

HEALTH AND SAFETY POLICY

STATEMENT OF INTENT

It is the firm policy of James Lister & Sons Ltd (herein after referred to as the Company) to take all reasonable steps to ensure the safety, health and welfare at work of all its employees and any others who may be affected by its undertaking, in accordance with current legislation.

The Company will provide such information, instruction and training as is necessary to ensure that all its employees are aware of their own duties and responsibilities under relevant legislation and to ensure implementation of this policy.

Risks assessments will be undertaken / reviewed on a regular basis to ensure the identification of all significant hazards and corrective action required to reduce the risk to an acceptable level.

Sufficient resources will be provided to meet the requirements of Health and Safety legislation.

Our general intentions are:

- To provide adequate control of the health and safety risks to employees and others arising from our work activities;
- To consult with our employees on matters affecting their health & safety;
- To provide and maintain safe premises, plant and work equipment;
- To ensure safe handling and use of substances;
- To provide adequate information, instruction, training and / or supervision for employees;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed:



Chief Executive

Date: May 2015

Dates reviewed: May 2009, 2010, 2011, 2012, 2013, 2014, 2015, March 2016, March 2017, March 2018, 12 March 2019, 29 February 2020

ORGANISATION

INDIVIDUAL RESPONSIBILITIES

Overall and Final Responsibility for Health and Safety

Chief Executive – Peter Davies

Manager Duties

The main responsibilities are to:

- Ensure the health, safety and welfare of staff on a day-to-day basis through supervision.
- To actively engage in the assessment of risk in the work activities being undertaken and ensure staff implement the control measures identified by risk assessments.
- To make health and safety information within the health and safety file available to staff and any information of risks to which they are exposed.
- To ensure staff are suitably trained for their role.
- To monitor accidents and near misses within their area of control, to investigate and implement appropriate and timely control measures and report accidents to their management.
- To ensure the provision of suitable safety equipment and PPE.
- To take corrective action whenever unsafe acts are noticed or reported to them.
- To set a personal good example of high standards of application and discipline in health and safety.

All Employees Duties

The main responsibilities are to:

- Take reasonable care of their own health and safety and that of others.
- Observe fully any safety rules and abide by the safety policy at all times.
- Not interfere with anything provided to safeguard health and safety.
- Use the correct tools and equipment for the job and use any safety equipment and protective clothing provided.
- Keep tools and equipment in good condition.
- Report to supervisor / manager any defects in plant or equipment, or any obvious health risks.
- Avoid any improvising that may lead to unnecessary risks.
- Co-operate with management on matters of health and safety.
- Report all accidents to manager whether injury sustained or not.
- Attend any training designed to further health and safety.
- Be aware of any fire or emergency procedures.

Non – compliance with health and safety procedures can and will result in disciplinary action, which may include dismissal if appropriate.

Competent Person

To assist with the ongoing health and safety of employees and to ensure compliance with Regulation 7 of The Management of Health and Safety at Work Regulations 1999 the Company engages the services of Southall Associates Ltd.

