrected;
 - Personal protective equipment that has been issued is used at all times in designated areas or situations;
 - Hand tools are kept in good working condition and are reported, decommissioned and scheduled to be repaired when not;
 - Gas and electricity supplies are isolated in the event of fire as far as reasonably practical;
 - The control of contractors working on site within the shift is maintained in order that others are not put at risk;
 - The management team given reports on the misuse of equipment or plant which may become a Health and Safety risk;
 - Safety procedures and safe systems of work are followed and that any non-compliances are reported.

HR Manager's Responsibilities

In addition to the general Department Head responsibilities, the Human Resources Manager also has specific duties within their role. In particular:-

- Ensuring that an annual Health and Safety training plan, with the necessary funds to support it, is prepared and co-ordination with the management team. The plan is to include as a minimum the following training:-
 - Induction;
 - Change of job, equipment or process;
 - Periodical refresher courses;
 - Specific functions in the Company's Health and Safety procedures;

- As required by risk assessment.
- Participating in the relevant Health & Safety Committee meetings with specific reference to the Human Resource's function.
- The prompt recognition of employee absence for Health and Safety reasons and advising managers on the correct course of action to be taken including the involvement of relevant Occupational Health Adviser.
- Ensuring that necessary health surveillance is carried out by the relevant Occupational Health Adviser at the correct frequency and for ensuring that records of such surveillance are maintained and reported to the management team;
- Ensuring that applicants for employment have the minimum physical, mental, health and academic capabilities for the job in question as advised by the relevant manager before recruitment

Finance Manager's Responsibilities

In addition to the general Department Head responsibilities, the Finance Manager also has specific duties within their role. In particular:-

- The Finance Manager has specific responsibility for matters relating to Health and Safety for evaluating and determining the most cost effective solutions for meeting appropriate Health and Safety provisions.
- The Finance Manager is responsible for preparing an annual report on significant matters relating to Health and Safety and the appropriate risk control measures to eliminate or reduce any identified risks.

Health & Safety Manager/Advisor's Responsibilities

The Health and Safety Manager/Advisor has the responsibility for:-

- Monitoring and evaluating the Company's Health and Safety Policy;
- Carrying out where necessary an investigation into those accidents, incidents which have been reported to the Health and Safety Executive, as well as any other accidents as necessary.
- Ensuring that the Company meets the requirements of Health and Safety legislation, regulations and approved codes of practice as well as the Company's own codes of practice and procedures.
- Liaising with the Company's relevant Managers to ensure that all statutory inspections and testing in accordance with the Company's procedures are being conducted
- Monitoring that the Company's sites are inspected systematically and comply with Health and Safety legislation and Company procedures.
- Monitoring and reviewing periodically the safety performance of the Company, including accident statistics, training courses and inspection reports.
- Liaising with Staff Development for the implementation of training programmes within respective departments.
- Reviewing the Health and Safety Policy and Codes of Practice and preparing for new legislation which may affect the Company.
- Ensuring that accident reports are recorded in the necessary Registers under the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR). Report any notifiable accidents, diseases and dangerous occurrences under RIDDOR to the relevant enforcing body and ensure that the relevant Manager has carried out an investigation of the accident/incident.
- Liaising with visiting enforcement agencies, e.g. Health and Safety Executive Inspectors, and affording them all the facilities that they require. Notifying the Principal of any Enforcement Notices served on the Company.

Employee Responsibilities

All employees have a statutory duty to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions. In order to comply with this duty all employees will be expected to:

- Conform to any legal requirements, company rules, procedures and instructions necessary for ensuring health and safety;
- Seek advice and instruction from their Line Manager Leader when situations arise, which may affect the Health and Safety of themselves or others;
- Report any unsafe equipment, methods of work or any other safety concerns;
- Stop work and seeking advice if they believe there is an imminent risk of injury to themselves or others;
- Report any near miss or accident, however slight, and whether or not injury or damage has been sustained;
- Assist at all times in maintaining good housekeeping standards;
- Not interfere with anything provided to safeguard Health and Safety, e.g. remove or wilfully discharge fire extinguishers, etc;
- When there is a legal requirement to, or where the nature of the work requires it, wear the protective clothing and equipment specified;
- Use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to them by the company in accordance with both any training and instructions they have received in the use of the equipment;
- Report unsafe plant, tools and equipment and unsafe practices or methods of work;
- Report any potential Health and Safety hazard including infectious or other diseases, accidents, injuries or concerns associated with the workplace;
- Assist in the maintenance of good housekeeping standards;
- Co-operate with their employer to enable their employer to comply with their statutory duties for Health and Safety Assist where necessary in the investigation of any accidents that occur;
- Take reasonable care for their own Health and Safety and that of others who may be affected by their actions or omissions at work.

Non-compliance with Health and Safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Office Staff

These responsibilities are specific to this role and are in addition to the other relevant employees' responsibilities. The Office Staff' Health and Safety responsibilities are to ensure that arrangements exist to deliver the following:

- Ensure personnel are fully aware of the procedures in the event of an emergency, including:
 - Any accident, incident or emergency procedure;
 - Positions of the fire exits, layout out of escape routes and assembly point location/s;
 - Position of the first aid equipment and the identity of the trained first aid personnel.
- Report any defects in plant or equipment immediately to your supervisor;

- Observe good housekeeping at all times and keep corridors, doorways and floor spaces clear and free from obstruction;
- Do not attempt to lift or move articles as heavy as likely to cause injury;
- Do not over-reach for items on high shelves, use the equipment provided;
- Do not misuse or interfere with equipment provided for the safety of you and others;
- Do not try to use, repair or maintain any equipment for which you have received no training or instruction;
- Report any work related personal injury or disease to your immediate supervisor and ensure that an entry is made in the accident book at your place of work;
- Report all potential hazards and incidents that have or could have resulted in personal injury or environmental damage to your immediate supervisor;
- Report any unsafe situation or task you may feel is unsafe and for which you do not have the appropriate knowledge or training, to your supervisor

Safety Representatives Responsibilities (Non Union)

Competent and trained Safety Representatives will be appointed by the Company with the objective to identify, monitor and review Health and Safety and to assist in establishing a safety culture.

Safety Representatives have the following duties:

- To investigate potential hazards and dangerous occurrences within the workplace;
- To assist with investigating complaints by an employee they represent relating to that employee's health safety and welfare at work and make representation where necessary;
- To assist in carrying out inspections of the workplace and documentation relating to Health and Safety that the company must legally maintain;
- Attend Safety Committee meetings;
- To set a personal example at all times.

Health and Safety Committee

Safety committee meetings are held at regular intervals within the company and are represented by both management and members of staff. The Company Health and Safety Committee will monitor and keep under review the measures taken to ensure the health, safety and welfare of Company employees and others engaged in legitimate activities on its premises. This involves the promotion of co-operation between management and staff in instigating, developing and carrying out measures to ensure health, safety and welfare at work. This work is an essential element in the development of a positive and progressive approach to Health and Safety and the evolution of a Company 'safety culture'.

The aim of the committee is to resolve all safety and hazard related concerns and promote good working relationships between management and its work force in order to meet the company's objectives on Health and Safety.

