



# Health & Safety Policy

Kenton Black Ltd

June 2016

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**PART I  
INTENT  
STATEMENT OF GENERAL POLICY  
HEALTH AND SAFETY POLICY STATEMENT**

1. Kenton Black Ltd (The Company) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors Nick Fox and Arron Crabtree recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment
  - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
  - c) Ensuring the safety and absence of health risks in connection with use, handling, storage and transport of all articles, substances and equipment
  - d) Making regular assessments of risks to employees
  - e) Taking appropriate preventative/protective measures as identified by risk assessment.
  - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. Kenton Black Ltd will ensure adequate resources both time and money are made available to the necessary people to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the company and all legislation quoted is up to date, where necessary the policy will be developed and expanded.
5. Kenton Black Ltd is also committed to the continuous development and improvement of the company's health and safety management system. The company will ensure that the health, safety & welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, such dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Nick Fox  
Aaron Crabtree  
Director Responsible for Health and Safety  
Kenton Black Ltd  
June 2015



**PART II**  
**ORGANISATION**  
**COMPANY ORGANISATION FOR SAFETY & HEALTH**



Competent person for Health and Safety (Reg. 7 of MHSW Regulations 1999 refers) is Stallard Kane Associates Ltd located at:

Head Office Address:           First Floor Offices  
  11-23 Market Street  
  Gainsborough  
  Lincolnshire  
  DN21 2BL

Telephone No.:                 0845 838 7301  
Fax:                                 0845 838 7302

## RESPONSIBILITIES

The Company has responsibilities under Health and Safety legislation towards:

- Employees
- Customers, Visitors and the Local Community
- Members of the Public

The Company's obligations can only be met by ensuring that all employees fully discharge their responsibilities.

### **EVERY EMPLOYEE MUST:**

- Take reasonable care for the Health and Safety of themselves, and others who may be affected by their acts or omissions at work
- Co-operate with management with regard to agreed Health and Safety arrangements and procedures
- Know and keep to the rules and procedures relating to their work and report to their immediate supervisor all difficulties or hazards liable to endanger themselves or other persons
- Not interfere with, or misuse, anything provided by the employer in the interest of Health, Safety and Welfare
- If involved in an accident resulting in, or which may have resulted in, injury report the details to their immediate supervisor as soon as possible, and in all cases before the end of the shift on which the incident occurs
- Arrange for any spillage of dangerous substance or flammable liquid to be dealt with immediately having due regard to the nature of such spillage
- Use machinery and equipment only when authorised and properly trained to do so
- Wear or use correctly all protective clothing and equipment issued to them and get replacements for lost, damaged or defective items

## **DIRECTORS RESPONSIBLE FOR HEALTH AND SAFETY**

The Directors are responsible for ensuring that the Policy enables the Company to fulfil its legal duties and emphasises the determination to manage its activities so that standards of Health and Safety are continuously improved. They will monitor conditions and the Health and Safety performance to determine whether the policy is adequately resourced, effective and is being developed to meet changing requirements.

It will be the Directors responsibility to ensure that:

- Systems are in place to review and up-date this Policy annually, when major staffing changes occur, or when new equipment is introduced
- Health and Safety objectives for the Company are set and monitored
- Sufficient arrangements, facilities and finances are available for fully implementing this Policy
- Safe systems of work are in operation, and staff receive adequate and appropriate training
- Ensuring that appropriate financial requirements for the company's Health & Safety function are contained within the legal resources
- Ensuring that the legal implications of relevant legislation are raised with, and understood by Directors.
- Ensuring adequate resources are made available to allow the effective implementation of the Company's Health and Safety policy

## **NOMINATED PERSON FOR HEALTH AND SAFETY**

The Nominated Person for Health and Safety is responsible for ensuring that:

- Safe systems of work are in operation, and staff receive adequate and appropriate training
- All personnel are aware of, and instructed in, their individual legal responsibilities, and that these are properly discharged
- All work carried out, and all plant, machinery and equipment complies with the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Provision and Use of Work Equipment Regulations 1998
- All plant, machinery and equipment is maintained in good working order, and any registered plant and small equipment carries valid certification
- Information on Safety, Health and Welfare matters is effectively communicated to all employees
- All staff are conversant with the Company and Health and Safety Executive accident reporting procedure (RIDDOR)
- Adequate First-Aid facilities are available in accordance with current Regulations, and suitable persons are trained in first aid to the required standard
- Periodic Statutory Tests, Inspections and Maintenance of premises and equipment are carried out and records are properly maintained
- Fire Precautions and Portable Appliances are in place and are Tested, Maintained, and kept up to date with the latest legislative requirements
- All staff are acquainted with the Emergency Evacuation Procedures and Emergency Plan
- Suitable Personal Protective Equipment (PPE) is available, issued and in use
- Staff are competent to carry out their work safely, and have received adequate information, instruction and training
- A personal example is set by the wearing of appropriate protective clothing
- All potential hazards, or reported hazards, are examined and evaluated and then eliminated or adequately controlled
- The following statutory notices are displayed:
  - ◆ A signed copy of the Health and Safety Policy Statement of Intent
  - ◆ Employers liability insurance certificate
  - ◆ Health and Safety Law poster
  - ◆ First Aid (notifying the names and locations of the First- Aiders)

