



THOMAS RIDLEY & SON
**HEALTH & SAFETY POLICY**

Version 3 – 23-02-2019
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**Occupational
Health & Safety Policy**

**2020-2021**

**POLICY REVIEW RECORD**

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This policy has been developed as a requirement of the Health & Safety at Work etc. 1974, and as a part of the company’s OH&S management system. Where it is possible this policy is cross referenced with the OH&S management system by title only, and excludes clause and sub-clause numbering to avoid confusion.

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**PART 1**

**OCCUPATIONAL HEALTH & SAFETY POLICY**

#### 1.1 OH&S Statement of Intent

The intention of Thomas Ridley & Son is an un-equivocal with a clear commitment to ensure the Health Safety and Welfare of its employees, and others that may be affected by its undertakings, and too:

1. Set Health & Safety in context with other business objectives.
2. Adopt the concept and principles of a total loss approach.
3. Promote a proactive and positive safety culture.
4. Provide the necessary resources to achieve policy implementation and meet compliance obligations.
5. Manage Health and Safety to reduce to as low as is reasonable practical, ill-health, physical injury, and damage to property to all affected by our undertakings.
6. Identify hazards, assess and evaluate their risks, and introduce controls throughout all the company’s work activities to ensure the health and safety of its employees and others.
7. A commitment to participation with its workers, and communication of the policy.
8. Provide a safe place of work.
9. Provide safe plant and equipment.
10. Provide safe systems of work.
11. Ensure safe means of access and egress.
12. Provide adequate and appropriate Personal Protective Equipment.
13. Produce realistic and achievable goal-setting performance targets.
14. Provide adequate information, instruction, supervision and training.
15. Measure performance against benchmark goal setting targets.
16. Make the policy available to all interested parties.
17. Be reviewed periodically to ensure it remains relevant.
18. Be available in its OH&S management system as documented information.
19. Commitment to continual improvement in Health & Safety performance.

This statement is to be prominently displayed at all the company’s premises in prominent positions.

###### Managing Director: Justin Godfrey

Signed:

Date: 22-02-2019

Review: 22-08-2021

Revise: 21-08-2022

**PART 2**

**ORGANISATIONAL ROLES, RESPONSIBILITIES,**

**ACCOUNTABILITIES, AND AUTHORITIES**

**2.1 Addressing risks and opportunities**

**The Management of Health & Safety at Work Regulations 2000 (amended)Regulation 3 risk assessment**

Thomas Ridley makes suitable and sufficient assessments of risks to the health and safety of its employees, to which they may be exposed whilst at work, and to those persons not in their employment. As a matter, of course the aassessments are reviewed when there is a reason to believe or suspect that they are no longer valid. This might be because of a significant change to which it relates e.g. changes in law, processes or technology.

**Risk assessment and risk control**

Thomas Ridley adopts the principles of prevention:

Where possible avoiding risks altogether and assessing those which cannot be avoided;

Combating risks at source;

Adapting work to the individual and taking advantage of all current knowledge and invention;

Reducing risks that cannot be prevented or avoided and considering collective protective measures over individual;

**Risk Assessments**

Step 1 Hazard (anything with the potential to cause harm) identification

Risk assessments are carried out on all our work activities and any significant findings recorded.

A risk is where the likelihood and severity of harm may be realised from a potential hazard.

Hazards are generally recorded because of hazard spotting, task analysis, and experience of the task.

Step 2 Consider who may be at risk and how they might be harmed.

Step 3 Evaluate the risks

Significant risks are evaluated using the following method; ***Likelihood x Severity, where***

Value Scale Likelihood Axis - Value Scale Severity of Harm Axis

1 Negligible 1 No harm

2 Low 2 Minor

3 Likely 3 7day loss

4 Very likely 4 Specified injury

5 Certain 5 Fatality

Risk rating calculated by: L x S = RR, where L is the estimated likelihood value of an accident occurring,

(Likelihood), C = the estimated value of the severity of harm because of a potential hazard being realised. RR1 = he Risk Rating without controls in place and RR2 = Residual Risk with controls in place.

ACTION LEVELS

1-5 Acceptable no further action required

6-11 Low – limited action required

12-18 Medium – significant, action required following the principles of prevention

19-25 High – significant, action may require technical input beyond the author

LIKELIHOOD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5 | 10 | 15 | 20 | 25 |
| 4 | 8 | 12 | 16 | 20 |
| 3 | 6 | 9LIKELIHOOD | 12LIKELIHOOD | 15LIKELIHOOD |
| 2 | 4 | 6 | 8 | 10 |
| 1 | 2 | 3 | 4 | 5 |

SEVERITY OF HARM

Step 4 Record significant findings and implement control measures. Scores 4-9 are considered significant and an assessment recorded.

Insignificant risks associated with life in general are ignored.

For simple risks informed judgements are made whereas an intermediate risk may require more specialist advice. For complex risks a more developed approach is taken.

**Young persons (when applicable)**

The employer does not employ any young persons unless risks to their health and safety has been assessed.

A copy of young worker’s assessments is issued to the parent/guardian for consent.

Step 5 Monitor and review the findings

Assessments are reviewed when the nature of the risk changes or the assessment is no longer valid. Assessments are reviewed annually by the company as a matter of course and remain on file for three years.

**Control of Substances Hazardous to Health Regulations 2002/2677**

In general, the company:

* Identifies any substances it uses, and assesses them to see if they are significant;
* Where possible they are eliminated or substituted for less hazardous substances;
* Where this is not possible engineering controls are introduced (PPE/RPE is always regarded as the last resort);
* Significant findings are recorded, and any Information and training needed is given to those exposed on how to avoid them;
* The controls are monitored and reviewed or revised if they are found not to be working or are no longer valid;
* Where it is a requirement, and based on assessment, health surveillance is carried out.

**Display Screen Equipment Regulations 1992**

Thomas Ridley carry’s out analysis of workstations for its users, or operators; assesses the health and safety risks to which operators or users are exposed; and reduces risks to as low as is reasonably practicable. Assessments are reviewed.

The employer makes sure that any workstation used by users; or operators, meets the requirements laid down in the Schedule to the Regulations by planning the activities of its users in their daily work so that it is interrupted by breaks or changes to reduce their workload at that equipment.

