



# Health and Safety Policy

The Keystone Group Consisting:



Owen Coyle  
Divisional CEO



THE HEALTH & SAFETY  
AT WORK ORDER (NI) 1978

THE HEALTH AND SAFETY  
AT WORK ETC. ACT 1978

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## PART 1

### General Statement

Our company accepts, under the provision of Health & Safety at work legislation, responsibility for the safety and health of all of our employees whilst they are at work, and of persons liable to be affected by our operations.

We further accepts our responsibility to minimise our impact on the environment by reducing emissions to the atmosphere, controlling our waste and by our efficient use of energy.

In doing so, our company expects our employees to work safely and efficiently and to participate in our efforts to provide safe and healthy working conditions and practices.

Breaches of our procedures supporting this policy will be considered under our disciplinary procedure.

### Our Health and Safety Policy covers all of our employees, officers, consultants, contractors, casual workers and agency workers.

In pursuance of this policy, our company will ensure so far as is reasonably practicable:

1. The provision and maintenance of our plant and systems of work.
2. Arrangements for ensuring the safe use, handling, storage and transport of all types of articles and substances.
3. The provision of adequate and appropriate information, instruction, training and supervision of our employees.
4. The provision and maintenance of safe places of work and safe access to and egress from each of our workplaces.
5. The provision and maintenance of the working environments, safe and without risk to health and adequate facilities and arrangements for the welfare of our employees at work.
6. Regular communication and consultation with our employees, or their representatives, on all matters concerning their health, safety and welfare.
7. Procedures to ensure that articles are designed, manufactured, imported, supplied or installed by our company safely and without risk to health, when properly used.
8. Risks are identified, assessed and eliminated or controlled in accordance with the relevant regulations e.g. Workplace, Work Equipment, Manual Handling, Personal Protective Equipment, Display Screen Equipment, C.O.S.H.H., Noise, etc.
9. Arrangements are in place relating to emergency procedures in case of fire or other major incidents. A summary of our policy is issued to all of our employees during their induction, and subsequently through refresher training, where the policy will be discussed in full.
11. There will be regular reviews of our Health and Safety Policy, with any revisions being brought to the attention of our employees.
12. Those persons to whom responsibility for the implementation and monitoring of our Health and Safety Policy has been delegated to, are adequately trained and competent. They are accountable to their immediate manager or supervisor.

Further to the above, our company will ensure compliance with all secondary legislation providing for health, safety and welfare at work.

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## PART 2

### Organisation & Responsibilities

#### Board of Directors

- The Board of Director's accept formally and publicly their collective role in providing health and safety leadership in our company.
- The Board of Director's accept their individual roles in providing health and safety leadership for our company.
- The Board of Director's will ensure all their decisions reflect their health and safety intentions as articulated in our health and safety policy statement.
- The Board of Director's recognises their role in engaging the active participation of our staff for improving health and safety.
- The Board of Director's will ensure that it is kept informed of and alert to relevant health and safety risk management issues by the operational management teams and the Group Health and Safety Manager.

In pursuance of this, the Group Health and Safety Manager will communicate regularly with the Board, keeping them updated on the following areas: -

1. Review regularly (at least annually) the health and safety performance of each of our businesses.
2. Ensure that our Health and Safety Policy statement reflects current Board practices.
3. Ensure that our management systems provides for effective monitoring and reporting of the company's health and safety performance.
4. Be kept informed of any significant health and safety failures and of the outcome of the investigations into their causes.
5. Ensure all Board decisions address health and safety implications.
6. Ensure that health and safety risk management systems are in place and remain effective.



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## Directors

Our Directors are directly responsible to the Board of Directors for Health, Safety and Welfare within their brands. They will ensure that:

### 1. Our Health & Safety Policy:

- 1.1 Our Health & Safety Policy and procedures are fully understood and observed by all of our staff.
- 1.2 Responsibilities for Health & Safety are clearly defined and delegated to competent persons.
- 1.3 Our Health & Safety Policy is regularly reviewed by the Group Health and Safety Manager, and revised when appropriate. Any changes are to be brought to the attention of all of our staff.

### 2. Communication and Consultation:

- 2.1 Adequate communication and consultation is maintained at all levels of our operations; to and from staff and the Board of Directors via Line Management, the Health and Safety Committee structures and the Group Health and Safety Manager.
- 2.2 Health and Safety matters raised by our staff are considered and acted upon appropriately, and in a timely manner dependent upon the risk rating. Matters, which cannot be resolved, are to be referred to the company's Group Health and Safety Manager for consideration.
- 2.3 Our health and safety performance is monitored and a report made monthly to the Chief Executive Officer. She / he will liaise regularly with the Group Health and Safety Manager to complete this.

