RESPONSIBILITIES FOR HEALTH & SAFETY

1. General Manager

The General Manager is ultimately responsible for the overall running of the company including health & safety.

It is the responsibility of the Managing Director to oversee the line management arrangements and to ensure that sufficient time resources are given to line managers to fulfil their functions. Additionally, health & safety matters are to be made a standing board meeting agenda item.

2. Supervisors

The supervisors are responsible for the overall implementation of the policy in their own sections of the business.

The organisation has appointed Tim Leigh as responsible for the management of Health and Safety.

It is the responsibility of the managers to report the performance of their areas to the board and to ensure that their managers are implementing the health, safety and environmental policies and their objectives. Additionally, they must ensure that all staff in their sections are competent and committed to the management of health & safety matters and to provide training and communication for all staff.

The Supervisors have day-to-day responsibility in their sections of the business for health & safety matters. It is to be managed in parallel with production and quality issues.

In particular these supervisors should :-

- ensure all new and reassigned employees have drawn up an appropriate induction training programme including fire safety and specific job training relating to the risks likely to be encountered in their section of the business.
- carry out/review risk assessments.
- promote and ensure compliance with safe working practices developed within the risk assessment process (including general risk assessments, COSHH, manual handling, etc.)
- good housekeeping standards are maintained.
- carry out accident/incident/ill health investigation in their section in accordance with the laid down procedures
- notify, manage and supervise contractors in accordance with the laid down procedures laid down
- oversee weekly/daily machinery and personal protective equipment (PPE) checks.
- inspect equipment such as lighting for faults.
- ensure identified walkways ways are clear from obstructions.
- ensure fire alarms, extinguishers and fire escape routes are clear and unobstructed at all times.

3. Employees

All employees have the responsibility to co-operate with supervisors and managers to achieve a healthy, safe workplace and must take reasonable care of themselves and others. Wherever an employee notices a health or safety problem, which they are unable to put right, they must immediately inform their line manager/supervisor.

In addition, if an employee has any other concern relating to health, safety or welfare, he/she should complete an Improvement Note outlining their concern. Employees may, however, if unsatisfied with the result of the Improvement Note action, raise this with the Health & Safety Committee.

Employees must also be aware of their legal obligations under Sections 7 and 8 of the **Health and Safety at Work etc Act 1974**. These require employees to take reasonable care of themselves and others and to not recklessly interfere with anything provided in the interests of health and safety.

Employees must use any personal protective equipment, lifting equipment and safety features on work place machines and equipment provided as instructed and trained.

4. Health and safety adviser

Tim Leigh will act as the Health and Safety Competent Person under the **Management of Health and Safety at Work Regulations 1999 (as amended 2005)**. He will act as an adviser to aid line managers/supervisors in the management of health and safety issues primarily through membership of the Standards Committee and as the first line of contact with HSE.
The competent person will report performance to the board and arrange a yearly review of the Health & Safety Policy. He will also assist in the yearly audit of the Company's health & safety performance, within the ISO compliance audits.

5. Health & safety committee

The organisation is required under the **Health and Safety (Consultation with Employees) Regulations 1996,** to properly involve and to consult with their employees on health and safety issues, in order to ensure good standards of health and safety in the workplace. Under this legislation an employer may choose to either organise and introduce a health and safety committee or consult directly with employees on such matters.

The organisation has chosen to consult with employees through the Committee Meetings.
This meeting will be called by Tim Leigh on a 3 monthly basis with the purpose of monitoring the company's performance. In particular, it will review the risk assessment program being carried out and individual departments monitoring of performance. It will also review the ongoing monitoring and auditing programme. If an issue has been identified at Manager/Supervisor level which needs to be highlighted to staff at shop floor level, then the information will be disseminated through the committee team.

The organisation will also communicate to staff on health and safety matters via full staff meetings.

If required the organisation will also provide information to staff in writing.

6. Equipment maintenance

It is imperative that plant and equipment is adequately maintained to ensure that it is in safe working condition. To ensure that these important activities are undertaken appropriately maintenance of all equipment will be centralised under the control of Rhiannon Hurd.

GENERAL ARRANGEMENTS FOR HEALTH AND SAFETY

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Accidents

The organisation is aware of its responsibility under the **Health and Safety (First Aid at Work) Regulations 1981**, and has carried out an assessment of the organisation's undertaking to identify the correct first aid facilities, to aid employees or visitors to the site in the event of illness or a workplace accident.

First aid boxes are located in the factory and office
The company's trained first aiders are listed on all notice boards.

