

Health & Safety Policy and Procedures

Manual	Barton Plant Procedures
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Section 1 Health & Safety Policy Statement

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SECTION 1

Health and Safety Policy Statement

The Health and Safety at Work act 1974 and Barton Plant Limited Policy imposes duties and responsibilities for the employer, employees and temporary employees whilst being employed by Barton Plant Ltd. In accordance with this legislation and company policy, Barton Plant Ltd accepts responsibility for employees, visitors and contractors who may be affected by its activities.

To achieve this policy the company will

- (i) Provide adequate resources to maintain health and safety
- (ii) Carry out risk assessments and review them when necessary, at least annually
- (iii) Provide and maintain systems of work which are safe and without risk to health
- (iv) Provide each employee with such information, instruction and training as is necessary to enable the safe performance of work activities
- (v) Establish arrangements for the use, handling and storage and transport of articles and substances provided for use at work, which are safe and without risk to health
- (vi) Carry out health surveillance where required
- (vii) Ensure that all machinery, plant and equipment is maintained in a safe condition
- (viii) Make adequate provision and arrangements for welfare facilities at work
- (ix) Keep the workplace safe and ensure that access and egress are safe and without risk
- (x) Monitor safety performance to maintain agreed standards

The policy and the way it is operated will be reviewed at least annually and more often if the business changes in nature or size. It will be reviewed in light of legislative or organisational changes, or in the case of a serious incident taking place. Any revision necessary to improve safety performance will be made and then communicated to staff.

Signed:

Position:

Managing Director

SECTION 2

Organisation Responsibilities

2.1 Everyone's Responsibility

Everyone is responsible for health and safety matters within Barton Plant Ltd including all members of management and all employees, and each must be aware of their responsibilities towards health and safety and carry them out accordingly.

2.2 Duty of Care

Every member of Barton Plant Ltd has a duty of care to ensure that the workplace and operation is carried out to the highest degree of safety possible with all reasonable precautions being afforded to each task.

2.3 Directors

The Directors will ensure that Barton Plant Ltd meets the overall implementation and review of the company's Health and Safety policy

They will:

- (i) Issue directions and allocate executive responsibilities for each aspect of health and safety
- (ii) Ensure that a suitably trained and experienced health and safety professional is available to advise on health and safety matters and that they can assist in ensuring the implementation of this policy
- (iii) Regularly communicate with all staff on significant health and safety matters
- (iv) Establish an effective system to advise management on health and safety to ensure standards are maintained
- (v) Ensure that risk assessments are prepared for the workplace and that employees are made aware of the assessments, and that control measures are in place wherever suggested by the assessments
- (vi) Ensure that all employees and contractors are familiar with the Policy
- (vii) Ensure that all work related accidents are investigated and properly reported (through RIDDOR if necessary)
- (viii) Ensure that disciplinary action is able to be used against any employee failing to comply with the health and safety policy document
- (ix) Liaise with the health and safety manager over the full range of employee responsibilities, to ensure compliance with company standards and changes in legislation

2.4 Manager/Supervisor responsibilities

Each Manager is responsible for the implementation of legislation within their control. Each Manager is accountable to the Directors for the implementation of the health and safety policy

They will:

- (i) Ensure that risk assessments for the working environment are carried out, and initiate safe systems of work where appropriate and where necessary in consultation with the health and safety advisor
- (ii) Ensure the promotion of accident prevention measures through advice and training
- (iii) Ensure the identification and elimination of potential hazards
- (iv) Ensure the development of safe working methods and environments
- (v) Carry out routine inspection of working environments to check compliance with safe working practices
- (vi) Ensure that work related accidents are investigated and properly reported
- (vii) Ensure that new employees are given any necessary training to enable them to carry out their defined duties
- (viii) Ensure that the company policy is effectively carried out
- (ix) Communicate with employees on significant health and safety matters
- (x) Ensure appropriate and immediate action is undertaken where a serious risk to health and safety has been identified or brought to the managers attention

2.5 Human Resources

The human resources consultant is responsible for adhering to the company's health and safety procedures manual.

