

# Abridged Version Health and Safety Policy

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## **Jade Tyres LLP**

**Units B & D  
Station Road  
Lincoln Lodge  
Castlethorpe  
Milton Keynes  
MK19 7HJ**

**Tel: 01908 510496**

**Email: waite100@yahoo.co.uk**

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**Produced by:  
Northants Risk Management Solutions**

T: 01604 651091

E: info@northants-rms.com

W: www.northants-rms.com

Suite 5 Green Lodge Barn, Nobottle, Northants, NN7 4HD

# Health & Safety Policy Statement of Intent

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Jade Tyres Ltd recognises its duty to comply with the Health and Safety at Work, etc Act 1974.

Jade Tyres Ltd will, as far as is reasonably practicable:

1. Provide adequate resources to maintain health and safety
2. Carry out risk assessments and review them when necessary
3. Provide and maintain systems of work which are safe and without risk to health
4. Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health
5. Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions
6. Carry out health surveillance, where required
7. Ensure that all machinery, plant and equipment is maintained in a safe condition
8. Make adequate provision and arrangements for welfare facilities at work
9. Keep the workplace safe and ensure that access and egress are safe and without risk
10. Monitor safety performance to maintain agreed standards.

The duties of employees are to:

1. Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work
2. Co-operate with others in the company to fulfil our statutory duties
3. Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.

To ensure that this policy is effective, we will:

1. Review it annually, or on significant changes in our business
2. Make any such changes known to employees
3. Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

Signed: .....

Position: Managing Director

Dated:.....

# Smoking Policy Statement of Intent

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This policy is intended to ensure that all staff and visitors to these premises benefit from a smoke-free environment.

In accordance with current legislation, and as part of its continuous review of health and safety matters, the organisation has considered the current evidence of the health risks associated with passive smoking, as well as the discomfort suffered by non-smokers exposed to tobacco smoke, and the legal position. In order to maintain a safe and comfortable working environment for everyone, the following policy will be enforced.

The aim of the smoking policy is to guarantee the right of non-smokers to breathe smoke-free air at work, while also taking into account the needs of those who smoke. The policy is not concerned with whether people smoke, but with where they smoke while at work.

Any concerns employees may have regarding smoking at work should be reported immediately to a responsible person so that corrective action can be taken if necessary.

## Arrangements for Ensuring the Health and Safety of Workers:

The organisation takes the view that smoking constitutes a fire risk and a hazard to the health of all its employees, both smokers and non-smokers (as a result of “passive smoking”).

Smoking will not be permitted in the premises, or in any company vehicles. This restriction applies at all times, including outside normal working hours.

All visitors, temporary staff, contractors and clients will be expected to abide by the terms of the smoking policy. Appropriate signs will be displayed at all entrances to the premises and employees should tactfully remind visitors of the policy if necessary.

Anyone wishing to smoke may do so in the designated smoking area (adjacent car parking area). Smokers may visit these at any time agreed with their line manager.

Support for smokers: It is recognised that some smokers will need to adjust to this policy and may welcome some support. NHS have Health Trainers who can be contacted FREE for further advice and support on: 0800 085 1988 or Email: [health.trainers@northants.nhs.uk](mailto:health.trainers@northants.nhs.uk). This smoking policy will form part of the health and safety policy. Any employee who ignores the smoking ban will be treated in accordance with the disciplinary procedure and, in the case of repeated offences, may be dismissed from the organisation’s employ.

Signed: .....

Position: Managing Director

Dated: .....

# Drugs & Alcohol Policy Statement of Intent

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Jade Tyres Ltd must provide a safe and healthy working environment. It recognises that this can be put at risk by those who misuse drugs or alcohol to such an extent that it may affect their health, performance, conduct and relationships at work. The policy, which applies to all employees, aims to:

- promote the health and well-being of employees and to minimise problems at work arising from the effects of drugs or alcohol
- identify employees with possible problems relating to the effects of alcohol or drugs at an early stage
- offer employees known to have alcohol or drug-related problems affecting their work referral to an appropriate source for diagnosis and treatment if necessary.

The policy does not apply to an employee who commits a clear breach of company rules due to overindulgence of alcohol on one or more occasions. In these cases, action will be taken under the disciplinary procedure as appropriate.