The appointed person responsible for the first aid boxes is Maurice Cummings.

The injured party, first aider or appointed person should enter details into the accident book on the day of the accident and ensure the injured person's line manage/supervisor is informed for starting the investigation process.

The accident record book is located in the main office filing cabinet.

In the event of a workplace accident, the First Aider will manage the situation, first administer aid and/or call for medical assistance (999).

Tim Leigh must start/open a new folder, to hold all the relevant information that is obtained during an accident investigation. (Accident form, photographs, investigation form etc).

The Line Manager/Supervisor must inform and update Tim Leigh during the investigation process.

In the event of the incident meeting the criteria of a reportable accident/incident under the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), then Tim Leigh would be responsible for reporting the incident to the Health and Safety Executive (HSE), using the online system www.hse.gov.uk/riddor

In the Tim's absence from the organisation, this task would be carried out by Neil Waring.

Asbestos

The organisation is aware of its responsibilities under the **Control of Asbestos at Work Regulations 2002**, whether it owns, occupies, manages or has general responsibilities for the non-domestic premises.

The organisation has carried out an asbestos survey to determine whether there is Asbestos Containing Materials (ACM) within the buildings and if present its magnitude. Any ACMs identified will be managed through local procedures in line with the asbestos register.

The current status will be keep under review by each site manager and the directors when considering any future alterations, building works, refurbishments or maintenance to and upon the premises.

No person is permitted to undertake any alterations or maintenance upon the premises unless they have been authorised to do so and only after reviewing the site survey report and register.

Assessment of risks

The organisation is required under the **Management of Health and Safety at Work Regulations 1999 (as amended 2005)** to undertake risk assessments. The risk assessment process will be overseen by the competent person(s). However, each department will have to participate in its own risk assessments as the process is simply the application of appropriate and sensible work practices to each individual environment.

All significant risks will be assessed. As a result of these assessments, appropriate action will be taken to ensure that all reasonable and practicable controls measures are identified and implemented to ensure compliance with the law. Records of the assessments are held by the Competent Person in the main office.

Copies of the relevant risk assessments will also be kept in the appropriate individuals' Health and Safety file.

The organisation in general, will review its risk assessments annually. However, it will review sooner in the event of a process change, incident / accident, member of staff suffering from a potential occupational ill

health problem, employment of a 'young person', pregnant lady (employee) or an individual identified with a disability.

Auditing

The organisation is committed to a continuous improvement programme. An Annual audit of the management system and performance will be carried out by Tim Leigh (assisted by an exterior consultant).

Contractors and visitors

No-one will be allowed on the premises unless authorised by a manager who will be responsible for their safety arrangements while on the premises. All contractors and visitors must sign the visitors' register on arrival and sign out on their departure.
Visitors to the warehouse and shop floor must be issued with high visibility tabards. In addition to this visitors to the production area must be issued with overshoes & hair nets.

Before a contractor is allowed to start work on the premises, the manager responsible for engaging the contractor will agree with the contractor a safe system of work which will ensure the safety of the contractor's employees and this company's staff. Additionally the manager will ensure that a copy of our Safety Policy has been forwarded to the company and that they have completed a Pre-Qualification Questionnaire for Contractors. The manager will also check that the agreed safe system of work is adhered to once work starts upon site.

Display screen equipment and workstations

The organisation is fully aware of its duty under the **Display Screen Equipment Regulations 1992 (as amended 2002)** and therefore, conducts workstation risk assessments on employees who habitually use such equipment. All staff who make use of display screen equipment as a significant part of their job are entitled to a free eyesight test, paid by the Company on request.

If the optician recommends that the employee should wear corrective lenses, for short distances, that of which constitutes a users' vision to screen distance, the organisation will pay for the most competitively priced glasses available. Should the employee decide to have a more expensive frame, any additional remaining expense will be the responsibility of the employee.

In all cases, the employee will be required to produce documentation from the optician stating clearly that glasses are a necessary requirement for the employee in order for them to continue working with a display screen.

Driving company vehicles

The organisation is aware of its duty of care with regards to the use and maintenance of company vehicles. Maintenance of vehicles is the responsibility of Tim Leigh

All company vehicle drivers are required to check their vehicle to ensure it is roadworthy and to report defects to Neil Waring.
Drivers are not permitted to use handheld mobile phones whilst driving their vehicle. Incoming calls should be allowed to divert to the voice message service and be obtained when the vehicle is parked in a safe environment.

Electrical equipment

A qualified electrical contractor will carry out all electrical repairs. This will primarily be Robinson & Lowe (Electrical) Ltd.