- ◆ Fire exit signs (with directional signs and running person).
- The following documentation is held:
  - ◆ Accident incident book (BI510)
  - ◆ F2508 accident reporting forms.
- Health and Safety improvement suggestions received from staff are given due consideration

## COMPANY EMPLOYEES

To include all employees:

### Responsible for:

- Health & Safety on a day to day basis – implementation of Health and Safety procedures, precautions and controls;
- Undertaking Risk Assessments within their department; (Give Guidance)
- Ensuring and encouraging the highest possible standards of Health & Safety within their department by effective communication and consultation with employees;
- Monitoring standards of Health and Safety within their areas of concern;
- Ensuring good standards of housekeeping;
- Ensuring COSHH Risk Assessments are carried out within the area of their responsibility
- The provision and maintenance of suitable personal protective equipment;
- Ensuring staff attend fire training sessions;
- Carrying out hazard spotting checks of their department; and
- Assessing and meeting Health & Safety training needs.

The above responsibilities will be implemented in association with Stallard Kane Associates Ltd, as the Company's "Competent Person" for all Health and Safety matters, as defined by the Management of Health and Safety at Work Regulations 1999

## **SAFETY ADVISER**

As required by Regulation 7 of "The Management of Health and Safety at Work Regulations", Stallard Kane Associates Limited have been appointed to advise and assist all related Health, Safety and Welfare issues related specifically to our business undertakings. Stallard Kane Associates Limited will be responsible directly to the Directors and will also maintain a close relationship with all other employees. Specifically they will perform the following functions:

- Advise on the application and maintenance of our Company Health and Safety Policy arrangements.
- Maintain an up-to-date knowledge in matters of legislation and Regulations as they apply and affect the Company and its Health and Safety Policy.
- Advise the Directors on any related Safety matters.
- Monitor the Company's Health and Safety status by regular visits to site and ensuring our compliance with current legislation and our company policy and standards.
- Maintain a close liaison with the Health and Safety Executive Inspectors and other appropriate organisations and departments relevant to our undertaking.
- Advise Company Directors on training requirements for employees ensuring they are competent to carry out detailed tasks within the parameters of current Safety legislation.
- Carry out regular site visits and advise management on the implementation arrangements of the Health and Safety policy.
- Advise on the training requirements for employees, especially new starters, specifically formal Safety awareness training and site induction training.

## **COMPANY COMPETENT PERSON**

Stallard Kane Associates Ltd has been appointed to the role of Company Competent Person and is responsible for advice on overall strategies for Health, Safety and Welfare within the company.

At unit level, they will provide advice to the company as required in particular:

- Advice on interpretation of legal requirements.
- Assistance with strategy for implementation of the policy
- Provide investigations of serious accidents
- Revise the policy in the light of experience or legal change.
- Advice upon the visit of an Enforcement Officer.

## PART III

### ARRANGEMENTS

#### 1. Systems and Procedures

The Company recognise the importance of Health, Safety and Welfare, and will adopt a systematic approach towards ensuring that a Healthy and safe environment is provided and maintained for all employees and other persons who could be affected by our work activities.

Equally important is the need for constant alertness by the Directors Responsible for Health and Safety and employees in identifying and eliminating potential hazards wherever possible.

It is our primary objective that in conducting our activities, account must be taken by all parties of the need to:

- Formulate and maintain safe working systems, including work carried out during maintenance
- Take all necessary steps to establish the causes of accidents and Risks to Health, which may occur, and to ensure that reasonable measures are taken to prevent recurrence
- Ensure that no process, chemical or equipment is introduced unless it complies (where required) with statutory testing or examination requirements; also to ensure that, so far as is reasonably practicable, the Health and Safety of employees etc. will not be affected
- Provide proper and adequate induction and training to ensure that all employees are fully competent in safe working methods applicable to their work
- Encourage the closest possible liaison between the Company and employees in matters relating to Health and Safety
- Ensure that all legal requirements relating to our activities are fully complied with, and progressively improve upon the levels of Health and Safety performance
- Consult with employees, and advise them of their legal duties and responsibilities, including the requirement to:
  - Abide by safe working systems
  - Make use of facilities and equipment provided for their protection
  - Refrain from any act which could endanger themselves or others
  - Refrain from intentionally or recklessly interfering with, or misusing, anything provided in the interests of Health Safety and Welfare
  - Report any known defect, which could endanger the Health or Safety of themselves or others
  - Co-operate as far as is necessary to ensure that we meet our legal requirements.

