

## **SECTION 1 - GENERAL STATEMENT**

This company is committed to: -

- 1 Meeting and exceeding our legal duties for health and safety.
- 2 Recognizing that health and safety issues are integral to our successful business performance.
- 3 Making the responsibility for health and safety management a prime function of all levels of supervision within the company.
- 4 Providing adequate and appropriate resources to carry out this policy.
- 5 Making all employees and subcontractors aware of their responsibilities for both their own safety and that of other people whom could be affected by their actions.
6. Providing adequate training to ensure understanding, involvement and commitment to effective health and safety practice.
7. Establishing and publishing clear health and safety objectives.
8. Continuous improvement through regular review of our safety system.

To be effective, this policy will need to remain relevant and will be reviewed:

1. Following any significant change in our company, our activities or in legal duties.
2. On discovering or being made aware of any significant deficiency in its content.
3. Annually we will bring our policy to the attention of all employees, subcontractors, clients, visitors and other people affected by our work.

## **SECTION 2 - ORGANISATION AND RESPONSIBILITIES**

### **Directors**

The Directors (Graham Veitch & Paul Veitch & Darren Lindsay) have overall and final responsibility for health and safety.

The day to day responsibility for safety matters is delegated to Paul Veitch & Darren Lindsay who assumes the appointment of the Company Health & Safety Manager.

### **Health & Safety Manager**

The Health & Safety Manager will ensure that:

1. Adequate resources are made available to implement this policy.
2. Adequate arrangements are made to bring this policy to the notice of all employees, subcontractors, clients, visitors and others.
3. The effectiveness of the policy is reviewed, following employee consultation, at least annually.
4. Employees and subcontractors have the necessary underpinning skills, knowledge, supervision and encouragement to carry out their work safely.
5. Health and safety performance is considered by all as a key business issue.
6. By assessment all activities, locations and situations are adequately controlled with appropriate measures in place to reduce risk.
7. There is a speedy and appropriate response to all reports of unsafe acts or conditions.
8. Other employees of the company know and accept their responsibilities as detailed in this policy and carry them out satisfactorily.
9. Adequate procedures are in place to comply with external reporting requirements and in the event of an injury to any employee, subcontractor or other person arising out of work activities he takes personal control of all external contacts.
10. The advice and assistance of the company's safety advisor is requested in matters of health and safety management.
11. He demonstrates by his own example the highest standards of health and safety required from all within the company.

### **Office, Workshop and Site Supervisors**

Supervisors will be responsible to the Partners for the day to day management of safety matters and will specifically ensure that within the area of their responsibility:

1. Company policy and procedures for the management of health and safety are followed by all.
2. Disciplinary action is taken against any employee or subcontractor failing to comply with the same.
3. That all activities, locations or situations are covered by risk assessment and that all employees and others are aware of any hazards that may affect their health and safety as well as the precautions that are in place to protect them.
4. The Partners are informed of:
  - > Any unsafe act or condition which they cannot immediately rectify.
  - > Of any omission in the training requirement of an employee or subcontractor. Before any new equipment or substance is acquired, work practice, employee or subcontractor changed.

### **Company Safety Advisor**

The company safety advisor will advise on and generally coordinate all aspects of the company's safety effort. They will advise on the introduction and maintenance of safe systems of work to minimise the risk of personal injury to employees and anyone affected by our activities, fire and loss of plant and property etc.

Specifically, they will:

1. Carry out inspections of construction sites and places of work of all employees of the company with the person immediately responsible for that section and advise on all aspects of health, safety and welfare.
2. Submit reports of his findings to the Partners for appropriate action.
3. Ensure that relevant safety legislation is being complied with and that statutory registers are being maintained.
4. Advise on safety training matters and assist in identifying safety training needs.

5. Investigate all reportable accidents and as far as is reasonably practicable, enquire into the cause of all non-reportable accidents.
6. Act as liaison officer between company management and official bodies such as the Health & Safety Executive.

