

# HEALTH AND SAFETY POLICY

**POL-HS-001**



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# Health & Safety Policy Statement

It is the policy of David Smith St Ives to ensure, so far as is practicable, the health, safety and welfare of its employees and the health and safety of other persons who may be affected by its activities. The organisation will take steps to ensure that its statutory duties are met at all times.

David Smith St Ives will promote, set and maintain the highest standards for health, safety and welfare matters.

Our Health and Safety Policy Statement commits the organisation at all levels to prevent accidents and cases of work-related ill health, as well as to provide adequate control of health and safety risks arising from work activities.

This will be achieved by:

- providing adequate control of health and safety risks arising from work activities;
- consulting with staff on matters affecting health and safety;
- providing and maintaining safe plant and equipment;
- maintaining systems of work that are safe and without risk to health;
- ensuring safety during the handling, use and storage of articles and substances which are inherently or potentially dangerous;
- providing adequate information, instruction and supervision for staff;
- competent people are appointed to assist us in meeting our statutory duties including where appropriate, specialists from outside of the organisation;
- ensuring all staff are competent to do their work;
- adequate facilities and arrangements will be maintained to enable employees to raise issues of health and safety;
- preventing accidents and cases of work-related ill health as far as possible;
- maintaining safe and healthy working conditions;
- reviewing and revising this policy as necessary at regular intervals.

## Employees Responsibilities

Employees must ensure that they:

- co-operate with management to enable all statutory duties to be complied with
- take reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions
- familiarise themselves with the health and safety arrangements that apply to them and their work functions

The Directors, Management and Staff are all committed to the implementation of this policy.



2/1/24

Stephen Thompstone  
Group Chief Executive

## 1. SCOPE AND PURPOSE

This Health and Safety Policy sets out the general approach, objectives and the arrangements the company has put in place for managing health and safety. The Policy does not refer directly to individual work practices and, as such, must be used in conjunction with other supporting documentation and health and safety procedures. The responsibility for operating these procedures remains with The Leadership Team, but compliance with the procedures will be monitored by the Health and Safety Advisor.

## 2. INTRODUCTION

David Smith St Ives has a commitment to avoid injury or ill-health to all of its employees. We will proactively work together to prevent injury and illness and to promote health and wellness both on and off the job. We believe in a set of basic safety principles that guide us in all we do.

## 3. RESPONSIBILITIES

### Health and Safety at Work Act 1974

Under section 2 of the Health and Safety at Work Act 1974, employers have a legal duty to, as far as reasonably practicable, safeguard the health safety and welfare of employees and, under section 3, must not expose non-employees to risks resulting from the activities of the business. Leaders communicate the beliefs which underlie an organisation's policy through their individual behaviour and management practice. Leaders communicate powerful signals about the importance of health and safety objectives if they lead by example. In leading by example, managers demonstrate their commitment to the organisation's health and safety objectives, and this filters down to their staff, which follow suit. This has an overall effect of positively influencing health and safety culture.

The responsibility for Health & Safety rests with everyone, from the Chief Executive Officer, Managing Director, Senior Leadership Team, Department Managers / Supervisors through to each member of staff.

### 3.1 Overall and final responsibility is that of the Chief Executive Officer

#### Mr Stephen Thompstone

Specific responsibilities of the Chief Executive Director

- Setting the Health and Safety Policy and Procedures.
- Consulting with Management and staff on matters affecting health and safety.
- Appointing internal competent assistance for health & safety and providing sufficient resource to enable them to fulfil their duties.
- Appointing sufficient external health & safety assistance as necessary to assist the competent persons to fulfil their duties.
- Ensuring that all levels of staff receive suitable and sufficient health & safety training to enable them to fulfil their duties and responsibilities.
- Reviewing and monitoring health & safety within the business on a regular basis.
- Ensuring that accident and incident reporting procedures are in place and procedures have been implemented to prevent reoccurrence where necessary.
- Taking appropriate action for non-compliance with this policy, procedures or associated documentation.
- The effective management of work-related sickness absence.

- Monitoring and reviewing the suitability of the Policy content.
- Making health & safety matters of prime importance when planning, implementing and managing company policies and procedures.
- Communicating the safety message and establishing feedback.
- Leading by example and setting high safety standards.
- Liaising with the Safety Manager to establish and maintain compliance with the company's Health and Safety Policy, procedures and statutory requirements.
- Monitoring the company's accident records and taking responsibility for establishing enforcing authority notification of reportable accidents.
- Supporting and encouraging health and safety promotions at all times.

