

# DUREY CASTINGS LIMITED

## HEALTH AND SAFETY POLICY AND PROCEDURES

### INTRODUCTION

The Health and Safety at Work etc Act 1974 and other specific health and safety legislation, contains the most important provisions for organisations and employees.

The general objectives within the scope of the legislation are:

- To secure the health, safety and welfare of employees at work.
- To protect people other than employees at work against risks to their health and safety arising out of work activities.
- To identify hazards in the workplace, carry out risk assessments and introduce any control measures necessary.
- To control the production, storage and use of hazardous and dangerous substances including flammable and explosive products. Also to prevent people from coming into contact with such products, either inadvertently or deliberately.
- To control the release into the atmosphere of noxious or offensive substances from premises; this will also fall within the scope of the environmental protection legislation.

**To assist us with our duty we have retained Peninsula Business Services Limited to provide us with information and guidance on how these provisions should be managed and recorded.**



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# GENERAL POLICY

## Introduction

- General
- What the Law Requires

## Health and Safety General Policy

# **INTRODUCTION**

## **General**

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

## **What the Law Requires**

Unless we are exempt from certain provisions, our business has to comply with the requirement to have a written statement of General Policy on Health and Safety for the protection of our employees and others who may be affected by our work activities.

Our statement is important because it is our basic action plan on health and safety. To achieve this Health and Safety General Policy, along with the outlined procedures, a full appraisal of needs and requirements was undertaken in the form of inspections and assessments.

These Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to Policy implementation.

A full review is to be undertaken from time to time to ensure high standards and commitment are maintained.

# DUREY CASTINGS LIMITED

## HEALTH AND SAFETY GENERAL POLICY

We at Durey Castings Limited recognise our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Durey Castings Limited recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they co-operate with management and adhere with Durey Castings Limited safety rules which are provided within the Employee Safety Handbook.

Signed.....DDurey..... Date ....1.9.13.....

Position ....Director.....

# **ORGANISATION AND RESPONSIBILITIES**

## **Introduction**

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## **List of all Individual Health and Safety Key Responsibility Booklets Issued**



## INTRODUCTION

Legal provisions require that we, as the employer, identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of Durey Castings Limited have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

Management also have a responsibility and duty to ensure that:

- Our employees are aware of and understand the Health and Safety General Policy.
- Our employees are aware of and understand the health and safety rules relating to their work.
- Our employees are adequately instructed, trained and supervised.
- Our employees are made aware of the hazards and risks associated with their work activities.
- Our employees are provided with safe products, substances and equipment, safe methods of work and an environment which is safe and healthy to work in.

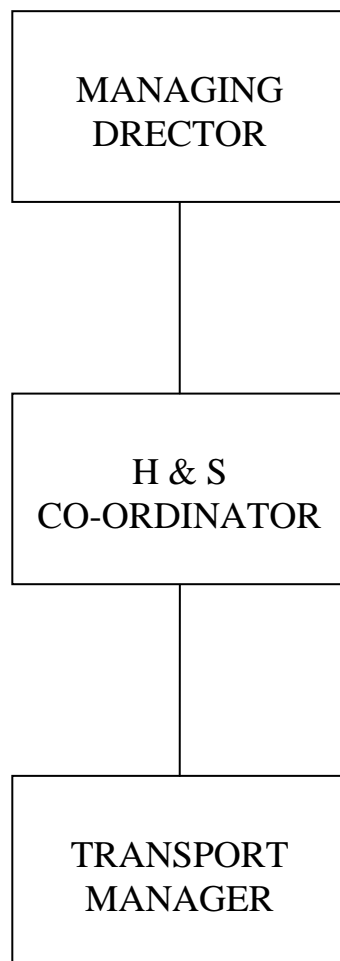
The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

We recognise that Peninsula Business Services Limited act in a consultancy capacity only but they do assist us with the provision of documentation, advice and training to help us comply with health and safety legislation. However, we retain ownership of and remain responsible for the management of health and safety in our workplace and the protection of our employees and others who may be affected by our acts or omissions.

## ORGANISATIONAL STRUCTURE

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

### DUREY CASTINGS LIMITED



# **MANAGEMENT RESPONSIBILITIES**

## **Introduction**

Alongside each of the positions given in the organisational structure for the implementation of the Health and Safety Policy, individual management responsibilities are allocated. These are deemed the most important responsibilities to be undertaken by Managers, for which they are held accountable and are issued with an individual Health and Safety Key Responsibility Booklet. These are outlined below.

They are to monitor the satisfactory accomplishment of the key responsibilities and to do this it is necessary to state how these can be achieved.

## **Key Responsibilities**

To ensure we fulfil the objectives outlined in the General Policy, the organisational structure indicates all who have key responsibilities for health and safety and are held accountable for what happens in their areas of control.

# Health and Safety Key Responsibilities List

The **Managing Director's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that I keep abreast of any legislative changes and ensure that I am familiar with any regulations that are applicable to this organisation.

I need to maintain an organisation that meets all the statutory requirements contained in the various pieces of health and safety legislation. I will ensure that the organisation's Health and Safety Policy is developed and brought to the attention of all the employees.

I will ensure that any electrical installations and any electrical equipment used within my undertaking are suitably designed, installed and maintained. I will also ensure that I meet the requirements of any recognised testing.

I must ensure that arrangements are in place to deal with fire and other emergency situations.

I will ensure that there is adequate provision of First Aiders (or) 'Appointed Persons' and first aid equipment.

I must ensure the organisation has effective arrangements to deal with health and safety issues, hazards and emergencies that may arise as a result of our undertaking. I need to ensure regular monitoring of the health and safety performance of the organisation is also carried out.

I will ensure that any hazardous substances present within our undertaking are controlled within the recognised standards and securely stored.

## ACHIEVED BY

I will ensure, with the help of Peninsula Business Services Limited, that I am kept up to date with any legislative changes or industry specific requirements. I will, as necessary, utilise other professional bodies and equipment suppliers to assist in this regard.

This will be achieved by regular meetings and discussions with the relevant Managers as required. The Health and Safety Policy will be communicated to all employees either individually or on a group basis.

This will be achieved by identifying all the electrical equipment and installations within my control. If required, I will also appoint the services of a competent person to assist me with my duty.

This will be achieved by producing a procedure that will enable a safe evacuation of the premises to take place when required. I will also ensure that there are adequate arrangements in place to deal with fire related emergencies. These arrangements are documented in the Safety Records.

This will be achieved by ensuring that there are a sufficient number of first aid trained personnel and first aid kits.

This will be achieved by regular meetings and discussions with the relevant Managers as required. I will ensure regular workplace inspections are undertaken and the required Safety Records completed. (As a minimum this will be undertaken annually).

This will be achieved by appointing a competent person to deal with hazardous substance related issues. This will include the provision of adequate time and financial resources and controlled storage facilities.

# Health and Safety Key Responsibilities List

The **Managing Director's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that adequate provision is made to assess and control the risks associated with new and expectant mothers.

I will ensure that situations which pose occupational health risks to employees are suitably and sufficiently dealt with in the appropriate manner.

I must ensure that all Managers within the organisation carry out regular monitoring of health and safety matters

I must ensure that the organisation has sufficient Employers' and Public Liability Insurance cover for the extent of the business undertaking.

I must ensure that adequate funding is available to deal with health and safety issues that affect the organisation, its employees and others who might be affected.

I will ensure that all employees receive adequate training to enable them to carry out their work tasks. This will include suitable and sufficient induction information.

I must encourage a positive health and safety culture within the organisation, to reduce the risk of injury or ill health to employees within the organisation.

I will ensure that there are regular documentation checks to ensure that any delegated health and safety tasks are being delivered in an effective manner. This will be carried out at least annually.

## ACHIEVED BY

This will be achieved by carrying out an initial assessment of all tasks undertaken by any new and expectant mother and ensuring that regular monitoring takes place.

This will be achieved by appointing the services of an Occupational Health Practitioner, if required, to provide professional advice relating to the particular risks and the control measures required.

This will be achieved by all Managers completing the Responsibility Monitoring Record Sheets and Action Logs in their respective Responsibility Booklets.

This will be achieved by obtaining the necessary valid cover and ensuring that a copy of the Employers' Liability Insurance Certificate is prominently displayed.

This will be achieved by providing, as far as is reasonably practicable, sufficient financial resources to meet all our statutory obligations.

This will be achieved by carrying out a training needs analysis to establish the areas that pose a risk to health and safety; this will include an induction training package. Records of all training given are kept in the Safety Records.

This will be achieved by regular meetings and discussions with the relevant Managers as required. I will provide the necessary supervision, information, instruction and training for the tasks undertaken by our employees. (Contractors and visitors to our premises will also be included as necessary).

This will be achieved by the use of a health and safety monitoring programme and an annual review.

# Health and Safety Key Responsibilities List

The **Managing Director's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that adequate control measures are in place to deal with issues relating to transport within the organisation.

I will ensure that adequate provision is made to assess and control the risks associated with young persons.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

I will ensure that all employees under my control are appropriately trained. This will enable them to carry out their day to day tasks in a safe and healthy manner.

## ACHIEVED BY

This will be achieved by undertaking an initial assessment of the risks relating to transport issues and implementing suitable and sufficient control measures.

This will be achieved by carrying out an initial assessment of all tasks undertaken by a young person and ensuring that regular monitoring takes place.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted or recorded.

This will be achieved by identifying those hazards that require the completion of risk assessments, ensuring that the risk assessments are carried out and monitoring the implementation of the control measures. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on existing control measures.

This will be achieved by undertaking a training needs analysis and appraising staff with the findings. Arrangements will then be made to deliver any further training required.

# Health and Safety Key Responsibilities List

The **H & S Co-ordinator's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that all accidents and incidents are thoroughly investigated and the necessary documentation is completed. This may include reporting to the appropriate authorities.

I will be actively involved in communicating safety information to all staff under my control.

I will ensure that any Policy arrangements that are likely to affect contractors and visitors are effectively communicated.

I will ensure that contractors working on our premises provide suitable method statements, risk assessments or other agreed work schedules prior to commencing work.

I will ensure that all work equipment provided by the organisation is suitably and sufficiently designed, maintained, inspected and tested to meet all statutory requirements and industry standards.

I must ensure that all staff members under my control are made aware of the fire and emergency procedures.

I will ensure that there is adequate first aid provision within areas under my control.

I must ensure that the arrangements to identify, report and deal with hazards are in place.

## ACHIEVED BY

This will be achieved by following the accident investigation procedure contained within the Safety Records. I will report, as required, any necessary notifications under the statutory reporting legislation.

Safety information will be delivered by a combination of formal group training, group meetings, individual training or other suitable means.

I will ensure that any contractor / visitor control procedures are brought to their attention during their introduction / induction to the premises

Prior to commencement of any work contractors will submit a method statement relating to their work activities for prior agreement. Contractors will be vetted for suitability and / or competence. I will ensure, through the use of documentation as necessary, that contractors are monitored whilst working.

This will be achieved by ensuring that design standards are taken into account prior to the purchase or hire of any equipment. I will also ensure compliance with any statutory maintenance, inspection and testing requirements and will keep a record of all the necessary documentation.

