



Controlled document – EEC324 rev 0  
Approved by – Gary Thirlwell

# HEALTH AND SAFETY POLICY

**Express Engineering (Gateshead) Ltd**

## **Premises**

**Kingsway  
Team Valley  
Gateshead  
Tyne & Wear  
NE11 0EG**

# HEALTH AND SAFETY POLICY

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## HEALTH AND SAFETY POLICY STATEMENT

This statement forms part of our health and safety policy required under Health and Safety at Work etc. Act 1974 (section 2 (3)).

It is our policy to at least comply with all health and safety legislation, Acts, Regulations, Codes of Practice and other requirements. We will endeavour to provide a health and safety working environment including, premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health. We are committed to preventing injury and ill health, we will periodically conduct Health & Safety audits and risk assessments in order to continually improve our Health & Safety performance.

To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction and training for employees. Employees must comply with any training and information, which is given, and follow the arrangements and safe systems of work including the use of any necessary personal protective equipment/clothing.

We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) that may be affected by our business.

This policy will be brought to the attention of all employees.

Objectives and targets from a key part of Express Engineering's Health & Safety Management System, they are reviewed for suitability, along with the Health & Safety Policy, at Health & Safety Management Review meetings, which are held at least annually.

The health and safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety.

Signed: *E Lewis* Eric Lewis (Executive Chairman)  
(H & S Management Appointee)

Date: 18<sup>th</sup> January 2018

## **2 ORGANISATION AND RESPONSIBILITIES**

- 2.1 The Managing Director will lead on health and safety matters. Day to day responsibility for the adherence to relevant standards and this policy will lie with relevant Team Leaders and Managers.
- 2.2 The stated appointed persons will ensure that this policy is carried out and will inspect the premises and activities every 3 months.
- 2.3 All employees have a duty to act responsibly and not to put themselves or others at risk by their acts or omissions. Employees must report any unsafe conditions to their Team Leader/Manager and employees must co-operate with the Company on health and safety matters. Employees must use all control measures and follow safe systems of work. Employees must keep the workplace clean and tidy.
- 2.4 Health and safety will be discussed at the HSE Committee meetings and at the Joint Consultative Committee (JCC) meetings, which are held regularly and information will be posted around the premises and on the notice board.
- 2.5 The stated appointed persons are responsible for the accident book and for reporting any accidents to HSE on form F2508.
- 2.6 The names of the designated competent health and safety person's for the Company are displayed on this policy document and also on the Health and Safety Law notice.
- 2.7 The stated appointed persons are responsible for emergencies including fire and will organise and record drills.

## **Health and Safety Responsibilities (Summary)**

Overall	-	Managing Director
Daily Control	-	Facilities Manager
Accidents	-	Facilities Manager
Fire	-	Facilities Manager

### **3 RISK ASSESSMENTS**

- 3.1 Risk assessment record sheets are located in each section and are also available electronically.
- 3.2 Risk assessments will be reviewed annually or earlier if significant changes take place.
- 3.3 It is the responsibility of the stated appointed persons to ensure that risk assessments have been completed and that reviews are carried out by the due date.
- 3.4 The significant risks will have been identified, written down and will be made known to all relevant persons. Training, information, instruction and supervision will be provided as required. Controls measures will be put into practice as recommended from the risk assessment process. Safe system of work procedures will be created as appropriate

## **4.1 ACCIDENTS**

- 4.1.1 All employees who have an accident at work or are ill because of an incident at work must report it to their Team Leader or manager and fill in the accident book, Each factory has their own accident book which is kept by the team leader.
- 4.1.2 The stated appointed persons will inform the HSE of any reportable accidents by filling in and e-mailing the on line form F2508 and filing a copy with the incident report
- 4.1.3 The stated appointed persons along with the appropriate Team Leaders and managers will investigate accidents to determine the cause and they will be responsible to put matters right. They will use the accident investigation form H-EECD227. Major incidents will be investigated by the facilities manager using investigation form H-EECD229.
- 4.1.4 Any visitor or contractor who has an accident must also report the matter and the employee responsible for the visitor or contractor must ensure the accident book is filled in correctly.
- 4.1.5 Employees are encouraged to report any serious incident (whether or not there is an injury/accident) to their Team Leader/Manager and also enter the details of the incident in the Hazard Notification book located in each factory with the team leader). Members of the HSE committee and the JCC will review the Hazard Notification book.
- 4.1.6 Any dangerous occurrence will be reported immediately to HSE by e-mail using form F2508 by the stated appointed person and a copy filed with the incident report
- 4.1.7 The Company aim to fulfil the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.