### 3.2 Operational day to day responsibility

Name	Job Description/Area
Directors	Health & Safety within their teams & area of control
Tim Eele	Health & Safety Manager
Megan Kelly	HR Business Partner
Laura Devonport	Transport Manager
All Managers	Health & Safety within their teams & area of control
Supervisors	Health & Safety within their teams & area of control
All Drivers	Vehicle Checks
All Machinery Users	Visual checks before use

### 3.3 Health & Safety Managers responsibilities

- Provide health and safety advice and practical assistance to managers, supervisors and staff throughout the business.
- Assist managers and supervisors to address issues or actions identified with the health and safety audits.
- Collate information in relation to health and safety KPI's, providing reports as required.
- Assist in the production of health and safety policy and procedures.
- Ensure any health and safety documentation is written clearly and can be understood by the target audience.
- Assist in the production of RASS assessments, producing supporting documentation.
- Assist in the production of documented method statements.
- Support with all RIDDOR and lost time accidents investigations, producing subsequent reports and recommendations.
- Assist managers and supervisors with accident investigations.
- Maintain records of incidents and accidents, producing reports and statistics to identify trends.
- Ensure sites carry out regular fire drill, maintaining records as appropriate.
- Compliance to health and safety and PPE requirements at all times as per LCT PPE Procedure, risk assessments and site requirements.

### 3.4 Directors/Regional Managers Responsibilities

- Ensuring that all levels of staff receive suitable and sufficient health & safety training to enable them to fulfil their duties and responsibilities.
- Specify that health and safety are management responsibilities ranking equally with responsibilities for production, sales, costs, and similar matters.
- Reviewing and monitoring health & safety within the business on a regular basis and completing safety audits.
- Ensuring that accident and incident investigations are completed and corrective actions have been implemented in a timely manner to prevent reoccurrence where necessary.
- Taking appropriate action for non-compliance with this policy, procedures or associated documentation.
- The effective management of work-related sickness absence.
- Monitoring and reviewing the suitability of the Policy content.
- Making health & safety matters of prime importance when planning, implementing and managing company policies and procedures.
- Communicating the safety message and establishing feedback.
- Leading by example and setting high safety standards.
- Liaising with the Safety Manager to establish and maintain compliance with the company's Health and Safety Policy, procedures and statutory requirements.
- Monitoring the company's accident records and taking responsibility for establishing enforcing authority notification of reportable accidents.
- Supporting and encouraging health and safety promotions at all times.

### **3.5 Branch Managers, Managers/Supervisors Responsibilities**

Each Department Manager/Supervisor is responsible for the day-to-day management of health and safety in their respective areas/departments.

They will be responsible for:

- Bringing attention of employees and non-employees to the company Health and Safety policy. Ensuring understanding and compliance of the policy and bring to the notice of the Health and Safety Advisor any improvements or additions which are felt necessary.
- Ensuring a safe place and system of work.
- Ensuring the preparation and review of RASS assessments and ensuring required corrective actions are completed in a timely manner.
- Ensuring that all health and safety non-conformances are reported and analysed according to company procedures.
- Determining the health and safety training needs of their reports and ensuring that it is carried out.
- Provision of health and safety assistance, such as, first aiders and fire wardens.
- Ensuring that personal protective equipment is provided and worn correctly in accordance with RASS assessments and company policy and procedures.
- Ensuring that adequate arrangements are in place including raising the alarm in the event of an emergency and emergency evacuation.
- Ensuring that portable electrical equipment purchased by the department is subject to a suitable regime of inspection and testing.
- Ensuring that equipment purchased, loaned or hired by the department has been checked to ensure compliance with the Provision and Use of Work Equipment Regulations 1998.
- Ensure their visitors are not exposed to any risks that could affect their health and safety while visiting the site.
- Informing workers fully about all potential hazards associated with any work process, chemical substance or activity, including providing instruction, training and supervision.
- Consulting with workplace safety representatives (if a union is recognised, your employer must set up and attend a workplace safety committee if two or more safety reps request one).

### **3.6 Employee Responsibilities**

All employees will be informed of this Health and Safety Policy by their managers and it will be available for inspection at any time. Employees are expected to understand their individual responsibilities and those of their manager.

All staff has a duty to:

- Co-operate with the above people to achieve a healthy and safe workplace.
- Take reasonable care of their own health and safety.
- Consider the safety of other persons who may be affected by their acts (what you do) or omissions (what you fail to do).
- Work in accordance with information and training provided.
- Refrain from intentionally misusing or recklessly interfering with any safety equipment.
- Report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements to a responsible person without delay.

