

## **1 About this policy**

- 1.1 We are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises.
- 1.2 This policy sets out our arrangements in relation to:
  - (a) assessment and control of health and safety risks arising from work activities;
  - (b) preventing accidents and work-related ill health;
  - (c) consultation with employees on matters affecting their health and safety;
  - (d) provision and maintenance of a safe workplace and equipment;
  - (e) information, instruction, training and supervision in safe working methods and procedures;
  - (f) emergency procedures in cases of fire or any other major incident.
- 1.3 This policy covers all employees, officers, consultants, contractors, casual workers and agency workers.
- 1.4 This policy does not form part of any employee's contract of employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.
- 1.5 Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

## **2 Managing Director Responsibility**

- 2.1 Overall responsibility for health and safety and ensuring that the health and safety policy is reviewed annually and put into practice throughout the business. Ensuring:
  - (a) sufficient information, training and supervision is provided;
  - (b) risk assessments are undertaken, recorded and made available to all employees;
  - (c) accidents are logged and investigated where appropriate and reviewed;
  - (d) each employee is aware of their individual responsibilities;
  - (e) safe and sound working practices are understood and observed;
  - (f) appropriate safety equipment and protective clothing for the task is provided and worn correctly.

## **3 Senior Management Responsibilities**

- 3.1 Have responsibility for ensuring they:
  - (a) risk assessments are in place for the activities being carried out;
  - (b) employees have read and understood the risk assessments;
  - (c) safe systems of work are being followed;
  - (d) personal protective equipment is being worn;
  - (e) all accidents are reported and investigated where appropriate.

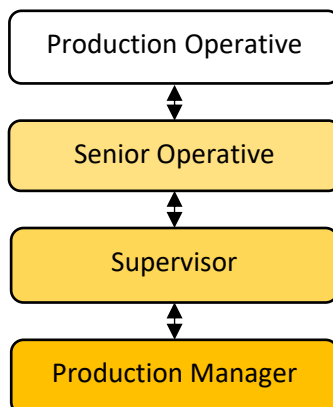
## **4 Our Peoples Responsibilities**

- 4.1 All employees share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 4.2 All employees are responsible for ensuring they:
  - (a) have read, understood and comply with the risk assessments and work in a safe manner at all times;

- (b) follow the safe systems of work set out;
- (c) wear the personal protective equipment at all times as provided in the correct manner;
- (d) report defects in equipment or materials immediately to their line manager;
- (e) maintain tools and equipment in good condition;
- (f) use equipment for the purpose in which it was intended and only where trained to do so;
- (g) report all accidents, dangerous and near misses to line manager;
- (h) do not interfere with or misuse anything provided to ensure their safety.
- (i) co-operate with managers on health and safety matters, including the investigation of any incident.

## **5 Information and Consultation**

- 5.1 We will inform and consult directly with all staff regarding health and safety matters.
- 5.2 We will ensure any health and safety representatives receive the appropriate training to carry out their functions effectively.
- 5.3 Managers are responsible for informing and consulting employees about health and safety matters.
- 5.4 Clear communication channels are in place to allow a clear flow of information throughout the business regarding Health & Safety matters. The communication flow is as follows:



## **6 Training**

- 6.1 We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 6.2 All employees will be given a health and safety induction and provided with appropriate safety training, which may include;
  - (a) Fire procedure;
  - (b) Personal responsibilities;
  - (c) First aid and accident reporting;
  - (d) Housekeeping;
  - (e) Welfare;
  - (f) Manual handling,
  - (g) Control of substances hazardous to health (COSHH),
  - (h) Use of personal protective equipment (PPE).

6.3 Addition training will be given where required as necessary for the task.

6.4 The Health & Safety Law is displayed within stores, on the employee notice board.

## **7 Plant and Equipment**

7.1 The Managing Director is responsible for ensuring that all plant and equipment is maintained on a regular basis. This includes the following:

- (a) portable electrical appliances are tested regularly;
- (b) all items of lifting equipment inspected annually or 6 months as required under LOLER;
- (c) air receivers are inspected annually;
- (d) all other items of equipment are serviced as and when required;
- (e) fixed electrical installation is inspected every 5 years.

