

ADLINGTON

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Health and Safety Policy



This Policy is to be read by all Employees. The aim of this Policy is to inform you of your duties as an employee and our duties as an employer.

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Company Health and Safety Policy Statement

as required under Section 2 (3) of The Health & Safety at Work etc., Act 1974

Adlington Group

is committed to providing its employees with a safe work environment, preventing illness and injuries because of their occupation.

To show the commitment from Adlington, we have created this policy to outline the provisions that will help eliminate the possibility of occupational harm, and wherever practicable, prevent employees from harm.

The Policy's terms and conditions apply to all Company employees, working at all levels across the business. Thus, it necessarily includes the following individuals: directors, senior managers, administrative staff members, workshop staff, drivers, labourers, contractual employees, and any other individual connected with the Company (collectively known in this Policy as "employee/s") The Directors are ultimately responsible for the Company's health, safety and welfare.

Additional monitoring of this Policy will be carried out by: -

Wesley Doherty (Health and Safety Manager) will provide advice, workplace inspections and recommendations in order that all employees correctly meet their obligations and responsibilities as stated in the policy.

A copy of the Policy will be issued to every member of staff, a copy must also be displayed on every notice board.

Signed:



Nigel Turner

Managing Director

Date:

18/07/2022

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Contents

1. Outline Of Policy
2. Safety Advice
3. Electrical Safety
4. Manual Handling
5. Designated Work Areas
6. PPE and Equipment
7. Transport
8. Fire Precautions
9. Fire Procedures
10. Training
11. First Aid and Accident Procedures
12. Drug and Alcohol
13. R.I.D.D.O.R
14. Testing and Inspection of Hire Fleet
15. Risk Assessments and Method Statements
16. Hazardous Substances
17. Lone Working
18. Young Persons
19. Working at Height
20. Forklift Truck Safety
21. Smoking
22. New/Expectant Mothers
23. Monitoring
24. Annual Review



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1. Outline of Policy

- Overall responsibility for the promotion of the health and safety of employees, nonemployees, sub-contractors and the self-employed working for the Company lies with the Directors.
- This Safety Policy will be issued to all employees and be displayed on all Company notice boards. All employees are required to read this Safety Policy.
- The work activities of employees should not expose other employees and non-employees to risks to their health and safety.
- All accidents, dangerous occurrences and near miss events must be reported to the Manager/Depot Manager (or the most senior person on site if the Manager/Depot Manager is absent for any reason) who, will then, carry out an investigation. Following this investigation, all accidents and dangerous occurrences, legally notifiable or otherwise will be reported to the Safety Manager. Where necessary, the Safety Manager will notify the Health & Safety Executive. (To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).
- The Manager/Depot Manager will carry out a New Employee Induction for all new members of staff. (A New Employee Induction Form must be completed).
- Manager/Depot Manager should ensure that they make regular inspections of their respective depot to ensure that a safe working environment is maintained at all times. A written record of these inspections will be completed and forwarded to the Safety Manager.
- The employees and supervisory staff have the responsibility for implementing this policy throughout the Company.
- Every member of staff should co-operate with the Company, so far as necessary, to enable management to carry out its legal duties relating to health and safety matters and any related legislation.
- Employees must not intentionally or recklessly interfere with anything provided by the Company in the interests of health and safety.
- The Manager/Depot Manager will ensure that all plant and equipment is maintained/repaired/serviced to an appropriate standard at all times by a competent person. Any records of test/inspection should be retained.
- Where applicable, the Manager/Depot Manager should ensure that clients or contractors are aware of the Company's Health and Safety procedures before any work proceeds.
- The Manager/Depot Manager will have the day-to-day responsibility for ensuring that their staff work in a 'safe' manner and in a 'safe' and 'healthy' environment.
- The Safety Manager will bring to the attention of employees any changes under the Health & Safety at Work Act 1974 etc. (or any other applicable statutory requirement) and any relevant information relating to these changes or revisions.

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- These arrangements will be checked and, if necessary, revised annually

It must be noted that “all” employees must take an active part in ensuring we work safe and adhere to best practice.