This will be achieved by ensuring that an effective staff training programme is established and maintained.

This will be achieved by ensuring there is a sufficient number of trained personnel and adequate facilities to deal with incidents.

This will be achieved by the introduction and utilisation of the Hazard Action Log within the Safety Records.

# Health and Safety Key Responsibilities List

The **H & S Co-ordinator's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that all the hazardous substances present within my area of control are handled, used and stored in the correct manner.

I will ensure that Display Screen Equipment Risk Assessments are completed.

I will ensure that manual handling activities under my control are adequately assessed and suitable control measures are identified and implemented.

I will ensure that any personal protective equipment provided is suitable and sufficient for the required protection. It must be correctly CE marked and issued with the necessary information, instruction and training for its correct use, fitting and storage.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

I will ensure that there is an effective method of delivering the requirement to complete risk assessments, for the various work activities. I will ensure that the actions arising from such assessments are being delivered and all the necessary documentation is being completed.

I will ensure that risk assessments for the areas under my control are undertaken and any actions arising from those assessments will be carried out.

## ACHIEVED BY

This will be achieved by carrying out an initial assessment. I will identify the controls that must be implemented and establish a safe system of work based on the outcome of the assessment.

This will be achieved by carrying out an assessment. I will identify the controls that must be implemented and act upon the findings.

This will be achieved by carrying out Manual Handling Risk Assessments. Where the handling task cannot be removed, training and monitoring of the persons involved will be undertaken.

This will be achieved by undertaking an assessment of the personal protective equipment requirements and ensuring that the necessary competent advice is sourced as regards the protective requirements.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted or recorded.

This will be achieved by identifying those hazards that require the completion of risk assessments, ensuring that the risk assessments are carried out and monitoring the implementation of the control measures. Reviews of the risk assessments will be carried out on an annual basis or when there are changes that might have a significant effect on existing control measures.

This will be achieved by the carrying out of risk assessments as required and acting upon the findings.



# Health and Safety Key Responsibilities List

The **H & S Co-ordinator's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that safe systems of work established as a result of the findings of a risk assessment are adhered to and communicated to the staff under my control.

I will ensure that regular monitoring of the workplace is carried out and that high standards of housekeeping and controlling waste are applied and maintained.

I will ensure that regular monitoring of the workplace under my control is carried out to prevent foreseeable risks arising.

I will ensure that all employees under my control are made aware of all the welfare facilities and security arrangements.

## ACHIEVED BY

This is achieved through induction and other appropriate training, supervision and monitoring of employees to ensure they are adhering to the agreed safe working practices.

This will be achieved by regular monitoring of the workplace and using the appropriate monitoring record sheets.

This will be achieved through the use of monitoring record sheets. Any actions arising from the checks will then be dealt with in the appropriate manner.

This will be achieved by conducting a tour of the facility and pointing out the location and availability of facilities, as well as any security measures, to all employees.

# Health and Safety Key Responsibilities List

The **Transport Manager's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that all work equipment provided by the organisation is suitably and sufficiently designed, maintained, inspected and tested to meet all statutory requirements and industry standards.

I will ensure that all machinery under my control is adequately guarded, so as not to present a risk to employees and others who may be affected by them.

I will ensure that manual handling activities under my control are adequately assessed and suitable control measures are identified and implemented.

I will ensure that areas under my control that pose a risk of hearing damage are adequately assessed. I will ensure that all control measures are enforced and reviewed.

I will ensure that any personal protective equipment provided is suitable and sufficient for the required protection. It must be correctly CE marked and issued with the necessary information, instruction and training for its correct use, fitting and storage.

I will ensure that any specific duty placed upon me to deliver any section of the Policy is actioned. I will also ensure that adequate training, information and supervision are provided so as to deliver these duties effectively.

## ACHIEVED BY

This will be achieved by ensuring that design standards are taken into account prior to the purchase or hire of any equipment. I will also ensure compliance with any statutory maintenance, inspection and testing requirements and will keep a record of all the necessary documentation.

This will be achieved by establishing a monitoring programme to ensure machinery remains in a safe and healthy condition. A guarding check programme will be installed and all the maintenance requirements met.

This will be achieved by carrying out Manual Handling Risk Assessments. Where the handling task cannot be removed, training and monitoring of the persons involved will be undertaken.

This will be achieved by undertaking an initial assessment of the work areas that may pose a risk of hearing damage. Any necessary control measures will be implemented. These will provide the necessary protection and their use will be enforced by introducing measures to provide information and instructions to employees.

This will be achieved by undertaking an assessment of the personal protective equipment requirements and ensuring that the necessary competent advice is sourced as regards the protective requirements.

This will be achieved by meetings, discussions, toolbox talks and contact with professional bodies for advice as required. Such meetings will be minuted or recorded.

# Health and Safety Key Responsibilities List

The **Transport Manager's** key responsibilities are assigned in the form of a responsibility and monitoring booklet as follows.

## RESPONSIBILITIES

I will ensure that transport within my control is effectively managed and monitored to reduce the risk of harm. I will also ensure that regular monitoring of the areas of concern takes place.

I will ensure that regular monitoring of the workplace is carried out and that high standards of housekeeping and controlling waste are applied and maintained.

I will ensure that regular monitoring of the workplace under my control is carried out to prevent foreseeable risks arising.

I will ensure that all employees under my control are made aware of all the welfare facilities and security arrangements.

## ACHIEVED BY

This will be achieved by monitoring transport activities to ensure that the control measures are being fully implemented. Wherever possible, this will include segregation measures to separate pedestrians from areas that pose a risk of harm.

This will be achieved by regular monitoring of the workplace and using the appropriate monitoring record sheets.

This will be achieved through the use of monitoring record sheets. Any actions arising from the checks will then be dealt with in the appropriate manner.

This will be achieved by conducting a tour of the facility and pointing out the location and availability of facilities, as well as any security measures, to all employees.

The above key health and safety responsibilities have been identified, together with the way they are to be put into effect using appropriate techniques, e.g. records, checklists or assessment documentation. Health and safety responsibilities are further defined in a range of specific Individual Health and Safety Key Responsibility Booklets which contain a record sheet of the various aspects requiring inspection at stated intervals e.g. daily, weekly, monthly or annually.



# **INDIVIDUAL RESPONSIBILITIES AND MONITORING**

## **Organising**

As previously mentioned, organisations which achieve high standards of health and safety are structured and operated to put the Health and Safety Policies into effective practice.

To attain this level at Durey Castings Limited we have to maintain a positive culture which secures involvement and participation at all levels.

Visible and active leadership of management is necessary to ensure a positive approach which is supportive of the health and safety of our employees and others that may be affected by our actions. This will also ensure participation, commitment and involvement to achieve effective risk control.

In the previous section, key management health and safety responsibilities have been identified to ensure the full implementation of the Policy.

## **Monitoring**

To ensure the involvement of management, record sheets have been provided for each member of the management team with key health and safety responsibilities. A Health and Safety Key Responsibilities Booklet will be issued to everyone who has a specific role in managing health and safety within our organisation.

The record sheets reflect the specific responsibilities of each person and when they are to be carried out.

The record sheets provide information as to whether the effective delivery of our health and safety systems and procedures is being undertaken, along with other checklists which are actioned in the Safety Records. This ensures we monitor fully our responsibilities outlined in the Health and Safety General Policy.

To be effective, these record sheets must be completed at specified intervals and any actions arising from them must be documented and completed. Additional individual record sheets, along with blank copies for additional requirements, are to be found in the health and safety stationery pack.

All record sheets are to be reviewed by the person with overall responsibility for health and safety in Durey Castings Limited.

## **Individual Health and Safety Key Responsibility Booklets**

A full list of all the Individual Health and Safety Key Responsibility Booklets that have been issued is shown at the end of this section.

# Monitoring Procedure

The Responsibility Monitoring Record Sheets are designed to reflect the responsibilities of individual positions within our organisation.

Each section contains a topic that must be reported on.

Sometimes the information required will result in a visual inspection. These are usually a part of the daily management of health and safety in the workplace but may require that a specific visual inspection be carried out at the time of the report.

Sometimes the information may be contained in one of the documents supplied by Peninsula as part of the Health and Safety Management System **Safety Records (SR)** and **Risk Assessments Manual (RAM)**. In these cases the object is not to carry out the function being checked e.g., fire drill, but rather to report upon whether or not the drill has been carried out and recorded in the fire procedures section of the **Safety Records (SR)**.

In some cases records of maintenance activity e.g. machinery, equipment, etc may be kept in a different file. It is important that the person carrying out the audit is familiar with the location of all records and has access to them.

Where a Responsibility Monitoring Record Sheet item does not produce a satisfactory response, e.g. the item concerned is not being carried out or the appropriate record is not being maintained, then an entry in the Action Log must be made that states what the item is, what the shortfall is and what action must be taken.

## Responsibility Monitoring Record Sheet

Position: Managing Director

| <b>Responsibility Monitoring Activities</b>  | <b>Compliant YES / NO</b> | <b>Documented YES / NO</b> | <b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b> |
|--|---------------------------|----------------------------|--|
| Are you keeping the organisation up to date with any changes to health and safety legislation?   |                           |                            |  |
| Do you provide the necessary support to enable management and employees to implement all aspects of the Policy and Procedures?               |                           |                            |  |
| Are all staff members familiar with the Health and Safety Policy and Procedures? (SR)  |                           |                            |  |
| Do you communicate any health and safety developments to the staff affected by them?   |                           |                            |  |
| Have all employees signed form EE / HS to confirm they understand the organisation's Health and Safety Policy?                               |                           |                            |  |
| Are electrical installations within your control subject to periodic inspection and testing with records maintained at the site? (SR)        |                           |                            |  |
| Is all portable electrical equipment subject to a regime of periodic testing by a competent person with records maintained at the site? (SR) |                           |                            |  |
| Are provisions for dealing with fire and other emergencies being effectively maintained and monitored? (SR)                                  |                           |                            |  |
| Has a Fire Risk Assessment been completed and reviewed within the last 12 months? (RAM)  |                           |                            |  |

## Responsibility Monitoring Record Sheet

Position: Managing Director

| <b>Responsibility Monitoring Activities</b>  | <b>Compliant YES / NO</b> | <b>Documented YES / NO</b> | <b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b> |
|--|---------------------------|----------------------------|--|
| Are arrangements in place to ensure that all emergency exit doors are unlocked and accessible when the building is occupied? |                           |                            |  |
| Is there adequate provision of trained First Aiders and / or 'Appointed Persons'? (SR)                                       |                           |                            |  |
| Is there adequate provision of first aid equipment within the areas of your control? (SR)                                    |                           |                            |  |
| Is there an effective means of reporting hazardous situations? (SR)  |                           |                            |  |
| Are adequate resources available to control hazardous substances within your premises?                                       |                           |                            |  |
| Are hazardous substances within the area of your control identified and assessed in the appropriate manner? (RAM)            |                           |                            |  |
| Are the risks associated with new and expectant mothers assessed and controlled in the appropriate manner? (RAM)             |                           |                            |  |
| Do you control situations that pose an occupational health risk in accordance with legal and good practice requirements?     |                           |                            |  |
| Are monitoring record sheets being completed by your Line Managers / Supervisors as per the Responsibilities Books?          |                           |                            |  |
| Is a current Employers' Liability Insurance Certificate displayed in a prominent position?                                   |                           |                            |  |



