

# **THOM ENGINEERING LTD**

## **HEALTH AND SAFETY GENERAL POLICY**

# **INTRODUCTION**

**THOM ENGINEERING LIMITED  
GORSE STREET  
BLACKBURN  
BB1 3EU**

This manual defines and establishes the Health & Safety Policy required under the Health & Safety at Work etc. Act 1974. It is designed to control all areas of risk arising from our activities that may affect both employees, others and members of the public.

The Policy details responsibilities; safe working practices and provides information to monitor the effectiveness of this Policy.

D.G. Farnworth Training have been appointed as the "Competent Person" under Regulation 6 of the Management of Health & Safety at Work Regulations 1999 and the following individuals are authorised to consult at any time:

***MR. BRYN ROBERTS***

**HEALTH & SAFETY POLICY ISSUED  
3<sup>rd</sup> March 2004**

## HEALTH AND SAFETY OUR POLICY STATEMENT OF INTENT

1. It is the policy of Thom Engineering Limited to provide and maintain a safe and healthy working condition for all of our employees. Providing appropriate equipment, processes and safe systems of work covering all our activities.
2. Our management accepts the responsibility for applying the above and for providing suitable and sufficient information, instruction and training at all times.
3. Other people are affected by our activities, i.e. customers, representatives, members of the public, contractors etc. Our management fully accept responsibility to provide appropriate levels of safety i.e. Permit To work, method statements etc.
4. We will provide suitable facilities and/or make necessary arrangements for the welfare of all our employees at work.
5. Where risk to safety or health need to be assessed under a specific duty or regulation we will ensure that Risk Assessment is carried out and that all actions resulting from the assessment are implemented. All hazards realised from the assessments will be communicated to all members of staff and public where necessary.
6. We will provide suitable information, instruction and training regarding the safety of all our services and/or products.
7. We plan to minimise the risk created by our work activities, products and services, organise ourselves in a way which secures involvement and participation at all levels and measure performance on a continual basis. Our commitment to this Policy will assist us to develop a positive Health and Safety culture. It is the intention of the company to maintain continuous improvement at all times.

SIGNATURE: 

POSITION: Managing Director

DATE: 10 August 2004

FOR AND ON BEHALF OF  
THOM ENGINEERING LIMITED

The company will attempt to demonstrate a progressive improvement in its injury and ill health record. The company will monitor Health and Safety on a day to day basis but will also monitor occupational ill health, looking for problems that may occur in the future.

To this end the organisation will utilise the principles of Health and Safety Practices, which will form the agenda of the committees review.

We determine that the key elements of successful Health and Safety management are set out as follows:

***1. Policy:***

The Policy's aim is to achieve the preservation and development of physical and human resources and reductions in financial losses and liabilities. The Health and Safety Policy will influence/allow activities and decisions and operations of a safe working system. It will be instrumental in the delivery of all our products and services including the control and disposal of all waste to include recycling thus helping the environment.

***2. Organising:***

To achieve high standards the company will be structured and operated so as to put our Health & Safety Policy into constructive practice. This will be helped by the creation of a positive culture, which secures involvement and participation at all levels. This will need to be sustained by effective communication and enable all of our employees to make a responsible and informed contribution to our Health & Safety effort. The visible and active leadership of senior management is necessary to develop and maintain a culture supportive of Health & Safety Management.

***3. Planning:***

The company will adopt a planned and systematic approach to the implementation of this Policy. It will use Risk Assessment methods to decide priorities and set objectives for hazard elimination and risk reduction. Wherever possible a hierarchy of elimination will be used. Wherever possible risks will also be eliminated by careful design of facilities, equipment and processes. Where this is not possible other safe systems of work and personal protective equipment (the last line of defence) will be used.

***4. Measurement of Performance:***

Failures of control will be assessed through active monitoring which will require thorough investigation of all accidents, ill health, incidents and near misses with the potential to cause harm or loss. It will always be the intention of the company to both determine the immediate cause and more importantly, determine the root cause.

***5. Auditing and Review:***

Learning from all relevant experience and applying the lessons learned are important elements in the effectiveness of our Health and Safety Management. Systems will be put into place to both audit and regularly review the whole of our Health and Safety Management system. This will form the basis for self-regulation and address Sections 2 to 6 of the Health & Safety at Work etc. Act 1974.

# **HEALTH AND SAFETY RESPONSIBILITIES**

**THE MANAGEMENT OF HEALTH AND SAFETY AT  
WORK AND FIRE PRECAUTIONS (WORKPLACE)  
(AMENDMENT) REGULATIONS 2003**

**SUMMARY OF DUTIES AND RIGHTS**

These regulations became law on October 27 2003. The main change introduced by the Amendment Regulations is to allow both employers and employees to bring a civil claim against each other for breaching these regulations. The most common example is where a workplace accident occurs and the employer is prosecuted for having failed to carry out a suitable and sufficient Risk Assessment.