- Not to undertake any task for which authorisation and/or training has not been given.
- Report all accidents, injuries and near misses to a member of the management team.
- Strive constantly to identify, eliminate and reduce risks.
- Adopt `Good Housekeeping` in the work place. All areas should be kept tidy as possible at all times-in particular to reduce slips and trips in the workplace.
- Floors should be kept clean and any spillages must be cleaned up immediately.
- Keep floors clear of trailing cables and other tripping hazards.
- Wear PPE as provided and instructed and to check it before use.

It is an offence for any employee (including managers) to fail to carry out a legal duty, obstruct the HSE, contravene any improvement or prohibition notices or make a false statement or entry into a document legally required to be kept. This means if you are required to record a daily check – if you fail to do it or fail to record it you will be held responsible in the event of an incident.

**NEVER DO ANYTHING THAT YOU THINK IS UNSAFE.  
IF IN DOUBT STOP AND ASK**

## 4. RISK ASSESSMENTS

Under the Management of Health and Safety at Work Regulations the business has a duty to assess the risks to the health & safety of anyone who may be affected by our work activities. It is our policy to ensure no one is put at risk from our activities as far as reasonably possible.

**HAZARD** means anything that has the potential to cause harm.

**RISK** is the likelihood of that hazard causing harm to someone.

The hazards identified should be eliminated or controlled to the lowest level which is reasonably practical. For further information see the Risk Assessments.

- Risk assessments will be undertaken by Managers/Competent persons in consultation with their staff for activities and areas under their control. Specialist help and assistance can be sought from the H&S Advisor or an external party.
- The findings of the relevant risk assessments will be discussed with staff and the staff will complete a sign off record to say they have received the information on the risk assessment and understand its content.
- Action required to remove or control the risks will be approved by the Senior Management Team and the Managing Director where applicable.
- Assessments will be reviewed regularly by Managers. They should be reviewed after any incident, change in legislation, equipment moves or modification or if new information is received and will be reviewed at regular intervals (annually is suggested).
- Copies and sign offs will be kept locally by managers for their area of control also they will be displayed at the work stations and there will be a register with the most up to date versions kept on the Shared Drive.
- “On the spot” risk assessments must be completed for any task that poses a significant risk not adequately covered by the general or specific risk assessment programme.



## 5. SAFE PLANT & EQUIPMENT

Under the **Provision and Use of Work Equipment Regulations and Lifting Operations and Lifting Regulations**, we have a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- Area/Ops Managers are responsible for identifying all equipment/plant needing statutory inspection or regular maintenance in their area of control.
- Managers will check new equipment meets health and safety standards before purchase and ensure maintenance procedures are drawn up.
- Staff may not use machinery or equipment unless properly trained and authorised and must then only operate in line with the training.
- Machinery must always be checked before use; do not use anything you suspect might be in a dangerous condition. Always check the guards are in place before use. Everyone is responsible for reporting problems to their Managers.
- Defective machinery, plant or equipment is not to be used and must be notified to the relevant Manager immediately who will withdraw the item from use until the fault is rectified. If however, he determines that it can be used then an "on the spot" RASS assessment must be documented. Manufacturers safety devices must not be disconnected and if one of these devices fails then the machine must be stood down until it is repaired (e.g. forklift reversing buzzer).
- All machinery and equipment must be stopped and made safe before making an adjustment, clearing blockages by hand, and undertaking maintenance or lubrication-especially if it is necessary to remove guards for these tasks. All equipment must be properly isolated before clearing blockages, cleaning or undertaking maintenance.
- Keys should be removed from the ignition of all vehicles if left unattended. Engines should always be turned off when leaving the seat. This includes Forklift Trucks & Lorries.
- Do not wear loose clothing or jewellery that could be entangled in machinery or otherwise cause a health and safety issue.

### Electrics

- Our electrical installation will be tested for electrical safety at regular intervals as designated by our approved electricians. Competent staff are capable of changing fuses and checking limited circuits, beyond this no one should work on electrics without authorisation.
- Our portable electric appliances will be regularly tested for electrical safety (PAT Testing) by contractors, marked with the last test date and/or next test due date. If equipment is found to be faulty, damaged or does not have an in-date PAT testing label attached, do not attempt to use it, and report it to your Manager immediately.
- To prevent injury to others, attach a do not use label and isolate it from use.
- Do not bring your own electrical equipment into work unless authorised to do so by the Management Team. Such equipment does not comply with company standards and is not on the PAT register. Employees who breach this directive could face disciplinary action.

## 6. STATUTORY INSPECTIONS

The following require specific statutory checks and maintenance.

