

# HEALTH & SAFETY POLICY

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## DIRECTOR RESPONSIBLE FOR HEALTH & SAFETY

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## LAST REVISION DATE

Dec 2019



# HAZEL 4D

## HEALTH & SAFETY POLICY

### CONTENTS

<b>1. POLICY STATEMENT</b>	<b>3</b>
<b>2. RESPONSIBILITIES</b>	<b>3</b>
<b>3. ACCIDENT &amp; ILL HEALTH REPORTING PROCEDURE</b>	<b>3</b>
<b>4. TRAINING &amp; QUALIFICATION</b>	<b>4</b>
<b>5. CONSULTATION &amp; COMMUNICATION</b>	<b>4</b>
<b>5. RISK ASSESSMENTS AND SAFETY METHOD STATEMENTS</b>	<b>5</b>
<b>6. DUTIES UNDER THE MANAGEMENT OF HEALTH &amp; SAFETY AT WORK REGULATIONS</b>	<b>5</b>
<b>7. SAFETY ARRANGEMENTS</b>	<b>5</b>
<i>7.1. Manual Handling Regulations 1992</i>	<i>5</i>
<i>7.2. Working at Height Regulations 2005</i>	<i>6</i>
<i>7.3. Control of Substances Hazardous to Health Regulations</i>	<i>6</i>
<i>7.4. Housekeeping</i>	<i>6</i>
<i>7.5. Personal Protection/Personal Health</i>	<i>6</i>
<b>8. DEALING WITH EMERGENCIES</b>	<b>6</b>
<b>9. MONITORING OF HEALTH &amp; SAFETY</b>	<b>7</b>
<b>10. SUB-CONTRACTING THE FITTING OF PACKAGING MACHINERY TO CLIENT SISTES</b>	<b>7</b>
<b>11. POLICY &amp; HEALTH &amp; SAFETY REVIEW</b>	<b>7</b>

## 1. POLICY STATEMENT

Our general policy is to ensure the health, safety and welfare of our employees and all other persons who may be at risk from our business activities, like site visitors, sub-contractors and members of the public.

To do this we shall ensure all health and safety risks are recognised and controlled in line with government legislation, HSE approved codes of practice and HSE Guidance. Our management, Supervision and employees will be consulted on and trained in this policy and it shall be followed at all times and reviewed as necessary, or at least annually.

The aim of this policy is to set the correct Health & Safety arrangements for the company and its work. In consequence all managers, supervisors, and employees must follow this policy.

Roy Harding, Operations Director  
April 2017

## 2. RESPONSIBILITIES

Overall and final control of health & safety shall lie with **Mr. Roy Harding**. In his absence his deputy shall be **Mr. Simon Roe**. The two named persons shall make available adequate time (e.g. for training) and financial resources (e.g. for the correct equipment) for all statutory safety requirements placed upon them to be adequately discharged, and ensure all health and safety arrangements following on from the significant findings of all risk assessments are implemented.

Responsibility for directing health and safety at a policy level will be **Mr. Roy Harding** who will ensure that:-

- ✓ That all risk assessments and safety controls are kept up to date
- ✓ That all work equipment is properly selected, inspected and maintained
- ✓ That all employees are capable both skills wise (via the company training policy and plan) and health/physical wise to perform their duties safely.

Responsibility for providing competent safety advice and help will be the responsibility of our company safety officer **Mr. Mike Green**. He will work at the direction of Mr. Roy Harding and ensure that the company operate in line with HSE regulations and published guidance on meeting safety standards.

**ALL employees** must legally co-operate with the requirements of this policy and take reasonable care of their own health and safety to support this policy. All employees must follow the designated safety arrangements and report it if they cannot. All employees should report any concerns about their health and safety.

## 3. ACCIDENT & ILL HEALTH REPORTING PROCEDURE

All accidents and ill-health suspected of being connected with work must be reported to **Mr. Roy Harding**. Accidents occurring on a customer site where we are delivering must **in addition** be reported to the customer's management.

If an accident is reported it is important that the person is attended to by a First Aider and that the circumstances are initially investigated by our supervision. Any information on the injuries sustained and causes and circumstances should be noted by supervision for any possible further investigation.

All accidents reportable under the **RIDDOR Regulations** will be reported to the enforcing authorities as soon as possible. The person responsible for this will be

Mr. Harding with the help our safety advisor who will also investigate all significant accidents. Accidents and occurrences most likely to need reporting formally under the RIDDOR regulations include:-

- Fractures to bones except to fingers and toes.
- Dislocations.
- Amputations either full or partial of fingers and toes etc.
- Problems with sight.

- Unconsciousness
- Hospitalisation for over 24 hours
- Accidents that lead to more than seven days off work as a result of the accident. These are obviously reportable only after three days are elapsed.

