

Health and Safety Policy

December 2016

Registered Office : 15 Kings Croft
Allestree
Derby
DE22 2FP

Newwood Solutions Limited	Document	H&SP	
	Issue	1	
	Date	19/12/2016	
	TITLE: Health and Safety Policy	AUTHOR	MAW
APPROVED		MRN	

Contents

General Statement of Policy	3
Responsibilities	4
Obligations	4
Accidents and First Aid	5
Training	6
Visitors and Contractors	6
Working on Customer's Premises	6
Housekeeping and Premises	7
Personal Protective Equipment (PPE)	7
Risk Assessment	8
Electricity	8
Safe Handling and Use of Substances - COSHH	9
VDU Workstations	10
Manual Handling Operations	10
Insurance	11
Further Advice	11
Appendix 1—Risk Assessment	12
Appendix 2—Hazardous Substances in Use	15

General Statement of Policy

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

Our policy is:-

- to provide adequate control of the risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction and supervision for employees
- to ensure all employees are competent to do their tasks and are adequately trained
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions

The allocation of duties for safety matters and the particular arrangements which we have made to implement the policy are set out below and apply to all employees, self-employed persons and visitors.

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 on a regular basis.

Signed.....

Mark A. Woodward
Director
Newwood Solutions Ltd

Responsibilities

- (a) All directors of the company are responsible for ensuring that the requirements of health and safety regulations are complied with in their own work areas and the work areas of any person under their command.
- (b) All directors and employees have a responsibility to:-
- cooperate to achieve a healthy and safe workplace
 - to take reasonable care of themselves and others
 - not interfere with anything provided to safeguard their health and safety
 - report all health and safety concerns to an appropriate person
- (c) Safety rules and recommended work practices drawn up by the company or by the manufacturer of any equipment must be observed at all times.
- (d) Safety equipment and any safety devices provided should be used at all times.
- (e) Whenever an employee notices a health or safety problem or hazard which they are unable to put right, they must immediately advise the appropriate person.
- (f) Employees working on a customer's site should abide by the customer's health & safety policy. If in doubt always ask for clarification from their safety officer.

Obligations

The company has duties under the Health & Safety at Work Act 1974, to ensure the health, safety and welfare of its employees at work with particular reference to the provision of:

- Safe plant and systems of work.
- Arrangements for the safe use, handling, storage and transport of articles and substances.
- Safety training, a safe place of work with safe access/exit and a healthy working environment.

It also has similar obligations towards other persons who may be either on its premises or affected by its activities.

Employees also have responsibilities under the Act to take reasonable care of themselves and other persons affected by their actions, and to cooperate with their employer in the implementation of duties required by the Act.

Accidents and First Aid

It is the policy of the company to encourage employees to obtain certificates in first aid. First Aid boxes are provided on all company premises.

Accident Book

All accidents, however slight, to employees whilst they are at work and to all other persons on company premises must be reported immediately. Injuries should be recorded in the accident book. An accident record book is provided at each premises.

The **RIDDOR** Regulations - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) require that certain accidents and ill health cases must be recorded and reported to the enforcing authorities. You need to report:-

- deaths
- major injuries (including electric shock)
- accidents resulting in over 3 days off work
- diseases
- dangerous occurrences
- Removal to hospital

Refer to the Riddor web site at <http://www.riddor.gov.uk/info.html> for a detailed explanation of the items included.

All reportable accidents dangerous occurrences and diseases should be reported to:-

Incident Contact Centre,
Caerphilly Business Park,
Caerphilly,
CF83 3GG

Telephone: 0845 3009923

Fax: 0845 3009924

Email: riddor@natbrit.com

or via the Riddor web site.

Training

It is company policy to provide all the training necessary to ensure that employees are able to do their job safely. No employees should be allowed to use any equipment or materials which may be dangerous or hazardous unless they have been instructed in the use and dangers, and the precautions taken. Training records are maintained by the Quality Manager.

Visitors and Contractors

All self-employed persons, visitors and contractors must abide by the company safety procedures. The person being visited should advise the visitor as appropriate on their arrival. They should sign-in on arrival, and advise on their departure. If a contractor is to carry out work on site then a discussion needs to establish how any risks from their work can be avoided.