Agenda:

- Any accidents or incidents that may have occurred;
- Any remedial actions considered necessary to eliminate repeated types of accidents or incidents;
- Identify further development of safe working systems;
- Identify further development of training needs;
- Safety publicity in the workplace;

- Analysis of reports from internal audits, union representatives and accident statistics;
- Analysis of reports by factory inspectors and/or environmental health officers;
- Provide a forum to discuss and make recommendations to the Board of Directors on matters concerning accident prevention;

First Aider's Responsibilities

Competent and trained First Aiders will be appointed by the Company with the objective to preserve life, prevent deterioration and to promote recovery of personnel in an emergency by:

- Answering all emergency calls when on duty (this includes breaks);
- Reporting and recording all accidents/incidents promptly and forwarding original documentation to the relevant department immediately;
- Where accidents are of a serious nature, details of accidents are telephoned through to the relevant authority with immediate effect;
- Replenishing first aid boxes and facilities;
- Taking due care for the safety of themselves and the safety of others;
- Attending any training course provided, in particular the three year refresher certificate;
- Frequently attend any first aiders' meeting scheduled.

Fire Marshal's Responsibilities

Competent and trained Fire Marshal will be appointed by the Company with the objective to identify, monitor and review fire safety and to assist in an emergency by:

- Answering all fire calls when on duty (this includes breaks);
- Directing and organising people during a fire evacuation;
- Organising regular fire drills in conjunction with the management team;
- Regularly inspecting workplace premises and fire facilities;
- Providing feedback on inspections and evacuations;
- Taking due care for the safety of themselves and the safety of others;
- Informing the management team of any fire safety related defects;
- Frequently attending any fire marshals' meeting scheduled;
- Attend any training course provided, in particular the three year refresher certificate.

General Contractor's Responsibilities

Contractors appointed by the Company are obliged to follow all statutory and Company rules and regulations with regards to health, safety, welfare, hygiene and environmental procedures.

The competence and Health and Safety performance of the contractors will be checked by seeing their Health and Safety policies, risk assessments and method statements before the work commences.

Where the Company believes the required standard of safety performance is not being met, the Company has the right to stop any activities, until satisfied the standards have been achieved.

For all projects contractors must:

- Check clients are aware of their duties;
- Satisfy themselves that they and anyone they employ or engage are competent and adequately resourced;
- Plan, manage and monitor their own work to make sure that workers under their control are safe from the start of their work on site;
- Ensure that any contractor who they appoint or engage to work on the project is informed of the minimum amount of time which will be allowed for them to plan and prepare before starting work on site;
- Provide workers under their control (whether employed or self-employed) with any necessary information, including about relevant aspects of other contractors' work, and site induction (where not provided by a principal contractor) which they need to work safely, to report problems or to respond appropriately in an emergency;
- Provide information, training, and a suitable site induction for their workforce
- Ensure the site is suitably fenced and secured against unauthorised entry
- Ensure there are adequate welfare facilities for those who work on the site
- Ensure that any design work they do complies with Health and Safety;
- Co-operate with others and co-ordinate their work with others working on the project;
- Ensure the workforce is properly consulted on matters affecting their Health and Safety;
- Obtain specialist advice (for example from a structural engineer or occupational hygienist) where necessary when planning high-risk work – for example alterations that could result in structural collapse or work on contaminated land.

Visitor's Responsibilities

All visitors have the following responsibilities:-

- To observe warning signs and notices;
- To behave at all times having regard to the Health and Safety of themselves and others who may be affected by their acts or omissions;
- To co-operate with the Company to comply with any legal duty or requirement placed upon it;
- Not to interfere recklessly or intentionally with items provided in the interests of Health and Safety;
- In accordance with laid-down procedures all visitors must report to their host:
- Any injury to themselves or others caused by Company activities;
- Any hazards they find, including damage or defect to equipment;
- Any situation, working practice or procedure which is or might become potentially hazardous.
- All visitors required to wear their protective clothing and use protective equipment issued to them to perform their work/learning activity and must keep it clean and in a safe place, and must not mis-use such equipment in any way.
- Any defaults/damage must be reported to your host immediately.
- All visitors must where appropriate in the course of their working/learning activity use or operate all machines, plant or other equipment in a correct and safe manner in accordance with manufacturers' and Company instructions. Interference or other action affecting the safety of any machine or other equipment, materials etc will be viewed very seriously.

- All visitors should ensure that they know the emergency procedures which may apply to their premises or the site where they visit. They must familiarise themselves with the escape routes, assemble point and the sound of the fire alarm.
- All visitors should be reminded that it is a fundamental condition of entry into the Company that they undertake to comply with the above requirements.

Arrangements for Implementation

All company policies and procedures in relation to Health and Safety are regarded as supplementary to this policy.

Contents

Management	Page
Safety Audits and Inspections	0
Risk Assessments	0
Dynamic Risk Assessments	0
Safe Systems of Work	0
Permits to Work	0
Monitoring Health and Safety Performance	0
Consultation with Employees	0
Health & Safety Advice	0
Information, Instruction, Training and Supervision	0
Young Workers	0
New and Expectant Mothers	0
Lone Workers	0
Working Time	0
Health Surveillance	0
Fitness for Work	0
Data Protection	0
Civil Claims Procedure	0
Occupational Stress	0
Managing Contractors	0
Drugs, Alcohol and Smoking	0
Violence	0
Premises	0
Legionella	0
Plant, Machinery and Work Equipment	0
Housekeeping	0
Racking and Storage	0
Welfare	0
Access and Egress	0
Vehicle and Pedestrian Separation	0
Activities	0
Confined Spaces	0

Hot Working	0
Cutting & Welding	0
Abrasive Wheels	0
Lifting Operations and Lifting Equipment Regulations	0
Mobile Elevated Work Platforms	0
Fork Lift Trucks	0
Manual Handling	0
Display Screen Equipment	0
Working at Height	0
Demarcation / Safety Signs	0
Hazardous Substances	0
Dust and Fume Control	0
LEV / Engineering Controls	0
Dangerous Substances and Explosive Atmosphere	0
Noise	0
Vibration	0
Radiation	0
Pressure Systems	0
Compressed Air	0
Lock out and tag	0
Driving and Mobile Phones	0
Emergency & Environment	0
Accidents, First Aid and Work-Related Ill Health	0
Infection Control	0
HIV and Blood Born Viruses	0
Dermatitis	0
Personal Protected Equipment	0
Personal Hygiene	0
Fire and Evacuation	0
Environment	0
Waste Disposal	0

Management of Health & Safety

Safety Audits & Inspections

The implementation of an annual Health and Safety audit will be the responsibility of the **External Health & Safety Consultant** and will consist of an in-depth examination of all the Company activities and premises.

The safety audit will subject each area of the Company's activities to a systematic critical examination with the object of minimising loss. Every component of the total system will be included e.g. management policy, attitudes, training, features of the premises (the design and layout of areas, rooms etc), emergency plans and procedures, accident records etc. The audit will aim to highlight the weaknesses and strengths, and the main areas of vulnerability or risk.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

The risk assessments will:

- Identify what the hazards are and identify the people who might be harmed by the hazard;
- Disregard insignificant risks;
- Evaluate the risks from the identified hazards;
- Ensure all aspects of the work activity are reviewed, including routine and non-routine activities and operations;
- Take into account any existing control measures;
- Take account of the way in which the work is organized, and the effects this can have on health;
- Take account of the risks to the public;
- Take account of the need to cover fire risks;
- Identify the period of time which it will be valid for;
- Enable us to prioritise remedial actions;

Risk assessments will be undertaken by the **Operations Director**, with assistance from your External H&S Advisors. Approval for the required action to remove or control risks will be given by the **Managing Director**.

