



Health & Safety Policy

August 2021



Amendment Record

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Introduction

The Management of **Humphrey & Stretton** promote health and safety measures as a mutual objective for themselves and their employees.

They also acknowledge their obligations, under the Health & Safety at Work Act 1974, and the Management of Health & Safety Regulations 1999.

Humphrey & Stretton have a commitment, as far as is reasonably practicable to prevent personal injury and ill health, prevent damage to property and to protect employees, contractors and visitors, coming into contact with the company or its activities from any foreseeable hazard and danger.

The Health and Safety Policy establishes the Health and Safety programs, which need to be implemented, to control the different type of operations.

General Statement of Intent

The Management of **Humphrey & Stretton** promote health and safety measures as a mutual objective for themselves and their employees.

They also acknowledge their obligations, under the Health & Safety at Work Act 1974, and the management of Health & Safety Regulations 1999.

Humphrey & Stretton have a commitment, as far as is reasonably practicable, to prevent personal injury and ill health, prevent damage to property, and to protect employees, contractors and visitors, coming into contact with the company or its activities, from any foreseeable hazard and danger.

The policy provides an outline for setting and reviewing occupational Health & Safety objectives, and will be documented, implemented, and maintained.

The Policy will be communicated to all persons working under the control of **Humphrey & Stretton** to ensure that they are made aware of their individual occupational Health & Safety obligations and will be available to other interested parties.

In particular, the Management recognises its responsibility:

- To provide and maintain safe and healthy working conditions.
- To promote training and instruction to enable employees to perform their work safely.
- To maintain a continuing and progressive interest in health and safety.
- For all statutory requirements for health and safety.
- To commit to preventing personal injury and ill health.
- To consult with and involve employees in health and safety matters, wherever possible.
- To ensure a safe environment for all parties whilst on the premises.
- To commit to comply with legal requirements to which **Humphrey & Stretton** subscribes, relating to its occupational health and safety hazards, including Health & Safety Codes of Practice and other relevant industry regulations.

The Management of **Humphrey & Stretton** also recognise that their employees have a duty to co-operate in implementation of health and safety policies by:

- Working safely.
- Meeting their statutory duties.
- Reporting incidents which have led or may lead to injury or damage.
- Following the health and safety procedures and Safe Systems of Work.

The Health and Safety Policy will be reviewed periodically and revised as often as may be deemed necessary to ensure it remains relevant, compliant and is appropriate to the organisation.

The Policy will take into consideration changes or additions to statutory safety requirements, or modifications to operating procedures.