Working on Customer's Premises

All employees who work on a customer's site must be competent and able to work unsupervised.

Employees working at customer's premises should abide by their Health & Safety policy. In addition to the statutory responsibilities employees must comply with site safety rules and any associated codes of practice relevant to the work being undertaken in respect of the contract. If in any doubt always ask for clarification from their safety officer.

The company will appoint a company representative for each relevant contract who will be responsible for receiving safety documents and attending any meetings with the customer's representatives at which the implications and extent of the health and safety requirements for the contract can be reviewed.

Employees must attend any required training sessions.

Employees must ensure that all equipment taken on site is in good condition, complies with the relevant statutory requirements and is used safely.

Housekeeping and Premises

Access

Employees should assist in keeping all areas of the workplace in a safe and clean condition and ensure that there is safe access to all areas at all times.

Cleanliness

All areas should be cleaned regularly.

Waste disposal

All waste bins should be emptied regularly. Any waste which might be considered hazardous if disposed of carelessly, must not be dumped or allowed to pollute water supplies or land.

Telephones

Materials are provided to enable employees to sanitize and clean their phones.

Personal Protective Equipment (PPE)

Although the company does try to reduce the risks to employees there are some operations where Personal Protective Equipment may be required. This is provided by the company in the form of protective clothing such as, overalls, gloves etc. and protective equipment such as safety goggles etc. for the use of employees.

Employees are urged to use the items provided and take particular care in respect of the following areas:-

EYES

Hazard: chemical and metal splash, projectiles.

Choice of protection: Goggles, safety spectacles

HANDS & ARMS

Hazard: abrasions, temperature extremes, skin infection.

Choice of protection: gloves

BODY

Hazard: temperature extremes, adverse weather, chemical or metal splash, dust.

Choice of protection: overalls

In addition, employees must follow all guidelines and requirements set out by a customer when working on the customer premises.

Risk Assessment

Every employer has to make an assessment of the risks to the health and safety of his employees and anybody else who may be affected by the business. These have to be recorded. The assessment of risks is a close look at what in the workplace could cause harm and then deciding whether precautions already being taken are sufficient or if further action can be taken.

Every employee should undertake a risk assessment before commencing work, this is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in the workplace.

Some customers will have their own requirements regarding risk assessments, these must be adhered to in addition to any assessments you feel are necessary to control any risks.

When thinking about your risk assessment, remember:

- a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc
- the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Please see appendix 1 for further information regarding risk assessment.

Electricity

If an employee is working alone, mains powered equipment must NOT be used with the covers removed

Electric Shock

Notices are displayed on what to do if someone gets an electric shock. Please read them.

Plugs and Cables

All power leads and multiple extensions are to be visually inspected, tested and marked once a year. Any frayed or damaged cables are to be replaced completely. Always use the correct plug and fuse rating.

Portable Appliance Testing (PAT)

A list of portable electrical tools and equipment is to be maintained. Each item is to be inspected, tested and marked at least every two years.

Socket Outlets

If for any reason a unit has to be powered with its covers removed, it must be connected to a supply outlet that is protected by a residual current circuit breaker. Plug-in RCBs are provided for this purpose. Do not take risks.

Sufficient socket outlets should be provided for direct connection in most cases, if however a multi-way adaptor is required always use a short extension lead with a multi-socket block.

Emergency Power Switches

Make sure you know where the emergency cut off switch or isolator is located in the area where you are working – even when working on a customer site.

Outdoor use of Electrical Equipment

All electrical equipment used outdoors or in damp conditions should be protected by a residual current circuit breaker

Safe Handling and Use of Substances - COSHH

The COSHH regulations (Control of Substances Hazardous to Health) came into effect on the 1st January 1990. They provide a framework to help protect people in the workplace against health risks from hazardous substances.

Hazard sheets and manufacturers guidance notes provide useful information and are available for substances identified as a hazard.

All substances should be handled carefully and stored in accordance with the manufacturers recommendations.