7.2 All employees:

- (a) must use equipment in accordance with training provided.
- (b) report any fault or damage equipment/plant immediately to their line manager.
- (c) must not attempt to repair equipment unless trained and authorised to do so.

## **8 Electrical Safety**

8.1 As a business we have a duty of care under the Electricity at Work Regulations 1989 to ensure that the risk from electricity is reduced to the lowest level. Compliance with these Regulations is the responsibility of Managing Director.

8.2 All fixed plant and installations are routinely inspected and tested in accordance with current legislation and best practice every 5 years.

8.3 Portable appliances are tested on an annual basis.

8.4 All electrical work is carried out by third parties who have been assessed as competent for the task being carried out.

## **9 Accidents and First Aid**

9.1 All accidents and injuries at work, however minor, should be reported to your manager and recorded in the Accident Book, which is located within the Office.

9.2 Major accidents, those involving a major injury or more than 7 days off work will be fully investigated using an accident and incident investigation form. This is to be completed by the line manager as soon as possible after the accident has occurred and passed onto the Managing Director who will contact the company Safety Consultant, to review the investigation to ensure all appropriate actions have been identified.

9.3 Accidents required to be reported under RIDDOR will be reported by the Managing Director. Reportable specified injuries are:

- (a) fracture, other than to fingers, thumbs and toes;
- (b) amputation of arm, hand, finger, thumb, leg, foot or toe;
- (c) loss of sight (temporary or permanent);
- (d) any crush injury to head/torso causing damage to brain or internal organs

- (e) any burn injury resulting in burns of 10% of whole body or significant damage to eyes, respiratory system or other vital organs;
- (f) any degree of scalping requiring hospital treatment;
- (g) any loss of consciousness caused by head injury or asphyxia
- (h) any other injury arising from work in a confined space leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours.

9.4 In addition any accident that occurs at work and that involves more than 7 days off work are also required to be reported under RIDDOR.

9.5 The current list of reportable dangerous occurrences under RIDDOR are available on the HSE website.

9.6 First aid provisions are located in stores, including a grab bag for the site.

9.7 Details of first aid facilities and the names of trained first aiders are displayed on notice boards throughout site.

## **10 National Health Alerts**

10.1 In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your manager.

10.2 It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

## **11 Fire Safety**

11.1 Fire alarms are provided throughout site in all areas and are tested weekly.

11.2 Fire drills will be held at least annually and must be taken seriously.

11.3 Fire extinguishers are provided at all locations and are inspected annually.

11.4 In the event of a fire.

- (a) On discovering a fire, you must activate the nearest available fire alarm break glass point.
- (b) If safe to do so and trained, a member of staff may tackle the fire if they feel confident with the correct extinguisher, or where the fire is blocking the exit.
- (c) On hearing the fire alarm, all employees must leave the building immediately using the nearest available fire exit. Making other employees aware they must leave the building.
- (d) If safe to do so and time permits, all doors and windows should be closed and electrical/air feed machinery isolated.
- (e) Once outside the building all employees must report to the designated fire assembly point at the front of middle shop next to the car park.
- (f) Fire marshals will assist in the evacuation, all employees must follow their instructions.
- (g) The senior operative in each area is then responsible for undertaking a head count and reporting the results to the Production Manager, who will liaise with the Fire Services.
- (h) The Visitor/Contractor signing in book will be taken out to the assembly point to ensure that all visitors/contractors are accounted for.

- (i) Once all employees and visitors are accounted for, they must remain at the designated assembly point unless stated by the Fire Services.
- (j) Do not re-enter the building until told to do so, by the fire services and or a member of the senior Leadership Team

11.5 You should notify your line manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire. A personal evacuation plan will be drawn up and brought to the attention of the relevant fire marshals.