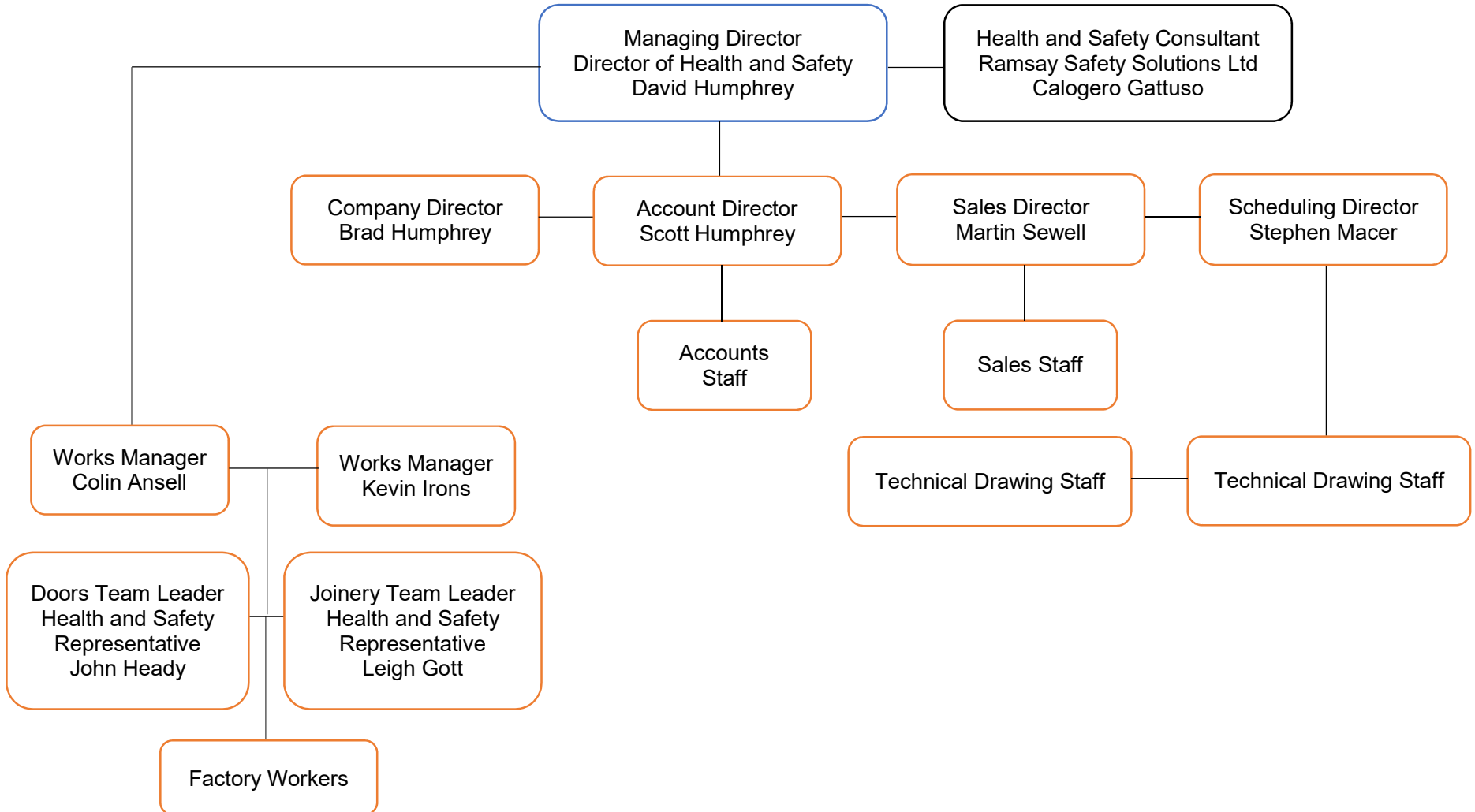
The Health and Safety Policy includes a commitment to the continual improvement of the occupational Health & Safety Management System, and Occupational Health & Safety performance.

The overall responsibility for compliance for **Humphrey & Stretton's** Health & Safety Policy remains with the Director of Health and Safety.

Signed by:

Name: David Humphrey
Job title: Director of Health & Safety
Date: 18th August 2021

Organisational Structure – August 2021



Roles & Responsibilities of Senior Managers

David Humphrey has overall responsibility for health and safety in the workplace and for ensuring that adequate resources are made available to allow the implementation of this Policy.

Colin Ansell and **Kevin Irons** have day-to-day responsibility for ensuring that this Policy is implemented.

All Supervisors and **Managers** must adequately supervise the work activities of employees and others under their control, to ensure that Safe Systems of Work are being followed.

Employers Responsibilities

Further to the Policy Statement, and the need to ensure compliance with the Health & Safety at Work Act 1974, and other relevant health and safety legislation.

Humphrey & Stretton will:

- Provide and maintain safe plant and equipment and Safe System of Work.
- Ensure materials and substances used are properly stored, handled, used, and transported.
- Assess the risk to the health and safety of anyone who may be affected by work activities.
- Consult with employees on matters affecting their health and safety, and that all employees are competent to do their tasks.
- Provide information, training, instruction, and supervision.
- Provide a safe place of employment.
- Provide a healthy working environment.
- Provide a written Health and Safety Policy.
- Look after the health and safety of other people, in addition to employees.
- Consult with Safety Representatives.

Employees Responsibilities

Employees have a legal responsibility to take care of the health and safety of themselves and others who may be affected by their actions or omissions, and to co-operate with Supervisors and Managers on health and safety issues.

Employees should not interfere with any item provided to safeguard their health and safety and should report all health and safety concerns to the appropriate person as set out in this Policy.

Consultation with Employees

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

Employees can be consulted on matters affecting their health and safety by **direct consultation on an individual basis** or through the **appointed Health and Safety Representatives**.

The following Health and Safety Representatives have been appointed:

Lee Gott and **John Heady**

Information & Supervision

Employers must display the Health & Safety Law poster.

The Health & Safety Law poster is displayed at a suitable location, visible to all persons.

Health and Safety advice is available from **Ramsay Safety Solutions Ltd**, acting as the competent advisors.