## **2. Arrangements for Implementing Policy**

### **2.1 Fire**

A written Risk Assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005 (FSO) will be undertaken, and kept up to date. The control measures identified will be issued to relevant employees. Training and information will be given as necessary.

Detailed procedures for evacuations including exit routes and information on good practice are held, and available on request to any member of staff. Equipment checks and evacuation drills will be held at regular intervals. Fire Warden will be appointed, and another member of staff will act as an evacuation "Roll Caller".

Staff will be trained in fire Safety and the use of fire equipment. They will also be briefed on the role of individuals and the action to take in the event of a fire or other emergency.

### **2.2 Risk Assessment**

All significant hazards will be identified, and the associated Risks assessed. Significant Risks will be recorded. Simple, effective control measures will be agreed, with the involvement of the employees affected. Safe systems of work will be produced, and implemented in respect of all work activities where a significant Risk has been identified.

Written Assessments and Safety procedures will be carried out in all the production and administration areas. Specific Risk Assessments will include:

- **Manual Handling/PPE/COSHH/Risk**
- **Fire**
- **Machinery & Equipment including Fork Lift Trucks, Power & Hand Tools**

### **2.3 First-Aid**

The Health and Safety (First-Aid) Regulations 1981 will be complied with and a suitable number of persons will be nominated and trained and certificated to the necessary standard as per the findings of a first aid risk assessment to allow sufficient cover for all working hours and shift patterns.

Details of the First Aiders will be displayed prominently for the benefit of all employees and visitors, and brought to the attention of all new employees at their Induction stage.

Stock levels of items required under the Regulations will be checked by a first aider at regular intervals and boxes will be kept secure, yet quickly available when required. Special arrangements will be made to provide cover where employees work away from Company premises.

The Director Responsible for Health and Safety will maintain a register of certificated First Aiders, and will ensure that a minimum level of cover is provided at all times.

## 2.4 Accident Procedure

Details of all accidents will be recorded in the Accident Book, and where appropriate investigated by Stallard Kane Associates Limited. Employees are required to assist with any investigation of accidents and/or dangerous occurrences that take place within their work area.

The requirements of RIDDOR will be followed in respect of any recordable/reportable accident or dangerous occurrence (see 2.5).

## 2.5 Statutory Notification of Accidents/Dangerous Occurrences

When a specified injury or dangerous occurrence has occurred, the Company Competent Person will notify the HSE immediately and the accident report form F2508 will be completed and sent within 10 days of notification. Others to be notified as soon as possible are, Stallard Kane Associates Ltd, and the Company's insurers.

Notifiable occupational diseases will be reported to the HSE on report form F2508A by the Company Competent Person .

Where a person is absent from work or unable to perform their normal working duties as a result of a work related incident/accident over 7 consecutive days, the HSE Incident Control Centre must be notified within 15 working days from the day of the accident.

Please note it will still be a requirement to record all over 3 day accidents just no longer report them to the HSE. The entry in to the company accident book of over 3 day accidents will be a sufficient means of recording them.

All reportable accidents or dangerous occurrences will be investigated and a report issued. In their role as the Company's Safety advisors Stallard Kane Associates Ltd will assist with the investigation and give advice and guidance.

Action considered necessary to prevent a recurrence will be taken, and a report submitted to the enforcing authority.

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

These regulations require certain accidents and dangerous occurrences at work to be notified to the Local Authority, and a guideline is set out on the following page:

#### **Accidents Which Require Immediate Reporting to The Local H.S.E.**

##### ***Work-related accidents***

For the purposes of RIDDOR, an accident is a separate, identifiable, unintended incident that causes physical injury. This specifically includes acts of non-consensual violence to people at work.

Please note: Not all accidents need to be reported, a RIDDOR report is required only when:

- the accident is **work-related**; and
- it results in an injury of a type which is **reportable** (as listed under 'Types of reportable injuries').

When deciding if the accident that led to the death or injury is work-related, the key issues to consider are whether the accident was related to:

- the way the work was organised, carried out or supervised;
- any machinery, plant, substances or equipment used for work; and
- the condition of the site or premises where the accident happened.

If none of these factors are relevant to the incident, it is likely that a report will not be required.