## Arrangements for Securing the Health and Safety of Workers

The company will, in consultation with workers and their representatives:

- advise all existing employees and all persons starting work of the risks to health arising from the effects of drugs and alcohol (including some legitimately prescribed medications)
- encourage employees who may have drug or alcohol related problems which affect their work to take advantage of the company referral procedure for diagnosis and treatment
- enable supervisors and managers to identify job performance problems that may be attributable to the effects of drugs or alcohol and to consult with the appropriate company specialist to determine whether there is sufficient concern to warrant a medical evaluation
- in cases where the effects on work of misuse of drugs or alcohol is confirmed or admitted, agree upon a programme of treatment in consultation with the company medical advisor and the employee
- instruct the company medical advisor to co-ordinate, monitor and if necessary participate in the treatment, which may involve recourse to, or liaison with, the general practitioner (GP), counsellor, hospital outpatient department or in-patient care.

The company will establish policy rules relating to an employee who is found to have misused drugs or alcohol or admits to the same. The policy rules may cover:

- disciplinary action for refusal to accept help
- conditions for accepting treatment
- future employment if treatment proves to be successful
- observation of medical confidentiality
- effects upon pensions, benefits and employment rights.

### Information and Training

The company will provide sufficient information, instruction and training as is necessary to ensure that all employees have the knowledge required:

- to understand the dangers associated with the effects of drugs and alcohol at work and the company policy regarding this
- to understand the company procedures that will be adopted where there is found to be a deterioration in work performance from these effects
- to understand the legal consequences of their actions.

Managers will be given additional training, as necessary, to enable them to deal with any physiological problems that may arise as a result of the effects of alcohol or drugs upon work performance.

The effects of drugs or alcohol at work can create serious health and safety risks. Therefore, the following rules should be adhered to.

- Do not come to work under the influence of drugs or alcohol.
- Do not bring alcohol or non-prescribed drugs on to company premises.
- Check with your doctor or pharmacist about the side-effects of prescribed medications.
- Never drive or operate machinery if you are affected by drugs or alcohol.
- Ask your GP or the company for guidance and advice on sensible limits of alcohol consumption.
- Offer support and advice to colleagues who you suspect of suffering from alcohol or drug abuse; do not “protect” them by keeping silent.
- Ask for assistance if you feel that matters are beyond your own control.

Signed: .....

Position: Managing Director

Dated:.....

# Environmental Policy Statement of Intent

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Jade Tyres Ltd is committed to the minimisation of the impacts of our activities on the environment and commit to:

- in handling fuels and other hazardous materials associated with their service facilities, to take all essential measures to prevent pollution
- control energy consumption and to continually improve energy performance
- maintain the continual improvement of its environmental performance and the prevention of pollution through the implementation and regular review of its environmental management system.
- meet or exceed the requirements of all applicable legal requirements and other requirements to which we subscribe which relate to environmental aspects
- set and regularly review environmental objectives and targets
- document, implement and maintain the environmental management system
- communicate the environmental management system to all people working for or on behalf of the organisation
- making the policy available to the public.

The management representative, who has the appropriately defined role, authority and responsibility for establishing, implementing, and maintaining the environmental management system and for reporting on performance and recommendations for improvement, is The Managing Director (Mrs Julie Haley).

## Arrangements to Maintain the Environmental Management System

In seeking to secure continuous environmental performance improvement of the organisation we will:

review the organisation's raw material resources to ensure that, wherever possible, recycled materials are employed, the use of non-renewables is minimised and research is directed towards sustainable materials and processes

- conserve energy wherever possible, seeking to reduce its use of fossil fuels
- maintain waste-saving protocols to ensure the recovery of recyclable material
- encourage suppliers and contractors to develop sustainable management practices.

Signed: .....