- (i) They are accountable to the Director for the implementation of relevant health and safety legislation
- (ii) Ensure that the company's policy is effectively carried out

2.6 Group Health and Safety Advisor

The group Health and Safety Advisor will assist the Directors in the implementation of the health and safety policy.

It is their responsibility to:-

- (i) Interpret the effective implementation of the company Health and Safety Policy
- (ii) Understand the application of the Health and Safety at Work Act 1974, and other legislation relevant to the company's operations
- (iii) Ensure that risk assessments are carried out by Management and regularly reviewed
- (iv) Assist with risk assessments for the working environment where required and recommend safe systems of work where appropriate and necessary as required by the Management of Health and Safety at Work Regulations 1999 and other legislation.
- (v) Carry out health and safety audits and inspections of premises occupied by Barton Plant Ltd
- (vi) Advise on health and safety matters
- (vii) Review and recommend health and safety training requirements for all levels of employee in the company
- (viii) Provide management with information and guidance on health and safety matters including training and regulations
- (ix) Advise and assist management in improving the safety of work conditions
- (x) Ensure that there are adequate means of distributing and communicating health and safety information
- (xi) Assist management to investigate accidents to prevent recurrence

- (xii) To advise on a suitable structure for health and safety committee meetings (Communication)
- (xiii) To ensure that regular workplace inspections take place and are recorded
- (xiv) Ensure that fire drills /evacuations are undertaken and recorded
- (xv) Ensure that tests to ensure fire alarms / equipment are maintained and recorded

2.7 Employee responsibilities

In addition to their specific work responsibilities every employee has a legal duty to comply with statutory requirements and is individually responsible for:

- (i) Working safely and efficiently and with due regard for the health and safety of others including visitors members of the public and company employees
- (ii) Not to interfere or misuse anything provided by Barton Plant Ltd in the interests of health and safety
- (iii) Co-operating with their immediate manager/supervisor to enable the company to comply with and health and safety duty or requirement imposed by the law
- (iv) Co-operating in the investigation of accidents with the objective of introducing methods to prevent recurrence
- (v) Adhering to safe systems of work provided
- (vi) Report to management or supervisors all unsafe conditions, hazards, damages and near misses in order that remedial action can be taken
- (vii) Ensure that all accidents including near misses are properly reported
- (viii) Familiarise themselves with all Barton Plant Ltd rules, regulations, practices and procedures affecting health and safety
- (ix) Apply good housekeeping standards in the area they work
- (x) Attend any training requirements as required by Barton Plant Ltd
- (xi) Setting a personal example at all times with respect to health and safety especially to staff and visitors

SECTION 3

Arrangements

3.1 Risk Assessments

Suitable and sufficient Risk Assessments will be conducted for all significant risks identified by departmental / site Managers, supervisors / foremen, the Health and Safety Advisor or other employee, that cannot be eliminated altogether. Consultation with employees will take place prior to the assessments and the involvement of employees in carrying out assessments shall be encouraged.

Risk Assessments are carried out in accordance with the Management of Health and Safety Regulations 1999 and the HSE's '5 Steps to Risk Assessment' guidance, and consider legislative requirements. Directors, Site Managers, the Health and Safety Advisor or other relevant personnel undertake the assessments with the input of employees carrying out the activity / work process. All Risk Assessments are kept on the Company RIVO Health and Safety software system. The format is explained as follows:

Hazard Description – A short description of the item or activity that could be hazardous to the health, safety or welfare of employees, contractors, sub-contractors, visitors, or anyone else affected by our operations.

Risk Rating – The person carrying out the risk assessment must evaluate the likelihood of occurrence and the likely severity of the consequence. The risk is measured by relating the probability of the risk occurring to the possible severity of the outcome and then giving the risk a numerical value.

Hazard Types – The type of hazard that may occur, for example crushing, choking, stress, death etc.

People Who Could Be Harmed – Any individual or group of people that could be harmed by the hazard.

Can the Hazard be Removed – Consideration is given to whether or not the hazard can be eliminated altogether, or an alternative used.

