



Health & Safety

Policy



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Policy Statement On Health, Safety and the Environment.

A.D.C. Ltd. is fully committed to meeting all its responsibilities under the **Health & Safety at Work Act 1974**, the **Management of Health & Safety at Work Regulations 1999**, and all associated protective legislation, both as an Employer and as a Company.

It is the intention of the Management of A.D.C. Ltd. to promote and develop a positive Health & Safety culture by realising the following Health and Safety objectives:

- a) Recognition that all health, safety and environmental matters are key management responsibilities.
- b) In compliance with the **Employers' Liability (Compulsory Insurance) Act 1969**, the company has arranged insurance against accidents and ill health to their employees.
- c) In compliance with **The Management of Health & Safety at Work Regulations 1999**, the company will take a pro-active approach to all areas of health and safety, by method of continual risk assessment and review of working activities. All risk assessments will be available to employees.
- d) Allocate sufficient resources to maintain all health and safety arrangements.
- e) Ensure the health, safety and welfare of all staff, contractors and visitors to the premises and surrounding grounds.
- f) Establish safe systems of work based on hazard identification and risk assessments.
- g) Provide and maintain safe plant, equipment and safe systems of work.
- h) Ensure safe handling, storage, and transport of equipment, materials and any other work articles.
- i) Provide staff with all necessary information, instruction, training and supervision to ensure that employees are fully competent to carry out their work activities safely.
- j) Maintain a safe working environment, with safe access and egress, and adequate welfare facilities.
- k) Ensure that all employees are aware of this policy, and their own responsibilities under health and safety law.
- l) Appoint competent personnel as required by **Fire Precautions Act 1971** and **The Health & Safety (First Aid) Regulations 1981**.
- m) Appoint a Safety Representative to promote co-operation and consultation with employees on all health and safety matters.
- n) To ensure that all health and safety issues are reported and resolved by the management of A.D.C. Ltd.
- o) Implement responsible and effective pollution control measures, and be environmentally friendly at all times.



Statement of Intent.

This Health and Safety Policy will be reviewed every 12 months, or when significant change takes place in current processes or systems of work.

The content of this Health & Safety Policy, as well as any revisions or additions, will be brought to the attention of all employees.

Robert Cummins

Managing Director

Signed

Date.....



The Organisation.

The Managing Director.

Responsibilities of the Managing Director of A.D.C. Ltd. include the following:

- a) Ultimate and final responsibility for ensuring that the company fulfils its legal obligations with regard to all Health & Safety legislation.
- b) A commitment that Health & Safety will be an integral part of the overall management objectives and culture.
- c) Arrange for all necessary insurances, certificates, etc.
- d) Ensuring that adequate resources are made available to meet all Health, Safety & Welfare requirements.
- e) Ensuring that all Health & Safety policies are appropriately reviewed (minimum annually), in order to secure continuing compliance with existing policies and current legislation.
- f) Report accidents or incidents to insurers where appropriate.
- g) In compliance with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995**, report any major accident or incident immediately to the Health and Safety Executive. Examples of major accidents are listed in Appendix A.
- h) Ensuring that employees take no unnecessary risks, and that site disciplinary procedures are in place for offenders.
- i) Include Health & Safety as a separate item on the company's operations meeting agenda.
- j) Ensure regular consultation with employees to maintain and promote Health, Safety & Welfare issues.
- k) Implementing a systematic inspection and maintenance regime for all plant and equipment used in the premises of A.D.C. Ltd., and for any other associated work activities.
- l) Responsibility for the day-to-day implementation of all the company's Health & Safety policies and procedures.
- m) Responsibility for informing, training and supervising employees in safe working methods.
- n) Monitoring and reviewing Health & Safety standards in the workplace by regular audits.



Employees and Contractors.

Responsibilities of Employees and Contractors of A.D.C. Ltd. include the following:

- a) Understand their responsibilities during a fire emergency, including evacuation routes, meeting at the assembly point and directing members of the public to safety.
- b) Ensuring that all health and safety practices are maintained, and are obligated to report any hazards or unsafe working practices.
- c) Must take reasonable care for the Health and Safety of him/herself and of any other persons who may be affected by his/her acts or omissions.
- d) Must not intentionally or recklessly interfere with or mis-use anything provided in the interests of Health, Safety & Welfare.
- e) Must report any hazard, defect, or equipment fault, with regard to Health & Safety, to their supervisor, and to warn others who may be affected.
- f) Accidents must be reported immediately and recorded in the Accident Book, which is located in the office area.
- g) Where staff become aware of a "no injury" incident or "near miss", they are required to log the incident in the near miss book situated in the office area.