Employers have an added duty to young persons to provide information, instruction, training, and supervision. Supervision given to young people must be greatly increased to ensure that they are fully supervised at all times.

Supervision of any young workers or trainees will be undertaken and monitored by:

Colin Ansell and **Kevin Irons** are responsible for ensuring that all employees working at locations under the control of other employees, are given relevant health and safety information.

Reporting Accidents, Investigating & Monitoring

Ramsay Safety Solutions Ltd will ensure, as far as possible that accidents and dangerous occurrences are recorded and reported where necessary to the enforcement authority (HSE or local Council). Incidents, ill-health, and dangerous occurrences will be investigated, and appropriate control measures be put in place to prevent re-occurrence.

All employees are required to report all accidents and work-related causes of sickness absence to:

David Humphrey

(Office Employees)

Colin Ansell
Kevin Irons

(Operations)

Calogero Gattuso

(Ramsay Safety Solutions Ltd)

The purpose of reporting such incidents and any subsequent investigation is to identify the underlying cause(s) and any contributing factors, to prevent a recurrence.

Ramsay Safety Solutions Ltd are responsible for investigating accidents with **David Humphrey**.

David Humphrey and **Ramsay Safety Solutions Ltd** are responsible for investigating work-related causes of sickness absence.

David Humphrey is responsible for acting on investigation.

If necessary, **Ramsay Safety Solutions Ltd** will assist to analyse causes, to prevent reoccurrence.

To monitor the implementation of safe working practices, and to assess whether the practices are being effectively pursued, **Ramsay Safety Solutions Ltd** will carry out twelve monthly audits once instructed by the client.

First Aid

Employers are required by law to have First Aid provisions in the workplace, and to ensure that a qualified First Aider or an 'appointed person' is always present.

An appointed person is authorised, in the absence of a trained First Aider, to take charge of the situation if there is a serious injury or illness.

They should record all the cases they treat. Each record should include at least the name of the patient, date, place, time and circumstances of the accident and details of the injury suffered and treatment given.

The records should be kept in a cabinet in the canteen area are readily available.

The First Aid box is kept in the **Canteen Area**.

The contents of the First Aid boxes will be checked monthly by the appointed First Aiders.

The current trained appointed First Aiders are:

Colin Ansell	(Office)
Kevin Irons	(Office)
Scott Humphrey	(Office)
Rowina Smith	(Office)
Robert Eveleigh	(Factory)
Lee Gott	(Factory)
John Giford	(Factory)
Michael Heady	(Factory)

All accidents and instances of work-related ill health will be recorded in the Accident Book which is kept in a secure area in the **Office Area**.

Ramsay Safety Solutions Ltd as the competent Health & Safety Advisors, will be responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

Emergency Procedures

All employees should read the Fire Action Notices provided in all areas of the workplace, giving details of the company's Fire and Emergency Procedures.

The current trained appointed Fire Wardens are:

Colin Ansell

Lee Gott

John Heady

Training

All employees must receive Health & Safety Induction training as soon as possible after starting their employment, and job specific health and safety training where work activities require it.

Training will also be provided when risks change. **David Humphrey** has a responsibility to identify training needs, and to arrange and monitor training of all employees and others under their control.

A Training Needs Analysis should be conducted for each job, as it may highlight a training requirement. Appropriate training must be provided within a reasonable time scale.

Records of all training undertaken by employees will be kept by:

David Humphrey (Office)

Colin Ansell & Kevin Irons (Operations)

Colin Ansell and **Kevin Irons** will provide Induction training for **Operational** employees.

David Humphrey or **Scott Humphrey** will provide Induction training for **Office** employees.

Ramsay Safety Solutions Ltd and other outside competent training companies, will provide job specific training for the following subjects:

- Manual Handling Awareness
- Fire Warden Training
- First Aid Training
- COSHH Awareness
- Safe Use of Work Equipment
- Safe Use of Personal Protective Equipment
- Corporate Manslaughter

Workplace & Welfare Facilities

Humphrey & Stretton have a duty to protect the health and safety of anyone in the workplace.

Storage & Maintenance:

Humphrey & Stretton will ensure that all buildings and structures are maintained in a safe condition.

- Regular workplace inspections will take place to identify any potential safety issues.
- Entrances and exits will be maintained and kept clear. All flooring and floor coverings will be kept in good condition.
- Employees are responsible for the stacking and storing of materials and equipment, so they do not fall. All materials must be stacked or stored safely to avoid falling. Materials and equipment must also be arranged in a way that does not block entrances, exits, roadways.
- Only competent and authorised employees can undertake maintenance work. Employees must not undertake any maintenance activities beyond their capability.