No person is to bring on site their own electrical appliances. If staff wish to bring electrical items on site to use within the workplace, the electrical item will need to be added to the organisation inventory list and PAT tested prior to use.

All portable electrical equipment on the shop floor will be inspected annually and all other areas, bi-annually by a competent person.

The fixed electrical installation will be inspected every 5 years by a competent electrical engineer.

Flammable substances

The main hazards involving flammable substances are fire and explosion, toxic vapours, and toxic dermatitic effects due to contact with the skin. In an environment where employees are working with combustible substances it is vital that the risk of accidents/incidents be reduced by adopting the following precautions:

1. Ensuring all persons who are using flammable liquids are adequately trained
2. Ensuring that leaks of liquid or vapour cannot occur, by using containers which are adequately filled and undamaged.
3. Ensuring adequate ventilation where flammable liquids are used in enclosed areas.
4. Ensuring appropriate storage of flammable liquids i.e. a locked metal cabinet.
5. Smoking is prohibited.
6. Appropriate fire fighting equipment is well maintained and readily available for use.
7. Ensuring that rubbish and waste material, including contaminated rags, is kept to a minimum at all times.
8. Ensuring that flammable liquids are disposed of immediately and appropriately (this includes aerosol containers).
9. Ensuring risk of spark or heat generation in vicinity of flammable/combustible substances is minimised.

The organisation is committed to keep flammable substances to a minimal quantity within the Blending & Mixing area. A flammable goods store is located in the outdoors container highlighted by appropriate signage.

A Dangerous Substances and Explosives Atmospheres risk assessment will be carried out.

General fire safety

Under the Regulatory Reform (Fire Safety) Order 2005 Tim Leigh is the responsible person for fire safety and should satisfy himself that all policies and procedures put in place under that order are carried out in order to discharge his duties. The responsible person, either on their own or with any other responsible person, must as far as is reasonably practical make sure that everyone on the premises, or nearby, can escape safely if there is a fire.

Escape routes will be checked every day by a nominated member of the Health and Safety Committee.

Line managers will carry out fire prevention inspections every month.

Fire extinguishers will be checked by Kelhay Fire protection Ltd every year.

Emergency lighting units will be tested by Neil Waring One emergency lighting unit will be tested every week. This test will be documented in the appropriate logbook.

Fire alarms will be checked by Neil Waring weekly.

Fire drills will be held every 12 months organised by Neil Waring.

A fire risk assessment for the employer's premises will be carried out and reviewed annually. Any fire hazards identified or hazards which are not suitably controlled will be highlighted to the management team for actioning.

All flammable and highly flammable materials will be segregated and only sufficient quantities for a day's production brought into the work areas.

Smoking is not allowed on the premises.

In the event of an evacuation staff will be accounted for by the use of the in/out boards

Visitors will be checked against the visitor's signing in book and will also be the responsibility of the member of staff they are visiting, and will be guided to the assembly point by any member of staff.

Procedures for actions in the event of fire and on hearing the alarm will be posted around the building.

Hazardous materials (Control of Substances Hazardous to Health Regulations 2002 (COSHH))

Material safety data sheets for all materials will be obtained from suppliers prior to materials being brought onto site. The risks associated with hazardous materials will be assessed and safe systems laid down for the use of all such materials. Staff will be trained to use the materials and appropriate protective clothing will be provided as necessary.

Documents relating to these assessments will be located in client services. All new materials will be subject to assessment for potential hazards and a safe system established before they are used.

Health surveillance

Where risks to health have been identified through the risk assessment process, the company will put in place appropriate health surveillance measures to safeguard the health of its employees. Employees should inform their manager or supervisor immediately of any signs of work-related ill-health so that the appropriate measures can be taken.

Personal Hygiene at work

To ensure no cross contamination of product occurs, it is vital for staff to follow the personal health standards set out with regards to hand washing, nail care, wearing of jewellery, clean clothing, covering of hair, smoking, eating & chewing gum. Staff suffering from bacterial or viral infections must bring this to the attention of their line manager.

Housekeeping and premises

All areas will be cleaned daily and waste cleared from production areas each day. Materials will be stacked at safe heights in the allocated areas. Free-standing pallets will be stacked to a maximum of 2 pallets high except where the arrangement is such that the pallets could not fall onto a work area or gangway.
All gangways and exits will be marked and kept clear.

In-House engineering / Maintenance work

Where engineers are undertaking work in one of the company's departments or where their work may affect a department, they should inform the departmental managers prior to commencing work. The usual formal risk assessment process will apply.