The Arrangements.

Fire Precautions.

In accordance with the **Fire Precautions (Workplace) Regulations 1997**, and the **Fire Precautions (Workplace)(Amendment) 1999**, the following measures will be maintained:

- a) All employees will be made aware of their responsibilities in the event of a fire, including recognising the fire alarm, raising the alarm, the evacuation procedure, meeting at the designated assembly point, and directing any other visitors to safety.
- b) Warning of a fire on the premises will be given by audible alarm or by shouting.
- c) A designated member of staff will act as an Appointed Person, to contact the Fire Brigade in the case of a fire, and update the Fire Officer on arrival if any persons are unaccounted for, the location of the fire, and of any other hazards within the premises. A Substitute Appointed Person will be required to cover absences.
- d) All fire escape routes will be kept clear of any obstruction at all times.
- e) Employees **MUST NOT** re-enter the premises until given the all-clear by the Fire Officer, or the Appointed Person.
- f) All fire safety equipment, including fire extinguishers, hoses, fire blankets, fire warning signs, fire detectors, alarms systems, emergency lighting, etc, will be tested regularly, and be subject to a proper maintenance regime.
- g) Fire extinguishers, hoses, and fire blankets, **MUST** only be used by trained personnel. Trained employees **MUST** only use fire extinguishers, hoses and blankets, if there is a reasonable chance of controlling the fire, and they do not place themselves or others in danger. See appendix B for information on the different types of fire extinguishers.
- h) Fire risk assessment will be carried out as required by any changes to the premises, equipment, personnel, practices, etc., and a minimum of once per year.
- i) Practice evacuations will take place a minimum of twice per year, and records will be retained.



First Aid.

In accordance with the **Health and Safety (First Aid) Regulations 1981**, and the **Management of Health and Safety at Work Regulations 1999**, an appropriate number of employees will act as “Appointed Persons” and/or be trained for rendering first aid to employees or visitors, based on the findings of the formal risk assessment on the A.D.C. Ltd. premises and work activities.

In addition, A.D.C. Ltd. management will ensure that:

- a) An Appointed Person, or First Aider, will always be available in the A.D.C. Ltd. to take prompt and appropriate action following any accident or illness to any employee or visitor.
- b) The emergency services will be contacted immediately if necessary.
- c) First aid is only to be administered by trained personnel, who hold a current first aid certificate issued under a training course approved by the Health & Safety Executive.
- d) Adequate equipment and facilities are always available for rendering first aid to employees or visitors.
- e) The first aid kits are kept fully stocked at all times.
- f) Employees are informed of the first aid arrangements, trained personnel, first aid kits and facilities.

Accident Management.

The **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995)** require the following measures:

- a) All accidents, no matter how minor, must be recorded in the company “accident book”.
- b) Accidents are normally recorded by First Aiders, but can be recorded by anyone.
- c) The Managing Director is responsible for IMMEDIATELY reporting all major accidents, incidents or dangerous occurrences to the Health and Safety Executive. See appendix A for a list of major accidents and incidents.
- d) The Managing Director will investigate all accidents, incidents and dangerous occurrences, within 24 hours.
- e) The company “Accident Book” statistics will be analysed periodically with a view to reduce or eliminate accidents.



Risk Assessments and Safe Systems of Work.

Safe systems of work are of fundamental importance to accident prevention. All hazards, safety precautions and safe working practices, associated with all work activities, must be fully identified and documented.

The **Management of Health and Safety at Work Regulations (1999)**, places an absolute duty on an employer to carry out formal assessments to determine the risks to the health and safety of employees and any other persons who may be affected by workplace activities. It also requires that these risk assessments are kept up to date.

The purpose of risk assessments is to identify those corrective measures that must be taken to comply with all relevant health and safety legislation.