In the event of the safety advisor being unavailable the HSE will accept telephone reports to their Incident Reporting centre 0845 300 9923 (8.30 to 5.a.m.)

**Investigation** – Many accidents are obvious as to their cause because they are minor. However all accidents should be at least discussed with the company safety advisor and any accidents where investigation is deemed necessary be investigated accordingly because the results may be used to improve health & safety. The company will act positively on any accident report/recommendations produced by the company safety advisor accordingly.

Avoiding accidents in the first place is always the best policy and therefore Supervision should monitor on a day to day basis health and safety performance measured against the clear requirements in this safety policy.

## 4. TRAINING & QUALIFICATION

All new employees will receive basic health & safety awareness (induction) training on starting with the company. The following safety training is provided:-

1. Safety Inductions for all employees on starting with the company.
2. Training for employees on safety matters as identified by the risk assessments.
3. On the job training under supervision until adequate competence is achieved.

*(Health & Safety at Work Act: section 2. Management of health & Safety at Work Regulations regs: 10 & 13. HSEINDG345 “Health & Safety Training”)*

## 5. CONSULTATION & COMMUNICATION

All in house training, refresher training and toolbox talks must invite consultation and comment from the employees, and in addition any comment instigated by an employee unilaterally should be accepted for management consideration to ensure they have a full say if they do not agree safe standards are being met.

Any comments must be returned to the attention of Mr. Roy Harding for answering or for action. Communication of any changes to safety risks or requirements will be via supervision or the safety advisor as appropriate.

### **6. ELECTRICAL SAFETY & WORK EQUIPMENT SAFETY.**

**Portable electrical appliances** - Are PAT tested and certificated to intervals as recommended by the HSE under INDG236.

The company shall work to HSE guidance and all portable appliances that plug in to power sources and therefore can be unplugged and carried about, will be checked for faults to INDG236. Faults may include:-

- Damage, cuts and abrasions to the cable covering
- Damage to plugs/connectors e.g. cracked casing, loose/bent connecting pins
- Non-standard jointing e.g. repairs using tape.
- Cables not secure as they enter the appliance thus exposing internal wiring
- Damage or loose outer covering of the appliance
- Lack of proper size fuse and cord grips
- Signs equipment is being used in unsuitable conditions e.g. wet electrical equipment or electrical equipment being used in flammable dusts
- Signs of overheating – smell of burning, scorch marks
- Intermittent operation or reported operational faults

**Non – powered equipment** – Like stepladders, will be inspected as above but not tested.

## 5. RISK ASSESSMENTS AND SAFETY METHOD STATEMENTS

**Generic** – All safety controls required in the staff health & safety handbook will be formulated from generic risk assessments. This will be done by management and the safety officer

**Site specific** – For specific projects the risk assessments will be modified according to site conditions and the project content. A safety method statement will be added.

## 6. DUTIES UNDER THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS

We will comply fully with the management of health and safety at work regulations as they relate to our specific work and our work on construction sites. In particular we will:-

**To comply with regulation 3** – We will make suitable and sufficient assessments of the risk to health and safety of our employees and anyone who may be affected by the work that we do. These risks will be both job specific depending on what we do and site specific depending where we do it and the conditions therein.

**To comply with regulation 4** – We will apply the correct principles of prevention to the risks accordingly, this will be by reference to the appropriate HSE guidance relating to each of the risks we assess. We aim to promote safe systems of work to HSE standard every time.

**To comply with regulation 5** – We will effectively make appropriate health and safety arrangements on sites by effective planning, organisation, control and monitoring and review of the preventative and protective measures

**To comply with regulation 6** – We will regularly assess the risk for any health surveillance which may be necessary to check that health precautions to prevent occupational health problems are adequate and working.

**To comply with regulation 7** – We will engage adequate health and safety assistance to comply with all statutory duties placed upon us by health and safety law and to practically apply HSE guidance in health and safety control

**To comply with regulation 10** – We will inform our employees from site to site of the risks they face in working on that specific sites and the specific safety controls required pursuant to regulation 4 and the requirements of HSE guidance and the clients own safety rules and requirements.

**To comply with regulation 11** – We will cooperate and co-ordinate with other contractors on site with a view to ensuring health and safety is achieved across the board during times when more than one contractor may be attendant on the site. We will co-ordinate our works with fellow contractors in the works schedule.

**To comply with regulation 13** – We will organise a training matrix and provide adequate health and safety training on induction into the business and in respect of safety training needs as they arise and in connection with the type of work operatives do and the risks they face.

## 7. SAFETY ARRANGEMENTS

### 7.1. MANUAL HANDLING REGULATIONS 1992

We will assess all manual handling operations that exceed the filter chart in the above regulations. We will provide equipment and methods of handling to reduce the manual handling element to as low a level as reasonably practicable.