### 3. Finance & Planning

- 3.1 Adequate resources are provided to meet all of our health and safety requirements and an annual Company Safety Plan is developed and progressed in consultation with the Group Health and Safety Manager.
- 3.2 Appropriate insurance cover is maintained for statutory and business needs.

### 4. Training

All of our staff are adequately trained to work safely and understand their respective health and safety responsibilities.

### 5. Fire & Emergency

Suitable arrangements are in place for the protection of our staff and property in the event of fire or other emergency situations.

### 6. First Aid

Adequate First aid provisions are available and maintained by qualified First Aiders or appointed persons.

### 7. Maintenance

Our premises, plant and equipment are maintained in a safe condition and appropriate records kept.

### 8. Statutory Thorough Examinations

Statutory thorough examinations of our plant and equipment are completed at appropriate intervals as scheduled by / via the company's insurers.

### 9. Risk Assessments & Standard Operating Procedures

Risk assessments are completed, risks eliminated or reduced and standard operating procedures are developed, effectively communicated to appropriate staff, with both types of documents being reviewed on a regular basis or where appropriate.

### 10. Hazardous Substances

All of our hazardous substances are used, transported, stored and / or handled in accordance with established rules and procedures (e.g. C.O.S.H.H. Regulations).

### 11. Personal Protective Equipment (P.P.E.):

P.P.E. provided is appropriate to the hazards, suitable for our staff to whom it is issued and maintained in a serviceable condition.

### 12. Transport and Traffic Routes

All of our vehicles are maintained in good condition, regularly serviced and inspected, in accordance with legal requirements. Appropriate records are maintained. Only authorised, competent drivers operate our vehicles. Safe, clearly signed traffic routes (off) loading and parking areas are established, maintained and speed limits are adhered to.

### 13.

He / she co-operates fully with the Group Health and Safety Manager.

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## Production Manager

Responsibility for the implementation of our Health and Safety Policy in the offices, workshops, paint shop, stores, production areas, storage yard, warehouses and transport is that of the Production / Operation / General Manager. He / she is directly responsible to the Directors and must ensure that:

1. Our Health and Safety Policy is brought to the notice of all employees under their control and is displayed in prominent locations.
2. Our supervisors and / or team leaders are adequately trained, fully understand and are competent to carry out their duties with regard to health and safety.
3. Maintenance staff (or equivalent staff) are adequately trained and instructed to work safely, identifying risks, taking adequate safeguards and applying isolation and permit to work procedures where and when appropriate. Isolation tags are displayed on isolators and control panels when isolations are made before guards and safety devices are removed, or inhibited, until they have been securely replaced or re-instated. All redundant parts, materials, maintenance tools and equipment are returned to appropriate storage facilities, or safely disposed of and the floor areas are thoroughly cleaned of any spillages and debris.
4. All of our buildings, plant, machinery, equipment and services are identified and entered in the asset register. They are regularly and routinely inspected, serviced and repairs are effected promptly.
5. All statutory examinations of electrical installations, portable electrical appliances, lifting equipment accessories, pressurised and local exhaust ventilation systems, etc. are carried out according to the examination schedules and are properly recorded in the appropriate register.
6. All new equipment, plant, and machinery is the subject of our New To Site Equipment Procedure to ensure that it conforms with appropriate safety standards, all documentation has been created prior to use and that adequate training is given in new methods of work.
7. All machinery, equipment, portable tools and hand tools are properly maintained by competent staff or contractors, are in a safe condition and are used only in accordance with the manufacturer's recommendations. Machinery is guarded in accordance with the appropriate BS/EN Standards.
8. All employees receive adequate training, in-house or by an accredited training organisation, to enable them to work safely. Vehicle drivers' licence and insurance details are maintained and renewals are made in good time. Any endorsements are reported and recorded.
9. The workshops, factories, warehouses and storage yards are laid out and maintained in such a way, as to minimise the risk of accidents in transporting, (off) loading and storage of materials either manually or by mechanical means.
10. Good standards of housekeeping are maintained in all areas under their control.
11. All assessments of risk to health and safety in relation to the workplace, work equipment, hazardous substances, noise, and manual and mechanical handling operations are carried out and reviewed as appropriate. Standard Operating Procedures are developed and introduced in accordance with the results of the Risk Assessments.
12. A C.O.S.H.H. file is reviewed, revised when appropriate and is kept available for reference by employees.
13. Appropriate firefighting equipment is provided, easy to access, and regularly inspected and maintained. Escape routes and fire exits are clearly defined and kept free from obstruction.
14. Employees are adequately trained in Fire and Evacuation procedures including the use of First aid Fire Fighting Appliances.
15. Appropriate first aid and welfare facilities are provided and maintained. First aiders are adequately trained and their names and locations shown on Safety notice boards.
16. All accidents, dangerous occurrences, "near misses" and incidents of property damage, are promptly reported to the immediate supervisor/manager who will investigate and record the incident(s) and report them to the appropriate responsible person(s).
17. Ensure that major and reportable injuries and conditions are reported to H.S.E.(N.I.) in compliance with the Reporting of Injuries, Diseases & Dangerous Occurrence Regulations.