An initial eye and eyesight test is provided on request; at regular intervals, thereafter, and with the consent of the users, with additional eye and eyesight tests on request, where the users concerned are experiencing visual difficulties which might reasonably be caused by work on display screen equipment. The employer will also provide appropriate special corrective appliances, where normal corrective appliances cannot be used and any eye and eyesight tests carried out on the users concerned show such provision to be necessary.

The employer provides health and safety training in the use of their workstations; and if they are substantially modified.

Operators and users are provided with health and safety information about their workstations and the measures taken by him.

**Expectant mothers (when applicable)**

Should the matter arise an individual risk assessment in respect of new or expectant mother will be undertaken.

**Manual Handling Regulations 1992**

Where there is a risk particularly of back injury to workers the employer takes all reasonably practicable steps to avoid the need for employees to undertake manual handling operations at work which involve a risk of their being injured; or where it is not reasonably practicable to avoid manual handling operations which involve a risk of their being injured, assesses all manual handling operations to be undertaken by them, to reduce the risk of injury to the lowest level, and provide employees undertaking the manual handling operations with information about the loads to be carried by them. Assessments are reviewed regularly and where necessary changed.

Employees must make full and proper use of systems of work provided for his use by the employer.

**Noise at Work Regulations 2005**

There are 2 levels of noise to be observed at work, level 1 – 80 dB (A), and level 2 –85 dB (A).

 Level 1 is optional where employees may request hearing protection and the employer provides it but does not have to ensure it is worn.

At level 2 it is mandatory to supply protection and ensure it is worn.

The dB (A) level is often identified on plant with perimeter decals. With smaller plant and equipment, the information may be obtained from operating manuals. You only have one pair of ears so **PROTECT THEM.**

**Personal Protective Equipment (PPE) Regulations 1992**

PPE and respiratory protective equipment are always considered by the company as a last resort and last line of defense. All other measures are considered before the issue of PPE/RPE.

Where PPE is issued it is provided free of charge along with any necessary training in its use. Once issued the employee has a duty to look after the equipment and report its loss or any defect.

Where respiratory protective equipment is required by an employee they will be given a face fit test.

Where identified work noise zones are established, and mandatory signs displayed.

Thomas Ridley has a purchasing policy of buying in the most optimized option for noise reduced plant and equipment.

Vibration at Work Regulations 2005

The employer protects employees exposed to risks from vibration at work, and other persons who might be affected by the work, whether they are at work or not by:

Assessing the risks of its employees to whole body, and hand arm vibration syndrome;

Setting action values and limit values for daily exposure;

Eliminate or, reduce exposure to the lowest reasonably practicable level;

Buy in the most optimized option for vibration reduced machinery;

Sets a program of measures at the action values to reduce exposure to vibration and at the limit values; and

Prohibit exceeding the limit values.

Where through assessment it is deemed necessary health surveillance, information, instruction and training is given.

Employees are encouraged to follow duration limits set for the equipment they are using, and adhere to rotation procedures (*time must be added to other equipment to give daily exposure).*

Operators of the equipment must inform their immediate supervisors of any signs of vibration diseases. Staff are issued with an annual self-declaration “*health questionnaire”* form which they are encouraged to complete and return to HR. All information held is strictly confidential and in accordance with the Data Protection Regulations.

Vehicle operators may be limited to the amount of time they can operate for continuous periods. Duration levels are calculated from the manufacturers m/s2 set against the HSE’s threshold of 0.5m/s2; this will determine EAV (exposure action value) and ELV (exposure limit value) time limits. Over exposure to WBVS can lead to serious health problems including back and lower lumber pain. Particularly at risk are those with previous back or neck injuries, exposure over long periods and experienced operators.

**Working from Home**

A lot of work carried out at home is going to be low-risk, office-type work. Of the work equipment used at home, Thomas Ridley are only responsible for the equipment it supplies. Assessment for working at home are available from the facilities manager.

**Work at Height Regulations 2005**

Where there is a risk of injury or damage from falling, being struck by falling objects or passing through fragile material, the companyassesses the risk following the WAH hierarchy i.e.

* where at all possible avoid work at height
* negate the consequence of injury or damage form working at height
* select primary over secondary equipment (stop rather than catch)
* give collective over individual protection
* establish emergency arrangements (rescue plan)
* satisfy itself that its workers are competent to work at height and in the use of equipment

Work at height activities are regularly reviewed to make sure that the work at height and use of any equipment is in accordance with any assessment.

Where additional training might be required e.g. using a mobile work platform or a set of ladders/steps, employees are given specialist training.

Assessments are regularly reviewed.