2. Safety Advice

Good housekeeping plays a key part for all safe working practices. Your workplace should be tidy and clean, an untidy workplace makes it impossible to carry out any task in safe manner.

Please remember: -

Always ensure that your area of work is safe before you carry out your duties. Should you have any concerns regarding safety CONTACT YOUR LINE MANAGER SO THESE CONCERNS ARE RAISED APPROPRIATELY, AN ASSESSMENT WILL THEN BE CARRIED OUT AND ANY ISSUES ADDRESSED. THIS MUST BE DONE BEFORE YOU START WORK. DO NOT PUT YOURSELF OR ANYBODY AT RISK.

You must wear the appropriate the PPE (Personal Protective Equipment) that you have been issued with at all times. Should your PPE become damaged or unfit for purpose please request an immediate replacement – DO NOT TAKE UNNECESSARY RISKS.

Please move or remove any unwanted obstructions when you see them, this could avoid an injury. KEEP THE WORK PLACE CLEAR at all times.

Please take extra care during bad weather; ensure you have the correct work gear including wet weather clothing and gloves. In extreme conditions check with your line Manager that it is safe for work to continue. In hazard conditions ice and snow can present, please take care and do not take unnecessary risks.

Always keep a careful watch out for any and all traffic on the road.

The use of any type of MP3 player including your phone for playing music etc. in the workplace is strictly prohibited.

Mobile devices/handheld electronic devices must not be used while operating any type of work equipment including a forklift truck for example.

Before working on or examining equipment, please remember to ALWAYS ensure that any moving parts or rotating parts are correctly isolated/shut down.

Spillages – ensure any spillage is cleared up and cleaned up without delay.

Please take extra care when handling a flammable substance, ensure that flammable substances are only ever used in designated work areas where fire risks have been assessed and firefighting equipment available.

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Should any dangerous substance come in contact with the skin, seek treatment immediately from trained members of staff.

Should an accident or near miss occur, report this as soon as possible to your line Manager. Only administer first aid training if you have been trained in first aid. In the event of a serious incident do not interfere with any evidence unless instructed to do so by the Emergency Services or a Health & Safety Executive representative, or if the life of the victim is at further risk.

Always check that electrical tools and equipment for use have been tested and within date prior to use. Should they be out of date or damaged DO NOT USE. Report any faults to your line Manager.

If you are suffering from stress and feel that this is affecting your work, we advise that you discuss this with your line Manager so that further advice or counselling can be given.

3. **Electrical Safety**

Report any broken or faulty plugs, socket outlets, frayed leads, exposed wiring or faulty equipment.

Only trained and competent members of staff should service or maintain electrically operated equipment.

All items of electrical equipment must be inspected and tested in line with Company test and inspection procedures.

4. **Manual Handling**

Manual handling is the "transporting or supporting of loads by hand or bodily force". This definition includes lifting, lowering, pulling, pushing and carrying. If possible, try to ELIMINATE the need for manual handling by using the equipment (forklift truck, pallet truck, sack barrow etc.) that has been provided to help REDUCE its impact.

If manual handling cannot be avoided, remember the following:

STORAGE, STACKING & HANDLING

Safe moving or manual handling is important with all items, whether large, small, or heavy.

DO use suitable shelving systems, cupboards, containers etc. wherever possible when storing.

DO store bulky and heavy items at low level.

DO store within hands reach wherever possible.

DO stack securely.

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DO take care when stacking or handling heavy or awkward items.

DO use lifting equipment whenever possible or seek assistance from a colleague.

5. Designated Work Areas

Maintaining the work area and associated equipment is the responsibility of:

Manager/Depot Manager, Foreman Fitter, Supervisors and Employees.

The workplace must be kept clean and tidy at all times, this ensures the safe working area is maintained.

Yard lighting should be maintained, (particularly in winter) so that work can be conducted safely.

Please take care of any spillages, these should be cleared up immediately.

Ensure walkways, passageways and fire exits are free from clutter and obstructions.

Firefighting equipment must be kept in good working order, checked and in date.

Any type of bottled gas should be stored correctly and used safely in accordance with the manufacture's guidelines.

