

Health & Safety Policy



Unit 4
Carnegie Road
Porte Marsh Industrial Estate
Calne
Wiltshire
SN11 9PS

Health and Safety Policy Statement

This is the Health and Safety Policy Statement of
Bellamet (UK) Ltd

The management team of Bellamet (UK) Ltd recognises and accepts the responsibility to ensure, so far as is reasonably practicable, the health and safety of all employees, contractors, visitors and those members of the public who may be affected by the business' activities.

It is our aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by full commitment to:

- Complying with all relevant health & safety legislation.
- Providing adequate control of the health and safety risks arising from all fabrication, assembly, welding, delivery, and office-based work activities.
- Regularly consulting with employees on matters affecting health and safety.
 - Providing and maintaining safe equipment for all work activities.
 - Ensuring safe storage, handling and use of substances used.
 - Providing information, instruction and supervision to all employees.
- Ensuring all employees are competent to do the tasks they are assigned.
 - Preventing accidents and cases of work-related ill health.
 - Maintaining safe and healthy working conditions.
- Reviewing and revising this policy as necessary at regular intervals.

The management team will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.



Signed: January 2016
Mr Alan Pratt

1. Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual employee. This section sets out the responsibilities under this policy.

1.1 Overall and final responsibility for health and safety within the business is that of:

Alan Pratt (Managing Director)

1.2 To ensure health and safety standards are maintained & improved, **Nicholas Witts (General Manager)** has been appointed to manage health & safety on a daily basis, and is responsible for ensuring that all activities are carried out in accordance with this health and safety policy, the associated standards and safe working procedures; and in compliance with all statutory provisions.

1.3 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- Co-operate with management on health and safety matters.
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work, notably customers and business guests visiting the premises, and third parties when delivering to third party premises.
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with.
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.
- Notify their line manager of any condition they identify which they believe to be hazardous, without delay.

1.4 All managers are accountable to **Alan Pratt**, and are tasked with assisting in implementing this Health and Safety Policy, assisting in developing safety procedures, and ensuring that established rules and safe working practices are adhered to. They must ensure that employees are properly trained and receive the support they require to perform their assigned duties. Managers are also responsible for the health & safety of all employees for whom they have an operational responsibility, and managers must ensure that:

- They familiarise themselves with this policy, and ensure it is communicated to the employees under their control.
- Alan Pratt is notified of all accidents, dangerous occurrences and near-misses, and that these are investigated where necessary to prevent reoccurrence.
- Agreed safe systems of work are communicated to employees and enforced.
 - Relevant equipment undergoes the necessary statutory inspections.
- The training needs of employees are identified, and relevant training organised.

- The wearing of PPE, where identified as a necessary control measure, is enforced.

1.5 Failure to comply with these requirements may lead to disciplinary action being taken by the business and/or prosecution by the Health & Safety Executive (HSE).

2. Health & Safety Risks Arising From Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any work activities under its control.

- 2.1 Risk assessments will be arranged by **Nicholas Witts** in consultation with **NFU Mutual Risk Management Services Limited**. Input will be sought from employees.
- 2.2 The findings of the risk assessments will be communicated to all relevant employees through verbal instruction and on-the-job training, and full copies will be made available.
- 2.3 Action required removing / controlling risks will be approved by **Nicholas Witts** only.
- 2.4 **Nicholas Witts** (supported by other managers) will be responsible for ensuring that where the need for additional controls has been identified, these are implemented. Once implemented, a check will be made to ensure the new controls have removed the associated hazards or reduced the risk to an acceptable level.
- 2.5 Assessments will be reviewed annually or when work activity changes, whichever is soonest.
- 2.6 Regular third-party health & safety audits and/or reviews will be arranged, and a subsequent safety management action plan will be produced which identifies potential areas of improvement.
- 2.7 **Bellamet (UK) Ltd** recognises that where employees work excessive hours there is a potential health & safety risk, and as such will monitor the hours worked by employees. Unless an employer has first obtained the worker's agreement in writing to perform such work, a workers working time, including overtime in any reference period which is applicable, shall not exceed an average of 48 hours for each seven day period.
- 2.8 Any work at height will be avoided where possible, and where such work is unavoidable, suitable and sufficient measures will be taken to prevent falls from height.
- 2.9 All work at height must be organised and planned, supervised where required, and carried out in a safe manner.
- 2.10 Ladders and steps are only permitted for low-risk, short duration activities, where three points of contact can be maintained. Where frequent access at height is required, the business will, where practical, establish fixed access platforms.

3. Consultation with Employees

Under the Health and Safety (Consultation with Employees) Regulations 1996 the business has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

- 3.1 Employees can address any safety related queries to **Nicholas Witts**, and employees are encouraged to raise any and all safety concerns, whether they relate to the workshop, the office, or any activities undertaken at third party premises (such as delivery work).
- 3.2 Should any employee feel that their query has not been adequately resolved by **Nicholas Witts**, they are invited to speak to **Alan Pratt** directly.