Cleanliness & Waste:

Humphrey & Stretton will ensure the regular disposal of waste materials, so to not allow the build-up on any combustible materials.

All employees are responsible for keeping work areas in a clean and safe condition, to avoid slips and trips, as far as possible. Any concerns must be notified to the Directors.

Employees are expected to clean up spills immediately and report any spillages of dangerous materials to the Directors.

Welfare Facilities:

Humphrey & Stretton will:

- Provide enough toilets and wash basins for those expected to use them.
- Separate facilities for men and women with lockable doors.
- Clean facilities.
- A supply of toilet paper and, for female employees, a means of disposing of sanitary dressings.
- Facilities which are well lit and ventilated.
- Facilities with hot and cold running water.
- Enough soap and other washing agents.
- A basin large enough to wash hands and forearms if necessary.
- Means for drying hands, e.g. paper towels or a hot air dryer.
- Showers where necessary, e.g. for particularly dirty work.
- **Humphrey & Stretton** will meet their legal obligations by considering the needs of those with disabilities.

Drugs & Alcohol

Humphrey & Stretton recognise the importance of the health and welfare of employees with regards to the influences of Drugs and Alcohol whilst at work.

The consumption of alcohol and the use of controlled drugs whilst at work (including when driving), are strictly forbidden.

Any person found to be using controlled drugs, “legal highs”, or otherwise under the influence at work will be removed for their safety and the safety of others. Such action could be subject to disciplinary proceedings.

Employees are required to notify **Humphrey & Stretton** if they are using prescribed drugs, to ensure that their job placement is not affected.

Employees must not take illegal drugs or consume alcohol of any type whilst at work.

Humphrey & Stretton reserve the right to test employees for drugs and alcohol.

All employees and non-employees working on behalf of **Humphrey & Stretton** will adhere to The Health & Safety at Work Act 1974 and Misuse of Drugs Act 1971.

Any employee who is feeling the effects of drugs or alcohol must not attend work and contact **Humphrey & Stretton** for assistance and advice.

Health Surveillance

Humphrey & Stretton have a duty to ensure that work activities do not cause illness. All reasonably practical steps will be taken to make the workplace safe and healthy.

Humphrey & Stretton will inform employees of any health risks associated with the work they undertake.

Employees are encouraged to report any health concerns, including work-related stress immediately to **David Humphrey** in confidence.

Humphrey & Stretton will ensure that adequate rehabilitation time is given, prior to returning to work after a period of absence.

Humphrey & Stretton will monitor the health of employees by issuing an annual Health Questionnaire. Employees are reminded to practice good personal hygiene.

Health surveillance will be arranged by **David Humphrey**, if applicable.

Health surveillance records are kept by **David Humphrey**.

Health surveillance is required for the following roles following a Risk Assessment:

Shop floor operatives

Display Screen Equipment

Humphrey & Stretton have a duty of care to all employees using Display Screen Equipment (DSE).

All DSE workstations will be assessed. Affected employees will be given sufficient information and instruction in setting up a comfortable and suitable working environment.

The cost of an appropriate eye test, together with cost of basic glasses, required solely for computer use, will be met by **Humphrey & Stretton**.

Where possible, employees will take regular breaks when working on long repetitive computer work.

Safety Signage

Humphrey & Stretton will ensure that clear warning signs are provided at strategic locations to warn people of danger. Additional signage will be provided, if identified through a Risk Assessment.

Employees are required to abide by instructions given on safety signage. Visitors must comply with the defined signage, as necessary.

Humphrey & Stretton will review the adequacy of safety signage on a regular basis.

Safe Systems of Work

To reduce the risk of injury and ill-health, best practices will be followed when undertaking work activities. Some type of work undertaken may present a significant risk. Safe Systems of Work have been prepared to give safety guidance. These are available from **Humphrey & Stretton**

All employees must read the guidance in the Safe Systems of Work.

Specific Safe Systems of Work will be prepared as needed. Amendments will include additional hazards which have been highlighted as a result of an inspection or audit of the workplace, as a result of an accident, or through the purchase of additional equipment, machinery, or substances.

All employees must co-operate by following the Safe Systems of Work, Risk Assessments and COSHH Assessments including the use of PPE.

