



## Health & Safety Policy

*It's all about you.*

**Contents**

<b>Policy and Organisation</b>	
• Health & Safety Policy Statement	<b>2</b>
• Organisation and Arrangements	<b>3-7</b>

<b>Procedures</b>	
• Hazard Identification and Risk Assessment	<b>8-9</b>
• Standards Monitoring (Safety Audits, Inspections and Reports)	<b>9</b>
• Information, Instruction, Training and Supervision	<b>9-10</b>
▪ Lone Working	<b>10</b>
▪ Young Persons	<b>11</b>

<b>Specified Risk Assessments</b>	
• New and Expectant Mothers	<b>12</b>
• Noise Assessment	<b>13</b>
• Control of Substances Hazardous to Health (COSHH)	<b>13-14</b>
• Display Screen Equipment (DSE)	<b>14</b>
• Manual Handling	<b>15</b>
• Fire Precautions & Legislation	<b>15-18</b>

<b>Arrangements and Working Directives</b>	
• Accident / Incident Reporting	<b>19</b>
• First Aid	<b>20</b>
• Electricity (Systems and Appliances)	<b>21</b>
• Workplace Regulations	<b>22-24</b>
• Control of Contractors	<b>25</b>
• Consumption of Alcohol	<b>25</b>
• Smoking	<b>25</b>
• Legionnaires Disease	<b>25</b>
• Confined Spaces	<b>26</b>
• Restricted Areas and Machinery	<b>27-28</b>
• Pressure Systems and Portable Gas Containers	<b>28-29</b>
• Storage	<b>29-30</b>
• Fuel Draining and Handling	<b>30</b>
• Welding	<b>31</b>
• Vehicle Movement and Recovery, Forklift Trucks	<b>31-33</b>
• Personal Protective Equipment (PPE)	<b>33-34</b>
• Health Surveillance	<b>34</b>
• Statutory Checks and Maintenance	<b>35-36</b>
• Document Control and Record Keeping	<b>36-37</b>
• Company Insurance Provision	<b>38</b>

**Policy Review and Update Record:**

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## Health and Safety Policy Statement

Hendy is committed to health and safety as an integral part of our business strategy. **The health, safety and welfare of colleagues and customers are of paramount importance to the wellbeing of our business.** We seek, through this policy, to reduce the incidence of injury and ill health, and to improve the business performance of the Company by minimising unnecessary losses.

Hendy is fully aware of its obligations under legislation and will, as far as is reasonably practicable, ensure the health, safety and welfare of all colleagues and visitors to premises or operations under its control by:

- Identifying the hazards that exist within the workplace, assessing the risks associated with those hazards and carrying out corrective actions to eliminate or reduce the risks to acceptable levels.
- Providing information, instruction and training which will enable colleagues to conduct their duties in a manner, which is mindful of the risks involved, and does not jeopardise the health and safety of themselves, their co-workers, customers, or the general public.
- Ensuring safety and minimum risk to health in connection with the use, handling, and transport of articles and substances.
- Providing and maintaining safe and healthy working conditions in all workplaces.
- Providing and maintaining plant, equipment, and systems of work, which are safe and without risk to health.
- Controlling and monitoring the activities of contractors to effectively minimise risk, with the exchange of relevant health and safety documentation.
- Maintaining a constant and continuing interest in health, safety and welfare matters and effecting direct consultation with colleagues on such issues.
- Monitoring compliance with the requirements of this Policy by a system of periodic audits and workplace inspections. Such will cover all areas of the business activities to establish that health and safety is maintained at a level appropriate to the business needs.
- Formally reviewing this policy at least annually to ensure ongoing applicability and compliance with legislative requirements. Additionally, the Policy will be reviewed as circumstances demand.
- Applying established disciplinary procedures to all those who deliberately or flagrantly breach safety regulations, procedures, or directives.
- Ensuring that adequate financial and other resources are made available to enable proper implementation of the requirements of this Policy.

**The commitment of all colleagues is fundamental to the success of this Policy. All colleagues are reminded that they have a legal duty to co-operate with the Company in carrying out the requirements of health and safety legislation. Failure to commit to the aims of this Policy could expose both the Company and the individual colleague to prosecution at law.**

## Organisation and Arrangements – Individual Responsibilities

### Chief Executive

Responsible for the formulation, implementation, and revision of the Health & Safety Policy. The Policy will enable the Company to address relevant statutes, regulations and other provisions in force and shall identify specific duties and responsibilities to enable compliance with the law.

Enable effective implementation of the Policy by appointing KVF to assist in the management and monitoring of the health and safety system, pursuant to the requirements of the Management of Health and Safety at Work regulations 1999.

Ensure the Company's liabilities under the provisions of the Employers Liability (Compulsory Insurance) Act 1969 and the Occupiers Liability Act 1957 (as amended) and any other foreseeable insurance risks are appropriately covered as required by law.

Ensure that adequate financial and management resources are available to meet the objectives of the Company Health & Safety Policy.

Formally review the Policy at least annually. This review will be recorded.

### Director / General Manager

Responsible to the Chief Executive for the implementation and maintenance of the Health and Safety Policy within their area of responsibility. Will liaise with the appointed Health & Safety Consultants with respect to any difficulties they may experience with implementation of the Policy.

Ensure that all operations under their control have an appointed Safety Representative and Fire Marshal to assist with implementation of the Company Health & Safety Policy.

Ensure that any subordinate managers or supervisors are fully aware of their responsibilities and that they discharge their duties in accordance with the provisions of the Company Health & Safety Policy.

Ensure that all colleagues have sufficient information, instruction, training, and supervision to enable them to operate a safe system of work.

Undertake regular safety reviews.

Ensure that first aid cover is maintained for their area of responsibility and that training and refresher courses are arranged with the appropriate organisations as and when required.

Contribute to the development of a safe system of work for all tasks undertaken in their areas of responsibility. This may involve discussions on appropriate risk assessments and liaising with the appointed Health & Safety Consultants with respect to any proposed new task or change to existing work practices

Has the responsibility and authority to stop work if situations presenting imminent danger are identified.

**Note: With the exception of the first paragraph under the heading "Director / General Manager" this section includes the Chief Executive when he assumes the duties of a General Manager**

**Chief Executive / Director / General Manager**

Shall maintain co-operation and liaise with the appointed Health & Safety Consultants on all matters that are the subject of the consultancy agreement.

Responsible for establishing the roles and functions of Fire Marshals.

Monitor any changes in health and safety legislation in order to maintain the Policy of the Company and ensure that sufficient and appropriate risk and COSHH risk assessments are developed to meet both the Company's requirements and legal responsibilities.

Ensure statutory checks relevant to the Company are regularly undertaken and that the records required by legislation are maintained. These will include:

- LEV (Local Exhaust Ventilation) maintenance records
- Lift and hoist inspections
- Crane and chain inspections and certificates
- Forklift Truck maintenance, training, and periodic checks
- Electrical testing
- Health Surveillance records
- Waste Disposal Certificates and Transfer Notes
- Health and Safety training records

Ensure that adequate first aid cover is provided for Company premises.

Ensure that where required Company premises are registered with the local enforcing authority and will further ensure that all Company premises have current Fire Risk Assessments (and Emergency Plans) and Petroleum Licenses where necessary.

Ensure that all plans for alterations to premises or new facilities are reviewed with consideration as to health, safety, welfare, environmental and buildings legislation or regulations.

Endeavour to ensure that new products or machinery are not used until assessed in line with the relevant regulations and that the suppliers of such products or machinery supply adequate information concerning the hazards, correct use, and precautions to be taken during the use of the same.

Direct management with respect to the safe and lawful disposal of all waste materials and products from Company premises

Ensure that induction training and ongoing training is conducted for new colleagues and trainees specifically with respect to the health, safety, welfare, and environmental aspects of their employment.

Responsible for the maintenance and retention of health, safety and environmental documentation and information as required by law or as otherwise required by the provisions of the Company Policy.

Have the responsibility and authority to stop work if situations presenting imminent danger are identified.

Responsible to the Chief Executive and may also report to others within the organisation as required.

Responsible for advising and assisting the Chief Executive on the implementation of the Health & Safety Policy and for advising on the formulation and continuing development of the Policy.

Carry out health and safety audits and inspections as mandated and required and shall regularly report to the Company with the results and outcomes thereof.

Maintain co-operation and liaison with the Company on all matters the subject of the consultancy agreement.

Attend and participate in regular meetings with the Company's representatives to discuss health and safety matters relevant to Company policy.

Carry out risk assessments where scheduled by the contract, revise, and review these as required.

Carry out relevant risk assessments for the purposes of the Control of Substances Hazardous to Health regulations 2002 or any amendments thereof, for products where an MSDS has been provided by the Company.

Carry out or arrange relevant Fire Risk Assessments in accordance with statutory requirements.

Assist Hendy and provide additional support when liaising with enforcing authorities and statutory bodies when required to enable compliance with relevant legislation.

Arrange for specialist or expert advice and assistance to be accessed by Hendy where such a requirement may have been identified.

#### **Company Safety Representative – Director of Estates and IT**

The role and duties of the Safety Representative will be specific and detailed requirements will be provided in addition to the provisions of this document. Notwithstanding, the Safety Representative will be required to:

Maintain a constant and continuing interest in health and safety matters applicable to the Company's activities.

Ensure that consideration is given to matters that may affect the health, safety or welfare of colleagues, contractors, members of the public or visitors who may be affected by any of the work activities of Hendy.

Identifying hazards or defects in equipment and ensuring that these are brought to the notice of the Chief Executive as appropriate.

Ensuring that site risk assessment manuals are complete / comprehensive, available, and consulted as required.

Establishing that all compulsory notices and signs are properly displayed.

Conducting or arranging periodic inspections of the workplace and noting and communicating any matters where remedial actions are required in order to maintain satisfactory standards of compliance.

Ensuring that waste is disposed of in a timely manner and, where appropriate, that authorised waste contractors are used, and valid certificates obtained.

Ensuring that there are adequate numbers of trained first aiders within the premises and to periodically check the contents of first aid boxes.

Regular checking of Accident Report Books to ensure correct completion and to be aware of the requirements of RIDDOR.

Where applicable, to arrange test of the fire alarm systems on a weekly basis and to arrange and conduct fire evacuation drills in accordance with the requirements of Company policy.