## Responsibility Monitoring Record Sheet

Position: Managing Director

| <b>Responsibility Monitoring Activities</b>   | <b>Compliant YES / NO</b> | <b>Documented YES / NO</b> | <b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b> |
|---|---------------------------|----------------------------|--|
| Are adequate finances provided for all health and safety related matters e.g. personal protective equipment, equipment maintenance and health surveillance (where necessary)? |                           |                            |  |
| Do you ensure that the use of equipment is restricted to trained and authorised persons, as required? (SR)  |                           |                            |  |
| Are transport issues within your organisation adequately managed?   |                           |                            |  |
| Is there evidence of pedestrians being segregated from transport routes?  |                           |                            |  |
| Are only trained and authorised employees operating the fork-lift trucks? (SR)  |                           |                            |  |
| Are the risks associated with young persons dealt with in the appropriate manner? (RAM)   |                           |                            |  |
| Are suitable and sufficient risk assessments carried out for all the activities under your control, as required? (RAM)  |                           |                            |  |
| Do employees receive health and safety training upon their induction into the organisation? (SR)  |                           |                            |  |

Durey Castings Limited

## Responsibility Monitoring Record Sheet

Position: Managing Director

| <b>Responsibility Monitoring Activities</b>   | <b>Compliant YES / NO</b> | <b>Documented YES / NO</b> | <b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b> |
|---|---------------------------|----------------------------|--|
| Are you satisfied that employees have been trained in:<br>- Safe systems of work?<br>- Accident reporting procedures?<br>- Safe use of equipment?<br>- Fire / emergency evacuation procedures?<br>- Summoning of first aid assistance etc? (SR) |                           |                            |  |

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Durey Castings Limited

## Responsibility Monitoring Record Sheet

Position: H & S Co-ordinator

| <b>Responsibility Monitoring Activities</b>   | <b>Compliant YES / NO</b> | <b>Documented YES / NO</b> | <b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b> |
|---|---------------------------|----------------------------|--|
| Is all portable electrical equipment subject to a regime of periodic testing by a competent person with records maintained at the site? (SR)  |                           |                            |  |
| Do you ensure that contractor's activities are effectively controlled?  |                           |                            |  |
| Is a periodic, visual inspection undertaken to ensure that guarding, safety devices, cut-out systems and trips etc. are operating as per the requirements of the safe system of work? |                           |                            |  |
| Are suitable and sufficient risk assessments carried out for all the activities under your control, as required? (RAM)  |                           |                            |  |

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## H & S Co-ordinator

### THESE CHECKS ARE TO BE CARRIED OUT AS REQUIRED

A response that is not satisfactory will result in the need for a corresponding entry in the *action log*

- |     |   |       |
|-----|---|-------|
| 1.  | Have all accidents been recorded and where necessary investigated?  | Y / N |
| 2.  | Are the contents of the first aid kits up to the required standard?   | Y / N |
| 3.  | Has a fire evacuation been carried out recently?  | Y / N |
| 4.  | Are all fire extinguishers accessible and in working order?   | Y / N |
| 5.  | Are all employees aware of the emergency procedures?  | Y / N |
| 6.  | Are all storage areas clear and free from risks?  | Y / N |
| 7.  | Are all working areas clear and free from risks?  | Y / N |
| 8.  | Are all administration areas clear and free from risks?   | Y / N |
| 9.  | Are all health and safety monitoring procedures being carried out by designated persons?                                  | Y / N |
| 10. | Have all hazardous substances been assessed and are staff aware of the procedures to adopt?                               | Y / N |
| 11. | Have staff been issued with the necessary safety equipment and / or personal protective equipment required for their job? | Y / N |
| 12. | Have training needs been assessed and are all staff trained to an acceptable level with all details documented?           | Y / N |
| 13. | Are there any health and safety matters which have been raised by staff which have not been resolved?                     | Y / N |
| 14. | Are all safe systems of work being complied with?   | Y / N |
| 15. | Are heating, lighting, sanitary and welfare facilities adequate?  | Y / N |
| 16. | Are good standards of housekeeping being maintained throughout all areas?   | Y / N |

### Observations

**Signed:**

**Date:**

## H & S Co-ordinator

### THESE CHECKS ARE TO BE CARRIED OUT AS REQUIRED

A response that is not satisfactory will result in the need for a corresponding entry in the *action log*

- |     |   |       |
|-----|---|-------|
| 1.  | Is there adequate space between office furniture to allow personnel to pass safely? | Y / N |
| 2.  | Is there access to windows, power points, light switches etc?                       | Y / N |
| 3.  | Are all doors free from obstruction?  | Y / N |
| 4.  | Are all office areas adequately ventilated?   | Y / N |
| 5.  | Are lighting levels adequate?   | Y / N |
| 6.  | Are floors and passageways clear from obstruction?                                  | Y / N |
| 7.  | Are there any tripping hazards or trailing cables?                                  | Y / N |
| 8.  | Are welfare facilities adequate?  | Y / N |
| 9.  | Are fire extinguishers accessible?  | Y / N |
| 10. | Have VDU workstations been assessed?  | Y / N |

### Observations

**Signed:**

**Date:**

Durey Castings Limited

## Responsibility Monitoring Record Sheet

Position: Transport Manager

| <b>Responsibility Monitoring Activities</b>   | <b>Compliant YES / NO</b> | <b>Documented YES / NO</b> | <b>Action Required Refer to Action Log (form AL) within the key responsibility booklet</b> |
|---|---------------------------|----------------------------|--|
| Are adequate washing and toilet facilities available and cleaned to an acceptable standard?   |                           |                            |  |
| Is a daily / weekly visual inspection undertaken of the general work area for potential hazards:<br>- slips, trips, and falls,<br>- falling objects,<br>- access / pedestrians walkway,<br>- poor lighting? |                           |                            |  |

SR = Records maintained in the Safety Records; RAM = Risk Assessments Manual

Monitored and recorded by: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Transport Manager

### THESE CHECKS ARE TO BE CARRIED OUT AS REQUIRED

A response that is not satisfactory will result in the need for a corresponding entry in the *action log*

1. Are all passageways and floors free from obstruction, trailing cables hoses, tools etc? Y / N
2. Are all floor surfaces in good repair and slip-free? Y / N
3. Are spillages promptly cleared up? Y / N
4. Is all rubbish and unwanted material deposited in the appropriate receptacle? Y / N
5. Is the workshop area well ventilated? Y / N
6. Is the running of vehicles within the workshop kept to a minimum? Y / N
7. Is the use of plant and equipment restricted to authorised personnel? Y / N
8. Is all plant and equipment maintained in a safe condition? Y / N
9. Do all machine controls function effectively? Y / N
10. Are isolation points accessible and clearly identified? Y / N
11. Are all mandatory notices and warning signs clearly displayed? Y / N
12. Are lighting levels adequate (both internally and externally)? Y / N
13. Are welfare facilities clean and serviceable? Y / N
14. Are barrier / cleansing creams, soaps etc. available? Y / N
15. Is prompt action taken to remedy any defects in plant or equipment? Y / N
16. Are employees wearing personal protection equipment as issued? Y / N
17. Are all employees competent to carry out their duties? Y / N
18. Is all mandatory testing of equipment (chains, lifting equipment, air receivers etc.) taking place? Y / N
19. Are only fully trained and licensed drivers allowed to move vehicles? Y / N
20. Are vehicle keys kept in a secure place when vehicles are worked on? Y / N
21. Are vehicle movements in restricted areas, near blind corners and when reversing closely monitored? Y / N

## Observations

Inspection Carried Out By:

Date:

**LIST OF ALL INDIVIDUAL HEALTH AND SAFETY KEY  
RESPONSIBILITY BOOKLETS ISSUED**

**POSITION**

Managing Director

H & S Co-ordinator

Transport Manager



# SPECIFIC ARRANGEMENTS

## Introduction

## Specific Arrangements

- Accident and Incident Reporting
- Accident Investigation
- Consultation
- Electrical Safety
- Equipment Use
- Fire / Emergency Arrangements
- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessments
- Training
- Welfare / Working Environment
- Asbestos
- Cleaning
- Control of Contractors
- Display Screen Equipment
- Abrasive Wheels
- Access Equipment
- Hand Tools
- Lifting Equipment
- Machinery
- Office Equipment
- Hazardous Substances
- Use of Chemicals
- Storage of Hazardous Substances
- Control of Flammable Liquids
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Noise
- Hand Arm Vibration
- Substance and Alcohol Use / Abuse
- WRULD
- Working at Height
- Personal Protective Equipment
- Smoking
- Stress in the Workplace
- Transport
- Fork Lift Trucks
- Occupational Road Safety
- Violence
- Visitors
- Building Services
- Premises
- Slips, Trips and Falls
- Controlling Waste
- Young Persons

## INTRODUCTION

We have a duty to provide measures to manage health and safety issues in our workplace. We will ensure that these measures are put into place and implemented by all relevant members of our workforce. We have also established the means whereby we can monitor the implementation of these measures.

This will typically involve:

- The identification of hazards in our workplace.
- Carrying out risk assessments.
- Implementing the control measures set out in the risk assessments.
- The provision of personal protective equipment to our employees, where hazards can not be removed or otherwise controlled.
- The provision of training for our employees that is relevant to the tasks being carried out.
- The maintenance of our workplace.
- The provision of equipment and machinery that is suitable and appropriate for the work being undertaken.
- The maintenance of our machinery and equipment.
- Managing the activities of visitors and contractors.
- The provision of occupational health facilities as appropriate and where necessary.
- The maintenance of records.

The following information sets out the specific issues we need to manage and identifies the location of the instructions and working documents that relate to them.

We have allocated responsibilities to key personnel to ensure these tasks are carried out and the appropriate records maintained. These responsibilities and the monitoring record sheets have been provided to the personnel concerned.

Further information is also provided in the guidance notes issued by Peninsula Business Services Limited Health and Safety Department and their Health and Safety Advice Service.

## ACCIDENT AND INCIDENT REPORTING (RIDDOR)

We understand our legal duty to report certain accidents and incidents (including specific diseases) to the Enforcing Authorities. We realise we must identify reportable injuries, deaths and dangerous occurrences and report in the appropriate manner. We have the facility to instigate control measures.