New and Expectant Mothers and Young Persons – All Barton Plant Risk Assessments have a section where special considerations can be made to new and expectant mothers and young persons to take into consideration: the inexperience, lack of awareness of risks and immaturity of young persons; the layout of the workplace and workstations; the nature, degree and duration of exposure to physical, biological and chemical agents; the form, range and use of work equipment and the way in which it is handled; and the organisation of processes and activities.

Safe System of Work – The RIVO system has the facility to print a written Safe System of Work for every risk assessment produced. The Safe System of Work can be set out in an easy to follow, step-by-step format that makes it easy for the user to digest and understand. The Safe System of Work forms part of the Risk Assessment but can be printed out independently for training purposes and distribution to employees. The Safe System of Work is the Company's suggested method statement to carry out activities in the safest way, with minimum risk to the health, safety and welfare of employees. Employees actually carrying out these tasks are often consulted in the formation of Safe Systems of Work.

Control Measures – A description of the control measures (existing and additional) that must be put into place to reduce the risk of occurrence to as low a level as reasonably practicable. This area may include staff training, a planned preventative maintenance procedure, issuing personal protective equipment, limiting site access, etc. The RIVO system has the facility to add additional required control measures onto a 'task' list that may be printed out by the user.

Review – All Risk Assessments have an automatic annual review date but have the facility to be reviewed sooner in the case of a significant accident / incident taking place or changes to the work process or legislation. The RIVO system will automatically email the responsible person to remind them of any pending Risk Assessments that require review.

Communication of Risk Assessments

The findings of all Risk Assessments are communicated to all relevant employees. They form part of induction and on the job training. Employees sign a declaration to say that they have received, read and understood Risk Assessments. Where Safe Systems of Work exist, these instead may be communicated to employees, where a step-by-step method of safe working must be followed and any special measures to be taken, or personal protective equipment that must be worn, are detailed.

All Risk Assessments are issued to new employees as part of their induction training. A record is made that the Risk Assessments have been issued.

Any Risk Assessment carried out for work experience students under the age of 16 will be communicated to their parent or guardian and their school.

Any generic Risk Assessments will be localised to take into consideration specific risks and hazards.

3.2 Display Screen Equipment

In order to secure the health and safety of regular users of display screen equipment (DSE), self-assessment questionnaires will be carried out for each work station, taking into account the particular needs of the user and recording the findings of the assessment on Barton Plant Ltd documentation.

All users should carry out the following prior to using a computer:-

- adjust chair and DSE to get the most comfortable position
- adjust chair height and position to give good lumbar support
- keep space under the desk clear
- at least every hour stand up and leave your computer
- adjust your keyboard and screen to give best keying and viewing position
- do not bend hands at the wrist when keying, use all fingers when keying
- make sure the screen is positioned to minimise the effect of glare
- adjust brightness of screen

Eye Test Procedures

A free eye test will be available on request by all DSE users:-

- prior to commencing work with DSE
- at regular intervals thereafter (typically 2 year intervals)
- where a visual problem is experienced

The company will contribute £75 towards costs if corrective spectacles are required for display screen equipment purposes.

3.3 Manual Handling Operations

Managers responsible for operational areas where manual handling occurs shall avoid the need for manual handling wherever practical by changes in the work process or the introduction of mechanisation.

Where necessary, risk assessments will be completed to highlight the potential for hazardous manual handling operations. Managers will highlight to employees the findings of risk assessments and will review the assessments at specified intervals.

Managers will ensure that all relevant employees receive training in manual handling procedures.

All staff undertaking manual handling operations should carry out the following:-

- examine the box or load and make sure it is not damaged or split
- stand as close to the load as possible, spread feet to create a stable base
- bend you knees and keep the back straight
- grip the load firmly
- raise your head as you start to lift
- lift with you legs and do not twist the body
- hold the load close to the centre of your body

3.4 Electricity at work

All electrical installations, tools, systems and appliances will be maintained to ensure that they are safe for use and are free from mechanical and electrical defects when in use. Users of electrical equipment should carry out regular visual inspections of equipment. Managers will ensure that risk assessments consider the location, fitness for purpose and maintenance of equipment.