Ensuring that fire appliances are subject to periodic inspection and properly maintained.

Meeting as required with management and the appointed Health & Safety Consultants to establish that the requirements of Company policy are being complied with.

Participation in new colleague induction with respect to the hazards and risks associated with specific work areas or tasks.

Attending periodic updates and refresher training as required ensuring that health and safety knowledge remains current.

### **Managers / Supervisors**

Responsible for the implementation of the Company Health & Safety Policy within their area of responsibility. They must ensure that all colleagues in their department are fully aware of their health, safety, and environmental responsibilities and that they discharge the same in accordance with the provisions of the Company Health & Safety Policy.

Assist the Company as required in carrying out the provisions of the Company Health & Safety Policy or any specific duties or tasks required.

Ensure safe access and egress to their department by keeping all gangways, doorways, and traffic routes free from obstruction. This also includes hazards presented by poor weather i.e. ice, snow, and water.

Ensure the proper and effective control of access to dangerous machinery. This may involve limiting access to such machinery to professionally trained and experienced colleagues.

Deal with reported hazards that are within the limits of their authority as established by the Company and will report identified hazards or health and safety concerns that are beyond those limits to a Director, their Manager, Safety Representative, or the appointed Health & Safety Consultants.

Maintain proper discipline and good housekeeping in their area of responsibility in accordance with the requirements of the Health & Safety Policy.

Ensure that all trainees and particularly minors are closely supervised at all times. Such rigorous supervision of "on the job" activities will continue until the Chief Executive / Director or General Manager has deemed the trainee to have attained an acceptable level of competence enabling them to operate under less rigorous supervision.

Ensure that all relevant Personal Protective Equipment (PPE) is issued, worn, and used where required by the Company Health & Safety Policy, its associated provisions or legislation. Furthermore, will ensure that all such PPE is stored and maintained in accordance with the recommendations of the manufacturer or otherwise as required by the provisions of the Company Health & Safety Policy.

Check that all equipment and plant is safely shut down prior to securing the work area. This may apply at the end of the shift or work period.

Not allow unauthorised persons to enter restricted areas unaccompanied.

Endeavour to ensure that new products or machinery are not used until assessed in line with the relevant regulations and that the suppliers of such products or machinery supply adequate information concerning the hazards, correct use, and precautions to be taken during the use of the same.

Shall have the responsibility and authority to stop work if situations presenting imminent danger are identified.

### **All Colleagues**

Familiarise themselves with the requirements of the Company Health & Safety Policy Statement and must work in a safe manner at all times.

Co-operate with the Company in the full implementation of its Health and Safety Policy. This includes the Policy itself and any other instruction or guidance whether written or verbal that is given in the interest of health and safety. This also includes the wearing or use of any protective measure or equipment that is provided.

Not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health and safety and will not work or act in a manner likely to endanger themselves, their fellow colleagues, or members of the public.

Report any accident, injury, illness, damage to property, dangerous occurrence or defective equipment to their Supervisor / Manager, Director, or Safety Representative immediately. Similarly, any suggestions or queries with respect to health and safety may be communicated in the same manner.

Not enter restricted areas or use dangerous machinery unless fully trained and authorised to do so.

Make themselves available for health and safety induction or training as deemed necessary by Hendy.

Ensure that they fully understand any induction or training given, especially in terms of health and safety, prior to starting work.

Where the Company Health & Safety Policy or legislation requires it, will make themselves available for health surveillance or medical checks for monitoring or investigative purposes.



## Hazard Identification and Risk Assessment

Effectively, a risk assessment is a means whereby an employer can responsibly manage the risks faced by their colleagues and ensure that health and safety is not put at risk while at work.

The Management of Health and Safety at Work Regulations 1999 places specific responsibilities on employers, Hendy will endeavour to:

- Identify hazards that pose risks to the health and safety of colleagues
- Carry out 'suitable and sufficient' risk assessments of hazards identified
- Decide what is 'suitable and sufficient' in the light of our operating systems
- Cover in the assessment:
  - All equipment, both existing and new
  - Materials and substances
- Give priority to protecting the whole workforce as well as individuals
- Consider any risks from operations that may affect non-colleagues such as agency and contract workers, contractors, visitors, members of the public etc.
- Appoint a Party / Parties:
  - To carry out assessments
  - With knowledge of:
    - The work processes
    - Health and safety legislation
    - Current health and safety standards
- Give identified colleagues time to monitor and review the assessments during working hours
- Record the results of risk assessments and inform colleagues of the results

### Certain terms are used in risk assessments

<b>Hazard</b>	something with the potential to cause harm
<b>Probability</b>	the likelihood that the hazard will cause damage or harm
<b>Risk</b>	a compound of the probability and that severity of the resulting damage or harm
<b>Danger</b>	the state of being at risk
<b>Extent of the risk</b>	a measure of the number of people likely to be affected and the severity of Damage or harm i.e. the consequences

The object of a risk assessment is to identify hazards so that action can be taken to eliminate, reduce or control them before accidents occur that cause injury or damage. To achieve this objective and for risk assessments to be effective and workable, will implement the following steps:

1. Define the task or process to be assessed
2. Identify hazards
3. Eliminate hazards or reduce to a minimum
4. Evaluate the residual risks
5. Develop precautionary strategies
6. Train colleagues in new work methods
7. Implement precautionary measures
8. Monitor performance
9. Review periodically and revise as necessary

**All colleagues will be made aware of the specific assessments for their department. It is the Policy of Hendy that all colleagues shall consult the risk assessments as and when required, and in any case before commencing**

**any new task or work activity. Colleagues must not commence any task or use any product until they have satisfied themselves of the provisions and requirements contained within the relevant risk assessment.**

### **Hazard Notification**

All colleagues are required to report hazards that they identify within the working environment. Such identified hazards should be notified to a Supervisor / Manager, Director or Safety Representative for the work area involved, who will take action to rectify the reported hazard as quickly as possible.

### **Standards Monitoring (Safety Audits, Inspections & Reports)**

The Company's Health & Safety Policy Statement requires Hendy to measure its performance and level of compliance with the Policy requirements. Such monitoring will constitute a continuous process and will be subject to the control and direction of the appointed Health & Safety Consultants and the Chief Executive.

Site Inspections and Safety Audits shall be conducted by the appointed Health & Safety Consultants at least once every twelve months, as a minimum, and shall subject every department to a systematic and critical examination of the work area and work activities in order to verify effectiveness, assess performance and reveal failings with respect to the requirements of the Company Health & Safety Policy.

The Safety Audit findings and observances will be scored using a proportional scale from 0-100%. This equates to:

- 0% - 24% Non-Existent (procedures or records unknown or totally ignored)
- 25% - 49% Poor (complies partly with Policy – failings in many areas)
- 50% - 64% Fair (substantive compliance with Policy –failings)
- 65% - 74% Satisfactory (below policy standards – minor failings)
- 75% - 84% Good (Just meets requirements –level of commitment by all colleagues)
- 85% - 100% Excellent (Leading example of following policy requirements – innovative approach)

The minimum requirement for all sites shall be to achieve 75-84% (Good) in order to satisfy the requirements of the Company Health & Safety Policy.

The results of the Safety Audit shall be communicated to the Company's Safety Representative and Chief Executive. Any corrective actions required will be specified.

The appointed Health & Safety Consultants will report, at least annually to the Safety Representative of the Company with respect to health and safety matters and subject matter of this Policy. This report will identify trends, options for corrective actions and recommended changes to Company Policy.

### **Information, Instruction, Training and Supervision**

Hendy recognises that legislation requires adequate information, instruction, training, and supervision be provided to and for all colleagues to ensure compliance with health and safety in the workplace. The Company will address such requirements by adopting the following measures:

#### **Information**

All colleagues will be made aware of the contents of the Company Health & Safety Policy Statement and a copy of the same will be displayed on notice boards throughout all Company premises. Additionally, all colleagues will receive an Employee Handbook that shall reiterate the provisions of the Policy Statement. All colleagues will be required to sign an acknowledgement to the effect that they have received, read, and understood the contents of the Employee Handbook. The 'acknowledgement of receipt' will be retained by the Company in the individual's personal file.

Furthermore, the Company shall comply with statutory obligations with respect to communication of information by means of Signs, Notices and Posters:

### Signs

Will be provided to comply with all statutory requirements i.e. Fire Exits, No Smoking, Speed Limits, Protective Equipment, Noise, and Hazardous Substances etc. The signage displayed will be in accordance with statutory requirements and will utilise the international colour coding system, as follows:

- **Prohibitive** (red circle with a diagonal bar) means stop! You **MUST NOT** do this!  
e.g. No Smoking
- **Mandatory** (blue signs) inform you that **YOU MUST** do something  
e.g. wear eye protection
- **Safe** (green signs) show the **SAFE WAY**  
e.g. go this way!
- **Hazard Warning** (yellow triangular signs), mean **EXERCISE CAUTION**  
e.g. moving vehicles

### Statutory Notices

Will be displayed in each workplace as required by legislation i.e. Health & Safety Law poster, Employers Liability Certificate of Insurance. All colleagues are required to read the information contained on such notices.

### Posters

Additional information on specific health and safety issues may be displayed in the workplace as deemed necessary. These posters are primarily to maintain safety awareness and should be consulted regularly.

### Instruction

All colleagues must comply with the lawful instructions of the Company and its representatives at all times. Notwithstanding, the Company requires compliance with health and safety instructions where the task to be performed involves serious hazards or high risks.

Where instruction is given, it will be provided by persons competent in the particular task or activity. Such instruction will place particular emphasis on required control measures e.g. Personal Protective Equipment.

### Training

All colleagues will receive induction training on joining Hendy and such training will make specific reference to health, safety, and environmental matters. The Company appointed Health & Safety Representatives shall ensure that the health, safety, and environmental elements of the induction training meet the requirements of Company Policy and address the specific hazards and risks associated with the new colleague's work area.

Any work areas, substances, procedures, or machinery that require specific training (e.g. Forklifts) will be identified during induction and colleagues shall **NOT** undertake these activities until they have satisfied the Company of their competence to do so.

Specific training may involve the services of external agencies (e.g. First Aid, Forklift Truck driving). Directors are required to ensure that any such external agency used is fully competent to provide the training required.

