

1 POLICY

1.1. General Statement of Policy

The Board of Directors are committed to providing a safe and healthy place of work for its 'employees' and conducting its activities in an environmentally acceptable manner, in accordance with the Health and Safety at Work Act 1974 and EPA 1990 and ensuing amendments. All 'employees' have a personal responsibility within the terms of the Act to assist the Company in its endeavours and to work within his/her area of work and to conduct themselves generally, in a manner, which is safe and healthy for fellow colleagues and him or herself.

The Company is prepared to and will where appropriate, implement any suggestions from 'employees' and the Health and Safety Executive Inspectorate and any other approved inspectorates to improve the standards of health and safety.

Any method of improving communications at all levels of the employment structure will be used to inform and advise 'employees' of matters relevant to health and safety procedures.

The company will pay due regard to all safeguards required to protect the health and safety interests of the general public in as far as it is practical and in all other relevant areas of concern.

2 STATEMENT OF AMPLIFICATION OF THE HEALTH & SAFETY POLICY

Where the term 'employees' is used in this policy statement it includes all those coming within NES Health & Safety Policy administration such as employees, contractors, sub-contractors, customers, visitors and members of the general public.

2.1. The intention of the policy is to ensure the health, safety and welfare of all 'employees' in order to: -

2.1.1. seek to eliminate injury, death, distress or other hardship to 'employees' and their families.

2.1.2. keep the quality and performance and contentment in the work of all 'employees' at the highest possible level.

2.1.3. avoid costs arising from accidents to people, plant and the general environment.

2.2. It is therefore the policy of the company so far as is reasonable practical to: -

2.2.1. encourage amongst all 'employees' an awareness of the importance of safe working, of health and safety requirements and a consciousness of individual actions and of co-operation in accident prevention.

2.2.2. ensure that plant and equipment is adequately maintained, with particular note that only trained personnel may clean or repair items of plant that require guards to be removed, and that access and egress to any relevant working area, the working environment and working systems including all lifting and storage equipment, transport systems and substances carried on them, is in a safe condition.

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- 2.2.3. ensure health and safety factors are taken fully into account when new buildings, methods, product processes, plant and alterations are being planned.
- 2.2.4. ensure that adequate welfare and first aid facilities and arrangements are provided and maintained.
- 2.2.5. conduct operations such that the company does not prejudice the health and safety of the 'employees' and prevent by the best practical means emissions of harmful or offensive substances and to neutralise any such emissions if this is possible.
- 2.2.6. ensure that protective clothing and equipment is provided for 'employees' as necessary to enable them to undertake their duties in a safe and healthy manner.
- 2.2.7. ensure that any necessary information, instruction, training and supervision to achieve satisfactory instigation of this policy and to include safety training in the induction of every new or relocated 'employee'.
- 2.2.8. give the Operations Director the responsibility of ensuring that arrangements are made to fulfil this policy and the responsibility of monitoring effectiveness and continuity.
- 2.2.9. give all Directors, Managers, Supervisors and Foreman responsibility, within their sphere of jurisdiction and responsibility, to arrange detailed systems to comply with this policy and statutory requirements.
- 2.2.10. require every 'employee' as a condition of employment to observe safe working practices at all times and to comply with any published rule or procedures in furtherance to his/her duties under the law and to observe working practices in the interest of his/her responsibility to fellow workers, or to others who may be affected by his/her actions. Such rules and procedures to include the circumstances where the company is a supplier, contractor or sub-contractor engaged on sites not directly managed by the company. Management are required to ascertain if other specific rules apply to any particular site and must ensure these are understood by the companies operatives.
- 2.2.11. encourage co-operation with all 'employees' by discussion and consultation with a view to developing sensitivity to the Health & Safety at Work etc Act 1974.
- 2.2.12. investigate accidents where injury or damage occurs and to keep records required by Statute or as directed by the Board of the Company.
- 2.2.13. revise this written statement of amplification of policy as often as is necessary and appropriate and to advise all 'employees' of any such revisions.
- 2.2.14. augment this statement by publishing the organisation resulting from the policy and advise all 'employees' of any change to organisation matters.

3 COMPANY ORGANISATION

3.1. Company responsibilities and arrangements for implementation

The ultimate responsibility for ensuring implementation of this policy rests with the Chairman. On a day to day basis the Operations Director is responsible.