Position: Managing Director

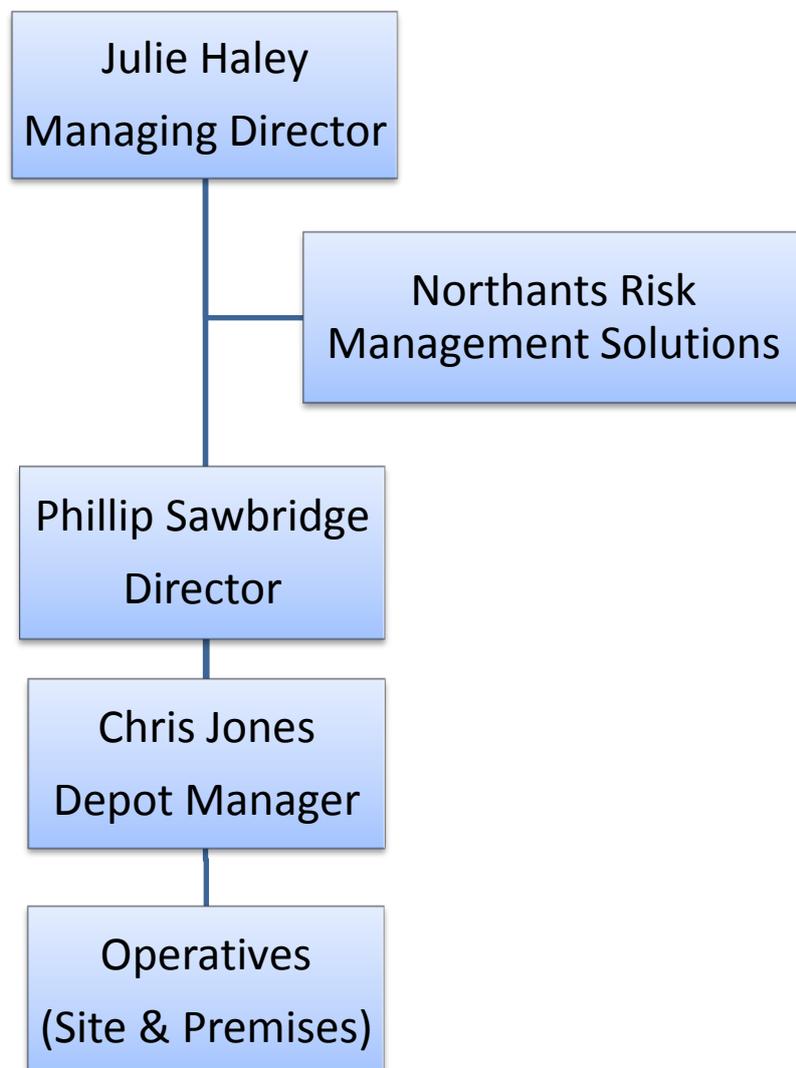
Dated:.....

## Part 2

# Health & Safety Structure

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The company's Health and Safety structure can sometimes reflect the company's management structure, but not necessarily.



# Part 3

## Health and Safety Delegated Responsibilities

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- Directors
- Managers
- First Aiders
- Fire Marshals
- Employees
- Sub Contractors and Sub Contracted Labour
- Health and Safety Compliance Specialist

# Designated Health & Safety Responsibilities:-

## Directors:

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This policy statement details the responsibilities of the company directors. It is recognised that the directors need to take responsibility for health and safety within the organisation. Directors responsibilities are as follows:

The directors are committed to health and safety, will provide leadership and will ensure that health and safety is taken into account when business decisions are taken.

The Directors will be responsible for safety measures at directorate level for matters for which they have control. The Director will assume the employer's responsibility for compliance with the organisation's health and safety policy, relevant legislation and Approved Codes of Practice and Guidance. The Director will:

1. Accept the role in providing health and safety leadership within the organisation formally and in public.
2. Ensure that individual managers also accept their role in providing health and safety leadership.
3. Ensure that health and safety intentions are reflected in Director decisions.
4. Ensure the active participation of employees in improving health and safety.
5. Ensure that it is informed of and alerted to health and safety risk management issues.
6. Promote an interest in and enthusiasm for health and safety matters throughout the organisation.
7. Set a high personal example of health and safety standards.

Health and Safety Policy:

The company Directors will:

1. Administer and interpret the effective implementation of the organisation's health and safety policy.
2. Ensure that health and safety policy statements reflect current board priorities.
3. Cause the organisation's health and safety policy to be translated into effective action at all levels.
4. Make available adequate resources and financial provision for putting the health and safety policy into effect.
5. Ensure that the health and safety policy is signed by the chairman and board of directors.

## Health and Safety Arrangements:

The company Directors, to ensure the effective application of health and safety within the organisation, will:

1. Ensure that they have an understanding of the application of the Health and Safety at Work, etc Act 1974 and other legislation relevant to the organisation's business.
2. Review the organisation's health and safety performance regularly.
3. Ensure that management systems provide effective monitoring and reporting procedures.
4. Be kept informed about significant health and safety failures and of the outcome of the investigations into their causes.
5. Ensure that implications in respect of health and safety are addressed in all business decisions.
6. Ensure that risk management systems for health and safety are in place and effective.
7. Discipline any member of staff failing to comply with the requirements of the organisation's health and safety policy.
8. Liaise with the person(s) appointed for health and safety over the full range of his or her individual responsibilities arrange for a senior director to chair the committee on safety.
9. Ensure that staff are fully involved in health and safety.
10. Ensure that managers and staff are given adequate training in health and safety matters to competently discharge their responsibilities.