Managers should do assessments on any substances in use (eg adhesives, paints, cleaning agent, solvents) and substances generated from work activities (eg dust, fume, vapour) and identify any health risks. If there is a risk steps should be taken to remove or control the risk. When new hazardous items are introduced, suppliers' hazard data sheets should be obtained and retained in the appropriate file and users advised of the hazard. New risks should be added to Appendices.

A list of hazardous materials currently in use within the company is provided in Appendix 2

VDU Workstations

The Health and Safety (Display Screen Equipment) Regulations came into effect on the 1st January 1993. These regulations apply to employees who habitually use display screen equipment as a large proportion of their everyday job with the objective of removing, or reducing the risks.

Regulations require that all new workstation installations and display screen equipment must conform by the 1st January 1993, and all existing workstations must conform by the 31st December 1996. Users are encouraged to study the training information available on the subject.

Any user with eye problems should advise the company as eyesight tests are available at the expense of the company.

Users can help themselves by turning off the monitor when not in use and ensuring that the screen and the area around the workstation is kept clean and tidy.

All workstations are to be checked once a year to assess the risks arising from their use and to reduce those risks to the lowest level practicable.

All workstations will have a tested label showing signature of tester and date tested. All persons using a workstation should ensure it has a current test date.

Manual Handling Operations

Employees are requested to make full and proper use of any handling aids and protective equipment provided. Exercise care and diligence at all times, giving consideration to others who may be affected by your activities. Employees should advise of any medical condition which might affect their ability to undertake manual handling operations.

Please study the manual handling notes below.

How to lift correctly

- Plan your lift before you start—where you'll grip it, where it's going, the path you'll follow and how you'll put it down.

- Lift the edge of the object to get an idea of its weight. If it's too heavy, get help or use mechanical assistance.
- Stand close to the load, feet firmly on the floor.
- Squat down—back straight, knees bent, stomach muscles tight.
- Grab the load firmly and make sure you can carry it before you start to move.
- Stand up slowly, lifting with your leg muscles and straightening your back as you stand. Hold the object close to your body.
- DON'T twist your body, while carrying a heavy load.
- Put the load down smoothly and slowly; bend your legs and let them do most of the work.

Insurance

The company Employers Liability Insurance is displayed in the registered premises and available for inspection on request.

Further Advice

The Health and Safety Information for Employees Regulations 1989 require employers to display or provide information telling employees what they need to know about health and safety, a copy of this is provided to all employees.

If further information on health and safety is required this is available from the enforcing authority: please visit <http://www.hse.gov.uk>

Appendix 1—Risk Assessment

PROCEDURE

There are five steps to undertaking a risk assessment

Step 1 What are the hazards?

Spot hazards by:

- walking around the workplace;
- asking all employees what they think;
- checking manufacturers' instructions;

Don't forget long-term health hazards.

Step 2 Who might be harmed and how?

Identify groups of people. Remember:

- some workers have particular needs;
- people who may not be in the workplace all the time;
- members of the public;
- if you share your workplace think about how your work affects others present.

Say how the hazard could cause harm.

Step 3 Evaluate the risks.

Having identified the hazards, you then have to decide how likely it is that harm will occur; ie the level of risk and what to do about it. Risk is a part of everyday life and you are not expected to eliminate all risks. What you must do is make sure you know about the main risks and the things you need to do to manage them responsibly.

Generally, you need to do everything 'reasonably practicable'. This means balancing the level of risk against the measures needed to control the real risk in terms of money, time or trouble. However, you do not need to take action if it would be grossly disproportionate to the level of risk.

Your risk assessment should only include what you could reasonably be expected to know - **you are not expected to anticipate unforeseeable risks.**

Look at what you're already doing, and the control measures you already have in place. Ask yourself:

- Can I get rid of the hazard altogether?
- If not, how can I control the risks so that harm is unlikely?

Some practical steps you could take include:

- trying a less risky option
- preventing access to the hazards
- organising work to reduce exposure to the hazard
- issuing protective equipment
- providing welfare facilities such as first aid and washing facilities
- involving and consulting workers

Step 4 Record your significant findings

Make a record of your significant findings - the hazards, how people might be harmed by them and what you have in place to control the risks. Any record produced should be simple and focused on controls.