Any maintenance work carried out upon any of the machinery or equipment again will be formally risk assessed to identify any significant hazards. The proposed work will be carried out in line with the manufacturer's handbook or guidance documents and where required, isolate equipment if exposed to a danger zone.

Any safety systems, devices or guards removed for the maintenance or repair task must be replaced by the engineer and checked for correct operation and that it is secured before formally handing the machine as fit for purpose back to the operatives.

Any guards or safety devices must be replaced with correct type of materials and safety system as defined within the Essential Health and Safety Requirements (Supply of Machinery Regulations) and suitability under the PUWER regulations.

Machinery and equipment

Only trained and authorised employees will operate specific machines or work equipment. Prior to starting-up a machine or piece of equipment, the operator must check that guards are in place and in working order. Guard performance checklists will be completed every week by the machine operators and monitored by management on a monthly basis.

The following special items of plant and equipment will be checked at the appropriate intervals by a competent person:-

Fork Lift Trucks	-	Annual	Tag Inspections Ltd
Overhead Crane	-	Annual	Dale Crane Services Ltd
Shutter Door	-	Annual	Bolton Gate Company/Portman Doors

Pressure (compressor driven) systems in accord with the written scheme of examination laid down and held by Astute Insurance.

Records of these inspections will be kept in the Main office.

Access equipment will be inspected every six months. It is the responsibility of the departmental managers to arrange for this to occur on their own access equipment e.g. ladders and steps, etc.

All new machinery and equipment purchased will be formally risk assessed as required by the Provision and Use of Work Equipment Regulations (PUWER) 1998, and if required further control measures identified by that assessment will be put in place before the machinery or equipment is put into use.
The organisation will ensure that operatives of new machinery and equipment will be suitably trained in the correct setting, use and cleaning of the machine, in line with the operator's manual. Training will be organised with the supplier or installer of the equipment, and records maintained of the training provided.

Any member of staff who identifies an uncontrolled hazard that has the potential of causing an injury **must** report the issue at once to their supervisor or to their manager to action. An improvement note will also need to be completed for management records. Any member of staff may fill in this form.

Manual Handling

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury, to comply with the **Manual Handling Operations Regulations 1992 (as amended)**.

The organisation works to a "minimal lifting" policy. All manual handling tasks undertaken by staff will be assessed. Where it is not possible to avoid manual handling operations, a formal risk assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

An action plan to reduce the risk and a safe system of work for the task must be written and followed by all staff. The assessment will be carried out by Neil Waring. The assessment will be reviewed if there is any reason to suspect that it is no longer valid.

Staff who are required to undertake manual handling tasks will receive suitable inanimate load, moving and handling training. This will be arranged by Neil Waring.

All possible steps will be taken to reduce the risk of injury to the lowest level, so far as is reasonably practicable.

Employees are required to use lifting equipment provided to them by their employer, in accordance with their training and information provided to them by the organisation.

Monitoring

Line managers will continuously monitor compliance with the policy as part of their management role. The line managers will undertake 6 monthly safety inspections and report back on these to the competent person(s) and the Health, Safety and Environmental Committee and the Management Board.

Noise

The organisation recognises its responsibility under **The Control of Noise at Work Regulations 2005**. Noise will be measured and reduced as far as is reasonably practicable. Noisy areas will be marked appropriately and staff working in those areas informed of the dangers, and issued with and trained in the use of appropriate hearing protection devices.

Where noise levels average 80dB(A) or above over an 8 hour working day or equivalent, the wearing of hearing protection will be mandatory. These areas will be identified by signage.

Personal protective equipment

Personal Protective Equipment (PPE) will be issued to employees where the risk assessment identifies its need. PPE identified will be correctly chosen to meet the required characteristics of the task and the person who will be wearing the item, for maximum protection.

Employees, who have been identified to wear the PPE, must ensure they wear/use and maintain such equipment in accordance with their training and education provided by their line managers.

Employees **must** immediately report its loss or significant wear to their supervisor or line manager. Staff will receive training in the use, storage, maintenance and defect reporting of this equipment.

Safe stacking and racking

The organisation will ensure that racking for the purpose of storing articles will be installed and maintained in accordance with the manufactures specifications. It will be securely fixed to the floor where lift trucks and other mechanical handling equipment are used in close proximity. All beams will display the correct maximum Safe Working Load (SWL).

Neil Waring will be responsible for organising annual inspections of all racking installations to ensure that loads are stored in a safe manner and that racking support legs and beams are free from damage.