Fixed electrical installation	Competent electrical contractor	5 years or as specified
Portable or transportable electrical appliances	Competent electrical contractor	Annually or as specified. Staff must check before use
Lifting equipment (forklifts, hoists, cranes, slings)	To be regularly tested by an approved engineering surveyor	6 or 12 months or as specified on the written scheme of examination. Operators to carry out pre-start checks
Local exhaust ventilation (LEV)	Competent person	14 months under CoSHH regulations
Air receivers (air compressors etc.)	To be regularly tested by an approved engineering surveyor	12 months or as specified on the written scheme of examination
Portable ladders, step ladders etc.	Competent person	Quarterly checks to be recorded. Staff must also check before every use.
Vehicles	Competent person	Statutory MOT, services and maintenance. Drivers to carry out pre-start checks
Fire safety equipment	Contractor and competent staff	Annual or bi-annual inspection by contractor. Emergency lighting monthly by competent staff. Fire alarm weekly check by staff for operation.
Racking	Competent contractor and competent staff	Annually by external competent person and monthly by competent staff

- Safety information, operations manuals, records / registers are retained in the department office.
- Service and maintenance records of work place machinery together with works manuals are retained and managed by the relevant manager who is responsible for ensuring routine inspections and daily checks are recorded as required.

## 7. MANUAL HANDLING

The **Manual Handling Operations Regulations**, place a duty on the business to avoid the need for hazardous manual handling where there is a risk of significant injury (particularly to the back). Specific manual handling assessments will be undertaken by Ops Managers and or a competent person where considered necessary using the Task, Individual, Load and Environment pro forma or the MAC Charts from the HSE web site.

- Area Managers or others under their direction will undertake Manual Handling Assessments where there is an identified risk of injury within their area. Completing manual handling assessments forms part of the David Smith St Ives Manual handling course which all staff must attend.
- Everyone is responsible for acting upon recommendations within the assessment.
- Staff who carry out significant manual handling tasks will be formally trained in safe lifting techniques and must follow the advice provided. This includes completing the Online Manual Handling Course. Always avoid the need for manual handling where possible.

You are advised to always use mechanical handling devices where available and to avoid Manual Handling altogether if at all possible.

## 8. SAFE HANDLING AND USE OF SUBSTANCE

Under the Control of Substances Hazardous to Health Regulations (CoSHH), the business has a duty to assess the risks from hazardous substances that are used (e.g. fuels, oils, greases etc.) & hazardous substances generated or present in work activities (e.g. dust, fume, vapour etc.) For further information please see our CoSHH Assessments.

- **Branch/Ops Managers** are responsible for identifying substances that need a formal CoSHH assessment, undertaking the assessment and keeping them up to date. This includes chemicals and non-chemical substances present such as dust or fumes. Only approved products may be used.
- **Branch/Ops Managers** are responsible for informing staff about the assessments providing information about the risks and training in the control measures and protective equipment required.
- **Branch/Ops Managers** are responsible for ensuring actions required are implemented.
- **All staff** will be responsible for following the assessments and wearing the protective equipment required following any training. Personal Protective Equipment (PPE) will be provided where identified as necessary in the CoSHH Assessment and staff will be responsible and will be held accountable for wearing it, storing it safely and reporting any defects. It will be deemed as a breach of company policy if not adhered to.
- All hazardous substances should be kept in original packaging and labels checked before use. They must be used and stored in accordance with the makers instructions. Never leave open containers lying around unattended and return them to the correct store after use.
- When using chemicals read the labels and ensure that you are familiar with the Material Safety Data Sheet and the CoSHH Assessment.
- Staff must follow the training and safety procedures that are laid down, carefully note and follow information provided on the labels of containers and wear protective equipment as required. They must report any hazardous defects or concerns.

### Environment

- Waste disposal is managed on site. Controlled (normal) waste is placed in general waste bins and hazardous (special) waste must be suitably contained and removed by a licenced contractor and disposed of at a registered site. Transfer notes must be kept on file.

- It is our policy to comply with environmental regulations and apply responsible standards where they do not exist. Waste shall only be disposed of in accordance with current Regulations and in a way to minimise environmental impact. All workers must act in such a way to avoid causing pollution and to protect the natural environment in which they work.

## 9. WORKPLACE

The Workplace (Health and Safety and Welfare) Regulations requires us to provide a safe workplace with adequate welfare facilities.

- Building maintenance is managed by the Branch Managers that have the responsibility to ensure that contractors are vetted and produce Risk Assessments and method statements as required. Issuing Permits to Work may also be necessary.
- A planned preventive maintenance programme is in place to ensure the building and its facilities such as the electrical and heating systems are maintained to be safe.
- The Branch Managers are responsible for ensuring asbestos is suitably identified on a register and actively managed to comply with the Control of Asbestos Regulations.
- Plant, machinery and fixed equipment repairs are carried out by specialists if not within the competence of the team.
- Objects and goods must always be stacked to reduce the risk of falling objects. Branch Managers are responsible for ensuring racking and shelving inspections are undertaken both for structural integrity of the racking and the safe storage of goods on them.
- All faults and malfunctions to plant, services and buildings must be reported immediately to the Branch Managers/Operation Managers. This prevents a situation becoming more serious, dangerous and expensive.
- A suitable number of toilets and washing facilities are provided at each site and these are maintained in a hygienic condition.
- Designated pedestrian walkways are provided around the sites and everyone must use these routes where possible to do so. Never block a pedestrian route with goods, even temporary unless a safe and clear diversion is provided.

## 10. INFORMATION, INSTRUCTION, TRAINING AND SUPERVISION

The Health and Safety (Information for Employees) Regulations require us to display a poster telling staff what they need to know about health and safety.

- The Health and Safety Law poster is displayed around the premises at each site.
- Health and Safety advice is available from the Health and Safety Manager or the Health and Safety Executive at [www.hse.gov.uk](http://www.hse.gov.uk).
- Supervision of new or temporary staff will be arranged and monitored by Department Managers and others under their direction.
- Branch/Department Managers are responsible for ensuring that all staff are given relevant health and safety information (including any temporary/agency staff).
- The use of hand held mobile phones whilst driving is prohibited. There is a specific and separate "Driving at Work" policy.

### **Third Parties**

- The business has a responsibility to all customers, visitors, contractors and members of the public. We aim to provide a safe working area to the extent that is within our control and to highlight any special hazards which are likely to be immediately apparent.
- All visitors must report into reception and sign in the Visitors book. There will be a hand-held card available to highlight the Emergency procedure and directives.
- The person arranging the contractors work or inviting business visitors onto the premises is responsible for checking the correct information is provided. They are also responsible for implementing safety procedures, particular wearing hi-vis and ear defenders and must take action if they are breached.
- A contractor's competency check list must be completed for all contractors working on behalf of the business, to be held on file for as long as the contractor remains an approved contractor for the business (managed through each site).
- Business visitors and contractors are responsible for the health and safety of others affected by their work. They are responsible for ensuring equipment supplied by them is properly maintained, guarded, operated by trained workers and does not present a hazard.
- If you see any unsafe contractor work practices report them to your Line Manager.
- The law requires us to take extra precautions to protect children from our work activities. Children are excluded from work areas unless adequately supervised and with explicit permission. Each case should be judged on its merits.
- Drive vehicles/Forklift Trucks slowly in all pedestrian areas and when entering or exiting the sites.

## **11. COMPETENCY FOR TASKS AND TRAINING**

The law requires the business to provide appropriate information, instruction and training regarding your health and safety at work. This is to enable you to work safely for the benefit of yourself and other people.

- Managers and Supervisors should complete as a minimum IOSH Managing Safely.
- All new staff must undergo the David Smith St Ives company induction as arranged by the HR Manager.
- Induction and job specific training will be provided by the Branch/Operations Managers and others under their direction.
- Department Managers/Supervisors are responsible for ensuring their workers are suitably trained for the task undertaken and equipment used.
- Do not allow anyone else to use equipment which is under your control unless you know that they are also fully trained and authorised.
- The following tasks must only be carried out by authorised workers, who will normally have completed a formal training course or be specially trained in-house. This is because the tasks are either hazardous or the law requires this.
- Online Manual Handling Training to be completed on first day.
- Online Fire Awareness & HoS Environment to be completed in first month.
- Day 1 walk around to be complete on Day 1.

Equipment	Training
Forklift truck / Side loader	Formal training certificate & authorised with refresher training every 3-5 years
MEWP (cherry picker, scissor lift)	Formal training certificate & authorised with refresher training every 3-5 years
Workshop machinery saws & equipment	In-house training (minimum) and authorised
Overhead crane	In-house training (minimum) and authorised
Manual handling	Formal in-house training and certified
Nail gun operations	Formal in-house training and certified
Step ladders/ladders	In-house training (minimum) and authorised
Abrasive wheel (bench grinders)	Wheel may only be changed, set and mounted by qualified persons

- All other persons are strictly forbidden from carrying out the above tasks unless supervised by a suitable qualified person (e.g. while undergoing training). Training records are kept by Branch/Ops Managers and centrally with HR. Training will be identified, arranged and monitored by Branch/Ops Managers.
- If you do not understand any matter relevant to your health and safety at work, or consider you have not received adequate information, instruction or training, you must report the matter to the relevant Branch/Ops Manager.

## 12. ACCIDENTS, FIRST AID AND WORK RELATED ILL HEALTH

The business will ensure as far as reasonably practicable, that accident and dangerous occurrences are reported as appropriate. Incidents, ill-health and dangerous occurrences will be investigated, and reasonable measures put in place to prevent recurrence. It is vital that if you are involved in or witness an incident you report it to the relevant Branch/Ops Manager immediately.

### Accidents and Incidents

- If you suffer an injury/accident at work, you must report it immediately to the nearest first aider for treatment and to your Line Manager.
- Line Managers will start the investigation process immediately to ensure all relevant information i.e. condition of area, witnesses etc. are considered.
- All staff must report accidents.
- Accidents must be reported in order that action can be taken to prevent re-occurrence.
- Branch Managers are responsible for undertaking investigations following an accident, dangerous occurrence or work related ill health.
- The Health and Safety Manager is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority (HSE) as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- Near Misses (non injury accidents) must be reported so that control measures can be put in place to avoid a more serious accident occurring. Even if there is no near miss but you think something is dangerous or there is a better/safer way to do something you should report it. You are the eyes and ears of the business and you can keep people safe at work. You can report incidents using the Safety Observations forms, by email or verbally. What is most important is that you report them.

### **First Aid**

- First Aiders/appointed persons for First Aid are available at all sites. They are responsible for providing first aid treatment for accidents and illness on site and summoning the emergency services if appropriate.
- The current list of First Aiders/appointed persons for your work area is displayed within your work area. First Aiders attend three yearly refresher courses to maintain their status.
- First aid boxes are kept around the premises at each site. First Aiders must maintain their respective first aid boxes.
- First Aiders will ensure that all accidents are recorded in the accident book. They will notify their Branch /Area Manager who will then notify the Health and Safety Manager who will follow the correct reporting procedure to the enforcing authority if necessary. All accidents to be reported to HoS Manager within 24 hours.

### **Health**

- All new staff must complete the health questionnaire on employment, so any ill health can be taken into account and reasonable adjustments made when required. This is kept secure and confidential under Data Protection Act and HR will follow up as required.
- Stress is the adverse reaction you may have if put under 'excessive' pressure, in extreme circumstances this can lead to mental or physical illness such as depression and heart disease. If you feel you are suffering from excessive pressure, anxiety or other symptoms of stress, please speak in the strictest confidence to HR or a member of the Management Team.
- If you think something at work may be causing your illness or making an existing condition worse, tell your family doctor and any member of the Management Team in confidence. Early diagnosis of an illness caused by work can often help you recover more quickly and may stop other people becoming ill.
- All staff must co-operate by following the RASS Assessments and CoSHH Assessments including PPE when other means of reducing exposure are not available.
- If you are not feeling 100% fit to work for any reason you need to report this to your manager if your or other people's health or safety could be compromised. Everyone is reminded to keep up to date with their Tetanus protection. To avoid ill-health, always wash your hands with soap under hot running water before eating, drinking, smoking, vaping and before/after visiting the toilet. Cover cuts and broken skin with plasters and/or use gloves.

### **Alcohol & Drugs**

- Performing any work under the influence of alcohol or non-prescribed drugs (including "legal highs") is extremely dangerous and therefore strictly forbidden. The use of prescribed drugs must be notified to the management team to ensure job placement is such that performance of the task is not affected by the use of such drugs (for example some drugs can make you drowsy and you should therefore not drive or operate heavy machinery).
- Any person found to be using controlled drugs will be removed for their own safety and that of others, and could be subject to disciplinary proceedings.

### **Smoking/Vaping**

- All smokers are responsible for only smoking/vaping in the designated smoking/vaping areas and ensuring cigarettes/vapes and the like are properly extinguished. No smoking/vaping is permitted inside the buildings or work vehicles.
- If you don't comply with the smoke free law, you will be committing a criminal offence.

### 13. EMERGENCY PROCEDURE-FIRE AND EVACUATION

Branch/Ops Managers are responsible for ensuring a Fire Risk Assessment is undertaken and kept up to date with assistance of the Health and Safety Manager.

- The emergency evacuation procedures will be tested every 6 months. In the event of an evacuation, The Branch /Operations Manager/Competent Person will adopt the role of Incident Controller. They are responsible for coordinating building evacuation and reporting to the Fire Officer in charge, on arrival.
- In an emergency evacuation the building will be evacuated under the control of trained Fire Wardens within specific areas. Roll calls are conducted by department managers (or their deputy) who will pass details to the Incident Controller.
- Where safe to do so, Fire Wardens must ensure that everyone leaves the part of the building for which they are responsible immediately and proceeds to the Assembly Point. They will report to the Incident Controller at the Assembly Point.
- Fire facility servicing and maintenance:
  - Maintenance of the fire alarm is carried out every 6 months by agreed contractors through the Branch Managers.
  - The Fire Log is maintained by the Branch/Ops Manager/Competent Person.
  - Fire extinguishers are maintained by external contractors on an annual contract through the Branch Managers.
  - Fire Drills are conducted at 6 monthly intervals for each shift by the Branch/Ops Managers/Competent Person.
  - The fire alarm is tested weekly at the same time on the same day (tests are carried out at different call points on a rotation basis) by the Branch/Ops Managers /Competent Person.
  - Emergency lighting is serviced every 12 months external contractors on an annual contract through the Branch Managers and tested monthly by Competent Person through the Branch Managers.
- The Fire Log details all fire facility servicing including weekly tests, fire drills, events, incidents and Fire Officer Visits.