### Supervision

Colleagues with supervisory responsibilities are required to ensure compliance with the Company Health and Safety Policy within their individual areas of responsibility.

### **Lone Working**

Will generally be prohibited. However, the Company recognises that in certain situations colleagues may be required to work alone as dictated by the needs of the business. In such cases the Company will make provision for emergency contact and conduct specific risk assessments to address any increased risks. The colleagues affected will be provided with specific instruction i.e. action to be taken in the event of an emergency.

### **Young Persons**

Hendy recognises the additional duties of care imposed by law with respect to the employment of Young Persons (less than 18yrs). The Company will take all necessary measures, as so far as is reasonably practicable, to minimise workplace risks to such colleagues.

In accordance with the requirements of the Health and Safety (Young Persons) regulations 1997, Hendy will conduct a risk assessment to address workplace risks relative to the young person and work activity involved. The results of the risk assessment will be notified and fully explained to the young person involved and to his / her parent or guardian.

**Work Experience Placements** are not permitted on Company premises without the approval of the Academy. Where such permission is granted, an increased duty of care is expected with regard to the supervision and instruction of the work experience placement. To satisfy this requirement, a comprehensive and exhaustive induction process will be applied to address the possible lack of knowledge, inexperience and immaturity that may be encountered in such a placement. Particular emphasis will be placed on the prohibitive use of machinery, hazardous substances, restricted access areas and electrical installations. Under no circumstances will the placement be permitted to work without direct and close supervision.

All colleagues, supervisory and otherwise, are required to recognise their individual responsibilities with respect to the health, safety, and welfare of Young Persons. In addition to any specific requirements for the work to be undertaken, they should ensure that all Young Persons within their work area are aware of the following general points:

- Horseplay, games, and practical jokes in the workplace are deemed wholly inappropriate by the Company and may result in disciplinary action and even dismissal.
- Do not use plant, machinery, or equipment unless you have received full training in its proper and safe use.
- Do not use or handle any substances in the work area unless you are aware of the risks and the designated control measures.
- Report any injuries, accidents, hazards, or dangerous occurrences to your departmental Supervisor / Manager immediately and be aware of the departmental arrangements for First Aid and Fire.
- Ensure you are aware of correct lifting and kinetic handling techniques before moving or handling any load.

## New and Expectant Mothers

Regulations require Hendy to assess workplace risks that may specifically apply to expectant mothers, new mothers (i.e. a woman who has given birth within the previous six months) and mothers who are breast-feeding. Expectant and new mothers experience physical, biological, and hormonal changes to their bodies, arising from their condition, which could make them more prone to injury from activities normally carried out in the workplace.

Hendy will conduct a risk assessment to identify any **significant risks** to the health and safety of both the colleague and, in the case of an expectant mother, to her unborn child. Where risks are identified that cannot easily be avoided the Company may:

- I. temporarily adjust the colleague's working conditions and / or hours of work.  
*or if that is unreasonable or to do so would not alter the risk,*
- II. offer suitable alternative work.  
*or if that is not possible,*
- III. suspend the colleague from work on paid leave for as long as is necessary to protect their safety and the health of the child.

### Notification of Pregnancy

Immediately a colleague notifies the Company that they are pregnant the senior manager in charge of the location should send the colleague:

A letter explaining the Company's obligation to her, and how, with the assistance of her doctor, she can assist the Company to meet its obligations.

An 'Expectant and New Mother's Risk Assessment' form, which the colleague and the Company's Safety Representative must jointly complete.

### The Risk Assessment Procedure

On receipt of the completed assessment form the senior manager for the location will, if it indicates that no further action is required, communicate to the colleague that this is the case.

If the Risk Assessment indicates that alterations to the colleague's work activities are required, the senior manager for the location will:

- I. write to the colleague confirming the alterations that are to be made and the length of time they must remain in place, **or**
- II. seek a second opinion from the Company's Medical Advisor, **and then**
- III. write to the colleague confirming the agreed alterations to their duties and record the details.

It is vital that the Company takes the appropriate action to ensure that the agreed alterations to the workplace, activities and duties performed by the expectant or new mother are implemented without delay.

## Noise Assessment

Hendy recognises that it may be required to conduct risk assessments pursuant to the provisions of the Noise at Work regulations 2005. Where such assessments are deemed necessary, the Company will arrange for a competent person to conduct the required assessment and will then implement the requirements identified there under.

The Noise at Work regulations 2005 establishes Action Levels in the measurement of noise in the workplace. The noise level must also be averaged across the whole working day (normalized 8-hour-average sound level). Generally, there may be a requirement for assessment if colleagues experience difficulty in normal speech communication at a distance of two metres. The three actions levels are:

- First Action Level      daily personal noise exposure of 80 dB(A)
- Second Action Level    daily personal noise exposure of 85 dB(A)
- Maximum Level        taking into account hearing protection of 87 dB(A)

Hendy will seek, as required by regulations, to reduce the risk of damage to the hearing of colleagues to the lowest level reasonably practicable. However, where exposure is likely to reach the Action Levels, the Company will:

- Inform colleagues where noise levels are high and warn them about the risk to hearing
- Control noise
- Provide colleagues with hearing protection suitable for the tasks
- Mark any 'Ear Protection' zones, and
- Provide adequate information and training on how to use noise control equipment, where and when to use ear protectors, how to maintain them and what to do if any equipment becomes lost or damaged

Where hearing protection zones are adjacent to other working areas, the Company may seek to contain noise by the use of curtains, baffles, or other such noise reduction measures. Where this is not possible, the Company may re-locate the operation producing the noise away from the adjacent area. If this last option is not practicable then colleagues in the adjacent working area may be required to wear hearing protection as well.

All colleagues are required to:

- Use the noise control equipment provided.
- Use ear protectors in nominated 'Ear Protection' zones
- Effectively use and maintain the ear protection provided and report any damage or defect immediately

The Company will give consideration to noise during its programme of periodic audits and checks.

## Control of Substances Hazardous To Health (COSHH)

The COSHH regulations require the Company to assess the risks to health associated with substances used in the workplace (including substances produced as by-products of processes) and apply the following criteria:

- Obtain Safety Data information relevant to the products or substances
- Assess how the products or substances are used and note any hazards
- Take action to prevent, reduce or adequately control the exposure of the colleague to the hazard
- Implement control measures – with due monitoring of the same
- Inform, instruct and, where necessary, train the colleagues affected

The COSHH risk assessments containing individual product or substance assessments, the health risks, and the control measures to be applied, must be consulted by all colleagues on an as and when required basis and, in any case, before using any new product or substance. Copies of the COSHH Risk Assessment Manual will be held by the Company's Safety Representative.

Additionally, all colleagues are required to familiarise themselves with the COSHH notice displayed within their department. This will provide definitions with respect to the hazard displayed on the packaging of the product or substance to be used. Generally, this will consist of a symbol and description as follows:

- Irritant (Xi) a non-corrosive substance that on immediate or prolonged contact with the skin or mucous membranes may cause inflammation
- Corrosive (C) a substance that may destroy living tissue and other things on contact
- Harmful (Xn) a substance, which may cause death or acute/chronic health damage when swallowed, absorbed via the skin, or inhaled
- Toxic (T) a substance, which in small quantities may cause death or acute/chronic Health damage when swallowed, absorbed via the skin, or inhaled
- Very Toxic (T+) substances which in exceedingly small quantities (as little as 1/8<sup>th</sup> of a Toxic substance) may cause death or acute/chronic health damage when swallowed, absorbed via the skin, or inhaled

Hendy will undertake monitoring of exposure levels where this is appropriate, and a specialist external health surveillance programme will be implemented for colleagues where required.

**Any process or substance that is new must be assessed BEFORE being used.**

Once assessment has taken place, colleagues will be advised of the risks to health and the control measure that must be applied.

### Display Screen Equipment

Pursuant to the provisions of the Display Screen Equipment regulations 1992 (amended) (DSE), Hendy will conduct risk assessments with respect to identified 'USERS' of display screen equipment. A 'USER' may be defined as a colleague who habitually uses display screen equipment as a significant part of their daily work. Information, instruction, and training will be provided to such identified users with particular emphasis on the workstation layout, good posture, and periodic breaks from the work activity and the immediate work environment.

Hendy will comply with its legal obligations with respect to periodic eye checks for identified users. Whereas a result of such eye checks, spectacles are deemed necessary to facilitate the continued safe use of DSE, the Company may make a financial contribution covering the cost of basic spectacles. Should the colleague prefer designer frames, or other such non-basic features, then any costs associated with the same will be borne by the colleague.

Hendy recognises that many colleagues may use portable display screen equipment (Laptops / Notepads) as part of the work routine. Such equipment is not designed for prolonged use and may be used in a variety of different environments. Accordingly, those using such equipment should consider the following additional guidelines:

- Do not use portable equipment where a realistic alternative is available
- Ensure any table or desk used is at a suitable height with sufficient unobstructed legroom
- Ensure the chair is stable and preferably height adjustable
- Position the portable at a comfortable distance and directly in front rather than at an angle



- Position the equipment to avoid glare and reflected light and ensure that any leads and trailing cables do not represent a trip hazard
- Be aware of the most appropriate working position for DSE use
- Do not use portable equipment in vehicles of any sort
- Ensure a suitable carrying case is provided for the equipment, including mobility bundle, i.e. laptop riser, separate keyboard, and mouse

## Manual Handling

Hendy will comply with its legal obligations to conduct risk assessments pursuant to the provisions of the Manual Handling Operations regulations 1992 (amended).

In conducting any required risk assessments, the Company will adhere to the guidelines in the said regulations, specifically it will:

- Seek to avoid the need for colleagues to engage in manual handling activities where practicable
- Conduct risk assessments with respect to those manual handling activities which are identified as presenting significant risk of injury
- Seek to eliminate or reduce identified risks to the lowest reasonably practicable level
- Provide identified colleagues with information, instruction, and training
- Record, monitor and review the results and recommendations of the risk assessments

**All colleagues engaged in manual handling activities are required to familiarise themselves with the risk assessments relevant to their specific work tasks or activities.**

## Fire Precautions and Legislation

### The Regulatory Reform (Fire Safety) Order 2005

In accordance with the provisions of these regulations, Hendy shall ensure that, with the exception of premises specifically exempted, all sites will be subject to a Fire Risk Assessment conducted by a responsible person and have appropriate Emergency Plans in place.

