

# HEALTH AND SAFETY POLICY STATEMENT AND ARRANGMENTS MANUAL

Revision	Description of change	Date	Approved
2	Sections 2.18 to 2.22 added and various minor alterations	22/01/10	

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HEALTH AND SAFETY POLICY AND ARRANGMENTS MANUAL

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**PART 1 HEALTH AND SAFETY POLICY STATEMENT**

This statement forms part of our health and safety policy required under Health and Safety Work etc. Act 1974 (section 2 (3)). The safety policy also includes; the organisation with responsibilities for health and safety; risk assessments; and the arrangements (protective and preventive measures) for health and safety.

*It is our policy to comply with all health and safety legislation, Acts, Regulations, Codes of Practice and other guidance. We will endeavour to provide a safe and healthy working environment including, premises, equipment and systems of work that are, so far as is reasonably practicable, safe and without risks to health.*

*To ensure the policies are understood and implemented we will provide suitable and sufficient information, instruction and training for employees who must comply with any training and information which is given and follow the arrangements and safe systems of work including the use of any necessary personal protective equipment/clothing.*

*We accept our responsibility for health, safety and welfare of others (public, contractors and visitors) who maybe affected by our business.*

*This policy will be brought to the attention of all employees.*

*The safety policy will be kept up to date by periodical reviews (at least annually) and will take account of any new equipment, processes or changes to work which affect health and safety.*

Signed: \_\_\_\_\_  
Managing Director

Date: 19<sup>TH</sup> SEPT 2009

## **PART 2 ARRANGEMENTS**

### **2.1 Risk assessment and control**

Risk assessments are recorded on specific formats which are located in the Health and Safety File. Formats relate to;

- Display screen equipment
- Manual handling
- Hazardous substances
- Site Procedures

Control Measures are developed and implemented for those hazards which pose a significant risk.

Risk assessments will be reviewed annually or earlier if significant changes take place.

It is the responsibility of the Health and Safety Representative (HSR) to ensure that risk assessments have been completed and that reviews are carried out by the due date.

The results of risks assessments are made known to all relevant persons. Training, information, instruction and supervision will be provided as required. Controls measures will be put into practice as recommended from the risk assessment process.

### **2.2 Organisation and responsibilities**

Overall responsibility for health and safety in the Company lies with the Managing Director (MD) who will:

- lead on health and safety matters and have a daily responsibility when present at the Company premises.
- ensure that this policy is fully implemented and inspect the premises and activities every 3 months.
- have responsibility for health and safety and supervision of employees and will take any action required when there are failures of policy, hazards, dangerous events etc.
- be responsible for emergencies including fire and act as fire co-ordinators responsible for organising and recording drills. A list of fire wardens is included with this document (section 2.2.1).

NB The Fire Prevention Officer will deputise in the absence of the MD.

All employees must:

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- exercise their duty to act responsibly and not to put themselves or others at risk by there acts or omissions.
- report any unsafe conditions to the HSR
- co-operate with the Company on health and safety matters.
- use all control measures and follow safe systems of work.
- keep the workplace clean and tidy.

The names of designated competent health and safety persons for the Company are displayed at appropriate points. Employees who have queries regarding health and safety should consult with the HSR or MD who will take the necessary action.

### 2.2.1 Health and Safety Responsibilities (Summary)

ACTIVITY	NAME	TITLE
Overall	Jim Mullen	Managing Director (MD)
Workshops	Jim Mullen Vince Conroy	Managing Director Fire Prevention Officer
First aid	Vince Conroy James Loftus	Fire Prevention Officer Process Operator
Accidents	Vince Conroy	Fire Prevention Officer
Emergencies	Craig Jones	Fire Warden
General health and safety issues	Peter Shiels	Health and safety representative

## 2.3 Communication and consultation

Health and safety will be discussed at work meetings when appropriate and information will be posted around the premises and on notice boards.

The HSR will have monthly meetings to discuss and record any on going safety improvements that have been suggested by any members of staff.

Significant health and safety issues are discussed during weekly management meetings and actions are taken accordingly.

## 2.4 First aid

The recognised qualified first aider or appointed person will be responsible for first aid and are also responsible for the accident book (section 2.2.1). The Fire Prevention Officer is responsible for reporting RIDDOR (see below) accidents to HSE on form F2508.

First aid boxes are kept in order by first aider or appointed person and are situated in the office and workshop.

The qualified first aider or appointed person listed at the appropriate points will call the emergency services and ensure the comfort of the injured person.