#### **On hearing the fire alarm (other than testing)**

- Turn off workplace machinery where safe to do so and leave by the nearest safe exit and proceed to the Assembly Point.
- Do not stop to pick up personal belongings.
- If you have visitors, you must escort them to the Assembly Point.
- Do not return to your work area until the "All Clear" is given.
- Get out, Stay out.

#### **On discovering a fire**

- Activate the alarm by pressing the nearest break glass point.
- Only if you are a trained Fire Warden and it is safe to do so, try to fight the fire without taking risks to yourself and others.
- Proceed to Assembly Point.
- Report to the Incident Controller.



**Make sure you are familiar with:**

- The procedure for sounding the alarm and familiar with the tone of the alarm.
- The location of the fire exits and firefighting equipment.
- The evacuation procedure and meeting point outside.
- All fire routes are to be kept clear and unobstructed at all times.

## **14. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

- The business will provide all necessary safety clothing free of charge where identified as a requirement.
- PPE is provided as a last resort, when the hazard cannot be controlled by other means. This includes gloves, safety footwear, eye protection, high visibility clothing etc.
- Branch/Ops Managers are responsible for issuing the protective equipment where identified and logging the issued PPE on a record.
- Everyone must ensure visitors conform to our safety rules, particular wearing of high visibility clothing and suitable footwear.
- It is your responsibility to wear the protective equipment provided, store it safely and report any loss or defects. We will check compliance and disciplinary action could be taken if you fail to wear the equipment as directed. You could be disciplined leading to dismissal for failing to wear the PPE as directed.
- Personal protective equipment must be worn at all times where identified as necessary in the CoSHH or Risk Assessment and/or following your training, irrespective of conditions which may make using such equipment uncomfortable.

## **15. AREAS OF RISK**

- There are some activities that present a risk to health and safety. To help reduce the risk of injury we have produced RASS Assessments for a variety of the hazardous tasks undertaken. All staff should read and follow the guidance detailed in these documents. Copies are available from your manager and on the shared drive. In most cases they will be displayed at your work station.
- Everyone is responsible for good housekeeping. Slip and trip hazards are the largest source of accidents and everyone is responsible for keeping these to a minimum.
- The main areas of significant risk are:
  - Workplace transport (moving vehicles)
  - Manual handling (lifting & carrying things)
  - Slip, trip or fall on same level
  - Falling objects
  - Trapped by something collapsing or overturning
  - Contact with machinery
  - Contact with electricity or an electrical discharge
  - Falls from height
  - Fire/explosion

- Exposure or contact with hazardous substances
- Lone working
- Struck by moving, falling or flying object
- Weather (ice, wind, rain, sun)
- Repetitive tasks
- It is illegal and very dangerous to lift people using the forklift or similar unless an HSE approved access cage is used. Mobile Elevated Work Platforms (MEWPs) / Scissor Lifts are to be hired when necessary.
- Never climb on racking or shelving.
- Keys should be removed from the ignition of all vehicles if left unattended.
- High visibility clothing must be worn when working.
- The use of hand held phones whilst driving is prohibited. Set mobile phones to take messages and respond when stationary and with the engine switched off.
- All areas are to be left clean and tidy at the end of each shift.
- Clear up any spills from the floor to reduce slipping or tripping.
- Ladders, step ladders and kick stools must be checked before each and every use. A formal record of inspection must be carried out on at least a quarterly basis. The safest method of access must be used for all work at height.
- Welfare facilities must be kept clean and tidy. All food and rubbish should be removed and not left to go rotten. It's your rest space so keep it clean.

## 16. DRIVING

### Occupational Road Risk and other Transport activities

The Transport Manager, in conjunction with the Health & Safety Manager and Senior and Site Management, will ensure that suitable arrangements are in place to ensure the effective management and control of occupational road risk, and risks associated with internal transport activities.

We recognise that driving is not only necessary for undertaking business activities, but also represents a hazardous activity and accordingly will take steps to reduce the identifiable risks as far as possible. Driving at work is defined as anyone driving any vehicle on company business on site or off site.