Permit to Work

Colin Ansell or **Kevin Irons** will manage high risk activities by implementing a Permit to Work System. High risk work includes significant Work at Height, live electrical work, Hot works.

Colin Ansell is responsible for the management of the Permit to Work system.

Colin Ansell or **Kevin Irons** are responsible for issuing Permit to Works for employees/contractors undertaking high risk work.

Colin Ansell or **Kevin Irons** are responsible for ensuring that relevant employees/contractors receive adequate information, instruction, and training in the use of the Permit to Work System.

Risk Assessments

Every work activity will be subject to a health and safety Risk Assessment, prior to each activity starting in consultation with those who will undertake the work in accordance with the Management of Health & Safety at Work Regulations 1999.

Health and Safety Risk Assessments will be reviewed every six months or when significant changes in the work activity occur, whichever is soonest.

These Risk Assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

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

A written record of the assessments will be provided identifying any significant hazards and describing the preventative and protective measures required to avoid, eliminate, reduce, or control the risks identified to a tolerable level.

The control measures must be implemented, adequately maintained and records kept of any monitoring or maintenance of equipment undertaken.

Health and Safety Risk Assessments will be undertaken by **Ramsay Safety Solutions Ltd** or by a **trained competent person**.

The findings will be reported to **David Humphrey, Colin Ansell** and **Kevin Irons**.

Action required to control health and safety risks will be approved by **David Humphrey** or **Scott Humphrey**, who will be responsible for ensuring the action required is implemented.

Ramsay Safety Solutions Ltd together with **David Humphrey, Colin Ansell** and **Kevin Irons** will check that the implemented actions have removed or reduced the risks.

A separate Fire Risk Assessment will also be undertaken by a “responsible person”. The findings will be implemented by **David Humphrey**. This is in accordance with the Fire Reform Order 2005.

David Humphrey, Colin Ansell and **Kevin Irons** will also check that the implemented actions have removed or reduced the risks. The Fire Risk Assessment will be reviewed every twelve months or when any significant changes in the work activity, risk, or any premises changes occur, whichever is the soonest.

Hazardous Substances

Using chemicals or other hazardous substances at work can put people's health at risk.

The law requires employers to control exposure to hazardous substances to prevent ill health.

The main law on hazardous substances at work is in the Control of Substances Hazardous to Health Regulations 2002 ("COSHH").

It defines hazardous substances and must include the most hazardous chemicals (including waste and by products), biological agents and any dust. Harmful substances which are covered by COSHH include the vast majority of commercial chemicals, many of which have a warning label.

Examples may include bleach and other cleaning agents with a warning label, glues and adhesives, solvents, paints, oils. The list is not exhaustive.

Ramsay Safety Solutions Ltd are responsible for identifying all substances requiring a COSHH Assessment.

Ramsay Safety Solutions Ltd are responsible for undertaking COSHH Assessments.

David Humphrey, Colin Ansell and **Kevin Irons** are responsible for ensuring that all actions identified in the assessments are implemented.

Colin Ansell and **Kevin Irons** are responsible for ensuring that all relevant employees are informed of the COSHH Assessments.

Ramsay Safety Solutions Ltd are responsible for checking that new substances can be used safely before they are purchased.

Assessments will be reviewed every six months or when the work activity changes, whichever is soonest.

Personal Protective Equipment

Personal Protective Equipment will be provided by the company free of charge. The relevant PPE must be worn at all times whilst carrying out the work.

Details of the correct PPE will be made available to employee. E.g. safety footwear, eye protection, hearing protection, hardhats, high visibility clothing, gloves, and respiratory protection equipment.

No employee will be permitted to start work without the correct PPE, and the necessary information, instruction, and training to enable him/her to utilise the equipment correctly, and without risks to safety and health.

It will be the responsibility of **Colin Ansell, Kevin Irons, Lee Gott,** and **John Heady** to monitor the wearing of PPE on sites under their control. Persons found to be breaching Personal Protective Equipment rules will be subject to disciplinary procedures.

Employees must report any loss or defect in the PPE provided to the Management. Employees must ensure that their PPE is checked before use and cleaned, maintained, and stored in accordance with manufacturer's instructions.

