



# **Health and Safety Policy Document**

**(Reviewed April 2006)**

## **1.0 General statement**

The policy of Seek-it Ltd is to take all reasonable and practical steps to promote healthy and safe working conditions for its employees and to ensure the health and safety of contractors, customers and the general public who are in contact with our work activities, see displayed Policy Statement.

## **2.0 Definitions**

Accident – physical or mental injury to an individual, damage to property.  
Occurrence – an event which needs to be reported whether it resulted in injury or not.

Incident – no injury but needs to be prevented from happening again.

## **3.0 Objectives**

### **3.1 General Objectives**

By law everyone has a responsibility for health and safety. Seek-it Ltd will comply with those statutory requirements but will also actively seek to prevent injury or other medical problems. In order to accomplish this Seek-it Ltd will:-

- Take all reasonable measures to protect the health and safety of our employees and of others who may be affected by our activities.
- Maintain the quality of the environment by means of the careful and responsible implementation of our activities.
- Provide and maintain plant, equipment and systems of work that are safe.
- Ensure risk assessments are carried out with results recorded and recommendations correctly specified and implemented.
- Ensure all employees are adequately committed to, and trained in, this policy and its requirements.
- Achieve a high level of health and safety performance, reducing risk and preventing accidents.
- Provide instruction, information and training.
- Provide suitable and sufficient protective equipment.
- Monitor the Health & Safety performance of the company.
- Appoint a Hazardous Substances Safety Advisor.

### **3.2 Legal Objectives**

The company will take the requisite action to conform with:-

- The Management of Health & Safety at Work Regulations
- The Provision and Use of Work Equipment Regulations
- The Workplace (Health, Safety and Welfare) Regulations
- The Manual Handling Operations Regulations
- The Personal Protective Equipment at Work Regulations
- The Health and Safety (Display Screen Equipment) Regulations

Written assessments required by the above will be undertaken and arrangements made for implementing any protective and preventative measures recommended. These risk assessments will cover planning, organisation, control monitoring and review, i.e. the management of Health & Safety

The company also has similar responsibilities for assessing, monitoring and controlling health risks under the provisions of:-

- The Electricity at Work Regulations
- The Noise at Work Regulations
- The Environmental Protection Act
- The Transportation of Dangerous Goods (Safety Advisors) Regulations

## **4.0 Specific Responsibilities**

### **4.1 Company Responsibilities**

The main responsibilities of the company are listed below.

#### **4.1.1 Overall responsibilities**

- The workplace is safe and without risks to health.
- Materials and substances that may be hazardous to health are moved, stored and used safely. Information is made available to those who use/come into contact with them.
- Dust, fumes and noise are controlled.
- Appropriate welfare and mess facilities including provision for non smokers are provided and maintained.
- Health surveillance with regular monitoring of the health of employees working with hazardous substances is provided.
- Provision of suitable and adequate safety equipment.
- A health and safety notice and this statement are displayed prominently. Copies of this policy document are available in the office and staff rest areas.
- Sufficient first aiders are provided.
- Regular fire drills are carried out.

#### **4.1.2 COSHH specific**

- Make an assessment of health risks presented by work involving exposure to substances hazardous to health and make those assessments available to the workforce and any other person who may enter that workplace.
- Control such exposure by use of control measures where elimination or substitution of the hazardous substances is impracticable.
- Monitor exposure to such substances within the workplace and report the results of such monitoring to the workforce.
- Ensure that health surveillance is carried out on all workers exposed to substances hazardous to health.
- Assess the risk of exposure created by the introduction of new plant, machinery, substances or processes and institute safe working procedures to control or minimise the risk.
- Identify all harmful substances on the site or premises, record them and make hazard information for them available to the workforce.

### **4.2 Managing Director Responsibilities**

The main responsibilities of the Managing Director are listed below.

- Overall responsibility for Health & Safety, implementation, development and improvement.
- To develop awareness to risk and zero tolerance to the causes of accidents.
- Co-ordination of Health & Safety policy throughout the company.

### **4.3 Operations Manager Responsibilities**

The main responsibilities of the Operating Manager are listed below.

- Implementation of the objectives of Health & Safety policy.
- Ensuring employees understand and comply with legal obligations.
- Ensure and monitor the effectiveness of the Health & Safety policy.
- Liaise with safety representatives.
- Provide adequate training on Health & Safety issues and record such.
- To ensure no employee uses any equipment or materials that may be hazardous, unless instructed in the hazards and the precautions to be taken, or their prior knowledge of these matters has been confirmed.
- Ensure machinery and plant is in good condition.
- Ensure employees are aware of accident reporting procedures.
- Ensure first aid boxes are fully stocked and maintained.
- Ensure that adequate fire fighting equipment is available.
- Ensure there are adequate means of escape in the event of fire.
- Ensure new staff are aware of fire procedures.
- Providing written instructions for working methods.
- Collating accident reports, reporting to appropriate authorities and Managing Director.
- Ensure complaints are considered and appropriate action taken.
- To conduct monthly inspections of all safety equipment.