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Notices are placed around the premises in respect of first-aid.

A record of first-aid will be kept on the appropriate form in the health and safety file.

Employees must not take it upon themselves to render first-aid and must always seek the first-aider or appointed persons help. Emergency telephone numbers are displayed on the first-aid notice.

## **2.5 Accidents and incidents**

All employees who have an accident at work or are ill as a result of work must report it to a First Aider and fill in the accident book which is kept in the office.

The Fire Prevention Officer will inform HSE of any Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) reportable accidents, fill in and send off form F2508 to HSE.

The Fire Prevention Officer will investigate all accidents and ill-health to determine the cause and he will be responsible to put matters right.

Any visitor or contractor who has an accident must also report the matter. The responsible employee must ensure the accident is registered in the Accident Book.

Employees are encouraged to report any significant incident or near miss to the MD or Fire Prevention Officer.

## **2.6 Training**

All employees will be informed of this policy, results of risk assessments and subsequent control measures. All new employees will be shown around the premises and have health and safety arrangements explained to them by the Fire Prevention Officer or HSR

Employees will be shown how to work safely prior to commencement of work, this particularly applies to the use of any equipment. Records of employees training and instruction will be kept in the Health and Safety File.

The Company will endeavour to ensure that employees are capable in terms of health and safety for every task that they are responsible for.

Specific training and instruction will be provided, as appropriate, to employees who are operating within high and medium risk work areas or processes. All employees will be trained in;

- Emergency evacuation arrangements;
- Hazardous substances;
- Safe use of equipment (including display screen equipment where appropriate);

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- Employee responsibilities
- Use of personal protective equipment;
- Health and Safety arrangements;
- Risk assessments and control measures;
- Accident and first-aid arrangements;
- Electrical safety; and
- Manual Handling

Any employee who is uncertain of how to work safely must ask the supervisor of the department. Anyone who wants further training in health and safety is encouraged to request it.

## **2.7 Emergency arrangements**

The arrangements for emergency evacuations (eg fire) are as follows:

- If an employee discovers an emergency situation an oral warning will be given and they shall activate the fire alarm. NB Any untrained staff should not tackle a fire or any other emergency situation but proceed safely to the assembly point via escape routes.
- Escape routes are provided as indicated. Exits and routes are marked.
- The assembly point is as indicated (outside reception in car park).
- The MD or deputy will be responsible for ensuring clear access and egress to the premises and call the emergency services if appropriate. The Fire Warden will account for everyone at the assembly point.
- An annual fire drill will be carried out, organised by the Fire Prevention Officer.
- Fire extinguishers will be checked annually. A record will be kept in the Health and Safety file.
- Employees must not interfere with any fire safety arrangements, keep fire routes and exits clear and abide by the notices explaining the fire arrangements.
- Fire extinguishers are provided around the premises and are marked “FIRE POINT”;

## **2.8 Legal responsibilities**

The law protects your health, safety and welfare at work. The Company has a duty under the law to ensure, so far as is reasonably practicable, your health and welfare at work.

### **Employer's duties include:**

- Making your workplace safe and without risk to health.
- Keep dust, fume and noise under control.
- Ensuring equipment and machinery are safe, and safe systems of work are set and followed.
- Ensuring articles and substances are moved, used and stored safely.
- Provide adequate welfare facilities.

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- Provide information, instruction, training and supervision necessary for your health and safety.

**Employees' duties include:**

- Taking reasonable care for their own health and safety and that of others who may be affected by what they do or fail to do.
- Co-operating with their employer on health and safety.
- Not interfering with or miss-using anything provided for their health and welfare.

**Management of health and safety at work**

The Management of Health and Safety at Work Regulations 1999 has a major impact on the way companies control health and safety standards.

Employers must undertake a range of tasks including:

- carrying out risk assessments
- making arrangements for the planning, organisation, control, monitoring and review of health and safety
- appointing competent person to assist with health and safety
- establishing emergency procedures
- providing health and safety information and training

The following legislation is applicable:

- Fire Precaution (Workplace) Regulations 1997.
- Use of Work Equipment Regulations 1998
- Control of Substances Hazardous to Health Regulations 1999
- Manual Handling Operations Regulations 1992
- Personal Protective Equipment at Work Regulations 1992
- Electricity at Work Regulations 1989
- Display Screen Equipment Regulations 1992.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
- Management of Health and Safety at Work Regulations 1999
- The Control of Noise at Work Regulations 2005
- Health and Safety Work etc. Act 1974 (section 2 (3)).

