

HEALTH & SAFETY AT WORK ACT 1974

HEALTH & SAFETY POLICY STATEMENT

AND POLICY DOCUMENT

General Statement of Policy

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees. It is also our policy to provide such information, training and supervision as they need for this purpose. We accept our responsibility for the health and safety of other people who may be affected by our activities.

Whilst every effort is made to provide a safe place of work in compliance with the Health & Safety at Work Act 1974 each member of staff has a legal obligation with regard to not only their own but also others' safety. Employees must bring to their line manager's attention any hazard or risk to safety of which they become aware.

The allocation of duties for safety matters and the particular arrangements that we will make to implement the policy are set out in the Health & Safety Plan.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed each year.

[the Director]

July 2009

HEALTH & SAFETY POLICY AND PLAN

INCLUDING ORGANISATION AND ARRANGEMENTS

RESPONSIBILITIES

Overall and final responsibility for health and safety in company is that of: **[the Director]** and who is responsible for this policy being carried out at the premises.

[the Manager] is responsible for supervising the safety measures on the factory floor.

Resources:

Replica Ltd will evaluate the need for and provides adequate resources to ensure the health & safety of its employees as well as others affected by its operations.

These resources include safety advice, information, instruction, training and supervision, plant and equipment, materials and first aid.

External organisations are used as required to provide other services such as plant safety certification and maintenance, health surveillance, environmental support and specialist training (eg. first aid).

Training:

Effective training is fundamental to ensure the competence of employees to work safely. Therefore a structured approach is adopted that includes induction, technical and quality aspects.

Directors:

Will:

- Promote an interest and enthusiasm for health & safety
- Ensure health & safety is included on the agenda of management board meetings and decisions are followed up
- Arrange for adequate resources to be made available to ensure the effective implementation of the company's Health & Safety Policy
- Ensure lines of responsibility within management are always clearly defined
- Ensure formal Health & Safety reporting is undertaken

Managers:

Will:

- Understand the company Health & Safety Policy
- Be committed to safety and safe procedures
- Be familiar with safety legislation and regulations as it applies to Replica Ltd.
- Contribute to risk assessments and procedures and written safe systems of work.
- Organise safe operations and maintain welfare standards
- Ensure that all facilities, plant and equipment including personal protection equipment ("PPE") are maintained in good condition
- Ensure that all operatives are only allowed to work within their competence and training is carried out under supervision
- Investigate, record and report near misses, dangerous occurrences, accidents and diseases

Employees:

Will:

- Take reasonable care to safeguard their own health & safety and that of others who may be affected by their actions
- Co-operate with Replica Ltd. and will not interfere with or misuse anything provided in the interests of health, safety or welfare
- Comply with all company procedures, rules and instructions that affect their work and report to their manager any defective plant or equipment or any hazardous situation
- Ensure they are aware of, and adhere to, emergency arrangements and any safety guidance issued by Replica Ltd.
- Be aware of the Company Health & Safety Policy and their personal responsibilities for safety
- Abide by safety instructions and good practise and avoid unnecessary risks and refrain from horseplay
- Only carry out tasks for which they are competent unless under supervised training
- Keep tools and equipment in good order and report defects to the managers

- Develop a personal concern for safety both of themselves and others, contribute to discussions on Health and Safety
- Report to the managers any near misses, dangerous occurrences, accidents and injuries and work related diseases

The following supervisors are responsible for safety in particular areas:

	Area	Responsibility
[the Manager]	General office areas: Daily safety checks (or at intervals more specifically stated on the Checklist)	Passageways and Fire doors are kept clear - access is always available.
		Electrical portable equipment & cables are checked (see schedule attached).
		Look for hazards that could cause trips/slips incl. Trailing cables.
		Fire exits & escape routes are clear.
		Check that waste is correctly packed & stored (see House Keeping & Premises below) and that it does not constitute a fire or health risk.
		Personal Protection Equipment is used, where required, at all times.
		Racking is sturdy & stock is stored safely.

All employees, tenants and visitors have the responsibility to co-operate with Directors and managers to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

Whenever an employee, supervisor or manager notices a health & safety problem which they are not able to put right, they must straightaway tell their superior or the appropriate person named above.

Health and Safety Risks arising from work activities:

General Risk Assessments are undertaken by **SafetyLink Risk Services Ltd.** and **Replica Ltd.**

The findings of the Risk Assessments will be reported to **[the Manager]**.

Actions required to remove/control risks will be approved by **[the Director]**.

[the Manager] will be responsible for ensuring the action required is implemented.

[the Director] and **z** will check that the implemented actions have removed/reduced the risks.