**2.2 Legal requirements (summary)**

| **Primary Legislation** | **Standard** |
| --- | --- |
| Corporate Manslaughter and Corporate Homicide Act 2007<http://www.legislation.gov.uk/ukpga/2007/19> | An organisation is guilty of an offence if the way in which its activities are managed or organised:(a) causes a person's death, and(b) amounts to a gross breach of a relevant duty of care owed by the organisation to the deceased.An organisation guilty of corporate manslaughter or corporate homicide is liable on conviction on indictment to a fine. Corporate homicide is indictable only in the High Court of Judiciary. |
| Data Protection Act 1998<http://www.legislation.gov.uk/ukpga/1998/29> | Personal data shall be processed fairly and lawfully.Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed. Personal data shall be accurate and, where necessary, kept up to date. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. |
| Employers Liability (Compulsory Insurance) Act 1998 <http://www.legislation.gov.uk/uksi/1998/2573> | The Act relates to the compulsory insurance of risks relating to employees. The limit of the sum to be insured is not less than five million pounds. Display at each place of business where he employs any relevant employee, be legible, easily seen, and read by any relevant employees. Be reasonably protected from being defaced or damaged. Retain a copy of each issued certificate for a period of 40 years.  |
| Health & Safety at Work etc. Act 1974<http://www.legislation.gov.uk/ukpga/1974/37> | **General duties of employers to their employees.**(1) ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.(2) the matters to which that duty extends—(a) provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;(b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;(c) provision of information, instruction, training and supervision necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;(d) so far as is reasonably practicable any place of work under the employer’s control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;(e) provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate about facilities and arrangements for their welfare at work.3. a written statement of his general policy with respect to the health and safety at work of his employees and the organisation, and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all his employees.**Persons other than their employees.**It shall be the duty of each person who has, to any extent, control of premises to which this section applies or of the means of access thereto or egress therefrom or of any plant or substance in such premises to take such measures as it is reasonable for a person in his position to take to ensure, so far as is reasonably practicable, that the premises, all means of access thereto or egress therefrom available for use by persons using the premises, and any plant or substance in the premises or, as the case may be, provided for use there, is or are safe and without risks to health. |
| New Roads & Street works Act<http://www.legislation.gov.uk/ukpga/1991/22> | **Street works licenses.**(1) The street authority may grant a license (a “street works license”) permitting a person—(a) to place, or to retain, apparatus in the street, and (b) thereafter to inspect, maintain, adjust, repair, alter or renew the apparatus, change its position or remove it, and to execute for those purposes any works required for or incidental to such works (including breaking up or opening the street, or any sewer, drain or tunnel under it, or tunneling or boring under the street). (2) A street works license authorises the licensee to execute the works permitted by the license without obtaining any consent which would otherwise be required to be given—(a) by any other relevant authority in its capacity as such, or(b) by any person in his capacity as the owner of apparatus affected by the works.**Safety measures.**(1) An undertaker executing street works shall secure—(a) any part of the street which is broken up or open, or is obstructed by plant or materials used or deposited in connection with the works, is adequately guarded and lit, and(b) that such traffic signs are placed and maintained, and where necessary operated, as are reasonably required for the guidance or direction of persons using the street, having regard to the needs of people with a disability.  |
| Traffic Management Act[Traffic Management Act 2004](http://www.legislation.gov.uk/ukpga/2004/18/contents) | **Builders' skips: charge for occupation of highway for unreasonable period**(1) Provision requiring the owner of a builder's skip deposited on a highway to pay a charge to the highway authority where the period for which the skip remains in the highway exceeds—(a) such period as may be prescribed, and(b) a reasonable period (agreed by the authority and the owner of the skip to be reasonable).**Scaffolding, building materials and excavations: charge for occupation of highway for unreasonable period**(1) Provision requiring a person who—(a) erects a relevant structure on or over a highway maintainable at the public expense,(b) deposits building materials, rubbish or other things in such a highway, or(c) makes a temporary excavation in such a highway,to pay a charge to the highway authority if both the prescribed period and a reasonable period are exceeded.  |
| Social Security Act 1998<http://www.legislation.gov.uk/ukpga/1998/14> | ***Industrial accidents***Any person suffering personal injury by accident shall be entitled, if he claims the accident was an industrial accident– (a) to have that issue decided; and (b) to have a declaration made and recorded accordingly. |

| **Secondary Legislation** | **Statutory Instrument** | **ACOP** | **Guidance** |
| --- | --- | --- | --- |
| Confined Space Regulations | [The Confined Spaces Regulations 1997](http://www.legislation.gov.uk/uksi/1997/1713/contents/made) | [L101.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L101.pdf) | [indg258.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/c-s%20indg258.pdf) |
| Construction Design & Management Regulations 2015 | <http://www.legislation.gov.uk/uksi/2015> | [L144.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/CDM%20L144.pdf) | [indg411.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/CDM%20client%20indg411.pdf) |
| Control of Asbestos at Work Regulations updated 2012 | <http://www.legislation.gov.uk/uksi/2002/2675> | [L143.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/asbestos%20L143.pdf) | [hsg210.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/asbestos%20hsg210.pdf) |
| Control of Lead at Work Regulations | <http://www.legislation.gov.uk/uksi/2002/2676> | [L132.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L132.pdf) |  |
| Control of Substances Hazardous to Health Regulations | <http://www.legislation.gov.uk/uksi/2002/2677> | [l5.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/l5.pdf) | [hsg97.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/COSHH%20hsg97.pdf)[indg136.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/COSHH%20indg136.pdf) |
| Display Screen Equipment Regulations | <http://www.legislation.gov.uk/uksi/1992/2792> | [L26.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L26.pdf) | [hsg90.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/VDU%20hsg90.pdf) |
| Dangerous Substances Explosive AtmospheresRegulations 2002 | <http://www.legislation.gov.uk/uksi/2002/2776/contents/made> |  |  |
| Electricity at Work Regulations | <http://www.legislation.gov.uk/uksi/1989/635> |  | [hsg107.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/elec%20hsg107.pdf) |
| Health & Safety (Consultation with Employees) Regulations | <http://www.legislation.gov.uk/uksi/1996/1513> |  | [indg232.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/consult%20employees%20indg232.pdf) |
| Health & Safety (First Aid) Regulations |  | [L74.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L74.pdf) | [indg347.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/first%20aid%20indg347.pdf) |
| Health & Safety (Safety Signs & Signals) Regulations | <http://www.legislation.gov.uk/uksi/1996/341> | [L64.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L64.pdf) |  |
| Health & Safety Information for Employees Regulations | <http://www.legislation.gov.uk/uksi/1989/682> |  |  |
| Lifting Operations & Lifting Equipment Regulations | <http://www.legislation.gov.uk/uksi/1998/2307> | [L113.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L113.pdf) | [indg422.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/TE%20indg422.pdf) |
| Manual Handling Operations Regulations | <http://www.legislation.gov.uk/uksi/1992/2793> | [L23.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L23.pdf) | [indg143.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/man%20han%20indg143.pdf)[indg398.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/man%20hand%20aids%20indg398.pdf)[indg383.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/man%20hand%20indg383.pdf) |
| Noise at Work Regulations | <http://www.legislation.gov.uk/uksi/2005/1643> | [L108.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L108.pdf) |  |
| Personal Protective Equipment Regulations | <http://www.legislation.gov.uk/uksi/2002/1144> | [L25.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L25.pdf) |  |
| Reporting of Injuries, Diseases, & Dangerous Occurrences Regulations updated 2012 | <http://www.legislation.gov.uk/uksi/1995/3163> | [L73.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L73.pdf) |  |
| The Health and Safety (Training for Employment) Regulations 1990 | <http://www.legislation.gov.uk/uksi/1990/1380/regulation/4/made> |  |  |
| The Management of Health & Safety at Work Regulations | <http://www.legislation.gov.uk/uksi/1999/3242> | [L21.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L21.pdf) |  |
| The Provision & Use of Work Equipment Regulations | <http://www.legislation.gov.uk/uksi/1998/2306> | [L22.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L22.pdf) | [indg291.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/PUWER%20indg291.pdf) |
| The Regulatory Reform (Fire Safety) Order  | <http://www.legislation.gov.uk/uksi/2005/1541> |  |  |
| The Workplace Health Safety & Welfare Regulations | <http://www.legislation.gov.uk/uksi/1992/3004> | [L60.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L60.pdf)[L24.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L24.pdf) |  |
| Vibration at Work Regulations | <http://www.legislation.gov.uk/uksi/2005/1093> | [L141.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/L141.pdf) | [indg175.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/HAV%20indg175.pdf)[indg242.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/WBVS%20indg242.pdf)[indg404.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/WBVS%20indg404.pdf) |
| Work at Height Regulations | <http://www.legislation.gov.uk/uksi/2005/735> |  | [indg401.pdf](file:///F%3A/clients/Trell/current%2013-14/policy/KP%202011/KP%20policy/WAH%20indg401.pdf) |