- Employees are reminded that, despite its familiarity, driving is by far the most hazardous activity most of them will undertake. The precautions outlined below should be taken to minimise risk:
  - Always be vigilant to pedestrians and vulnerable road users.
  - Avoid the use of vehicles around pedestrians / segregate vehicles from pedestrians as far as possible- if you need to then stop and wait for the danger to pass.
  - Plan routes carefully to minimise distance driven.
  - Ensure the vehicle is maintained in accordance with the manufacturer's instructions, including specific winter and summer precautions.
  - Take sensible breaks and seek to avoid overlong days of work and driving.
  - Drive in accordance with the Highway Code and all road safety requirements.
  - Limit consequence of accidents and breakdown, by wearing seat belts, carrying appropriate supplies (for bad winter weather driving etc.), carrying a travel first aid kit and making use of communication arrangements such as mobile phones in an emergency.

- Report the development of any health problem which may limit or prevent driving (such as epilepsy) to your line Manager immediately.
- We do not require employees to make or receive calls whilst driving; hands-free must be used but keep the conversation short until you can safely pull over. Let it ring and call back when safe to do so. It is also noted that callers to mobile phone users whilst driving play an important role in keeping the roads safe. If the person you are speaking to is driving, callers should terminate the call and speak with them later.
- Employees are reminded that David Smith St Ives needs to verify your driving licence at least annually if you drive on company business or as required.
- Any penalty point gained should be notified to Group Transport immediately.
- Employees are reminded if they use a personal vehicle for driving on company business it must be insured for business use and maintained in a roadworthy condition. A copy of the insurance certificate must be supplied to the Transport Department prior to utilising for business use.

## 17. DISPLAY SCREEN EQUIPMENT (DSE) AND WORKSTATIONS

The Health and Safety (Display Screen Equipment) Regulations apply to workers who “habitually use display screen equipment as a significant part of their normal work”. The main feather is the duty to assess workstations and reduce the risks that arise.

- Workstations will be assessed by the computer user themselves using the David Smith St Ives guidelines and can be followed up with their manager on request.
- All users will be given sufficient information and instruction in setting up a comfortable and suitable workstation.
- If users so request an appropriate eye sight test will be provided by David Smith St Ives.
- Flexibility will be considered, where possible to ensure breaks are incorporated into any long, repetitive computer work.
- Laptops are not designed for prolonged use and normal size monitor; keyboard and mouse should be used where possible.

## 18. WORKING AT HEIGHT

The Working at Height Regulations require employers, as far as is reasonably practical, to avoid work at height. Where unavoidable, we must prevent falls from height or minimise the consequences of a fall in the event it does occur using the hierarchy of control measures. Collective protection measures such as guard rails are preferred over personal protection measures such as harnesses and lanyards.

- Work at height is defined as work in any place from which a person could fall a distance liable to cause personal injury. Always avoid the need to work at height. It is not how far you fall it is what you hit on the way down.
- Work at height relates particularly to the lorry beds, access to racks and workplace equipment.
- All work at height must be subject to Risk Assessment and Safe System of Work.
- The use of ladders and steps is discouraged, and these should only be used where there is no reasonable alternative or for short term work. Podium steps should be used wherever possible. All access equipment must be on the ladder register and formally inspected at least quarterly but always visually checked before use.
- Mobile Elevated Work Platforms are to be hired when necessary but may only be used by trained staff.
- Fragile roofs must be clearly marked.
- No one is permitted to climb on shelving or racking.

## 19. MONITORING AND REVIEWING

To demonstrate our commitment to managing health, safety and welfare in the work place, Department Managers or H&S Committee members will check the implementation of this policy by performing regular audits and inspections of the premises and operations. This policy, together with its associated arrangements, will be reviewed regularly.

**IF YOU ARE UNSURE ABOUT ANY ISSUES RAISED IN THIS POLICY,  
PLEASE INFORM YOUR MANAGER IMMEDIATELY  
DO NOT TAKE CHANCES. IF IN DOUBT, ASK**

## 20. SUPPORTING POLICY'S

- RASS Assessments
- Permit to Work
- Working at Height
- Personal Protective Equipment (PPE)
- Management of Contractors
- First Aid at Work
- Manual Handling
- Emergency Preparedness
- Asbestos
- Confined Space
- Control of Substances Hazardous to Health (COSHH)
- Water Quality Management
- Electricity at work
- Consultation with Employees
- Safe Plant and Equipment
- Display Screen Equipment (DSE)
- Noise
- Workplace Health, Safety & Welfare
- Safety Monitoring



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