Assessments will be reviewed at least annually or when work activities change, whichever is sooner.

Consultation between management and employees is provided by: **[the Manager]**.

Other persons responsible for:

Induction training:	[the Manager] or a delegated responsible person
Safety training:	[the Manager] will keep the training records and will identify, monitor and arrange as necessary.
Carrying out safety inspections:	SafetyLink on tel. No. 01707 850889
Investigating accidents:	[the Manager] who will refer to [the Director] as necessary to comply with legal requirements under RIDDOR.
Fire Safety:	[the Director] (and the Managing Agent)
Electrical safety checks:	R.S. Electrical Services, 57 Lincoln Avenue, Southgate, London N14 7LL Contact: [RS]
Electrical visual checks:	[the Director]
Air Sampling:	Alvin J. Wooley Associates, 17 King Harry Lane, St. Albans, Hert. AL3 4AS

GENERAL FIRE SAFETY

(including training, testing, maintenance & logging and fire drills)

A No Smoking' Policy is in force throughout the premises and is strictly enforced.

Escape routes:

From factory to **Assembly Point Car Park opposite the premises** via front final exit door.

From the six fire exit doors (three on each side of the factory) along the corridor to the front of the building as directed by the Fire marshals, Fire Service or other designated official authority.

Checks by **ap** that fire escape doors, passages and marshalling areas are kept clear and free from obstacles and that risk assessment provisions are met.

Fire Wardens:

[the Manager] Office Administrator

ap Painter

Fire Alarm will be raised by hooter (sited by the fire point at each end of the factory).

Fire Drills and Emergency Evacuation Procedures will be carried out/tested by the Fire Marshals.

Fire Alarm Tests are carried out at 6 monthly intervals as part of fire drill and recorded on the sheet for the purpose kept by the clocking in machine

Fire extinguishers visual checks: z

Fire Certificate and Logs: [the Director]

Maintenance Companies:

Managing Agent: Workspace, dw

Extinguishers: Nu-Swift, 01422 372852

Electrical: RS Electrical, rs

Fire Training

[the Manager] and other delegated trained persons (eg. Fire Marshals) will inform and train all new staff as to the safety procedures to be followed.

The evacuation arrangements and means of escape are to be explained to staff and visitors as soon as possible after attending the premises.

Training should include fire drills under the supervision of **[the Manager]** or the Managing Agent. These should be repeated until set targets (eg. evacuation times) are met.

Fire drills are arranged to be carried out at least at six monthly intervals.

Training takes into consideration:

- The action to take on discovering a fire
- Use of extinguishers and other fire fighting equipment
- How to raise the alarm together with the immediate and subsequent action to be taken
- Procedures for alerting the managing agent, other tenants, visitors and contractors
- Directing to fire escapes
- Arrangements for calling the Fire Service
- Evacuation procedures and how to reach the assembly point
- Location of fire equipment
- Location of escape routes and fire exits
- Importance of keeping fire doors closed to prevent spread of fire and smoke
- Isolation of power supplies
- The importance of good housekeeping eg. clearance of rubbish and keeping passageways clear

Fire Emergency Plan:

Routine fire checks (on a weekly/monthly basis as appropriate):

These checks should be made in collaboration with the Landlord when appropriate.

Check that:

- All escape routes both internal and external are clear of obstructions, free from slipping and tripping hazards and readily available for use in an emergency.
- All fastenings on doors along escape route operate freely so that they can be swiftly opened in an emergency.
- All self-closing devices, door holders and releases work correctly. Inspect any flexible seals to ensure that they will provide an effective smoke seal.
- All exit, directional and safety signs are correctly positioned and can be seen at all times.
- Inspect extinguishers that safety clips and use-indicating devices, dents/corrosion or other damage has not occurred, and that they are on proper brackets and not used as doorstops.

Fire doors are always closed.

On an Annual Basis:

Extinguishers to be tested/maintained under contract or to be replaced when out of date.

Any fire alarms and smoke detectors, currently or in the future, within the responsibility of **Replica Ltd.**, should be cleaned, tested and batteries replaced as appropriate.

GENERAL ARRANGEMENTS

Safe Plant and Equipment:

Any problems found with machinery/equipment should be reported to **ap** in the first instance.

Accidents:

First Aid Box is sited in the factory by the **Tool Cupboard**.

Eye Wash Stations are sited adjacent to the **Spray Booth**.

Appointed Persons for First Aid are: [the Manager]

Appointed persons responsible for First Aid boxes:

[the Manager] will check contents monthly and replace all items used.

Persons responsible for reporting incidents to Authority (eg. when required under RIDDOR): [the Director]

Accident Record Book is kept with the First Aid Box.