**2.3 Structure & responsibility**



**Individual Responsibilities & accountability**

##### All Employees

All employees of Thomas Ridley & Son have primary responsibilities under section 7, and 8 of the Health & Safety at work etc. Act 1974, and regulation 14 of the Management of Health & Safety at Work Regulations 1999 to;

1. Look after themselves and others.
2. Not misuse or abuse anything provided for their safety.
3. Comply with their employer in all matters regarding Health and safety.
4. Report all defects and loss.
5. Inform their employer of any shortcomings in his arrangements.

The following responsibilities below are in addition to those above.

##### Managing Director

1. Responsible for developing and ensuring that the company health & safety policy is communicated.
2. Organize, plan and implement the policy through a structured management system.
3. Has overall responsibility to ensure that risks and opportunities are addressed, that significant risks are recorded, communicated and assessments reviewed.
4. Ensure that the company follows its compliance obligations.
5. Actively monitor implementation of the policy and review or revise the policy accordingly.
6. Provide information, instruction, supervision and training as may be necessary to enable employees to comply with the Safety Policy.
7. Set a good personal example.
8. Ensure effective communication of Health and Safety.
9. Appoint a competent person to assist in meeting compliance obligations.
10. Appoint a nominated ‘responsible person’ for fire safety?
11. Ensure adequate resources are made available to meet compliance obligations.
12. Responsible for health & safety performance.
13. Guide and lead line management.
14. Develop a strong and positive health and safety culture.
15. Set/approve health and safety Objectives.
16. Arrange and attend health and safety review meetings.
17. Maintain working knowledge of regulators areas.
* The Corporate Manslaughter and Corporate Homicide Act 2007 - companies and organisations can be found guilty of corporate manslaughter because of serious management failures resulting in a gross breach of a duty of care.
* Companies and organisations should keep their health and safety management systems under review, in particular, the way in which their activities are managed and organised by senior management.

##### Line and Shift Managers

1. Understand the company Health and Safety Policy.
2. Provide monthly accident data to HR.
3. Ensure that statutory tests, examinations, inspections and maintenance records are current and made

readily available. Measure performance against safe systems of work and assessments.

1. Assess the competence requirements of those under your control.
2. Attend safety meetings as required.
3. Ensure PPE/RPE is made available and issued.
4. Ensure those under your control are inducted into the health and safety policy, safe systems of work, and work practices.
5. Carry out regular safety inspections.

 **Team Leaders**

**Set a good example by working safety and wearing the appropriate personal protective equipment.**

1. Read and understand the company policy for health, safety and welfare.
2. Ensure that only trained and authorised workers use plant and equipment and that persons undergoing training do not operate plant and equipment unless strictly supervised by a competent person.
3. Ensure that employees under their control attend induction training.
4. Ensure that clear instruction and information is given to persons under their control e.g. daily briefing’s etc.
5. Ensure that persons under their control wear and use any personal protective equipment correctly.
6. Ensure that workers under their control are given details of control measures from risk assessments.
7. Ensure that any accident/incident brought to your attention is reported and entered the accident book. These in turn should be given to your line manager.
8. Ensure that access/egress routes are kept clear from obstruction, particularly escape routes and ensure that good housekeeping is observed always.
9. Ensure that any plant/equipment for use by employees under their control is checked to ensure any necessary guards or safety devices are checked by competent persons prior to use.

##### Warehouse and Distribution Staff

1. Set a good example and work safely within your workplace areas
2. Use the correct tools and equipment for the job in hand.
3. Keep tools in good condition.
4. Report defects to you team leader or line manager.
5. Wear appropriate personal protective equipment always.
6. Always keep your work area clean and tidy.
7. Maintain high personal hygiene standards.
8. Leave welfare facilities in good clean, working condition.
9. Know the procedures for emergencies, how to raise the alarm, what to do if you hear the alarm raised, where to report to if the alarm is raised.
10. Report all accidents and make sure you are aware of where first aid is available and located, and who your first aiders are.
11. Follow any information, instruction, supervision or training provided.
12. Communicate known Health & Safety issues to others, your team leader and ultimately your employer.

##### Office Staff

1. Understand the company health and safety policy.
2. Set out your workstation in a safe manner.
3. Observe good housekeeping practices.
4. Report any faulty equipment to your team leader/supervisor immediately and don’t use it.
5. Report all accidents to the office manager.
6. Avoid over-reaching, twisting and lifting more than you are capable of.
7. Avoid overloading plug sockets.
8. Do not bring into the office and use electrical equipment from home without permission.
9. Make sure you understand any emergency arrangements.

**Purchasing (Buyers)**

1. You must consider the purchase of materials and substances, plant and equipment with regards to any effects to human health and environmental impact from emissions, noise and vibration.
2. Where new substances are identified make request for H&S data sheets and pass to the facilities manager.
3. When purchasing or hiring steps and ladders full consideration should be given to the selection of equipment in their worst surface condition.