The risk assessment shall cover the following matters:

- Identification of fire hazards
- Deciding who might be harmed
- Evaluating the risks and deciding whether the existing precautions are adequate
- Recording the findings and actions
- Reviewing and revising the risk assessment regularly

**Site management, the Safety Representative and Fire Marshals are required to familiarise themselves, and comply with, the findings, outcomes and controls identified and contained within their individual site Fire Risk Assessment.**

Any changes or alterations to Company premises must be notified to the Company's Safety Representative who will establish whether amendment or revision of the site Fire Risk Assessment is required. Notwithstanding, it shall be the responsibility of site management and the Fire Marshals to:

- a. ensure the means of escape at the premises can be safely and effectively used at all times - this includes the need to ensure that:
  - i. all escape routes are signed
  - ii. all escape routes are free from obstructions



- iii. fire doors are kept closed but not locked when the premises are in use
- b. colleagues are trained on the procedures to be followed in case of fire
- c. all firefighting equipment is properly maintained and in efficient working order

Where the same apply, Hendy will ensure that its operations comply with the requirements of:

- **THE HEALTH & SAFETY (SAFETY SIGNS & SIGNALS) REGULATIONS 1996**
- **THE PETROLEUM-SPIRIT (PLASTIC CONTAINERS) REGULATIONS 1982**
- **THE PETROLEUM (CONSOLIDATION) ACTS 1928 and 1936 (as amended)**
- **THE DANGEROUS SUBSTANCES AND EXPLOSIVE ATMOSPHERES REGULATIONS 2002**

#### **Fire Prevention, Fire Alarm and Evacuation Procedures**

All colleagues have a duty to prevent and minimise the risk of fire and a statutory duty to cooperate with Company procedures on fire prevention and evacuation. The Company arrangements and procedures for fire must not be compromised in any way.

All colleagues will be required to familiarise themselves with the fire procedures and evacuation routes as displayed for their work area. They will be advised of how and when to raise the alarm and the location and use of firefighting equipment.

Colleagues discovering a fire must immediately raise the alarm by going to the nearest call point and breaking the glass. Fire extinguishers are provided primarily to safeguard the escape route from the building.

All and any use of a fire extinguisher must be reported to the site Fire Marshal immediately.

In the event of a fire, all colleagues engaged with visitors or responsible for contractors, will ensure that such visitors or contractors are escorted from the premises to the assembly point, where their names must be provided for the purposes of the roll call.

#### **Fire Training**

Hendy will ensure that there are sufficient trained Fire Marshals and ancillary colleagues cover all areas of its operation. Training for identified colleagues will be provided with particular emphasis on the risks associated with their specific work environment. Additionally, all colleagues will be advised of the risks associated with the use of fire extinguishers and what to expect if they have to use one.

#### **Fire Checks**

The site appointed **Fire Marshals** are required to familiarise themselves with the **Fire Safety Maintenance Checklist** as provided to them and to ensure completion of all periodic checks as detailed therein. Such checks will include:

- Means of Escape
- Alarm Tests
- Fire Fighting Equipment
- Emergency Lighting
- Evacuation Drills

Additionally, and notwithstanding the duties of the Fire Marshal, it shall be the responsibility of the Chief Executive or each site's Manager to ensure that, on an annual basis:

- Portable and Fixed Fire Appliances are examined, serviced, and tested by a registered and competent supplier and that the service label to each appliance has been duly completed.

## **Fire Prevention by Department (guidance notes)**

### **Workshops**

#### **Vehicle Batteries**

Must be disconnected before commencing any repairs presenting a fire risk. Colleagues are required to exercise caution when working in the vicinity of the vehicle battery as metal objects (e.g. spanners) can short the battery and cause fire or explosion. Where close work cannot be avoided the battery should be covered or removed.

#### **Battery Charging**

Batteries must only be charged in well-ventilated areas. Highly flammable hydrogen gas will be liberated during the charging process so care must be taken to ventilate the area and remove all ignition sources.

#### **Welding**

Must only take place in a well-ventilated area or in conjunction with Local Exhaust Ventilation (LEV). A fire extinguisher should be readily available in the immediate vicinity of the welding operation. Particular care must be taken to prevent fire from the vehicle fuel system. All welders must be trained, equipment must be maintained.

#### **Fuel Drainage Systems**

Fuel must only be drained from vehicles into a proprietary fuel retrieval device. This activity may only be conducted in a well-ventilated area and correct PPE must be worn. All spills must be cleaned up immediately and fuel must never be drained into open topped containers.

#### **Storage of Flammables**

All flammable products must be stored in appropriate, sealed, metal containers and cupboards / storerooms, which are fire resistant and specific to this purpose. The stipulations as to quantity contained in any Petroleum License must not be exceeded.

#### **Heaters**

Workplace heaters must be regularly maintained, and the heater outlets kept clear of any obstruction. Consideration must be given to the risk of fire when carrying out any works in the vicinity of workplace heaters.

#### **Housekeeping and Waste for Disposal**

All rubbish bins must be emptied daily, and the work area floors kept clear of combustible materials and debris.

Waste products stored for disposal may represent a fire risk. Such waste must be stored in designated areas, which must be effectively managed and kept tidy and secure. Every effort should be made to keep the amount of stored waste to a minimum by regular removal from Company premises.

## **Office and Administration**

### **Housekeeping**

Rubbish bins must be emptied regularly, and the work area floors kept clear of all combustible materials. Hard copy, files etc. should not be allowed to accumulate in the work area unnecessarily and should be removed to a properly maintained and safe archive on a regular basis.

### **Emergency Lighting**

Should be energised periodically to check for correct function and maintenance.

### **Supplementary Heaters**

Small portable heaters may only be used with the express permission of the Company and where the same have been passed for electrical safety. Heaters producing a naked flame (e.g. LPG) or where there is an exposed electrical element (e.g. Radiant Electric Fire) are prohibited.

### **Electrical Equipment**

Colleagues must not overload plug sockets by the use of multi socket adaptors. Colleagues may not bring personal electrical appliances into the workplace unless this has been authorised by the Company and the electrical appliance concerned has been tested for safety and passed for use. Colleagues should not attempt to repair electrical equipment unless they are qualified to do so, and all faulty or damaged electrical equipment must be reported to a Supervisor / Manager or the Chief Executive immediately.

### **Accident / Incident Reporting**

Site management and the Company's Safety Representative are responsible for the implementation and monitoring of the Company wide policy on the reporting on injuries, accidents, incidents, and dangerous occurrences. All colleagues will be required to co-operate fully in the investigative and reporting process as may be required. The appointed Health and Safety Consultants will, on request, provide any assistance needed with respect to accident investigation and reporting.

#### **Accident Reporting Procedure – All Colleagues**

All accidents and injuries, no matter how minor, must be reported in the Canopy System. Entries should be made by a Canopy User in conjunction with the injured colleague themselves or, in the case of incapacity, by a First Aider. Accident reported via the CANOPY Safety system will be reviewed regularly by the Company's Safety Representative.

In addition to any entry in the Accident Book, the matter must be reported immediately to a Supervisor / Manager, Director, or the Chief Executive on site. Any injuries occurring on third party premises during contracted working time must also be reported in the same way as well as be reported to the occupier of the premises where the injury occurred.

Injuries and illness must only be treated by a First Aid trained person but, in an emergency, anyone may call an ambulance or contact the emergency services.

Where an accident results in absence from work, the affected colleague must submit the appropriate self-certification forms and keep the Company informed of their progress, up to and including their return to normal duties.

#### **Accident / Incident Reporting Procedure – Supervisors / Managers / Directors / Chief Executive**

These persons are advised to contact the Company appointed Health & Safety Consultants and immediately report any accident / incident. The level of investigation will then be determined, and consideration given to reporting requirements under RIDDOR.

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) require that certain injuries, diseases, and events be reported to the relevant enforcing authority, usually on the day of occurrence.

Supervisors / Managers / Directors and the Company's Safety Representative are responsible for assisting the appointed Health & Safety Consultants in the accident / incident investigation and reporting process where their involvement is requested or must take on these duties themselves.

### **Accident / Incident Investigation**

Hendy will investigate all accidents and incidents which are notifiable under RIDDOR to establish cause and circumstance and with the view to preventing reoccurrence.

Where legislation requires, or where it may be necessary to satisfy the needs of the Company's insurers or where the Company considers it necessary, a formal Accident Investigation may be undertaken.

A formal Accident Investigation will seek to determine the true cause of the incident and establish any remedial action that may be required to prevent reoccurrence. Such investigation is not principally to seek to apportion blame.

### **First Aid**

Hendy will comply with the recommendations of the Approved Code of Practice (ACOP) and the First Aid at Work regulations 1981, by ensuring adequate provision of First Aid trained persons and materials during normal working hours. The provision of First Aiders will be as follows:

- Normal Working Hours                      At least one **Certificated First Aid** trained colleague; and one **Emergency First Aid at Work** trained colleague (this can be reduced to Emergency First Aid at work where no workshop)
- Other Working Hours                      At least one **Emergency First Aid at Work** trained colleague

Hendy will ensure that adequate insurance cover is in place with respect to First Aid trained persons discharging their duties while engaged on Company related activities.

### **First Aid Training**

Certificated First Aid trained colleagues will have attended an appropriate training course and will attend refresher training courses as required.

Emergency First Aid at Work trained colleagues will have attended an appropriate training course in Emergency First Aid at Work (EFAW) and may be required to undertake periodic retraining.

### **First Aid Kits**

Hendy will ensure that an adequate supply of approved first aid kits is readily available and accessible for all premises.

If any item is used from a first aid kit it must be replaced as soon as possible to ensure that the usability of the first aid kit is never compromised. The responsibility for the replenishment of first aid supplies lies with the site First Aid trained persons.

The contents of the first aid kits (in aggregate) will be sufficient for the needs of the total workforce employed at the site premises. The first aid kits shall not contain any medication, tablets, pills, ointments, disinfectants, or aerosol sprays whatsoever.

**The administration of any form of medication falls wholly outside the definition of first aid. Such administration is not covered by the Company insurance policies and is strictly prohibited.**

First aid kits will also contain protection for First Aid trained colleagues in the form of disposable gloves, face shield and disposal bag, and First Aid trained colleagues are required to take the required precautions (as outlined on their First Aid training course) where blood or other body fluids may be present.