## **12 Control of Legionella Bacteria in Water Systems**

12.1 We control, prevent and minimise the risk from legionella, to provide and maintain safe and healthy working conditions, equipment and systems of work for all staff, contractors and visitors, and to provide such resources, information, training and supervision as needed for this purpose. We do all that is reasonably practicable to manage the risk of legionellosis and will follow the steps laid out in the procedures and written controls

12.2 The policy sets out:

- (a) clearly defines roles and responsibilities;
- (b) our resolve in preventing/minimising the risk from Legionella;
- (c) our commitment to have in place control measures that adhere to the risk assessment and comply with the Health & Safety Executive (HSE) Approved Code of Practice (ACOP) and guidance L8.
- (d) We have a control system in place to ensure the measures are being implemented, are effective, recorded and the policy is reviewed.
- (e) the legionella policy is supported by the written scheme of precautions from our appointed contractor which incorporates an action plan for incident management regarding Legionella.

12.3 We resolve to meet the requirements of the relevant ACOP L8 guidance, and to comply with these procedures so far as is reasonably practicable.

12.4 Statutory Requirements:

- (a) Legionnaires disease the control of Legionella bacteria in water systems Legionella policy February 2019 ACOP L8 Statutory Requirements;
- (b) The Health and Safety at work act 1974 sets out the broad legal requirements for health, safety and welfare of employees and others (including visitors, contractors and the general public);
- (c) The HSE's Approved Code of Practice and Guidance Document L8 – (ACOP) "Legionnaires' disease: the control of Legionella bacteria in water systems" (ACOP) L8, is taken as the main source of guidance on matters relating to legionella risk management.

12.5 This policy defines the main objectives, procedures and processes that we will put in place. It defines the roles and responsibilities for the Duty Holder, nominated Responsible Persons and other employees involved in the management and maintenance of the water services. It confirms our efforts towards preventing/minimising the risk from legionella bacteria and the commitment to conducting risk assessments, risk assessment reviews and routine maintenance tasks. It defines the control measures that we will put in place to demonstrate compliance to the ACOP L8 documentation as far as reasonably practicable. Control systems will be put in place to ensure suitable records are maintained and all measures implemented are effective. The management of the risk from legionella bacteria is a continual commitment involving regular management and progress meetings.

12.6 The duty holder position sits with the Managing Director (MD) as the responsible person with regards to legionella in conjunction with Sarah Dykes Ltd as Health and Safety Consultant. The services of a competent specialist legionella third party have been used to undertake the risk assessment for the organisation and to produce actions required. The MD in conjunction with Sarah Dykes Ltd will implement the required actions.

### 13 Risk Assessments and Measures to Control Risk

13.1 We will ensure that hazards from our activities are adequately identified and risks are assessed and appropriate control measures implemented and maintained.

13.2 The purpose of risk assessment is to identify hazards and evaluate any associated risks to health and safety arising from our activities, enabling informed decisions to be taken to eliminate or minimise any risk of harm to those who may be affected.

13.3 Hazard identification, the first stage of the risk assessment process involves the identification of the hazards involved with the activities to be undertaken.

13.4 Who might be harmed and how, the second stage of the risk assessment process involves the identification of the groups of people who may be at risk – this will look at not just employees but visitors, contractors' members of the public? This section also identifies how the harm might occur.

13.5 Evaluate the risks, the level of risk to the people identified above then needs to be assessed along with precautions required to control the risk. This will involve identifying any control measures currently in place along with further control measures that may be required to reduce the risk to an acceptable level. Risk assessment will not eliminate risks but helps us to manage it.