**Health & Safety Assistance**

Under regulation 7 of the Management of Health & Safety at Work Regulations 1999

The employer is to appoint the Facilities Manager (internal) and ASHE Ltd (external consultants) to assist in matters regarding Occupational Health & Safety. ASHE duties will include:

1. Advising on the introduction of new legislation relevant to the organisations undertakings;
2. Review and update the OH&S Policy annually;
3. Provide an information service.

**Competent Person to Assist**

The employer has appointed the facilities manager as the company appointed competent person to assist in the measures needed to take to comply with the requirements and prohibitions imposed upon him under the relevant statutory provisions.

The employer will ensure that the person appointed by him who is not in his employment is informed of the factors known by him to affect, or suspected by him of affecting, the health and safety of any other person who may be affected by the conduct of his undertaking, and has access to information, and any person appointed by him is given such information about any person working in his undertaking who is employed by him under a fixed-term contract of employment, or employed in an employment business, as is necessary to enable that person properly to carry out the function.

Any person appointed must have sufficient training and experience or knowledge and other qualities to enable him properly to assist.

Equal Opportunities Statement

The equal opportunities policy operated by Thomas Ridley is based on national legislation and complies with amongst others the Race Relations Act 1976

Thomas Ridley will not tolerate less favorable treatment on any grounds, such as: age, class, culture, disability, faith, gender identity, sex or sexual orientation, HIV status, marital or family status, nationality, race, religion or beliefs, trade union or political activities. This statement applies to all of the company’s undertakings and employment.

Thomas Ridley is committed to the enhancement and promotion of equality throughout its services, partnerships and employment.

**Consultation**

**Duty of employer to consult**

Where there are employees who are not represented by safety representatives, the employer will consult those employees in good time on matters relating to their health and safety at work and with—

The introduction of any measure at the workplace which may substantially affect the health and safety of those employees;

Health and safety information required to those employees by or under the relevant statutory provisions;

Any health and safety training required;

Health and safety consequences of the introduction of new technologies into the workplace.

Thomas Ridley & Son Ltd operates an open-door policy; this allows any individual to raise any concerns they may have regarding Health & safety. This may be through their immediate team leader, department director or managing director. Concerns will be dealt with confidentially and appropriate action taken where necessary.

The consultation process is communicated through induction training and contained and displayed on the law posters located in each department.

**Contractors & Self-Employed Duties and Responsibilities**

* Will be aware of the Company’s Health & Safety Policy and safety rules.
* Will be themselves fully aware of the responsibilities and requirements placed upon them by the Health & Safety at Work Act 1974 and all other relevant legislation.
* Will comply with instructions given by Thomas Ridley management.
* Will co-operate in ensuring a high standard of Health & Safety on all projects/contracts with which they are involved.
* Will carry out under the Management of Health & Safety at Work Regulations risk assessments in relation to their activities, ensure that appropriate Health & Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.
* For works that fall within the scope of the Construction, Design & Management Regulations as a Contractor: Provide information for the safety file.

Co-operate with the principal contractor.

Comply with site rules.

Provide information to the principal enabling obligations to be met.

Report accidents to the principal contractor.

**PART 3**

**THE COMPANY ARRANGEMENTS**

**3.1 Training, awareness & competence**

a) Law Posters

HSE law posters are displayed in prominent positions throughout the premises. They outline duties and responsibilities of employees and employer, how and who is responsible for the management of health and safety and identifies the means of consultation for employees. Contact numbers are displayed for the local H&S Enforcer.

b) Daily briefings

Are talks given by team leaders or line managers ? They Daily) H&S issues local to their department i.e. contractors carrying out work in or adjacent to them, shut downs, new technology.

c) Induction Training

All staff are given any necessary information, instruction and training so that they can carry out their work without risks to Health & Safety prior to starting work . this will include emergency procedures, welfare, first aid, and safe work practices.

d) Young Workers

Employees over 16 but younger than 18 require a separate risk assessment, training and supervision when taking into account their immaturity and lack of experience.

e) Workforce competence, Health & Safety Training

Training is given where it is deemed appropriate and suitable with regards to the nature and in certain cases location of any activities. The appointed person to assist is to draw up an annual training schedule and program for approval by the Managing Director. This can be presented at review meetings and for key personnel to comment and implement once approved.

f) Non-English speaking workforce

 Where non-English speaking workers are employed, we are aware of the language and cultural barriers that may impact on our business performance.

When employing an immigrant workforce, the following will be considered:

* Can they speak English competently enough for the role?
* Can they read and understand fully work notices i.e. H&S regulation and warning?
* Can they communicate effectively with their colleagues?
* Do they understand working practices?

If the answer to any of these questions is no then the following measures can be undertaken

\* Use simple language

\* Translate important notices

\* Cultural briefing

The HSE operates a Languages Services Unit (which offers a interpreting services) on 0845 345 0055

**3.2 Communication**

 a) Health & Safety arrangements

Company health and safety information is effectively communicated face to face. For topical issues including law and work process change is given by way of briefing which are delivered by the relevant line manager or process supervisor. They are recorded.

The workforce is encouraged to share their views about the topic.

Risk assessments and safe systems of work (SSW) are written statements prepared by the line manager in control of the job. They explain problems about the job and how these are to be tackled before starting. They are delivered by the team leader in charge.

Thomas Ridley encourages it’s employees to raise questions or doubts about any safe systems of work in favour of a safer way and if valid, the SSW is changed.

The company encourages the workforce at every opportunity to become proactive in reporting and discussing Health & Safety issues where they may have a concern.

**3.3 Documented Information**

The company is to consolidate its documentation over the forthcoming year and prepare a document information register.

**3.4 Document & data control**

This item will follow on from item 3.3 when established

**3.5 Operational control**

**Asbestos at Work Regulations 2013 (amended)**

The company’s buildings contain asbestos containing material. The company maintains and review its management survey register. It is held at its premises and made available where necessary to facilitate any works that may expose or disturb ACM’s. Awareness training is given to all its staff which includes procedures to deal with an emergency.

Should any member of staff suspect or disturb asbestos they must?