Any paperwork you produce should help you to communicate and manage the risks in your business. For most people this does not need to be a big exercise - just note the main points down about the significant risks and what you concluded.

A risk assessment must be 'suitable and sufficient', ie it should show that:

- a proper check was made
- you asked who might be affected
- you dealt with all the obvious significant hazards, taking into account the number of people who could be involved
- the precautions are reasonable, and the remaining risk is low
- you involved your employees or their representatives in the process

An example is shown below of what might be expected.

Brief Description of the Job or Contract	Investigate and repair faulty computer interface		
Hazard	Who might be harmed	Is the risk adequately controlled	What further action is necessary to control the risk

Electricity	All employees on this contract	No working on equipment with covers removed	
VDU Workstation Screens	All employees on this contract	All workstations to comply with the Health and Safety (Display Screen Equipment) Regulations 1993	Study training information available on the subject
Manual handling operations	All employees on this contract	Make full and proper use of any handling aids and protective equipment provided	Study the guides and notes that are available on how to lift correctly

Step 5 Review your assessment and update if necessary.

Few workplaces stay the same. Sooner or later, you will bring in new equipment, substances and procedures that could lead to new hazards. So it makes sense to review what you are doing on an ongoing basis, look at your risk assessment again and ask yourself:

- Have there been any significant changes?
- Are there improvements you still need to make?
- Have your workers spotted a problem?
- Have you learnt anything from accidents or near misses?

Make sure your risk assessment stays up to date.

Appendix 2—Hazardous Substances in Use

The following should be considered when carrying out a COSHH risk assessment

Activity

Give a brief description of the process.

Hazards

List the hazards from the process and hazardous substances associated with the task,

Those at Risk

List everyone who could be harmed.

Control Measures

List the control measures currently in place to reduce exposure to the hazardous substances listed. In addition to physical controls such as PPE, others such as the provision of information, instruction and training, safe working procedures or safe systems of work should also be considered. You need to be satisfied that they adequately control exposure.

Risk

A judgement should be made taking all factors into account and deciding on whether the remaining risk is adequately controlled or if further controls are required. If the risk is unacceptable then immediate remedial actions should be put in place. If additional controls can be introduced to eliminate or reduce exposure still further the details should be listed below and the risk assessment updated.

COSHH Data Sheet

It is important to obtain and retain the COSHH Data Sheet from the supplier for each item. This should contain the information needed to complete an assessment. Hazard warning labels will tell you if and how the substance is toxic, corrosive, harmful, irritant etc. It should also include the risk and safety phrases to help with the assessment.

Exposure

Exposure route can include eyes, inhalation, skin contact, ingestion, and injection. Check what type of effect does exposure have, could it cause burns, skin irritation, headaches, nausea, dizziness, can it cause asthma or dermatitis? Is the substance a carcinogen (cancer causing substance).

Refer to Hazard Sheets for detailed information

Material	Use	Hazard/Action
Printed Circuit Cleaner PCC400H - (replacement Flux Clean 400D)	Small batch quantities and modifications - cleaning by hand.	Do not inhale spray. Ensure good ventilation. Protect eyes. Replacement flammable.
Solvent 20 SBP2	Cleaning	Highly inflammable. Avoid inhalation, contact with eyes and skin. Wear gloves and eye protection. Ensure good ventilation.
Solder flux	Soldering	Irritating to eyes and skin. Do not breathe fumes.
Electrolube	EHT sealing	Flammable, must not be inhaled. Avoid contact with eyes and skin. Use in ventilated area.
Paints	Refurbishing	Flammable, must not be inhaled. Needs good ventilation.
Safewash 2000	PCB cleaning	Irritant to eyes, respiratory system and skin. Harmful by inhalation.
Ambersil	General purpose cleaner	Contains flammable solvents
Araldite	Adhesive	Irritating to eyes and skin.

Butane gas refill	for Microjet T25	Extremely inflammable
Aerosol Clear Lacquer	Refurbishing	Slight skin irritant, eye irritant.
Cellulose thinners	Cleaning	Highly inflammable.
Bleach	Domestic Cleaning	Avoid contact with eyes and skin. Do not inhale.
Tipp-Ex	Correction fluid	Highly inflammable