Managers will also ensure that portable electrical equipment is inspected and tested by competent persons at regular intervals appropriate to the level of risk and records of testing and inspection be kept. Fixed circuit electrical testing will take place at all fixed sites every five years.

3.5 Provision & use of work equipment

Managers are responsible for ensuring that all equipment and plant supplied for use by Barton Plant Ltd is suitable for intended purpose and maintained in good working order, with records of maintenance kept.

Managers of operational areas will provide employees with adequate information, instruction and supervision when permitting them to work with plant and equipment. Managers will document safe operating procedures and bring these to the attention of employees.

All workshop equipment is maintained according to manufacturers instructions and statutory inspections are carried out wherever necessary.

Employees are responsible for:-

- working in accordance with safety procedures
- not tampering with any safety equipment provided
- reporting any faulty equipment to their manager/supervisor and clearly identifying the equipment as being out of service

3.6 Personal protective equipment

Where risk assessments have identified specific hazards, safety clothing or personal protective equipment (PPE) may be required to be worn to ensure safe working:

The Manager responsible will ensure that:

- PPE is used
- the PPE selected is appropriate to protect the wearer
- the PPE is maintained and cleaned to ensure effective use
- appropriate storage is provided for equipment when not in use
- sufficient stocks of PPE are provided to protect employees and any visitors to the area: and
- employees are trained in the use of PPE

The cost of providing PPE will be borne by Barton Plant Ltd.

All employees should ensure that where provided, all such PPE is worn, used and stored correctly and that damage or loss is reported.

3.7 Workplaces

Managers are responsible for ensuring that:-

- work places are kept tidy and free from hazards

- access and egress routes, particularly fire exit routes are kept clear at all times

Barton Plant Ltd is responsible for ensuring that the workplace are maintained in an efficient state, to achieve this they will:-

- provide sufficient ventilation to all workplaces
- ensure that all workplaces have a reasonable temperature within working hours
- provide suitable lighting
- ensure workplace cleanliness
- maintain floors and traffic routes
- ensure that where necessary for reasons of safety, glazing is protected against breakage
- ensure that windows can be cleaned safely
- provide suitable and sufficient washing/toilet facilities and drinking water
- provide suitable rest facilities

3.8 Accident/incident reporting

All accidents and incidents at work, however minor, must be reported using statutory Accident Books. Accidents are also recorded on the company RIVO system.

The completed accident form must record the following:-

- date of accident
- time of accident
- name and address of injured party
- name and address of person entering the details
- details of accident
- details of action taken

Responsibilities

The person who is involved in an accident, dangerous occurrence or near miss is responsible for reporting the occurrence immediately to a Supervisor or Manager. This person must also (if capable) complete the accident book entry.

The Line Manager or Supervisor must ensure that all paperwork is fully completed and ensure that an investigation has taken place if necessary.

The Line Manager/Supervisor is responsible for reporting accidents that result in more than 3 days absence from work, to the HSE under RIDDOR regulations.

The Managing Director is responsible for ensuring that all serious accidents are fully investigated and that remedial action is taken if appropriate.

Time Scales for Accident Reports

- * Accident forms must be completed within 2 days of an incident and the details recorded on the group RIVO health and safety system.
- * All serious accidents must be fully investigated and findings recorded within 5 days.

Reporting procedures – Employees

In addition to completing the accident book immediately any accident/dangerous occurrence or near miss occurs, the occurrence must also be reported to a responsible person e.g. Line Manager or Supervisor. Injuries that occur whilst carrying out work off site must be reported in the same way and the occupier of the site should be advised accordingly.

Note: Following an accident make the area safe by the following: using barriers, warning notices to safeguard personnel in the vicinity, except where an accident causes a major injury, in which case the scene should be left undisturbed until advised by the enforcing authorities. In the case of machinery make sure it is completely shut down and made safe.

If an injury renders an employee unable to complete an accident form, this should be completed by a witness or someone who is able to enter an account of the incident. The employee's account must be recorded as soon as possible after the event. Employees must ensure that they are aware of the location of accident forms.

An injury may be dealt with by a first aider or an appointed person, however if an emergency arises, emergency services must be called at the first opportunity. Any incident involving an emergency must be reported to your Manager immediately.