* Stop work immediately.
* Close the area off and prevent anyone entering.
* Inform their immediate supervisor.
* Remain at the site and make sure no one enters or disturbs the area.
* A sample may need to be taken by a specialist.
* They will be able to advise what must be done.
* They will advise when it is safe to continue any works or not.

Contractors to site must have access to our asbestos register. If they are to expose, disturb or remove any ACM’s, they must be trained and, in some cases, registered to carry out their work.

**The Construction Design & Management Regulations 22015**

Thomas Ridley as a commercial client is involved in maintenance works, and small construction projects. Where this is the case the company will abide by any conditions placed upon it by the CDM Regulations 2015 and has arrangements and procedures under its OH&S management system to comply with duty holder obligations i.e. client, designer, principal designer, contractor or principal contractor.

Overview of the regulations:





**Driving Company Vehicles**

The company a separate Transport Policy which will be communicated to all employees who may be required to operate a company vehicle which includes e.g., vans, lorries, and fork lift trucks. The transport policy incorporates its **Drugs and alcohol** policy.

Employees should not under any circumstances:

* Report or endeavor to report for work on any of its premises having consumed alcohol or whilst under the influence of drugs.
* Report for work in an unfit state due to the use of alcohol or drugs.
* Be in possession of any drugs or alcohol whilst at work at any of its work sites.
* Be in control of or enter any Company vehicle under the influence of drugs or alcohol.

There is a self-declaration “*safe driving at work”* arrangements and procedure policy for employees driving company supplied cars, bikes or motorcycles, and those that may use their own vehicle for company purposes.

**Electricity at Work Regulations 1989**

These Regulations impose health and safety requirements with respect to electricity at work imposed upon employers, and self-employed persons.

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of business** | **User checks** | **Formal visual inspection** | **Combined inspection and test** |
| Equipment hire | N/A | Before issue/after return | Before issue |
| Construction (For indication only. See *Electrical safety on construction sites*3 for moredetail) | 110 V – Weekly230 V mains – Daily/every shift | 110 V – Monthly230 V mains – Weekly | 110 V – Before first use on site then 3-monthly230 V mains – Before first use on site then monthly |
| Light industrial | Yes | Before initial use then 6-monthly | 6 – 12 months Workshop |
| Heavy industrial/high risk of equipment damage | Daily | Weekly | 6 – 12 months |
| Office information technology, e.g. desktop computers, photocopiers, fax machines | No | 1 – 2 years | None if double-insulated, otherwise up to 5 years |
| Double-insulated equipment ***not*** hand-held, e.g. fans, table lamps | No | 2 – 3 years | No |
| Earthed (Class I) equipment, e.g. electric kettles, some floor cleaners | Yes | 6 months – 1 year | 1 – 2 years |
| Cables and plugs, extension leads | Yes | 1 year | 2 years |

**Good order**

Reciprocals for waste and arrangements for the disposal of waste are provided by the company.

It actively encourages its workforce to make full use of its arrangements. Employees are individually responsible for their work areas to make sure they are clean and don’t cause a heightened risk of slips, trips and falls.

**Health Surveillance**

The company asks all its employees to complete an annual self-declaration health questionnaire. It also regularly reviews the need for health surveillance, and where deemed necessary will implement procedures, and maintain written records. The company has a separate self-declaration policy for its arrangements and procedures on health and wellbeing

**Lifting Equipment & Lifting Operations Regulations 1998**

The Regulations make provision with respect to the strength and stability of lifting equipment, the safety for lifting persons, the way equipment is positioned and installed, the marking of machinery and accessories for lifting, and lifting equipment which is designed for lifting persons or which might so be used in error, the organisation of lifting operations, the thorough examination and inspection of lifting equipment in specified circumstances, that evidence of examination accompany it outside the undertaking, the making of reports of thorough examinations and records of inspections, and the keeping of information in the reports and records.

The company is involved in lifting operations in the loading, unloading of supply chain deliveries, order picking, and loading of trucks for client delivery. The company plans, supervises, and carries out lifting operations in a safe manner.

Lifting equipment that is able to raise or lower a load, or it is any lifting accessory, is thoroughly examined and records kept. Physical evidence of the last T/E is present with the equipment.

|  |
| --- |
| Lifting equipment |
| Non person lifting equipment | T/E’s are carried out every 12 months |
| Person lifting equipment | T/E 6 months |
| All lifting accessories | T/E 6 months |

Operators of lifting equipment are 18, trained, and competent to do so.

**The Provision & Use of Work Equipment Regulations 1998**

The company has various plant and equipment installed in its warehouses, delivery lorries and office equipment. This includes audio systems for order picking, roll cages, system racking, chilled and frozen goods equipment etc.

The use of work equipment by workers at work for those who may have control of work equipment, persons at work who use or supervise or manage its use or of the way it is used, to the extent of their control:

Choose control systems making due allowance for the failures, faults and constraints to be expected in the planned circumstances of use;

Inspect work equipment in specified circumstances by a competent person;

Record and keep the result; and

That evidence of the last inspection accompany work equipment used outside the undertaking;

All plant and equipment is selected so that it is suitable for its intended use. Its selection takes account of working conditions that may pose risks to health and safety; it is maintained, kept in an efficient state, good working order, and good state of repair.

**Portable fire-fighting equipment**

Extinguishers are inspected and tested every 12 months. Those employees expected to use extinguishers are trained to do so.

**Protecting the Public**

The employer operates a small cash & carry as part of its operations. Thomas Ridley takes reasonably practicable steps to ensure the health and safety of people who are not in their employment which includes members of the public.

**Safe Systems**

In establishing safe systems of work the company adopts the following techniques by considering:

* People.
* Machinery, plant and equipment.
* Materials.
* Environment.
* Place of work.

As an integral part of its safe systems of work formal written procedures (permit systems) may be used.

**The Health & Safety (Safety Signs & Signals) Regulations 1996**

Safety signs are required to comply with the descriptions in Schedule 1 of the regulations. They rare provided where a risk assessment indicates that the risks cannot be avoided or adequately controlled in other ways. Any safety signs displayed are maintained to ensure they remain legible and prominent.

Employees receive adequate instruction and training in the meaning of safety signs and the measures to be taken in connection with safety signs. Regulation

**Stress in the workplace**

Stress is the natural reaction to excessive pressure and can lead to both physical and mental ill-health. Contributing factors can include the: job itself, individual responsibility, working conditions, management attitudes and relationships. Many such problems can be partly solved by listening to rather than talking at people. By promoting a positive Health & Safety culture, delivering effective training and maintaining consultation with employee’s overall effects of stress can be reduced. Additional measures can include;

* Monitoring incidents of bullying, sexual and racial harassment, and taking appropriate disciplinary action
* Set realistic performance targets (SMART)
* Avoid a blame culture over accidents and incidents of ill-health.

**Workplace Health Safety and Welfare Regulations 1992**

The Regulations impose requirements with respect to the health, safety and welfare of persons in a “workplace”.

The Regulations impose requirements with respect to:

maintenance;

ventilation of enclosed workplaces;

temperature indoors and the provision of thermometers;

lighting; cleanliness of the workplace,

furniture, furnishings and fittings;

the ability to clean the surface of floors,

walls and ceilings;

accumulation of waste materials;

room dimensions and unoccupied space;

the suitability of workstations, and the provision of suitable seats;

the condition of floors;

the condition and arrangement of routes for pedestrians or vehicles;

protection from falling objects and from persons falling from a height or falling into a dangerous substance/material;

protection of windows and other transparent or translucent walls,

doors or gates and to them being apparent;

the way in which windows,

skylights or ventilators are opened and the position they are left in when open;

the ability to clean windows and skylights;

 the construction of doors and gates (including the fitting of necessary safety devices);

escalators and moving walkways;

the provision of suitable sanitary conveniences;

the provision of suitable washing facilities;

the provision of a supply of drinking water and of cups or other drinking vessels;

the provision of suitable accommodation for clothing and of facilities for changing clothing;

the provision of suitable facilities for rest and to eat meals.

**3.6 Management of change**

The objective of a management of change process is to enhance occupational health and safety at work, by minimizing the introduction of new hazards and OH&S risks into the work environment as changes occur, such as in technology, equipment, facilities, work practices and procedures, design specifications, raw materials, staffing changes, and standards or regulations.

**3.7 Outsourcing and procurement**

An outsourced process fulfils the following: it is within the scope of the OH&S management system; is integral to company functioning; liability for conforming to requirements is retained by the company.

Thomas Ridley adopts procurement controls to identify and evaluate potential OH&S risks associated with e. g. products, hazardous materials or substances, raw materials, equipment, or services before their introduction into the workplace. Considerations include requirements for supplies, equipment, raw materials, and other goods and related services purchased by the company to conform to the OH&S objectives and its need for information, participation and communication.

**3.8 Contractors**

The company delegates authority to those best capable of identifying, evaluating, and controlling OH&S risks, including to contractors. This recognizes that some contractors possess specialized knowledge, skills, methods, and means. But this does not eliminate the responsibility for the health and safety of its workers.

Contractors other than construction can also include maintenance, operations, security, landscaping, facility upkeep, janitorial, sanitation or clean-up of production processes, and many other functions. It can also include consultants or specialists in administrative, accounting, and other functions.

The company achieves coordination of its contractors' activities using contracts that clearly define the responsibilities of the parties involved. The company uses pre-qualification criteria in managing its contractors.

When defining how it will coordinate, the company considers the reporting of hazards between itself and its contractors, controlling worker access to hazardous areas, and procedures to follow in emergencies.

The company verifies that contractors can perform their tasks before being allowed to proceed with their work, e.g. verifying that:

a) OH&S performance records are satisfactory;

b) qualification, experience and competence criteria for workers are specified;

c) training and other worker requirements were undertaken;

d) resources, equipment and work preparations are adequate and ready for the work to proceed.

**3.9 Emergency preparedness & response**

ACCIDENT INCIDENT AND REPORTING PROCEDURES

 -

CONTACT RECEPTION

**t: 01359 270536**

RECEPTION TO REGISTER CALL

RECEPTION TO INFORM THE DEPARTMENT DIRECTOR

DEPARTMENT DIRECTOR TO INFORM THE COMPETENT APPOINTED PERSON TO ASSIST TO TAKE THE APPROPRIATE ACTION

RECORD ACTIONS & COPY FOR FILING

INFORM INSURERS USING FORM [pend Lab claims.pdf](file:///C%3A/Users/asnowdon/AppData/Local/Microsoft/Windows/Temporary%20Internet%20Files/Content.Outlook/DE4ZHJYC/pend%20Liab%20claims.pdf)

WHERE REQUIRED COMPLETE A RETURN FIT FOR WORK ASSESSMENT

**ACCIDENTS**

All accidents are to be reported and recorded in the accident Book. Accident books are held by department line managers and by the competent person appointed to assist (CAP) in the main office IP30 9ND. Accident books are to be completed by a first aider or responsible person in their absence. \*Personal data is to be kept separate and secure. Where employees are away from the premises (drivers) then they should enter their details into the accident book at the premises they are at and notify their department manager or main office. Department line managers are to make sure that entries at other premises or sites are entered their department accident book or main office. Accident book entries are to be given to the facilities manager each calendar month to be uploaded onto the central statistics spreadsheet

Accidents requiring hospitalisation or medical attention beyond first aid may require to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

The Health and Safety (First-Aid) Regulations 1981 require employers to provide adequate and appropriate equipment, facilities and personnel to ensure their employees receive immediate attention if they are injured or taken ill at work. These Regulations apply to all workplaces. Provide, several suitable persons as is adequate and appropriate in the circumstances for rendering first-aid, a person is not deemed suitable unless they have undergone training and have a qualification;

Where a person is absent in temporary and exceptional circumstances, it is sufficient to appoint a person, or ensure that a person is appointed, to take charge of the situation relating to an injured or ill employee who will need help from a medical practitioner or nurse, and the equipment and facilities provided throughout the period of any absence, having regard to the nature of the undertaking, number of employees at work, and the location of the establishment;

Department line managers and others with responsibilities under RIDDOR, must keep a record of all over-three day-injuries. Where an accident book is kept, then this record will be sufficient.

**INCIDENTS**

These are defined as occasions when injury and damage may not be precursors, for example theft, near misses, contact with services.