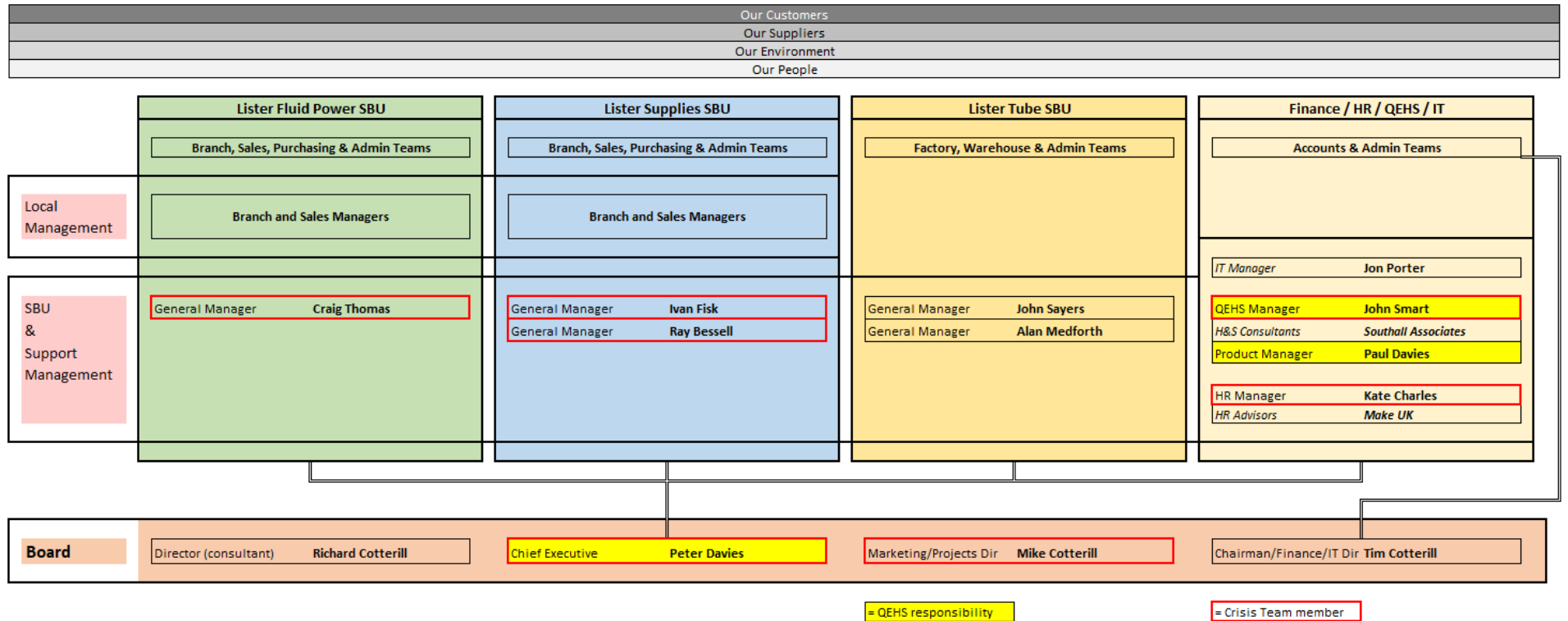
Southall Associates provide the following:

1. Assist the Company in formulating the policy and procedures required to comply with the Act
2. Assist the Company to identify the risks and hazards which are associated the Companies work activities
3. Assist the Company to produce the appropriate risk assessments and safe systems of work required as a result of the Companies work activities
4. Monitor the effectiveness of the Companies health and safety management systems by
 - a) Site audits
 - b) Monitoring accident and incident statistics
 - c) Investigating accidents and incidents

Southall Associates can provide the following upon request:

5. Assist the Company in the provision of training of employees.

Operational Structure



Organisation Chart

17 September 2019

ARRANGEMENTS FOR IMPLEMENTATION

1. Risk Assessment
2. Consultation with Employees
3. Monitoring and Inspection
4. Information, Instruction, Training and Supervision
5. Young Workers
6. New and Expectant Mothers
7. Accident Reporting, ill health and First Aid
8. Workplace Facilities and Welfare
9. Workplace Stress
10. Violence / Aggression
11. Lone Working
12. Smoking
13. Alcohol and Illegal Drugs
14. Mobile Phones
15. Housekeeping
16. Display Screen Equipment
17. Manual Handling
18. Hazardous Substances
19. Personal Protective Equipment
20. Electrical Safety
21. Fire Safety
22. Gas Safety
23. Asbestos
24. Machinery
25. Noise
26. Forklift Trucks
27. Work at Height – Use of Ladders
28. Storage Systems
29. Mezzanine Floor
30. Driving
31. Managing Contractors

1. RISK ASSESSMENT

In line with the duty placed upon them by the Management of Health and Safety at Work Regulations 1999, the company will ensure risk assessments are carried out for all work activities which pose a risk to employees and others. The principle 5 steps to risk assessment will be followed.

Risk assessments will be periodically reviewed to ensure that they remain effective and relevant to our work activities.

2. CONSULTATION WITH EMPLOYEES

In accordance with the Safety Representative and Safety Committee Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996 it is the intention of the Company to promote a culture whereby employees are encouraged to bring to the attention of their manager and ultimately the Director any issues relating to safety. Should employees wish to form a safety committee this would be facilitated.

We acknowledge that employee involvement is a vital element in ensuring that all hazards are identified and concerns addressed.

3. MONITORING AND INSPECTION

We will undertake regular inspections and checks to monitor health and safety standards and ensure a healthy and safe workplace. Southall Associates will undertake 6 monthly safety audits.

4. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

The company will provide employees with adequate information, instruction, training and/or supervision to enable them to undertake their duties safely. Information provided will highlight any hazards (identified from risk assessments) employees may be exposed to and the control measures in place for their specific work activities.

Written records of training will be maintained, with all new employees given induction training relevant to their duties.