Safe Plant & Equipment

When selecting and purchasing items of plant and equipment it is essential that, as far as possible, such items are safe and are appropriate for the task and location for which they are intended to be used. This is in accordance with legislation, such as the Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Ramsay Safety Solutions Ltd, David Humphrey, Colin Ansell and **Kevin Irons** are responsible for ensuring that any new plant and equipment meets health and safety standards before purchase.

Account must be taken of the persons required to use the items, which must be selected to minimise any possible adverse effects to the user and other persons who may be affected.

It is also essential that all plant and equipment is kept safe through regular maintenance and inspection. All employees must be trained to use the equipment safely and are aware of instructions provided by manufacturers and suppliers.

Any problems found with plant and equipment must be reported to **David Humphrey, Colin Ansell** or **Kevin Irons**

Colin Ansell and **Kevin Irons** are responsible for identifying plant and equipment requiring maintenance.

David Humphrey, Colin Ansell, Kevin Irons and **Ramsay Safety Solutions Ltd** are responsible for ensuring effective maintenance procedures are drawn up.

David Humphrey, Colin Ansell, Kevin Irons and **Ramsay Safety Solutions Ltd** are responsible for ensuring that all identified maintenance is implemented.

David Humphrey has a duty to ensure that equipment which is subject to Statutory Inspection will be tested by a competent person at regular intervals.

Hand Arm Vibration

Humphrey & Stretton have put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS), which can be caused by exposure to vibration. Excessive vibration can cause nerve damage, vibration white finger or carpal tunnel syndrome.

This will enable **Humphrey & Stretton** to satisfy its obligations of the Control of Vibration at Work Regulations (2005) and the Management of Health and Safety at Work Regulations 1999.

Humphrey & Stretton will identify tasks which could expose workers to excessive levels of vibration, assess the risk and implement suitable control measures to reduce the risks from vibration.

Humphrey & Stretton will ensure that any employee likely to be exposed to high vibration levels receive suitable information, instruction, training, and supervision.

Employees must comply with the control measures to prevent or reduce exposure to vibration in accordance with their training.

Any employee exposed to significant levels of vibration will be requested to participate in Health Surveillance.

Low vibration levels will be included in the specifications for all new plant and equipment to ensure that where possible the hazards are reduced or controlled.

Noise

Humphrey & Stretton have a duty to prevent or reduce the risks to health from exposure to noise. Regular exposure to high noise can cause deafness and Tinnitus.

Noise Assessments will be carried out whenever it is suspected that noise levels may be above 80 dB(a), and hearing protection will be provided for all operatives.

Where noise levels are at 85 dB(a) or above the company will take measures to reduce the exposure of noise to its employees, by other means.

All noise hazard areas will be clearly marked. Suitable hearing protection will be made available where the risks cannot be reduced by other means.

Hearing protection must be used by employees, in accordance with the training given.

Noise levels will be included in the specification for all new plant and equipment to ensure that, as far as practicable, new noise hazards are not introduced.

The wearing of hearing protection will be enforced.

Manual Handling

Ramsay Safety Solutions Ltd will carry out specific Manual Handling Assessments for any necessary operation which requires a details assessment, once authorised by **Humphrey & Stretton**

Manual Handling Assessments will consider the load to be handled, e.g. tools, equipment etc., its size and weight, the individual, the task, and the environment in which the task takes place.

The assessment will also consider the possibility of utilising mechanical means to minimise the risks arising from Manual Handling.

Employees will receive guidance and training in the safe lifting and handling techniques for specific tasks to be carried out.

Employees must use any lifting aids or handling systems provided. They must also follow any guidance provided and inform the management of any manual handling concerns.

Records are kept of all maintenance and statutory inspections, where required.

Electrical Safety

Humphrey & Stretton have a duty to protect workers, contractors, and visitors against the risk of death or personal injury from electricity.

Fixed Installations:

Humphrey & Stretton will ensure that electrical installations and equipment are installed and maintained, in accordance with the current IEE Regulations.

The electrical installation will be tested every five years by a competent electrician.

Detailed records of the testing will be retained, in line with statutory requirements.

Portable Appliances:

Humphrey & Stretton will arrange for a competent person to inspect and/or test the portable electrical appliances where required.

All employees are required to check the condition of all portable electrical equipment before use.

Any problems with portable appliances must be reported to **David Humphrey** and taken out of use until repaired or replaced.

Circuit breakers and RCD trip devices are regularly checked and maintained.

David Humphrey will ensure that portable electrical equipment is tested in accordance with the current HSE Guidance on P.A.T testing.