## **4.2 FIRST-AID**

- 4.2.1 First aid boxes are kept in each factory. Each full first aider also has their own first aid box.
- 4.2.2 We will ensure we have adequate First aid and appointed person cover on each shift at Express Engineering.
- 4.2.3 Notices are placed around the premises in respect of first-aid.
- 4.2.4 The accident reporting book is kept in each factory and the completed accident forms and investigation reports are kept by the administration department.
- 4.2.5 Employees must not take it upon themselves to render first aid and must always seek the first-aiders or appointed persons.
- 4.2.6 The Company aim to fulfil the requirements of the Health and Safety (First aid) Regulations 1981.



### **4.3 TRAINING**

- 4.3.1 All employees will be informed of this policy along with appropriate risk assessments and control measures. All new employees will be shown around the premises during their induction and have health and safety arrangements explained to them by their Team Leader/Manager.
- 4.3.2 Employees will be shown how to do things safely prior to use, this particularly applies to the use of any equipment. Records of employees training and instruction will be kept with their training records.
- 4.3.3 The Company will endeavour to ensure that employees are capable in terms of health and safety for every task that is asked of them.
- 4.3.4 Specific training and instruction will be provided as appropriate to the employees work as identified in the risk assessment.
- 4.3.5 Any employee who is uncertain of how to do a job safely must ask a Team Leader/Manager.

## **4.4 FIRE**

4.4.1 The arrangements for fire are as follows:

- Fire extinguishers are provided around the premises;
- Fire escape routes are clearly marked. Team Leaders/Managers are to ensure their direct reports know where the exits are located;
- A fire alarm system operates either with a break glass operation situated at the marked "FIRE POINTS"; or by setting off the smoke or heat detectors
- For assembly points please refer to the fire notices located at your area of work.

4.4.2 If an employee discovers a fire the alarm should be activated. Employees should not tackle a fire but proceed safely to the assembly point via the escape routes.

4.4.3 Team Leaders / Managers / Fire marshal's will be responsible to see the premises are clear and call the emergency services if appropriate, they will account for everyone at their assembly point.

4.4.4 An annual fire drill will be carried out organised by the appropriate appointed person and they will keep a fire record.

4.4.5 A competent sub-contractor will check fire extinguishers every year. A competent electrician will check the fire alarm system once a week.

4.4.6 Employees must not interfere with any fire safety arrangements keep fire routes and exits clear and abide by the notices explaining the fire arrangements.

4.4.7 The Fire Prevention Officer is based at Birtley, telephone number (0191) 492 0898.

4.4.8 The Company aim to fulfil the requirements of the Regulatory Reform (Fire Safety) Order 2005.

## **4.5 MACHINERY AND EQUIPMENT**

- 4.5.1 All equipment provided by the Company will be to the correct safety standards.
- 4.5.2 All guards, safety devices and controls must be used at all times by employees and this includes the use of any necessary personal protective equipment.
- 4.5.3 Any fault or defect in a piece of equipment or controls must be notified immediately to a Team Leader/Manager and appropriate action taken.
- 4.5.4 Employees will not be allowed to use equipment until they have been trained to do so when supervision and instruction will be provided.
- 4.5.5 Any employee who is unsure of any piece of equipment, safety feature or controls should ask a Team Leader/Manager.
- 4.5.6 The Company aim to fulfil the requirements of the Provision and Use of Work Equipment Regulations 1998.

## **4.6 HAZARDOUS SUBSTANCES**

- 4.6.1 An assessment of all hazardous substances is required; records of assessments are in the Health and Safety file and electronically. A copy of the assessments is kept with the hazardous substance (where e.g. in the store room) or near where the substance is used.
- 4.6.2 Employees must follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk.
- 4.6.3 If an employee feels ill as a result of using a substance they must report it to the first-aider and record it in the accident book so that the matter can be investigated.
- 4.6.4 If an employee is uncertain about the use of any substance they must ask a Team Leader/Manager for advice before using it.
- 4.6.5 Hazardous substances must be disposed of carefully as recommended in the assessment.
- 4.6.6 Any PPE must be worn by employees as recommended.
- 4.6.7 All hazardous substances must be stored in their original containers and those containers stored correctly.
- 4.6.8 The Company aim to fulfil the requirements of the Control of Substances Hazardous to Health Regulations 1999.

## **4.7 MANUAL HANDLING**

- 4.7.1 Employees must not move any load, which they think, may cause them an injury.
- 4.7.2 Any employee who is injured during any manual handling operation must report it and record it in the accident book.
- 4.7.3 Employees should use lifting and carrying aids as appropriate.
- 4.7.4 The Company aim to fulfil the requirements of the Manual Handling Operations Regulations 1992.