# Designated Health & Safety Responsibilities:- Managers:

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Managers' responsibilities are as follows:

1. Identify any health and safety failings which may have been observed or reported by employees or line managers.
2. Investigate causes of any health and safety failings and report these to senior management / directors.
3. Co operate with company and implement operational controls diligently and to the best of their abilities.
4. Ensure no work activities are carried out unless a suitable assessment of risk has been completed.
5. Ensure any significant risks to employees are documented on company risk assessment forms.
6. Ensure personnel under their control have the relevant training and competencies as required by company policies.
7. Inform Line Managers and Directors of any failings in the way that health and safety performance is being managed.
8. Supervise any contractor employed to ensure that they comply with their health and safety management system.
9. Engage only competent contractors.
10. Implement required health and safety operational controls in offices, sites and other areas under their control.
11. Ensure that all personnel with occupational health concerns make contact with their HR Manager.
12. All accidents and incidents are investigated and that root causes are identified.

# Designated Health & Safety Responsibilities:-

## First Aiders:

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The First Aiders' responsibilities are as follows:

1. The appointed First Aider is responsible for ensuring that the First Aid Boxes are kept fully stocked and equipped.
2. All injuries, incidents, and dangerous occurrences at work involving employees or members of the public must be reported and recorded in the Accident Book.
3. The First Aider is responsible for reporting, diseases and dangerous occurrences to management for further investigation.
4. Major accidents or incidents are to be reported to the Enforcing Authority quickly by phone or fax. These and other specified injuries or incidents must also be reported by submitting a completed F2508 report form to the Authority within ten days of the incident.

# Designated Health & Safety Responsibilities:- Fire Marshals:

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The Fire marshals' responsibilities are as follows:

1. To take appropriate and effective action if a fire occurs.
2. Ensure that escape routes are available for use.
3. Identify hazards in the workplace.
4. Record and report their observations.
5. Ensure a fire risk assessment is carried out at least annually and recommendations actioned.
6. In the event of a fire ensure that the alarm has been raised.
7. Check that manufacturing processes have been made safe.
8. Evacuate staff from the building or area involved.
9. Check that any staff or visitors with disabilities are assisted as planned.
10. Call the reporting centre and give details of the location, severity and cause of fire (if known).
11. Fight the fire **ONLY IF SAFE TO DO SO**.
12. Where possible electrical equipment should be turned off and windows shut.
13. When the area which the relevant fire warden is responsible for has been evacuated, a methodical search should be undertaken, to ensure no one remains in the premises.
14. A roll call should be completed at the designated assembly point.
15. Ensure that no-one re-enters the premises until the fire services give their permission to do so.
16. Arrange a fire drill at least annually and identify any issues that may be raised from these.
17. Report all fire drills and there findings.
18. Ensure when new processes in place or equipment used that may pose additional fire risk to company, that these are included within the relevant fire risk assessment and fire action plan accordingly.

# Designated Health & Safety Responsibilities:- Employees:

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Employees' responsibilities are as follows:

1. To read and be familiar with the Employee job description which will normally repeat or expand upon their legal duties.
2. Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
3. Employees are responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
4. To co-operate with management to meet the employer's legal duties.
5. Comply with all safety instructions or procedures.
6. To use all equipment safely.
7. Safety equipment or clothing provided for their personal protection must be used in a proper manner and for the purpose intended.
8. Any employee who intentionally or recklessly misuses anything supplied in the interests of health and safety will be subject to disciplinary procedures.
9. Every employee must work in accordance with any health and safety instruction or training that has been given.
10. No employees may undertake any task for which they have not been authorised and for which they are not adequately trained.
11. Every employee is required to bring to the attention of a responsible person any perceived shortcoming in our safety arrangements.
12. Any defects in equipment or other dangers must be reported to senior management immediately, or as soon as it is safe to do so (this requirement is stipulated by the MHSWR, regulation 14, as amended)
13. Co-operate in the investigation of accidents and incidents.
14. All employees are under a duty to familiarise themselves with this policy.