### **4.4 Employees Responsibilities**

The main responsibilities of employees are listed below.

#### **4.4.1 Overall responsibilities**

- Co-operate with the company on all Health & Safety related issues.
- Ensure their own Health & Safety and that of others.
- Be accountable for their own actions, not to interfere with or misuse equipment.
- Report accidents or other occurrences which cause danger.
- Using protective equipment provided and store it properly when not in use.
- Adhering to company rules.
- Reporting defects as soon as they become known.
- Report any missing safety equipment.
- Abide by clients Health & Safety procedures when visiting client's premises. Enquire about relevant procedures before commencing work.

#### **4.4.2 COSHH specific**

- Use the control measures provided for materials, plant and processes.
- Consult Health & Safety data sheets and other information provided by the company and on the I.T. system.
- Practice a high standard of personal hygiene and make proper use of the facilities provided for washing before eating, drinking or smoking.

Deviation from Health & Safety policy may lead to personal and/or company prosecution. Company disciplinary procedures will also be enforced.

## **5.0 Protective equipment**

The following equipment is available:-

- Safety boots
- Handling gloves
- Safety spectacles
- Full face visor
- Overalls
- First Aid kit including eye wash bottles
- Risk assessments and Data Hazard Sheets
- On-line hazards manual

## **6.0 First Aid**

First Aid facilities are available, details of the first aid contact and location of first aid boxes will be notified to all employees during induction. The company actively encourages employees to obtain and maintain First Aid Certificates.

## **7.0 Reporting procedures**

When an accident/dangerous occurrence has occurred the following reporting procedure must be used:-

1. If an injury has occurred then report to the first aider and enter details in the accident book as soon as is practical.
2. The first aider will decide if further medical treatment is required and will fill in an accident report in the record book and notify H&S officer of the incidents.
3. the Health & Safety officer will assess the report to consider whether the accident needs reporting to one or more of the following:-
  - Health & Safety executive under RIDDOR regulations
  - Health & Safety executive under COSHH regulations
  - Operations manager for accident investigation and/or corrective action
  - Managing Director

### **7.1 Records**

Reportable event records should state:-

Date and time of event  
Full name of any injured  
Occupation(s)  
Nature of injury

Circumstances  
Date of reporting  
Method of reporting

## **8.0 Codes of Practice & Procedures**

### **8.1 Electrical Safety**

Seek-it Ltd will comply with the IEE Wiring Regulations, 16<sup>th</sup> Edition. All personnel must co-operate with those appointed to ensure the discharge of this duty.

The company will assess the risks and thereby prevent exposure or accidents arising from the use, maintenance, inspection, repair, installation, modification or accidental contact with any electrical equipment, installation or system whilst at work. It is recognised that voltages in excess of 50 Volts AC or 120 Volts DC can prove fatal when persons are in contact with them.

The co-operation and assistance of staff is of the utmost importance. Recommendations of staff will be implemented wherever practical. Private electrical equipment should not be brought on site without authorisation. All electrical equipment should be tested regularly to ensure safety. As a guide the following types and periods of inspection are recommended:-

- All plugs and leads (including extension leads) are to have a pre-use user examination and a formal visual inspection at intervals of no more than 2 years, together with a formal inspection and testing program at intervals between 1-5 years depending on the type of equipment it is connected to, its use and environment.
- Computer equipment, calculators, photocopiers, fax and double insulated, rarely moved items used in a clean dry environment, require a visual inspection at intervals of 2 years, together with a combined inspection and testing program at intervals of up to 5 years.
- Handheld double insulated equipment (electrical tools etc.) require a pre-use user check together with a formal inspection at intervals between 6 months to a year.
- Earthed equipment (class 1) such as electric kettles, floor polishers etc. require a 3 monthly formal visual inspection and a combined inspection and testing program at intervals of 1 to 2 years.
- Industrial equipment should have an initial inspection and checks thereafter at 3 monthly intervals together with combined inspection and electrical tests at 6 to 12 monthly intervals.

### **8.2 Personal Hygiene**

To reduce the risk of injury or contracting disease:-

- Wear appropriate protective clothing and equipment.
- Ensure that clothing and equipment is cleaned and free of damage.
- Use a proper hand cleanser, rinse and dry hands thoroughly.
- Use hygiene facilities properly and fully.