Although the company's Safety Advisor's duties are in the main of an advisory and administrative nature, they have executive authority to order the cessation of any unsafe method of working of which he becomes aware and to require the provision of all information necessary to carry out his duties effectively.

### **Employees Generally (including sub-contractors)**

Management will make every effort as far as is reasonably practicable to ensure the health and safety of all and in turn expect employees to:

1. Comply with the policy and procedures of the company.
2. Use safety equipment and protective clothing that is made available and issued when required.
3. Practice good personal hygiene, washing before using the toilet or eating, drinking or smoking.
4. Never eat, drink or smoke whilst handling chemicals, or where contamination from the atmosphere is possible.
5. Report to immediate supervisor any defects in equipment and ensure that equipment and substances are in a safe and secure state when unattended.
6. Develop a concern for safety personally and for others, particularly new employees, young persons and members of the public.
7. Do not leave any unsafe situations unattended or unprotected, e.g. access to treated areas, scaffolding, plant and equipment or vehicles.
8. Avoid improvising which increases risk or taking any unsafe chances.
9. Co-operate with the company in carrying out its statutory duties to maintain a safe working environment and contribute to reducing accidents.
10. Report any personal industrial injury or industrial disease to your immediate supervisor and ensure that an entry is made in the Accident Book.
11. Take care of company property and refrain from horseplay and the abuse of welfare facilities.
12. Suggest ways to eliminate or reduce hazards.
13. Never ignore, override or deviate in any way from any instruction given to you by your supervisor regarding any matters of health and safety without obtaining permission.
14. Employees of Linpic Limited are expected to treat visitors, clients and any member of the public courteously and to minimise any disruption their work activities may create.  
Maintain a good personal example, use protective equipment at all times when instructed.

## **REMEMBER:**

IF YOU ARE IN DOUBT REGARDING CARRYING OUT ANY TASK IN A SAFE MANNER, THEN ASK YOUR SUPERVISOR FOR AN ALTERNATIVE METHOD.

## **SECTION 3 - ARRANGEMENTS**

### **Risk Assessment and Safe Systems of Work**

In order to comply with our legal obligations to make and record in writing a careful examination of all in our workplace that could cause harm to people, we will carry out formal risk assessment. Our technique will be to adopt a structured approach and use generic assessments as a starting point developing these to be site or person specific. Where a generic risk assessment is not available, it will be the responsibility of the office, workshop or site supervisor to initiate the assessment process, to provide a suitable and sufficient risk assessment to be communicated to all involved. Supervisors will be given appropriate competency training to allow them to carry this out.

Our aim is to take all reasonable precautions to prevent harm and provide a safe working environment. Where it is identified that the risk from a particular hazard can only be further be controlled by written work instructions, these will be included in our safety management system and be the subject of "tool box talks".

## **Training**

Health and safety training will be provided to increase knowledge, awareness and bring about behavior changes. Each group of employees will have training needs analysis carried out for them and a training program developed to match those needs.

Training in health and safety issues will form part of our formal induction procedure and will continue during training for particular tasks and responsibilities.

New or revised legal requirements will be brought to the attention of management by way of safety briefings and when appropriate training courses will be provided for the people affected.

Retention by employees of the training provided will be monitored during the audit process and refresher courses organised, on particular aspects of safety, where a lack of knowledge is identified.

## **Accident Reporting and Investigation**

Accident investigation is a valuable tool in the prevention of future accidents. Employees are encouraged to report all incidents whether they result in injury, property damage or near miss.

Each site supervisor and the office supervisor hold an accident book. In the event of an incident the people involved will, if able, be required to complete an entry in the appropriate book.

Additionally, the supervisor involved will complete an incident report and this will be submitted to the safety committee for consideration and further investigation if required.

Management will compile accident statistics from these reports and these will be considered at the safety committee meetings.

## **First Aid Provision**

An assessment will be carried out to ensure that adequate first aid is provided appropriate to the risk and to comply to our legal duties. This will include provision of first aid kits and first aiders to match the workforce and the workplace.