## **2.9 Machinery and Equipment**

All equipment provided by the Company will be to the correct safety standards.

All guards, safety devices and controls must be used at all times by employees and this includes the use of any necessary personal protective equipment.



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Any fault or defect in a piece of equipment or controls must be notified immediately to the section supervisor. The machine must not be used until it has been made safe to use. Employees should check machines before operating them.

Equipment will be maintained regularly and it is the responsibility of the Fitter Mr Bill Bell to keep a record of equipment maintenance.

Employees will not be allowed to use equipment until they have been trained to do so when supervision and instruction will be provided.

Any employee who is unsure of any piece of equipment, safety feature or controls should ask Fire Prevention Officer or MD.

## **2.10 Control of Substances Hazardous to Health (COSHH)**

An assessment of all hazardous substances has been made which is kept the Health and Safety File. Copies of the control measures are kept with the hazardous substance or near where the substance is used.

Employees must follow the precautions and rules as a result of the risk assessment so that they do not expose themselves or others to any risk.

If an employee is uncertain about the use of any substance they must ask Fire Prevention Officer for advice before using it.

Hazardous substances must be disposed of carefully as defined in the assessment.

Any PPE must be worn by employees as recommended.

All hazardous substances must be stored in their original containers and those containers stored correctly.

Data sheets relating to the hazardous substance must be made readily available for use.

## **2.11 Manual handling**

Employees must not move any load which they consider may cause injury to themselves or others. Assessments of main tasks have been carried out and training will be given to employees in safe methods.

Employees must follow the methods described as a result of the risk assessment and the training given. Any employee who is injured during any manual handling operation must report it and record it in the accident book.

Employees should use lifting and carrying aids where provided.

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Two person's lifts are to be encouraged where practical.

Employees will be shown how to lift and carry loads in the correct manner as part of the Company's training policy.

## **2.12 Employee Rules**

Below is a list of some of the basic rules for employees to follow;

- New employees must be processed through the induction procedure
- Keep your work area clean and tidy, particularly from things likely to cause a person to slip, trip or fall;
- Always use equipment as instructed;
- Always wear the personal protective equipment and clothing provided;
- Follow the safety procedures and rules from the risk assessments and ask if you are ever uncertain;
- Never interfere with equipment, electricity or any safety features;
- Report any defects or damage to any part of the premises, equipment or machinery;
- Do not put yourself or others at risk and this includes horseplay or misuse of articles and substances.
- It is a requirement of employment for employees to abide by health and safety rules and any employee breaching safety rules will receive a written warning in the first instance. A second offence can lead to dismissal.
- Any employee who notices a hazard must report it immediately. The Company encourages suggestions from employees to improve health and safety standards.
- The company has a zero tolerance on the consumption of alcohol during the course of the working day
- Smoking within the plant is prohibited

## **2.13 Personal protective equipment and clothing (PPE)**

The Company will provide, free of charge, all necessary PPE for employees who must use it where instructed and trained to do so. PPE will be to European and British Standards and provided in line with the result of the risk assessment.

Safety boots and protective overalls must be worn at all times in the workshop.

The Company will treat the misuse or non-use of PPE as a breach of contract and employees will be subject to disciplinary procedures.

## **2.14 Electricity**

The main electrical system in the building will be tested every 5 years by a competent electrician and any action taken as a result of that inspection.

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All electrical equipment will be maintained by the Company and this will include an annual inspection and where necessary testing of the electrical system deemed.

Any defects or damage to electrical equipment must be reported immediately by staff to the Departmental supervisor. Anyone suffering electrical shock must report it as an accident.

No employee must carry out electrical repair works themselves. A competent electrician or an electrical contractor will carry out any necessary electrical work.

Electrical equipment that requires testing and inspection will be marked and a record kept of the result. Any records will be kept in the Health and Safety File.

### **2.15 Contractors and visitors**

Contractors and visitors must all enter through the office and sign the visitors' book which is kept in reception. No members of the public are allowed into the workshop unless accompanied.

Contractors and visitors will be accompanied or supervised by a known member of staff made responsible for them. In the case of an emergency it is the responsibility of that member of staff to lead them out of the building to the assembly point.

Visitors will be provided with and required to wear any necessary PPE when in the workshop area. Any visitor must not operate any equipment and must keep within any marked areas.