## **Types of reportable injury**

### ***Deaths***

All deaths to workers and non-workers must be reported if they arise from a work-related accident, including an act of physical violence to a worker. Suicides are not reportable, as the death does not result from a work-related accident.

### ***Specified injuries to workers***

The list of 'specified injuries' in RIDDOR 2013 (regulation 4) includes:

- a fracture, other than to fingers, thumbs and toes;
- amputation of an arm, hand, finger, thumb, leg, foot or toe;
- permanent loss of sight or reduction of sight;
- crush injuries leading to internal organ damage;
- serious burns (covering more than 10% of the body, or damaging the eyes, respiratory system or other vital organs);
- scalping's (separation of skin from the head) which require hospital treatment;
- unconsciousness caused by head injury or asphyxia;
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Over-seven-day injuries to workers**

This is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Injuries to non-workers**

Work-related accidents involving members of the public or people who are not at work must be reported if a person is injured, and is taken from the scene of the accident to hospital for treatment to that injury.

There is no requirement to establish what hospital treatment was actually provided, and no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

If the accident occurred at a hospital, the report only needs to be made if the injury is a 'specified injury' (see above).

## Reportable dangerous occurrences

Dangerous occurrences are certain, specified 'near-miss' events (incidents with the potential to cause harm.) Not all such events require reporting. There are 27 categories of dangerous occurrences that are relevant to most workplaces. For example:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- plant or equipment coming into contact with overhead power lines;
- explosions or fires causing work to be stopped for more than 24 hours:

Certain additional categories of dangerous occurrences apply to mines, quarries, offshore workplaces and certain transport systems (railways etc.). For a full, detailed list, refer to the online guidance at: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor).

## Reportable occupational diseases

Employers and self-employed people must report diagnoses of certain occupational diseases, where these are likely to have been caused or made worse by their work. These diseases include (regulations 8 and 9):

- carpal tunnel syndrome;
- severe cramp of the hand or forearm;
- occupational dermatitis;
- hand-arm vibration syndrome;
- occupational asthma;
- tendonitis or tenosynovitis of the hand or forearm;
- any occupational cancer;
- any disease attributed to an occupational exposure to a biological agent.

## Reportable gas incidents

If you are a distributor, filler, importer or supplier of flammable gas and you learn, either directly or indirectly, that someone has died, lost consciousness, or been taken to hospital for treatment to an injury arising in connection with the gas you distributed, filled, imported or supplied, this can be reported online.

If you are a gas engineer registered with the Gas Safe Register, you must provide details of any gas appliances or fittings that you consider to be dangerous to the extent that people could die, lose consciousness or require hospital treatment. This may be due to the design, construction, installation, modification or servicing, and could result in:

- an accidental leakage of gas;
- inadequate combustion of gas; or
- inadequate removal of products of the combustion of gas.

## Exemptions

In general, reports are not required (regulation 14) for deaths and injuries that result from:

- medical or dental treatment, or an examination carried out by, or under the supervision of, a doctor or registered dentist;
- the duties carried out by a member of the armed forces while on duty; or
- road traffic accidents, unless the accident involved the loading or unloading of a vehicle;
- work alongside the road, e.g. construction or maintenance work;
- the escape of a substance being conveyed by the vehicle; or a train.

## Recording requirements

Records of incidents covered by RIDDOR are also important. They ensure that you collect sufficient information to allow you to properly manage health and safety risks. This information is a valuable management tool that can be used as an aid to risk assessment, helping to develop solutions to potential risks. In this way, records also help to prevent injuries and ill health, and control costs from accidental loss.

### You must keep a record of:

- any **accident, occupational disease or dangerous occurrence** which requires reporting under RIDDOR
- any other occupational accident causing injuries that result in a worker being away from work or **incapacitated for more than three consecutive days** (not counting the day of the accident but including any weekends or other rest days). You do not have to report over-three-day injuries, unless the incapacitation period goes on to exceed seven days.

If you are an employer who has to keep an accident book, the record you make in this will be enough.

You must produce RIDDOR records when asked by HSE, local authority or any other Statutory inspectors.

## 2.6 Equipment and Maintenance

All new and existing equipment and facilities will be sufficiently designed, constructed and installed so as to be safe and without Risk to the Health and Safety of employees.

An adequate planned maintenance system will be operated, and records maintained.

Safe systems of work will be used and updated, such that protection against foreseeable maintenance hazards is provided.

All legally required maintenance, testing and inspections will be carried out and records kept in accordance with statutory provisions, insurer and fire authorities approved codes.

Only qualified electricians are permitted to carry out work on electrical wiring and apparatus, using safe systems of work.

## 2.7 Personal Protective Equipment (PPE)

Responsibilities: Directors will be responsible for ensuring that only PPE to the correct standards has been issued and used.