Generally the following will be provided:

- a) The office supervisor will be a trained and qualified first aider.
- b) The workshop and site supervisors will be trained emergency first aiders.

Each supervisor will be provided with an appropriately sized first aid kit and will be the appointed person for the purpose of checking that kit and replenishing it as necessary.

Clear directions will be given as to the location of first aiders and first aid boxes.

All people with first aid responsibilities will be trained by an organisation that is approved for that purpose by the Health & Safety Executive.

## **Fire and Emergency**

A general guidance on what action is to be taken in case of fire is explained in detail to all employees on induction to their workplace. These guidelines will be applicable to all sites (unless alternative procedures are designated by our client) and this information will be available on the safety notice board maintained at each site.

Further training is provided to all employees to increase their fire safety awareness and those employees with specific responsibilities in case of fire e.g. - firefighting, conducting roll calls and contacting the emergency services receive additional training as appropriate.

Fire evacuation drills are held twice per year and every employee must be present during at least one of these.

Firefighting equipment is provided and maintained by a competent contractor and all records of drills, inspections and maintenance are held in a fire logbook kept in our office.

## **Manual Handling**

Following the pattern set by our general risk assessment procedure above where we are not able to eliminate hazardous manual handling, we have developed a number of generic handling assessments applicable to our activities. Similarly, these will be reviewed to be task or person specific with additional control measures put in place where necessary.

As a general consideration, any person required to manually handle as part of their job will be given instruction in handling techniques and encouraged to ask for assistance if the task requires it.



## **Hazardous Substances**

A COSHH assessment will be carried out for all work involving exposure to hazardous substances. This assessment will specifically take into account the type of work, where and how long the worker is exposed for.

All workers who will come into contact with hazardous substances will receive full information and training about the risks and precautions associated with their work.

## **Display Screen Equipment**

Regular assessments will be made of all D.S.E. workstations and the results will be formally recorded. Employees who use display screen equipment regularly will have their work organised so as to ensure breaks of changes of activity.

Eye and eyesight tests will be obtained for designated D.S.E. users on request and where necessary basic corrective glasses will be provided. Both tests and glasses will be provided at the expense of the company when required.

All D.S.E. users will be given appropriate and adequate training about the risks associated with their work and refresher training and information from time to time or when the organisation of the workstation is substantially altered.

A competent person will carry out assessments of noisy operations or workplaces. Where it is possible to reduce noise levels, this will be done. If this cannot be achieved, consideration will be given to reduce the individual's exposure to the noise.

In any case where it is decided to introduce hearing defenders, as a control measure, employees will be required to wear them and those workplaces will be clearly marked as ear protection zones.

When new systems of work are introduced the effects of noise will be considered and equipment selected to be the quietest for the job.

### **Communication/Consultation**

Management will make every attempt to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company's Health & Safety Policy. Linpic Limited communicates with its employees orally, in the form of instructions and "tool box talks", in writing by way of safety procedures and this policy statement as well as training and one-to-one instruction.

Communication between workers at all levels in the company is seen as an essential part of effective safety management. This communication will be facilitated by means of safety committee meetings. These meetings will be held as often as necessary to ensure proper consultation but in any case not less than twice a year.

The purpose of safety committee meetings is to provide a forum in which strategic information can be given and opinions sought. Similarly, employee questions about safety issues can be addressed and the continued effectiveness of the policy assessed.

Employee representatives will be encouraged to sit on the committee. However, if insufficient numbers are willing to take on this role, vacant positions will be filled by supervisory staff.



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### **Office, workshop and site supervisors**

All supervisory staff have specific health and safety responsibilities and will monitor safety performance on a daily basis.

### **Safety advisor 's inspections**

The company's Safety Advisor will visit sites on a regular basis to monitor health and safety conditions, ensure compliance with legal duties and to offer advice. A written report detailing any action that may be required will be handed to the Site Supervisor for immediate attention and a copy submitted to the Partners for their consideration.

Any policy review will take note of safety committee minutes, supervisors report audits and inspection reports together with any information.

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