5. YOUNG WORKERS

Persons under the age of 18 years may be employed (or placed on work experience) but only after a risk assessment has been carried out to identify any potential risk to the young person in the place of work. Factors considered within the assessment are physical strength, possible smaller size, any health issues and any physical and learning difficulties. The assessment also takes into account their inexperience and lack of awareness.

Following the assessment, information is provided to schools about workplace risks and control issues before school age children start work.

Young people may be prohibited altogether from certain work activities, including use of machinery / hazardous substances / heavy manual lifting.

Induction training is provided, and clear instructions on the tasks young people should not be involved in.

At all times a young person will be adequately supervised and will be given the appropriate training before being asked to undertake any given task.

6. NEW AND EXPECTANT MOTHERS

Once the company have been informed in writing that a worker is pregnant, a risk assessment will be carried out. The risk assessment will take into account the type of work normally undertaken and also the working environment. Pregnant workers / nursing mothers will not be allowed to come into contact with hazardous substances or process that could affect the health of the child. Job roles will be adjusted where the risk to the pregnant worker / nursing mother are considered unacceptable. The employee will be entitled to:

- Frequent breaks from standing (seating provision).
- Heavy lifting is prohibited.
- Reduced shifts are provided on GP recommendation / employee request.
- The employee is offered warm protective clothing if working in cold environments.
- COSHH assessments will be reviewed to assess impact of working with hazardous chemicals.

If all control measures that are reasonably practicable have been taken and a risk still exists to an expectant or new mother then a hierarchy of steps will be followed:

- Step 1. temporarily adjust her working conditions and/or hours of work or if it is not reasonable to do so or would not avoid the risk:
- Step 2. offer her suitable alternative work if any is available, or if this is not feasible you must:
- Step 3. suspend her from work (give paid leave) for as long as necessary to protect her safety or health or that of her child.

7. ACCIDENT REPORTING, ILL HEALTH AND FIRST AID

The company, through the implementation of this policy, is committed to preventing accidents and incidents of ill health to all persons affected by its undertaking.

The company is committed to investigating all accidents and incidents, and believes that this forms a fundamental part of improving safe working practices and raising awareness.

All accidents, incidents and near misses must be logged via the Southall Associates online system. This will automatically generate an alert sent to Southall Associates informing them of the report. Southall Associates will report any accidents reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 on our behalf.

In the event of major accidents Southall Associates will aid with investigations and remedial action.

A first aid kit and accident book is located on every site. Please ask your manager where this is.

An appointed person is present on every site. Please make yourself familiar with who this is.

A trained first aider is present on sites where deemed necessary due to risks present and number of employees.

8. WORKPLACE FACILITIES AND WELFARE

In line with the Workplace (Health, Safety and Welfare) Regulations 1992 the company is committed to providing a suitable workplace conducive to productivity and the wellbeing of employees. Toilets and washing facilities will be maintained in good repair, suitable for the number of employees on site, along with access to a seating area with a potable water supply.

9. WORKPLACE STRESS

The Health and Safety Executive define stress as ***the adverse reaction people have to excessive pressure or other types of demand placed on them***. James Lister & Sons Ltd recognises that workplace stress may at times be a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors.

The hazard of workplace stress has been included within the Company risk assessments. This risk assessment has identified key workplace stressors and controls to eliminate stress or control the risks from stress.

The company ensures all staff are sufficiently trained to discharge their duties. Workloads and work hours are monitored to ensure that staff are not overloaded. Bullying and harassment is not tolerated in the workplace and the Company can, where necessary, provide confidential counselling for staff affected by stress caused by either work or external factors.

10. VIOLENCE / AGGRESSION

Staff working face to face with members of the public and handling cash are at greatest risk from violence and aggression. In addition there has been a history of verbal abuse from travellers on certain sites.

To reduce the risk, cashing up is conducted out of sight of customers in the stockroom / office with the door locked. Transfer of cash to the bank is undertaken by a security company at larger sites to prevent staff from needing to bank the takings.

In the event of a member of public becoming aggressive, they will be asked to leave the site in a calm and non-threatening way. If the person refuses to leave the police would be called. Staff should not try to physically remove the person or engage in arguments.

The majority of sites do not have a history of violence or aggression towards staff however any incidents that do occur will be logged in the accident book, fully investigated and risk assessments reviewed.

11. LONE WORKING

Drivers, reps and warehouse staff occasionally work alone at certain sites. Drivers and reps carry mobile phones and are issued with a Drivers Handbook containing Company safety rules.

