



**Health & Safety Policy.** OHSAS EMP 4.2, Appendix 1A, Issue 1.

**General Statement of Intent**

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 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.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

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 matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- 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: 

Position: Managing Director

Date: 10<sup>th</sup> October 2013 .....

Review Date: 10<sup>th</sup> October 2014 .....



## Organisation

Overall and final responsibility for health and safety is that of: Nigel Brown

### Managing Director

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Steve Bowen/Neil Sedgwick

### Managers

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

Name	Responsibility
Neil Sedgwick	Wolverhampton Depot, West Midlands
Steve Bulloch	Kilsyth Depot, Scotland
Jonathan Youde	Witheridge Depot, Devon
Mark Fernyhough, Group Operations Director	Documentation

### Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

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

## *Arrangements for Implementation*

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

### Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, Citation. The system consists of monthly prioritised actions for the company to complete and implement, and can be viewed on request.

The health and safety management system is the responsibility of **Mark Fernyhough, Group Operations Director**

### Health & Safety Manual

The company has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by **Citation** and is kept in **the Hire Office at Slade Heath Depot**.

### Health Surveillance

The company recognises the importance of the early identification of ill health conditions known to be associated with certain working practices. We will ensure therefore that appropriate checks are carried out for signs and symptoms of such ill-health conditions so that risk control measures can be reviewed, and, where required, medical treatment can be sought at the earliest opportunity. It is the responsibility of Mark Fernyhough, Group Operations Director, to ensure that appropriate health surveillance checks are carried out. Health Surveillance checks are required in respect of the following workplace activities:

- Use of Display Screen Equipment – bi-annual eye examinations – NDB/P018 - Eye Test & VDU Policy
- Exposure to sensitising chemicals – visual inspection of hands for evidence of contact dermatitis
- Noise – Not currently required, although PPE is provided to reduce risk
- Respiratory – Not currently required
- Vibration – Not currently required, although PPE is provided to reduce risk
- Random drug and Alcohol monitoring of all employees

### Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.





Consultation with employees will be provided most usually by direct verbal consultation, with more formal written communications being used as required. Regular (quarterly) meetings are held at which general H&S matters are discussed and relevant documentation exchanged.

Consultation with employees will be provided by: Nigel Brown

#### **Direct Consultation**

**Regular Meetings, Notices and Posters, Training.**

### **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:

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

Risk assessments will be undertaken by: Neil Sedgwick, Steve Bowen & Mark Fernyhough.

Approval for the required action to remove or control risks will be given by: Steve Bowen or Mark Fernyhough.

### **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.

Responsibility for identifying all substances that need a COSHH assessment is that of: Steve Bowen / Mark Fernyhough. All paints and other hazardous substances are kept in their original containers and kept in a metal cabinet. All personnel using any of the identified substances have had full in house training on the safe use of the substances and measure's to take for any accidental spillage or release.

COSHH assessments will be carried out by: Neil Sedgwick

Approval for the required action to remove or control risks will be given by: Steve Bowen/ Mark Fernyhough



## Manual Handling

Statistics show that manual handling is one of the most common causes of absence through injury at the workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long-term effects. This policy is intended to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

The person with the responsibility for implementing the provisions of this policy is Mark Fernyhough, Group Operations Director.

*ND Brown Ltd (the Company)* will ensure that operations which involve manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity and the provision of automated or mechanical aids such as trolleys and Fork Lifts.

Where manual handling operations cannot be eliminated, an assessment of those identified manual handling activities will be carried out by Steve Bowen, Work shop Manager

Risks which are identified via the assessment process will be reduced to the lowest level reasonably practicable.

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by a responsible person. Refresher training will also be given at reasonable intervals.

Employees must ensure that:

- They report to management (in confidence) any personal conditions which may be detrimentally affected by the manual handling activity
- They comply with instruction and training which is provided in safe manual handling activities
- Their own health and safety is not put at risk when carrying out manual handling activities
- They use equipment which has been provided to minimise manual handling activities
- Any problems relating to the activity are reported to a responsible person.

It is the policy of the company to ensure that, where a risk assessment has identified the need, all direct employees are provided with safety footwear free of charge. All contractors used by the company are further expected to make their own provision in this regard.

The risks associated with manual handling activities apparent on a contract specific basis, form a standard part of toolbox talks given during the execution of works by Steve Bowen, Workshop Manager



## Personal Protective Equipment

The Company will provide Personal Protective Equipment when the risk presented by a work activity cannot be adequately controlled by other means, in doing so we acknowledge that health and safety hazards will have already been identified. It is our policy to ensure - through the proper use of PPE - that the hazards are reduced to the lowest level practicable.

In particular it is the responsibility of Steve Bowen Workshop Manger to ensure that

- Any PPE supplied provides the maximum protection for the particular hazard.
- Employees are given such information and instruction as is necessary to enable them to
- Understand the importance of wearing PPE where required.
- Training is given to employees to enable them to wear and maintain items of PPE correctly.

Company policy determines that where its employees are provided with PPE to protect their health and safety they must use it at all times.

## Safe Plant and 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.

Responsibility for identifying all plant and equipment needing maintenance is that of Neil Sedgwick. On a weekly basis Neil will check all workshop equipment and the Fork Lift Truck for any defects. This is kept in a file in the workshop manager's office. Should Neil be away the workshop manager would carry out the checks. Any defective equipment will be taken out of use until repaired by a qualified engineer and documentation produced to indicate it is in full working order.

Responsibility for ensuring that effective maintenance procedures are drawn up is that of Neil Sedgwick. All equipment has a maintenance programme in place to be checked to the manufacturer's recommendations and all documentation is kept in the main office and on the main computer which gives reminders as to when the equipment needs regular maintenance checks.

All electrical equipment is checked every 12 months and records are kept in the main office with the other maintenance documents.

Any problems with plant or equipment should be reported to Neil Sedgwick

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of: Nigel Brown and Mark Fernyhough



## Portable & Transportable Electrical (PATE) Equipment

All PATE Equipment is subject to regular user checks, formal visual inspection and combined electrical inspection and test. The frequency of such checks and inspections is determined by a risk assessment carried out following advice from our health and safety advisors, Citation, by a competent person carrying out the checks and taking into consideration our knowledge of the working environment in which the equipment is to be used.

It is the responsibility of Steve Bowen Workshop Manager to ensure that electrical safety checks are arranged and carried out.

## Electricity at Work

The Company will take all reasonable steps to secure the health and safety of employees who use, operate or maintain electrical equipment. We acknowledge that work on electrical equipment can be hazardous and it is therefore our intention to reduce the risks as far as is possible.

In particular it is the responsibility of Steve Bowen Workshop Manager to ensure that

- Only competent people operating safe working systems are permitted to maintain electrical equipment.
- Wherever practicable, electrical equipment will be isolated whenever any maintenance work is required to be carried out. Wherever live working (including testing) is unavoidable it will be subject to a strict permit to work system with adequate controls in place to prevent injury
- Fixed and portable electrical equipment will be periodically inspected by a competent person. Any equipment found to be defective will be withdrawn from use for repair or disposal.
- A register of portable electrical equipment is maintained and such equipment is checked by a competent person on a regular basis to ensure its continued safety.

## Information, Instruction and Supervision

The Health and Safety Law poster is displayed at: Staff Canteen

The company employs **Citation**, to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact Lee Kind who is authorised to contact **Citation**, if necessary.

Supervision of young workers/trainees will be arranged/undertaken/monitored by Steve Bowen.

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of: Steve Bowen and Neil Sedgwick





## Training and Competency

The company will ensure that tasks are undertaken only by people with relevant knowledge, experience, qualifications and other skills necessary for the work to be undertaken safely. In support of this pledge, the following measures are to be implemented:

Induction training for all new employees is the responsibility of each department head.

Each new employee will receive Induction training to cover all aspects of their work at ND Brown Ltd which also covers Health & Safety. We also keep a training matrix of all training undertaken by each employee which clearly shows the dates of the training and when retraining is required. Each manager will assess employee's to see what training is required and organize for them to attend.

Job specific training will be provided by: Workshop :- Steve Bowen

All staff working on/off-site will be given training in:

- Working at heights;
- Manual handling; and
- The use of PPE.

All subcontractors employed by the company must hold appropriate CSCS certification relevant to the Role that they are to undertake on our behalf. Additionally, our H&S advisors Citation are available to give further Health & Safety awareness training to our sub-contractors.

Specific tasks requiring special training are: Fork Lift Truck & Powered access platform.

Training records are kept in employee files as well as on Syrnix where expiry dates are monitored.