The Chairman carries the responsibility over and above the statutory requirement for ensuring that adequate attention is paid throughout to health, safety and welfare in fulfilment of the Policy. He will ensure that the appropriate rules and procedures are introduced, reviewed from time to time and communicated. He is responsible for advising all concerned of any changes in the means of effectively operating the policy.

3.2. Managers

3.2.1. Fire fighting equipment is always available and in working order.

3.2.2. First aid and medical equipment in sufficient quantity is always available and easily accessible. Each site must ensure that all 'employees' are aware of these arrangements and are informed of the location of such equipment.

3.2.3. All 'employees' understand the individual level of responsibility they carry out under the Health & Safety at Work etc Act 1974.

3.2.4. Adequate induction training is given to new 'employees' and follow on training is provided as necessary.

3.2.5. All plant, means of access and egress, premises, tools and working environments are safe and risks kept to ALARD (as low as is reasonably practicable).

3.2.6. By his personal example encourage all 'employees' to work in and create a safe and healthy environment and encourage all 'employees' to make suggestions and joint discussions on health, safety and welfare matters.

3.2.7. Ensure designated areas and where specified PPE is to be worn i.e. hard hat areas and noise zones are clearly defined and enforced.

3.2.8. The Manager has a responsibility, which he may delegate to ensure that all mobile plant is managed and driven by competent workers and that they are maintained.

3.2.9. The Operations Director will appoint Health & Safety Representatives for each facility. It will be the responsibility of each facilitator to conduct regular work place meetings reporting findings to the Operations Director.

The Operations Director/Health & Safety Representatives will ensure that the policy of the company is carried out in this activity and will ensure that the requirements of the companies policy are communicated to those working below him and that any difficulties in interpreting the policy or

hazards not covered by the policy are reported to the Director above him. The Director will make sure that the Chairman is made aware of any such difficulties or shortcomings.

3.3. Each 'employee' within the Company

- 3.3.1. Each 'employee' within the Company will be responsible for taking reasonable care for his/her acts for co-operating with management and supervisors regarding use of safety clothing and equipment in an acceptable manner, reporting defects to superiors and agreeing to undergo training or retraining where this is deemed necessary.

Appropriate disciplinary action will be taken against any 'employees' who is in breach of his/her responsibility for health, safety and welfare e.g. by failure to use or replace machine guards, to wear protective clothing, untidiness in work places or other noted unsatisfactory conduct.

- 3.3.2. Any person who delegates responsibility for health, safety and welfare must ensure that the recipient is competent to assume this responsibility.

- 3.3.3. Clear instructions must be given, in writing, on the nature and extent of these delegated matters.

- 3.3.4. The person accepting the responsibility must report to the superior if he/she finds the delegated duties cannot be satisfactorily discharged.

3.4. Temporary 'employees'

Manager, Supervisors, and/or Foremen must ensure that any appropriate rules which relate to the site are advised to temporary 'employees' or site visitors before they commence work and that suitable induction training is given.

4 TRAINING

- 4.1. Managers will treat this as a major requirement. All existing 'employees' and new starters will be considered for any training found to be necessary. As necessary, safety courses for appropriate personnel will be organised. Records of training will be kept.

- 4.2. Every approach in training to increase operators awareness of the need for safety will be considered and action taken.

- 4.3. Training for safe operations will include such subjects as the use of machinery, guarding, the use of electricity, working in confined spaces, tidiness, good housekeeping, maintenance, cleaning up, repairs, isolating plant, manual handling, correct and safe use of wheeled plant and use of safety/protective clothing.

5 POLLUTION

- 5.1. Management must be conscious of the effects of pollution into the air, on land or into water. All reasonable steps must be taken to eliminate this. Spillage which causes litter and traffic potential are aspects requiring continual observation.

- 5.2. Management must ensure that the requirements of the Environmental Protection Act (EPA 1990) are met.

6 SITE INSPECTION & REPORTS REQUIRED

- 6.1. Managers will ensure that where appropriate inspections are carried out and records are kept.
- 6.2. On premises subject to the Health & Safety at Work etc Act 1974 the Manager will arrange for inspection to be made as frequently as directed but at least once in every three months a full inspection must be completed. Original reports of such inspections shall be kept at each of the premises by the Manager together with dates and brief details of any past inspections carried out.
- 6.3. Managers will ensure that inspections and tests of plant, electrical installation etc. require by law and/or our insurers, are carried out by competent persons appointed by them (or by outside bodies) and inspection and test results are properly recorded, and such records are readily available at the premises concerned, and that prompt and effective action is taken to deal with matters revealed by the inspections to require attention.