Employees who are absent as a result of an accident at work must obtain suitable sickness certification and keep the Company informed of their progress, up to and including a return to normal duties.

You must inform your Manager of your return to work date and you must have been signed off by your GP.

Reporting Procedure – Supervisors / Managers

If an injury, damage accident or near miss is reported to Management, that person must ensure that appropriate Bennie Group paperwork has been fully completed. They must also ensure that each incident is properly investigated to ascertain the causes of the incident. Witness statements must be taken as part of the investigation. All accident investigations should be kept on the RIVO system.

RIDDOR Reporting Procedure

If the accident results in over 3 consecutive days of incapacity for work, the Line Manager will ensure that it is reported under RIDDOR to the enforcing authorities by the quickest available route i.e. Internet or phone but certainly within 10 days by completing a form F2508. A link to the RIDDOR website can be found from the RIVO accident input page.

All documents relating to the incident including RIDDOR must be maintained which will include an investigation of the incident, so that the insurers can be advised of any potential claim.

Note: The Line Management must keep records of any developments to the injured person's health, up to and including a return to normal duties.

Management are responsible for assisting contractors and visitors in complying with the Bennie Group procedures regarding accident/dangerous occurrence/near miss reporting whilst on Bennie Group premises or operational site locations.

Accident reporting – Visitors/Contractors

Any non – employee who is involved in an accident, dangerous occurrence or near miss whilst on Bennie Group premises or operational sites must report the incident immediately to the person responsible for his or her presence on site.

If the person responsible for the site is not available, the visitor/contractor must obtain the assistance of another responsible person to ensure that the Bennie Group procedure is adhered to.

All injuries must be reported on Bennie Group form, however minor. Visitors and contractors who are unable to enter their own account onto the accident form must arrange for another person to make an entry on their behalf.

NOTE: Visitors and contractors must notify their own employer where applicable.

Accident reporting – members of the public

If an injury occurs to a member of the public on Bennie Group premises/sites, which results in their removal from site for hospital treatment, then this is notifiable to the enforcing authorities immediately.

Accident aide Memoir

STANDARD QUESTIONS

- Where were you at the time of the accident?
- What were you doing at the time?
- What did you see and hear?
- What were the environmental conditions at the time?
e.g. weather, light, noise?
- What was the injured person doing at the time?
- What do you think caused the accident?
- How do you think the accident could have been avoided?

Avoid asking open-ended questions that will be answered 'yes' or 'no'.

The purpose of interviewing people is to obtain as much accurate information about the incident as possible.

Following a few basic steps will help:

DO

- Put the person, who maybe upset, at ease
- Take contact details
- Emphasise the reason for the investigation, (What happened and why)
Let the witness talk, do not interrupt; listen.
- Make short notes only, during the interview
- If you do have to clarify a point, make the question as simple as possible, remain impartial, do not apportion blame (even if in your mind)

DO NOT

- Intimidate the person e.g. by standing over them, give them space
- Interrupt or prompt their description of events, even though some information may not seem relevant
- Show emotions, it may be very difficult if you dislike the person or are a close friend
- Make lengthy notes whilst the person is talking, not only may it put them off, but you may miss a vital piece of information.

3.9 First Aid

Management will undertake an assessment to determine an adequate and appropriate level of first aid provision. The company will ensure that a sufficient number of qualified first aid personnel are at each place of work.

The first aider will ensure that:-

- there are adequate first aid provisions in place
- contents of first aid boxes are replenished as necessary
- all staff are informed of first aid arrangements

Contents of first aid boxes follow HSE guidelines.

3.10 Safety Inspections

Site and workshop safety inspections will be carried out monthly by site managers and will be recorded.

3.11 Training

All Barton Plant Ltd employees will be provided with appropriate training to enable them to carry out their responsibilities and work in a safe and efficient manner. Employees will be given training before being required to undertake new or unfamiliar tasks or operations and/or when required to use new equipment, plant or machinery. Statutory plant / equipment training will be provided by the company as and when necessary.

Line Managers must ensure that new employees are provided with essential health and safety induction information on their first day at work.