- Report any skin disorders to the GP and the Operations Manager.
- Keep work areas clean and tidy.
- Keep gangways and passages clear.

### **8.3 Manual Handling**

All employees will be trained in lifting techniques. The following rules should be observed:-

- Stand close to the load.
- Bend your knees and keep your back straight.
- Grasp the load firmly.
- Lift with your legs and not your back.
- Never lift a load that is too heavy – GET HELP.

### **8.4 Safe Stacking**

- Inspect pallets and containers regularly for damage.
- Do not climb pallets or stacked material.
- Store heavy unstable items at ground levels.

### **8.5 Fork Lift Trucks**

- Fork lift trucks may only be operated by nominated trained staff that have been formally trained.
- Fork Lift trucks must not carry loads exceeding the permitted maximum weight.
- Fork Lift trucks must not be driven, loaded or emptied with the forks raised.
- If the forward vision of the driver is obstructed then the truck must be driven in reverse. In any event Fork Lift trucks must be reversed down all inclines.
- No person may ride on the forks.
- Operators of Fork Lift trucks must adhere to the Code of Practice produced by the British Industrial Truck Association entitled “Operators Safety Code for Powered Industrial Trucks”.

### **8.6 General precautions**

- All electrical appliances fitted with three pin fused plugs must be fitted with fuses of the correct rating.
- If an electrical appliance fails to operate, it must be reported immediately to the manager or supervisor of the department, who will arrange repairs.
- All electrical appliances must be placed such that leads do not trail across floors or passages.
- Upon leaving the workplace, any electrical equipment used should be switched off and disconnected from the mains.
- Fire doors must be kept closed at all times and never blocked.
- All fire extinguishers, buckets and warning systems are to be maintained and easily accessible.
- Fire exercises must be carried out and the date of the exercise recorded in the General Register.

### **8.7 Fire precautions**

For safety reasons all operational areas are no-smoking. Other hazards include acids, overloaded sockets and electrical equipment. All employees have a duty of care to be aware of these and other potential fire hazards around them.

Supervisors and Managers should ensure that sufficient fire fighting equipment is available and that staff are competent in their usage. They should also ensure that fire drills are carried out regularly.

#### **8.7.1 Emergency Procedure (Fire)**

a) SHOUT FOR immediate assistance and if possible attack the fire with extinguishers. Do NOT take personal risks. At the Blueprint site activate the fire alarm.

b) If the fire is not controllable with extinguishers inform the supervisor or Operations Manager who will assess if external emergency services are required.

c) If possible SWITCH OFF ELECTRICAL POWER in the vicinity.

d) If external emergency services have been called follow the EVACUATION PROCEDURE.

#### **8.7.2 Emergency Procedure (Spillage)**

a) Report the details to the supervisor or Operations Manager.

b) Take ALL possible action to stop any further spillage or emission and to contain the release without taking any personal risk.

c) The supervisors or Operations Manager will decide whether or not to activate the emergency procedures.

IF OUTSIDE NORMAL WORKING HOURS CONTACT THE EMERGENCY SERVICES IMMEDIATELY. DO NOT PLACE YOURSELF IN DANGER.

#### **8.7.3 Emergency Evacuation**

On instruction of the supervisor/Operations Manager, evacuation will proceed as follows.

a) Except for people engaged with the incident, all personnel will vacate their work area and proceed in an orderly manner to the designated Assembly points.

b) No attempt must be made to collect personal belongings or remove cars from the site unless directed to do so by the nominated person, Fire Officer or Police.

c) Drivers of commercial vehicles on the site roads must leave their keys in the ignition in case the vehicles requires moving after evacuation.

d) Supervisors will hold a roll call and any discrepancies reported to the Operations Manager or Emergency Services.

e) Employees will not leave their Assembly points unless told to do so by the Operations Manager or Emergency Services.

f) The work areas will be re-occupied on the instructions of the Operations Manager or Emergency Services.

#### **8.7.4 Responsibilities of the Operations Manager**

- a) When notified proceed immediately to the scene.
- b) Assess the scale of the incident and activate necessary emergency procedures.
- c) Direct all operations within the incident zone with the following priorities:-
  - Secure the safety of personnel
  - Minimise the damage to plant, property and the environment.
  - Minimise the loss of material.
- d) Pending the arrival of the Emergency Services, direct the shutting down and evacuation of the plant areas affected.

The Operations Manager should have the following resources:-

- Copies of the Emergency Procedures for the site.
- Site Plan showing storage areas of any flammable materials and fire extinguisher points.
- Current list of employees

First Aiders should report to the Operations Manager if practical. Apart from any reports required by outside agencies, a brief report of all incidents should be submitted to the Managing Director as soon as reasonably possible after the event.