Dynamic Risk Assessments

Dynamic risk assessment is a continuous process of identifying hazards. The risk is assessed and action taken to eliminate or reduce risk. Dynamic risk assessment will be applied in a changing environment. The dynamic assessment will be conducted by the relevant competent person managing the activity.

The competent person must halt the operation if believed the risk outweighs the control measures applied.

Operations Director is responsible to ensure competent people have been trained in dynamic risk assessing.

Safe Systems of Work

The Company will provide written safe systems of work for all operations and tasks where there is a significant risk of injury; where there is clearly an identifiable need to specify the safe and correct way of doing the work and where, in spite of all reasonable control measures being implemented, significant risk remains.

Employees will be instructed in the safe system of work, as appropriate, and a record of competency kept.

Specific Responsibilities

- All **Managers** must identify all such processes and planned activities within their area of responsibility and ensure that suitable written systems are produced, employees trained and records kept.
- All **Supervisors** must familiarise themselves with the safe systems of work and ensure that employees comply fully at all times whilst carrying out the identified processes.
- All **Employees** must observe and understand the system of work at all times; reporting any circumstances which prevents compliance or undermines its effectiveness to their immediate supervisor or line manager.

Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, the Company will also carry out proactive monitoring of Health and Safety performance. To check our working conditions, and ensure our safe working practices are being followed. The **External H&S Advisor** will conduct routine inspections of the workplace and review the effectiveness of our risk assessment and work practices.

Consultation with Employees

The Company will consult with its employees in accordance with the Health and Safety (Consultation with Employees) Regulations 1996. Consultation with employees will be provided direct to individuals and through **Department Supervisors** as necessary.

Health & Safety Advice

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company has access to competent Health & Safety advice. This advice is available from:

HSCare

Tel: 07894860292

Email: info@hsincare.co.uk

Qualifications in Health & Safety includes:

Diploma in Occupational Health and Safety Management

Chartered Member of the Institute of Occupational Safety and Health (CMIOSH)

Corporate Member of the International Institute of Risk and Safety Management (MIIRSM)

Postgraduate Diploma in Safety, Health & Environmental Management

Information, Instruction, Training and Supervision

The Company will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and associated regulations.

All employees including any temporary and casual workers will be provided with information on any risks relevant to their particular activity and work area. All information, instruction and training given to employees, temporary and casual workers will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt or understanding of the training.

Training and Instruction

Induction training for all new employees, temporary and casual workers is the responsibility of the **Operations Director**. Job specific training and instruction will be identified, arranged and monitored by the **Health & Safety Coordinator**.

The Health and Safety component of induction training will contain the following:

- Health and Safety Policy
- Accident reporting / first aid procedures
- Fire precautions and procedures, including our emergency plan;
- Introduction to safety legislation – the **Employee** will be introduced to the legislation that applies to our Company and the workplace, e.g. COSHH and manual handling.

The supervision of trainees will be arranged by **Operations Director** and undertaken and monitored by the allocated **Department Supervisor**.

Job-specific

Training will include skills training, explanations of applicable safety regulations and organisational rules, and a demonstration of the use of any personal protective equipment that may be required including correct fit and cleaning. The use of risk assessment findings will be used as a training aid to identify training needs.

Information

The Health and Safety Law Poster is displayed in the **Canteen**.

A copy of the Employers Liability Insurance certificate is displayed in the **Reception area**.

Supervision & Management

Training at all levels is necessary to ensure that responsibilities are known and the organisation's policy is carried out. Key points to cover in the training of supervisors and managers are:

- The organisation's safety policy or programme;
- Legal framework and duties of the organisation, its management and the workforce;
- Specific laws and rules applicable to the workplace;
- Safety inspection techniques and requirements;
- Causation and consequences of accidents and their reporting, recording and investigation;
- Basic accident prevention techniques;
- Disciplinary procedure and application;
- Control of hazards in the workplace and use of personal protective equipment;
- Techniques for motivating employees to recognise and respond to organisational goals in Health and Safety.

Specialised training

Specialised Health and Safety training will be required to cover both legal requirements and others necessary for the safe running of the organisation, for example:

- First aid, taking into account the nature of the work and the size of the organisation
- Operating and Maintaining Press Brake machinery and Welding equipment
- Use of fire-fighting appliances such as extinguishers
- Use and maintenance of forklift trucks.

Reinforcement or Refresher training

Reinforcement or refresher training will be required at appropriate intervals. These requirements will depend on the outcome of observation of the workforce, i.e. during a training needs assessment. Factors to be taken into account are the complexity of the information to be held by the employee, and the amount of practice required and the opportunity for practice in the normal working requirement. Assessment will also be required of the likely severity of the consequences of behaviour that does not match training objectives. Refresher training is vital in areas such as response to plant emergencies.

The **Operations Director will ensure the** following procedure will be followed:

- Arrange for the induction training to be given to all staff;
- Comprehensive and relevant information will be provided to the employee in respect of risks to his / her Health and Safety and on preventative and protective measures;
- Information will be provided on the Company's emergency arrangements, including staff nominated to help if there is an evacuation;
- Ensure that the employee understands all the information provided to them and that they have the opportunity to ask any questions in relation to the training;
- After a suitable length of time the training should be followed up with the employee to assess its effectiveness and to correct any misunderstandings.

Young Persons

Young persons under the age of 18 years are considered to be particularly at risk from the hazards that are presented in the workplace because of their perceived lack of awareness, inexperience and immaturity (both physical and mental). Consequently, the Company will ensure that a specific risk assessment is conducted for all Young Persons prior to commencement of employment to ensure that all necessary measures are put in place to safeguard their health, safety and well-being beforehand.

The **Operations Director** is responsible for ensuring that all Young Persons are assessed prior to the commencement of work. The assessment is to take into consideration the full nature of the work and the specific hazards present in order to determine if the current controls and precautions are sufficient or whether additional controls are necessary.

The **Operations Director** will ensure a suitable mentor is appointed with whom the Young Person can confide in. The Mentor will assist the Young Persons to ensure that they are provided with appropriate induction and job specific training and instruction and will be responsible for ensuring the close supervision of the Young Person.

Health Surveillance

Due to the known risk of long term ill-health effects of exposure to chemicals and noise, the Company may establish, in addition to routine monitoring of the working environment, a programme of health surveillance in order to identify any adverse effects at an early stage. Health effects may include breathing problems, skin problems and noise-induced hearing loss.

Health surveillance and pre-employment/routine medicals will be arranged by the **Health & Safety Coordinator** who will maintain the appropriate Health surveillance/immunisation records with the individual's personnel file. Records of health surveillance for each of our employees will be retained for 40 years.

Where necessary, employees will be submitted for further medical examinations and tests to ensure that any abnormalities noted during routine screening are addressed as soon as practical. During periods of additional screening, and in consultation with the individual, the **Operations Director** will arrange for the employee to be employed on other duties away from the hazard.

Fitness for Work

If an Employee has a medical condition that could affect their fitness for work, that Employee must inform the **Operations Director** of the likely impact of the medical condition on their fitness for work. The Employee is not obliged to disclose confidential medical information, however the Company will, where necessary, confer with relevant external experts to confirm whether a Fitness for Work plan is required.

Any person taking prescribed medication must seek the advice of their doctor before working, written evidence of their fitness to work whilst taking the drugs may be required and held by **the Operations Director**.

Data Protection

The **Managing Director** will ensure the Company will comply with the Data Protection Act 1998, when recording accidents. Individual record sheets will be removed and stored securely (keeping personal information confidential).