Contractors must inform the Company of any hazardous substances, electrical equipment, other equipment, or anything else that might affect the health and safety of employees or themselves. Contractors carrying out any work on our premises will be given a copy of this policy and be expected to abide by it. Risk assessments for work will be required of any contractor.

Any work experience student or trainee will be treated as any other employee however; particular attention and arrangements will be made for their supervision, training and instruction.

### **2.16 Display screen equipment (DSE)**

All DSE users will be offered an eye and eyesight test which will be paid for by the Company

All workstations will be assessed and the assessment recorded. Control measures will be put in place as necessary to minimise the risk from the use of DSE.

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Employees are required to have a short break regularly (e.g. 5 minutes every hour) from use of DSE if natural breaks do not interrupt DSE work.

Employees will be shown how to use DSE properly and how to adjust the workstation to suit themselves. Any other relevant information and training will be provided.

### **2.17 Fork lift truck (FLT)**

Only trained and certificated persons can operate the FLT. No employee must ride or otherwise use the FLT.

The FLT will only be driven at 5 M.P.H. inside the premises and kept to the marked areas. Employees need to be aware of the FLT and its use within the premises.

The FLT will be maintained by the company. The drivers must follow the safe rules for operating FLT's and never place employees or others in danger.

### **2.18 Noise**

The Company will endeavor to comply with its legal responsibilities

The Company have a duty to:

- a) Reduce wherever possible noise levels below action levels
- b) Provide ear protection, however, this is not a substitute for noise reduction which is therefore the most important step to take.
- c) Reduce noise by either by silencing equipment or reducing the extent of exposure by minimising the length of time employees are exposed. If this is not possible then hearing protection has to be provided and under the regulations this is as follows:
  - i) The Company will provide ear protectors as well as information about them and how to obtain them.
  - ii) All employees will be subject to strict disciplinary measures should they fail to comply with instruction

A noise assessment will be carried out annually.

### **2.19 Welfare**

The Company will address (where relevant) the following topics:

- maintenance of workplace and equipment servicing it
- ventilation, temperature and lighting
- cleanliness

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- workspace allocation
- workstation design and arrangement
- traffic routes and floors
- fall protection
- glazing
- doors and gates
- sanitary and washing facilities
- drinking water supply
- accommodation for clothing
- facilities for changing, rest and meals

## **2.20 Health surveillance**

Where health surveillance is required in accordance with COSHH, ie where there would be a significant exposure to a listed substance or:

- where there is an identifiable disease or adverse health effect which may be related to the exposure; and
- there is a reasonable likelihood that this may occur under the particular work conditions; and
- there are valid techniques for detecting indications of it.

Health surveillance would be conducted by qualified doctors or nurses. Where surveillance is carried out, records or copies of them will be kept for 40 years from the date of the last entry.

If any employees are (or may be) exposed to substances hazardous to health, the Company will provide them with suitable and sufficient information, instructions and training for them to know the health risks created by the exposure and the precautions which should be taken.

The information will include the results of any monitoring and the collective (none personalised) results of health surveillance.

### **2.21.1 Asbestos**

It is the policy of the Company to avoid contact with asbestos wherever possible.

Should asbestos or the likelihood of asbestos be detected a licensed company must be acquired to remove all traces of the substance before work can progress.

## **2.21 Working at height**

The primary objective of the Company is to ensure that all work at height is performed safely and that equipment has been appropriately selected, whether it is from a mobile access tower, scaffold or a ladder.

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- It is our intention to work towards minimising risk from work at height.
- Ensure all work at height is organised and planned.
- Only suitable work equipment to perform work at height is selected.

When selecting suitable work equipment we shall adopt the principles of risk assessment as required by the Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

The risk assessment and the action taken will be proportionate to the harm that could occur if no action was taken.

Employees should report any activity or defect relation to work at height which is known to be likely to endanger the safety of themselves or other and employees should use work equipment or safety devices provided for work at height in accordance with training and instructions that have been given.

## **2.22 General Office Safety**

Remember:

- Avoid having trailing leads and cables
- When using filing cabinets, store heavy items in lower rather than upper drawers
- Do not leave filing cabinet draws open
- Practice good housekeeping
- Report all defects and hazards immediately
- Do have sufficient sockets outlets and avoid use of adapters
- Do not use taped joints to connect cables
- Quickly clear up any spillage
- Replace or repair torn floor coverings
- Do not block passageways or corridors
- Make sure workstations are comfortable
- Do take regular breaks from using display screen equipment