**Employers Duties:**

- § access risks to the health and safety of their employees and others who may be affected in order to identify the measures needed to comply with relevant Health and Safety Law. Employers with five or more employees must record the significant findings of the Risk Assessment.
- § make arrangements for implementing the Health and Safety measures identified as being required by the Risk Assessment. Arrangements for planning, organisation, control, monitoring and review must be covered. Again employers with five or more employees must record these arrangements.
- § appoint competent person/people (from inside or outside the organisation) to help with the implementation of these Health and Safety arrangements.
- § Set up emergency procedures.
- § Provide information to employees, which can be understood as well as provide adequate training and instruction.
- § Work together with other employers sharing the same workplace where appropriate.

## SUMMARY OF HEALTH AND SAFETY RESPONSIBILITIES

### **MR. BRYN ROBERTS – MANAGING DIRECTOR**

1. Will have a good understanding of The Health and Safety Regulations, approved codes of practice, and published guidance notes affecting the company and its operations. He will also strive at all times to ensure that the company and its employees receive the most updated legislation to allow him to carry out his duties.
2. Will provide suitable and sufficient machinery, plant and equipment that is safe to use and which receives maintenance as appropriate to ensure the absence of risk to health or injury.
3. Will ensure that effective communication channels are provided i.e. minutes of all committee meetings to be published and made available to all employees via a Health and Safety notice board and where requested provide Health and Safety representatives from the shop floor.
4. Will ensure that all suitable and sufficient types of personal protective clothing and equipment be made available to all employees covering all areas of work where applicable.
5. Will ensure that all operators receive suitable and sufficient training, all training records continually updated, appropriate to the tasks that they will be expected to undertake.
6. Will ensure that the company's fire precautions are fully met via Fire Risk Assessment and ensure all sites are adequately covered for first aid to meet with at least the minimum statutory requirements.
7. Will ensure that all accidents/incidents are investigated and reported as required (*RIDDOR, 1995*).
8. Will ensure that all environmental aspects affecting the company (see Company Environmental Policy) as well as heating, lighting, ventilation, welfare facilities, washing, sanitary, eating, potable drinking water are provided and maintained.

9. Will be instrumental in the planning and setting of standards to be achieved and in measuring performance against those standards and in reviews, which indicate that, the company and its systems achieve the required results.
10. Will ensure the safety of all general public whilst on the company's premise.
11. Will continually review the effectiveness of this Policy ensuring that it is maintained in line with the company's development.
12. Will ensure the provision of funds and sufficient insurance to meet the company's needs.

## **SUMMARY OF HEALTH AND SAFETY RESPONSIBILITIES**

### **APPOINTED MANAGERS, SAFETY REPRESENTATIVES**

1. The Appointed Managers will be directly responsible for the implementation of the company's general policy on Health and Safety.
2. They will understand the objectives of the Policy and will ensure observance of the safety rules and stipulated methods of work.
3. Will ensure that all subordinate employees fully understand and observe all aspects of the company's general policy on Health & Safety.
4. Will ensure that all employees know what first aid and fire equipment is provided, where it is kept and are familiar with its use and what action to take in the event of a fire, accident or sudden illness.
5. Will cooperate in the regular inspection/audit of the areas of the company under control to ensure compliance with the objectives of the company's Safety Policy.
6. Will ensure that any authorised information regarding Health and Safety matters is communicated to all employees concerned.
7. Will ensure that any matters relating or concerning Health & Safety reported by any employee is both recorded and appropriate action taken.
8. Will advise the Managing Director of any item deemed to be unsafe or any breach of a statutory requirement in any area of the company, which they cannot effectively deal with.
9. Will ensure that all plant, machinery, tools and equipment are both maintained in a safe working condition and where necessary taken out of service until repaired or replaced. Suitable and sufficient training will be given in the provision and use of all work equipment and records updated appropriately.

10. Will cooperate in all investigations and reports regarding all accidents and injuries/dangerous occurrences in all areas of the company affected by its accident injury reporting procedure.
11. Will help in the management of induction to all new employees undergoing appropriate training; .
12. Will bring to the attention of the Managing Director any information or new legislation affecting Health & Safety which cannot be effectively dealt with.
13. Will ensure that all work on repairs and maintenance to secure the safe working of any machinery or equipment is given priority and carried out promptly. Where this is not possible then the machinery or equipment should be taken out of service, labelled/quarantined until repairs can be implemented.