Workshop areas will be provided with eyewash facilities, which will consist of disposable non-resealable bottles, containing not less than 300ml of sterile water or sterile saline solution.

It is the responsibility of the departmental supervisor / manager to ensure that first aid kits and eyewash stations in their work areas are properly maintained.

### **Electricity (Systems and Appliances)**

The Company will ensure compliance with the provisions of the Electricity at Work regulations 1989. Periodic checks will be conducted on electrical installations and appliances as follows:

#### **Fixed Equipment, Wiring & Circuits**

Checked and certified by an approved electrician every 3 or 5 years as appropriate.

#### **All other Appliances**

Checked and certified by an approved electrician every 12 / 24 / 36 months as required, except for steam cleaners / pressure washers where the equipment must be tested every three months.

The Chief Executive shall be responsible for appointing and monitoring the electrical contractors to conduct the statutory checks. Such electrical contractors should be approved and registered e.g. NICEIC or ECA. The Company's Safety Representative will maintain and retain an inventory of the equipment and appliances checked.

Only colleagues who are qualified and authorised by Hendy may undertake repair or maintenance to electrical systems or appliances.

#### **Electrical Hazards**

When working with electrical equipment or appliances, all colleagues must be aware of, and adhere to, the following provisions:

- Always use a proper plug to connect appliances to the mains. Never place bare leads into a socket.
- As the risk of fire from overloaded circuits is significant, the use of multi way adaptors is to be reduced as much as possible.
- Always report any electrical defects immediately. The defective equipment should be taken out of use until it is repaired and passed safe for use. Colleagues should never attempt to repair faulty equipment unless they are qualified and authorised to do so.
- Colleagues must not bring any electrical equipment into the workplace from home. The use of such personal equipment on Company premises is expressly prohibited unless, or until, authorisation has been given and the equipment has been tested for and passed for electrical safety.
- All colleagues should familiarise themselves with the procedure to be followed in the event of electric shock, following the guidelines detailed on the poster displayed in the workplace.

## **Workplace Regulations**

Hendy recognises its obligations with respect to the Health and Safety (Workplace) regulations 1992. Hendy will ensure compliance with the regulations, where relevant to its business, with regard to:

- Temperature, Lighting and Ventilation
- Maintenance
- Cleanliness
- Room dimensions and space
- Workstations and seating
- Conditions and safety of floors and traffic routes
- Doors and gates
- Sanitation
- Washing facilities
- Drinking water
- Facilities and accommodation for clothing
- Facilities for rest and eating meals

Colleagues who have concerns with respect to any of the above elements should raise the issue with their Safety Representative or the Chief Executive.

### **Health and Welfare**

Loose fitting clothing that may catch in plant or machinery etc must not be worn in the workplace.

Rings, watches, necklaces, and earrings (except studs) must not be worn by colleagues engaged in manual work, manual handling of loads or when using plant or machinery.

Colleagues with long hair working in workshop areas, containing moving machinery or equipment, must keep their hair securely pinned or covered with an appropriate hairnet/cap whilst at work.

Eating, drinking, and smoking in workshop areas are prohibited due to the risk of ingestion of substances hazardous to health as well as legislative provisions.

Workshop colleagues will, in addition to disposable gloves, be provided with hand care facilities. These may include pre-work barrier creams, hand cleaners and after-work emollient creams. These should be used by colleagues for protective, de-contaminant and moisturising purposes.

### **Temperature of indoor workplaces**

The temperature in workplaces will be reasonable. Sufficient thermometers shall be provided to enable persons at work to determine the temperature in any workplace inside a building.

The temperature in workrooms will not normally fall below 16 degrees Celsius unless much of the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius.

Fixed heaters will be installed and maintained in such a way that the products of combustion do not enter the workplace.

### **Lighting**

Lighting will be sufficient to enable people to work, use facilities and move from place to place, without experiencing eye strain. Stairs will be well lit in such a way that shadows are not cast over the main part of the treads. Local lighting will be provided at individual workstations where necessary. Outdoor traffic routes used by pedestrians will be adequately lit after dark.

Windows and skylights will be cleaned regularly and kept free of obstructions to permit maximum entry of daylight. Where this would result in excessive heat or glare the window or skylight will be shaded.

### **Facilities for rest and to eat meals**

Hendy shall provide suitable and sufficient rest facilities at readily accessible places, together with facilities to enable colleagues to eat meals and, where required, for pregnant women to rest.

Where colleagues regularly eat meals at work, facilities will be provided for the purpose and may include an electric kettle, a vending machine or canteen to enable colleagues to obtain a hot drink. Where hot food cannot be obtained in, or reasonably near the workplace, the facility to heat colleagues' own food will be provided. Eating facilities must be kept clean to a suitable hygiene standard. Responsibility for cleaning should be clearly allocated. Steps should be taken to ensure that the facilities do not become contaminated by substances brought in on footwear and clothing.

### **Cleanliness and Waste Materials**

Every workplace will be kept clean. This includes furniture, fixtures, fittings, walls, floors, and ceilings. The standard of cleanliness required will depend on the use to which the workplace is put. For example, an area in which colleagues take meals would be expected to be cleaner than a workshop.

Floors and indoor traffic routes will be cleaned at least once per week. In workshops where dirt and refuse accumulate, any dirt and refuse which is not in suitable receptacles will be removed at least daily.

Apart from regular cleaning, any spillages and unexpected soiling of surfaces will be removed quickly.

Absorbent floors such as untreated concrete which are likely to become contaminated with oil or other substances difficult to remove, will preferably be sealed or coated, for example with a non-slip floor paint. Care needs to be taken to ensure cleaning is carried out by an effective and suitable method and without creating or exposing anyone to health or safety risks.

The construction of floors and routes should be sound and of adequate strength and stability taking account of the loads placed on them and the traffic passing over them. The surface must be free from holes, slope or unevenness which could cause a person to slip, trip or fall; to drop or lose control of anything being lifted or carried; or could result in the instability or loss of control of a vehicle or load. Surfaces of floors and traffic routes which are likely to get wet or to be subject to spillages should be of a type which does not become unduly slippery. Floors near machinery should be slip-resistant and be kept free from slippery substances or loose materials.

**Floors and traffic routes must be kept free from obstructions which may present a hazard or impede access**

### **Doors and Gates & Stairs**

Every open side of a staircase should be securely fenced - minimum fencing should consist of an upper rail 900mm high and a lower rail. A substantial handrail should be maintained on at least one side of every staircase.

Doors and gates which swing in both directions should be fitted with a transparent panel; conventional doors on main traffic routes should also be fitted with similar panels.

Sliding doors will have a stop to prevent the door from coming off the end of the track. They will also be fitted with a retaining rail to prevent the door falling if the suspension system fails.

Upward opening doors will be fitted with a counterbalance or ratchet mechanism to prevent the door from falling back.



**Power doors should be fitted with a sensitive edge, or other suitable detector and associated trip device to stop or reverse the motion of the door when obstructed - a device to limit the closing force to prevent injury. The operating control, which must be held in position during the whole of the closing motion, will be positioned so that the operator has a clear view of the door throughout its movement.**

### **Access and Egress**

Hendy is committed to providing a safe place of work and safe means of access to and egress from all parts of its premises. This includes entrances and exits to and from the premises and access within the work area itself and covers the following:

- Access to and egress from the workplace and routes through and to the working area
- External pathways, roads, and car parks around the workplace
- Accessibility of storage areas
- Emergency escape routes
- Limited access areas (hazardous or high security areas)

The Supervisors / Managers / Directors and Chief Executive as well as the Company's Safety Representative must ensure that safe access and egress are not jeopardised or impeded by items that are stored or used in the work area and that all entrances and exits are kept clear of obstruction at all times. This includes, as far as is reasonably practicable, access problems caused by poor weather conditions i.e. snow and ice.

Colleagues are encouraged to report any situations, which may cause safe access or egress to become obstructed. Departmental management will ensure that response to any report is immediate and appropriate.

### **Falls and Falling Objects**

Reasonable steps will be taken to prevent:

- Any person falling a distance likely to cause personal injury
- Any falling object causing personal injury

Secure fencing will be provided wherever possible at any place where a person might fall 2 metres or more. The fencing will be sufficient to prevent falls (of people or objects) over or through the fencing. Only rigid materials will be used and, where necessary, an adequate up-stand or toe board will be provided.

Changes of level (such as steps between floors), which are not obvious, will be clearly marked to make them conspicuous.

Stacking and racking will be constructed in such a way that materials or objects are not likely to fall and cause injury. Racking will be of adequate strength and stability, having regard to the loads placed on it and its vulnerability to damage, for example by vehicles.

Appropriate precautions in stacking and storage will include:

- a. safe use of pallets
- b. banding or wrapping to prevent individual articles falling out
- c. setting limits for the height of stacks to maintain stability
- d. regular inspection of stacks to detect any which are unsafe
- e. particular arrangements for irregularly shaped objects

### **Alterations and Modifications to Premises**

Hendy recognises that alterations or modifications to its premises may be subject to the provisions of the Construction, Design and Management regulations (CDM 2007).



- Directors and site management must consider the health and safety implications of all modifications and alterations to work areas falling within their remit. All such proposals for modification or alteration must be discussed with the Chief Executive.
- Where CDM regulations apply, the Chief Executive will ensure the competence of the designers, principal contractors and subcontractors and ensure that adequate resources are allocated for health and safety.

### **Control of Contractors**

The control of contractors working on Company premises is the responsibility of the Chief Executive / Director and General Manager.

- All contractors will be supplied with a copy of the Company's Health and Safety Policy Statement.
- All contractors will supply a copy of their Health and Safety Policy Statement.
- Contractors may be provided with a 'Permit to Work', as issued by the Managing Director / Director / General Manager. Where this applies, the 'Permit to Work' will authorise and specify the work to be undertaken (and may incorporate a Method Statement). Any subsequent inspection of the work will then be made against this authorised and agreed 'Permit to Work'.
- All contractors will report daily to the manager or supervisor for the area where the work is to be done. The Hendy Manager or supervisor will be responsible for monitoring the activity while on premises and ensure they are safely off site when the contractors work is completed
- Contractors will be required to provide details of any emergency procedures to be followed by Company colleagues with respect to any substances that may be hazardous to health.
- On completion of the contracted works, the work itself, the plant and the work area are to be inspected to ensure that it is safe for normal operations to resume.