Directors will ensure that all persons under their control are equipped with, and use correctly, any PPE provided to them. They will also ensure that Risk Assessments relating to their work are reviewed to enable them to identify what Safety precautions (including PPE) should be in place.

PPE Assessment: In accordance with the Personal Protective Equipment Regulations 1992, an Assessment of the PPE requirements of each employee will be made using the PPE issue record form. For the purposes of co-ordinating Safety Management, the PPE Assessment will be included in the Company's general Assessment procedure detailed below.

It should be noted at this point that PPE would be used only as a last resort measure.

Where a hazard to an employee is identified, though the exact Risk level is not known, then that employee will be given the maximum possible protection until an adequate Risk Assessment has been carried out.

**PPE Correct Standards:** All personal protective equipment purchased by the Company will be used to the correct BS or EN standard, equipment which is not CE marked will not be used.

The Managing Director in liaison with the Company Safety Advisers will ensure that the correct standard equipment is being purchased, issued and signed for on the appropriate form.

**Issue of PPE:** Employees will be issued with all necessary PPE relating to the hazards from their work activity or as a result of the findings of any Risk Assessment which relates to their work environment. Where an employee makes a reasonable request for additional equipment, this will be reviewed by their supervisor and where appropriate the equipment will be supplied.

**Replacement of Equipment:** All PPE will be replaced on a new for old basis. Re-issue or replacement of worn out PPE will be requested using the record form, which will be held in the office, in order that usage can be monitored.

Any PPE which is so worn or damaged that it no longer affords adequate protection must be replaced before the operative is allowed to continue work.

PPE which has a shelf life or maximum usage period will be replaced in accordance with manufacturer's instructions.

**Training – Correct Use:** Employees who are required to use PPE to ensure their Safety will be given training in its correct use. All training will be provided in accordance with the manufacturers guidance.

**Personal Preference:** Whilst every reasonable effort will be made to ensure that PPE satisfies requirements, the Company cannot guarantee to satisfy individual's preference. Once issued PPE must be worn. It will not be left to the operative's discretion.

**Damage / Misuse:** It will be the responsibility of the employee to report any faulty or damaged Safety equipment to their Director. It must then be exchanged as soon as possible.

Employees must not alter, deface or otherwise misuse any Safety equipment supplied to them.

**Maintenance:** It will be the responsibility of each employee to ensure that PPE is maintained in good order.

In order that Operatives can be correctly equipped with Safety equipment at short notice, a reserve stock will be held by the office.

## **2.8 Electricity**

Electrical equipment will be properly maintained to ensure that it is safe for normal use. All portable appliances will be examined prior to first use, then examined, and tested regularly thereafter. A register of appliances will be produced and kept up to date. The findings of inspections and tests will be recorded. Only qualified electricians are permitted to carry out work on electrical wiring and apparatus using safe systems of working.

Where practicable, equipment will be switched off when not in use, or on leaving the premises. All cabling, plugs and connections will be properly organised, inspected, recorded and maintained to minimise any Risks, in accordance with the Regulations.

Employees will not carry out maintenance on electrical equipment or plugs without prior authority and training. Employee's personal electrical apparatus is not to be used on Company premises without prior permission.

The mains electricity supply will be inspected, and a certificate of test obtained from a "Competent Person" in accordance with the timescale laid down in the Regulations.

## **2.9 Premises**

Environment, Welfare and other related facilities will be maintained to the standard required by the Health and Safety at Work etc. Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1999. Particular attention will be given to the general fabric, temperature, ventilation, purity of air and water supplies, lighting, sanitary conveniences and noise.

## **2.10 Control of Substances Hazardous to Health (COSHH)**

The requirements of the COSHH Regulations 2004 and other related legislation will be satisfied. All necessary precautions will be taken in the use, storage and transportation of any material or substance. The least hazardous type of any substance will be used or purchased in order to minimise any associated Risk. There will be regular Assessments and monitoring to ensure that this is achieved.

No new substances will be introduced into the workplace until the information regarding possible hazards and the necessary precautions to be observed have been fully evaluated by a competent person.

**Responsibilities:** The Directors will be responsible for ensuring that this section is implemented and that all employees are given adequate information about any substances which are to be used.

Directors must ensure that the significant findings of any COSHH Assessment, including the Safety precautions to be adopted, are communicated to all operatives who will be exposed to the substances.

All employees are responsible for ensuring that they have read and understood any COSHH Assessment relating to their working activity.

**Hazardous Substances Register:** The Directors will create and maintain a Hazardous Substance Register. The Register will contain Hazardous Data Sheets for every substance purchased by the Company. These data sheets will be supplied by the supplier of the substance and must be formatted so as to provide clear Health and Safety information, including first aid, fire precautions, emergency action, correct storage and safe handling.

