

POLICY: **Health & Safety**



POLICY		
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Governance and Compliance	Senior Management Team	8
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This Policy applies to all activity undertaken by Manufacturing Excellence in pursuing its purpose as a training provider, serving its learners, business partner organisations and the community.

If you require this document in an alternative format and / or language, please contact Rhianne Bannon (Office Manager), 01748 831906 or by emailing: Rhianne.Bannon@manufacturingexcellence.co.uk

This policy is also available on the company intranet for staff and policies section within the website for external users.

- www.manufacturingexcellence.co.uk

Introduction

The prevention of accidents and ill health is one of the most important functions of Manufacturing Excellence's directors and staff:

- We do not want any employee or other person to suffer as a result of our work.
- We intend to comply with all health and safety legislation.
- We recognise that accidents, unsafe and unhealthy working conditions can be a considerable drain on the financial resources of the company and demonstrate a lack of efficient management.

This document has been prepared to define the way that this company intends to manage health and safety and to meet the requirements of Section 2 of the Health and Safety at Work Act 1974, which requires an employer to prepare a statement of general policy with respect to the health and safety of employees and the organisation and arrangements set up to carry out the policy. It has been drawn up taking into account the general duties of the Health and Safety at Work etc Act 1974 which are simply summarised as follows: (Note that this is not a legal interpretation of the Act).

The employer must ensure, so far as is reasonably practicable, the health and safety at work of its employees by providing:

- A safe system of work.
- Safe work equipment.
- Safe means of handling, transporting hazardous articles and substances.
- Adequate training, instruction, information and supervision.
- A safe place of work with safe accesses to and from the place of work.
- A safe and healthy work environment.
- Adequate welfare facilities.
- Arrangements for joint consultation where Safety Representatives have been appointed.

The employer must also ensure that the way its work is carried out does not, as far as is reasonably practicable, affect the health and safety of persons other than his employees, e.g.: contractors, learners, visitors and the general public.

Directors/Owners

Directors/Owners must:

- Prepare and keep up to date a statement of the company's procedure for Health and Safety and ensure that it is brought to the notice of all employees.
- Prepare instructions for the organisation and methods for carrying out the company procedure, to make sure each employee is aware of their responsibilities and the means by which they can carry them out.
- Administer the procedure throughout the company by appointing a named individual as responsible, at this level.
- Know the appropriate statutory requirements affecting the company's operations.
- Ensure adequate training is provided for employees.
- Ensure safe working practices are observed at all times and the work is planned, the hazards identified and adequate hazard elimination/reduction measures are introduced.
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- Ensure sufficient allowance is made during tendering for new business for the provision of adequate health, safety and welfare systems and facilities as required by current legislation.
- Ensure there is adequate liaison regarding health and safety matters between the company and others working with, for and alongside the company.
- Ensure accident reporting and investigation takes place in accordance with current requirements, promote analysis of investigations to discover trends and eliminate hazards.
- Reprimand any person employed by the company who is found to be failing to satisfactorily discharge their responsibilities for health and safety.
- Make certain that persons employed by the company with supervisory responsibilities understand the moral, legal and financial benefits of actively encouraging a healthy and safe working environment.
- Set a personal example by wearing the appropriate protective clothing.
- Arrange for regular meetings with the company Safety Advisor to discuss accident prevention, performance and possible improvements.

Department Managers

Department Managers must:

- Read and understand the company's Health and Safety procedure and ensure it is brought to the notice of employees and learners under your control.
- Know the Regulations applicable to the work on which employees and learners under your control are engaged and insist that these regulations be observed.
- Incorporate safety instructions in routine orders and ensure they are followed.
- Not instruct or allow operatives to take unnecessary risks.
- Ensure new employees, particularly learners and young people, are shown the correct method of working and all the required safety precautions.
- Ensure that employees and learners do not operate any type of tool or equipment unless they are competent and trained to do so.
- Commend employees and learners who, by action or initiative, eliminate hazards.
- Not allow dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of others around them.
- Remove immediately from service any defective plant or equipment.
- Report accidents to employees and learners to the company Safety Advisor immediately.
- Set a personal example by wearing protective clothing where required and by carrying out your own work in a safe manner at all times.
- Look for and suggest ways of eliminating hazards. Bring to the notice of the company Safety Advisor any improvements or additions to the company safety procedure that you feel should be made.

Company Health and Safety Advisors

The company Safety Advisors advise the company regarding the preparation, promulgation and review of a company procedure for Health, Safety and Welfare including the organisation and arrangements for carrying out the procedure.