# Designated Health & Safety Responsibilities:- Sub Contractors & Sub Contracted Labour:

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Sub contractors and sub contracted labours' responsibilities are as follows:

1. Assess all jobs for potential risk and harm. Site specific risk assessments should be completed for each risk identified.
2. Attend site inductions.
3. Provide suitable information, instruction and training to their employees.
4. Provide their employees with relevant safety rules and procedures that need to be followed on site.
5. Ensure adequate consultation with employees regarding the above points.
6. Exchange relevant health and safety information between all parties as required.
7. Ensure co-operation and co-ordination between all parties involved in work and on site.
8. Liaise with employees regarding arrangements in place.
9. Ensure suitable and sufficient management and supervision of all projects is provided.
10. Ensure suitable translation where required.
11. Liaise with client regarding what work to be done, how it is to be done, how and all health and safety factors, precautions to be taken.
12. Follow clients working procedures (e.g. permits to work) where relevant.
13. Report any accidents, incidents, near misses, dangerous occurrences and diseases to the client and relevant enforcing authorities where required.
14. Ensure relevant site documentation has been received from client and that this has been read and understood prior to works commencing (including site plans, asbestos surveys etc).
15. Monitor and audit health and safety performance for all employees on the job.
16. Report any health and safety findings which may affect individuals on site.
17. Do not tamper with health and safety provisions which are provided for their own safety (e.g. fire alarms, fire extinguishers, first aid kits etc).
18. Ensure good housekeeping is carried out.
19. Ensure only safe working equipment, plant or appliances are used.
20. Ensure only trained employees use plant, equipment and appliances.

# Designated Health & Safety Responsibilities:- Health & Safety Compliance Specialist

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Health and Safety Compliance Specialist responsibilities are as follows:

1. The function of a health and safety compliance specialist is to assist the management team, at all levels, in awareness, monitoring and implementation of the organisational health and safety responsibilities.
2. Ensure that there is core knowledge necessary to understand the issues involved.
3. Sufficient ability to apply this knowledge practically by putting it in context for those being advised.
4. Sufficient personal qualities to be able to inform, persuade and advise people with diverse characters and needs, in such a way as to achieve the necessary aims of the organisational safety policy.
5. Identify the root problem or issue in a situation.
6. Identify and obtain sufficient relevant information to determine the cause.
7. Appreciate the limits of personal knowledge and seek further guidance and help.
8. Apply the relevant aspects of the core knowledge to formulate a practicable solution taking into account both legislative requirements and the resources of the organisation.
9. Implement the solution, most often through a third party (e.g. a supervisor or manager).
10. Monitor the operations of an organisation to attempt to foresee future problems and issues that may arise and take pre-emptive action where possible.

# Part 4

## Arrangements and Policies

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- Sections:
- A. H&S at Work Including Safety Inspections & Review
  - B. Consultation, Information, Instruction and Supervision
  - C. Company Inductions
  - D. Managing Risks and Risk Assessment
  - E. Working with Display Screen Equipment
  - F. Manual Handling Operations
  - G. Reducing Slip, Trip and Fall Hazards
  - H. Safe Handling, Use and Disposal of Harmful Substances
  - I. Personal Protective Equipment (PPE)
  - J. Asbestos Management
  - K. Occupational Health
  - L. Health Surveillance
  - M. Welfare Provisions
  - N. First Aid and Accident Investigation
  - O. Fire Safety
  - P. Electrical Safety
  - Q. Training and Competence
  - R. Safe Plant and Equipment
  - S. Working at Height
  - T. Safe Sub Contractors
  - U. Driving at Work
  - V. Lone Working
  - W. Waste Disposal
  - X. Environmental Considerations

# SECTION A:- Arrangements for H&S at Work

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Mrs Julie Haley (Managing Director) and Chris Jones (Depot Manager) are responsible for ensuring the company and all employees are aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley and Chris Jones will carry out internal safety inspections which are to be carried out periodically.

Northants Risk Management Solutions (our external Health and Safety Compliance Specialist) will complete safety inspections annually as part of our retainer Risk Management Package.

Findings within all safety inspections will be discussed at our general meetings and relevant action implemented by the appropriate line managers and supervisors.