**COSHH Assessment:** A COSHH Assessment will be carried out for every substance, or where practicable on substance groups i.e. solvent based paints grouped onto one Assessment. All COSHH Assessments will be carried out on the standard form. The format of the Assessment is such that it takes the following factors into account:

- Type of Substance
- Work Location/Environment
- Work Duration

All Assessments will be in writing and will be held available for inspection at all times at an appropriate point in the workplace. A central file will be created which will contain master copies of all Assessments carried out.

COSHH Assessments will be reviewed at the following times:

- If the work environment changes
- If it is requested by the operative
- In any case every 12 months

Any review must be recorded on the Assessment with a review date and the name of the person who carried out the review.

Substance Substitution: Wherever possible hazardous substances will be replaced with less hazardous ones. It will be the responsibility of the Managing Director to investigate the availability of replacement substances and put them to use as soon as possible. Substances must also be assessed as necessary. Advice from Stallard Kane Associates Ltd shall be sought where applicable.

Safety Precaution Advice: Any Safety Precautions recommended as a consequence of a COSHH Assessment must be adhered to at all times while the substance is in use.

Health Surveillance: All hazardous substances will be stored in correct storage facilities away from the work area. Storage facilities will be kept locked at all times and will be constructed as such that they do not pose a Risk to the substance and will not allow any spillage to leak out.

Safety notices will be posted on all storage facilities warning of the dangers associated with the substances being stored together.

The Hazard Safety Data Sheets for all substances being stored will be available at the storage facility.

Only the minimum quantity required for immediate work will be removed from the storage facility. Persons required to handle hazardous substances will be given training in both correct handling techniques and Safety precautions for hazardous substances.

All spillages will be soaked up using sand or chemical dry granules, contaminated materials are then to be disposed of in accordance with local authority rules. Hazardous substances are not allowed to enter any drain or watercourse.

The Director is to be informed of any substantial spill immediately.

Information and Training: All employees who may be exposed to any Hazardous Substances will be informed of the existence of the Hazardous Substances Register and COSHH Assessment files at their Safety Induction.

They will be instructed to use these documents as reference to ensure that Safety precautions are adhered to.

## **2.11 Drugs and Alcohol**

In industry generally there has been a move to greater controls and in keeping with this the company has adapted a policy in relation to the consumption of alcohol and drugs.

The company's policy on alcohol is intended to be a positive approach towards maintenance of the highest standards of Safety in the workplace. It is also intended to benefit the Health & Safety of each individual.

Any employee who feels that they may have a problem relating to drugs or alcohol should immediately seek help from the Director Responsible for Health and Safety. This information will be treated in the strictest confidence. The Company will endeavour to offer any assistance available at the time.

Likewise, any employee taking prescription medication that may affect their ability to undertake their normal scope of work safely must inform the Director responsible for Health & Safety or the immediate supervisor so that alternative work can be allocated where necessary.

Employees must not attend work whilst under the influence of alcohol or non-prescriptive drugs.

Employees must not consume alcohol or non-prescriptive drugs on the premises.

Employees must not return to work after breaks under the influence of alcohol or non-prescriptive drugs.

**CONSUMPTION OF ALCOHOL IN BREACH OF THIS POLICY IS A DISMISSABLE OFFENCE.**

## **2.12 Smoke-free Policy**

### **Purpose**

This policy has been developed to protect all Employees, Contractors, Customers and Visitors from exposure to second-hand smoke and to assist compliance with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006

Exposure to second-hand smoke, also known as passive smoking, increases the Risk of lung cancer, heart disease and other illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

### **Policy**

It is the policy of the company that all of our workplaces including Vehicles are completely Smoke Free and all employees have a right to work in a Smoke Free Environment. This policy shall be reviewed on an annual basis.

Smoking is prohibited throughout the entire Workplace including Vehicles with no exceptions. This policy applies to all Employees, Consultants, Contractors, Customers or Members and Visitors.

### **Implementation**

Overall responsibility for policy implementation and review rests with the Managing Director of the company. All staffs are obliged to adhere to, and facilitate the Implementation of the Policy.

The Managing Director shall inform all existing Employees, Consultants and Contractors of the policy and their role in the implementation and monitoring of the policy. The Managing Director or the person Delegated to must inform during Induction all new personnel of the No Smoking Policy. Appropriate 'No smoking' signs will be clearly displayed at the entrances to and within the premises.

### **Non-compliance**

Local disciplinary procedures should be followed if a member of staff does not comply with this policy. Those who do not comply with the Smoke-Free (Premises and Enforcement) Regulations (England) 2006 are also liable to a fixed penalty fine and possible criminal prosecution.