### **Consumption of Alcohol**

Hendy recognises that it has a statutory duty to do what is reasonably practicable to identify alcoholism and to ensure that no colleague is allowed to work, and thus endanger others, while under the influence of alcohol.

Hendy obligations in this area will be rigidly enforced. Contravention of the Company policy may be dealt with under the disciplinary procedure, which, in turn, may result in termination of employment.

### **Smoking**

Hendy operates a 'No Smoking' policy throughout its operations. In the exceptional circumstances where smoking is permitted, this will be restricted to designated external areas. Contravention of the Company policy may be dealt with under the disciplinary procedure, which, in turn, may result in termination of employment.

### **Legionnaires' Disease**

Legionnaires' disease is a type of pneumonia caused by the inhalation of water droplets contaminated by bacteria that proliferate in water at temperatures between 20C and 45C. The Legionella bacteria colonise components and fittings used in hot water systems and air conditioning units and infection in humans can prove fatal.

### **Air Conditioning Systems & Water Systems**

Any hot water system can provide an environment for colonisation by the Legionella bacteria.

The relative positions of the outlets and inlets of the air conditioning system require careful consideration at the design stage to ensure that water droplets ejected at the outlet cannot be drawn into the inlet for the system.

Further, cleaning and disinfection of the whole air conditioning system should be incorporated into the regular maintenance programme for the system which must take place at regular programmed intervals.

The temperature of the hot water supply requires careful control. Water services will therefore operate at temperatures that prevent the proliferation of Legionella: -

- Hot water storage (calorifiers): 60°C
- Hot water distribution: at least 50°C attainable at the taps within one minute of running
- Chilly water storage and distribution: below 20°C

**Caution needs to be exercised with hot water supplied above 50°C as potential scalding of people using the system needs to be considered.**

## Confined Spaces

A confined space is defined by the Regulations as “... any chamber, tank, vat, silo, pit, trench, sewer, flue, well or similar space in which, by virtue of its enclosed nature, there arises a reasonably foreseeable specified risk.”

In the majority of premises used as workshops for the repair of motorcycles the following are classed as confined spaces within the Regulations and the Approved Code of Practice:

- spray booths and paint mixing rooms
- petrol interceptors
- the drainage system to the premises
- tanks, pits, and silos
- boilers, flues, and chimneys

Hendy shall conduct a survey of its premises to identify all locations and working practices which fall within the definition of confined space. With respect to such identified confined spaces, the Company shall assess risks for:

- colleagues or contractors entering the confined space
- those working in the confined space
- other colleagues and visitors who are in the vicinity and could be affected by the work

With respect to any identified risks, the Company shall detail precautions and controls, for example:

- ensure adequate supervision and consider the implementation of a Permit to Work scheme
- carry out a proper assessment of colleagues' competence, their need for training and their suitability to work in a confined space
- ensure the provision of adequate training, information, and instruction
- ensure the supply of breathable air and monitor ventilation
- ensure the removal of residues, dusts, waste, etc.
- prevent the ingress of hazardous substances – liquids / free flowing solids /gases
- ensure the isolation from mechanical and electrical equipment
- select appropriate equipment to be used
- provide personal protective equipment, including where necessary, breathing apparatus
- make certain that access and egress can be achieved safely
- provide fire prevention equipment
- ensure lighting is adequate and suitable
- take proper precautions to deal with any static electricity

- enforce the prohibition of smoking
- ensure that full emergency and rescue procedures are available – including resuscitation and first aid
- control the time spent working in the confined space within safe limits

Work in confined spaces will only be permitted to commence following the development of a safe system of work.

Instructions should be given to each person detailing their specific duties and responsibilities whilst working within the confined space. These will also include the entry into and control of the confined space, and actions to be taken in the event of an emergency.

**No person at work shall enter into a confined space to carry out work for any purpose unless there is no other reasonably practicable way to carry out that work**

### **Restricted Areas and Machinery**

Hendy recognises that there are areas and items of machinery and plant within the business that are potentially dangerous. The Company will, therefore, impose restrictions on the access to and use of such areas or items. The Chief Executive / Director / General Manager may provide authorisation for use or access to colleagues once they are satisfied with respect to competence and training

In some particularly hazardous circumstances, the formal authorisation of the Company will be required to access areas or operate items of plant or machinery. Such authorisation will be issued by the Chief Executive / Director / General Manager in the form of a 'Permit to Work' and will normally only apply to contractors and maintenance operations.

#### **Restricted Areas**

**Hearing Protection Zones** will be indicated by the requisite signs and access to them will be restricted to colleagues wearing the appropriate PPE.

**Electrical Installation Facilities** must only be accessed by specialist colleagues or contractors working under a 'Permit to Work'.

**Working at Heights** will require the prior approval of the Chief Executive / Director / General Manager who may arrange a specific risk assessment for the proposed activity.

#### **Restricted Machinery**

**Abrasive Wheels** will only be operated by trained colleagues who can demonstrate correct use of the Abrasive Wheel and who are aware of the requirements concerning PPE i.e. Eye Protection. Abrasive Wheels will only be repaired, dressed, and fitted by trained and certificated colleagues.

**Handheld Grinders** will only be used by competent colleagues who will utilise the equipment guards and side support handles at all times. Guards or other features will not be removed to facilitate access problems.

**Forklift Trucks** will only be operated by trained, competent and certificated colleagues. Formal training, including job specific familiarisation, will be a requirement for all colleagues to operate Forklift Trucks. Responsibility for the ignition keys for Forklift Trucks will rest with the operator and on no account should the keys be left in the ignition while the equipment is unattended.

**Welding** will only be undertaken by trained and competent colleagues, and access to welding equipment will be restricted to those colleagues who are authorised to use it.

**Fuel Draining Equipment** will only be used by authorised and competent colleagues who are aware of the risks, the correct control measures (i.e. Warning Signs, Fire Extinguishers), and the specific use of proprietary fuel retrievers. Any drainage of fuel tanks by other means will be authorised by the Chief Executive / Director / General Manager or the Company's Safety Representative once all safety factors have been considered.

**Tyre Changing Machines** will only be operated by trained and competent colleagues who must be aware of the risks associated with loose clothing, jewellery and long hair when operating such equipment.

**Steam Cleaning / Pressure Washing Equipment** will only be operated by trained and competent colleagues who are aware of the provisions relating to refuelling, COSHH, Personal Protective Equipment and fault reporting. Such equipment must be properly maintained, electrically safe, having weatherproof connections and be properly positioned in terms of effluent drainage and fume control.

**Vehicle Lifts and Ramps** will only be operated by competent and trained colleagues. Training will include load limits, load positioning, safe use of accessories (transmission jacks etc.) and access to vehicles at height. The machines will have guards to prevent crush injuries to the feet and safety locks. This equipment will be regularly maintained by qualified engineers and will be subject to periodic inspection in accordance with insurance and legislative requirements.

**Trolley Jacks, Axle Stands and Engine Cranes** will only be used by competent and trained colleagues. Training will include load limits, load positioning and placement. The use of a trolley jack without axle stands and wheel chocks is prohibited in all circumstances. Engine cranes must only be used with the correct, special tools or with approved chains or wire bonds rated above the weight of the unit to be lifted. This equipment will be maintained and inspected on a regular basis, in accordance with insurance and legislative requirements.

### **Machine Guarding**

All colleagues are required to recognise that machines guards are installed to protect the user from severe injury.

Machine guards will not be removed or tampered with except for legitimate reasons of maintenance or repair and then only by authorised colleagues. In cases of maintenance or repair, the power supply to the machine will be isolated to prevent inadvertent use.

Colleagues must not under any circumstances use machinery that has faulty, incomplete, or missing guards. Such machinery must be reported immediately to the appropriate manager/supervisor who will ensure that the machine is decommissioned pending replacement or repair.

Abrasive Wheels and wire wheels will be securely mounted to a solid surface and will be enclosed by a steel guard designed to enclose fragments in the event of the wheel bursting. Moveable face guards complying with the relevant standard will be in place.

Mechanical saws will be securely mounted to the floor or workbench. Guards will be in place to prevent contact with the machine or its moving parts. The area in the vicinity of these machines will be kept clear of waste, debris, and any trip hazards.

The Company shall ensure that all machinery is maintained, tested, and inspected as required.

## Pressure Systems and Portable Gas Containers

### Fixed Installations

Fixed pressure installation systems may include compressors, air receivers, filters, dryers, pipe work, taps and unions. All such will be subject to a programme of inspection and maintenance as specified by the Chief Executive, who will ensure inspection and maintenance by competent engineers and compliance with regulations. Copies of all records of inspection, certificates etc, will be retained by the site.

All systems will clearly indicate the operating limit and under no circumstances will this be exceeded.

The storage of any substances in compressor rooms is strictly prohibited. Fumes may be drawn into the compressor and circulated around the system, which may present a risk of fire, explosion, or exposure of colleagues to hazardous fumes.

### Portable Gas Containers

The installation of any portable container to the relevant equipment e.g. Forklift Truck or welding unit will only be carried out by competent, authorised colleagues. The installer will ensure:

- The operation is conducted in a well-ventilated area
- There is no smoking or naked flame
- The cylinder supply tap is turned off first
- Lines are purged before disconnecting pipe work
- Eye protection and gloves are used
- Correct handling techniques are used
- The union is clean and free from grease
- Never to lubricate the threads or fixings
- Testing for leaks following installation

Cylinders not in use (full or empty) must be chained, upright, against a solid wall, preferably in a meshed external enclosure.

Any modification or alteration to any portable gas container is strictly prohibited.

### General Safety

The Chief Executive / Director and General Manager must ensure that all colleagues are aware of the hazards associated with the use of compressed gases, and that they:

- Wear appropriate PPE when using air driven impact tools e.g. Eye and Ear Protection
- Do not blow dust or debris into the air.
- Never direct an airline at another person nor use them to clean off clothing, etc
- Report damaged or leaking air lines immediately
- Keep all LPG containers separate from oxidising substances (e.g. Oxygen).

### Storage

#### Archive Storage

- Archives must be stored in a room designed for the purpose, ideally, at ground level. Material must not be stored in ceiling or roof voids, or on top of offices.
- Storage should, generally, not exceed head height, but if it necessary to use high level racking, a suitable step platform must be provided.

- Housekeeping levels should be monitored and maintained on a regular basis.
- Smoking is expressly prohibited in such areas.

### **Parts / Components Storage Areas**

- Parts or components must be stored in racks or bins that are of an appropriate design bearing in mind the size, weight, and quantity of the items they must hold. Items must not protrude from the storage bins into walkways.
- Heavier items should always be stored on the lower racks / bins.
- Walkways must be kept clear at all times.
- Climbing on bins or racking is strictly prohibited.
- Parts which may represent an electrical hazard (e.g. charged batteries) will have terminal posts covered to prevent shorting of the circuit and possible resultant fire and explosion.
- Storage should, generally, not exceed head height, but if it necessary to use high level racking, a suitable step platform must be provided.
- Racking over three meters high will be securely bolted to the floor and/or secured to the frame of the building. The racking will be of the correct specification and robust enough to take the weight of the items stored.
- Flammable liquids must be stored in tightly lidded containers and held in a metal flame resistant cupboard or locker. The area should be well ventilated and clearly identified with the requisite notices and signs.
- Explosive materials e.g. airbag modules, have stringent storage requirements. Where there is a need to store such items, the premises may need to be registered under the Explosives Act, dependent upon quantity. If such applies, components must be stored in a locked steel cabinet designated for their exclusive storage. The storage area must be far away from flammable liquids or any source of heat or ignition.
- Chemicals must be held in securely lidded containers at all times. Colleagues must consult the product label and their departmental COSHH assessment to establish the hazards, risks, control measures and emergency procedures in the event of accident or spillage.

### **Workshop Areas**

- Gas bottles in periodic use must be securely attached (e.g. chained) to the plant trolley or chained to the wall to prevent toppling.
- Flammable liquids must be stored in tightly lidded containers and held in a metal flame resistant cupboard or locker. The area should be well ventilated and clearly identified with the requisite notices and signs. The amount of flammable liquids stored in the workshop area should only be sufficient for the weekly planned tasks and needs. The workshop will not constitute the primary store area for flammable liquids.
- Chemicals must be held in securely lidded containers at all times. Colleagues must consult the product label and their departmental COSHH assessment to establish the hazards, risks, control measures and emergency procedures in the event of accident or spillage. The amount of chemicals stored in the workshop area should only be sufficient for the weekly planned tasks and needs. The workshop will not constitute the primary store area for chemicals.
- Absorbent materials will be provided to contain and manage spills.

### **Fuel Draining and Handling**

- Fuel draining must be carried out in a well-ventilated area, using only proprietary fuel draining equipment (Fuel Retriever). Pouring or draining fuel into open containers is strictly prohibited.

- Before commencing the operation, signage, warning of the risk, must be placed close to the vehicle. A Fire Extinguisher of the appropriate type must be within easy reach of the operation.
- All naked flames, hot work and grinding activities must cease for the duration of the work. The vehicle battery must be disconnected and all earth connections on the fuel retriever must be used.
- Once the fuel has been drained, the retriever should be locked off and placed in a safe area.
- The vehicle should not be left for extended periods with the fuel tank venting to atmosphere.
- Any spillage of fuel must be contained using the available absorbent materials. Disposal of the contaminant material will then be to a sealable fuel container for disposal as special waste.
- In the event of a major spill or if fuel should enter the drainage system, the Fire Brigade must be notified immediately. The incident must also be reported to the Environment Agency and the HSE under RIDDOR.

## **Welding**

- Ensure that draining of fuel or other tasks involving flammable liquids are not ongoing while welding is being undertaken.
- An appropriate Fire Extinguisher must be within easy reach of the welding operation.
- The vehicle battery should be removed.
- Particular caution must be exercised with regard to the vehicle fuel supply system, return pipes and breather vents. Under no circumstances must fuel tanks be repaired using welding techniques.
- The pick-up funnel of the fume extraction system must be placed as close as possible to the work in order to remove all fumes from the work area.
- Gas welding appliances must be fitted with flash back arresters.
- In the case of electric arc welders, all earths must be sound and tight.
- Colleagues engaged in arc welding operations must wear the appropriate Personal Protective Equipment and cover areas of exposed skin.
- Colleagues engaged in arc welding must use the appropriate welding screens to protect other persons in the work area.
- All Welders MUST be trained

## **Vehicle Movement**

Only colleagues who are duly authorised by the Chief Executive / Director or General Manager are permitted to drive / ride or road test vehicles. In line with insurance requirements, the Company will check driving licences on a regular basis e.g. annually.

### **General Driving / Riding – All Colleagues**

When driving / riding a vehicle, colleagues must observe the following provisions:

- Any stipulated Speed Limits must be observed.
- Site speed is limited to 5MPH
- Particular notice must be taken of any identified defects in the vehicle e.g. brake or steering problems.
- Ensure the vehicle is in neutral with the parking brake applied (where fitted) before starting the engine.
- When parking vehicles ensure the vehicle is in neutral with the parking brake applied (cars / vans).
- Extreme caution must be exercised when moving vehicles in or out of workshop areas.
- When running a vehicle's engine indoors, any exhaust fume extraction system that is available must be used.
- When riding motorcycles, a crash helmet and other appropriate safety clothing must be worn.

## **Loading and Unloading**

- Ensure the total load to be carried is within the specifications of the vehicle.



- That the items to be loaded are adequately packaged to give load stability.
- Ensure that heavy items or the main weight of the load is placed as close as possible to the vehicles' centre of gravity, in the most central position possible.
- Check the load for stability. Potentially insecure loads must be lashed down with proprietary straps and fixings.
- Ensure that sharp, flammable, explosive, heavy and liquid items are handled with caution and in accordance with the procedures identified in the relevant workplace risk assessments.
- Safe lifting methods must be adopted, and any PPE required must be worn
- Vehicles which are overloaded should not be driven. The load must be reassessed and adjusted to eliminate the problem.
- Motorcycles must only be loaded into and out of vehicles by colleagues who have been trained for this work and with the approval of the Chief Executive / Director or General Manager.

### **Vehicle Recovery**

Whilst the Company do not normally undertake the recovery of damaged / immobile vehicles from the roadside, they will do so on occasion. When involved in vehicle recovery, colleagues must assess the risks and be aware of the following:

**Traffic** – Colleagues must at all times be aware of dangers from passing traffic and position recovery vehicles and themselves to give maximum protection in the event of collision. Specialist training in this respect may be necessary by law or under industry codes of practice and is in any case advised.

**Infection** - In some cases, recovery may involve a degree of exposure to body fluids. Disposable gloves should be worn.

**Fire / Explosion / Chemical Risks** - Colleagues must be aware that hazardous substances may be present at the recovery site. Caution must be exercised when approaching and when at the scene.

Some vehicle components may contain Fluro elastomers, which decompose when exposed to heat and may produce hydrofluoric acid. This substance can cause serious tissue and bone damage. Where this risk may be present, colleagues must wear heavy-duty rubberised gloves and avoid touching areas most likely to be affected e.g. oil seals. In the event of contact with such substances, colleagues must seek emergency medical treatment immediately.

**Entrapment** - Colleagues should ensure that the stability of the vehicle to be recovered is not likely to cause them to become trapped or pinned. They should ensure that all safety measures (i.e. chocking wheels, using stands or blocks) are taken before attaching slings, chains or raising the vehicle.

**Winches, Slings and Cables** - It must be established that all lifting and securing devices are manufactured to the relevant standard. The operator should ensure that they and others are not at risk in the event of equipment failure e.g. debris or flying cables, or the vehicle breaking loose of the winch. The recovery vehicle must in all cases be positioned in such a way as to ensure safety during the lift.

### **Forklift Trucks**

Forklift Trucks (FLT's) may only be operated by authorised colleagues who have been fully trained and certificated with a current driving licence.

Authorised and fully trained colleagues should:

- Store keys securely and not leave them in the ignition.
- Park the FLT in the designated parking area, forks down, brakes on, engine off.
- Ensure horn and warning beacon are operational before use.
- Avoid sudden braking and cornering.



- Travel slowly and at all times within any specified Speed Limits.
- Ensure the load does not exceed the limit of the truck and be aware of the detrimental effect that height and load centre can have on the FLT.
- Exercise extreme caution on uneven or sloping surfaces.

Authorised and fully trained colleagues **must not**:

- Operate an FLT if under medication or the influence of alcohol.
- Allow people to approach when lifting or moving a load.
- Lift loads that appear unsuitable for the equipment.
- Ever carry passengers.
- Run over cables.
- Operate with the load fully raised (unless part of a stacking or de-stacking manoeuvre).
- Carry loads which block forward visibility.

Operators of Forklift Trucks must inform the Chief Executive of any health changes or medication, which may cause problems with the safe operation of this equipment.

### **Traffic Routes**

The layout of traffic routes for Company premises will be such as to affect the separation of vehicles and pedestrians as far as is possible.

### **Personal Protective Equipment**

Hendy will comply with the provisions of the Personal Protective Equipment at Work Regulations 1992 and will ensure that all colleagues are provided with the requisite PPE to enable them to safely perform their duties. The Company recognises that PPE is used as a 'last resort' when exposure to harmful situations cannot be fully controlled by other means.

With the exception of occasional use items (e.g. Welding Visors), PPE will be issued to the individual colleague. The issue of the equipment will be recorded, and colleagues will be required to sign for receipt of the same and further that they shall comply with Company policy on the use, maintenance and notification of loss or damage of PPE.

Hendy will select and issue PPE with a view to providing adequate protection in respect of specific hazards. Consideration will be given to the suitability of PPE with regard to the personal characteristics of the user and compatibility with other PPE. Colleagues are prohibited from using personally owned PPE on Company premises.

Facilities will be provided for storing all PPE which ensures a clean and secure environment that does not leave the PPE open to damage. PPE will be replaced where required, or when doubt exists as to its continued effectiveness, and where such circumstances arise, the wearer must immediately report the situation to their manager / supervisor. Colleagues must not continue to work with faulty PPE or without PPE where the use of the same is required.