A risk assessment must include the following:

- a) Identify all significant risks arising out of work activities.
- b) Address and evaluate all relevant hazards.
- c) Identify the measures necessary to comply with relevant legislation.
- d) Ensure assessment is appropriate to nature of work, and will remain valid over time.
- e) Ensure all affected persons are considered.
- f) Consider groups of workers who may be at particular risk, such as apprentices, young or inexperienced persons, pregnant women, disabled people, etc.
- g) Take account of existing safety measures.
- h) Employee training and competence.

Management will retain records of all risk assessments. All risk assessments must be reviewed regularly (minimum annually), or if any change to working practices takes place, e.g. new employees, new equipment, new method, etc.

Safe System of Work.

When all risks have been identified and evaluated, a safe system of work can be formulated which would incorporate the following factors:

- a) Safe and properly maintained plant and equipment.
- b) Documented and planned maintenance procedures.
- c) Safe use of equipment and tools.
- d) Safe working methods.
- e) Health & Safety information available to all employees.
- f) Adequate training and supervision.
- g) Safe working environment.
- h) Appropriate personal protective equipment.
- i) Proper enforcement of safety policies.
- j) Regular reviews (minimum annually) of all job safety instructions and methods of work, to ensure that systems still work safely in practice.



Maintenance of Electrical Systems and Equipment.

Equipment is broadly defined and covers all types of equipment, both power-operated and manually-operated.

Electrical systems include fixed installations such as the supply box, lighting systems, heating systems, etc.

The **Provision and Use of Equipment Regulations (1998)**, and the **Electricity at Work Regulations (1989)**, requires the following measures:

- a) All equipment used within the site will be suitable and sufficient for the task, and be subject to preventative maintenance programme by trained and competent persons.
- b) In compliance with the “In-service Inspection and Testing of Electrical Equipment” Code of Practice, all electrical equipment shall be included in a programme of regular inspection and testing.
- c) Adequate training will be provided on the safe operation of all equipment.
- d) Management of all site electrical installations will be contracted to a third party.
- e) All site maintenance records will be retained by management, including work done by contractors.

Display Screen Equipment.

In accordance with the **Health & Safety (Display Screen Equipment) Regulations 1992**, as amended by the **Health & Safety (Miscellaneous Amendments) Regulations 2002**, and the **Workplace (Health, Safety & Welfare) Regulations 1992**, A.D.C. Ltd. management will provide screen users with adequate information, instruction and training, to ensure that they operate the equipment correctly and are fully aware of any work related risks and hazards which could arise whilst operating display screen equipment.

All workstations will be subject to risk assessments to reduce the possibility of:

- a) Work related upper limb disorder (WRULD).
- b) Musculoskeletal problems.
- c) Fatigue.
- d) Eye strain.
- e) Stress.

These Display Screen Equipment risk assessments will be regularly reviewed, and records will be retained.



Manual Handling.

In accordance with the **Manual Handling Operations Regulations 1992**, all manual handling tasks will be subject to risk assessments, with a view to minimizing the risk of injury from such tasks.

The risk assessments will take an ergonomic approach, and consider the employee's capabilities, the load to be moved, the environment, and any other relevant factors. The goal of these risk assessments is to reduce the possibility of:

- a) Back injury.
- b) Work related upper limb disorder.
- c) Muscular sprains and strains.
- d) Hernia.
- e) Cuts.
- f) Bruising.
- g) Crushing.

Employees will receive instruction and training in the correct methods of lifting and carrying loads.

These Manual Handling risk assessments will be regularly reviewed, and records will be retained.

Welfare Provisions.

The **Workplace, Health, Safety and Welfare Regulations (1992)** require all employers to provide suitable welfare facilities for their employees.

A.D.C. Ltd. will provide the following:

- a) A safe supply of drinking water, including cups if necessary. This drinking water supply will be clearly labelled.
- b) Sufficient toilet facilities.
- c) Washing facilities that have hot and cold running water, soap and a means of drying hands etc.
- d) A means of disposing of sanitary dressings.
- e) All facilities will be kept clean, well lit and ventilated.
- f) A clean suitable seating area for breaks, including facilities to heat food and water.
- g) Provide an environment free from tobacco smoke by having designated smoking areas if necessary.
- h) Rest facilities for pregnant women and nursing mothers.
- i) Regular cleaning program to ensure good hygiene and supplies of soap, toilet paper, etc.