Canteen, toilets, and offices should be kept clean.

6. PPE and Equipment

Protective clothing and equipment must be worn at the appropriate times where applicable.

High visibility clothing must be worn by all members of staff while in the yard.

All PPE must be adequate and fit for use, and defects please report to your line Manager.

7. Transport

This is to be the responsibility of the Manager/Depot Manager, Foreman Fitter and all Company vehicle users working in conjunction with the Company Transport Manager.

- All vehicles are to be maintained in accordance with statutory requirements and manufacturers recommendations.
- A daily check on safety is a must, checking tyres, brakes, and lights etc
- Any defects should be noted and reported to your line Manager.
- Commercial vehicle drivers should ensure that the vehicle bed is kept free from debris.

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- Chains and straps must be secured correctly.
- All loads must be correctly secured with the correct loading restraint equipment provided.
- Loading restraints in the form of chains and straps must be checked daily for any defects.
- Under the Road Traffic Act and Highway Code, all drivers must drive sensibly at all times.
- Wherever requested to do so, drivers must comply with any safety requirements in force on a customer site.
- Where a side protection system is fitted, it must be used where possible.
- When operating vehicle cranes, always ensure that the vehicle stabilisers are fully extended before commencing work.
- Always follow site safety rules and regulations, report to the Site Manager for advice on a suitable location for loading and unloading.
- If you have any safety concerns, you must communicate these with your line Manager.
- ALWAYS ensure that the vehicle loads are securely strapped/chained down.
- Follow the Company risk assessments and method statements at all times.

8. Fire Precautions

The Manager/Depot Manager will ensure that the depot fire risk assessment and emergency plan is acted upon and reviewed regularly.

The following need to be remembered as part of good housekeeping.

- Do not leave wastepaper lying around.
- Ensure that trade refuse is swept up and disposed of at the end of every shift.
- Store flammable liquids in the appropriate containers and locations.
- Obey the Company NO SMOKING policy at all times.
- You should only tackle a fire if you have received the appropriate training and there is no risk of personal injury to you or anyone else.

9. Fire Procedures

ACTION TO BE TAKEN IN THE EVENT OF A FIRE

1. Raise the alarm should you discover a fire.
2. Call the Fire and Rescue Service.
3. All staff and visitors should leave the premises.
4. Proceed to your assembly point outside and check everyone is present.
5. DO NOT attempt to tackle a fire unless you have received training in the use of fire extinguishers.
6. Do not re-enter the premises until you have been informed it is safe to do so.

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10. Training

The Manager/Depot Manager will have overall responsibility to ensure that the employees working under their control are trained in accordance with both Company policy and Statutory duty. A record of ALL training should be kept by the Manager/Depot Manager.

Where applicable, this should include:

- The safe use of forklift trucks
- The use of abrasive wheels
- First Aid
- The safe use of vehicle mounted cranes.

Special Note - Load Restraint Training

Upon induction, staff will be assessed as to whether they will need to undergo in-house Load Safety Training. This is to ensure that the relevant knowledge and understanding of the mechanics of Safe Load Restraining is upheld whilst transporting equipment/plant/cargo.

The company will train those in proper securing strap maintenance, styles of strapping and a demonstration of how equipment is to be restrained correctly.

The driver is ultimately responsible of securing his own equipment/plant/cargo in a safe manner. This training is to assist them in achieving this though the fundamental responsibility lies on the driver. The driver must make sure that they have adequate number of restraining straps, they use the adequate number of restraining straps for the load and that the restraining straps are maintained correctly (by following the guidelines laid out in the leaflet HAE 1904)

Under no circumstances is a driver to operate a vehicle without properly securing any equipment/plant/cargo safely to the vehicle.

11. First Aid and Accident Procedures

The Depot Manager/Manager will ensure that there is an appointed person to take charge of first aid arrangements.

First Aid Box/boxes will be kept and maintained by the depot First Aider/Depot Manager/Manager.

It/they will be located in the office, workshop and commercial vehicles.

To comply with regulations NO Drugs, Medicines, Ointment or Anti-Septic Solutions are to be provided or kept in the First Aid Box.