## **4.8 EMPLOYEE RULES**

4.8.1 Below is a list of some of the basic rules for employees to follow;

- Keep your work area clean and tidy, particularly from things likely to cause a person to slip or fall.
- Always use equipment the correct way as per the instructions.
- Always wear the right personal protective equipment and clothing.
- Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain.
- Never interfere with equipment, electricity or any safety features.
- Never use any machinery with the safety interlocks defeated
- Immediately report any defects or damage to any part of the premises, equipment or machinery.
- Do not put yourself or others at risk and this includes horseplay or misuse of articles and substances.

4.8.2 Any employee who notices a hazard must report it immediately (see 4.15). The Company encourages suggestions from employees to improve health and safety standards.

#### **4.9 PERSONAL PROTECTIVE EQUIPMENT AND CLOTHING (PPE)**

- 4.9.1 The Company will provide free of charge all necessary PPE for employees who must use it where instructed and trained to do so. PPE will be to European and British Standards and provided in line with the result of the risk assessment.
- 4.9.2 Employees must maintain and store the PPE correctly
- 4.9.3 The Company aim to fulfil the requirements of the Personal Protective Equipment at Work Regulations 1992.

## **4.10 CONTRACTORS AND VISITORS**

- 4.10.1 Contractors and visitors must all enter through the reception area at factory 1, front entrance and sign in using the visitor's book. No un-authorised members of the public are allowed on the premises.
- 4.10.2 There is Health and Safety information at reception for them to read for fire and first aid arrangements and a Health and Safety guide booklet for them to take with them. Contractors or visitors who are regular visitors to the premises will be given a Health and Safety induction.
- 4.10.3 Contractors and visitors will be accompanied or supervised by a known member of staff made responsible for them. In the case of an emergency, it is the responsibility of that member of staff to lead them out of the building to the assembly point.
- 4.10.4 Visitors will be provided with and required to wear any necessary PPE (safety glasses are mandatory on the shop floor). Any visitor must not operate any equipment and must keep within any pedestrian route. Any visitors who need to access area's outside of the pedestrian route must wear their own safety footwear.
- 4.10.5 Contractors must inform the Company of any hazardous substances, electrical equipment, other equipment, or anything else that might affect the health and safety of employees. Contractors carrying out any work on our premises will be given a copy of this policy and expected to abide by it. Risk assessments for work will be required of any contractor.
- 4.10.6 Contractors carrying out any high risk activities such as working at heights, working on electrical equipment, gas equipment, pressurised equipment or hot work must be issued with a permit to work before commencing work and must have the permit cancelled when the work is completed
- 4.10.7 Any work experience student or trainee will be treated as any other employee however; particular attention and arrangements will be made for their supervision, training and instruction.



## **4.11 PREMISES**

- 4.11.1 The premises will be maintained in a safe and healthy condition at all times. Employees must take responsibility for general housekeeping, cleanliness and tidiness.
- 4.11.2 Adequate welfare facilities; toilets, drinking water, washing facilities, etc. will be provided and maintained by the Company.
- 4.11.3 A satisfactory working environment will also be maintained by the Company with an adequate temperature, ventilation and lighting.
- 4.11.4 An inspection of the premises, fixtures, fittings, equipment, processes, materials and systems of work will be carried out every year.
- 4.11.5 A record of inspections will be kept in The Health and Safety File and are available to any member of staff.
- 4.11.6 The Company aim to meet the requirements of the Workplace (Health and Safety and Welfare) Regulations 1992.

## **4.12 DISPLAY SCREEN EQUIPMENT**

- 4.12.1 All Display screen equipment users will be offered an eye and eyesight test that will be paid for by the Company.
- 4.12.2 All workstations will be assessed and the assessment recorded. Control measures will be put in place as necessary to reduce the risk from the use of Display screen equipment
- 4.12.3 Employees are required to have a short break regularly (e.g. 5 minutes every hour) from use of Display screen equipment if natural breaks do not interrupt Display screen equipment work.
- 4.12.4 Employees will be shown how to use Display screen equipment properly and how to adjust the workstation to suit them-selves. Any other relevant information and training will be provided.
- 4.12.5 The Company aims to meet the requirements of the Display Screen Equipment Regulations 1992

#### 4.13 **ELECTRICITY**

4.13.1 The Company will carry out testing of the main electrical system every 5 years and take appropriate action based on the results.

4.13.2 The Company will carry out annual portable appliance testing on all electrical equipment and take appropriate action based on the results.

4.13.3 Any defects or damage to electrical equipment must be reported immediately. Anyone suffering an electrical shock must report it as an accident.

4.13.4 No employee must carry out electrical repair work himself or herself. An electrical contractor will carry out any necessary electrical work.

4.13.5 Electrical equipment that requires testing and inspection will be marked and a record kept of the results in the Health and Safety File.

4.13.6 The Company aim to fulfil the requirements of the Electricity at Work Regulations 1989.