13.6 Risks are rated according to the following:

Severity						Severity	Likelihood
Likelihood	1	2	3	4	5	1 = Insignificant injury or effect to health (minimal or no treatment e.g. minor scratches, bruising or graze)	1 = Highly Unlikely – remote chance
	2	4	6	8	10	2 = Minimal injury or effect to health (minimal first aid treatment, e.g. cuts not needing stiches, small burns, temp skin irritation, eye irritation, no absence from work)	2 = Unlikely – small chance
	3	6	9	12	15	3 = Moderate injury or effect to health (short term absence from work e.g. cuts requiring stiches, broken bones, damaged tendons/ligaments)	3 = Possible – even chance of happening at some point
	4	8	12	16	20	4 = Major injury or effect to health (long-term absence from work, reportable disease e.g. amputation, loss of sight, manual handling injury leading to significant disability, diagnosis of occupational asthma)	4 = Likely – more likely than not to happen
	5	10	15	20	25	5 = Catastrophic injury or effect to health (e.g. fatality, occupational cancer).	5 = Highly Likely – almost certain to happen
Risk Rating:							
Low					Medium		High

- 13.7 All risk assessments are recorded on the LUS System and relevant employees informed of the findings of the risk assessments relevant to their activities.
- 13.8 Risk assessments will be reviewed at least annually and updated where appropriate and where required at any other time where work activities or conditions have changed that require a review of the risk assessment.

#### **14 Computers and Display Screen Equipment**

- 14.1 We will assess the risks from Display Screen Equipment to all workers identified as users.
- (a) A user is defined as someone who habitually uses DSE for a significant part of their work.
- 14.2 Users of DSE are required to use all equipment and workstations in accordance with instructions and training given. Report all problems associated with their workstation including medical issues e.g. eyesight problems, pain or discomfort in upper limbs promptly to their line manager.
- 14.3 All workstations and equipment comply with the minimum requirements as laid down in the Display Screen Equipment Regulations. This includes:
- (a) chair with seat height adjustment, seat back adjustment and a stable base;
- (b) desk that provides adequate space;
- (c) monitor that tilts, swivels and has a readable screen.
- 14.4 Footrests, wrist supports and document holders will be provided where the risk assessment has shown these to be required.
- 14.5 Breaking up long spells of DSE work helps to prevent fatigue, eye strain, upper limb problems and back ache. The best way to break up work is to alternate sedentary work with more active tasks such as filing or photocopying. Frequent mini-breaks (e.g. 1 minute every 15-30 minutes) are preferable to longer breaks every couple of hours.
- 14.6 On request we will pay for eye tests for all employees who are identified as users and will also pay for a pair of basic spectacles where these are required solely and specifically for DSE work. Glasses will not be paid for if they are required for driving or reading as well as DSE work.

#### **15 Manual Handling**

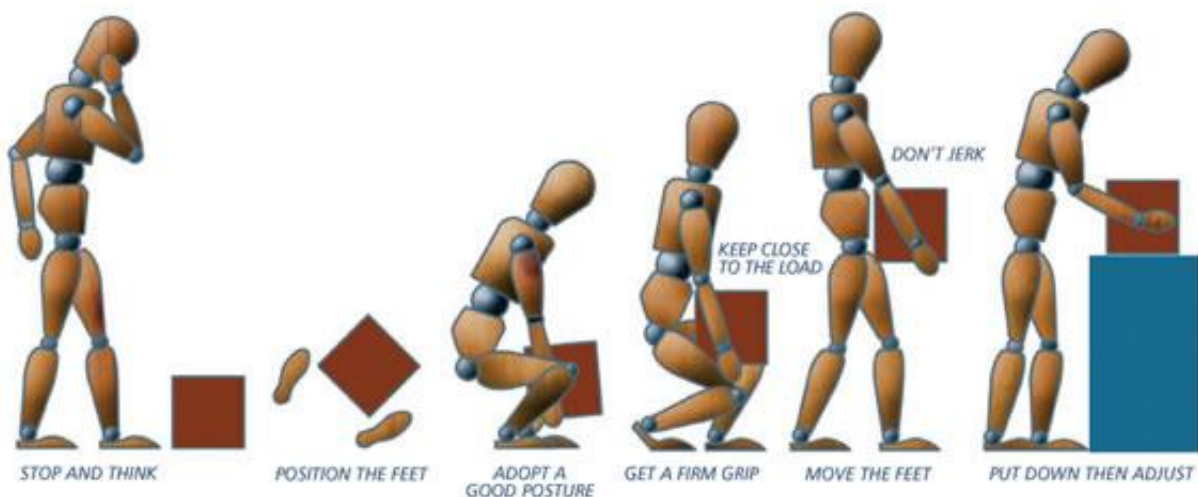
- 15.1 The company has assessed the risks from manual handling and has put in place steps to minimise the risk from such activities. This involves:
- (a) identification of manual handling activities;
- (b) assessment of the risk from such activities;
- (c) implementation of appropriate control measures.
- 15.2 Almost a quarter of all injuries at work are caused by accidents during manual handling. Most of the injuries are to hands, feet, legs and back. Some of the back injuries result in permanent disability.
- 15.3 Although the Manual Handling Operations Regulations do not specify what weight a person can lift, it is now recognized that one person should not lift any load exceeding 25kg.
- 15.4 Take care of yourself by following the guidance notes given below.
- (a) If mechanical handling equipment is available and you are authorised and trained to use it, do so.