All operatives must therefore be fully manual handling trained and understand the basic principles of the safe carriage of materials from our transport to point of installation, and the safe handling of these materials during installation, The safety principles involve:-

**Use equipment whenever possible** – Work equipment can take much of the strain out of moving loads. As per the rules on work equipment, supervision to check trolleys and straps are in good condition before each site use.

- ✓ Use delivery vans to get materials as close to the point of delivery/use as possible.
- ✓ Use trolleys to transport materials as much as possible in the circumstances.

- ✓ Use lifts (with clients permission) if the premises have the facility
- ✓ Use ratchet straps to give a good handhold on panels for team lifting.

**Use safe methods to lift and carry** – That take into account safe lifting techniques. Loads are always best handled manually from waist height close to the body to cut out strain from leverage created by bad body posture. The best way to lift and carry is:-

- ✓ With loads being handled with a straight back.
- ✓ With loads being picked up and put down using the legs not the back
- ✓ With loads being handled close to the body.

**Reporting difficulties** – Bad backs are a serious matter as they can be disabling and debilitating. Should any operative start to experience problems this must be reported so the company can investigate the matter through the safety officer. Many bad backs occur without many warning signs and it is important for personal health that this policy and the supervisor's instructions are followed at all times.

## 7.2. WORKING AT HEIGHT REGULATIONS 2005

We will comply with the Work at height Regulations. We will avoid working at height as much as possible. Wherever this is unavoidable we will prevent falls by using work equipment that protects fully with guard rails (podium steps or mini internal towers)

Where stepladders need to be used as access with the above equipment is difficult, they must be used to the following safety precautions:-

- ✓ Be industrial grade in good condition
- ✓ For short term light work
- ✓ Used face on and fully extended
- ✓ Operator not to stand on the top 3 steps so a handhold is possible
- ✓ Second person to foot the steps if necessary

## 7.3. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS

Our work does not include the use of substances hazardous to health. Our policy is not to use these substances

## 7.4. HOUSEKEEPING

On site we operate a policy of safe material storage, safe routing of power leads, and tidy as we go as regards waste, with a final full clean and tidy at the end of each day or each project. Full housekeeping requirements are set out in the company health and safety handbook

## 7.5. PERSONAL PROTECTION/PERSONAL HEALTH

**Personal protective equipment** - If mandatory personal protective equipment is required on a client site we will supply this and employees and sub-contractors must wear this accordingly as it is a client site rule.

**PPE assessments** – Are carried out by management and the safety officer and all PPE is supplied by the company for employees. The PPE requirements in general for our work are set out in the company health & safety handbook, and will be specifically set out in the site specific risk assessments and safety method statements.

## 8. DEALING WITH EMERGENCIES

**First Aid** – We are facilitated with a First Aid ability by **supervisors** acting as *appointed persons* as appropriate. All vans carry a full first aid kit. All supervisors carry mobile phones to speed up help calls. Responsibility for keeping first aid kits fully stocked will lie with supervisors and van drivers.

Employees must report any injury to the appointed person straight away. You MUST then follow their instructions. These may include:-

- **Minor injury** - Immediate treatment to reduce further damage or infection.
- **Major injury** - Immediate treatment and a decision to either call an ambulance or visit casualty at the local A & E.

As where doubt about any injury, condition or ill-health exists, advice can be sought from NHS direct on their phone line of 0845 4647.

**LONE WORKING** – We do not countenance lone working, without special permission and an assessment of risks and precautions necessary.

**Office fire safety** - The fire safety risk assessment and consequent precautions will be based on the HSE's "*Fire Safety – an employer's guide*" *The Fire Brigades Reform (Fire Safety) Order 2005*.

The policy/principles of assessment/control for our offices and depot are:-

- An automatic Fire Alarm tested weekly maintained annually
- A means of escape adequate to Fire Brigade/HSE guidance
- Fire extinguishers maintained annually water and CO2 types
- Staff training to identify potential sources of heat and fuel.
- Staff training in fire precautions and fire emergency action.

## 9. MONITORING OF HEALTH & SAFETY

**Day to day monitoring of employees and the public** – Will be the responsibility of our supervisor or site management team – all can contribute.

## 10. SUB-CONTRACTING THE FITTING OF PACKAGING MACHINERY TO CLIENT SITES

Our policy is to sub-contract the fitting of all packaging machinery we sell to competent companies with the competence and capability to fit such machinery.

We therefore run to a policy of achieving a SSIP level accreditation for sub-contracting, and seek sub-contractors to do this work at client sites who can meet these standards and the equivalent standard in HSE guidance.

## 11. POLICY & HEALTH & SAFETY REVIEW

This safety policy will be reviewed annually or sooner where it may be affected by changes in our operation as follows:-

1. Changes in health and safety legislation that applies to our work.
2. The undertaking of new types of work that introduce new risks
3. Where accident investigation recommends a review of policy
4. Annually from the date on page 2 otherwise.