3.12 Smoking

Smoking is generally recognised to be both harmful to health and a potential fire hazard, therefore to provide a safe working environment smoking will only be allowed in designated smoking areas outside of Barton Plant Ltd office environment.

Smoking is not permitted in any of the Company's workplaces (buildings); this includes offices, reception areas, kitchens, areas where rest breaks are being taken or food is being eaten, toilets and workshop areas.

It is permitted to smoke outside Company premises as long as this is carried out at the rear of a building and out of public view. Suitable ashtrays/bins will be supplied for the

collection of smoking debris. Please Note: all smoking areas must be kept clean and tidy at all times and smoking debris must not be allowed to drop onto the ground.

Smoking is not permitted in any company vehicle which is either shared with or driven or operated by another employee.

Smoking is not permitted when handling any equipment, substances or packages at work i.e.: carrying out maintenance tasks of any vehicle, plant or equipment.

Prior to smoking in a designated area, anyone engaged in dirty work must ensure that they have washed to prevent any risk of hand to mouth contamination.

3.13 Emergency Procedures

An assessment has been carried out regarding bomb threats and suspect packages, and appropriate procedures are being developed, all procedures will be made known to employees. The emergency procedures will be reviewed annually.

3.14 Emergency Procedures Fire

Barton Plant Ltd will ensure that a Fire Risk assessment will be completed to assess the risks to persons in the event of fire.

Following the assessment the following will be produced:-

- establish written emergency arrangements
- establish evacuation and emergency procedures
- ensure that all means of escape are clearly marked and kept free from obstruction
- provide training to employees
- hold fire drills at least annually
- ensure that appropriate fire alarm, fire fighting and fire detection equipment is installed, and regularly inspected, tested and maintained by a competent person to relevant British Standards
- all Barton Plant Ltd employees will comply with local fire procedures and will report any concerns on fire safety

3.15 Vehicle Movements

Barton Plant Ltd will ensure that where appropriate arrangements are made to separate vehicles and pedestrians on each work site. Barton Plant Ltd will liaise with other site users to ensure all site users abide by the same rules.

All employees bringing vehicles onto Barton Plant Ltd premises must comply with site speed restrictions and signage. Vehicles must only be parked in designated parking spaces. Pedestrians should always use pathways or designated pedestrian routes and keep clear of busy traffic routes.

3.16 Stress

Barton Plant Ltd recognises that occupational stress can be a health and safety issue.

Managers should:

- be aware of symptoms of stress
- identify work practices likely to cause stress in their risk assessments
- design jobs, where possible to include a variety of tasks
- if possible allow members of staff a level of control over their work

Individuals experiencing work related stress problems should report the matter to their immediate line manager, as the company has access to counselling services.

Advice and assistance can be obtained from the Health & Safety advisor.

Responsibilities - Management

In compliance with Regulation 3 of The Management of Health and Safety at Work Regulations 1999, Barton Plant Limited will incorporate stress into the risk assessments as being identified as a workplace hazard, look at who is at risk and the overall effectiveness of the control measures.

Barton Plant Ltd will provide the relevant information and training of all staff and others within the group to the appropriate level. This will ensure everyone has the knowledge and support to understand what stress is, are able to identify effects and causes of stress and to be able to address and resolve these problems.

Barton Plant Ltd will implement control measures to reduce the risk of staff developing ill health from stress by regular reviews of the physical environment, nature of the job, contractual aspects and working relationships.

Although it is Barton Plant Ltd's intention to prevent ill health through stress, the company also offers support mechanisms for staff and others who are suffering with Work-Related Stress.

Responsibilities – Employees

All employees have a legal obligation to report any illness or injury, which they feel may be caused by work. This obligation holds true for psychological injury as for a physical injury. The Bennie Group cannot address or alleviate a stress problem unless it is made aware that the situation exists.

3.17 Alcohol and Drugs

The use of alcohol or non-prescription drugs, are not appropriate in the workplace and may pose a serious risk to health and safety to the user and to those affected by their actions. Barton Plant Ltd which is concerned to provide a safe and healthy working environment recognises that this objective can be put at risk by those who misuse alcohol or drugs.