- (b) Wear the right protective equipment for the job.
- (c) Know your physical capabilities and only tackle jobs you can reasonably handle.
- (d) Think the job through.
  - Can you handle the load by yourself?
  - Is there a clear, properly lit, walkway to the work or stacking area?
  - Is there a safe stacking area?
  - Seek advice on height restrictions for stacks. Remember, it is often more dangerous de-stacking than stacking.
- (e) Always check that the weight of the load is known before lifting.
- (f) Know the correct way of lifting before attempting a lift:
  - Stand reasonably close to the load, be sure footing is firm and feet are about 300 mm apart.
  - Squat down by bending the knees, keeping the back as straight as you can.
  - Place hands where they will not slip, and grip firmly.
  - Breathe in before lifting - inflating the lungs helps support the spine.
  - Straighten up with the legs, keeping the back as straight as you can
  - Hold the load firmly and close to the body.
  - Ensure your view is not impeded by the load whilst working with it.
  - Lift slowly and smoothly. Avoid jerking motions.

15.5 When two or more persons lift a load, one of the team must be nominated to give instruction to ensure that each person lifts an equal share and the team work together.

15.6 Never attempt to lift a load that is beyond your individual capability.



## **16 Chemical Safety**

16.1 We have put in place measures to protect our employees from the risks of hazardous substances. These measures include:

- (a) a full COSHH assessment on any substance identified as hazardous to health. This assessment will be undertaken by a competent person;
- (b) substitution of chemical with a less hazardous alternative where possible;
- (c) engineering controls to reduce risk of exposure e.g. enclosure, extraction equipment;
  - any controls provided will be maintained in good working order
- (d) where the above is not possible then the use of personal protective equipment will be applied to reduce the risk, this is only used as a last resort;



- (e) training and information for employees;

16.2 The COSHH assessment will be reviewed regularly at least every 5 years as required by current legislation.

## **17 Forklift Trucks**

17.1 Forklift trucks must only be operated by fully qualified and authorised drivers.

17.2 All driver safety checks must be carried out prior to operating the vehicle and any defects must be reported immediately to management.

17.3 Safety features must always be used correctly.

17.4 When parked, however briefly the engine must be switched off the handbrake applied and where appropriate the transmission left out of gear. The key must be removed from the ignition when unattended.

17.5 Passengers must never be carried on any part of the vehicle.

17.6 Always ensure that the load is balanced and secure prior to moving.

17.7 Forks must be in the lowered position when the truck is travelling.

## **18 Noise**

18.1 We have in place measures to protect employees from the risks of Noise Induced Hearing loss (NIHL) and tinnitus, which can be caused by exposure to excessive noise.

18.2 These measures include:

- (a) assessing the risks from noise exposure;
- (b) taking measures to reduce noise exposure where a risk assessment shows that it is necessary;
- (c) ensuring the level of noise generated is taken into account when a new piece of equipment is purchased or hired;
- (d) providing hearing protection where necessary if risks cannot be adequately reduced by other means;
- (e) providing training and information on the risks from noise and the measures in place to reduce these.