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ALL accidents must be reported to the Depot Manager/Manager and a record made in the Accident Book at the earliest opportunity and an appropriate investigation carried out. A copy of each accident report together with any investigation report MUST be sent to the Safety Manager as soon as possible.

Any reported Near Miss incidents must be investigated and recorded on the appropriate Near Miss/Incident Report Form.

A copy of the form MUST be sent to the Safety Manager. All commercial vehicles owned by the Company must carry a First Aid Box and an appropriate Fire Extinguisher(s).

12. **Drug and Alcohol**

It is not permitted to work while under the influence of NON-PRESCRIPTION DRUGS OR ALCOHOL Even in small quantities, drugs and alcohol will affect work performance and safety and therefore present a risk TO EVERYONE.

If a member of staff has a problem with any of these substances it MUST be reported to the Depot Manager/Manager so that support and advice can be given.

PRESCRIBED MEDICATION can affect work performance and safety. If any individual has been prescribed (or has taken) any form of medication that is likely to affect their ability to do their work duties effectively, they MUST inform their Depot Manager/Manager straight away.

13. **R.I.D.D.O.R.**

The Depot Manager/Manager will be responsible for reporting any notifiable work-related accidents or dangerous occurrences to the Safety Manager who will then report the incident/dangerous occurrence to the Health & Safety Executive.

Every effort must be made to ensure that no evidence related to the cause of an accident or incident is removed before a full investigation is carried out.

14. **Testing and Inspection of the Hire Fleet**

The Depot Manager/Manager will ensure that all items of rental/work equipment are correctly inspected by a competent person prior to despatch/use.

The Depot Manager/Manager will ensure that equipment is serviced and maintained in accordance with the requirements of the Provision and Use of Work Equipment Regulations 1998 (P.U.W.E.R) and the Lifting Operations and Lifting Equipment Regulations 1998 (L.O.L.E.R). Certain statutory inspections can only be performed by a suitably competent individual.

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The Depot Manager/Manager will ensure that all test, inspection and maintenance records are retained and up to date.

15. Risk Assessments and Method Statements

The Company will prepare risk assessments and method statements where hazards are identified so that suitable preventative measures/controls can be introduced.

Risk assessments/method statements will be reviewed annually or sooner, in the event of an accident, following a change in working practices, following the introduction of new work equipment, or following any changes in relevant legislation.

The Depot Manager/Manager will ensure that all risk assessments and method statements are implemented and acted upon. The Depot Manager/Manager will ensure that Company risk assessments/method statements are adhered to by any member of staff under their control.

If a Depot Manager/Manager has any concern(s) regarding risk assessments or method statements, then they should communicate this to the Safety Manager for further clarification/review. All employees are required to follow Company risk assessments and method statements at all times.

16. Hazardous Substances

Members of staff will be provided with clear information regarding any hazardous substance that they might encounter while carrying out their work activities.

Exposure to ANY hazardous substance MUST be controlled so that occupational ill health can be prevented. In order to protect employees (and others), the company will adhere to the requirements of the Control of Substances Hazardous to Health (C.O.S.H.H) Regulations 2002. Where possible, the use of hazardous substances should be controlled by:

- Changing the work process so as to eliminate the need for a hazardous substance to be used.
- Substituting the hazardous substance with a safer alternative.
- Ensuring that hazardous substances are used in the safest form.

The Depot Manager/Manager, in conjunction with the Safety Manager will ensure that an up-to date C.O.S.H.H Risk Assessment has been completed for their depot. Each C.O.S.H.H risk assessment will be reviewed annually.

The Depot Manager/Manager will ensure that C.O.S.H.H data sheets relating to any hazardous substances that are stored or used on the premises (or on site by

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Company employees) are properly maintained. Liaising with the Safety Manager.

The Depot Manager/Manager will ensure that the C.O.S.H.H risk assessment and manufacturers data sheets are located in a C.O.S.H.H file that can be freely accessed by all members of staff. All hazardous substances should be stored in accordance with manufacturers/suppliers' guidelines. Any substances which are liable to cause an environmental risk, should be disposed of safely in accordance with the Company's Environmental Policy. This would include items such as: Waste oil, Anti-freeze, Oil filters, Batteries, Solvents and Light fittings.