To minimise this risk the following applies to all employees:

- employees must not come to work under the influence of alcohol or drugs
- employees must not bring alcohol or non prescribed drugs to the offices
- employees must not drive if affected by alcohol or drugs
- check with your doctor or pharmacist about side effects of prescribed medications

Employees who do not conform to the Barton Plant Ltd policy on alcohol or drugs could face action as detailed in the company disciplinary procedures.

3.18 Employees and visitors with disabilities.

Barton Plant Ltd seeks to comply with the Disability Discrimination Act 1995. Risk assessments will identify any work area where operational activities represent a risk to people with disabilities.

Managers will ensure that procedures are in place for the evacuation of disabled visitors or employees.

3.19 Contractors

Only approved contractors will be allowed to undertake work on Barton Plant Ltd premises.

The Manager responsible for employing contractors is responsible for ensuring that:-

- the contractors selected and employed to carry out work are competent to undertake the work
- the contractors undertake their operations in accordance with the Barton Plant Ltd Safety Policy
- contractors have the necessary insurance policies in place
- the contractor is not to be put at risk by Barton Plant Ltd activities
- the contractor is informed of any known risks and precautions to be taken
- where applicable, the contractor is informed of building emergency procedures
- effective methods of managing contractors on site are put in place

3.20 Visitors

All visitors to Barton Plant Ltd site should initially report to the reception point. The visitor will sign in at reception and will be informed of the Barton Plant Ltd safety procedures.

The employee who invites or escorts the visitor:-

- is responsible for drawing their attention to any safety hazards which are likely to affect them
- will make sure that the visitor is informed of the action to be taken in an emergency

3.21 Employee consultation

Barton Plant Ltd recognises that it needs to communicate with employees on safety matters, and that they have non-union employees. Therefore an employee will be nominated to represent their colleagues at future Health and Safety meetings, which will take place periodically.

3.22 COSHH

Managers will ensure that any use, handling, storage or transport of hazardous substances is safe and without risks to health.

In order to achieve this, managers responsible for operational areas where hazardous substances are used or encountered will undertake a risk assessment in accordance with Control of Substances Hazardous to Health Regulations (COSHH)

Adequate precautions will be taken to ensure the safety of employees where hazardous substances are identified and used. COSHH risk assessments will be recorded and brought to the attention of employees likely to be affected.

When Employees are using chemicals they are advised to:

- follow manufacturers instructions
- read warning notices
- only use for intended purposes
- take precautions to ensure chemicals do not come into contact with eyes, skin or clothing
- store chemicals in secure and properly labelled containers away from heat
- keep substances locked and secure from unauthorised access
- use personal protective equipment when handling chemicals
- clear up spillages in accordance with manufacturers instructions
- dispose of empty containers in accordance with manufacturers instructions

3.23 Security

Work places are kept secure to prevent trespass outside of working hours.

Visitors are not allowed to enter working areas where danger might exist, unless accompanied by an employee. The accompanying employee must ensure that visitors observe the same health and safety requirements as company employees and that they must wear appropriate protective equipment such as safety footwear.

All employees are required to co-operate in doing everything possible to ensure that members of the public are properly protected in areas of company operation.

3.24 Vehicles and mechanical plant

Only suitably qualified persons are to drive/operate company vehicles and driving licenses are subject to annual checks and inspections. All new HGV drivers will be assessed prior to using Company vehicles and the contents of the Driver's Handbook explained. Drivers will be required to undertake further assessments as part of Company in-house procedures or if involved in accidents.

Employees who do not comply with this requirement could face action as detailed in the company disciplinary procedures.

3.25 Lone Working

Use of a diary & buddy system

- A diary system will be used, where staff record relevant information about their intended visits (Lone Working), which is left readily available at reception

The information written in the diary should include:-

Where visiting (contact number)

Purpose of visit

Expected time of arrival, length of visit if possible

Further visits if applicable

Contact details held @ reception ie mobile

Vehicle details held @ reception

- The buddy system is where a nominated person acts as another's buddy for the time they are lone working

Role of the buddy:

To check the diary entries

To check with Lone worker at an appropriate time that they have returned to the offices/at the next location/making their way home

Note: The Lone working system is in place to ensure that staff are accounted for especially at the end of the day, and what actions to take if a person does not ring/text in at the agreed designated time

Individual's responsibility

- Ring or text the nominated buddy to say they have arrived on site as soon as possible on the day
- Ring or text the nominated buddy in the afternoon (16.45 hours at the latest) to give an update on the current developments

Note: If the lone worker is travelling in a car late afternoon and needs to communicate with their buddy, they must find a suitable and safe location to stop their vehicle to enable them to make the phone call or send the text message.

Action to be taken if a lone worker is missing

- 1) Attempt to contact them
- 2) Check the last known location
- 3) Notify next of kin

Continue trying to contacting the lone worker, and contact emergency services if deemed necessary.

3.26 Mobile Telephones

Current UK law makes it a criminal offence to use handheld mobile telephones under any circumstances, whilst driving any vehicle or whilst the engine is still running.

The fixed penalty for using a mobile phone whilst driving is currently £60 plus three penalty points on the driver's licence. Alternatively, the police are able to take the case to court rather than issue a fixed penalty, which can attract a maximum fine of £1000 for drivers of

cars and £2500 for vans, lorries, buses and coaches. These charges can also be applied if a driver has been distracted and is deemed to be driving dangerously because they have been using a hands free mobile phone.

Barton Plant Limited actively discourages the use of mobile phones or similar devices whilst employees are driving **any** company vehicle or their own vehicle whilst on company business. Any devices used are to comply fully with the regulations. For the avoidance of doubt, Barton Plant Ltd places no obligation upon any employee to answer a mobile phone whilst driving, whether it is a company or private phone, even if doing so is fully in accordance with the regulations current at the time.

Employers who encourage or advocate the use of hand held mobile phones are liable to be prosecuted. Employees who fail to comply with the rules set out in this policy could face disciplinary action. The Company will not accept liability for any consequences resulting from failure to observe driving regulations.

3.27 Housekeeping

In order to ensure that satisfactory standards of housekeeping are achieved the following arrangements should be adhered to:

- check that the workplace is free from hazards at the beginning of each day
- always put articles away immediately after use
- clear up spillages immediately
- do not allow objects to protrude into walkways
- ensure that waste materials are properly stored and removed on a regular basis
- do not store articles/substances/gas cylinders anywhere other than designated areas
- always ensure that fire doors are kept closed to protect escape routes
- ensure that workplace is tidy and articles and substances have been put away

Poor housekeeping and fire safety practices are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices and/or organisation deficiencies within the workplace. Barton Plant Ltd recognises the need to ensure that adequate standards of housekeeping are achieved and is committed to provide a safe place to work

Examples of poor working practice include:

- untidiness with rubbish accumulating in kitchen, reception areas
- lack of thought or consideration by an individual
- ignoring rules and procedures

There are three basic precautions to prevent poor housekeeping standards:

- 1) ensure that articles and substances are returned to designated locations
- 2) remove waste materials on a daily basis
- 3) report any problems which cannot be easily rectified

3.27 Working at Height

All working at height will conform to the Work at Height Regulations 2005. The Company will do everything practicable to prevent falls from height including only working at height when it cannot be avoided and using work equipment or other measures to minimise the distance and consequences of a fall should one occur.

All work at height will be risk assessed. Monthly checks are carried out for ladders and lifting equipment.

All safety steps, trestles, stepladders and mobile scaffolds will be on the Company equipment register for the planned preventative maintenance system.

Any faulty equipment must be reported immediately to the site manager and be taken out of use, and properly labelled to this effect.

All employees required to use the equipment will be provided with suitable and sufficient instruction, training and supervision, including being supplied with the relevant Safe System of Work.

3.29 Review

The Policy will be reviewed annually or in the event of major changes to the organisation, relevant legislation or following any serious accidents or incidents.

Additional information on the Barton Plant Health and Safety Policy

Document B contains full details of the Barton Plant Ltd Construction Safety Policy and Procedures.