The measures will include:

- Identifying those accidents, diseases and incidents (near miss) that should be reported to the Enforcing Authority e.g. Health and Safety Executive or Local Authority (information can be found in the **guidance notes**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## ACCIDENT INVESTIGATION

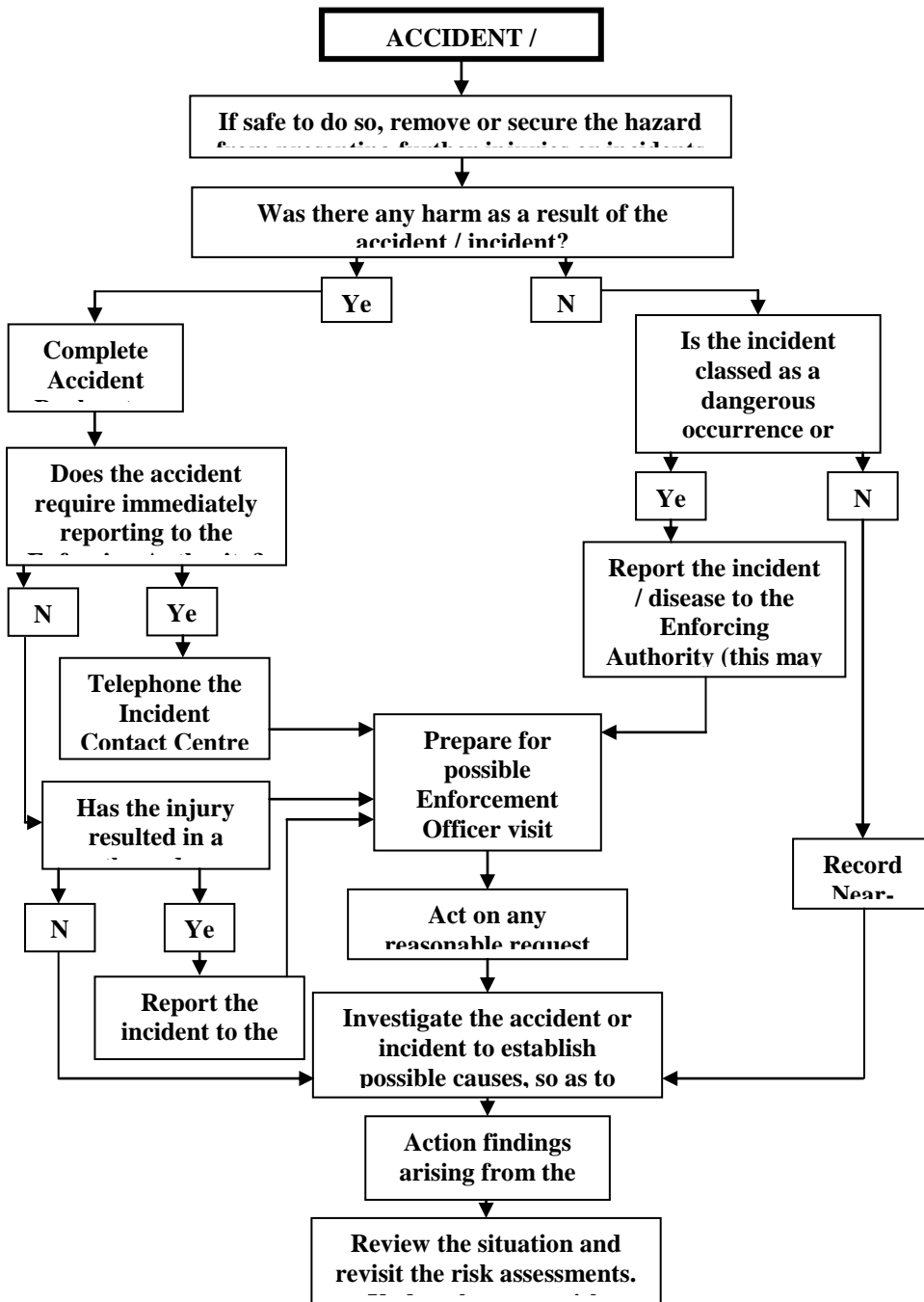
We recognise our duty to undertake accident and near miss investigations so that we can prevent re-occurrence of the same incidents. We have the facility to document our findings and instigate the necessary action and control measures.

The measures will include:

- Identification of the cause of accidents / incidents.
- Investigating each occurrence to identify causes and control measures to prevent a re-occurrence (information can be found in the **guidance notes** and an **Accident / Incident Investigation** form can be found in the **Accidents, Incidents, Diseases and Dangerous Occurrences** section of the **Safety Records**).
- Ensuring that all relevant incidents are reported and investigated.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

# REPORTING AND INVESTIGATION PROCEDURE



## CONSULTATION

This is accomplished by consultation sessions between employees and management in the form of on the job talks and by pre-arranged formal meetings. Employees are encouraged to elect health and safety representation amongst themselves. We have the facility to instigate these consultation meetings.

- These meetings take place on a formal and informal basis.
- The content of the meetings is documented.

Responsibility for undertaking these meetings has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

Consultation takes place within Durey Castings Limited on a weekly / monthly basis in the form of toolbox talks / formal meetings.

## ELECTRICAL SAFETY

We recognise we have a legal duty to control the use of electrical equipment in our facility; this equipment includes the main supply and any portable equipment. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that all electrical installations and wiring conforms to the established legal standards.
- Ensuring that all electrical supply isolation cabinets / circuit breakers are adequately controlled and access to the circuits restricted to the key personnel with the relevant competency.
- Ensuring that those involved in maintenance and testing or modifications to the supply (whether carried out in house or undertaken by an external provider) have reached the necessary competency level.
- Ensuring that all suitable and sufficient control measures are put into place when required (e.g. lock out procedures and permits to work information can be found in the **guidance notes**). This will be established undertaking a risk assessment. This can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**.
- Maintenance and testing of fixed electrical installations and wiring (information and the maintenance / test records can be found in the **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).
- The identification, visual inspection and testing of portable electrical appliances (portable appliance testing (PAT), test records can be found in **Electrical Installation and Portable Electrical Equipment** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## EQUIPMENT USE

We own and use a significant amount of equipment in our facility and recognise due to the inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as guarding, applications and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the equipment provided is suitable and sufficient for the relevant task.
- Ensuring that equipment is subjected to planned maintenance (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that faulty or defective equipment is placed out of use and secured, until properly repaired by a competent person.
- Ensuring that only properly trained and competent persons use the equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



## **FIRE / EMERGENCY ARRANGEMENTS**

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (e.g. evacuation, fire fighting equipment and major spillages). We have the facility to instigate control measures.

The measures will include:

- Identifying situations that require procedures to be put into place (information can be found in the **guidance notes**).
- Assessing the risks involved (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** and **Fire Risk Assessment** sections of the **Risk Assessments Manual**).
- Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of fire fighting equipment (information can be found in the **guidance notes**).
- Liaising with the relevant emergency services (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training for all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The development and implementation of safe systems of work to combat emergency situations.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## FIRST AID

We recognise our duty of care and legal requirement for first aid provision in our facility and understand that we must ensure adequate arrangements are provided for dealing with emergency situations that require first aid. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place e.g. provision of First Aiders or ‘Appointed Persons’ (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that emergency procedures are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that all operatives are properly instructed and trained on the emergency procedures, personal protective equipment and other safety measures, e.g. ensuring that body fluids are cleaned up in the appropriate manner (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel.

## HAZARD REPORTING

So as to encourage a proactive approach to health and safety within our organisation, we have implemented a hazard reporting procedure to enable employees to raise the awareness of hazardous situations which may cause harm. We have the facility to instigate control measures.

The measures will include:

- Establishing the means by which hazards that occur can be formally reported (information and **Hazard Log** forms can be found in the **Hazard Reporting** section of the **Safety Records**).
- Providing information and where necessary training to all personnel to enable them to identify hazards that occur and be able to report them.
- Ensuring that all hazards are brought to the attention of the line management concerned.
- Ensuring that hazards are promptly and properly dealt with.

Responsibility for reporting hazards rests with all employees. The responsibilities to ensure that satisfactory remedial action is undertaken rests with the line manager, who will undertake or delegate any remedial work, as is necessary, to ensure that the hazard is removed.

## OCCUPATIONAL HEALTH

We recognise our duty to ensure the health and wellbeing of anyone who may be affected by our work activities. If our risk assessments deem it necessary, we will introduce procedures to monitor employees who are, or may be, exposed to health and wellbeing risks whilst carrying out their work activities. We recognise our employees may require referring for health screening as part of a health surveillance programme. In some instances (some chemical, biological and physical agents) this is a mandatory requirement. We have the facility to instigate control measures.

The measures will include:

- Hazards that have the potential to cause ill health to our employees, or anyone who may be affected by our work activities, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. diseases, allergies or previous ill health conditions) that may affect their health and ability to undertake their normal work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## PURCHASING

We recognise we have a specific obligation to ensure certain equipment and machinery meets a specified design standard. This includes machinery guarding and equipment such as personal protective equipment. We have the facility to instigate control measures.

The measures will include:

- Ensuring that all products purchased for use in the workplace are suitable and sufficient for the purpose.
- Ensuring that relevant information, operating practices, safety information, storage information, disposal information etc is obtained from the suppliers / manufacturers.
- Ensuring that personal protective equipment meets the European Compliance standard (CE Marking).
- Ensuring that all hazardous substances are provided in the correct packaging, the correct labelling and material safety data sheets.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## **RISK ASSESSMENTS**

We understand the benefits of undertaking suitable and sufficient risk assessments. We also recognise we have a legal obligation to undertake risk assessments of all activities that pose a risk and are connected with our business undertaking. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (A full explanation of the risk assessment process and further guidance on specific assessment subjects, examples and working documents can be found in **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that the risk assessments are documented.
- Ensuring that the risk assessments are linked to the tasks.
- Ensuring that safe working practices are developed and implemented.
- Ensuring that the risk assessments are made available to the employees involved.
- Ensuring that those involved in risk assessment training are identified and recorded (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## TRAINING

We recognise the benefits of training within our organisation and the legal requirement to provide information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Identifying the tasks for which training must be provided to ensure that our employees achieve the necessary level of competence to carry them out.
- The provision of training in the use and / or maintenance of equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that the training provided is suitable and sufficient and carried out by competent persons. In some cases this requires approved certification.
- Ensuring that only properly trained and competent persons use the equipment and machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## WELFARE / WORKING ENVIRONMENT

We recognise our duty to provide a healthy working environment and suitable welfare facilities. These will include the provision of an adequately ventilated, well-lit workplace as well as sanitary conveniences and washing facilities. We have the facility to instigate control measures.

These measures will include:

- Ensuring an assessment is undertaken of the general workplace condition (information can be found in the **guidance notes**).
- Ensuring the workplace is adequately ventilated and temperature controlled where possible.
- Ensuring that the workplace lighting meets a satisfactory standard.
- Ensuring good housekeeping standards are maintained and waste is cleared on a regular basis, so as not to give rise to blocked access routes and possible slips, trips and falls etc.
- Ensuring that adequate sanitary conveniences, washing and changing facilities are provided as appropriate (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for reviewing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



## ASBESTOS

We recognise we have a legal obligation to deal with asbestos in our facility due to inherent dangers involved. We realise we must identify areas within the facility that may contain asbestos so that we can prevent any inadvertent contact with the substance. We have the facility to instigate control measures.