Near Miss incidents are unplanned events that did not result in injury, illness or damage – but had the potential to do so. Familiar terms for these events are a “**close calls**”, “**narrow escape’s**” or in the case of moving objects, “**near collision**” or “**near hit**.”

Many safety activities are reactive rather than proactive and wait for losses to occur before taking steps to prevent a recurrence. Near miss incidents often precede loss producing events but may be overlooked as there was no harm, injury, or damage. An organization may not have a reporting culture where employees are encouraged to report these close calls so, many opportunities to prevent such incidents are lost. History has shown repeatedly that most loss producing events (incidents), both serious and catastrophic, were preceded by warnings or near miss incidents. Recognizing and reporting near miss incidents can signiﬁcantly improve worker safety and enhance the company safety culture.

Department directors need to establish a reporting culture to take advantage of every opportunity to identify and control hazards, reduce risk and prevent harmful incidents. The reporting system should be non-punitive and anonymous.

Near misses need to be Investigated to establish the root cause and the weaknesses in the system that resulted in the circumstances that led to the near miss. The results can used to improve the company’s safety systems, hazard control, risk reduction, and lessons learned.

Near miss reporting is vitally important to preventing serious, fatal and catastrophic incidents that are less frequent but far more harmful than other incidents.

All employees are to be encouraged by their department line manager to report all incidents that they may be directly or indirectly involved in. This can be done anonymously, or they can call **t:** **01359 270536** to report a near miss. Returned near miss forms should be followed up by department line managers to determine what action needs to be taken.

**The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013**

Department directors are responsible for notifying and sending a report to, the Health and Safety Executive or local authority environmental health officer of fatal and certain non-fatal accidents arising out of or about work, of certain specified diseases contracted by persons at work and of certain specified dangerous occurrences.

***Section 1***

Deals with specified injuries and dangerous occurrences. These must be reported immediately to the enforcing authority by the department director, and an F2508 completed online within 10 days to the RIDDOR reporting Centre in Caerphilly [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). The full list of non-fatal injuries to workers, non-workers and dangerous occurrences is contained in the company’s AIR procedures and arrangement available at each department.

Section 2

This section deals with diseases at work. Any employee diagnosed by a medical practitioner as having contracted a disease at work must provide a medical certificate to the employer. The department director must then complete an F2508A online within 10 days on [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor). Full list contained in company AIR procedures.

Section 3

Section 3 deals with injuries that result with an employee being off work or unable to carry out their normal duties for 7 (incapacitation, not including the day on which the accident happened) consecutive days. The department director must complete an F2508 online within 10 days on [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

All RIDDOR records must be kept for a period of 40 years!

All RIDDORS must be recorded and investigated internally.

e) Fire

Fire procedures are displayed throughout the premises in legible and prominent positions. These provide information on the procedures to:

raise the alarm;

what to do in the event that the alarm is raised;

state the location of the assembly point.

Instruction through induction is given to highlight fire routes and fire exits. Training will be provided where identified by the fire risk assessments for fire marshals and wardens.

Anyone not trained in the use of fire extinguishers should NOT ATTEMPT to use them.

It is the company’s policy that no smoking is permitted in any work place other than that designated.

It is also company policy to operate as part of its safe systems of work, HOT WORK PERMITS were deemed appropriate.

Where ever possible sources of ignition and fuels must be separated.

The ‘responsible’ person for the company is the facilities manager who must ensure that fire risk assessments are carried out and that they consider any ‘relevant persons’.

An assessment alone does not absolve the company from its legislative obligations. This fire risk assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—(a) there is reason to suspect that it is no longer valid; or (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions, and where changes to an assessment are required as a result of any such review, the responsible person must make them.

The assessment arrangements are to be implemented by competent persons.

Once satisfied that the arrangements are in place they are to be tested by the nominated person in charge of the work location.

The evacuation arrangements must be put to test twice a year and recorded.

**3.10 Performance measurement and monitoring**

Thomas Ridley adopts the concept and principles of a total loss approach which extends beyond its own organisation in that is it looks into the causes of all accidents and incidents (near misses) with a view that it may be able to prevent future injuries, loss or damage. It also draws on lessons learnt from elsewhere through the HSE website, industry journals and other media.

The company encourages accident and incident reporting amongst its workforce and recognises that under reporting can distort financial costs to the business.

a) Active monitoring

Monitoring is carried out at all levels throughout the company to ensure that the company’s undertakings are being implemented in accordance with the Health & Safety policy. Areas identified where this is not happening can then be reviewed and the policy amended or revised to reflect good practice.

b) Safety inspections.

These carried out regularly in house, and at pre-determined times statutory inspections.

The company investigates all accidents, near miss incidents, absence, illness, dangerous occurrence and any liability claims.

Reactive monitoring information is recorded to enable statistical data to be collated, evaluated and analysed. This may help identify particular trends or shortcomings, which may be categorised and prioritised for action.

The information is also used and presented at review meetings where the action is assigned and time frames set for them to be closed out.

**Accidents, incidents, non-conformances, corrective & preventative action**

The company has established and maintains procedures for the investigation of accidents, incidents, near misses and non-conformances in order to remove or mitigate any reoccurrence.

Reports are generated and actions assigned.

Actions are time scaled dependent upon nature and magnitude.

**Records & and their management**

The company maintains its statutory and non-statutory records.

All statutory records are made available for inspection by enforcers.

Statutory records include:

Lifting equipment T/E (must be physical evidence of last T/E with equipment).

Copies of Employers liability insurance certificates retained for forty years.

RIDDOR reports (minimum retention period is 40 years).

Accident books (retain for 3 years minimum).

**3.11 Audit**

Annual audit reports are submitted to the company to action.

**3.12 Management review**

The company sets Health & Safety in context with other business objectives by providing the resources to implement its policy and commits to continual improvement in its performance.

**EXTERNAL DISTRIBUTION OF POLICY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policy Ref** | **Issued to** | **Issued by**  | **No Copies** | **Issue Date** |
|  |  |  |  |  |

**INTERNAL DISTRIBUTION OF POLICY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Policy Ref** | **Issued to** | **Issued by**  | **No Copies** | **Issue Date** |
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