Occupational Stress

Systems of work that give rise to risk of stress are clearly not safe, and the Company therefore has a legal duty to make improvements, at least "as far as is reasonably practicable" to eliminate or adequately control the risk in accordance with the Management of Health and Safety at Work Regulations 1999.

The Health and Safety Executive defines stress as "the adverse reaction people have to excessive pressure or other types of demand placed on 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.

The Company is committed to protecting the health, safety and welfare of all our employees and recognises that workplace stress is a Health and Safety issue and acknowledges the importance of identifying and reducing workplace stressors.

To achieve this, the Company will:

- Ensure jobs are 'do-able', matching the job with the person in it.
- Strive to identify all workplace stressors and control the risks from stress.
- Monitor stress levels through a combination of sickness absence monitoring and periodic surveys.

Employees requiring advice or who have concerns that they are affected by stress can seek advice from the **Operations Director** who will, if necessary, arrange specialist advice and assistance to determine the appropriate course of action to eliminate or control the risk factors.

Managing Contractors

The Company recognises that it owes a duty to contractors as well as employees, as stipulated by the Health and Safety at Work Act etc, Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

The Company will ensure that only competent contractors are selected. All **Contractors** working on the Company's behalf are assessed to ensure that they are competent and have suitable and adequate Health and Safety arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work.

The selection and assessment of the competence of contractors is the responsibility of the **Managing Director**. Selected contractors must be able to demonstrate that they are experienced and competent to carry out the required works with regulations and accepted safety standards. Before a contract is awarded an overview of the status of the contractor's

Health and Safety management systems must be obtained by reviewing the following documents;

- A completed contractor selection questionnaire
- Relevant risk assessments and method statements for the work to be undertaken
- Supportive evidence of competence

The **Managing Director** must take into consideration all factors when selecting the contractor for the work. The cost of the works is not being the sole factor in contractor selection. The pre-selection of any contractors will take into account Health and Safety requirements when selecting and approving contractors to work for the Company, ensuring contractors:

- Work safely, without endangering themselves or any other people;
- Comply with the Company's Health and Safety requirements;
- Only employ competent staff who have been adequately trained;
- Only employ competent sub-contractors, who are adequately managed;
- Have adequate resources to manage Health and Safety satisfactorily

The **Managing Director** may not engage any contractors to provide any services for the Company unless the Health and Safety questions in the contractor selection questionnaire have been answered satisfactorily. No contractor will be appointed if they fail to provide adequate risk assessments and method statements for the proposed work.

Once approved, the **Operations Director** is responsible for ensuring contractors working on our premises are briefed on our safety rules and supervised to ensure they work in an approved and safe manner.

Any problems/hazards arising from the activities of contractors should be reported to the **Operations Director**.

Drugs, Alcohol and Smoking

The Company will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by smoking, alcohol, drug or substance abuse recognizing the effects of health, safety and welfare to the user and potential impact on work colleagues and the business. The Company therefore operates a policy which ensures that employees' health and performance is not impaired at any time they are on Company premises.

The Disciplinary Procedure will be followed in any case where an employee is found to disregard this Policy and/or to be under the influence of or in possession of any alcohol or illegal substance whilst at work or on Company premises.

Violence

The Company will take all reasonable steps to ensure the Health and Safety of employees at work is not put at risk by violent, abusive or aggressive behaviour occurring in the work place.

The Company recognizes that verbal and physical abuse at work can affect the health, safety and welfare of the victim and can have an impact on work colleagues and the business. The Company therefore operates a zero tolerance policy which ensures that people on Company premises are not put at risk of bullying in any form.

The Disciplinary Procedure will be followed in any case where an employee is found to be displaying violent or aggressive behaviour towards any person on the Company's premises.

Plant, Machinery and Work Equipment

The Company will ensure that all plant and equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. The Company will advise when this is the case.

- Plant and Equipment Maintenance

The responsibility for identifying all plant and fixed installations and ensuring effective maintenance procedures are drawn up and implemented is that of the **Operations Director**. To achieve timely and suitable pre-planned maintenance, repair and refurbishment schedules the **Operations Director** will appoint competent contractors to assist the Company

- Portable Electrical Equipment

Portable electrical appliances are tested "in house" by an engineer at selected intervals in accordance with HSE guidance. Notwithstanding this general inspection/test programme, very high usage common use facilities (i.e. kettles, microwave ovens) are inspected/tested every **twelve** months and replaced as necessary to ensure high standards of provision and electrical safety is maintained for all employees

- Fixed Electrical Systems

The fixed electrical installations throughout the premises is inspected and tested by a competent NICEIC registered contractor. The **Managing Director** will arrange for the electrical systems integrity and safety to be inspected and retested every 5 years.

- Gas Systems

The **Managing Director** will appoint a competent Gas Safety registered contractor to service and maintain all gas systems throughout the premise. The contract will ensure that all gas systems are serviced annually and gas safety certificates held on file readily available for examination on request.

- Defects and Problems

It is recognised that even with the best pre-planned maintenance programmes, problems and defects with plant and equipment will occur from time to time. Accordingly, any problems with plant or equipment should be reported in the first instance to the **Department Supervisors**.

Housekeeping

Poor housekeeping is a common cause of accidents and fire related incidents. The three basic precautions for the prevention of poor housekeeping are:

- Return equipment and materials to their designated locations;
- Remove waste daily;
- Report problems.

Workplace inspections will be carried out on a regular basis by the **Operations Director** to identify areas where standards require improvement. These areas will be highlighted for remedial action. Storage areas will be defined within the workplace and requirements will be reviewed periodically when necessary. Articles and substances will be stored in defined areas at all times. Floors will be cleaned on a regular basis and waste bins emptied daily. Rubbish will be kept in suitable containers and will not be allowed to overflow. Combustible waste will be kept away from ignition sources.

Racking and Storage

The Company will provide suitable and sufficient storage facilities for all materials and products. The storage media will be designed or selected to minimise the need for manual handling or working at height. Racking systems will be installed and adjusted as necessary by competent contractors; no employee will erect, dismantle modify or otherwise interfere with any racking system or components.

To ensure that the racking and storage systems are suitable, safe and maintained fit for purpose at all times, as required by the Provision and Use of Work Equipment Regulations, the Company will ensure that each separate racking displays a clear statement as to the safe load and distribution of loads. In addition, the physical integrity and loading of the racks is to be confirmed by a visual inspection on a monthly basis and any damage reported immediately to the **Operations Director**. Formal records of inspection will be maintained.

The **Operations Director** is also responsible for investigating all instances of damage or unauthorised alteration and ensuring any corrective actions or necessary repairs are implemented.

Welfare Facilities

The Company is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of clean toilets, washing and shower facilities are provided for the number of staff and visitors required to use them. Toilet paper, hot/cold water, soap and means for drying hands will always be available.

In addition, drinking water and a means to prepare hot drinks and food are provided in the Kitchen. To ensure that a high standard of cleanliness and good hygiene is maintained, the facilities are cleaned **Daily**. Notwithstanding this planned cleaning programme, any employee who has concerns with the standard of cleanliness and hygiene should report the matter to the **Accounts/Buyer** who will investigate and advice accordingly.

Access and Egress

The Company is committed to providing a safe place of work and a safe means of access and egress within all parts of our workplace, which includes movement in and out of the workplace.