18. Establish effective communication and consultation procedures with employees, and with any contractors employed on the premises. Encourage a positive attitude to health and safety. Encourage employees to make suggestions to improve safety standards and when queries or observations are made, they are responded to promptly.
19. P.P.E. provided is appropriate to the prevailing risks, suitable for the employees concerned and is used / worn correctly. All employees must be trained and instructed in the use of P.P.E. Issues and replacements of P.P.E. are recorded and controlled.
20. All office equipment is safe, mechanically and electrically, properly maintained and undergoes Statutory Thorough Examination, when appropriate.
21. Visitors report to reception, are briefed on safety hazards and precautions, are issued with appropriate P.P.E. and are not allowed into "Authorised Personnel Only" areas unless accompanied by a responsible, trained and competent employee, having completed the appropriate training.
22. Contractors required to work on site will be reviewed prior to arriving to ensure that they hold the relevant qualifications and are associated with their trade organisation. On site, they will be controlled in line with appropriate on site processes. They must adhere to our group Contractor Control procedure.
23. He / she liaises with the Group Health and Safety Manager on a regular basis to review safety performance, and agree actions necessary to further implement all appropriate Company Health & Safety Plans and the Gap Analysis Action Plan.
24. Breaches of the Policy and procedures are subject to the Company disciplinary procedure.
25. He / she co-operates fully with the Group Health and Safety Manager.





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## Non Production Managers

Non-Production Managers are responsible for the day-to-day implementation of the Company Health & Safety Policy in the areas under their control.

He / she must ensure:

1. That the Company Health & Safety Policy is brought to the notice of all staff.
2. Regular inspections are conducted to ensure that good standards of filing, storage and housekeeping are maintained in all areas under their control. Hazards and risks identified should be eliminated or reduced promptly.
3. Adequate first aid and welfare facilities are provided and maintained. First aid facilities and the names and locations of first aiders should be clearly signed.
4. All office staff are trained in the safe use of all equipment, particularly when new or modified equipment is introduced, and to ensure that any defects in equipment are promptly reported and rectified.
5. Before leaving their workstations unattended at the end of the day / week, staff check to detect any risk of fire in the form of smoke, abnormal heat or smouldering in waste bins or at electrical connections. Where permissible and practicable, electrical appliances should be switched off and unplugged when not in use.
6. All portable electrical appliances are identified, registered and undergo scheduled Statutory Thorough Examinations.
7. All accidents, illnesses, dangerous occurrences and "near misses" are reported, investigated and recorded as per the Accident Incident Critical Near Miss Report and Investigation Procedure.
8. Encourage a positive attitude to health and safety among their staff by establishing effective communication and consultation procedures with them. Any queries or observations raised should be responded to promptly or, where appropriate. Encourage all employees to make suggestions for improving safety standards by eliminating or reducing risks.
9. Risk assessments are conducted and the appropriate action taken to reduce the risk so far as is reasonably practicable.
10. Appropriate Firefighting equipment is provided, adequate training given and regular inspection and necessary maintenance is carried out. Ensure that there is always clear access to firefighting equipment, and that fire / emergency exits and escape routes are clearly signed and free from obstruction. Arrange evacuation practice at least annually and maintain records of inspection, maintenance and practices.
11. Maintain records of all training, maintenance, Statutory Thorough Examination and of driving licence and insurance details of drivers of company vehicles.
12. Appropriate insurances are arranged and that all reports and information required by insurers are provided.
13. Regular liaison with Group Health and Safety Manager to review safety performance and agree actions necessary to conform to the Company Health and Safety Plan.
14. He / she co-operates fully with the Group Health and Safety Manager.