## 2.13 Driving

When using a vehicle supplied by the practice you must conform to all requirements of the Road Traffic Acts, associated legislation and the Highway Code.

If you are driving in the course of your employment or driving vehicles supplied by the company you must:

- Ensure that the vehicle is serviced, maintained and operated in accordance with the manufacturer's guidelines.
- Be in possession of a UK driving licence. This must be checked by your manager every year and endorsements notified to the insurers (for company vehicles);
- Ask your GP if any prescribed medicine will affect your driving ability; if so, you must refrain from driving;
- Refrain from using mobile telephones whilst driving.
- Wear glasses or lenses if prescribed for this activity.
- Refrain from smoking in company vehicles as this is an offence.

You should avoid over-the-counter medications such as anti-depressants, antihistamines for hay fever, nettle rash, asthmas, eczema or travel sickness preparations or cough and cold remedies, which can adversely affect driving.

You must not drink and drive. If entertaining choose none or very low alcohol content beverages or use public transport.

You must:

- Check tyre pressures and visual condition (cuts or obvious damage, especially to the tyre walls);
- Check seat belts – working and in good order and worn by all vehicle occupants where provided;
- Beware of un-metalled roads and soft ground on sites; where possible park off site (not in an area causing an obstruction to highway or site traffic);

Adjust driving techniques to suit weather and traffic conditions

## **2.14 Stress**

The company is committed to protecting the health, safety and welfare of its staff and recognises that workplace stress is a health & safety issue. The importance of identifying and reducing workplace stressors is also acknowledged.

This includes

- Improving the organisational environment through effective and consistent management
- Enabling individuals to cope successfully with their work
- Providing support to employees whose health and well-being are affected by stress
- Manage and control factors which might result in excessive or sustained levels of stress
- Increase awareness of stress and its causes and methods to combat it
- Assist staff in managing stress in themselves and others

As far as reasonably practicable the company will

- Provide managers with advice and support to help identify specific causes of stress
- Develop programmes for those with people management responsibilities to promote good management and team building skills
- Provide support through the Employee Assistance Programme
- Provide suitable training such as time management, assertiveness and dealing with difficult/sensitive situations
- Monitor the occurrence and levels of absence associated with stress

## **2.15 Display Screen Equipment**

In accordance with the Health and Safety (Display Screen Equipment) Regulations 1992, the following procedures will be followed:

"Users" of display screen equipment shall be individually identified by the office manager. The office manager shall ensure that all "users" have received sufficient instruction to allow them to operate the equipment provided, including the adjustment of screens, keyboards, chairs, foot rests, blinds, etc. Particular attention should be given to minimising reflection and glare. "Users" shall be entitled to request an appropriate eye and eyesight test. Where "special" corrective appliances are needed; a special pair of spectacles for display screen work may be prescribed. Any cost arising from these tests and appliances will be borne by the company.

## **2.16 Safety Training**

### **Basic Training Considerations**

The Company recognises that safety training is an integral and important part of its overall safety policy and it will be given as a normal constituent of vocational training. No person will be employed on work involving any reasonably foreseeable significant risk unless he has received adequate training to help him understand the hazards involved and the precautions to be taken.

### **Managerial Training**

The Directors recognise, as fundamental to the success of the company safety policy, that management should have received the training necessary to control effectively the areas for which they are responsible.

## **Safety Advisor Training**

It is essential that Safety Advisor's training needs to be regularly appraised. He will be encouraged to seek such professional qualifications as befits the Company's needs.

### **2.17 Health Surveillance**

Responsibility The Director Responsible for Health and Safety shall ensure that prior to employment, personnel shall be asked as to their general health in relation to work tasks required. Where necessary reasonable adjustments will be made for employees with any existing health conditions that may be aggravated or made worse by any work activities undertaken by the company.

Procedure Should any person have a health problem which could affect their safety while at the workplace, they shall inform their immediate supervisor.

Directors shall, where work activities could cause health problems, regularly check on the welfare of personnel. Medical Practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks. Where necessary a health surveillance programme will be introduced and suitable records maintained. The Company may have access to a physiotherapist and they may be made available to all operatives on a mutual respect basis.

### **2.18 Manual Handling**

#### **Responsibilities**

The Supervisor will ensure that adequate resources are provided in order that manual handling can be avoided wherever possible and will also provide training to any operative who is required to carry out manual handling operations as part of their work.

Supervisors are responsible for ensuring that all manual handling operations have been correctly assessed in accordance with Risk Assessment procedures, they will ensure that manual handling is avoided wherever possible and that operatives who are required to carry out manual operation have been correctly trained.