Advice and Consultancy:

Local Inspector's office and tel. No.:

St. Dunstan's House, 201-211 Borough High St., London, SE1 1GZ Tel. No. 020 7556 2201

Employment Medical Advisory Service:

St. Dunstan's House, 201-211 Borough High St., London, SE1 1GZ Tel. No. 020 7556 2201

Safety Consultant's office and tel. No.:

Michael McCreath, **SafetyLink Risk Services Ltd.**, 13 Hatherleigh Gardens, Potters Bar, Herts. EN6 5HZ Tel. No. 01707 850889

Accident & Emergency:

North Middlesex Hospital,
Sterling Way,
Edmonton,
N18

0208 887 2000

Whipps Cross University Hospital,
Whipps Cross Road.,
Leytonstone,
E11 1NR

0208 539 5522

Procedure for contractors and visitors:

Visitors to the premises are to report at the main front entrance to the premises on all occasions. They will then be met by a member of staff who will be responsible for their safety. This is for security, personal and fire protection.

Checks should always be made that visitors have left the building.

Housekeeping and premises:

All areas must be kept clear of all materials to prevent slips, trips and to reduce fire risk and assist in any emergency evacuation.

All flammable materials must be kept at least one metre from any source of ignition eg. switchgear, electrical or heat producing plant.

Minimum amounts of highly flammable materials are to be kept within the premises

And must never exceed 50 litres.

All waste material should be placed daily within the wheelie bins.

Highly flammable materials must be placed within the fire resistant, metal bin sited within the enclosed pen outside the factory. It must always be locked and **[the Director], ap and the Fire Marshals** will check that these procedures are strictly adhered to.

Official waste collection is done weekly.

Electrical Equipment:

Routine for inspection plugs and cables for loose connections and faults:

[the Director] (or as delegated by him) on regular routine together with reference to HSE booklet 'Maintaining Portable Electrical Equipment in Offices And Other Low Risk Environments'.

Arrangements for annual checks on portable electrical appliances will be carried out under contract by **RS Electrical Services** and the items tagged.

Mains wiring systems are inspected when required by the competent person, **RS Electrical Services** who will carry out any remedial work.

Advice your Manager whenever defects or problems arise. Do not use equipment that you believe to be unsafe.

Safe Handling and use of dangerous substances:

ap will be responsible for identifying all substances that need a COSHH assessment and for undertaking their completion, referring to suppliers when necessary.

Safety data Sheets are filed in the office with **[the Director]** and copies or assessments will be provided for each relevant user or displayed by each relevant item of plant.

The Managers will also be responsible for ensuring that all actions identified in the assessments or safety data sheets are implemented.

No Member of staff should use substances for which they have not been given sufficient information, instruction on it's use, training, personal protection equipment (PPE) eg. gloves, masks, overalls or goggles etc.

PPE **must always be used when provided**. Training will be provided in the correct application and use. Regular checks on the condition of PPE will be made and items

Replaced accordingly. Report any defects to the factory manager.

No chemical substance should be brought onto the premises without prior authorisation.

If in doubt, ask.

External contractors are responsible for cleaning materials including personal protection clothing and equipment as well as safety of own employees.

Air sampling and health surveillance is performed by **Alvin Woolley Associates** as required.

Manual Handling:

Severe back and other injuries can result from incorrect lifting and lowering some are permanent and can include:

- Hernia
- Torn back muscles
- Slipped and crushed discs
- Breaks, cuts and bruising of fingers, and sometimes of feet and toes.

Never attempt to lift loads that are too heavy.

If in doubt get someone to help.

Various aids are available ask z when in doubt.

When lifting or lowering is necessary, ensure that you observe the following guidelines:

- Keep your back straight

- Bend your knees
- Keep the load close to your body
- Do not twist your body move your feet instead
- Ensure that your route is clear of all obstacles

Ask for a copy of the HSE guidance booklet on Manual Handling kept by **[the Director]**.

Risk Assessments

A general risk assessment has been produced in respect of all areas of the business.

VDU Assessments will be carried out on main users when appropriate eg. those with specific health risks or who use such equipment in excess of two hours daily without a break.

Assments will be done on all new personnel or where duties change.

Hazard assessments and procedures are being prepared in respect of:

- Paint Spray booth
- Resin casting
- Shot blast
- Skin moulding ovens
- Mould stove
- Fibre glass moulding
- Grinding and sanding

Young Workers (eighteen years and under), Expectant and New Mothers and other vulnerable persons:

Individual supervision, training and monitoring, plus additional assessments if required, will be organised by:

[the Manager] in co-operation with [the Director].

15th June 2009