Training will be identified, arranged and monitored by: Nigel Brown, Mark Fernyhough and Steve Bowen

## Accidents, First Aid and Work Related Ill-Health

The company recognises the importance of the early identification of ill health conditions known to be associated with certain working practices. We will ensure therefore that appropriate checks are carried out for signs and symptoms of such ill-health conditions so that risk control measures can be reviewed, and, where required, medical treatment can be sought at the earliest opportunity. It is the responsibility of department heads to ensure that appropriate health surveillance checks are carried out. Health Surveillance checks are required in respect of the following workplace activities:-





Use of Display Screen Equipment – Bi-Annual eye examinations

Exposure to sensitising chemicals – visual inspection of hands for evidence of contact dermatitis

Noise – Not currently required, although PPE is provided to reduce risk

Respiratory – Not currently required

Vibration – Not currently required, although PPE is provided to reduce risk

Health Surveillance will be arranged by: Department Heads

Health Surveillance records will be kept on individual employee files

The company recognises its duty to provide access to adequate first aid facilities. The level of first aid assistance provided has been determined by a suitable and sufficient needs assessment which is reviewed on an annual basis.

First aid box(s) is/are kept by/at: Works Canteen(s)

The appointed company first aider(s) are: Kevin Greenwood, Rebecca Taylor, Steve Bowen

All accidents and work related ill-health are recorded in the accident book at each depot and collated monthly to Lee Kind at Head Office.

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of: Nigel Brown or Mark Fernyhough

## **Monitoring**

In order to ensure that our planned risk control measures are being effectively implemented and maintained and that risks are being adequately controlled we will, on an on-going basis check our working conditions and working practices through regular workplace inspections and regular reviews of risk assessments and associated safe systems of work.

An independent audit of our health and safety management system will also be undertaken by our competent health and safety advisors Citation.

Where we become aware of issues that may indicate that our risk assessments and/or safe systems of work may no longer be effective in controlling risk, we will take reasonable steps to determine root cause and devise and implement appropriate remedial actions.

Responsibility for the investigation of an accident/ incident to an employee rests with the immediate manager of the person submitting the accident / incident report. eg. Site based – Workshop Manager, Hire Manager or Depot Manager

Responsibility for investigating work-related causes of sickness absence is that of the immediate department manager, Mark Fernyhough or Nigel Brown.





## TRUCK RENTAL

Responsibility for acting on investigation findings to prevent a recurrence is that of: Nigel Brown and Mark Fernyhough.

### Emergency Procedures – Fire and Evacuation

ND Brown Ltd recognises and accepts its duty to comply with the requirements imposed upon us by the Regulatory Reform (Fire Safety) Order 2005 and other relevant regulations. In support of this duty the company will:

- Identify and comply with all relevant legislation.
- Ensure effective liaison with other employers and the local fire authority where appropriate.
- Undertake a suitable and sufficient assessment of fire risk
- Conduct regular fire evacuation drills and testing of emergency equipment.
- Conduct regular fire safety inspections.

### **Responsibilities**

- Mark Fernyhough, Operations Director is responsible for ensuring that a fire safety risk assessment is carried out and reviewed on an annual basis at each depot.
- Mark Fernyhough, Operations Director is responsible for ensuring that emergency evacuation arrangements are in place and tested on an annual basis;

### **Arrangements**

- Assembly Points are located Gates Front Car Park
- Fire extinguishers are provided throughout the premises and all staff are to be trained in their use. Having received appropriate training staff are expected to tackle fires that are detected in their early stages, only if safe, in their opinion, to do so.
- Emergency escape routes are to be checked on a daily basis by all members of staff
- Fire extinguishers are maintained by Key Fire on a six monthly basis
- Automatic smoke detectors are to be tested on a weekly basis
- Advice on fire safety issues is available from our fire safety advisors Citation.

### Washroom and Toilet Facilities

It is the policy of the Company to ensure the health, safety and welfare of all employees, so far as is reasonably practicable. We recognise the need to provide a safe working environment and that this includes the provision of sufficient washing and sanitary conveniences.

The person responsible for the implementation of this policy is Mark Fernyhough, Operations Director.

To ensure that suitable and sufficient washing and sanitary conveniences are maintained, the three points listed below should be followed by all employees:

- Use washrooms and toilets only for their intended purpose
- Clean up after yourself and ensure that all facilities are left in clean and tidy order
- Report any damage, blockage, leakage or other defect to a responsible person without delay.