This policy will be reviewed and amended as required, (ie during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Workplace (Health Safety and Welfare) Regulations 1992  
Management of Health and Safety at Work Regulations 1999

# SECTION B:- Arrangements for Consultation, Information, Instruction and Supervision

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Mrs Julie Haley (Managing Director) and Mr Chris Jones (Depot Manager) are responsible for ensuring the company and all employees are aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley and Mr Chris Jones will ensure that the appropriate information, instruction and supervision is available for all our employees as required through initial assessment.

This policy will be reviewed and amended as required, (ie during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Workplace (Health Safety and Welfare) Regulations 1992  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996  
Safety Representatives and Safety Committees Regulations 1977

# SECTION C:- Arrangements for Company Inductions

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Mrs Julie Haley (Managing Director) and Mr Chris Jones (Deport Manager) are responsible for ensuring that company inductions are carried out on behalf of the company and all its employees, visitors and contractors. To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Refresher company inductions will be completed every three years or when any changes to our safety and health provisions or the premises occurs.

This policy will be reviewed and amended as required, (ie during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Workplace (Health Safety and Welfare) Regulations 1992  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996

# SECTION D:- Arrangements for Managing Risks and Risk Assessment

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Mr Chris Jones (Depot Manager) is responsible for ensuring that risks within the workplace are assessed and appropriate risk assessments are completed by a “competent person”.

Copies of all risk assessments will be retained within the relevant work areas for ease of access and review.

Mr Chris Jones is responsible in making sure that employees have read, understood and follow the control measures as outlined within the risk assessment. To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place

For internal activities, risk assessments will be reviewed periodically to ensure they remain applicable to working activities. Where work activities may be completed off these premises then site specific risk assessments must always be completed prior to works, to ensure the working environment has been adequately assessed.

Risk assessments will also be completed for venerable groups, under 18yrs, for manual handling and for correct use of display screen equipment. Visitors and contractors to our premises may be required to complete their own risk assessments depending on their intentions.

As part of your retainer Risk Management Package, Northants Risk Management Solutions will review and advice us on our risk assessments.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996

# SECTION E:- Arrangements for Safe use of Display Screen Equipment

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Mrs Julie Haley (Managing Director) is responsible for ensuring that the company display screen equipment is in good working order and used correctly to prevent injuries. This will be done through Display Screen Equipment Risk Assessments which will be completed for every employee prior to commencement of work (if they need to use a computer as part of their working activities). To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place

These assessments can be done by line management or by the employees themselves as part of a self assessment scheme.

Mrs Julie Haley will review all display screen equipment assessments and implement actions where these are clearly identified and required.

These assessments need only be re-done if there are specific problems relating to workstations, complaints are made, new technology is installed or if the set up of the premises changes (ie, through refurbishment, relocation or construction).

This policy will be reviewed and amended as required, (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996  
Health and Safety (Display Screen Equipment) Regulations (DSE) 1992

# SECTION F:- Arrangements for Safe Manual Handling

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Mr Chris Jones (Depot Manager) is responsible for ensuring that manual handling assessments are carried out, on behalf of the company and all its employees, visitors and contractors. To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mr Chris Jones is responsible in making sure that employees have read, understood and follow the control measures as outlined within the risk assessment.

For internal manual handling activities, risk assessments will be reviewed periodically to ensure they remain applicable to working activities. Where manual handling work may be required off these premises then site specific manual handling assessments must always be completed prior to works, to ensure the working environment has been adequately assessed.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996  
The Manual Handling Operations Regulations 1992

## Section G:- Arrangements for Reducing Slip, Trip and Fall Hazards

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Mrs Julie Haley (Managing Director) and Mr Chris Jones (Deport Manager) are responsible for ensuring good housekeeping techniques are carried out, on behalf of the company and all its employees, visitors and contractors. To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley and Mr Chris Jones are responsible in making sure that employees have read, understood and follow the control measures as outlined within the relevant risk assessments.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

### **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Workplace (Health and Safety and Welfare) Regulations 1999

# SECTION H:- Arrangements for the Safe Handling and Use of Substances

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Mrs Julie Haley (Managing Director) is responsible for ensuring safe handling, use, storage and disposal of potentially hazardous substances which is to be done through assessment. COSHH assessments are to be carried out, on behalf of the company and all its employees, visitors and contractors. To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley is responsible in making sure that employees have read, understood and follow the control measures as outlined within the relevant COSHH assessments.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations (COSHH) 2004  
Health and Safety (Consultation with Employees) Regulations 1996