### **Checks and Maintenance of Personal Protective Equipment**

The Company will implement a programme of maintenance and checks for all PPE, the application of which will be the responsibility of the departmental manager. Specific points of Company policy on PPE are as follows:

- The individual wearer of PPE must perform daily visual checks to establish the ongoing integrity, usability, and state of repair of their PPE. Any faults or defects must be reported immediately.
- In the event of accidental contamination, protective clothing must be changed immediately.
- Colleagues must avoid carrying soiled rags or hand-wipes in pockets as this may cause contamination of the skin.

- Overalls must not be used if they become heavily soiled, damaged or their integrity is otherwise compromised. In this situation the item must be disposed of in accordance with Company policy, and immediately replaced.
- Disposable Particle Masks (Dust) must be used in conjunction with other dust control measures to prevent inhalation of dust particles.
  - The wearer must check the degree of prior use before using the mask and check the condition of head straps for condition and good fit. If there is any doubt as to the fitness, a new mask must be used.
- Ear defenders and / or earplugs must be used where noise levels are excessive or as indicated, e.g. Ear Protection Zone. Management may allow a choice of defenders or plugs, but consideration must be given to compatibility with other PPE and individual needs.
  - Ear defenders must be checked by the wearer before use to ensure that there is no damage to the cups and cushions and that the headband has sufficient tension to ensure a good seal of the cup to the head.
  - Earplugs are disposable and should be replaced each time to avoid infection through contamination.
- Eye Protection such as goggles and visors must be manufactured to the required standard and appropriate for the hazards associated with the tasks for which they are used.
- Disposable gloves must be worn as required and replaced immediately if they become damaged.
- Hard Hats must be worn when operating Forklift Trucks. Hard Hats will be replaced at the intervals recommended by the manufacturer or otherwise when they have sustained damage, or their integrity may have been compromised. The wearer should examine the hat before use for cracks, impact damage etc., and report any defects immediately.

### **PPE Information, Instruction & Training**

Hendy will provide information, instruction, and training to specified colleagues in the use and maintenance of Personal Protective Equipment. The Chief Executive / Director / Managers & Supervisors will ensure that all colleagues using PPE.

- Are aware of the hazards and risks that are avoided or controlled by the proper use of PPE.
- Are aware of the degree of protection provided by the PPE and the likely effects of equipment failure or misuse.
- Understand the checks that are necessary to ensure the PPE is fit for use and the maintenance requirements for the equipment.

The Chief Executive / Director / Managers and Supervisors must be satisfied that all colleagues in their departments understand the information, instruction and training provided with respect to PPE.

**All colleagues must be made aware of the fact that they have a legal duty to correctly wear Personal Protective Equipment in accordance with the provisions of statute and Company policy, and that they must co-operate with managers and supervisors on the use, storage and maintenance of the PPE issued.**

### **Health Surveillance**

The Company recognises that some colleagues may be involved in work activities, which involve a degree of exposure to agents that have the potential to cause harm. Such situations are identified during COSHH and Risk Assessments and the appropriate control measures will be operational as a result. Health surveillance is necessary:

- To ensure the protection of the health of individual colleagues by the detection, at the earliest possible stage, of any adverse health changes that may be attributable to exposure in the workplace.
- To provide assistance in the evaluation of the effectiveness of control measures.

Colleagues will make themselves available, during working hours, for any health checks that are appropriate to their employment. The health checks may include:

- Skin Checks on hands
- Audiometric (hearing) Tests
- Lung function tests
- Questionnaires or checks for vibration damage for users of vibrating hand tools
- For Display Screen Equipment Users - Periodic Eye Tests

In addition, any trainees, cleaners, or other colleagues that are exposed to harmful agents for significant periods will also be included in the arrangements for health surveillance.

Hendy will ensure that specialist health surveillance records are retained and preserved in accordance with the requirements of the COSHH regulations.

### **Statutory Checks and Maintenance**

Hendy will implement and maintain a system of regular checks and/or maintenance for plant, equipment, and procedures. Directors and the General Manager will be responsible for ensuring the following checks are undertaken (these to be in addition to any specific checks otherwise detailed e.g. First Aid, Fire – above):

### **Workshops**

#### **Daily Checks (User)**

- All equipment should be visually checked before use to ensure there are no safety concerns of sign of wear
- Compressed Air System – user to check for leaks.
- Portable Electrical Equipment – user to check condition, leads, plugs and test date before use.
- Jacks and Axle Stands – user to check wheels, pins, saddles, and hydraulics before use.
- Vehicle ramp – user to checks of all areas, safety locks, arm locks and rubbers

#### **Weekly Checks (Site Manager)**

- Air Powered Equipment:
  - Top up oil in airline lubricators (if fitted).
  - Check / clean filters (if fitted)
- Compressor: Manually test safety valve.
- Welding Equipment:
  - Arc: Check electrode holder, cables, clamps, and safety earths.
  - Gas: Visually check pipe work, gauges, etc, for damage.
- Local Exhaust Ventilation: Visual inspection of dust extraction units, filters, pressure devices for paint booths, etc.

- Lifts and Hoists: Check controls and guards for damage and effectiveness.
- Bulk Liquid Storage: Check bunded areas for leaks, cleanliness, and security.
- Forklift Trucks:
  - Tyre pressures and condition
  - Brakes and steering effective.
  - Warning Lamp or buzzer operative.
  - Fuel, water, and oil levels.
  - Condition of battery.
  - Lift and tilt systems operative, hydraulics free from leaks.

### **Six Monthly Checks (Chief Executive / Director / General Manager)**

- Air Powered Equipment:
  - Check all hoses for cracks and deterioration.
- Compressor:
  - Clean or replace air inlet filters, Check oil levels.
- Forklift Trucks:
  - Checked for condition of fork arms, operator restraints, and overhead guards.
  - Ensure maintenance, servicing, and certification by an approved engineer.
- Personal Protective Equipment (PPE)
  - Ear Defenders – Visual examination of cushions and general condition. If earplugs are used, ensure an adequate supply is available.
- Disposable Spray Suits:
  - Ensure adequate supply.
  - Ensure damaged or heavily soiled Spray Suits are not used.
- Disposable Gloves:
  - Ensure adequate supply of appropriate gloves.
- Welding Gauntlets:
  - Ensure good condition and replace where required.
- Chains and Lifting Tackle:
  - Ensure inspection and certification by qualified engineers
- Hoists and Lifts:
  - Ensure inspection, maintenance, and certification by qualified engineers
- Cranes:
  - Ensure inspection, maintenance, and certification by qualified engineers.

### **Annual Checks (Chief Executive / Service Director / General Manager)**

- Local Exhaust Ventilation:
  - Ensure systems are serviced in line with maintenance agreements

- Boilers and Heaters:
  - Ensure inspection and servicing in line with maintenance agreements
- Air Receiver:
  - Ensure inspection and certification by qualified engineer at required intervals.
- Electrical Equipment:
  - Ensure inspection and testing in accordance with Company policy.
- Ensure Health Surveillance programme is operational in accordance with Company policy.

Any defects should be notified to line management and colleagues – equipment should be taken out of use if there is any doubt until confirmation has been received the equipment is safe to use.

**Document Control and Record Keeping**

The Company Health and Safety Policy will be revised and reissued as and when required. The Policy may be amended or updated between comprehensive reviews by means of Memoranda, which should be brought to the attention of all colleagues.

**Records**

Hendy will maintain and retain all relevant records as required by legislation, insurance obligations or Company policy. The following table identifies the record type, frequency of generation, retention period and responsible person:

Record Type	Frequency of Generation	Period Retained	Responsible Person
<b>Safety Management</b>			
Risk Assessment (includes Fire)	When required but at least every 5 years	Until next assessment	Company H&S Consultants / Director of Estates and IT
Health & Safety Audit	Annually	2 years	Company H&S Consultants / Director of Estates and IT
Accident Book	When accidents occur	3 years	Chief Executive / Director / General Manager
Training records	When training given	No limit	Chief Executive / Director / General Manager
<b>COSHH</b>			
Health Surveillance	6 or 12 or 24 monthly	40 years	Chief Executive / Director / General Manager
L.E.V. Maintenance	14 months	5 years	Chief Executive / Director / General Manager
<b>Fire</b>			

Fire Precautions Log	Dictated by Fire Risk Assessment	No Limit	Chief Executive / Director of Estates/IT / General Manager
<b>Electrical</b>			
Fixed Electrical Equipment	3 or 5 years	10 years	Chief Executive / Director of Estates/IT / General Manager
Portable Electrical Equipment	As required	2 years	Chief Executive / Director of Estates/IT / General Manager
<b>Pressure Systems</b>			
Written Scheme of Inspection-Insurers	Ongoing	Ongoing	Chief Executive / Director of Estates/IT / General Manager
Boilers	Annually	5 years	Chief Executive / Director of Estates/IT / General Manager
Air Receivers	24 months	5 years	Chief Executive / Director of Estates/IT / General Manager
Pipe work & Valves	As directed by inspection scheme	5 years	Chief Executive / Director of Estates/IT / General Manager
Air Quality Tests	12 months	5 years	Chief Executive / Director of Estates/IT / General Manager
<b>Lifting Equipment</b>			
Forklift Inspection and Maintenance	Daily check Weekly Check 6 Monthly	Not Required 2 years 2 years	Chief Executive / Director of Estates/IT / General Manager
Hoists & Lifts	6 Monthly	Ongoing	Chief Executive / Director / General Manager
Jacks & Cranes	6 Monthly	Ongoing	Chief Executive / Director / General Manager
<b>General Equipment</b>			
Abrasive Wheels	3 Monthly	Ongoing	Chief Executive / Director of Estates/IT / General Manager
<b>Contractors</b>			
Permit to Work	When Contractors are employed	Ongoing	Chief Executive / Director of Estates/IT / General Manager

### Company Insurance Provision

- A combined Employers Liability and Public Liability insurance policy is held by the Company and covers all colleagues and specified trainees during their work activities.
- A copy of the Insurance Certificate will be displayed within all company premises.
- Where colleagues or trainees are attending external training courses at a third-party premises, insurance cover is provided by the third party.
- All accident and industrial injury claims will be referred to the company's insurers, generally via the Chief Executive.
- All colleagues must be aware that contravention of health and safety rules, in addition to being a matter for internal discipline, may also amount to a criminal offence. In such cases, insurance cover may be void and this could open the individual colleague and the Company to financial liability.