7 SAFETY & FOUL WEATHER CLOTHING & EQUIPMENT

- 7.1. The need to use such items should be eliminated so far as it is reasonably practicable by modifications to plant and work systems etc.
- 7.2. Managers will provide free suitable items where the law requires or where it is considered necessary, and will ensure that adequate reserves of stocks are kept at each premises. Personal issues are to be made at appropriate intervals against the recipient's signature. The availability of the items and the need to use them must be explained to the 'employees' concerned by the Manager. The Manager will also ensure the regular and frequent inspection of safety ropes, belts and harnesses, and their proper custody when not in use. In the case of safety clothing and equipment, which is made available to 'employees' free of any charge, such items will always be worn when circumstances require it, or where management deem it necessary. Failure to wear the same will be dealt with under the Company's disciplinary procedure.

8 CONTRACTORS ON SITE

- 8.1. It shall be written into all contracts where contractors enter our sites on lawful business that they must accept the Company's safety, health and welfare rules and abide by them. In addition any rules in this respect which apply to their particular business must be observed.
- 8.2. All Managers and Supervisors must ensure that contractors on entering a site are informed of the Company's own rules, and supervision of contractors must be maintained by Managers.
- 8.3. Company tools/equipment should not be loaned to Contractors.

9 VISITORS

- 9.1. Each site shall prominently display a sign indicating that all visitors must report to the office or weighbridge before proceeding.
- 9.2. A visitor's book will be kept on site and used in accordance with the appropriate rules. Employees will ensure visitors sign in and out of the site.
- 9.3. When on the site, movements of visitors must be authorised by the Site Manager and monitored. Safety conditions must be pointed out such as hazards, moving vehicles, etc. Hard hats and high visibility must be worn in nominated areas.
- 9.4. Under 18's only allowed on site if appropriate risk assessment is completed and adequate controls can be implemented.

10 TRESPASSERS

- 10.1. This matter for legal and other reasons must not be overlooked. Inspections should be carried out periodically to ensure that all precautions to exclude such persons are taken, i.e. secure fencing, lockable gates, etc. Windows, doors, etc should be checked periodically to ensure security at all times and all plant and vehicles immobilised, doors locked and keys retained in a safe place. Ensure no traps or easy access to deep water.

11 PROVISION AND USE, PURCHASE ETC OF ARTICLES FOR WORK

- 11.1. The purchaser should always be conscious of the need to understand the use of materials or equipment and should always check for safety and health considerations. Where danger to health if improperly used may apply, the necessary level of management must provide adequate instruction in the safe operation of such materials and equipment. Hazard data sheets should be obtained as necessary and a COSHH assessment carried out.
- 11.2. The Sales & Marketing Department will ensure that product data sheets are made available to purchasers of our products.
- 11.3. The Asset Manager is responsible to ensure newly purchased substances are assessed under COSHH prior to use by Employees.

12 LIFTING & LOLER

- 12.1. Existing statutory requirements covering lifting either manually by crane or similar lifting machine for block and tackle are provided for under LOLER 1998. The manual handling regulations require assessments to be carried out wherever a persons job involves lifting, pushing or pulling loads.

Before allowing any 'employees' to carry out any manual moving or lifting, Managers or Supervisors must carry out a manual handling assessment. Account of the following must be taken in the assessment.

12.2. The Nature of the Load

Weight, size, shape, stability of contents, physical and chemical properties whether contents are liquid or solids.

12.3. The Working Condition

Layout and general condition of workplace, lighting, temperature and the precise location where the handling is taking place.

12.4. The Personal Limitation of the Individual

Lifting capacity due to age, strength, body development, general state of health, training and experience, knowledge of previous injury if any, should be obtained.

13 FIRE FIGHTING, FIRE EQUIPMENT, MEANS OF ESCAPE

Managers with lines of responsibility must ensure: -

- 13.1. All reasonable and practical steps are taken to prevent fire particularly due to electrical faults, accumulations of combustible materials, careless smoking and exposure to naked light, burning and welding operations.
- 13.2. An adequate supply of fire extinguishers of differing types to allow fire fighting of different classes of fire. These must be serviced annually and refilled after every use. Procedures for dealing with fire at each site will vary and these when formulated must be communicated to each 'employee'.
- 13.3. Adequate means of escape shall be arranged in the event of this becoming necessary.
- 13.4. Fire alarms, if used, should be tested weekly.
- 13.5. Where necessary, practice fire fighting or fire evacuation should be practised once a year.
- 13.6. If fire occurs, then the local fire brigade should be summoned to attend.