All drivers of mechanical lifting equipment are required to report to their line manager, any impact they have with the racking system or on the identification of defective or damaged structure.
Staff who climb the racking installations will be subjected to disciplinary action.

Safety rules

Employees are required to abide by the safety rules issued in conjunction with this policy

Smoking on Site

The Organisation is aware of its statutory duty under the **Public Health Act 2006**, and supportive **Smoke Free Premises Regulations 2007** and **Smoke Free (Exemptions and Vehicles) Regulations 2007.**

As from the 1st July 2007 all sites/ workplaces became smoke free, as it is illegal to smoke in the employer's premises. All sites will display the correct signage, *'No smoking. It is against the law to smoke in these premises',* in conjunction with the international symbol, in colour, at all entrance points to the premises.

Smoking will only be permitted outside the premises i.e. outside the main gate.

All company vehicles are a place of work and are required to become a smoke free environment under the aforementioned legislation. Therefore, it will be illegal to smoke in a company vehicle, and all vehicles will display an appropriate 'no-smoking' sign, the international symbol in colour. It will be the responsibility of each site manager to ensure that their site of responsibility and company vehicles to which they have control over, are equipped with the correct signage and that employees adhere to this policy statement.

Training

All new employees will be given appropriate safety induction training and the company safety rules will be explained. In addition, they will be properly trained to carry out the specific responsibilities of their own individual job. The programme of training for each new employee will be set down by that employee's manager and be delivered by a manager or supervisor.

Induction training **-** will be carried out prior to a new employee commencing any work for the company, and whenever possible on the first day of employment.

The level of training and subjects covered will be determined by the nature of the appointment but will include as a minimum:

- Company health and safety policy – aims, objectives and responsibilities
- Fire drills and procedures
- Specific job related training (including COSHH, use of PPE, manual handling, safe

- systems of work, etc.)

Job specific training – will be carried out prior to an employee moving to a new area of work or being provided with new equipment.

In both cases follow up sessions will take place within 6 weeks to ensure that the previous training has been effective and put into practice so that any shortfalls can be identified and re-training take place.

Records will be kept of any information and training given and signed by the employee.

Vehicle movement on site

The organisation is aware that movement of vehicles such as reversing commercial vehicles and Forklift Trucks are a hazard to staff and 'others' who may be working or within that environment. The organisation has formally risk assessed these areas and implemented practicable control measures to reduce this risk of an incident. Control measures identified at each site to manage the risk, will be disseminated by the relevant site manager and monitored by the relevant supervisor.

Staff and visitors working or visiting this type of environment will be required to wear a high visibility vest/coat at all times.

Reversing vehicles upon the organisation's sites will be assisted by a suitable member of staff, in line with control measures identified through the formal assessment for that particular site.

Forklift Trucks will only be driven by authorised and licensed drivers. Drivers will be responsible for ensuring that the FLT daily inspection is undertaken. Any faults found during the vehicle daily checks with regards to its ability to be operated safely or fault found with any of its safety devices, must be reported to the relevant site manager and prevented from use until corrective action is undertaken.

Car park has a 5 mph speed limit.

Working at Height

The **Working at Height Regulations 2005** apply to all work at height where there is a risk of a fall liable to cause personal injury. The regulation places duties on employers, the self-employed, and any person that controls the work of others (for example facilities managers, site managers or building owners who may contract others to work at height).

The organisation is aware of its statutory duty under this legislation and the hierarchy of control measures required mitigating the risk of a fall whilst working at heights. It will be the responsibility of relevant site manager to ensure that the following hierarchy is followed during the risk assessment process, for works to be undertaken by employees and contractors working at height.

- all work at height is properly planned and organised
- those involved in work at height are competent
- the risks from work at height are assessed and appropriate work equipment is selected and used
- the risks from fragile surfaces are properly controlled
- equipment for work at height is properly inspected and maintained

The choice of ladders or stepladders to perform a task should be determined by a risk assessment to identify if work at height can be avoided in the first place (e.g. use a long handled tool to perform the task from the ground), or the use of safer equipment is justified (e.g. something with a platform and guard rails). Ladders and stepladders should only be used for short duration and light work or where site conditions prevent the use of safer access equipment.

The site manager will be responsible for obtaining such information from a 'contractor' if employed to undertake works upon the premises. The site manager will be responsible for providing a level of supervision to ensure compliance against the contractors risk assessment, safe system of work, etc.

Contractors will be asked to stop works or in the event asked to leave the site, if the responsible person has concerns over their unsafe working practices. This will be brought to the attention of the senior management team.