4. Safe Plant and Equipment

Under the Provision and Use of Work Equipment Regulations 1998 & Lifting Operations and Lifting Equipment Regulations 1998, the business has a duty to ensure that all plant, machinery and lifting equipment that requires maintenance (including and required statutory testing) is identified and that the maintenance work is undertaken.

- 4.1 **Bellamet (UK) Ltd** will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is to be used.
- 4.2 **Bellamet (UK) Ltd** will provide adequate information, instruction and training, and will provide equipment that conforms to EC product safety directives.
- 4.3 **Nicholas Witts**, along with specialist contractors as and when required, will be responsible for identifying all equipment / plant requiring periodic maintenance or formal inspection (e.g. lifting equipment, pressure vessels, extraction systems, breathing air supplies, etc.).
- 4.4 **Nicholas Witts** will be responsible for ensuring effective maintenance procedures are in place, and for ensuring that all identified maintenance is implemented.
- 4.5 Always check machinery and equipment prior to use. Any problems found with plant or equipment should be reported immediately to **Nicholas Witts**. Any equipment believed to be faulty or hazardous (or which is missing the associated guards) must not be operated.
- 4.6 **Bellamet (UK) Ltd** will ensure all lifting equipment is of adequate strength and stability, and appropriately marked.
- 4.7 All lifting operations will be properly planned by a competent person, appropriately supervised, and carried out in a safe manner.

- 4.8 Safe working loads of lifting equipment or racking must never be exceeded.
- 4.9 All machinery & equipment must be stopped before making an adjustment, undertaking maintenance or lubrication - especially if necessary to remove guards for these tasks. All equipment must be isolated before clearing blockages, cleaning or maintenance.

5. Safe Handling & Use of Substances

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002 (Amended 2004), the business has a duty to assess the risks from both hazardous substances that are used (e.g. greases, oil, fuels, etc.) and any hazardous substances generated from work activities (e.g. dusts, welding fumes, etc.).

- 5.1 **Nicholas Witts** will be responsible for identifying all substances that require a COSHH assessment. They will also be responsible for undertaking COSHH assessments in consultation with **NFU Mutual Risk Management Services Limited**, and for ensuring that all actions identified in the assessments are implemented
- 5.2 Assessments will be reviewed annually, or when the work activity changes, whichever is soonest.
- 5.3 Safety Data Sheets for purchased substances will reviewed as part of the COSHH assessment process, with copies retained on site (electronically).
- 5.4 LEV (Local Exhaust Ventilation) will be utilised to minimise exposure wherever practical to do so, for activities such as welding.
- 5.5 Health surveillance will be arranged where a need is identified.
- 5.6 Associated records will be retained for relevant equipment maintenance and testing (minimum 5 years), monitoring data (minimum 30 years) and health surveillance (minimum 30 years).

6. Information, Instruction & Supervision

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 A copy of the HSE's Health and Safety Law poster will be displayed in the workplace.. An up to date copy of the current Employers Liability Certificate will also be displayed.
- 6.2 Health and safety advice is available from the HSE – www.hse.gov.uk.
- 6.3 Additional health & safety advice is available via NFU Mutual Risk Management Services Ltd - 0800 132 029.

7. Competency for Tasks & Training

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

- 7.1 Induction training will be provided for all employees by **Nicholas Witts**. Supervision of trainees will be arranged / undertaken / monitored by **Nicholas Witts**, or where appropriate, this task will be delegated to senior members of staff.
- 7.2 Training will be identified, arranged and monitored by **Nicholas Witts**. If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to the management team immediately.
- 7.3 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course or received a significant amount of in-house guidance and instruction. This is because the tasks are either potentially hazardous or legislation demands specific training:
- **Forklift Truck Operation**
 - **Machinery Operation**
 - **Welding**
 - **Use of Abrasive Wheels**

All other employees are strictly forbidden from carrying out the above tasks unless under-going training whilst supervised by a suitably qualified person.

- 7.4 Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by **Nicholas Witts**. You must also inform management of any convictions or penalties relating to your license as soon as they occur.
- 7.5 Training records will be kept and updated by the **Nicholas Witts**.

8. Accidents, First Aid & Work-Related Ill Health

Bellamet (UK) Ltd will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the necessary enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to Nicholas Witts without delay. Details of the incident will be recorded in the accident book which will be located in the main office. Nicholas Witts is responsible for periodically analysing the accident book for signs of trends. Nicholas Witts is also responsible for arranging investigations following accidents, dangerous occurrences and work related ill health / absence and for acting on investigation findings to prevent a recurrence.
- 8.2 Nicholas Witts is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 8.3 First aid kit is located as follows:
 - Main Office
 - Rest Room
 - Company Vehicles
- 8.4 There are several trained first aiders who are also responsible administering first aid, and ensuring that first aid boxes are regularly stocked with approved first aid contents, and ensuring that the emergency services are contacted as and when required.
- 8.5 It is Bellamet (UK) Ltd policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to Nicholas Witts.

Help and support is available also from: The Samaritans - 08457 909090 - (24 hours a day).