Give advice to the company as requested on:

- Legal requirements affecting health, safety and welfare.
- Prevention of injury and damage.
- Provision, selection and use of protective clothing and equipment.
- New working methods, equipment or materials, which could reduce risks.
- Potential hazards before work starts, health and safety factors affecting the selection of work equipment, contractors and so on, where requested.
- Specialist services required in relation to substances hazardous to health, noise, vibration, industrial disease etc. where requested.

The company Safety Advisors are also responsible for:

- Assisting the company regarding notifying the Health and Safety Executive of all reportable accidents, illnesses and dangerous occurrences.
- Assisting the company with any liaison necessary with the Health and Safety Executive.
- Checking the necessary statutory literature for use or display is at workplaces.
- Providing advice on training requirements and arrange training courses where required.
- Endeavouring to establish at all levels within the company an understanding that compliance with the requirements of current health and safety legislation will result in greater efficiency and morale amongst the workforce.
- Advising the company regarding changes to existing, or the introduction of new Health and Safety Legislation.
- Undertaking pre- training work placement audits, which are nominated high risk.

All Employees & Self-employed Consultants *(Including Learners where appropriate)*

All staff, as described above must:

- Read and understand the company's safety procedure and carry out your work in accordance with its requirements.
- Ensure that the clothing and particularly the footwear worn at work is suitable and adequate to meet current health and safety requirements.
- Not try to use, repair or maintain any office equipment or machinery, or carry out any work activity, which may be hazardous to personal health and safety, for which full instruction or training has not been received.
- Report any defects in office equipment or machinery immediately to supervisors.
- Ensure that the location of the first aid box and identity of First Aiders is known.
- Ensure that the evacuation procedure in the event of a fire is known.
- Report any accident or damage, however minor to the supervisor.
- Ensure that corridors, office floors, doorways, etc are kept clear and free from obstruction.
- Not attempt to lift or move, on your own, articles or heavy materials as likely to cause injury.

- Not attempt to reach items on high shelves unless using steps or a properly designed hop-up, do not improvise or climb.
- Suggest ways of eliminating hazards and improving working methods.
- Not smoke in designated “No Smoking” areas and dispose of spent matches, cigarette ends properly.
- Warn new employees, particularly young people, of known hazards.
- Advise visitors and contractors regarding any existing hazards and emergency procedures relating to the workplace.
- Whilst operating in Customer’s premises, familiarise themselves with the relevant procedures within those premises and ensure that the learners have been briefed accordingly.

Employees (Including Learners where appropriate)

All employees or learners must:

- Read and understand the company Health and Safety procedure and carry out your work in accordance with its requirements.
- Use only the correct tools and equipment for the job, do not improvise.
- Wear all protective clothing and safety equipment as required.
- Report immediately to your line manager any defects in work equipment.
- Work in a safe manner at all times. Do not take unnecessary risks, which could endanger yourself or others.
- Not use work equipment for work for which it was not intended or if you are not trained, experienced or certificated to use it.
- Warn other employees, particularly new employees and young people, of known hazards.
- Not indulge in practical jokes or “horseplay” on site.
- Report to your line manager any person seen abusing the welfare facilities provided.
- Report **any** injury to yourself, which results from an accident at work, even if the injury does not stop you working.
- Suggest safer methods of working.
- Follow all instruction provided to assist your health, safety and welfare, whether such instruction is via sign, formal policy, letter or verbal and whether such instruction is given within your employers own undertaking or at undertakings controlled by others.

Company Vehicle Driving

Make regular inspections of your vehicle for obvious defects and ensure any defects noticed are reported immediately to your line manager.

Drive in accordance with current Road Traffic Legislation and the Highway Code at all times and be particularly careful when visiting Client sites, to consider the conditions of temporary access roads or roads that are used for pedestrian access purposes.

Ensure that:

- Your vehicle is always fully insured for business use and has a current Road Fund Tax and MOT.
- All accidents or damage are reported, however minor, to your line manager.
- Any traffic violations or incidents you are involved in, which may result in you being prosecuted or called as a witness, are reported to your line manager.

- Your vehicle is serviced in accordance with the manufacturer's requirements.
- Lights, tyres, oil, water, windscreen wipers and washer reservoir are checked at least once every week.
- You do not drink alcohol or take medication, which could affect your driving.
- You do not drive for excessive periods without a break nor drive when tired.
- If daily travelling time to a destination appears excessive to you, you must discuss this with your line manager who can look at a variety of options including overnight accommodation.
- Your vehicle is kept in a reasonably clean condition both inside and out at all times.
- Your vehicle is not used for carrying excessive numbers of passengers, excessive or unsecured loads or articles, which could cause damage to the vehicles fabric.
- You read and sign, where appropriate, the memos relating to car use and company car use.

Contractors

All contractors appointed by this company are required to comply with this company's procedure for Health, Safety and Welfare and must ensure their own company Health and Safety Policy (where applicable) is made available to this company's Safety Advisors.

Assessment of risks associated with any substance, process or work activity which could be hazardous to the health and safety of any person, must be provided to this company before work commences. All plant or equipment brought onto site by contractors must be safe and in good working condition, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.

Power tools, electrical equipment, transformers, generators, extension leads, plugs and sockets must be to latest Standards for industrial use, and in good condition.

Any injury or damage caused by contractor's employees must be reported immediately to this company's Safety Advisor. Contractor's employees must comply with any safety instructions given by this company's employees and Safety Advisors at all times.

The Safety Advisor will, on occasion inspect facilities and report on health and safety matters. Contractors informed of any hazards or defects noted during these inspections will be expected to take immediate remedial action.

Suitable welfare facilities and first aid equipment in accordance with current Regulations must be provided by contractors for their own employees unless formal arrangements have been made for the contractor's employees to have the use of shared facilities provided by this company.

Contractors are particularly asked to note that workplaces must be kept tidy and all debris, tools and waste materials cleared as work proceeds.

A detailed Method Statement and Risk Assessment will be required from contractors carrying out work activities on this company's premises. The Method Statement must be agreed with our company Safety Advisor before the work begins and copies made available on the worksite so that compliance with the agreed Method Statement can be monitored and maintained.

Monitoring and Review of Safety Procedure

All employees or learners are required to bring to the notice of the company any areas where the company procedure on Health, Safety and Welfare appears to require revision. The suggestions will

be passed to the Director responsible for health and safety and the company Safety Advisor for consideration.

The company Safety Advisor will, when required, visit the company sites at regular intervals and will report on any hazards, defects, or breaches of regulations observed during the visit. A report of the inspection will be left on site and a copy of this report will be sent to the Director responsible for health and safety so that it can be established where the appropriate procedures have not been complied with or are deficient and action taken to ensure similar problems do not recur on other company sites.

At intervals as arranged, meetings will be held between the company Health and Safety Advisors and the Directors and management of the company to discuss the accident statistics for the previous year, the performance of the company in accident prevention, compliance with its procedure, to establish areas where improvements in company procedures, training, etc could be made and to review and, where necessary, revise the company procedure for Health, Safety and Welfare.

Training

All employees will receive training in their responsibilities as defined by this procedure. Training will be repeated whenever changes in legislation or working methods require such training to take place. In addition the company will provide suitable training to employees as required by working conditions and legislation. The company Safety Advisor as requested by the company will arrange training.

Protection of the Public

All instructions regarding the protection of the public, which are communicated to employees of this company, must be followed. Company employees and contractors appointed by this company are required at all times to consider the health and safety of the public. Where it is apparent the general public is at risk of injury as a result of this company's work activities the relevant employees must stop work and notify the company Safety Advisor immediately.

Documentation

The company will ensure copies of the company Health and Safety procedure are available for reference as required by employees, learners, contractors, client's personnel and inspecting personnel.

The company will ensure that all registers, site inspection reports and other documentation relating to health and safety are maintained in the company offices for safe keeping. The Director responsible for health and safety is required to ensure this documentation is maintained at head office in a safe place for a minimum of three years.

Prohibition/Improvement Notices

If a prohibition or improvement notice is issued by an Inspector of an Enforcement Authority (Health and Safety Executive, Local Authority), the person to whom it is issued must comply immediately with any instructions on the notice and contact the company Health and Safety Advisors immediately.

Where notices are issued by HSE or other enforcement agencies, the company Safety Advisor will inform the Director responsible for health and safety and provide advice on the measures necessary to comply with the notice. When remedial measures have been taken the company Health and

Safety Advisors will contact the Inspector who issued the notice to inform him / her of action taken. This will be confirmed in writing.

Accident Reporting

In the event of an accident involving an employee, learner or a contractor employed to undertake work on behalf of this company, where the accident results in injury to a company employee, learner, contractor, member of the public or any other person and/or damage to plant or equipment owned by the company or any other person, the procedure is as follows:

- Report the accident immediately to your Line Manager.
- Ensure the First Aider attends the accident victim(s).
- If the accident occurs on a customer's premises, you must comply with their procedures.
- Ensure (where required) the relevant emergency services are called.
- Disturb as little of the accident scene as possible.
- Contact the appropriate company Safety Advisor **immediately**.