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## Health and Safety Officer / Coordinator / Manager

The Health and Safety Officer / Coordinator / Manager is responsible to the Managing Director, Operations Manager / Director and Group Health and Safety Manager for ensuring that they:

1. Work with the local management teams and the Group Health and Safety Manager to develop, implement and manage the local risk based Health and Safety Improvement Plans;
2. Promote health and safety, driving tangible improvements in safety performance and culture;
3. Work with local management teams on all aspects of health and safety;
4. Work with the Group Health and Safety Manager ensuring that Best Practice in health and safety is adopted and regularly reviewed. This will include day to day management; accident reduction strategies; and management training requirements;
5. Carry out statistical analysis and trending to identify issues of concern; assist in the creation, modification and delivery of relevant action plans and provide support for all health and safety;
6. Assist in or lead (as required) the investigation and management of incidents (including major incidents), providing advice on root causation, best preventative measures and sharing lessons learned;
7. Work with the Group Health and Safety Manager to develop systems that will ensure that the safety management system is fit for purpose;
8. Involvement with internal working parties as appropriate to ensure we are seen to be actively leading safety initiatives;
9. To deliver location-based safety training as required;
10. To promote internal health and safety auditing and complete audits (where required) to maintain a safe working environment and systems;
11. Produce management reports as required by the local line manager and Group Health and Safety Manager.

## Maintenance Engineers

The Maintenance Engineer is responsible to the Production / Operations Manager for the maintenance of company buildings, structures, premises, services and for the installation and maintenance of plant, machinery, equipment and vehicles in safe and serviceable condition.

He / she will liaise closely with the manager and ensure that:

1. Plant, machinery and equipment are securely guarded, or otherwise adequately protected by safety devices, immediately after completion of maintenance and repair, and during use, in compliance with the Provision and Use of Work Equipment Regulations and appropriate BS/EN Standards.
2. Statutory Thorough Examinations and Tests of all portable electrical tools and appliances, lifting equipment and accessories, including externally maintained forklift trucks, pressure systems, exhaust ventilation and electrical services are completed according to their respective schedules, by competent persons(s).
3. Records and certificates are maintained in the plant / asset register.
4. Any defects reported as a result of a Statutory Thorough Examination will be promptly rectified.
5. Risk assessments are completed for each work activity and, where risks are significant, they are recorded and standard operating procedures developed. During maintenance and repair, plant, machinery and equipment are properly isolated and high risk activities are covered by a permit to work issued only by himself or by the Production / Operations Manager.
6. Accidents, dangerous occurrences, "near misses" and damage are reported promptly. He / she will investigate damage incidents as soon as is practicable and submit appropriate Incident reports to the Production / Operations Manager.
7. Comply at all times with the duties and responsibilities of employees.
8. He / she co-operates fully with the Group Health and Safety Manager.

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## Production Supervisors / Team Leaders

Each Production Supervisor / Team Leader is responsible to the Production / Operations Manager for ensuring that the Company Safety Policy is applied in all areas under their control.

The Production Supervisors / Team Leaders must ensure that:

1. The Policy is brought to the notice of all employees under their control and that a copy is prominently displayed at an area accessible to all employees.
2. All machinery and equipment operated and used by employees under their control is maintained in a safe condition. Risk assessments are completed for all plant, machinery, equipment, workplaces and work activities and, where significant, recorded and standard operating procedures developed.
3. Employees are informed of the risks and trained in the standard operating procedures.
4. Only authorised, competent employees operate plant, machinery and equipment.
5. Personal Protective Equipment (P.P.E.) provided is appropriate to the prevailing risks, suitable for the employee(s) concerned and correctly used / worn. All employees must be trained and instructed in the use and maintenance of P.P.E.  
Issues and replacements are recorded and controlled.
6. Monitor employees' workstations.
7. Daily safety checks are completed by employees, where required.
8. The workplace is inspected regularly to ensure good standards of safety and housekeeping are being maintained. Any defects observed are promptly rectified. A formal inspection report is submitted weekly to the Production / Operations Manager.
9. All accidents, dangerous occurrences, "near misses" and incidents of property damage are reported, and recorded immediately they occur. The circumstances of accidents and incidents are investigated at the earliest opportunity and a completed report is submitted to the Production / Operations Manager.
10. He / she sets a personal example by carrying out their duties in a safe manner and using the appropriate personal protective equipment at all times.
11. He / she participates fully in the communication and consultation procedures and responds promptly to all queries and observations raised by employees. He / she presents One Point Lessons, Tool Box Talks, Employee Briefings and other forms of communication. at appropriate intervals.
12. He / she encourages employees to make suggestions for improving standards of safety, thereby promoting a positive attitude to health & safety. Those who make positive contributions are commended, whilst failures to work safely, as trained and instructed along with breaches of the Policy and procedures are dealt with within the disciplinary procedure.
10. Health and safety queries are referred to the Production / Operations Manager and when appropriate the Supervisor / Team Leader directly, or the Production / Operations Manager, who will liaise with the Company's Group Health and Safety Manager.
11. He / she is alert to possible means of improving the equipment and methods, used by employees under his control, in order to reduce or eliminate hazards.
12. He / she co-operates fully with the Group Health and Safety Manager.
13. Proposed improvements must be discussed with the Production / Operations Manager, and where appropriate, with the Group Health and Safety Manager.
14. Visitors are excluded from workshops until they have reported to reception, received a safety briefing and are provided with appropriate PPE. A responsible employee should then accompany them until their departure.