Access and egress includes all of the following:

- Access to and egress from the workplace;
- Routes through working areas;
- Accessibility of storage areas;
- Access to and egress from an individual's workplace;
- Emergency exit routes;
- Any temporary arrangements for access;
- Limitation of access to hazardous or high security areas;
- External pathways and roadways around the workplace;
- Common parts of the building, e.g. Reception, Stairs etc.

Operations Director will ensure risk assessments are completed to identify that:

- The workplace shall be organised to ensure pedestrians and vehicles (as appropriate) can circulate in a safe manner;
- All articles or substances do not impede safe access and egress at the workplace and that objects which may restrict safe movement within the workplace are removed immediately;
- Any access restrictions are adhered to so that suitable and safe arrangements for work in confined places and other areas of high risk are guaranteed;
- Objects are not stored in walkways or precariously on top of cabinets / shelves;
- All work equipment when not in use must be stored in its designated storage area;
- Waste items shall not be allowed to accumulate in walkways and floor surfaces shall be capable of being kept sufficiently clean and cleaned as appropriate;
- All access equipment is regularly inspected to ensure that it is maintained in a safe condition;
- Formalised systems of work are designed and implemented in all areas of significant risk;
- Employees are encouraged to report any situation where safe access and egress is restricted or obstructed.
- The workplace floors and traffic route surfaces are suitable for their purpose and maintained in a safe condition and suitably indicated where necessary of reasons of Health and Safety;
- The working activities of contractors are monitored so that they do not hinder safe access / egress;
- So far as reasonably practicable we will take suitable and effective measures to prevent persons falling a distance likely to cause personal injury and to prevent any person being struck by a falling object.

Pedestrian and Vehicle Separation

A risk assessment will be carried out to ensure the safety of both pedestrians and vehicles, such as clear separation between vehicles and pedestrians:

- Where pavements are not provided, pedestrian walkways should be marked out;
- Where vehicle entrances and exits are blind, mirrors should be erected so drivers can see oncoming vehicles or pedestrians;
- Where vehicles and pedestrian routes cross, crossing points should be provided;
- Speed restrictions should be put on site roadways and consideration given to speed bumps;
- Where it is not practical to make road ways wide enough for vehicles to pass each other, one way systems will be considered;
- Pedestrian and vehicle routes should be well lit during the hours of darkness.

Activities

Confined Spaces

The Company will do everything reasonably practicable to comply with the Confined Spaces Regulations 1997 and other relevant Health and Safety legislation pertinent to working in confined spaces. In particular the Company will first look at alternative ways of undertaking tasks that avoid or reduce the need for employees to work in confined spaces. Where this is unavoidable, a specific assessment will be made and a well defined safe system of work will be implemented.

All work in confined spaces is managed through a permit-to-work system controlled by a competent person who will ensure all necessary precautions are in place.

The ***Paint Shop Supervisor*** is responsible for ensuring a safe system of work (including appropriate training and emergency procedures) is established prior to any confined space working, such as entering the Curing Ovens. Where necessary, approval for further action to remove or control risks beyond those normally applied will be given by the ***Operations Director***.

On occasion, confined space working will require the use of breathing apparatus. Only employees who have received the appropriate training, hold a valid medical certificate and have been authorised are permitted to use breathing apparatus. These persons should have a normal standard of fitness and should be free from known heart disease, known respiratory illness, (asthma, severe colds) and epilepsy. Medical examination and re-certification is required every 3 years.

Authorised persons trained in the use of breathing apparatus are also required, as a condition of employment, to be clean shaven, i.e. no beard, long side whiskers, or wear any jewellery around the head (e.g. ear-rings, studs, pins etc).

The following persons are currently certified and authorised to use breathing apparatus:

1. ***TO BE INSERTED***
2. ***TO BE INSERTED***
3. ***TO BE INSERTED***

Hot Working

The Company recognises that the potential for accidents associated with hot working is greater than in normal working environments therefore all hot works are strictly controlled through safe systems of work and permit controlled by a competent person. Notwithstanding the specifics of the assessment and safe system of work the following measures will be taken for all hot works:

- The competent person will assess the risk to others in the surrounding area, prior to the commencement of the hot working.
- All works involving heat must be completed 2 hours before the end of the working day.
- After hot working is completed, the area must be visited every 20 minutes for 2 hours to confirm the area is safe.
- Any works left for a later return, must also be inspected every 20 minutes, should the interval exceed this time frame.
- The competent person must be notified immediately upon completion of the works; however the permit will not be signed-off and closed until the 2 hour “cooling down” period has elapsed.
- Preventative measures (extinguishers) are not to be removed from the workplace until the “cooling down” period has elapsed.

The **Operations Director** is responsible for ensuring a safe system of work for Hot Works is established prior to commencements of any activities.

Cutting and Welding

The Company will, so far as is reasonably practicable, ensure the health, safety and well being of employees and all others who may be affected by oxy-acetylene and electric arc welding and cutting processes.

The **Operations Director** is responsible for ensuring safe systems of work are prepared for the activity which will either eliminate or reduce the hazards to acceptable levels. These systems of work will be supplemented by the provision and maintenance of appropriate PPE for the task which is to be worn at all times. Supervision and routine monitoring of the activity will be established by the **Department Supervisor** to ensure that only employees who have received appropriate training and hold the relevant authorisation are employed on welding and cutting operations and that all controls and precautions remain effective

Abrasive Wheels

The Company will take all reasonable steps to ensure the Health and Safety of all employees that who work with grinding machines which incorporate abrasive wheels.

To minimise the risk of bursting, abrasive wheels should always be run within the specified maximum rotation speed, if wheels are large enough this will be marked on the wheel (in accordance with Regulation 23 of Provision and Use of Work Equipment Regulations (PUWER). Where small wheels are used there should be a notice fixed in the workroom, giving the individual, or class maximum speed.

Abrasive wheels must be mounted and dressed only by a competent person, who has received specific training and information on the correct handling and mounting of abrasive wheels (including pre-mounting and storing procedures). In addition, the grinding machines are only to be operated by operators trained and authorised by the competent person.

PPE in the form of high impact resistant eye protection (BS/EN166 with 'A' impact rating lens) must be worn at all times during grinding operations.

The Competent Person for mounting and dressing wheels is: **Department Supervisor**.

The Authorised Operators are: **TO BE INSERTED**

Lifting Operations and Lifting Equipment

The company will comply with the Lifting Operations & Lifting Equipment Regulations 1998. All lifting operations will be risk assessed and where possible the risk of fall eliminated.

Operations Director will ensure all accessories and equipment used for lifting people will be inspected every six-monthly for and, at a minimum, annually for all other equipment by a competent person every twelve months.

Any lifting operations will be carefully planned and risk assessed by a competent person with appropriate experience in that operation. Only those trained and competent in lifting operations will undertake lowering or dismantling operations. At least one person onsite must be adequately experienced in undertaking the planned operation.

The Competent Person for is: **TO BE INSERTED**.

The Authorised Operators are: **TO BE INSERTED**

Fork Lift Trucks

The Company will ensure that the use and operation of Fork Lift Trucks are suitable and without risks to Health and Safety, in accordance with the Provision and Use of Work Equipment Regulations 1998 and the Lifting Operations and Lifting Equipment Regulations 1998. Specific procedures will be developed for ensuring workplace transport safety and preventing vehicle/pedestrian conflict.

Only trained and authorised persons are permitted to operate lift trucks and the **Operations Director** is responsible maintaining a register of authorised operators and supervising lift truck operations.