## **SUMMARY OF HEALTH AND SAFETY RESPONSIBILITIES**

### **ALL EMPLOYEES**

1. Comply with the Health and Safety Policy
2. Fully observe all safety rules
3. Report any safety hazards within their work area
4. Fully conform to any written or verbal instructions given to them to ensure their personal safety and the safety of others
5. Dress sensibly and safely for their particular working environment
6. Conduct themselves in an orderly manner and refrain from horseplay both in the workplace and on customers premises
7. Use all equipment/personal protective equipment provided safely
8. Avoid any improvisations of any form, which would create an unnecessary risk to their personal safety and to the safety of others
9. Maintain all equipment in good condition and report any defects to their manager when they occur
10. Report all accidents and incidents/near misses to the management whether injury is sustained or not
11. Attend as requested any training course designed to further their needs of Health and Safety
12. Observe all laid down procedures
13. Observe all Fire Risk Assessment procedures including the company's smoking policy.

**ADDENDUM:** In addition to the above responsibilities the Health & Safety at Work etc. Act 1974 places a legal duty on all employees under Section 7 to (a) take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work and (b) to cooperate with management to enable the employer to carry out his legal duties or any requirements as may be imposed

## **SAFETY RULES**

### **A. WORKING PRACTICES:**

1. Employees must not operate any piece of equipment including transport unless they have been trained and authorised to do so.
2. Employees under the age of 18 years must not operate any piece of equipment unless they have received (a) sufficient training and (b) are under adequate supervision/monitoring
3. Employees must not make any repairs or carry out any maintenance work of any description unless authorised to do so
4. Employees must use all substances, chemicals and liquids in accordance with the information given either by management or via information data sheets or labelling
5. Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use
6. Employees must observe all pedestrianisation areas that have been marked accordingly and must maintain access/egress by both good housekeeping and awareness of storage within these pedestrianisation parameters.

### **B. HAZARD WARNING SIGNS AND NOTICES:**

1. All employees must comply with all hazard/fire warning signs and notices displayed throughout the company's premises.

### **C. WORKING CONDITIONS AND ENVIRONMENT:**

1. Employees must make good use of all equipment and facilities provided to control working conditions/environment
2. Employees must keep stairways, passageways and aisles clear and in a clean and tidy condition at all times.
3. Employees must dispose of all rubbish, scrap and waste in the appropriate receptacles and must follow a 'clean as you go' procedure at all times
4. Employees must clear up all spillages or liquids within the work area in the prescribed manner. Employees must deposit all waste chemicals and/or other substances into the correct disposal points as designated by management

5. Employees must not pollute watercourses, sewers or drains with any chemicals or substances at any time.

**D. PERSONAL PROTECTIVE CLOTHING:**

1. All employees must use all items of personal protective clothing/equipment provided as instructed and both store and maintain in the appropriate manner
2. All employees must report any damage, loss or fault/unsuitability of protective clothing/equipment to their manager.

**E. FIRE PRECAUTIONS:**

1. All employees must comply with the laid down emergency procedures as stated by management
2. Employees must not obstruct any fire escape route, fire equipment or fire doors
3. All employees must report any use of fire fighting equipment to their supervisor

**F. COMPANY'S TRANSPORT:**

1. Drivers must carry out daily checks of their vehicles prior to use notifying management of any problems found
2. Employees must not drive or operate any vehicle for which they do not hold the appropriate licence. All driving licences must be photocopied and held on file in the designated Health and Safety cabinet
3. Employees must not carry unauthorised passengers or unauthorised loads or use vehicles for unauthorised purposes
4. Employees must adhere to the load capacity
5. Employees must not drive or operate vehicles whilst suffering from a medical condition or illness that may affect their driving or operating capability

6. All drivers must understand and adhere to the fact that whilst working alongside any operator who does not smoke, then due to passive smoking, he must not smoke in the cab.
7. All operators considered to be 'second man' should be trained in Banksman Duties i.e. trained as a second person to be used when the vehicle is reversing into any hazardous situation. Training record to be updated.

#### **G. ACCIDENTS:**

1. Employees must seek medical treatment for any injury that they may receive no matter how slight it may be. Upon returning from treatment they must report the incident to supervision
2. Employees must report all accidents and dangerous occurrences to management as soon as it is practically possible
3. Employees must report damage to property.

#### **H. HEALTH:**

1. Employees must report to management any medical condition, which may affect the safety of themselves or others
2. Employees must cooperate with the management on the implementation of the medical and occupational health provisions.