14 ENFORCEMENT NOTICES

- 14.1. If such are imposed by a statutory authority these must be communicated to an immediate superior as an urgent matter.

15 ACCIDENT INVESTIGATION, RECORDING & REPORTING

- 15.1. All accidents and dangerous occurrences must be investigated and recorded. All accidents which cause absence from work must be reported through line management and notifiable accidents reported to the relevant Inspector. All accidents, dangerous occurrences and occupational diseases which are required to be reported to the Health & Safety Executive by legislation must be notified to

senior management. Potentially dangerous occurrences must be reported to senior management for preventative action to be taken.

16 WELFARE

16.1. Management will ensure the provision and maintenance of adequate facilities including the provision of sanitary conveniences and washing and drinking facilities, and an area for changing and drying clothes and taking meals.

17 FIRST AID

17.1. These facilities must be available on every site and the Company seeks to have a first aid volunteer at each site who is trained. The Company will provide facilities for training up to the level of a certificate of first aid, renewed every three years.

17.2. Where this cannot be achieved or is impractical owing to the size of the plant or depot, and the small numbers of 'employees' at work there, an 'appointed person' will be provided to take charge of the emergency situation and to be responsible for calling an ambulance and/or medical services and for the provision of adequate first aid equipment.

18 MEDICAL FITNESS

18.1. Management will not employ people who are mentally or physically unfit for the work to be performed and where there are reasonable grounds to question fitness a medical examination may be required. The rule will apply to new starters and established 'employees', but with the latter category, management will discuss this with the individual before proceeding to medical examination.

19 OFFICES

19.1. The responsibility for the maintenance of a safe and healthy site/office rests with the appropriate Manger/Supervisor.

19.2. The workplace (Health, Safety & Welfare) Regulations 1992 which comes into operation fully in January 1997 and replaces the Offices, Shops and Railway Premises Act 1963 and parts of the Factories Act 1961, will be applied to all offices.

20 HEALTH & SAFETY STANDARD TO BE ACHIEVED

20.1. The Health & Safety at Work etc Act 1974 and all Regulation made under this Act, British Standards, OHSAS 18001, Approved Codes of Practice and Guidance Notes issued by the Health & Safety Executive and Company instructions on safe working procedures shall be followed.

21 DISTRIBUTION OF THIS POLICY

21.1. Management will ensure this policy is distributed to all 'employees' and the Managers will ensure that a copy of this document is displayed permanently at all sites owned and/or operated by the Company.

21.2. A copy of the policy will be given to all new 'employees' on induction.

21.3. When this document is updated, replacement documents will be issued and must follow the procedure outlined above.

22 EMERGENCY PROCEDURES

22.1. These procedures apply to major incidents involving fire, accidents, electrical injuries, drowning and pollution. On discovering the emergency the following action is to be taken: -

1. Assess the situation
 - take in what has happened quickly and calmly
 - look for dangers to yourself and any casualty
 - never put yourself at risk if the incident involves high voltage electricity, keep at least 18m away until told officially power is cut off
2. Make the area safe
 - protect any casualty from danger
 - do not try to do too much yourself
 - turn off any machines or electrical supplies at isolators
3. Assess any casualty or the extent of any damage and give emergency aid if you feel confident to do so
 - with more than one casualty follow your assessment to decide priorities
4. Get Help
5. When calling the emergency services always give the following information: -
 - your telephone number and the office number
Specific Site Facility No:
Head Office No: 01202 812300
 - the exact location of the incident and how the emergency services can obtain access e.g. follow site specific rules
 - the type and seriousness of the incident
 - the number, sex and appropriate age of the casualties and anything you know about their condition – for example 'man early fifties, suspected heart attack – cardiac arrest'
 - details of any hazard such as gas, hazardous substances, power line damage, micro-organisms.

Do not put the telephone down until the control office clerk instructs.

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6. After calling the emergency services or if they are not required, alert management by telephone in the order shown: -

	Mobile	Home
Facility Manager		
Nominated Local Key Holders		
Operations Director (HQ)	07824 995053	
Managing Director	07764 658807	

Advise of the situation and the Manager will advise on the appropriate action to be taken.

7. For minor incidents, i.e. those not involving injury to persons, or only minor damage without imminent threat of further damage either during or out of working hours alert the Facility Manager or Nominated Local Key Holder. In the absence of both of these alert the Operations Director or the Managing Director.