The Authorised Operators are: **TO BE INSERTED**

Manual Handling

In accordance with the Manual Handling Operations Regulations 1992, the Company will eliminate the need for manual handling wherever possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable by job design and the provision of mechanical aids etc. Manual handling risk assessments will be carried out by the **External H&S Consultant**. Approval for the required action to remove or control risks will be given by the **Operations Director**.

Display Screen Equipment (Computer Users)

The Company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992. Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests on request and to vision correction appliances but only where these are needed specifically for work with display screen equipment.

Display Screen Equipment workstation assessments will be arranged by the **Accounts/Buyer** who will also give any necessary approval for corrective action to remove or control risks. Habitual Display Screen Equipment users will be required to complete an on-line self assessment of their workstation. The complete assessment is to be returned to the **Accounts/Buyer**, who will review and arrange for any necessary corrective actions.

Employees who have declared a disability or existing upper limb disorder to the **Managing Director** will be individually assessed to ensure all necessary adjustments are made to their workstation and job tasks to allow them to continue working.

Working at Height

In accordance with the Work at Height Regulations 2005, all Company activities that involve working at height will be assessed and safe working procedures put in place prior to any work commencing. The assessment will consider the appropriate measures necessary to prevent falls from height and where necessary additional protective measures to reduce the consequences of a fall should one occur.

Employees are reminded that they are not to carry out any work at height unless they have been instructed in the safe working procedure and are competent to use any access equipment provided.

The responsibility for identifying and assessing all work at height activities is that of the **Operations Director**.

Where necessary, approval for the required action to remove or control risks will be given by the **Operations Director**.

Work at Height – Safe Working Procedure

a) Ladders

- Ladders properly secured can be used to do light work of short duration, where provision of a scaffold or work platform is unnecessary or impracticable due to workplace or task limitations.
- Ladders must be suitable for use and be to BS/EN 131 industrial standard and in good condition.
- For all work above 3 metres irrespective of task duration, ladders are to be secured by rope or other suitable stabilisation devices such as extended foot supports, used on a flat surface and supported by the stiles. This is to ensure that the ladder does not run sideways or slide away from a wall.
- For short ladders of less than 3 metres, where securing in place is not appropriate or there is no other means, then as a last resort, the ladder must be footed by another employee.
- The top of the ladder must rest against a solid surface and not against fragile materials such as cement sheeting, plastic boarding or guttering etc.
- Where used for access onto a working platform, ladders must protrude at least 1m above that platform.
- Users must never overreach at any time.

b) Step-Ladders

- a) Step-ladders provide a free-standing means of access, but they require careful use. They are not designed for any degree of side loading and are relatively easily overturned. Always ensure:
- A good handhold is available.
 - The work avoids over-reaching or stretching.
 - The top step of a step-ladder should not be worked from unless it has been designed for this purpose.
 - The work only requires one hand to be used or you are supported by another employee.

Ladders and step-ladders must be regularly inspected to ensure that they are in good condition and free from defect. A record of inspections will be maintained by the Insert Job Title.

c) Edges, Openings And Roof Work

All edges and openings wherever a person may fall will be provided with guard rails and toe boards to prevent the fall of persons or materials. Open joisting where a person may similarly fall, to be securely covered by boards or other temporary covering to a sufficient extent to afford safe access and foothold, unless other relevant and effective measures are taken to prevent falls. Safety nets must be used where appropriate.

Hazardous Substances

The Company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002. All reasonable steps will be taken to ensure that all exposure of employees to substances hazardous to health is prevented or at least controlled to within statutory limits. We will not supply or use those substances prohibited by law.

The responsibility for identifying all substances that need a COSHH assessment and for obtaining the Chemical Safety Data Sheets is that of the **Accounts/Buyer**.

COSHH assessments will be carried out and any actions identified implemented by the **External Safety Consultant** who will also ensure all relevant employees are advised. The COSHH information will also be made readily available to affected employees for reference.

The Company will ensure that the exposure of employees to substances hazardous to health is either prevented or, where this is not reasonably practicable, adequately controlled. Where exposure cannot be adequately controlled the Company will provide appropriate personal protective equipment (PPE) free of charge.

The **Operations Director** is responsible to ensure all employees will be provided with comprehensive information and instruction on the nature and likelihood of their exposure to substances hazardous to health. The Company risk assessments will be reviewed regularly and particularly if either there is a significant change in the work or the validity of one of our original assessments.

Local Exhaust Ventilation/Other Engineering Controls

Appropriate control measures will be taken where elimination or substitution of the hazardous substance is not possible. Where engineering controls, such as Local Exhaust Ventilation (LEV) are in use, **the Managing Director** will ensure all equipment will be properly maintained and monitored to ensure its continued effectiveness.

Operations Director will ensure any other engineering controls that the Company use will be thoroughly examined at suitable intervals and where appropriate, will also be tested. **Operations Director** will ensure that all employees and others who work in areas where engineering controls are provided are aware of the purpose and safe operation of the equipment.

Dust and Fume Control

All operations that produce dust (e.g. disc cutting, chasing, high speed sawing etc) in excess of 10 mg/m³ averaged out over eight hours, or any respirable dust in excess of 5mg/m³ averaged out over eight hours is deemed to be a substantial concentration of dust and therefore within the definition of substances hazardous to health (COSHH). Dust producing equipment is to be controlled at source with local exhaust ventilation or dust suppression tools **Operations Director** is responsible for risk assessing activity and effectiveness of monitoring control measures.

Dangerous Substances and Explosive Atmosphere

The Company recognises under Dangerous Substances and Explosive Atmospheres Regulations 2002 (the DSEAR) risk assessments are to be carried out relating to the handling, storage and use of dangerous substances. And that those specified risks should be eliminated or reduced so far as is reasonably practicable

Operations Director is to carry out risk assessments of the workplace with a view to eliminating or reducing the risks from the storage of dangerous substances and explosive atmospheres.

The risk assessment shall consist of identification and careful examination of the dangerous substances stored in the workplace; the work activities involving these substances; and the ways in which these substances and work activities

could cause harm. Quantities of dangerous substances stored could be reduced by ordering less or returning over-ordered amounts. In areas where there are flammable substances, all sources of ignition should be removed from the vicinity, such as naked flames, heaters, and equipment which may give off heat. Areas where dangerous substances are being used should be isolated and signed wherever possible.

Operations Director is responsible to ensure staff that use, handle, or store dangerous substances must be given training to ensure they are competent to carry out these tasks

Operations Director will review existing emergency plans to ensure that the plans and procedures cover incidents involving dangerous substances.

Noise

The Company is committed to preventing the risk of damage to employees hearing from their work and to minimising our environmental impact on our neighbours by actively seeking engineering solutions, as far as is reasonably practical, in accordance with the Control of Noise at Work Regulations 2005.

Where engineering or the use of technology is not sufficient to reduce to noise levels to the first action level (average 8 hour noise exposure) of 80db(A) then the Company will provide information instruction and training and suitable hearing protection to all appropriate persons.

Where noise levels exceeds the second action level of 85db(A) then hearing protection zones will be established and the wearing of PPE made mandatory. Appropriate signage will be displayed to remind all employees and to identify the controlled areas.

The **External Safety Consultant** is responsible for ensuring an assessment and noise monitoring survey is conducted. Where additional action is required to remove or control risks is outside of their remit then the matter is to be referred to **Managing Director** for approval.