If staff are working alone in the warehouse they must:

- Inform someone where they are and what time they intend to leave (this could be another employee or family member).
- Never operate any dangerous machinery with moving parts e.g. Swager, lathe etc.
- Ensure that entrances are securely shut outside of trading hours and ensure that they can get out of another door in case of an emergency without using a key.
- Ensure that the door through which they leave is securely locked behind them.
- Phone the police if they are suspicious about someone attempting to enter the building.
- Always be alert when leaving the building.

12. SMOKING

Smoking is not allowed anywhere in Company buildings or Company vehicles.

13. ALCOHOL AND ILLEGAL DRUGS

Consumption of alcohol or non-medically prescribed drugs is not permitted on the premises nor must employees be under their influence because of the adverse effects that they can have on conduct and machinery operation.

14. MOBILE PHONES

The use of mobile phones is a health and safety issue. Unless a mobile phone is a requirement of your job, you are not permitted to use a mobile phone, other than at recognised break times. If anyone needs to get an urgent message to you they should do this by ringing your branch. Anyone needing to make an urgent call should speak to their manager.

15. HOUSEKEEPING

The company will ensure that standards of cleanliness are maintained across the sites.

All floors and traffic routes will be maintained in good repair and free from slip / trip hazards so as not to pose a risk to staff or visitors.

Traffic routes and fire escapes will be kept clear of obstructions.

Employees are responsible for keeping their work area clean and tidy.

16. DISPLAY SCREEN EQUIPMENT

The Company will assess and control health risks from exposure to display screen equipment in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

A suitable and sufficient analysis of workstations and environment will be undertaken for all employees defined as users, with provision of training / instruction regarding ergonomics and safe working practices.

Employees classified as habitual display screen equipment users are entitled to free eye tests, and vision correction appliances where these are needed for work with display screen equipment.

17. MANUAL HANDLING

We will take all reasonable steps to reduce and avoid hazardous manual handling activities where this is practical and reasonable. If this is not possible we are committed to undertaking a suitable risk assessment to identify practical controls which will reduce the risk of injury.

Where staff are required to undertake hazardous manual handling duties, training will be provided to cover:

- The Principles of good lifting and handling.
- Understanding of how to assess the risks posed by manual handling.
- How to use any mechanical aids provided.

18. HAZARDOUS SUBSTANCES

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Staff are exposed to a limited number of hazardous chemicals. Most chemicals are for sale and spill kits (absorbent granules / sand) are available in event of spillage. Spill kits are also held on Company vans.

Gloves are worn when handling any oils, grease etc typically used in machining as prolonged skin contact with oils / grease can lead to dermatitis and skin cancer.

19. PERSONAL PROTECTIVE EQUIPMENT

The Company acknowledges that PPE forms the last level of protection within the hierarchy of controls, and will ensure all other practicable controls are in place. It is however recognised that PPE is often required to bolster other controls. As such the company will do all in its power to ensure such equipment is fit for purpose and maintained in good condition. Employees will be consulted at the selection stage to ensure equipment is suitable for their needs and to encourage usage.

20. ELECTRICAL SAFETY

The Company aims to comply with the Electricity at Work Regulations 1989.

Any portable appliances which are not double insulated shall be maintained and tested on a regular basis and a sticker affixed.

The fixed electrical installation will be checked on a 5 yearly interval.

Only trained or qualified staff are permitted to work with electrical equipment. Work on electrical equipment will not be allowed before the equipment has been properly isolated and disconnected from the source of supply.

21. FIRE SAFETY

The Company will assess and control the risks from fire in accordance with the Regulatory Reform (Fire Safety) Order 2005. Fire extinguishers are located throughout the premises and serviced annually. The Company has an emergency plan to follow in the event of fire or sounding of the alarm. All employees have received a basic fire safety induction.

In the event of fire or sounding of the alarm all employees should stop what they are doing, leave any personal belongings and walk to the nearest exit.

Management are responsible for checking fire safety hardware and conducting fire drills:

All staff should familiarise themselves with the location of the Fire assembly point.

22. GAS SAFETY

Gas appliances are serviced annually by a Gas Safe registered engineer.

LPG cylinders are stored away from combustibles, lift truck / vehicle movements, open drains, openings to buildings and in metal mesh cage in a well ventilated area.