8.6 Any employee found to be intoxicated whilst at work will be subject to disciplinary action. The use of prescribed drugs / medication should be notified to **Nicholas Witts** or **Alan Pratt** as it is important that the company ensures you do not compromise your own or others health & safety (e.g. some antihistamines can make you drowsy, a particular risk whilst driving or operating machinery).

9. Fire & Evacuation

- 9.1 **Nicholas Witts** is responsible for ensuring a suitable Fire Risk Assessment is undertaken and that any necessary controls identified are implemented for the premises.
- 9.2 Fire extinguishers will be maintained and checked by on an annual contract, arranged by **Nicholas Witts**.
- 9.3 Fire Fighting Equipment (e.g. extinguishers) should only be used if you feel confident and safe to do so, and in the majority we would encourage raising alarm & evacuation above trying to personally tackle any outbreak of fire.
- 9.4 All staff should note that NO smoking is permitted within any enclosed areas.
- 9.5 On hearing an alarm, leave via the nearest exit and assemble in the main car-park.

10. Areas of Risk

There are several situations that may present a risk to health and safety. The main areas of risk are listed below:

- Contact with machinery, or materials being worked upon.
 - Slip, trip or fall on same level.
 - Falls from height.
 - Falling objects.
 - Manual handling injuries.
 - Fire and explosion.
- Contact with moving plant or machinery.
 - Exposure to welding fumes.

To help reduce the risk of injury or exposure, the business has produced Risk Assessments & Safe Working Procedures for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents. General controls include:

MD84

Version 1

16/12/2019

- Significant work activities being risk assessed.
 - Competent machinery operators.
- Maintaining electrical equipment and electrical installations.
 - Safe working platforms and access systems.
 - Safe storage of flammable materials and substances.
- Eliminating and reducing manual handling wherever practical to do so.
 - Engaging competent contractors where needed.
- Providing competent supervision, instruction & guidance.
 - Provision of PPE as required.
 - Undertaking DSE Assessments for office staff.
 - Regularly reviewing working methods.
- Arranging relevant health surveillance where required.

11. Personal Protective Equipment (PPE)

It is the policy of **Bellamet (UK) Ltd** to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

- 11.1 All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment, as well as the instruction on how to use these items correctly.
- 11.2 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- 11.3 Employees who have been provided with personal protective equipment must report immediately to their line manager any loss of, or obvious defect, in any of the equipment provided.

12. Lone Working

- 12.1 **Bellamet (UK) Ltd** will seek to avoid lone working wherever it is practical to do so.
- 12.2 Some lone working is unavoidable, for example delivery work at third party premises. Drivers are instructed to notify the client of their arrival, and to conform to any local health & safety requirements (e.g. hi-vis jacket, local speed restrictions, etc.).
- 12.3 Employees working at third party premises are instructed to dynamically risk assess each location once on site. Where an employee has identified an uncontrollable hazard which they feel prohibits them from being able to work safely, they are instructed to stop work and contact their line manager.

12.4 Bellamet (UK) Ltd will ensure all mobile lone workers have access to the necessary equipment to perform their job safely whilst off-site, including any required PPE. All vehicles will also be equipped with a first aid kit.

12.5 Lone workers are encouraged to keep their mobile phone close to hand, and there is periodic contact between the management team and staff through-out any given day.

13. Housekeeping

Poor housekeeping is a common cause of accidents in the workplace, and to minimise this risk, please adopt the following precautions:

- Check your workplace at the start of each shift to ensure it is clear.
 - Put items away immediately after use.
- Clear up spillages immediately (use signage if this cannot be done right away).
 - Do not place items in walkways, blind corners or entrances.
 - Do not obstruct extinguishers or emergency equipment.
 - Do not obstruct electrical panels or switches.
 - Deposit waste in the provided receptacles.
 - Store items and substances in their designated areas.
- Allow enough time at the end of each shift to clean and clear your workspace.

14. Environmental Considerations

14.1 Bellamet (UK) Ltd will conduct its activities in such a way that adverse effects upon the environment will be avoided or minimised so far as is reasonably practicable.

14.2 All waste produced will be handled by registered waste carriers only, in accordance with the 'Duty of Care' requirements within the Environmental Protection Act.

14.3 Bellamet (UK) Ltd will endeavour to implement the following principles:

- The practice of responsible energy management through reduced energy consumption and the encouragement of energy efficiency throughout all aspects of the company's activities;
- The creation of a high quality working environment through the discouragement of litter and noise pollution;
- The choice of products and suppliers which minimise negative environmental impacts, subject to necessary budgetary constraints;
- The minimisation of waste by reduced consumption and the development of effective waste management and recycling procedures;
- The avoidance of the unnecessary use of hazardous materials and processes, and the taking of all reasonable steps to prevent damage to individuals and the environment, where such materials are in essential use;
- The disposal of all waste that is potentially hazardous to people and the environment by licensed contractors;
- The continued monitoring and where necessary revision of the company's Environmental Policy.

15. Monitoring & Reviewing

To ensure our commitment to managing health, safety and welfare in the workplace is actively pursued, Alan Pratt will examine the implementation of this policy by arranging regular safety audits and inspections of the premises and work activities.

In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.