The measures will include:

- Identification of asbestos in the workplace (information can be found in the **guidance notes**).
- Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Removing asbestos if necessary (information can be found in the **guidance notes**).
- Establishing control measures (information can be found in the **guidance notes**).
- Training on control measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## CLEANING

We have some particular issues to consider as regards the cleaning requirements in our facility. This is due to the inherent dangers involved whilst carrying out cleaning operations. These include the use of chemicals that can cause harm to persons. We have the facility to instigate control measures.

The measures will include:

- Ensuring that appropriate cleaning regimes and procedures are developed and maintained (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Control of Substances Hazardous to Health Assessment** sections of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## CONTROL OF CONTRACTORS

We recognise we have a legal duty to control contractors who carry out tasks in our facility. We must identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the situations that may arise. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the contractor undertakes a risk assessment of the task to be done.
- Ensuring the contractor develops a method statement that meets our requirements.
- Ensuring that all maintenance work is carried out by suitably qualified and / or competent persons (contractors).
- Ensuring that contractors used to carry out work are suitably trained / qualified / competent to use the equipment that is required to carry out the work.
- Ensuring that all equipment provided and used by contractors is suitable for that use and is properly maintained.
- Ensuring that all work is carried out within the scope of a Permit to Work (information is available within the **guidance notes**).
- Assessing the risks involved and the control measures that are required to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that contractors wear the personal protective equipment that is required for the work being carried out and / or use of equipment.
- Providing information and instruction to all persons who may be affected by the work being carried out.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## DISPLAY SCREEN EQUIPMENT (DSE)

We recognise we have a legal duty to control work being carried out using DSE in our facility. We recognise that there are specific specifications we must adhere to when setting up DSE workstations. We must also identify the nature of the tasks involved and areas within the facility that may pose a significant risk of harm. This will enable us to combat the risks that may arise. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved (completed risk assessments can be found in the **Display Screen Equipment Assessment** section of the **Risk Assessments Manual**).
- Implementation of the control measures.
- Training on the use of display screen equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The provision of eye tests for DSE users (information can be found in the **guidance notes**).
- The provision of basic optical lenses where required.
- The provision of adequate natural breaks from the workstation.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## ABRASIVE WHEELS

We own and use abrasive wheels on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as adequate guarding and information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Identification of the abrasive wheels in use in the facility.
- Assessing the risks involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Maintenance of abrasive wheels (information and maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that abrasive wheels kept in storage, are stored in the correct manner.
- Formal training on the use and setting of abrasive wheels (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## ACCESS EQUIPMENT

We own and use access equipment (e.g. ladders and steps etc) on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must ensure the equipment meets the established industry standard and ensure that the integrity of this equipment is monitored and maintained. We have the facility to instigate control measures.

The measures will include:

- Identification of the access equipment in use.
- Assessing the risk involved (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Maintenance of access equipment (information and maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Training on the use of access equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Installation of the safe working procedures (information can be found in the **guidance notes**).
- Ensuring that faulty or defective access equipment is taken out of use and any repairs necessary are undertaken by a competent person.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## HAND TOOLS

We own and use several items of hand tools on our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as monitoring the condition, maintenance and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that hand tools, appropriate to the work being carried out, are provided.
- Maintaining the tools.
- Ensuring that faulty or defective tools are taken out of use and any repairs necessary are undertaken by a competent person (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of the tools and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## LIFTING EQUIPMENT

We own and use several items of lifting equipment and recognise due to inherent dangers involved and the statutory inspection requirements that there is a requirement to control the use of this equipment. We comply with the legislative requirements that apply to issues such as inspection / condition monitoring, correct storage and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that an inventory of all the lifting equipment is kept.
- Ensuring that the lifting equipment meets the design requirements for the task it is being used (information can be found in the **guidance notes**).
- Ensuring that a competent person correctly maintains the lifting equipment.
- Arranging inspection and examination by a competent person in accordance with the statutory requirements (information can be found in the **guidance notes**).
- Ensuring that faulty or defective equipment is discarded in the correct manner. This may require the equipment to be taken out of use to enable repairs to be undertaken by a competent person (information can be found in the **guidance notes**).
- Ensuring that, when appropriate, the Enforcing Authorities are informed in compliance with the regulatory requirements (forms for recording the issue can be found in the **Accidents, Incidents, Diseases or Dangerous Occurrences** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Formal training in the use of the lifting equipment and any personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



## MACHINERY

We own and use a significant amount of machinery in our facility and recognise due to inherent dangers involved that there is a requirement to control the use of this equipment. We realise we must comply with the legislative requirements that apply to issues such as the supply of, appropriate guarding, and information, instruction and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that the machinery provided is suitable and sufficient for the relevant task.
- Ensuring that all moving parts are appropriately guarded and the guards are regularly inspected (test records can be found in the **Equipment and Machinery** section of the **Safety Records** and further information is in the **guidance notes**).
- Ensuring that equipment and machinery is subjected to planned maintenance (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that faulty or defective machinery is placed out of use and secured, until properly repaired by a competent person.
- Ensuring that only properly trained and competent persons use the machinery (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessment.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## OFFICE EQUIPMENT

Our office has several items of electrical and mechanical equipment within it (e.g. printers, photo copiers, laminators and desk fans). We recognise due to the hazards associated with these items that there is a requirement to control the use of this equipment. We realise our duty and must comply with the legislative requirements that apply to issues such as condition monitoring and training. We have the facility to instigate control measures.

The measures will include:

- Ensuring that this equipment is only used by authorised personnel and is appropriate to the work being carried out (information can be found in the **guidance notes**).
- Maintaining the equipment so that its original design integrity is maintained.
- Ensuring that faulty or defective equipment is taken out of use and any repairs are undertaken by a competent person.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Training on the use of the equipment and personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## HAZARDOUS SUBSTANCES

Our business requires contact with the use of hazardous substances. Due to the inherent dangers involved we recognise our duty to control the storage, handling and use of these substances. They may be purchased as a hazardous substance, produced as a result of our activities or exist in the form of microbiological hazards. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled to the recognised standard and are stored in the appropriate containers.
- Identifying the activities where hazardous products are generated as a result of the process and require control measures instigating. This will also include microbiological hazards (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## USE OF CHEMICALS

Due to the nature of our business we use and handle hazardous chemicals. Because of the inherent dangers involved we recognise our duty to control the storage, handling and use of these chemicals. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the purchased products used by employees and decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request a copy of the material safety data sheet (MSDS) from our suppliers. This enables us to access the information on the associated hazards involved.
- Ensuring the hazardous chemicals are correctly labelled and stored in the appropriate containers (information is provided within the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of use or contact (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Installing a health surveillance programme as and when the hazardous substance requires (information is provided within the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## STORAGE OF HAZARDOUS SUBSTANCES

Our business undertaking requires us to store hazardous substances. Due to the inherent dangers involved we recognise our duty to control this storage, handling and transportation that is involved. When these situations arise we instigate control measures.

The measures will include:

- Identifying all the products within the facility, so as to decide whether they pose a significant risk of harm (an inventory of products is recorded on the form **COSHHI** which can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- When we purchase or acquire products we request from our suppliers a copy of the material safety data sheet (MSDS), this enables us to access information on the associated hazards involved and the suggested controls measures.
- Ensuring the hazardous substances are correctly labelled in compliance with the current legislative standard and are stored in the appropriate containers this will include any microbiological hazards.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **Control of Substances Hazardous to Health Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures, which include ensuring that copies of the completed COSHH assessments are available at the point of handling (information is provided within the **guidance notes**).
- Ensuring that safe working practices are produced and implemented.
- Ensuring that the hazardous substances are disposed of in the recognised safe manner, this includes any residual hazardous substances that may be left in used containers.
- Ensuring that a spillage / release procedure is in place and all the necessary equipment to tackle the spillage / release is available.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## CONTROL OF FLAMMABLE LIQUIDS

We recognise due to the inherent dangers involved and our legal duty that there is a requirement to ensure the necessary fire precautions and emergency arrangements are put into place (e.g. evacuation, fire fighting equipment and major spillages). We have the facility to instigate control measures.

The measures will include:

- Identifying situations that require procedures to be put into place (information can be found in the **guidance notes**).
- Ensuring that the liquids are stored in the recognised manner meeting the current legal compliance and approved code of practice.
- Assessing the risks involved (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** and **Fire Risk Assessment** sections of the **Risk Assessments Manual**).
- Establishing procedures to deal with emergency situations, such as evacuation of the premises and the provision of fire fighting equipment (information can be found in the **guidance notes**).
- Liaising with the relevant emergency services (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training for all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- The development and implementation of safe systems of work to combat emergency situations (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## LONE WORKING

Due to the nature of our business situations may arise whereby employees may have to work alone. Where possible we discourage this practice, but sometimes this becomes unavoidable. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Establishing emergency contact procedures (information can be found in the **guidance notes**).
- Ensuring that regular contact is made with the lone worker.
- Implementing the control measures.
- Ensuring that safe working practices are produced and implemented.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## MANUAL HANDLING

Due to the nature of our business situations may arise whereby manual handling tasks become unavoidable. Where possible we discourage manual handling and provide suitable mechanised equipment. When an unavoidable situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing and maintaining suitable and appropriate manual handling equipment (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on manual handling, the safe working practices, equipment and use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Implementing and monitoring the control measures.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



## NEW AND EXPECTANT MOTHERS

We recognise our legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so as not to expose them to hazards that may cause harm. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and introducing control measures that arise from the assessment (information can be found in the **guidance notes** and completed risk assessments can be found in the **New and Expectant Mothers Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Providing adequate facility for rest during the pregnancy.
- Monitoring the employee through the development of the pregnancy (information can be found in the **guidance notes**).
- Providing adequate facilities for new nursing mothers.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## NOISE

Due to the nature of our business situations may arise whereby the noise levels rise above the recognised accepted legislative standard. We recognise the requirement to control the exposure of our employees to high noise levels. When this situation arises we instigate control measures.

The measures will include:

- Identifying the areas and tasks that may pose risk of hearing damage (information can be found in the **guidance notes**).
- Undertaking a full and comprehensive noise assessment of our facility (information regarding qualified noise assessors can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Setting into place the control measures identified in the risk assessments to either remove or control the risks (this includes the provision of mandatory signage, see **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Providing health surveillance for all personnel that are exposed to high noise levels (information can be found in the **guidance notes**).
- Training for all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## HAND ARM VIBRATION

Although there are many forms of occupational health risks we recognise, due to the nature of our business that situations may arise that may pose a significant risk of hand arm vibration syndrome. When this situation arises we instigate control measures.

The measures will include:

- Identifying the tasks where vibration transmitting tools or materials are in use.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that our tools are maintained to a high standard (information can be found in the **guidance notes**).
- Ensuring that our employees are not exposed to vibration that exceeds the current recommended exposure levels.
- Ensuring that our employees are provided with sufficient facilities to enable them to keep their hands warm.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## SUBSTANCE AND ALCOHOL USE / ABUSE

We recognise the health and safety implications posed by employees that may be involved with substance and alcohol use and abuse. We have a low tolerance policy towards employees that are involved in these activities, but also realise our duty to assist those that have a genuine problem. When this situation arises we instigate the following procedures.

These procedures will include:

- Identifying those affected.
- Identifying the use / abuse problem.
- Deciding whether to invoke the disciplinary procedures (information can be found in the **guidance notes**).
- Ensuring that adequate supervision is provided so as to monitor the actions of those affected.
- Implementing and monitoring the control measures.
- Providing health surveillance and / or counselling as appropriate.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## WORK RELATED UPPER LIMB DISORDERS (WRULD)

Although there are many forms of occupational health risk we recognise, due to the nature of our business, that situations may arise that may pose a significant risk of work related upper limb disorders. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** and **Manual Handling Assessment** sections of the **Risk Assessments Manual**).
- Identifying the tasks that pose an occupational health risk.
- Assessing the risks involved and the control measures that need to be put into place. This may require a more detailed ergonomic assessment of the tasks involved. (information can be found in the **guidance notes**).
- Appointing the services of an Occupational Health Practitioner if deemed necessary.
- Ensuring that our employees understand the reporting procedure, so as to enable them to report any medical condition (e.g. previous ill health conditions) that may affect their health and ability to undertake their work activities.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use of personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## WORKING AT HEIGHT

Situations arise within our organisation that requires working at height. We recognise, due to the high risk of injury or fatality whilst carrying out these tasks, the need to ensure adequate controls are put into place to control the risk. When this situation arises we instigate control measures.

The measures will include:

- Identifying the work at height tasks that require control measures (information can be found in the **guidance notes**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring a **Permit to Work** is raised when required.
- Liaising with the contractor, if the work to be undertaken, is to be completed by somebody external to our organisation.
- Approving the work (**Permit to Work** forms can be found in the **guidance notes**).
- Ensuring that control measures are implemented and monitored (method statements and safe working practices should be filed with the **Permit to Work** form).
- Ensuring that only properly trained and competent persons are authorised to carry out the work (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that safe working practices are developed and implemented (this will involve the provision of fall arrest equipment. Information can be found in the **guidance notes**).
- Where required, issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Due to the nature of our business situations may arise whereby the use of personal protective equipment becomes unavoidable. We realise that this should form the last resort as a control measure but this becomes the only viable option in many cases. When this situation arises we instigate control measures.

The measures will include:

- Providing suitable and sufficient personal protective equipment that meets European Standards (CE marking), (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Training on the use and maintenance of personal protective equipment and use of personal protective equipment (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Providing appropriate storage for personal protective equipment (PPE) when it is not in use.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## SMOKING

We recognise that we have a duty to ensure non-smoking employees are protected from the inhalation of second-hand smoke (passive smoking). Therefore we do not allow smoking in our premises and instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures (a smoking policy can be found in the **guidance notes**).
- Providing information to all persons affected.
- Providing a non-smoking rest area for staff.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



## STRESS IN THE WORKPLACE

Due to the nature of our business, it is foreseeable that situations may arise whereby workplace stress poses a significant health risk. We recognise our legal duty to ensure we control situations that are likely to heighten the risk of the condition. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures that have been identified.
- Ensuring that the workloads are not excessive.
- Ensuring that employees are provided with the necessary counselling and occupational health practitioner facilities when necessary (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## TRANSPORT

Due to the nature of our business transport is a major issue within our organisation. Due to the inherent dangers involved there is a requirement to control the pedestrian / vehicle interface. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all persons involved in our transport activities are appropriately trained and competent (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that all company transport is appropriately maintained and kept in a roadworthy condition (maintenance records can be found in the **Equipment and Machinery** section of the **Safety Records**).
- Ensuring that personnel involved in driving activities do so in accordance with relevant legislation (i.e. Road Traffic Act, Highway Code etc).
- Ensuring that safe working practices are developed and implemented (information can be found in the **guidance notes**).
- Issuing appropriate safety equipment to the personnel involved (forms for recording the issue and maintenance of personal protective equipment (PPE) can be found in the **Personal Protective Equipment** section of the **Safety Records**).
- Ensuring that our drivers do not use hand held mobile phones whilst they are driving (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## FORK LIFT TRUCKS

Our business requires us to use fork lift trucks. We recognise due to the inherent dangers involved with the day-to-day use of this work equipment, our legal duty to adequately manage the use and maintenance of this equipment. This includes the statutory inspection and training requirements. When this situation arises we instigate control measures.

The measures will include:

- Ensuring that any fork lift trucks are included in the lifting equipment inventory.
- Ensuring that fork lift trucks meet the design requirements for the task (information can be found in the **guidance notes**).
- Ensuring that a competent person correctly maintains the fork lift trucks.
- Ensuring that faulty or defective trucks are dealt with in the correct manner. This may require the fork lift truck to be taken out of use so as to enable repairs to be undertaken by a competent person (information can be found in the **guidance notes**).
- Ensuring that, when appropriate, the Enforcing Authorities are informed in compliance with the regulatory requirements (forms for recording the issue can be found in the **Accidents, Incidents, Diseases or Dangerous Occurrences** section of the **Safety Records**).
- Ensuring daily checks are undertaken and recorded before use.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Formal training in the use of the lifting equipment and any personal protective equipment and other safety measures (training records can be found in the **Health and Safety Training** section of the **Safety Records**).
- Ensuring that adequate control measures are in place for the recharging of fuel cells (information can be found in the **guidance notes**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## OCCUPATIONAL ROAD SAFETY

Due to the nature of our business we require our employees to drive on public roads. We recognise the associated hazards and the risks involved in the use of company vehicles, these include driving whilst tired and the use of mobile phones. To ensure we control these issues we have the facility to instigate control measures.

The measures will include:

- Ensuring that all our drivers hold a current, valid driving licence.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing the control measures required.
- Ensuring we provide our drivers with the necessary rules and procedural arrangements to deal with situations that may arise.
- Instructing our drivers not to use hand held mobile phones whilst driving.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## VIOLENCE

Due to the nature of our business, it is foreseeable that situations may arise whereby employees are exposed to a significant risk of abuse and violence. We recognise our legal duty to ensure we control situations that are likely to increase the risk of violence towards our employees. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring we provide adequate information, instruction and training to enable those that come into contact with the situations to deal with them (information can be found in the **guidance notes**).
- Implementing and monitoring the control measures that have been identified.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## VISITORS

Due to the nature of our business and the inherent dangers involved we realise our duty to control access to our facility by visitors. We have the facility to instigate control measures.

The measures will include:

- Assessing the risks involved and introduced by visitors and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Implementing and monitoring the control measures.
- Ensuring that all visitors read the safety and emergency rules that are relevant to them and sign the **Visitors Book** to say that they have done so.
- Ensuring that visitors are supervised at all times and are not allowed to wander around the premises by themselves.
- Ensuring that personal protective equipment is used where required.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## **BUILDING SERVICES**

We recognise our duty to ensure that the services (e.g. gas, electricity and water), provided for use within our facility are correctly installed and adequately maintained. We only use competent persons to install and maintain these facilities. To ensure we maintain control of these services we instigate control measures.

The measures will include:

- Identifying all the sources of supply.
- Ensuring that the supplies can be safely isolated and that procedures are in place to deal with emergency situations (information can be found in the **guidance notes**).
- Ensuring that only competent persons are allowed to undertake work on the supplies (information can be found in **guidance note 16 – Control of Contractors**).
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Liaising with the contractor / worker involved.
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## PREMISES

We recognise our duty to ensure that the structural integrity and decor of our premises meet the legal standards and they are maintained to the required standard. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises to maintain standards (information can be found in the **guidance notes**).
- Ensuring that we only use competent persons to undertake work on our premises.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Liaising with the contractor / worker involved.
- Ensuring that safe working practices are developed and implemented, this will require contractors to provide adequate method statements.
- Provision of information to all persons who might be affected by the work.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.



## SLIPS, TRIPS AND FALLS

We recognise our duty to ensure that the premises are maintained to an acceptable standard. This will involve good housekeeping and organisation. This is to ensure that situations do not arise that may cause slips, trips and falls on our premises. To ensure we maintain control of our premises we instigate control measures.

The measures will include:

- Ensuring we monitor the premises and identify any actions necessary.
- Assessing the risks involved and the control measures that need to be put into place (completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that safe working practices are developed and implemented.
- Providing information, instruction and training to all persons who might be affected within the facility.
- Providing signage to indicate the presence of the hazard.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## CONTROLLING WASTE

We recognise the hazards involved due to the build up of waste within our facility and understand that some of the requirements fall under environmental legislation which outside the scope of this documentation. We have the facility to instigate control measures.

These measures will include:

- Ensuring that waste is removed on a regular basis.
- Ensuring that controlled waste is securely stored to prevent contact with those that may be affected by the associated hazards.
- Ensuring that controlled waste is removed by a licensed waste management company.
- Ensuring that combustible waste is secured and away from sources of ignition.
- Ensuring that waste handling procedures do not cause unacceptable housekeeping conditions.

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

## YOUNG PERSONS

We recognise the legal requirement to undertake a risk assessment of the tasks undertaken by young persons. When this situation arises we instigate control measures.

The measures will include:

- Assessing the risks involved and the control measures that need to be put into place (information can be found in the **guidance notes** and completed risk assessments can be found in the **General Risk Assessment** section of the **Risk Assessments Manual**).
- Ensuring that the control measures identified are put into place and implemented (information can be found in the **Young Persons Assessment** section of the **Risk Assessments Manual**).
- Restricting the work activities of young persons where failure to do so is likely to result in injury.
- Ensuring that all relevant persons are informed of the activity and risks involved (information can be found in the **guidance notes**).
- Ensuring that the young person is managed / supervised by persons who are trained and competent (information can be found in the **guidance notes**).
- The provision of information, instruction and training to all relevant persons (training records can be found in the **Health and Safety Training** section of the **Safety Records**).

Responsibility for undertaking these measures has been delegated to key personnel. These responsibilities can be found in the **Individual Responsibilities and Monitoring** sub-section of the **Organisation and Responsibilities** section and the means for auditing these responsibilities can be found in the **Health and Safety Key Responsibility Booklets** issued to them.

# **EMPLOYEE RESPONSIBILITIES, RULES AND PROCEDURES**

Introduction

Employee Safety Handbook

## INTRODUCTION

We recognise our duty to provide our employees with the necessary information, instruction and training as is required by health and safety legislation.

We provide our employees with an Employee Safety Handbook which informs them of their duty to ensure their own health and safety as well as those who may be affected by their actions, as is required by health and safety legislation.

The Employee Safety Handbook contains the following:

- The Health and Safety General Policy
- The management organisational structure
- The management responsibilities and monitoring procedures
- List of specific arrangements which affect the organisation
- Rules and regulations to which the employee must adhere

We believe our employees are an important asset to the organisation and we will ensure that health and safety standards are introduced and maintained.

A copy of the Employee Safety Handbook is provided within this Policy and establishes the employees' legal responsibilities and how to achieve them.

# **DUREY CASTINGS LIMITED**

## **EMPLOYEE SAFETY HANDBOOK**

### **INTRODUCTION**

This Employee Safety Handbook has been produced to provide employees with information that will enable you to understand the arrangements that we have made to comply with our duties under health and safety law.

It also provides information about your duties as an employee. Your responsibility is to read this Handbook and ensure you are familiar with its contents and any amendments to it that might occur from time to time.

To enable you to be aware of these legal requirements we have produced this 'Safety Handbook' for your information and it covers the following:

- Information for Employees
- Employees' Individual Responsibilities
- Safety Rules

This Safety Handbook seeks to ensure that you are fully conversant with all aspects of health and safety which affect you whilst undertaking work activities.

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# **EMPLOYEE RESPONSIBILITIES, RULES AND PROCEDURES - CONTINUED**

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**Fire / Emergency Procedure**

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# GENERAL POLICY

## Introduction

- General
- What the Law Requires

## Health and Safety General Policy

# INTRODUCTION

## General

Businesses that are successful in achieving high standards have Health and Safety Policies which contribute to their business performance whilst meeting their responsibilities to people and the working environment in a way which fulfils the spirit and letter of the law.

## What the Law Requires

Unless exempt from certain provisions, our business has to comply with the requirement to have a written statement of Health and Safety General Policy for the protection of our employees and others who may be affected by our work activities.

This statement forms the basis of the actions necessary to combat issues within our organisation.

Our Health and Safety Policy and Procedures reflect our commitment to a planned and systematic approach to policy implementation.

A full review is undertaken from time to time, to ensure high standards and commitments are maintained by us.

You are required to co-operate with us so far as is necessary to enable us to fulfil any duty or requirements to be performed or with which we must comply.

You are to take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions whilst at work.

You also have a duty not to interfere with or misuse things that are provided within the scope of any relevant statutory provisions.

All the above are identified within your Employee Safety Handbook as your individual responsibilities, rules and procedures and must be adhered to at all times.

# DUREY CASTINGS LIMITED

## HEALTH AND SAFETY GENERAL POLICY

We at Durey Castings Limited recognise our duties under the Health and Safety at Work etc Act 1974 and the accompanying protective legislation. We will endeavour to meet the requirements of this legislation so as to ensure that we maintain a safe and healthy working environment. Our managers and supervisory staff are informed of their responsibilities to ensure they take all reasonable precautions, to ensure the safety, health and welfare of those that are likely to be affected by our undertaking.

Durey Castings Limited recognises so far as is reasonably practicable the duty to ensure the following:

- To provide and maintain a safe place of work, safe systems of work, safe equipment and a healthy and safe working environment.
- To ensure that hazards are identified and regular assessments of risks are undertaken.
- To provide information, instruction and training as is necessary to ensure employees and others are assured of a safe and healthy working environment.
- Promoting the awareness of health and safety and encouraging health and safety best practice throughout our organisation.
- To ensure we are taking the appropriate protective and preventative measures.
- To ensure that we have access to competent advice and are able to secure compliance with our statutory duties.

In order that we can achieve our objectives, and ensure our employees recognise their duties under health and safety legislation whilst at work, we must ensure that we inform them of their duty to take reasonable care of themselves and others that may be affected by their activities. We ensure our employees are informed of their obligations to ensure they cooperate with management and adhere with Durey Castings Limited safety rules which are provided within the **Employee Safety Handbook**.

Signature .....

Date .....

Position .....



# **ORGANISATION AND RESPONSIBILITIES**

## **Introduction**

## **Organisational Structure**

## **Management Responsibilities and Monitoring**

- Introduction
- Management Responsibilities

## **List of Specific Arrangements**

## INTRODUCTION

We are legally required to identify the duties and responsibilities for employees who have a specific role in managing health and safety in our workplace.

Those involved in the management of Durey Castings Limited have their duties and responsibilities clearly defined. This is to ensure the Health and Safety General Policy is properly taken into account when designing and implementing systems and procedures.

We also have a responsibility and duty to ensure that:

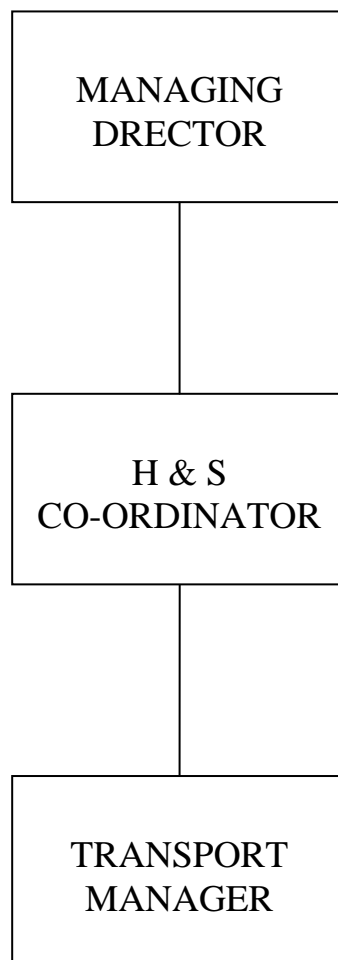
- You are aware of and understand the Health and Safety General Policy.
- You are aware of and understand the health and safety rules relating to your work.
- You are adequately instructed, trained and supervised.
- You are made aware of the hazards and risks associated with your work activities.
- You are provided with safe products, substances and equipment, safe methods of work and an environment in which it is safe and healthy to work.

The above duties and responsibilities are implemented through the use of the documentation outlined within this manual and through management carrying out periodic monitoring of the areas within their control.

## ORGANISATIONAL STRUCTURE

The organisational structure diagram outlines the chain of command in respect of health and safety management. It also shows who has the responsibility for the implementation of the Health and Safety General Policy and are accountable for their areas of responsibility.

### DUREY CASTINGS LIMITED







# MANAGEMENT RESPONSIBILITIES AND MONITORING

## Introduction

This Employee Safety Handbook has been produced to provide you with information that will enable you to understand the arrangements that we have made to comply with our duties under health and safety law.

It also provides information about your duties as an employee. Your responsibility is to read this Handbook and ensure you are familiar with its contents and any amendments to it that might occur from time to time.

## Management Responsibilities

Health and safety law lays down specific duties on employers to make arrangements to protect the health, safety and welfare of their employees whilst at work and others (visitors and contractors) who might be affected by their undertakings.

To help us comply with these duties we have delegated specific responsibilities to Managers and others who have been given specific responsibility for their area of work (information on individual management responsibilities can be found in the **Organisation and Responsibilities** section of the **Health and Safety Policy and Procedures Manual**).

As part of our duties we have prepared a Health and Safety Management System that includes:

- Our Health and Safety Policy.
- Responsibilities and monitoring duties for management.
- Specific arrangements to deal with issues in our workplace.
- Risk assessments.
- Emergency procedures to deal with accidents at work, fire and evacuation of the premises.
- Rules for all of our employees.

You must read and take note of the information in this Employee Safety Handbook. You will be expected to sign a confirmation letter that you have read, understood, accepted and will comply with the contents and will keep yourself aware of its contents and any amendments to it that might occur from time to time.

We have provided copies of the 'Health and Safety Law – What You Should Know' poster that provides you with additional information. These are displayed in prominent positions throughout our premises. Where a poster cannot be displayed we will provide copies of the Health and Safety Law leaflet.

Where applicable we will also provide other documentation that provides the information necessary for you to be able to carry out your work safely.



## LIST OF SPECIFIC ARRANGEMENTS

We are required to make specific arrangements to carry out our duties and to inform you about them. This section tells you what specific arrangements we have identified as requiring our attention (more information relating to them can be found in the **Policy and Procedures Manual**).

- Accident and Incident Reporting
- Accident Investigation
- Consultation
- Electrical Safety
- Equipment Use
- Fire / Emergency Arrangements
- First Aid
- Hazard Reporting
- Occupational Health
- Purchasing
- Risk Assessments
- Training
- Welfare / Working Environment
- Asbestos
- Cleaning
- Control of Contractors
- Display Screen Equipment
- Abrasive Wheels
- Access Equipment
- Hand Tools
- Lifting Equipment
- Machinery
- Office Equipment
- Hazardous Substances
- Use of Chemicals
- Storage of Hazardous Substances
- Control of Flammable Liquids
- Lone Working
- Manual Handling
- New and Expectant Mothers
- Noise
- Hand Arm Vibration
- Substance and Alcohol Use / Abuse
- WRULD
- Working at Height
- Personal Protective Equipment
- Smoking
- Stress in the Workplace
- Transport
- Fork Lift Trucks
- Occupational Road Safety
- Violence
- Visitors
- Building Services
- Premises
- Slips, Trips and Falls
- Controlling Waste
- Young Persons



# **EMPLOYEE RESPONSIBILITIES, RULES AND PROCEDURES**

## **Introduction**

## **Information for Employees**

## **Employee Responsibilities**

## **Safety Rules**

- Introduction
- Safety Rules

## **Consultation**

## **Fire / Emergency Procedure**

## **First Aid**

## **Hazard Reporting**

## **Occupational Health**

## **Risk Assessments**

## **Safety Records**

## **INTRODUCTION**

Health and safety law lays down specific responsibilities on us to secure your health and safety whilst at work. The legislation also requires that we protect others who are not our employees but may be affected by our activities.

Health and safety legislation not only places general duties on Managers but also on you to look after your own health and safety and that of others who may be affected by your acts or omissions.

To ensure you are aware of the legal provisions and your responsibilities we have provided the relevant information regarding our rules and procedures for your protection whilst at work. These are included within this Employee Safety Handbook.

## **INFORMATION FOR EMPLOYEES**

We are fulfilling our general duties and responsibilities for the provision of information to you and to your representatives on all aspects of health and safety at work by displaying or issuing various documentation as follows:

- The Health and Safety Law Poster.
- The distribution of literature and information leaflets.
- The displaying of information relating to safe working procedures.
- Making available information on the results of various risk assessments carried out and the control measures to be put in place.

In addition to the above, we have produced this Employee Safety Handbook, which is available for you to read. This Handbook contains information relating to individual responsibilities and safety rules covering the following working procedures, which are of particular importance and relevance to you as our employee:

- Working Practices
- Hazard / Warning Signs and Notices
- Working Conditions / Environment
- Protective Clothing and Equipment
- Fire Precautions
- Vehicles
- Accidents
- Health
- Drugs and Medicines
- Hygiene
- Rules Covering Gross Misconduct

# EMPLOYEE RESPONSIBILITIES

## RESPONSIBILITIES

As an employee of the organisation you have a legal duty to take reasonable care of yourself and others and ensure that you co-operate with management on points of health and safety.

Ensure that you comply with the all emergency arrangements that are communicated to you.

You must ensure that you report all accidents, near misses or damage to machinery and property as soon as possible. You must co-operate with any accident / incident investigations that you are requested to assist with.

You must refrain from wilful measures or interference with anything provided in the interests of health, safety and welfare.

You must carry out your tasks in a safe manner and follow the requirements of any instructions or safe systems of work that may be provided for you. Should you feel that there are situations that may pose a hazard; you have a duty to report such findings to management.

You have a duty to ensure that any personal protective equipment provided for your protection is worn, maintained and stored in the correct manner as directed by management.