Vibration

The Company will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration (WBV) far as is reasonably practical, in accordance with the Control of Vibration at Work Regulations 2005.

The **Operations Director** is responsible for ensuring an assessment and vibration monitoring is conducted and does not exceed below standards. Where additional action is required to remove or control risks is outside of their remit then the matter is to be referred to **Operations Director** for approval.

The exposure action value (EAV) is a daily amount of vibration exposure above which employers are required to take action to control exposure.

The exposure limit value (ELV) is the maximum amount of vibration an employee may be exposed to on any single day. Vibration Exposure is given in metres per second squared (m/s²) over a standard eight hour working cycle in 24 hours (A(8)).

- HAVS has an Exposure Action Value of 2.5m/s² A(8) and an Exposure Limit Value of 5m/s² A(8);
- WBV has an Exposure Action Value of 0.5m/s² A(8) and an Exposure Limit Value of 1.15m/s² A(8).

The Buyer will undertake to purchase equipment with the lowest vibration ratings where possible. The exposure action value (EAV) for new and existing equipment will be assessed. Where the Vibration Exposure is below the EAV, then the

item machine and task will be monitored. Where the Vibration Exposure is less than ELV, then measures will be taken to reduce the level of vibration exposure to below the EAV or the exposure time reduced accordingly by:

- Selecting a different machine or task;
- Providing task rotation;
- Issuing adequate PPE.

Where Vibration Exposure cannot be brought below the ELV then the equipment will NOT be used.

Department Supervisor is responsible to ensure formal vibration awareness induction training prior to any new employee commencing work and providing after the first 30 days of work follow-up reviews, to ensure that employees have understood the induction training.

Health Surveillance will be provided for **TO BE INSERTED**

Pressure Systems

The Company recognises the risks created by a release of stored energy and the measures that should be taken to prevent failures and reduce risks.

The Pressure Systems Safety Regulations apply to all plant/systems that contain a relevant fluid. A relevant fluid is defined as steam or gas under pressure and liquids under pressure which become gases upon release to the atmosphere, at a pressure greater than 0.5 bar (about 7psi) above atmospheric (except for steam).

Certain small vessels, where the combination of the internal volume and pressure of the vessel is less than 250 bar litres are exempt from some parts of the Regulations. Where the relevant fluid is steam, all the regulations apply, irrespective of the vessel pressure.

Operations Director will:

- Establish the safe operating limits of the plant and have a suitable written scheme drawn up or certified by a competent person for the examination at appropriate intervals.
- Arrange to have examinations carried out by a competent person at the intervals set down in the scheme;
- Provide adequate operating instructions (including emergency instructions) to any person operating it (e.g. operating manual supplemented by on-the-job training and supervision for new staff);
- Ensure the pressure system is maintained in good repair;
- Keep adequate records of the most recent examination and any manufacturer's records supplied with the new plant;
- A 'Safe System of Work' for using the pressure system has been produced and implemented.

Employees will ensure:

- No gas cylinders may be cut, heated, welded or modified in any way;
- No gas cylinder may be used for any purpose other than that for which it was designed;
- While in use, cylinders will be secured in position to prevent falling or in a specialist trolley;
- Placed not to obstruct traffic routes;

- Not secured to the front of fume cupboards where it changes the air flow;
- Returned to store when not in use;
- Clearly marked with its contents;
- Users must be aware of the risks of the gasses and a risk assessment **must** in all cases be completed and at the work site;
- All valves and systems attached to cylinders must be maintained in accordance with manufacturer's instructions;
- All regulators must:
 - Be serviced every 5 years by a competent person and be marked with the service date or withdrawn from service;
 - Be in good condition, e.g. glasses, fittings, outlets etc. be undamaged;
 - Marked for use with the particular gas on which it is used;
 - Be connected to the cylinders without the use of PTRE type tape.

Note: The replacement and service of regulators is a user responsibility.

All handling and transporting of cylinders will be subject to an assessment of the risk to identify the equipment to do the work safely and the routes to be followed, these assessments will be at the workplace.

Compressed Air

The Company will take all reasonable steps to secure the Health and Safety of its **Employees** who will work with compressed gas cylinders (transportable gas containers) and associated plant equipment

External Safety Consultant will conduct a risk assessment of all operations involving compressed gas cylinders and record any significant findings.

Operations Director shall instruct employees about the correct use of compressed air-driven equipment and/or power tools, the hazards of compressed air and compressed air equipment and machinery using compressed provisions for disconnecting the air supplied, bleeding any stored air, and locking out the air supply. The **Operations Director** shall also ensure PPE or moving and handling equipment that is required for the task is provided and used such as appropriate safety eyewear, the use of hearing protection and protective clothing.

Operatives are required to ensure compressed air systems shall be shut off when changing attachments or when not

All compressed air equipment and components shall be professionally designed and engineered with required filters, lubricators, regulators, and pressure gauges **Operations Director** will ensure that regular servicing is carried out, and the timely exchange of associated equipment is undertaken.

Lock out and Tag

All equipment shall be locked out to protect against accidental or inadvertent operation when such operation could cause injury. Operatives are not permitted to operate any switch, valve, or other energy-isolating device bearing a lock or tag.

Each person performing work is to be made aware of isolation points and is to effectively lockout or controls all energy sources affecting their work; this allows for group lockout procedures, with an individually keyed lock and tags. Each person who is likely to be in a position to lockout a piece of equipment for work must be issued with a minimum of one individually keyed lock. This lock is to be used in conjunction with a Danger tag.

Danger Tags

Danger tags are to be marked with the operative's name, contact (preferably mobile), company or section, current date of work and signature. This is a minimum requirement on the tag. Tags will be white with red striping, prominently marked "Danger – Do Not Remove". Danger tags are to be placed only for the protection of operatives working on plant, they are not to be left on after that person completes their work, or finishes their shift. Danger tags are to only be removed by the person who placed them

Group Lockouts

Where multiple points of isolation are required, or multiple workgroups are in an area, each person involved shall apply their own lock and tag, using a hasp as necessary. Padlocks are not to be locked onto existing padlocks and must be applied directly to the securing holes of a hasp. Duplicated keys are not to be used for padlocks.

Prior to commencing work, the Operative should test the equipment/machinery to ensure it has been correctly isolated. Ensure no one else is working on the said piece of equipment/machinery when testing.

Operatives are required to ensure compliance with procedures.

Operations Director is responsible to ensure staff are trained and competent to carry out these tasks

Operations Director is responsible to risk assess activities requiring locking out procedures and monitor activities to ensure compliance.

Driving and Mobile Phones

The Company is committed to reducing the risks which our employees face and create when driving in the course of their work and may provide a suitable vehicle for this purpose. Alternatively, the Company may also authorise **Employees** to use their own vehicles for work purposes.

Authorised **Employees** who are required to drive for work purposes in their own vehicle must ensure that it always complies with the law, is in a safe and roadworthy condition and is suitable for its purpose. In order for the Company to fulfil its responsibility in a reasonably practical manner all employees that drive their own vehicles for work purposes are required to:

- Ensure their vehicle is taxed and has a valid MOT certificate (where appropriate).
- Ensure their motor insurance policy includes business use cover for the amount of business mileage they undertake.
- Ensure that the vehicle is serviced according to the manufacturer's specifications
- Present the vehicle's MOT certificate, insurance policy for inspection annually and on request.
- Present their driving licence for inspection annually and on request.
- Report road safety problems, including crashes, incidents, fixed penalty notices, summons and convictions for any offence, including vehicle defects.