Health and Safety Training.

Appropriate employee training on all health and safety matters will be provided as follows:

- a) At employee inductions.
- b) Repeat training at regular intervals.
- c) Undertaking new duties.
- d) On changes to systems of work.
- e) When training needs are identified by risk assessments.
- f) Management will maintain all training records.

Safety Audit System.

Safety inspections provide the link between the safety procedures and the current practices, and as such are a key part of a pro-active approach to health and safety management.

- a) The company will conduct regular safety inspections, with a minimum of two per year.
- b) These safety inspections will check that standards, practices and procedures are being complied with.
- c) The Managing Director will act on the findings of these safety inspections, and take any necessary action to rectify potential hazards, poor practices, and any weaknesses in current systems of work.
- d) The findings of safety inspections will be communicated to all employees, and records made available on request.
- e) Management will maintain records of all safety inspections.



Appendix A

Accident Reporting and Investigation.

The First Aider would normally make the entries in book, however anyone can record an accident.

The first aider will then inform the appropriate Manager of the accident. A Company accident form must be completed and retained in a file for future reference. This file is located on the manager's office.

The company will investigate all accidents with a view to preventing a re-occurrence of a similar accident.

Accidents in the fatal and specified major injury or condition categories must be reported to the Managing Director at the time of the accident.

Accidents in categories, fatal, specified major injury or condition and over 3 day injury must be reported within 10 days to the Health And Safety Executive, Incident Contact Centre on Form F2508 This process will be managed by the Managing Director.

Where an occupational disease (as defined by the HSE) is found to exist by written medical diagnosis, and the disease is associated with the occupation of the individual, then Form F 2508A must be completed by the appointed competent person who will in turn process the information as required by RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).

Major accidents or incidents can be reported to the local Health and Safety authority, or the HSE Incident Contact Centre, tel. 0845 300 9923.

Examples of injuries that are classified as major and MUST be reported are:

- a) Death as a result of a work related incident.
- b) Any work related injury or illness that requires more than 3 days absence (including non-working days).
- c) Any fracture, with the exception of fingers, thumbs and toes.
- d) Any amputation.
- e) Dislocation of shoulder, hip, knee or spine.
- f) Loss of sight (temporary or permanent).
- g) Eye injury from chemical or hot metal burn, and any penetrating eye injury.
- h) Injury from electric shock or electric burn leading to unconsciousness, or requiring resuscitation, or admittance to hospital for more than 24 hours.
- i) Any other injury requiring resuscitation, admission to hospital for more that 24 hours.
- j) Loss of consciousness caused by asphyxia, or by exposure to a harmful substance or biological agent.
- k) Acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin.
- l) Acute illness requiring medical treatment where there is reason to believe it has resulted from exposure to a biological agent.

Examples of Dangerous Occurrences that MUST be reported are:

- a) Gas incidents.
- b) Explosion of pressure vessel.
- c) Collapse or overturn of a crane.
- d) Contact with overhead power lines.
- e) Escape of flammable substances.
- f) Collapse of scaffolding.
- g) Failure of a pipeline.



Appendix B

Use of Fire Extinguishers.

Fire extinguishers MUST only be used by trained personnel.

Water fire extinguishers MUST NEVER be used on electrical fires or burning oil.

Types of Fires:

Class A: Fires involving solid material that are mainly organic (carbon based), e.g. wood, paper, cloth, etc. This type of fire produces burning embers.

Extinguisher type: Most effective is Water.

Class B: Fires involving flammable liquids, or liquefied solids, e.g. petrol, oil, grease, paint, etc.

Extinguisher type: Most effective are CO₂, foam or vapourising liquid.

Class C: Involves gases or liquefied gases, e.g. methane, etc.

Extinguisher type: Only effective measure is to stop gas flow.

Class D: Involves fires where the fuel is metal, e.g. aluminium, sodium, magnesium, etc.

Extinguisher type: All normal extinguishers are both ineffective and dangerous. Leave for trained personnel. Requires special powder and dry sand.

Fire Extinguishers colour code.

All extinguishers have a red body, with the colour code panel at the top.

<u>Type</u>	<u>Colour code</u>
Water	Red
CO ₂	Black
Foam	Cream
Dry Powder	Blue
Vapourising liquid	Green