In addition, if the accident is of a serious nature write down as many details about the events leading up to and at the time of the accident as possible. It is surprising how people quickly forget relevant details in a very short time period.

First Aid

The arrangements for First Aid will be communicated to all employees and contractors appointed to undertake works on behalf of the company prior to commencing work. The nominated First Aider is responsible for ensuring the first aid boxes are fully stocked at all times. When visiting clients' premises it is the responsibility of each of this company's employees and/or learners to establish the Client's first aid procedures.

Alcohol and Drug Abuse

Persons known or strongly suspected of being under the influence of alcohol or drugs (whether prescribed by a doctor or not) will be removed from company premises. However, the company is aware that symptoms similar to those displayed by persons under the influence of alcohol or drugs can be similar to the symptoms displayed by persons suffering from heat exhaustion, hypothermia, diabetes, etc. These conditions while still requiring the person to be removed from site for reasons of safety, will obviously affect any disciplinary action, which may be taken by the company.

Employees prescribed medication by their doctors to treat genuine medical conditions are required to notify their line manager/supervisor of the nature of the medication at the earliest opportunity.

Risk Assessment

The Management of Health and Safety at Work Regulations places duties on all employers to formally inform persons under their control at work about the hazards to which they are exposed within their workplace. The accepted and required method of communicating information regarding workplace health and safety hazards is via formal Risk Assessments.

Risk Assessments are required to be undertaken for all activities, substances and materials used at work where the undertaking of the work activity or use of the substance or material exposes the employee or learner to an identifiable or potential exposure to physical harm.

Risk Assessments are required by legislation to be produced by 'competent persons' which means a person or persons who have received sufficient training, instruction and/or experience of the work procedure being assessed to enable all the issues associated with the work task to be considered during the assessment process. One of the most important abilities required by persons undertaking formal Risk Assessments is the ability to recognize the need to consult with others and make use of their particular areas of expertise. The Project Manager will undertake a formal Risk Assessment on all new customers when they commit to an Apprenticeship project. These are filed in the customer's file at Head Office and are available for inspection by all employees and contractors.

The general procedure for the production of adequate Risk Assessments is as follows:

- Identify all the hazards associated with the work activity being assessed.
- Identify all the persons who are most likely to be affected if exposed to the hazards.
- Identify if the hazards can be eliminated by the introduction of a change of work method.
- Identify which control measures are to be introduced to reduce the identified hazards.
- Identify what Personal Protective Equipment is required and who it is issued to.
- Ensure the findings of the Risk Assessments are communicated to all personnel who are undertaking the task to which it refers and other personnel who may be affected.

Where Risk Assessments are required because the hazards associated with specific work tasks are identifiable, employees including contractors appointed by this company are required to work in accordance with the instructions and recommendations identified by the Risk Assessments at all times.

Welfare

The Director responsible for Health and Safety will ensure adequate welfare facilities in accordance with the Workplace (Health, Safety and Welfare) Regulations are in place and made available. These are provided by the landlord at Innovate where the company is located.

When working on customers' premises the facilities may be provided by that customer for use by employees and contractors.

Suitable and sufficient sanitary conveniences, rest and food preparation facilities are provided and maintained by the facilities management team at Innovate where the company is located.

Fire

Employees and learners must familiarise themselves with the location of fire fighting equipment and the procedure in the event of a fire. This information will be made available during induction upon first arrival to site.

If you come across a fire you must always follow the formal procedure for evacuation.

- Do not attempt to fight the fire unless it is very small and it is safe to do so.
- Evacuate the scene by the indicated escape route and do not stop to collect personal belongings.
- Go straight to the designated assembly point and do not leave there until told to by someone in authority.

Personal Protective Equipment (PPE)

Employees who are directly employed by this company will be provided with adequate PPE relevant to their work tasks. Employees and learners must report all damage and/or defect to PPE immediately to the company Health and Safety Advisors. It is the responsibility of employees to inform their line manager of any requirements for new or replacement PPE.

As a part of the regular site health and safety inspections undertaken by the company Safety Advisors the wearing of PPE by all employees and learners is a specific item which is a part of the inspection, therefore individuals found not wearing required PPE will be notified to the company Directors and repeat offenders can expect to receive disciplinary action taken against them by the company.

Contractors appointed to undertake work on behalf of the company are required to provide their own PPE as required by site conditions and or current legislative requirements. On occasion and in the interest of progress on site the company will provide certain items of PPE to contractors' personnel. In these circumstances the company will charge the contractor for the cost of the items at the same rates as those paid by the company.

Equipment

As a general rule, on company premises employees and learners must not operate any item of machinery or equipment unless they have received formal training, adequate and comprehensive instruction or are adequately experienced in operating it in a safe and competent manner.