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## Employees

It is the duty and responsibility of all employees to work safely and avoid causing risk of injury or ill health to themselves and to others, observe applicable safety rules and follow instructions for the safe use of equipment

In particular, employees must:

1. Understand the Health & Safety Policy and comply with its requirements and procedures at all times.
2. Co-operate with the Company in all matters relating to health and safety, including the investigation of any accidents, dangerous occurrences, incidents and "near misses".
3. Not interfere with or misuse anything provided in the interest of health, safety and welfare.
4. Report all accidents, dangerous occurrences, "near misses" and damage incidents as soon as possible to their immediate supervisor. Have injuries treated by the First aider.
5. Always use the correct tools and equipment for the job in hand and check before use that they are safe to use. Maintain them in safe condition.
6. Check plant, machinery, tools and equipment daily, before use and ensure that they are in a safe condition.
7. Report any defects in tools, plant machinery, P.P.E. and other equipment or any conditions considered to be hazardous to their immediate supervisor / team leader for repair or replacement.
8. Wear or use properly any Personal Protective Equipment (P.P.E.) for the hazards for which it is provided. Maintain it in good condition and report any defects to the immediate supervisor / team leader.
9. Operate plant, machinery and equipment only as trained and follow the standard operating procedures at all times, including safe manual handling procedures.
10. Not use any plant or machinery if not properly trained and authorised to do so.
11. Maintain high standards of housekeeping, cleanliness and hygiene in the workplace and in the welfare and hygiene facilities.
12. Use the hygiene facilities provided before eating, before and after using the toilet and before leaving work.
13. Raise any concerns relating to health and safety with their immediate supervisor / team leader and participate fully in the communication and consultation procedure.
14. Discuss any ideas for the improvement of health and safety with their immediate supervisor / team leader.
15. Ensure that smoking is not conducted within any of the factories and only in designated areas.
16. Comply with all rules given to them through One Point Lessons, Tool Box Talks, Employee Briefings and other forms of communication.
17. Breaches of health and safety procedures, risk assessments and site rules will be dealt with within the disciplinary procedure.







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## PART 3

# Arrangements & Procedures

## 1. Safety Training:

- 1.1 Induction training is presented to new employees, followed by post training and specialist training.
- 1.2 A programme is maintained to ensure that all employees, line management and operatives, are adequately trained in their respective work operations and responsibilities.
- 1.3 Refresher and familiarisation training will be provided when considered necessary by management.

## 2. Audits & Inspections:

- 2.1 Audits, reviews and inspections will be conducted regularly by the company's Group Health and Safety Manager to monitor health and safety performance and measure the continued effectiveness of the Policy, organisation and arrangements / procedures. Reports will be discussed with line management, Managing Director and Board of Directors, as appropriate.
- 2.2 Regular inspections will also be carried out by Managers of their work places and work equipment.
- 2.3 Employees are required to report any unsafe working condition to their immediate supervisor / team leader.
- 2.4 Records of audits and inspections, of all types, will be maintained for the statutory, or otherwise appropriate, periods.

## 3. Accident Reporting

- 3.1 Details of all injuries sustained at work, however minor, will be reported to the immediate supervisor / team leader and will be recorded in the accident book (or equivalent). Serious injuries and critical near misses will be reported immediately to the Managing Director, Operations Director, Production / Operations Manager and Group Health and Safety Manager.

- 3.2 The immediate supervisor will investigate each accident and incident immediately he / she is notified, completing the relevant documentation as soon as possible.
- 3.3 Records are maintained by the brands from where external notification / reports are submitted to H.S.E.(N.I.), in accordance with the Reporting of Injuries Diseases and Dangerous Occurrence Regulations (R.I.D.D.O.R.), and to the company's insurers when appropriate.
- 3.4 A detailed procedure is followed to maintain an accident register and to circulate information as necessary.
- 3.5 "Near misses" and incidents will also be reported and investigated by the immediate supervisor / team leader.

## 4. First Aid

- 4.1 The Company will ensure that its first aid facilities are maintained, where appropriate.
- 4.2 The names and locations of first aiders and appointed persons are displayed on notices with clear instruction for summoning aid.
- 4.3 The procedure and phone numbers for summoning medical assistance in an emergency are posted.

## 5. Fire Safety & Evacuation

- 5.1 The procedures to be followed in the event of fire, or other emergencies are displayed in each work place. All staff should familiarise themselves with these procedures.
- 5.2 Evacuation procedures will be practised at least annually and must be taken seriously. Appropriately trained and competent personnel will marshal them.
- 5.3 Sufficient first aid and firefighting appliances are provided in each workplace and employees are trained in their use.
- 5.4 First aid firefighting appliances are inspected annually, under contract by a competent person, and are also included in internal inspection routines.
- 5.5 Records are maintained of all inspections, maintenance and practices.



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## 6. Risk Assessments and Standard Operating Procedures

- 6.1 Risk Assessments are completed by competent persons, managers and supervisors, in each workplace in accordance with the Management of Health & Safety at Work Regulations. Further assessments are completed as required e.g. the Control of Substances Hazardous to Health (COSHH) Regulations, the Control of Noise and Control of Vibration at Work Regulations, Manual Handling etc. The purpose is to assess the risks to the health and safety of employees, visitors and other third parties as a result of the Company's activities, and to identify any measures that need to be taken to control those risks.
  - 6.1.1 So far as is reasonably practicable, significant risks are eliminated, reduced and or adequately controlled to ensure safe and healthy working conditions and practices.
  - 6.1.2 Employees are informed of all significant risks and of the procedures to be followed to avoid injury or ill health.
- 6.2 Standard operating procedures are developed for work activities, taking into account the findings of the risk assessments. Isolation and permit to work procedures are included for electrical, mechanical maintenance, hot work, and confined spaces and for other high-risk work.
- 6.3 Employees are trained and inducted in standard operating procedures and risk assessments, ensuring that they comply with them at all times, with regular refresher training completed, where appropriate.
- 6.4 Copies of standard operating procedures, risk assessments and other specific statutorily required risk assessments (e.g. C.O.S.H.H. assessments) are available in workplaces for reference.

## 7. Transport

- 7.1 The Company transport policy applies to the safe driving, loading and offloading of vehicles and loading security.
- 7.2 Vehicle drivers are required to report to reception, to the Yardman or Site Manager, on arrival and departure from the site. They will be briefed on the health and safety requirements including the appropriate personal protective equipment (P.P.E.) to be worn.

- 7.3 Traffic routes, parking areas and loading areas are clearly defined and are to be respected.
- 7.4 The maximum speed limit in yards is 10 mph.
- 7.5 Goods vehicles, F.L.T. and mobile site plant, will be fitted with reversing alarms.
- 7.6 Drivers are responsible for the security of their loads and their vehicles. They are required to drive safely in accordance with the Highway Code and prevailing conditions.
- 7.7 Vehicles left unattended outside Company premises must be secured and, where possible, immobilised.
- 7.8 Accidents and incidents resulting in injury, damage, cautioning by police, or other road traffic authority, or complaints should be reported at the earliest opportunity to the immediate supervisor / team leader / manager.
- 7.9 Driving licences and insurances must be renewed in good time, and details of expiry dates, endorsements and restrictions submitted to Head Office.

## 8. C.O.S.H.H.

- 8.1 A C.O.S.H.H. assessor will be appointed and a C.O.S.H.H. file will be maintained.
- 8.2 Operatives will be informed and trained during induction of any product which may affect their health / welfare, with regular refresher training completed, where appropriate.

## 9. Personal Protective Equipment (PPE)

- 9.1 P.P.E., suitable for the task and associated hazards, will be provided to employees where necessary to ensure safe and healthy working where there are hazards that cannot be adequately controlled by other means.
- 9.2 Employees are required to wear the P.P.E. properly as and when necessary and to maintain it in serviceable condition. Any loss or damage must be reported to the employee's immediate supervisor / team leader to arrange repair or replacement.

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## 10. Communication & Consultation

- 10.1 Health, Safety and Welfare are included as agenda items at all management meetings.
- 10.2 All matters concerning the Health, Safety and Welfare of employees are communicated through line management and discussed with employee representatives, individuals or groups of employees as appropriate to the topic. Employees are encouraged to raise with, or make representation to, their immediate supervisors / team leaders any matters which cause them concern regarding work equipment, materials, procedures and conditions. Where a response cannot be given the matters will be referred to the Directors and if still not resolved, to the Company's Group Health and Safety Manager.
- 10.3 In the absence of an immediate line manager, employees will have direct access to their next senior supervisor / team leader / manager.
- 10.4 The statutory notice 'Health and Safety Law – what you should know' will be displayed prominently, as will copies of first aid, fire and other emergency procedures and insurance documentation. Copies of standard operating procedures, C.O.S.H.H. files, Risk Assessments, etc. will be maintained for reference in the appropriate offices.

## 11. Visitors

- 11.1 Visitors are required to report to reception and they will be accompanied by a responsible person whilst on Company premises.

## 12. Contractors and Sub Contractors

- 12.1 Contractors and sub-contractors will be vetted to provide evidence of their health and safety competence, prior to being added to the approved contractor database, which is managed through the Control of Contractor Procedure.
- 12.2 Contractors will submit their risk assessments and other appropriate documentation for tasks that they are seeking to complete 5 days before being permitted to commence their work, for approval.
- 12.3 Contractors will be required to comply with the Company's Health and Safety rules and procedures.

## 13. Site Work

- 13.1 All work conducted on a site will be subject to an initial site survey taking account of health, safety and environmental aspects of the immediate and adjoining locations.
- 13.2 Site-specific risk assessments and method statements will be completed for work activities.

## 14. Safety Procedures

- 14.1 For specific operations, the Company uses standard operating procedures which are published by each business and specific for the activities that they are involved in.
- 14.2 These documents are reviewed on a regular basis.

## 15. Welfare Facilities

- 15.1 The Company will meet its statutory obligations to ensure the provision and maintenance of adequate welfare facilities, including ensuring that the facilities are cleaned on a regular basis.

## 16. Provision and use of Work Equipment

- 4.1 The Company will ensure that all plant, equipment and tools are fit for the purpose intended. Where certification is required, the relevant documents will be available on site for inspection.
- 4.2 All employees must use equipment in accordance with any instructions given. Any equipment fault or damage must be reported to the immediate supervisor / team leader.
- 4.3 No member of staff should attempt to repair equipment unless trained and competent to do so.

## 17. Work At Height

- 17.1 All work at height will be risk assessed and where practicable mobile elevated working platforms, mobile scaffolding or podium type access platforms will be used. Access platforms deployed will be erected or operated by trained and competent personnel only. Guardrails and toe boards will be in place and safety harnesses will be worn by operatives who use mobile elevated working platforms. Ladders will only be used for short duration work and even then, they will be used at correct angles, tied and be footed by a second operative. No persons are permitted onto a roof unless authorised by senior management.

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## 18. Noise And Vibration

- 18.1 Risk Assessments will look to identify the possibility of noise or vibration being present or created by the works, with appropriate action being taken.
- 18.2 All equipment purchased must be reviewed in light of the New to Site Equipment procedure.

## 19. Manual Handling

- 19.1 All operatives will receive manual handling training; further to this, loads will be kept to the lowest practicable weight. Where this has not been achieved, operatives will receive assistance with loads through team lifting or via mechanical aids.
- 19.2 Manual handling risk assessment will be completed to ensure that the risk to staff has been reduced and additional mechanical aids have been introduced, where practical.

## 20. Mobile Phones

- 20.1 Company mobile phone users must not answer calls whilst driving their vehicles, even if they are fitted with a hands free car kit.
- 20.2 Factory employees must only answer mobiles phones within designated areas.
- 20.3 The Company Mobile Phone Policy should be referred to for full details of what is and is not permitted.

## 21. Lifting Operations.

- 21.1 All lifting operations will be undertaken in accordance with the Lifting Operations and Lifting Equipment Regulations and with BS 7121. An Appointed Person will be responsible for ordering any crane and will prepare a lift plan accordingly. Banksmen and Slingers will be in place and be fully certified. All lifting operations will be risk assessed and will have a safe method of work in place prior to commencement.

## 22. Permit to Work

- 22.1 The Production / Operations Manager will use a 'Permit to Work' system for any high risk, high severity activities that are completed infrequently or for any works completed by external contractors.
- 2.2 Only internally trained and competent staff are permitted to work with others in completing a permit to work.

## 23. Portable Electrical Equipment

- 23.1 Portable Electrical Equipment is to be 110 volt via Centre Tapped Transformer, Primary winding to have 30mA RCD protection. 230V sockets are permitted for charging purposes provided they are fitted with 30mA RCD protection.
- 23.2 Equipment used will be tested and 'in-date', including all hired electrical equipment having evidence of appropriate testing. Where this is not evident, the onsite electrician (where appropriate) should check the item and record the details in the P.A.T. register found in the relevant safety folder.

## 24. Drugs and Alcohol

- 24.1 The Company does not permit any person to enter site for any purpose whilst under the influence of either legal highs, unprescribed prescription medication, alcohol or / and drugs.
- 24.2 Persons on prescribed drugs must make management aware of the prescription drugs being taken. Where one is suspected of having consumed legal highs, unprescribed prescription medication, alcohol or / and drugs, the Alcohol, Drugs and Substance Abuse Policy will be initiated and appropriate action taken.
- 24.3 Staff are not permitted to come onto any site with legal highs, unprescribed prescription medication or / and drugs. Staff bringing alcohol onto site as a gift for someone must only give the gift at the end of the recipient's working day and be advised that they must take it home unopened.
- 24.4 The Alcohol, Drugs and Substance Abuse Policy should be referred to for full details of what is and is not permitted.



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## 25. Young Persons

- 25.1 The Company will only permit a young person onto site after a risk assessment has been carried out for that person. Control measures insisted upon will include the close supervision of the young person.

## 26. Smoking

- 26.1 Smoking is not permitted in the factory or in any company vehicles at any time.
- 26.2 All site personnel are asked to adhere to the non-smoking policies.
- 26.3 The Smoking Policy should be referred to for full details of what is and is not permitted.

## 27. Visual Display Units

- 27.1 Problems of aches and pains (upper limb disorders) can often be avoided by good workplace design, so that staff can work comfortably and by adopting good working practices (like taking short breaks from the VDU).
- 27.2 Risk assessments will be completed with staff to ensure that all hazards have been considered and appropriate action taken, where required.

## 28. National Health Alerts

- 28.1 In the event of an epidemic or pandemic alert the company will organise its business operations and provide advice on steps to be taken by employees, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your immediate supervisor.
- 28.2 It is important for the Health & Safety of all our staff that employees comply with instructions issued in these circumstances.

## 29. Lone Working

- 29.1 Where staff are employed and as part of their duties have to work alone for all or part of the working period, the businesses will complete a lone working risk assessment to identify the risks to which these employees are exposed with the aim of eliminating these hazards wherever reasonably practicable and reducing lone working activities to a minimum.

- 29.2 Where lone working does take place the Company identifies and implements systems to ensure that safe working and communication exists between the lone worker and their management. Affected workers are notified of the Company's arrangements for the management of lone working activities and that it requires them to notify management of any concerns in this area so that it can improve its ability to make work operations and travel safer for them.

## 30. New and Expectant Mothers

- 30.1 Should any employees become a new or expectant mothers, the Company will take steps to ensure their continued health and safety at work. The Company will undertake a 'one to one' discussion and seek formal agreement, wherever possible, with the expectant or new mother to reduce their exposure to work related hazards.

## 31. Occupational Road Safety

- 31.1 The Company will ensure the safety of its employees whilst travelling by road in the course of our business (and to protect others who might be affected by their actions) from the hazards and risks surrounding occupational road safety. To do this the Company will ensure only authorised and appropriately licenced drivers use vehicles for work purposes. We also ensure that all Company vehicles are adequately insured, inspected and maintained.
- 31.2 Company Vehicle and Grey Fleet drivers are expected to ensure that their vehicles are in a road worthy condition at all times, completing pre use inspections, more detailed inspections and keeping the vehicles serviced and maintained.

## 32 .Stress

- 32.1 The Company recognises that it has a duty to take action to reduce and where reasonably practicable, to eliminate ill health which is caused by work related stress. Where it is believed an employee is showing signs of work related stress, the Company has in place systems to discreetly monitor and assess individuals. Where appropriate it will seek to provide the necessary occupational health assistance and counselling programmes, where required.



# Keystone GROUP