# SECTION I:- Arrangements for Personal Protective Equipment

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Mr Chris Jones (Depot Manager) is responsible for ensuring that relevant PPE is available on behalf of the company and all its employees, visitors and contractors. To make them aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mr Chris Jones is responsible in making sure that employees have the correct PPE for their protection. That PPE is worn, cleaned and stored correctly and that any defected PPE is replaced as soon as is possible.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations (COSHH) 2004  
Personal Protective Equipment Regulations 2002

# SECTION J:- Arrangements for Asbestos Management

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Mrs Julie Haley (Managing Director) is responsible for ensuring that the premises have an asbestos survey and if present that an asbestos management plan is implemented. It is suspected that the roof to main stores is constructed with asbestos corrugated sheets. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley is responsible to ensure that asbestos to any external sites does not affect employees where servicing or repair works may be carried out. If in doubt, such information will be requested from our clients which should be covered as part of our site inductions prior to works being carried out. All operatives will confirm they have received, read and understood such information prior to any working activities on external sites.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations (COSHH) 2004  
Control of Asbestos Regulations 2012

# Section K

## Arrangements for Occupational Health:-

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Mr Chris Jones (Deport Manager) is responsible for ensuring that all employees health is protected at work. Risk and COSHH assessments are to be read and understood by relevant employees and the correct control measures implemented to reduce exposure to hazardous substances, fumes, vapours, dusts, gases, vibration, noise and stress. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mr Chris Jones is responsible to ensure relevant assessments are reviewed and that control measures remain effective.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

### **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations (COSHH) 2004  
Control of Noise at Work Regulations 2005  
Control of Asbestos Regulations 2012  
Control of Lead at Work Regulations 2002  
Control of Vibration at Work Regulations 2005

# SECTION L:- Arrangements for Health Surveillance

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Mrs Julie Haley (Managing Director) and Chris Jones (Depot Manager) are responsible for ensuring that all employees health is protected and monitored at work. Risk and COSHH assessments are to be read and understood by relevant employees and the correct control measures implemented to reduce exposure to hazardous substances, fumes, vapours, dusts, gases, vibration, noise and stress. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley is responsible to ensure ill health at work is investigated and that where applicable medical help is sought (from a local practitioner or through the local EMAS office). Further screening to be carried out when required. To ensure that where appropriate, cases of ill health are reported to the local authorities and that all records are kept to comply with the Data Protection Act and are retained for forty years.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Control of Substances Hazardous to Health Regulations (COSHH) 2004  
Control of Noise at Work Regulations 2005  
Control of Asbestos Regulations 2012  
Control of Lead at Work Regulations 2002  
Control of Vibration at Work Regulations 2005

## SECTION M:- Arrangements for Welfare Provisions

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Mrs Julie Haley (Managing Director) is responsible for ensuring that welfare provisions are in place on the premises and on sites for employees, visitors and contractors. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley is responsible to ensure the working environment is comfortable to suit working conditions.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

### **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Workplace (Health Safety and Welfare) Regulations 1992

# SECTION N:- Arrangements for First Aid and Accident Investigation

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Mrs Julie Haley (Managing Director) is responsible for ensuring that adequate first aid provisions are provided and that the appropriate number of employees has first aid training. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley is responsible to ensure that all accidents and incidents are recorded and investigated to ensure root causes are found and action plans implemented to prevent re-occurrence. The accident book is to be reviewed periodically for trend analysis.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Workplace (Health Safety and Welfare) Regulations 1992  
The Health and Safety (First-Aid) Regulations 1981  
The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
(amended 2012)

# SECTION O:- Arrangements for Fire Safety

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Mr Chris Jones (Depot Manager) is responsible for ensuring that adequate fire safety provisions are provided, maintained and that the appropriate number of employees have fire safety training. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mr Chris Jones is responsible to ensure that appropriate fire wardens or marshals are designated and trained, that the fire alarm and emergency lighting systems (where applicable), provision of fire extinguishers, and the appointment of competent engineers to undertake the installations and routine service requirements and will also oversee the appointment of Northants Risk Management Solutions Ltd to undertake the fire risk assessment annually or sooner if required.