18.3 Health surveillance is provided where the risk assessment shows that this is appropriate.

## **19 Vibration**

19.1 We have in place measures to protect employees from the risks of Vibration White Finger, which can be caused by exposure to excessive levels of vibration from vibrating tools.

19.2 These measures will include:

- (a) assessing the risks from vibration exposure;
- (b) taking measures to reduce vibration exposure where a risk assessment shows that it is necessary;

- (c) ensuring the level of vibration generated is taken into account when a new piece of equipment is purchased or hired;
- (d) providing training and information on the risks from vibration and the measures in place to reduce these;
- (e) providing health surveillance where the risk assessment shows that this is appropriate.

## **20 Young Persons**

- 20.1 Young persons are defined as anyone under the age of 18 but over the minimum school leaving age.
- 20.2 We protect our young persons at work from any risks to their health and safety that are a consequence of their lack of experience or absence of awareness of existing potential risks.
- 20.3 A specific risk assessment will be carried out on any young person specifically looking at:
- (a) the individuals physical and psychological capacity;
  - (b) the potential for exposure to cold, heat, noise and vibration;
  - (c) the potential for exposure to harmful agents;
- 20.4 Where necessary greater supervision of young persons will be provided and additional training where identified will be carried out.

## **21 Visitors/Contractors**

- 21.1 All visitors report to the office on arrival and record their presence in the book provided and have their attention drawn to the visitor induction card.
- 21.2 All visitors to the business must be always accompanied by an onsite employee. Exceptions to this requirement are regular contractors who are engaged in agreed work and have been made familiar with the emergency procedures.
- 21.3 All contractors working onsite must only undertake the work as requested and must not operate any equipment for which they are not trained and authorised.
- 21.4 Contractors must supply a risk assessment and/or method statement for the work to be carried out. In addition, copies of current Employers Liability and Public Liability insurance certificates must be supplied prior to work commencing.
- 21.5 Upon leaving the premises all visitors/contractors must sign out of the visitors' book.

## **22 Asbestos Containing Materials**

- 22.1 We have identified asbestos containing materials (ACMs) throughout our premises and assess its condition, where required using assistance of competent analysts.
- 22.2 A management plan has been implemented for the ACMs found and is monitored monthly.
- 22.3 Whenever any work is conducted that may involve contact with those ACMs identified, or there is a perceived risk of encountering previously undetected ACMs. The contractor or employees who may come in contact with the ACMs will be required to access the Asbestos Register and sign to confirm that they have read and understood the content of the Register in respect of the area(s) of the

premises where they are working. An additional intrusive survey(s) (Type 3) may be required to be carried out by a licensed contractor and safe working procedures agreed before work commences.

- 22.4 Where necessary, competent licensed asbestos contractors will be used to deal with any ACMs which need to be removed repaired or encapsulated.

## **23 Pregnant Worker**

- 23.1 A risk assessment on any new or expectant mothers will be carried out; women defined as:
- (a) pregnant;
  - (b) recently given birth (covering a period of up to 6 months from giving birth or longer if breastfeeding continues).
- 23.2 The risk assessment will look at chemical, physical, mechanical, psychosocial and biological hazards. Following the assessment, arrangements will be made to ensure that pregnant workers are not exposed to unacceptable risks and the risk assessment will be reviewed at regular intervals throughout the pregnancy.

Authorisation and Amendment Record

Document Prepared by:	Document Authorised by:	Review Date
Senior Management Team	<i>B. Craves</i>	See Audit Schedule

Issue Number	Amendment Made	Date of Issue
1	Document Released.	17/11/21
2	Update to signing sheet.	24/11/21
3	Reference to Alpha Swanson Ltd removed from document. Risk rating severity and likelihood updated with LUS explanations. Document reviewed by Sarah Dykes to ensure still fit for purpose, no changes required.	15/05/23
4	Reviewed by SD no change required, revision date updated.	17/10/23

I understand that it is my responsibility to read and understand the policies within this Handbook and the organisations, and my responsibilities defined within it.

Name:	
Clock No:	
Date:	
Signed:	
Issued By:	
Signed:	