Any defect or damage to work equipment will result in the employee or learner reporting the damage/defect immediately to supervision. Operatives must not maintain or clean work equipment without first isolating it from its power supply and ensuring stored energy is released.

Communication

If you have any concerns regarding safety, then your immediate Line Manager should be informed. If necessary action has not been taken within a reasonable time, then discuss the situation again. Should you still have doubts about what has been done then contact the company Health and Safety Advisors, learners may also discuss with their Manufacturing Excellence Ltd assessor.

If you believe there is a risk of serious injury or death, contact the company Health and Safety Advisors immediately. It is the responsibility of the individual departmental managers in consultation with the company Health and Safety Advisors to install such procedures necessary to enable effective monitoring and management of emergency procedures on a day-to-day basis. Learners must ensure their contact is with their employer's Health & Safety Advisor.

Consultation with Employees

It is our policy to meet the requirements of the Health and Safety (Consultation with Employees) Regulations. Employees will be consulted regarding the following:

- Any changes at the workplace, which may substantially affect their health and safety.
- The arrangements for the company to assist compliance with health and safety requirements.
- Information regarding hazards in the workplace and which control and preventative measures are to be introduced to eliminate or reduce such hazards.

- The planning and organising of any health and safety training required under health and safety law including induction training, legislative awareness training, etc.
- The health and safety consequences of new technology that is brought into the workplace.

If issues arise which fall within the scope of these Regulations, employees should contact the company Health and Safety Advisors for guidance.

Office Safety

The following points cover safety generally in the office:

- **Electricity:**
 - Do not overload sockets.
 - Do not use taped joints on cables.
 - Visually check plugs and leads regularly for signs of damage.
 - Do not ignore warning signs, such as damaged cables or faulty switches.
 - Switch off and unplug equipment before it is cleaned.
 - Do not attempt to repair equipment that you have not been trained for or are not competent to repair.
- **Slips/Trips/Falls.**
 - Do not leave leads or cables trailing which may be trip hazards.
 - Clear up spillages of liquids.
 - Report torn floor coverings and carpets to the company Health and Safety Advisors.
 - Do not block or obstruct passageways, exit routes and fire escapes.
- **Ill Health.**
 - Make sure your work station is comfortable for you.
 - Make sure you know who the first aider is.
 - If heavy or bulky items need moving, seek help.
 - Arrange your computer screen to avoid glare, and so that you can adopt a good posture to avoid upper limb strain or eyesight strain.
- **Fire.**
 - Do not remove fire extinguishers unless to fight a fire.
 - Do not use fire extinguishers to prop open doors.
 - Do not prop or wedge fire check doors open.
 - Make sure you read and understand the information contained on the Fire Action and Fire Procedure Notices displayed closest to your place of work.
 - Smokers must comply with the no smoking regulations in all work environments.

Display Screen Equipment

The main hazards associated with this equipment include:

- Work related upper limb disorders, temporary fatigue or soreness in the hands, arms, shoulders etc, occupational cramp, chronic soft tissue disorders such as peritendonitis or carpal tunnel syndrome.
- Prolonged static posture or awkward positioning.
- Temporary visual fatigue - poor positioning, poor legibility of screen or documents, lighting, poor screen image.

- Fatigue or stress.
- Photosensitive epilepsy.
- Environmental factors e.g. humidity, heating, ventilation, and static electricity.

Your line manager will ensure that the following arrangements are carried out with the use of this equipment:

- Identify the equipment, which is classed as a workstation, and assess the risks to health and safety of those operators who use them habitually or for continuous periods of an hour or more.
- Arrange for workstations to conform to the relevant standards.
- Plan work activities so that, where possible, short breaks away from the display screen are a regular feature. If this is not possible then deliberate breaks or pauses may be introduced.
- Organise eye/ eyesight tests at the request of the operator and ensure the provision of suitable basic spectacles etc, where these are required for the display screen work concerned.

Stress

Research has revealed that stress in the workplace is a growing problem but one that is not adequately or generally accepted within industry. Our policy to avoid and prevent work related stress shall be achieved by a combination of management and task related provisions which will include:

- **Management Related:**
 - The fostering of good relationships between staff and management.
 - Well set and achievable objectives.
 - Good and effective two-way communications.
 - Employee involvement.
 - Good management support.
 - Staff training.
- **Task Related:**
 - Well-defined tasks.
 - Clear responsibilities.
 - Proper use of skills.
 - Good control of hazards and risks.
 - Support from senior management.

Additional information on the subject of Stress at Work is available from the company Safety Advisors.