Any unknown substances found within the premises or contained in or on any equipment must be reported to the Depot Manager/Manager or the Foreman before an attempt is made to remove or dispose of any such item.

17. Lone Working

Lone workers are those who work by themselves without close supervision. Lone working should be avoided where possible. If there is no alternative to lone working then the Depot Manager/Manager should:

- Ensure that NO lone work activities take place in their depot, either during or out of normal Company opening hours.
- Ensure that any individuals working on their own, away from their depot are competent to carry out their assigned tasks.
- Ensure that any lone worker is provided with an adequate means of communication with their Depot Manager/Manager or Foreman Fitter in the event of an emergency or if further advice is required.
- The Depot Manager/Manager will ensure that regular contact is maintained with any employee engaged in lone working duties away from their depot.

18. Young Persons

A young person can be defined as anyone under the age of 18. The Company recognises that additional measures and precautions must be in place to protect young persons. The Company has a risk assessment and method statement in place for young persons, the Manager/Depot Manager must ensure they adhere to Company procedures at all times.

19. Working at Height

Anyone working at height must follow the Company risk assessment and method statements, the Company provides equipment to ensure working at height is done safely. The Manager/Depot Manager must ensure all employees carry out their duties in a

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safe manner adhering to the Company procedures as stated in the risk assessments.

20. Forklift Trucks

Forklift trucks are potentially dangerous pieces of equipment that can cause serious injury both to the operator and others if not used in the correct manner.

BEFORE any member of staff is allowed to operate the depot forklift truck, the Depot Manager/Manager/Foreman should:

- Ensure that the forklift truck is checked to make sure that it is safe to use. This will be done in the form of a daily checklist by the nominated person, which MUST be filled at the start of each working day prior to its use.
- Ensure that the only members of staff allowed to operate forklift trucks are those who are competent and have undertaken and passed a certified training course. Forklift truck training must always be 'in date' for all operators.
- Ensure that the only members of staff allowed to use forklift trucks have been given WRITTEN authorisation to do so by their Depot Manager/Manager/Foreman.
- Ensure that no young workers (those under the age of 18) are allowed to operate forklift trucks.
- Ensure that ALL forklift truck operators use the equipment in a safe manner taking into account their own safety and that of others affected by their work activities.
- Lap belt/seat restraints MUST be worn at all times when using forklift trucks. This will prevent you from falling out of the equipment or being trapped in the event of a roll-over.
- When a Depot Manager/Manager suspects that an individual is operating a forklift truck in an unsafe manner; authorisation to operate the equipment will be revoked until a further assessment of competence can be made.

21. Smoking

Please refer to the Employee's Handbook for further information.

22. New/Expectant Mothers

Please refer to the Employee's Handbook for further information.

23. Monitoring

The Safety Manager will continue to monitor work activities along with the Manager/Depot Manager ensuring the effectiveness of this Safety Policy.

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Every Manager/Depot Manager must conduct a monthly safety audit of their premises, the finding of these safety inspections will be recorded, and a copy sent to the Safety Manager.

The Safety Manager will conduct regular depot safety visits to ensure compliance, the finding of these visits will be acted upon where necessary.

24. Annual Review

The Directors realise that this policy statement requires regular review if it is to reflect accurately the Company's health and safety arrangements.

This policy statement will be reviewed by the Company annually. There may however be certain circumstances where the policy statement might need to be reviewed earlier than this. Some of the reasons that might require this review are:

- Following any major organisational change in the Company's structure.
- Following a workplace accident(s) that highlights the need for review.
- Following the introduction of new equipment or working practices.
- Following a change in health and safety legislation.

Signed:



Nigel Turner
Managing Director

Date:

18/07/2022

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Receipt of Health & Safety Policy

I confirm that I have received and read the Health & Safety Policy

I agree to follow the rules and advice contained within this Policy.

If I have any queries or questions regarding this Policy I am aware that I am to speak to my Manager/Supervisor

Print Name:

Signed:

Date:

