

## Health and Safety Policy – Statement of Intent

Kelling Group (Welfare Hire Nationwide Limited and Access Hire Nationwide Limited) aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees while they are at work and of others who may be affected by our undertakings. This general policy statement provides a commitment and intent to comply with the Health and Safety at Work Act 1974.

To ensure the principles of health and safety are clearly understood throughout the Company, we will be committed to:

- complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the Company subscribes;
- setting and monitoring of health and safety objectives for the Company;
- effective communication of and consultation on health and safety matters throughout the Company;
- assessing the risks to the safety and health of our employees and others who may be affected by our activities and implementing controls to minimise those risks;
- preventing work-related injuries, ill health, disease and incidents;
- providing and maintaining safe plant and equipment and implementing safe systems of work;
- the safe use, handling, storage and transport of articles and substances;
- providing and maintaining a safe working environment with safe access, egress and welfare facilities;
- providing the necessary training to our employees and others, including temporary employees to ensure their competence with respect to health and safety;
- providing suitable and sufficient information, instruction and supervision for employees;
- continually improving the performance of our health and safety management;
- devoting the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of our employees and seeking expert help where the necessary skills are not available within the Company;
- an annual review and when necessary the revision of this health and safety policy;
- making this policy available to relevant interested external parties, as appropriate.

Signed.....

Date.....13/01/2021.....

Stephen Moore ,

C.E.O

13/01/2021

Next rev date: 11/08/2021

## Health and Safety Policy - Organisation

These responsibilities aim to ensure that everyone is aware of their legal responsibilities, to work together to achieve a high standard of health and safety and to ensure that all employees are familiar with the flow of accountability, communication and feedback within the company.

**Stephen Moore** - CEO has overall and final responsibility for health and safety. The CEO ensures adequate resources are available and that the policy and objectives of health and safety are in place.

**Deborah King** – Health and Safety Manager responsible for providing adequate H&S advice, training, implementing the policy, carrying out risk & COSHH assessments, devise safe system of work, check day to day compliance and identify any other H&S needs. Heads the monthly H&S meeting. (IOSH, NEBOSH)

**Directors** – are responsible for:

- The health and safety performance within the organisation.
- Ensuring that adequate resources are available for health & safety requirements within the organisation.
- Appointing one or more competent persons and adequate resources to provide assistance in meeting the organisations health and safety obligations, including specialist help where appropriate.
- The establishment, implementation and maintenance of health and safety programme for the organisation that encompasses all areas of significant health and safety risk.
- The approval, introduction and monitoring of all site health and safety policies and procedures.
- The review and possible revision annually of the effectiveness of health and safety programme.

**Workers representatives** – are responsible for:

Les Cunningham  
Gemma Conway  
Kenny Oliver  
Joanne Merchant

Putting forward any concerns or requests in relation to H&S matters. Are responsible for representing the workforce in relation to H&S consultation with MD's.

**Managers** – are responsible for:

- Are required to check day to day compliance.
- Enforce all safe systems of work procedures that have been issued.
- Enforce health and safety rules and instruct employees of any changes to procedures.
- Supervise any contractors that are working within their area of supervision.
- Enforce personal protective equipment requirements, check that it is being used and periodically appraise condition of equipment.
- Monitor and review safe working procedures in their area.

## Health and Safety Policy - Organisation

- Take appropriate action when and where unsafe practices are being carried out.
- Be involved in promoting safe working practices.

### All Employees –

- Will take reasonable care for themselves and others who may be affected by their acts or omissions at work.
- To co-operate with the employer or other person so far as is necessary.
- To comply with statutory duties/requirements.
- No person to intentionally or recklessly interfere with or misuse anything provided in the interest of health and safety or welfare.
- Will use all machinery, equipment, dangerous substances, safety devices etc., in accordance with relevant training and instructions.
- Will inform specified employees with health and safety responsibilities of dangerous situations and shortcomings in the employer's protection arrangements for health and safety.

**First Aiders & Fire Marshalls** – Posters are positioned around the site to inform everyone who these people are.

**First Aiders** – trained to provide first aid to injured persons.

Each first aider has their own first aid box. As a first aider it is their responsibility to ensure that their first aid boxes and equipment are in date and ready for use.

There is additional first aid equipment kept in the cabinet in the right-hand side meeting room in the Normanton depot.

First aiders are:

- Deborah King (Normanton - EHS Manager)
- Gemma Conway (Normanton – Operations Manager)
- Neil Waddington (Normanton – Yard Foreman)
- Hannah Waud (Normanton – Internal Sales Manager)
- Peter Hardaker (Normanton - Valet)
- Scott Bryars (Normanton – IT Support)
  
- Kenny Oliver (Alconbury - Depot Manager)
- Gareth Lloyd (Alconbury - Yard Foreman)
  
- Adrian Ellis (Monmouth – Yard Operative)
- Simon Bowen (Monmouth - Yard Supervisor)

## Health and Safety Policy - Organisation

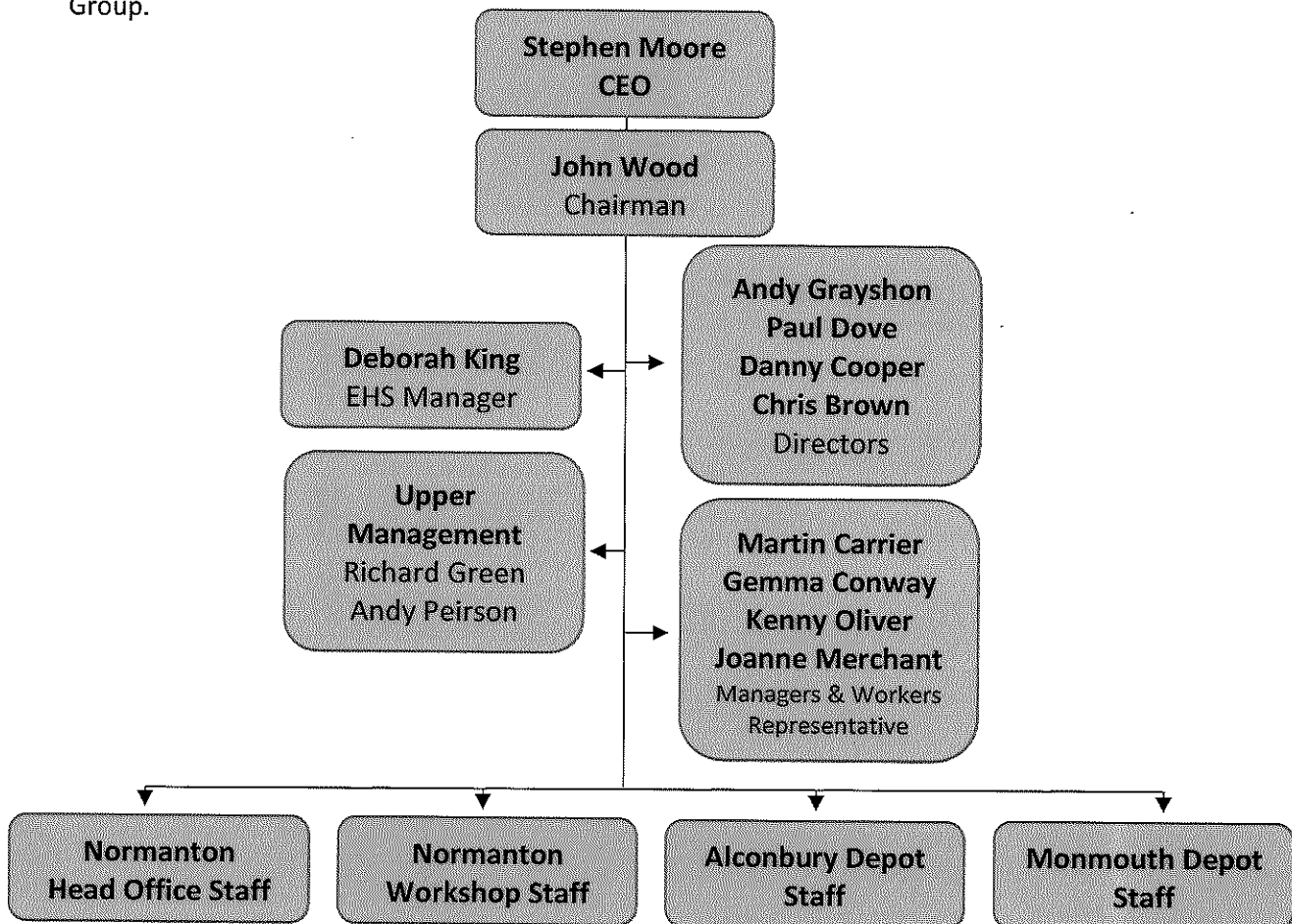
**Fire Marshals** – trained and have specific duties to support evacuating the building safely.

Fire marshals have a duty to ensure along side their main role that they are continually checking for any fire related hazards. Full responsibilities are detailed in the fire emergency plan.

Fire Marshals are:

- Richard Green (Normanton - Financial Director)
- Gemma Conway (Normanton – Operations Manager)
- Simon Bowen (Monmouth - Yard Supervisor)
- Kenny Oliver (Alconbury - Depot Manager)

The diagram below indicates the flow of accountability, communication and feedback within Kelling Group.



Within Kelling group there is a H&S system in place to record all accidents, incidents, near misses and observations to help prevent these occurrences. We also have an index to monitor the how these actions are corrected.



**KELLING GROUP**

**AH ACCESSHIRE**

**WELFAREHIRE**

**WH**

# Health and Safety Policy - 2020

This is the statement of general policy, responsibility and arrangements for:

Stephen Moore – C.E.O

Deborah King – EHS Manager  
All Managers

**Kelling Group Ltd (Welfare Hire Nationwide Ltd & Access Hire Nationwide Ltd)**

has overall and final responsibility for health and safety

has the day-to-day responsibility for ensuring this policy is put into practice

## Statement of General Policy

Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace.

Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work.

Engage and consult with employees on day-to-day health and safety conditions

Implement emergency procedures – evacuation in case of fire or other significant incident.

Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances.

Signed by: Stephen Moore  
C.E.O

Date:

13/01/2021

## Action/Arrangements (What are you going to do?)

Relevant risk assessments completed and actions from those assessments implemented. (Risk assessments reviewed when working habits or conditions change)

Staff and subcontractors given necessary health and safety induction and provided with appropriate training (through training discussions and job specific toolbox talks) As well as internal and external courses. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.

Monitor our health and safety station where staff are encouraged to record any health and safety issues. Staff will also be consulted on health and safety matters as they arise but also formally consulted at monthly health and safety performance review meetings or sooner if required.

Blue and yellow fire routes are kept in good condition and kept clear at all times. Evacuation procedures and equipment are tested regularly and recorded.

Toilets, washing facilities and drinking water provided.

System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

Health and safety law poster is displayed at (location)

First-aid room is located:

Accident book is located:

Employee Display Boards (Workshop & Staff Canteen)

Next to the ground floor canteen in the main reception area.

First Aid Room and Welfare Depot Managers Office