Operatives must avoid manual handling wherever possible by using mechanical handling devices. Once trained, operatives must use correct handling techniques to avoid injury. Where an operative is injured as a result of a manual handling operation it must be reported in accordance with First Aid and Accident/Incident Reporting procedures.

#### **Manual Handling Risk Assessment**

Manual Handling Risk Assessments will be carried out as part of the General Risk Assessment Procedure.

For the purpose of risk assessment and identifying precautions, manual handling will be defined as:

The movement of any item using bodily force including:

- Lifting
- Lowering
- Pulling
- Pushing
- Twisting
- Turning
- Supporting

### **Handling and Stacking**

When handling, operatives must use mechanical devices wherever possible. Supervisors must ensure that mechanical handling devices are available and that materials are correctly stacked so that mechanical devices can be used safely.

Where manual handling of material is unavoidable then it must be ensured that it is carried out by trained operatives using the best possible method to avoid injury.

Manual handling methods to avoid injury should include:

- Manual handling operations should be planned
- The weight of the load should be known
- Heavy items should be positioned so that they can be slid rather than lifted
- Operatives must not be allowed to manually handle any materials which are too heavy
- Work stations must be so designed to avoid the necessity to bend down or twist the torso repeatedly or over reach when carrying out any operation
- All materials must be free from burrs or sharp edges where possible
- Wherever possible materials must be stacked so as to avoid handling them twice and also avoid creating any additional hazards
- Use PPE to avoid hand injuries

### **Personal Protective Equipment**

Personal protective equipment will be issued as a result of the findings of the relevant risk assessment, having regard for the hazardous nature of the material being handled

### **Manual Handling Training**

Manual handling training will be provided to all operatives who are required to carry out manual handling operations. All training provided will be in accordance with the company Safety Training and Information procedure.

### **2.19 Communication with Employees.**

We will ensure all employees are briefed on the Company health and safety policy and other relevant health and safety information, firstly during their new starter induction when joining the Company and periodically as the policy is updated or legislation is introduced / removed or after any changes which may affect their health, safety and wellbeing. All employees will be provided with health and safety information on an annual basis as a minimum in the form of a health and safety booklet created by our external health and safety advisors. Employees will also be briefed by their supervisor in the form of toolbox talks as required by the management team or advised by our external health and safety consultants.

In the event that an employee's first language is not English or where they have any other condition which may affect their ability to understand written or verbal communication the Company will take the necessary steps to ensure the required information is effectively communicated. This communication may include the use of existing employees who speak the same language as the affected employee or employees or who can read the same language. Where necessary we will ensure written documentation is provided in a suitable language for employees to understand.

All employees are reminded that the Company operates an open door policy and all employees are free to contact any member of the management team regarding any health and safety concerns they may have or where they have ideas which may improve the health, safety and wellbeing of employees. All concerns or ideas raised will be given due consideration by the management team and feedback will be given to employees where appropriate.

## **2.20 Consultation with employees**

A requirement of the Health and Safety (Consultation with Employees) regulations is for us to consult with our employees in all matters relating to health and safety.

As a company, the company will convene regular meetings, to discuss all relevant issues relating to health and safety.

In particular, we will discuss the following:

- When introducing new measures which may affect health and safety
- The change in appointment of nominated competent persons
- The provision of statutory health and safety information
- Any statutory health and safety training
- Health and safety of implications of introducing new technology, tooling or work activities

The meetings will be formal and minutes of the meeting will be documented and displayed on company health and safety notice boards.

## ENVIRONMENTAL POLICY STATEMENT

1. Kenton Black Ltd recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012, the Directors Responsible for Health, Safety and Environmental Issues Nick Fox and Aaron Crabtree recognises that they have a responsibility to take an environmentally (and socially) responsible approach both to existing activities and to possible new developments.
2. Kenton Black Ltd, so far as is reasonably practicable, proposes to pay particular attention to:
  - a) To minimise disturbance to the local and global environment, and to the local communities and wildlife.
  - b) Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Company will follow the hierarchy outlined below.
    - (1) Prevention
    - (2) Preparing for re-use
    - (3) Recycling
    - (4) Recovery
    - (5) Disposal.
  - c) To minimise use of energy and raw materials and to adhere to the principles of sustainability.
  - d) To consider the environment in the design of processes and products and the maintenance of equipment.
  - e) To provide information on the use and final disposal of products.
  - f) To ensure that all employees and suppliers are adequately informed about the Company environmental policy.
  - g) To minimise the use of product related materials and services such as packaging or transport.
3. In order that Kenton Black Ltd can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed:

Directors Responsible for Health, Safety & Environment  
Nick Fox  
Aaron Crabtree  
June 2016