23. ASBESTOS

To meet the requirements of the Control of Asbestos at Work Regulations 2002 and manage the risk from asbestos the Company will:

- Find out if there is asbestos present in buildings, the amount and condition it is in;
- Presume materials contain asbestos unless there is strong evidence that they do not;
- Assess the risk from the material;
- Prepare and keep up to date records of the location and condition of the asbestos containing materials;
- Provide information on the location and condition of the material to anyone who is liable to work on it or disturb it.

Furthermore, if an employee does identify any material which they believe has the potential to contain asbestos he/she will adopt the following procedure:

- a) Cease work immediately.
- b) Identify the material found to their manager.
- c) Under no circumstances attempt to remove the material.

Once the above procedures have been executed, management will seek professional advice as to whether the material may contain asbestos / consult their asbestos register. If further suspicion remains, work will not resume in the area until a survey has been conducted by a qualified asbestos surveyor and the area deemed safe to continue work. Any removal of asbestos will always be undertaken following the relevant HSE guidance.

24. MACHINERY

Risk Assessment

There are a number of types of machinery in use across the Company. These machines are risk assessed.

Basic Job Training

It is Company policy that all employees will be trained in the operation of machinery specific to their function and employees are required to use all work equipment correctly / in accordance with their training / manufacturers recommendations. Simple written authorisations are in place to demonstrate which members of staff are authorised to use the various pieces of machinery on each of the Companies sites.

Guards and Interlocks

Appropriate guards on machines are in order to make all operations as safe as possible.

Employees must **NEVER**:

- a) Remove, make inoperative or reduce the effectiveness of any equipment or machinery guard.
- b) Attempt to operate any machinery or equipment without the guards or other required safety devices in place.
- c) Operate any equipment when it is functioning improperly or at any time when it would be hazardous. Such equipment will be repaired at once or removed from the premises.

Only authorised personnel may remove a machine guard during maintenance or cleaning operations. During such operations all precautions must be taken to ensure that the equipment is de-energised by disconnecting the power source.

Routine checks of machinery safety are undertaken by management. Southall Associates checks machinery safety during 6 monthly safety audits.

25. NOISE

Where it is suspected that the noise level emitted from machinery, averaged over the course of the working day or working week, exceeds the lower or higher action value levels (80dBA or 85dBA) a noise assessment will be undertaken and any necessary protective measures put in place to reduce the risk of hearing damage.

26. FORKLIFT TRUCKS

Forklift trucks are maintained in accordance with manufacturers recommendations. They receive routine servicing and annual thorough examination of lifting chains in accordance with the Lifting Operations and Lifting Equipment Regulations 1998.

Operators undertake a daily pre-use check of the truck and report any defects to management.

Staff are only permitted to operate a lift truck if they present a certificate of training for the particular type of lift truck and if provided with written authorisation from management. Refresher training is provided if deemed necessary after observation of poor practices. Basic rules for lift truck operators are documented in the staff Health & Safety Handbook.

27. WORK AT HEIGHT – USE OF LADDERS

Work at height is avoided as far as practicable. Where it is identified as necessary for an employee to work at height from a ladder, safety rules for use of ladders are provided for staff to follow within the staff handbook. A-frame step ladders are always used in preference to single section ladders. Where single section ladders are used they are footed by an employee.

All ladders are maintained in good repair. Each ladder is individually identified, visually checked before use by staff and examined on a routine basis by management (ladder stickers used). Defective ladders are labelled and removed from use.

28. STORAGE SYSTEMS

Storage systems within the Company consist primarily of lightweight racking, pallet racking, shelving and stacked goods.

Management conduct routine visual checks on the condition of the racking, shelving and suitability of stacking and stability of goods. Southall Associates 6 monthly safety audits also review the safety of stored goods.

A safe stocking procedure is contained within the staff Health & Safety Handbook.

Stacking of irregular shaped and unstable stock is prohibited.

29. MEZZANINE FLOOR

To prevent persons or goods falling from height, the edge of any mezzanine floor is guarded with full rails / boards, and toe boards where required to prevent stock falling. Where an opening in the guardrails allows stock to be loaded or unloaded from the mezzanine floor, a safe system of work is followed.

30. DRIVING

Company vehicles are serviced and maintained in a road worthy condition. A Drivers Handbook contains the Company safety rules for work-related driving.

31. MANAGING CONTRACTORS

The competency of contractors is checked before services engaged. This includes qualifications, insurance, membership of professional bodies and previous experience.

Employees and contractors will be advised of risks they may be exposed to (e.g. asbestos, live electrics etc) and all site rules they must follow prior to commencing work.

The company will undertake regular checks on the contractors mode of operation and stop any work suspected to pose a risk to either our staff or the contractor.