The fire wardens or marshals are responsible to ensure the implementation and operation of the fire safety procedures.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Workplace (Health Safety and Welfare) Regulations 1992  
Regulatory (Reform Fire Safety) Order 2005

# Section P:- Arrangements for Electrical Safety

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Mrs Julie Haley (Managing Director) is responsible for ensuring that all electrical equipment, tools and machinery within the workplace is safe and undergoes a frequent inspection schedule. Any electrical items that are not inspected or that fail an inspection, will not be permitted at work and will be replaced. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley is responsible to ensure that appropriate Portable Appliance Testing is completed and that the fixed electrical installations are certified every 3-4 years for the premises.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Provision and Use of Work Equipment Regulations 1998  
Electrical Equipment (Safety) Regulations 1994  
Electricity at Work Regulations 1989  
The IET Wiring Regulations 17<sup>th</sup> Edition

## SECTION Q:- Arrangements for Training and Competency

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Mr Chris Jones (Depot Manager) is responsible for ensuring that all employees and contractors have the relevant training to carry out working activities safely. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mr Chris Jones is responsible to ensure that refresher training is completed every three years and that records are kept. To ensure a training matrix is kept up to date and training gap analysis reviews are frequently carried out.

Mr Chris Jones is to ensure that only trained and competent contractors are used on behalf of the company undertakings.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

### **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and lifting Equipment Regulations 1998  
Health and Safety (Consultation with Employees) Regulations 1996

# SECTION R:- Arrangements for Safe Plant and Equipment

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Mr Phillip Sawbridge (Director) is responsible for ensuring that all equipment, plant and machinery is inspected and checked, serviced and maintained. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mr Phillip Sawbridge and Mr Chris Jones (Deport Manager) are responsible to ensure that maintenance, service and checks are recorded and retained for reference and review. Inspections are completed for work and lifting equipment as specified under the appropriate regulations and that the relevant test certificates are received and recorded.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998  
Vibration at Work Regulations 2005  
Noise at Work Regulations 2005

# SECTION S:- Arrangements for Working at Height

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Mrs Julie Haley (Managing Director) is responsible for ensuring that working at height is avoided wherever possible and that all equipment, plant and machinery is appropriate for working at height as required. That the hierarchy of control for working at height (avoid, prevention of falls and minimise consequences of a fall) has been followed. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Provision and Use of Work Equipment Regulations 1998  
Lifting Operations and Lifting Equipment Regulations 1998  
Working at Height Regulations 2005

# SECTION T:- Arrangements for Safe Working Sub Contractors

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Mrs Julie Haley (Managing Director) and Chris Jones (Depot Manager) are responsible for ensuring that only safe contractors are employed by reviewing sub contractors Health and Safety competency. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley and Chris Jones are responsible to ensure that audits are completed on works carried out by sub contractors to ensure standards are being adhered to.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996

## SECTION U:- Arrangements for Driving at Work

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Mrs Julie Haley (Managing Director) and Chris Jones (Depot Manager) are responsible for ensuring that employees have the appropriate driving license prior to driving at work. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

Mrs Julie Haley and Chris Jones are responsible to ensure that relevant inspections, checks and insurance is in place for all vehicles used at work. Records are to be retained.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

### **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996  
The Working Time Regulations Amended 2003  
Lifting Equipment and Lifting Operations Regulations 1998

## SECTION V:- Arrangements for Lone Working

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Mrs Julie Haley (Managing Director) and Chris Jones (Depot Manager) are responsible for ensuring that employees have the appropriate awareness training for lone working and that procedures are followed. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

### **Statutory Provisions**

Health and Safety at Work etc Act 1974  
Management of Health and Safety at Work Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996

# SECTION W:- Arrangements for Waste Disposal

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Mr Phillip Sawbridge (Director) is responsible for ensuring that the company waste disposal procedures are appropriate and ethical. Wherever possible waste is avoided, reduced or recycled. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provisions**

Site Waste Management Plan Regulations 2008  
The Hazardous Waste (England and Wales) Regulations 2005 (amended 2009)  
Special Waste Regulations 1996  
The List of Wastes (England) Regulations 2005

# SECTION X:- Arrangements for Environmental Considerations

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Mrs Julie Haley (Managing Director) and Phillip Sawbridge (Director) are responsible for ensuring that the company considers the impact its activities have on the environment and to reduce this impact to an acceptable level. Wherever possible energy consumption will be reduced and monitored by implementing company environmental procedures. To make all employees, visitors and contractors aware of this policy and to ensure that records are kept as evidence that this consultation has taken place.

This policy will be reviewed and amended as required (ie, during changes to our company activities or due to changes within Health and Safety Legislation).

## **Statutory Provision**

Environmental Protection Act 1990  
The Climate Change Act 2008