The overall responsibility for managing road risk, monitoring the effectiveness of the Company's procedures through periodic checks of vehicle documents, and for maintaining appropriate records is that of the **Managing Director**.

It is currently illegal to hold and use a mobile phone whilst driving even if stationary in traffic. It is also illegal to be using a mobile phone on hands free where it affects your care or attention when driving. The general policy therefore is that

mobile phones should not be used whilst driving and all those issued with a mobile phone are not obliged to use them whilst driving. The driver should find a safe place to stop the vehicle to make or receive the call. Under no circumstances may text messages be read or written when driving.

Emergency & Continuity

Accidents, First Aid and Work Related Ill-Health

The Company is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities. However, the Company recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

First Aid Provision

The **Operations Director** will ensure that adequate first aid trained personnel and equipment is provided, in accordance with the Health and Safety (First Aid) Regulations 1981.

The **Operations Director** is responsible for ensuring the location of the first aid kit, accident book and the names of First Aiders are known to all employees. Quarterly checks on provisions are to be made by the **First Aider** and any shortfalls addressed.

Accident Reporting

All accidents and incidents are to be recorded in the accident book. The **Operations Director** is to ensure that the **Managing Director** is also notified when the accident or incident is RIDDOR reportable.

The **Managing Director** is responsible for investigating accidents and incidents of ill-health with the **Operations Director** who is also responsible for acting on the findings of the investigation to prevent a recurrence. The **External H&S Consultant** is to be notified of the findings of all investigation so that any deficiencies that may have implications elsewhere in the Company may be addressed.

Reporting of Accidents/Incidents to the Authorities

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) will be reported by the **Managing Director** to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death
- Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in more than 3 days lost from work
- Any non-employee (i.e. customers, visitors and contractors) being taken directly to hospital
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, carpal tunnel syndrome etc.
- Certain types of dangerous occurrence, even when no-one is injured e.g. electrical fires, etc.

First aid boxes are maintained and held at **TO BE INSERTED**

The following first aiders can be contacted via:

- a) **TO BE INSERTED**
- b) **TO BE INSERTED**

All records of all reportable accidents, dangerous occurrences and reportable diseases will be kept for at least 3 years.

Dermatitis

Latex-free gloves will be the glove of choice when indicated for a procedure, including latex-free sterile gloves for sterile procedures.

Employees are to avoid wearing any gloves if not indicated for a particular activity. Employees are to use provided emollient creams e.g. E45, aqueous cream, white soft paraffin etc on a regular basis. These help to moisturise, lubricate and soothe the skin as well as replace natural oils removed by soap, water or irritants. Emollients are best used on rest breaks and after shifts. They should not be used as soap substitutes unless specifically prescribed for named individuals.

If symptoms of dermatitis develop e.g. red, sore itchy hands with broken skin, inform **Operations Director**.

Operations Director to ensure that latex and other skin irritants & sensitizers are included as part of COSHH and risk assessment procedures.

Personal Protective Equipment

The Company is committed to complying with the Personal Protective Equipment (PPE) at Work Regulations 1992. Wherever possible, risks will be controlled by means other than PPE. However, it is recognised that PPE is sometimes the only practical control measure, and at other times it is required in addition to other control measures.

Employees may be asked to sign to confirm receipt of PPE. The **Department Supervisor** will be responsible to ensure staff wear appropriate PPE provided.

All staff have a responsibility to report any defects or problems regarding their PPE to the **Operations Director**.

Personal Hygiene

In order to prevent product contamination, all operatives must be aware of the importance of assuring high levels of hygiene at all times.

Personal

Operatives must wear protective clothing provided for you by the company. All items must be kept in good, clean condition. Any damage should be reported to the **Accounts/Buyer**.

Prohibited items:

- No jewellery is allowed, only plain wedding bands permitted.
- Mobile phones

Prohibited activities:

- Smoking on site
- Chewing, eating and drinking in production areas

Fire and Evacuation

The Company has procedures in place to follow in the event of emergency. These are communicated to all employees during induction and are displayed throughout the offices. In simple terms the procedure is as follows:

In the event of a fire:

- *Immediately sound the alarm by shouting "Fire, Fire, Fire" and activating the nearest alarm point.*
- *Only attack the fire if trained to do so – do not put yourself at risk.*
- *Dial 999 and ask for the fire brigade – give the building address and location of the fire ensuring it is heard by the operator.*
- *Evacuate the building by the nearest exit and proceed to the designated assembly point.*
- *Do not stop to collect personal belongings.*
- *Do not re-enter the building until told it is safe to do so.*

The Company has appointed a 'responsible person' who is charged with the responsibility of ensuring the safety of the staff and any person who may legally come onto Company property and of anyone not on the premises but who may be affected.

Operations Director has been appointed as the 'responsible person'. The **TO BE INSERTED** is responsible for the buildings common area safety arrangements and the maintenance of a building fire alarm and detection system. Therefore, in accordance with the Regulatory Reform (Fire Safety) Order 2005, the Company will ensure that a Fire Risk assessment is conducted and adequate precautions put in place.

The **Managing Director** is responsible for ensuring that the fire risk assessment is undertaken and completed. To achieve this duty the **Managing Director** will appoint specialist consultants to assist in the completion of the assessment and also in the maintenance of suitable fire fighting equipment.

The day-to-day responsibility for ensuring all fire precautions are in place and in order is that of the **Fire Marshal**. In particular:

- Escape routes are checked daily to ensure they are free from obstruction
- Fire extinguishers are maintained and serviced annually.
- Emergency Lighting is maintained and serviced quarterly and records kept.
- Adequate numbers of Fire Wardens are appointed to assist in the event of a fire evacuation.

The appointed Fire Marshals can be conducted via:

- a) TO BE INSERTED
- b) TO BE INSERTED:

The Fire alarm will be tested every **TO BE INSERTED** by **TO BE INSERTED**.

A full fire evacuation will be undertaken every **TO BE INSERTED** organised by **TO BE INSERTED**

Environment

The Company will take all reasonable steps to minimize as far as practicable the impact of its activities on the environment. The Company recognizes its responsibility to the community and has therefore identified the aspects of its operations that may have an effect on the environment. The Company does not consider its business to be of inherent damage to the environment, but it has identified certain areas which need to be controlled to minimize any detrimental environmental effect.

The Company will endeavour to control its following activities:

- Consumption of energy;
- Use of packaging materials;
- Emissions;
- Use of transport;
- Volume and treatment of waste;
- Noise in residential areas.

The Company will meet and where appropriate exceed the requirements of all relevant legislation, will seek to reduce the consumption of materials and will recycle waste where possible. In addition, the Company will manage energy and fuel wisely and will minimise visual, noise and other impacts of its business on the local environment.

The **Operations Director** will lead the process of implementing this policy and will keep the policy under continual review.

Waste Disposal

It is the policy of this company that where waste is generated during the course of company activities then that waste shall be disposed of in a controlled, safe and proper manner. Where such waste removal requires the application of special control measures to reduce hazards such as contamination, dust or risk of environmental pollution then laid down company procedures will be followed to render such waste removal inoffensive and free of risk so far as reasonably practicable.

The **Operations Director** will lead the process of implementing this policy and will keep the policy under continual review.

AMENDMENT RECORD

Issue	Date	Reason for Change/Details	Changed By
<i>01</i>	<i>2nd November 2015</i>	<i>Original Release</i>	

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