#### **I. RULES COVERING GROSS MISCONDUCT:**

Any employee will be liable to summary dismissal if he or she is found to have acted in any of the following ways

1. A serious or wilful breach of safety rules
2. Any unauthorised operation of any piece of equipment/vehicle
3. Any unauthorised removal of any item of first aid equipment
4. Wilful damage, misuse or interference with any item provided in the interests of health and safety
5. Unauthorised removal or defacing of any label, sign or warning device
6. Any smoking in any designated "no smoking" area including company vehicles (see F6)
7. Any horseplay or practical jokes, which could cause accidents
8. Making false statement or in any way deliberately interfering with evidence following an accident, incident or dangerous occurrence

9. Misuse of any item of equipment, utensil, fixture, fitting, vehicle or electrical equipment.

## **FIRE PROCEDURES**

Our business recognises that procedures for dealing with both the prevention and control of fire are of vital importance. This section of the Policy therefore notes procedures for:

- § Fire drills and evacuations
- § Responsibilities
- § Fire Instruction Notices

As part of our fire procedures a full Fire Risk Assessment has been written up and recorded and filed in the designated Health & Safety cabinet. All fire call points are individually tested on a rotational basis, weekly, by a designated member of staff. This test is recorded and filed appropriately. Full monthly safety audits are also carried out across all sites addressing all fire hazards in the workplace i.e. build up of rubbish, combustibles etc. Within this audit the operator also notes the position and safe functioning of all fire fighting equipment, all fire doors cleared, aisles cleared and safe access/egress for all personnel and others.

### **IN THE EVENT OF A FIRE THE PERSON/S RESPONSIBLE FOR FIRE SAFETY**

1. Will ascertain the location of the fire and its extent
2. Will ensure that the fire brigade has been alerted
3. Will initiate a roll call for all employees and customers/visitors
4. Will liaise with the senior fire officer giving information concerning
  - (a) location of fire
  - (b) missing employees and visitors
  - (c) any dangerous chemicals
  - (d) isolation of servicing points i.e. gas isolation.
5. Will liaise with the senior fire officer before entering the building
6. Will ensure that all discharged extinguishers are replaced

## **FIRE PREVENTION**

The person responsible for fire safety:

1. Will ensure that fire equipment is regularly tested and serviced with full records kept
2. During this testing and servicing carry out extinguisher training with the contactor involved
3. Will ensure that all employees are instructed on the fire procedures and on the use of all fire fighting equipment
4. Will carry out regular inspections/safety audits. To ensure that fire safety provisions are maintained to a satisfactory level at all times. Full records to be kept of all inspections/safety audits.
5. Will carry out both fire alarm testing/evacuation on a scheduled basis. Full records to be kept.

## **ACCIDENT/INJURY REPORTING PROCEDURE**

The business will carry the up to date accident recording book. All accidents will be reported in accordance with R.I.D.D.O.R. 1995. All accidents, incidents and near misses will be fully investigated and records kept.

## **SUMMARY OF MONITORING PROCEDURES**

MR. Bryn Roberts – MANAGING DIRECTOR

Will monitor:

1. The overall effectiveness of the Company's general policy on Health & Safety ensuring any necessary changes are made so that the Policy is maintained in line with the company's development
2. Compliance with all existing and any new incoming legislation, which may have an effect on the Company's operations and its employees.
3. Will maintain channels of communication and the propagation and circulation of authorised health and safety information.
4. The arrangements and precautions made for the prevention of fire and provision of adequate first aid across all retail areas and provision of welfare facilities.
5. The initiation of investigations reporting and costing of injury, damage and loss to discover trends and eliminate recurrences.
6. The allocation of funds and the provision of the necessary insurances are adequate as regards any health and safety matter.
7. Will monitor the effectiveness of all training and induction provided.
8. Compliance with stipulated Safe System of Work.
9. Ensure all work equipment is used and maintained in accordance with the Provision and Use of Work Equipment Regulations 1992.

## HEALTH AND SAFETY TRAINING

1. The Company recognises that training of all personnel ranks highly in priorities. Training will include more than, for example, recognised safe working practices. It will also include such instruction and training that will enable its employees to identify hazards and introduce the appropriate systems for controlling them.
2. Training is also required to ensure that the workplace is safe and without risk to health. This is achieved by regular monitoring of the workplace and therefore management and employees must be trained to work together to achieve this goal.
3. Training will be carried out commensurate to duties.
4. Induction training will be carried out as soon as possible after an employee commences employment. Ideally on arrival before being allowed into the workplace to work fully and well. The objective is to ensure that new employees are familiar with all aspects of health and safety which relate to their employment

Such training will fundamentally cover:

- § fire procedures
- § warning systems
- § actions to be taken on receiving warning
- § locations of all access, egress/fire escape routes
- § evacuation and assembly procedures
- § first aid, injury/accident reporting
- § names of all first aiders/appointed persons
- § smoking policy
- § PPE (and its use of)
- § COSHH

## **TRAINING POLICY**

It is the policy of the Company to give training to all our employees not only to comply with minimum statutory requirements but also to secure a continuing safe and healthy working environment for all our employees and all those who may be affected by our business or activities.

We will continue to assess the health and safety training needs of all our employees and will continue to compile training records from this assessment. Records of all health and safety training undertaken will be maintained by management in accordance with this Policy.