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# Health and Safety Policy

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## **GENERAL STATEMENT OF INTENT**

An important priority of Spill Defence Limited's operations is to ensure that a safe and healthy working environment exists for all its employees and that Health & Safety is made an essential part of managing the business.

An effective Health & Safety Policy requires the full co-operation of all employees and others who may be affected by it. Every encouragement will be made to ensure there is sufficient consultation to promote commitment to the implementation of the policy. This will involve the direct involvement of everyone.

The company will therefore ensure there is understanding of the policy to enable its effective implementation and maintenance at all levels. The company is committed to achieving high levels of Health & Safety performance, with compliance to legal requirements as the minimum standard. Where appropriate, improvements in performance will be achieved.

The company sees the management of Health & Safety as the prime responsibility of management.

Adequate and appropriate resources will be provided to support the implementation of this policy.

The Company will also ensure that all levels of employee and all others acting on their behalf are competent.

In order that the policy is being effectively implemented periodic reviews, at least yearly, will be carried out by the senior management team. In support of this, regular auditing will be carried out to identify strengths and areas for improvement.

**Signed**

**Date**

**Title**

## ORGANISATION & RESPONSIBILITIES

### **DIRECTOR - HEALTH & SAFETY (H&S)**

To ensure there is an effective Health & Safety Policy for the Company and that it is continuously appraised for its effectiveness in preventing injuries, losses or damage to property and that risks are minimised for those affected by the company's operations.

To ensure that legal compliance is achieved and maintained as a minimum standard.

By consultation and the joint involvement of management and employees, enlist the active interest, participation and support of employees in promoting good standards of Health & Safety management at work.

To ensure that all concerned are fully aware of their own personal responsibilities and accountabilities for Health & Safety.

To ensure Health & Safety is a permanent agenda item at regular meetings of Directors and Line Managers.

To ensure, by the Risk Assessment process, the identification and control of significant hazards and that periodic checks are made to ensure that appropriate safety controls are appropriate, installed, used and monitored.

To ensure all levels of employees understand, actively support and implement the Health & Safety Policy, procedures and safe systems of work.

To ensure that functional Line Managers assess the competence ensure all employees, contractors and sub-contractors, and Duty Holders (e.g. Electricity) under their control.

To promote and maintain interest and enthusiasm for Health & Safety amongst all those they control. To be aware of legislation, Common Law and Codes of Practice etc. affecting the company's operations. To ensure that the Company's activities are conducted in such a way that the public are not exposed to risks to their safety or health.

To ensure the provision of competent Health & Safety advice.

To ensure that there are agreed yearly Health & Safety Objectives and Targets and they are understood by those responsible for their achievement.

To ensure that health and safety factors are fully considered when new methods, processes, work practices and procedures are considered and introduced.

Conduct an annual review of site Health & Safety to identify achievements and areas of future activity.

Ensure that all statutory inspections, tests, training and reports are carried out.

## **ALL DIRECTORS AND LINE MANAGERS**

Directors and Line Managers are responsible for the Health and Safety of employees and all other personnel who may be affected by their work.

They must therefore: -

Lead by example

Contribute to and fully support the Health & Safety Policy.

Ensure that those whom they control are competent and have sufficient information instruction, training and resources so that they are able to fully implement the Health & Safety Policy, procedures and safe systems of work.

Ensure the implementation of statutory legislation, Common Law and Codes of Practice as they affect their areas of responsibility.

Ensure that all Risk Assessments are carried out for all significant activities carried out by the company including General Risks, Manual Handling, Hazardous Substances, etc.

Monitor and achieve the Health & Safety Objectives and Targets

Continuously monitor and improve safety performance in their section

Promote and maintain healthy and safe working amongst all those they control, promoting their co-operation and assisting them in resolving problems.

Seek competent assistance to resolve any issues that they cannot safely control.

Ensure emergency provisions are identified, implemented and maintained.

Ensure all hazards are identified, the risks assessed and all control measures including the provision of Personal Protective Equipment are installed and maintained.

Ensure that all contract personnel are competent and co-operate with the policy provisions.

Ensure all Work Equipment is properly maintained and that all those using the equipment are competent and are provided with clear instructions especially those requiring special training.

Ensure prompt attention is given to breaches of the policy, procedures and controls.

#### HEALTH & SAFETY CONSULTANT (Competent Person)

When called upon to support the Company on Health & Safety matters.

#### EMPLOYEES

All employees are responsible for:-

Complying with the Company Health & Safety Policy, Rules, procedures and safe systems of work.

Taking all due care for the Health and Safety of both themselves and their fellow employees through their actions or inaction.

Co-operating with the company in the maintenance of Health & Safety controls including the wearing and appropriate use of Personal Protective Equipment as required.

Co-operating with the Company in the implementation and observation of all statutory requirements.

Not misusing or interfering with anything provided by the Company.

Reporting all incidents or hazards outside their personal control to their immediate Supervisor.

Reporting any shortcomings in the Health & Safety Policy arrangements.

Carrying out only the tasks for which they have been authorised and trained and are deemed competent.

Co-operating with the Company where arrangements have been made for all levels of employees, either directly or through representatives, to consult on Health & Safety matters e.g. a Health & Safety Committee or Forum.

#### CONTRACTORS

All contractors working on behalf of this organisation shall be responsible for themselves, their employees and subcontractors employed in: -

Carrying out adequate risk assessments relating to the planned activities with particular reference made to working alongside this organisation's personnel.

Complying with all Statute and Common Law Requirements.

Complying with this organisation's Health & Safety Policy, all health, safety, environmental, fire, security and site instruction requirements.

Ensuring all equipment brought onto site shall be safe and only used accordance with manufacturer instructions and legal requirements.

Reporting to the nominated organisation manager, any unsafe act or unsafe condition that may come to their notice.

Ensuring that a copy of this organisation's Contractors Rules and Regulations Booklet has been obtained at contract proposal stage and before work starts and all provisions enforced.

## **HEALTH & SAFETY ARRANGEMENTS**

### **ACCIDENT REPORTING AND INVESTIGATION**

Procedures will be in place to ensure that all incidents are reported and investigated. Management will assess the immediate action to be taken. The accident book and Accident Report Form will be completed and in serious cases a report made to the Health and Safety Executive. Employees who witnessed the accident may be required to assist in completing the accident report.

The departmental manager will investigate all reported accidents, defects and near misses and establish the causes and submit a report to management. Reports will be maintained in the main office.

Remedial action will be taken to prevent further accidents.

### **COMPANY VEHICLES**

Additional assessments will be carried out on the company's Fleet Management.

All vehicles will be in a roadworthy condition and all drivers competent for the particular categories of vehicle they drive. Driving licences will be checked by the Company on a regular basis to ensure validity. Drivers will be expected to inform the Company of any medical condition, accident or driving conviction (potential or actual) that may impact on their ability or legal status to drive.

Particular attention will be given to the provisions of The Highway Code.

### **CONTROL OF CONTRACTORS & SUB-CONTRACTORS**

Provision will be made to ensure The Company engages competent contractors and subcontractors who will conform to work practices acceptable to the company.

Control will include the provision for assessing risks especially at the interface with Company personnel.

All contractors will be officially authorised by the company and be entered on an Authorised Contractor List. Only authorised contractors will be engaged by the company.

### **DISPLAY SCREEN EQUIPMENT (DSE)**

For users, the Company will assess the risks and hazards relating to DSE.

The Company will provide appropriate health surveillance, including annual eyetests, for DSE users in line with applicable legislation.

All forms and documentation will be contained in the Health & Safety Manual. Completed forms will be retained confidentially with due regard to the personal nature of the information.



## **DRUGS AND ALCOHOL POLICY**

No illicit drugs or alcohol will be allowed on site. The Company will develop and implement an appropriate drugs and alcohol policy, which will be strictly enforced.

## **ELECTRICITY**

Electricity constitutes a significant hazard to personnel therefore appropriate controls will be implemented to avoid the danger. Live working will be prohibited, unless it can be technically justified, and appropriate risk assessments and control measures are in place.

Only authorised, trained and competent persons will be allowed to work on electrical equipment and distribution systems. The Company will endeavour to ensure that such persons have appropriate knowledge of the Statutory and IEE Wiring Regulations in order that they can properly discharge their responsibilities.

Appropriate rules and safe systems of work will be developed and implemented subject to the degree of risk involved in the work.

Routine maintenance of equipment and systems will be carried out, as determined by the supplier or other competent person.

Fixed installations will be examined every 5 years or as determined by the supplier. Portable equipment will undergo regular documented inspection as determined by the Competent Person. All Portable equipment will undergo visual inspection prior to use.

Records will be kept covering the routine maintenance and testing of systems and equipment and the training of relevant personnel.

Where the Company uses the services of an electrical contractor, evidence of the competence of its employees will be provided in written form and validated by a competent person.

No item of personal electrical equipment will be brought or used on the Company site unless authorised, tested and confirmed as safe to operate.

## **EMERGENCIES INCLUDING FIRE PRECAUTIONS**

Fire and all foreseeable emergencies will be subject to the Risk Assessment procedure identifying further areas for improvement where appropriate.

Procedures will be written to affect the safe evacuation of all personnel who may be affected including employees, customers, visitors and contractors.

Information on emergency procedures will be displayed in prominent positions within the company's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures.

## **FIRST AID PROVISIONS**

The Company will provide appropriate First Aid facilities.

The names of First Aiders and Appointed Persons will be displayed on notice boards.

Except in an emergency or directed by a qualified first aider, all other personnel will be prohibited from administering first aid.

Personnel will be asked to volunteer to act as first aiders and will be selected on aptitude and merit.

First aiders will be responsible for providing first aid to injured personnel until more medically qualified personnel can take over.

## **FORK LIFT TRUCKS (FLTs)**

Goods are moved around the site, loaded and unloaded from lorries by FLTs. They constitute a significant site hazard and therefore require an appropriate degree of control.

Only trained and authorised personnel who have successfully completed a recognised competency course are allowed to drive FLTs. All other personnel are prohibited from driving or using them.

## **GUARDING**

Although limited in number the company does operate some machinery and equipment that requires guarding, in addition racking and other stationary equipment requires some form of guarded protection. The company will ensure that the type of guarding is appropriate and effectively controls the hazard. All guarding arrangements will be subject to the approval and advice of a competent person.

Consideration will be given to the installation, servicing, maintenance, and use of the equipment and guards.

Employees will ensure that all applicable guarding is correctly fitted and functioning before using any machine, tool or equipment. Regular checks will be made of racking guards.

Any guard found to be faulty or missing will be reported to the immediate supervisor and the machine, tool or equipment taken out of use until repaired.

Appropriate records will be kept of guarding arrangements and checks.

## **HAZARDOUS SUBSTANCES**

Hazardous substances constitute a hazard within the company. To reduce the risk of injury or ill-health all substances will be part of the Risk Assessment process and any appropriate controls will be implemented.

All those using hazardous substances on behalf of the company will be competent in their use and will be monitored in the use of all the necessary controls.

There will be appropriate storage for all hazardous substances and only minimum amounts kept in the work area.

### **HEALTH & SAFETY COMMUNICATIONS**

The company will introduce and maintain arrangements whereby all levels of employees have the facility to be part of the policy implementation and review programme and be consulted on health & safety issues.

### **HEALTH & SAFETY TRAINING**

The company will ensure that its employees are competent in the duties that they carry out. Appropriate information, instruction and training will be identified, planned and given at all stages of development including initial induction and whilst carrying out their duties.

Particular attention will be given to the individual gaining an understanding of the workplace hazards and control measures, the appropriate level of legal requirements and obligations and the implementation of the company policies and procedures.

All training will be evaluated for effectiveness. All training will be documented.

### **HOUSEKEEPING**

Effective housekeeping is essential in controlling hazards of all workplaces. It is a requirement that housekeeping is seen as everyone's responsibility. Housekeeping will be planned and appropriate equipment provided. Provision will be made for the safe collection, storage and disposal of waste.

### **LADDERS AND ACCESS EQUIPMENT**

All equipment will be properly maintained and regularly checked by a Competent Person, visually checked before use, stored correctly, logged and carry and identification mark.

All personnel using access equipment will be competent and authorised, and have suitable, sufficient and documented information, instruction and training before work starts.

All defects will be reported and where possible repaired. Where appropriate all items that cannot be repaired will be rendered unusable and safely disposed of.

### **MANUAL HANDLING**

Manual handling constitutes a significant hazard to employees, however, appropriate controls will be established to ensure that the risk is minimised.

All manual handling tasks will be assessed and appropriate controls established. A hierarchical system of controls will be considered including avoidance, mechanical assistance and/or other improvements and training.

### **MONITORING PERFORMANCE**

Health, Safety & Welfare will be monitored in a number of ways by routinely checking all aspects of the company's activities. These may include:

- Workplace Inspections
- Document Inspections.
- Observing Tasks
- Audits & Management Reviews

### **NORMAL AND EMERGENCY LIGHTING**

The Company will ensure that adequate and appropriate lighting is installed and maintained for normal and foreseeable emergency situations.

### **OFFICE SAFETY AND HEALTH**

Office activities will be subject to Risk Assessment. There will be a designated manager responsible for office safety and health.

All office equipment and machinery will be subject to appropriate controls such as inspection and testing. All office staff will be subject to the company information, instruction and training requirements.

### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

PPE will be used where risks to health and safety cannot be controlled adequately by other means i.e. PPE will only be used as a last resort. PPE will be suitable for the hazard that is to be controlled, maintained to an operational standard, stored in suitable accommodation and returned to that accommodation after use. PPE will be appropriate and compatible with the user and the hazard it is selected to control.

There will be a written issue and replacement procedure and all those who will wear PPE will undergo appropriate training.

### **RISK ASSESSMENT**

The company will ensure that suitable and sufficient Risk Assessments are carried out for all activities entailing risk and for those affected by its operations

The company will further ensure that Risk Assessments will be carried out by any third party (e.g. customers & contractors) where they may affect company personnel or their operations.

## **SAFE WORKING PROCEDURES**

Safe working procedures will be produced to cover all significant activities and will be included in the Risk Assessment system to ensure that tasks are planned and carried out safely. Consideration will be made for the safety of all personnel affected, property and the environment. Full training will be given to those developing and operating the procedures.

## **SAFETY SIGNING**

Where appropriate, all residual hazards identified during the Risk Assessment process that are not controlled in any other way will be identified by Safety Signs. The signs will conform to legislative requirements and be appropriate to the target audience and location.

A maintenance regime will be installed to ensure they remain effective.

## **SMOKING POLICY**

Smoking is allowed on site but only in designated areas. All personnel including customers, visitors and contractors will be subject to the company Smoking Policy.

## **STORAGE**

Storage constitutes a significant area of the company operation. All storage and storage systems will be subject to the Risk Assessment process.

Storage racking systems will be subject to appropriate inspection and maintenance regimes. Racking systems will be maintained in a safe and secure condition.

All racking systems will be appropriately secured with safe access to all areas maintained at all times.

Safe storage practices will be followed at all times. All employees will be expected to abide by safe storage practices.

## **WASTE MANAGEMENT**

The Company will seek to nominate a Waste Manager.

All waste will be segregated and handled in a safe manner. Waste containers will be suitable for the waste, correctly labelled and suitably positioned for easy access and maintenance.

All those associated with the waste management process will be appropriately trained.

The Company will carry out its Duty of Care responsibilities as far as is reasonably practicable.

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All those associated with the waste management process will be appropriately trained.

The Company will carry out its Duty of Care responsibilities as far as is reasonably practicable.

Provision will be made for all foreseeable emergencies and spillages associated with the storage and disposal of waste.

## **WELFARE**

In accordance with statutory requirements, the company has provided employees with access to adequate welfare facilities whilst at work. This includes suitable and sufficient sanitary conveniences, washing, changing and rest facilities, an adequate supply of drinking water, and accommodation for clothing. The company will arrange for these facilities to be maintained in a clean condition but all employees have a responsibility for maintaining cleanliness.

## **WORK EQUIPMENT & MAINTENANCE**

The Company will provide all necessary plant and equipment. Such equipment will meet all relevant E.C. and British Standards and legal requirements.

Electrical and mechanical safety standards of the equipment provided will be checked periodically and any necessary maintenance or repairs to damaged equipment will be carried out immediately.

Employees must not use equipment that is defective. All defects observed in plant and equipment must be notified to the supervisor responsible as soon as it is discovered

Authorised and specially trained personnel will carry out all maintenance tasks.

All borrowed or hired equipment will be accompanied by all the relevant inspection and maintenance records.

## **WORKING OUTDOORS**

Provisions and training will be put in place to ensure that employees are advised of the dangers of working outside including in the sunshine. Suitable reminders will be given via Tool-Box talks