## ACHIEVED BY

Co-operate with your management on points of health and safety, including attending any health and safety training that may be deemed necessary to undertake your task. Make yourself familiar with the specific arrangements of the Health and Safety Policy that may affect you.

Ensure that you take notice of the procedural arrangements for action in the event of an emergency and keep yourself updated with any changes that may be communicated to you.

It is important that you inform those in control of the organisation's first aid or the emergency contact, so that effective action can be taken as soon as possible. Failure to report accidents, incidents or damaged equipment, may give rise to the same or similar incident arising again.

Carry out your tasks in a safe manner and follow any safety rules provided and have a general understanding of your limitations, in so far as the tasks you are employed to carry out.

Make yourself aware of the tasks you are required to undertake. If there is anything you are unsure about you must ask.

Follow any specific instructions to wear, maintain and store personal protective equipment as per the manufacturer's instructions.

# **SAFETY RULES**

## **Introduction**

This section of the Employee Safety Handbook outlines the general rules laid down and which are applicable to you. These safety rules are prepared in accordance with legal requirements and in compliance with acknowledged safe working practices. In addition there is a legal duty imposed upon you to comply with these rules, as breaches of the rules will result in disciplinary action, possibly leading to dismissal.

There may be more specific rules about how you are expected to undertake certain tasks. Where applicable, these will be in the format of safe working procedures, locally produced within your organisation, for which we, as your employer, will provide appropriate instruction and training.

It should be remembered that a breach of health and safety legislation by you may constitute a criminal offence and action taken by an Enforcing Authority against you, as an individual, can result in heavy penalties, i.e. fines and / or imprisonment.

## **Safety Rules**

### **Working Practices**

- You must not operate any equipment unless you have been trained and authorised to do so.
- You must make full and proper use of all equipment.
- You must report to management immediately any fault, damage, defect or malfunction in any equipment or guards.
- You must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- You must not clean any equipment whilst it is in motion.
- You must not leave any equipment in motion and unattended unless authorised to do so.
- If you are under the age of 18 years you must not operate any 'prescribed dangerous machinery' without specific authorisation. Training on such equipment will be given along with adequate supervision.
- You must use all substances, chemicals, liquids etc., in accordance with written assessments and instructions.
- You must return all substances, chemicals, materials and liquids etc., to their designated safe storage areas when not in use.
- You must observe all pedestrian and vehicle controls throughout the premises.
- You must not lift, carry, push or pull any load beyond your personal capability without seeking assistance or without following the appropriate safe system of work identified



following the handling assessment.

### **Hazard / Warning Signs and Notices**

- You must comply with all hazard warning signs and notices displayed on our premises.

### **Working Conditions / Environment**

- You must use the correct tools provided and the appropriate receptacles when removing any waste or materials.
- You must clear up any spillage of liquids within the work area in the prescribed manner and report any hazardous conditions that exist.
- You must deposit all waste chemicals and oils at the correct disposal points and in the prescribed manner.
- You must not pollute water courses, sewers or drains with chemicals, oils or other substances.
- You must make proper use of all equipment and facilities provided.
- You must keep all areas clear and in a clean, tidy condition.
- You must dispose of all rubbish and waste materials using the facilities provided.

### **Protective Clothing and Equipment**

- You must use all items of protective clothing / equipment provided as instructed.
- You must not misuse or wilfully damage any item of protective clothing / equipment provided.
- You must store and maintain protective clothing / equipment in the approved manner.
- You must report any damage, loss, fault or unsuitability of protective clothing / equipment to management.

### **Fire Precautions**

- You must report any fire or use of fire fighting equipment to management.
- You must comply with all laid down emergency procedures as displayed at various locations within the premises.
- You must not obstruct any fire escape route, fire equipment or fire doors.
- You must not interfere with or misuse any fire equipment provided.

### **Vehicles**

- You must carry out periodic checks of your vehicle prior to use and in conjunction with laid down checking procedures.
- You must not drive or operate any vehicle for which you do not hold an appropriate driving licence or permit.
- You must not carry unauthorised passengers or unauthorised loads.
- You must not use our vehicles for unauthorised purposes.
- You must not overload vehicles beyond their stated capacity.
- You must not drive or operate vehicles whilst suffering from a medical condition, illness or intoxication that may affect your driving or operating ability.
- You must not drive or operate vehicles whilst using a handheld mobile phone.

### **Accidents**

- You must seek appropriate medical attention for any injury you may receive, no matter how slight it may seem to be. Medical attention may include first aid or attendance at a hospital casualty department. Upon returning from treatment, you must report the incident to the person in charge and enter the details in the Accident Book.
- You must report all accidents and dangerous occurrences to the person in charge as soon as it is practicable.
- You must notify the person in charge of any incident in which damage is caused to either our or any third party's, property.

### **Health**

- You must report to the person in charge any medical condition which could affect the safety of yourself or others.
- You must co-operate with the management on the implementation of the medical and occupational health provisions.
- Female employees must inform the organisation as soon as they are aware that they are pregnant. The pregnancy must then be confirmed in writing by your Midwife or Doctor. The organisation will then implement the necessary precautions which are to protect the expectant mother and the unborn child.
- It is important that management is notified immediately if you or any member of staff becomes ill with:
  - Diarrhoea, sickness (vomiting) and other stomach disorders.
  - Any discharge from the eyes, ears or nose or a sore throat.
  - Any septic skin condition such as sores, boils, septic cuts, etc.
  - Any other infection.

If you are ill, it is necessary that you keep away from work until such time as your GP

pronounces you fit to return (ensuring s/he is made fully aware of the nature of your work). This will minimise the chances of infections spreading through the workforce.

- The following infections are known as ‘notifiable’ and where you or any member of staff is found to be suffering from them, the local authority (Environmental Health Department) must be notified immediately:
  - Typhoid / Paratyphoid or any other Salmonella infection.
  - Amoebic or Bacillary Dysentery.
  - Staphylococcal infection.
- Any decision to exclude you from work due to any disease or condition will only be taken following consultation with management.

### **Drugs and Medicines**

- You must not misuse any drugs or medicines.

### **Hygiene**

- You must look after personal hygiene at all times, using the correct facilities provided.
- You must protect all open wounds with the appropriate dressings provided.
- You must report infections immediately.
- Your general appearance and manner of dress must conform to our standards.

### **Rules Covering Gross Misconduct**

- You will be liable to summary dismissal if you are found to have acted in either of the following ways:
  - Serious breaches of the preceding health and safety rules, which endanger the lives of or may cause serious injury to employees or any other person.
  - Interference with or misuse of any equipment, for use at work that may cause harm.

## **CONSULTATION**

To enable you to raise issues of concern relating to health and safety issues in our workplace consultation has to take place between us.

This is accomplished by consultation sessions between employees and management in the form of tool box talks (on the job) and by pre-arranged formal meetings. These meetings take place on a regular basis and the content of meetings is documented.

We consult with our employees on a one to one basis over matters concerning health and safety.

# **FIRE / EMERGENCY PROCEDURE**

## **UPON DISCOVERING FIRE**

- Should you discover a fire, raise the alarm by the established method identified in your training.
- Telephone the emergency services by using the organisation's agreed procedure. Provide your telephone number, address, postcode and location of the fire. Speak slowly and clearly.
- Ensure the relevant information is relayed back to you correctly.
- Leave by the nearest emergency exit and go to your established assembly point.
- DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

## **EMERGENCY EVACUATION ARRANGEMENTS**

**In the event of the alarm being raised, the following action must be taken:**

- Leave the building by the nearest available emergency exit.
- Do not stop for personal belongings.
- Report to your established assembly point.
- Ensure the Senior Fire Officer is informed of any situations that may affect the safe evacuation of the premises.
- DO NOT re-enter the building until authorised to do so by the Senior Fire Officer.

## FIRST AID

Arrangements have been made to ensure that incidents requiring first aid treatment are dealt with in an appropriate manner.

In the event that you have an accident resulting in an injury, however minor, you must report to the person appointed to administer first aid, if you are able to do so. You must enter the details of the accident in the **Accident Book**.

If you are in the vicinity of a serious accident then you must inform the First Aider immediately. If the First Aider is unavailable, you must inform the designated 'Appointed Person' to deal with the situation.

The name and location of the persons appointed to administer first aid can be found on the **First Aid Notices** that are placed in prominent positions throughout the workplace.

Accidents that do not result in an injury must also be reported.

## HAZARD REPORTING

We have procedural arrangements in place to encourage your involvement in the reporting of hazards that may affect you or others.

This procedure provides a method of communication of all hazards, unsafe conditions and practices. Such hazards will be reported using a **Hazard Log**. The form is available for use and should also be completed where hazards and unsafe conditions may affect the health and safety of other persons who are not our employees. This may also apply to contractors working on the premises where their work activities are likely to affect our employees.

You should participate fully in ensuring that this procedure is adhered to and that defects or hazards are reported immediately in the interest of adherence to our Health and Safety Policy.

If you require assistance ask/seek from Line Manager. If you prefer to report defects or hazards verbally then do so to Line Manager. In these instances the report should be made to your Line Manager who will complete the **Hazard Log** on your behalf.

## OCCUPATIONAL HEALTH

We have a legal responsibility to ensure the wellbeing of anyone who may be affected by the possibility of ill health arising from a work activity.

Hazards that have the potential to harm you, or anyone connected with our business, are identified in our risk assessments which are contained in the relevant section of the **Risk Assessments Manual**. These assessments will identify any occupational health issues that require controlling.

If our risk assessments deem it necessary, we will institute monitoring procedures for the health of any employee or prospective employee who is, or may be, exposed to health risks whilst carrying out work activities. This may mean that existing employees are referred for health screening, in the event that you have come into contact with something that is likely to cause long term harm and may affect your ability to safely continue with your normal duties. We reserve the right to refer you to an Occupational Health Practitioner appointed by ourselves.

If you suffer from any of the following medical conditions you must inform your Line Manager so that, in case of need, the appropriate action can be taken: bronchitis, heart complaints, epilepsy, allergy to any substance e.g. penicillin, asthma, confirmed pregnancy, high / low blood pressure, giddiness / fainting or diabetes.

This is not an exhaustive list. Any condition that affects your ability to work, or would affect the safety of others must be reported to the relevant Line Manager.

## **RISK ASSESSMENTS**

We recognise that we have responsibilities to carry out risk assessments so that we can identify:

- The significant hazards that employees may be exposed to.
- Who could be harmed and how?
- What is the likelihood that someone could be harmed by the hazard?
- How the hazards are controlled and whether any action is required to deal with the hazard.

Completed risk assessments forms can be found in the **Risk Assessments Manual**.

Where necessary, copies of the completed risk assessment forms will also be placed in the relevant department.

The control measures identified in the risk assessments will form part of our safe working practices and procedures.

You will receive instruction in the form of training and information on both the control measures and safe working practices and procedures. You must comply with those instructions at all times.

## **SAFETY RECORDS**

We have a need to maintain records of our activities (information on these can be found in the **Policy and Procedures Manual**). Completed records can be found in the **Safety Records Manual**.