



## Phoenix Steel LTD

# HEALTH AND SAFETY POLICY STATEMENTS AND ARRANGEMENTS MANUAL

Revision	Description of change	Date	Approved
12	H&S Responsibility added to contents	16-01-24	
12	Mental Health section added 2.4.1	16-01-24	
12	Asbestos added to contents	16-01-24	
12	Wagons / Drivers / Transport added in Policy Section 2.24	16-01-24	
12	Added Expectant Mother, Young Persons, FRA and WPRA to section 2.1	16-01-24	
12	Added where Risk Assessments are stored to section 2.1	16-01-24	
12	Changed wording to Report any Safety concerns or Incidents to their supervisor or HAS in Section 2.2	16-01-24	
12	Dan and Gavin added to H&S responsibilities in Appendix 1.	16-01-24	
12	Weekly safety brief communicated to workforce added in Section 2.3	16-01-24	
12	Added 1 <sup>st</sup> Aid room for 1 <sup>st</sup> Aid box locations in Section 2.4	16-01-24	
12	Updated 1 <sup>st</sup> Aider names in Appendix 2 and 1 <sup>st</sup> Aid room location in Section 2.4	16-01-24	
12	Safety Interviews added to Section 2.5	16-01-24	
12	Storing of records by Supervision added to Section 2.6	16-01-24	
12	Added feedback in Section 2.7	16-01-24	
12	Changed dates on COSHH and RIDDOR regs in Section 2.8	16-01-24	
12	Added the Management of Health and Safety at Work Regs 1999 to Section 2.8	16-01-24	
12	Examples added to Section 2.11	16-01-24	
12	Added who to report incidents to in Section 2.12	16-01-24	

12	Added wording "agreed in advance with the management team for emergencies" to Section 2.12	18-01-24	
12	Changed wording to Regular Inspection and kept in file in Section 2.14	18-01-24	
12	Wording change in 2.17 5MPH for both sites, weather and surface condition and added the One Metre Rule / Seatbelt information in.	23-01-24	
12	Added Employment medicals into Section 2.20	23-01-24	
12	Added "Daisy chaning" to Section 2.22	23-01-24	
12	Fire added to Policy – Section 2.25	23-01-24	
12	Appendix 3 – Fire Warden added to Hartlepool	30-01-24	
12	Appendix 4 added	30-01-24	
12	Section 2.3 – added Hartlepool hold quarterly meetings	30-01-24	

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**PART 1 HEALTH AND SAFETY POLICY STATEMENT**

This statement forms part of our health and safety policy required under the Health and Safety at Work 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.

1. *The Policy of Phoenix Steel Limited is to operate and maintain working practices which make proper provision for the Health, Safety and Welfare of all employees at work and for others who may be affected by our activities.*
2. *As Phoenix Steel Managing Director, it is my responsibility for the operation of this Policy in the areas for which I am accountable. Health, Safety and Welfare arrangements and allocation of duties will be implemented through the Company management structure.*
3. *Phoenix Steel Ltd is committed to comply with all current applicable occupational Health and Safety legislation.*
4. *Phoenix Steel Ltd is committed to continual improvement in all aspects of occupational Health and Safety which may impact upon employees and others who may be affected by our activity.*
5. *All employees are expected to accept their responsibility to work safely, to use the safety equipment and facilities provided, adhere to all safety rules, and generally assist in maintaining safe and healthy conditions in the workplace.*
6. *A system of joint consultation is maintained within Phoenix Steel Ltd to stimulate continuous improvement and good practice on Health, Safety and Welfare at Work matters.*
7. *The Health and Safety Policy of Phoenix Steel Ltd shall be communicated to all employees to ensure awareness of their Health and Safety obligations.*
8. *This policy and the way it is operated shall be reviewed every year to ensure ongoing applicability to the business operations. It shall be made available to all interested parties.*

Signed: ..... Date: .....

*J Mullen*

*Managing Director*

## **PART 2 ARRANGEMENTS**

### **2.1 Risk Assessments and Control**

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

- Display screen equipment (DSE)
- Manual handling
- Hazardous substances (COSHH)
- Site procedures
- Expectant Mothers
- Young Persons
- Work Place Risk Assessments (WPRA)
- Fire Risk Assessment (FRA)

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

Risk assessments will be reviewed every 3 years or earlier if there are any incidents or significant changes take place.

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

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

### **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 communicated.
- 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, he and the HSA will act as fire co-ordinators responsible for organising and recording drills. A list of fire wardens is included in this document (Appendix 3).

NB The Operations manager will deputise in the absence of the MD.

All employees must:

- Exercise their duty to act responsibly and not put themselves or others at risk by their acts or omissions.
- Report any Safety concerns or Incidents to their supervisor or HSA.

- Co-operate with the Company on health and safety matters.
- Use all control measures and follow safe systems of work.
- Maintain a clean and tidy workplace.

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 HSA or MD who will take the necessary action.

### **2.2.1 Health and Safety Responsibility**

See Appendix 1.

### **2.3 Communication and Consultation**

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

The HSA will have monthly meetings with managers and safety representatives to discuss and record any ongoing health and safety issues, accident statistics, legislative changes and any suggestions for improvements. Hartlepool site hold quarterly meetings.

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

### **2.4 First Aid**

The recognised qualified first aiders or appointed persons will be responsible for first aid and are also responsible for the reporting any treatable accidents. The HSA is responsible for reporting RIDDOR (see section 2.5) to the Health and Safety Executive (HSE) using the HSE website.

First aid boxes are located in the 1<sup>st</sup> Aid Room, office and on the shop floor, these are kept in order by the first aiders or appointed persons. AED units are available at both Phoenix Steel sites.

The qualified first aiders or appointed persons listed (Appendix 2) at appropriate points throughout the premises will call the emergency services and ensure the comfort of the injured person. The First Aid Room is now located on the ground floor for easier access and egress.

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 assistance from a qualified first aider or appointed person. Emergency telephone numbers are displayed on the first aid notices.

### 2.4.1 Mental Health

The recognised Mental Health First Aiders are responsible to signpost staff to recommended support groups (See Appendix 4). A list of MHFA's are on notice boards.

A Wellbeing group is established on the Simonside site. The group meets monthly, chaired by HR and supported by all other areas of the business. Suggestion boxes are located across the site and staff encouraged to contribute to this. There is a monthly presentation displayed on TV screens in office area and canteen. A different topic is the theme every month and offers support to employees across all areas.

Feedback is given monthly via the suggestion list and is displayed for all staff to see. It is also added to the rolling presentation on TV screens.

## 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 record this on the internal reporting form HS-SF-001 Accident & Incident reporting.

The HSA will inform the HSE of any incidents which are reportable under Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) using the HSE website.

The HSA will investigate all accidents, incidents, and ill-health in order to determine the cause and he will be responsible for taking actions to prevent re-occurrence.

Any visitor or contractor who is involved in an accident or incident must also report the matter. The responsible employee must ensure that the accident is recorded on internal form HS-SF-001.

Employees are encouraged to report any Accidents, Near Misses, Safety Concerns to the HSA, MD or their Line Manager.

All Accidents or Incidents (no matter how trivial they may seem) **must be reported on the day before leaving site**. The company will not accept incidents being reported retrospectively.

Safety Interviews will be carried out if it is felt that the person has contributed towards their own accident. It can also be used to improve safety related behaviour.

## 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 HSA or their Line Manager as part of the induction process.

Employees will be shown how to work safely prior to commencing work, this particularly applies to the use of any work equipment. Records of employee training and instruction will be stored in their personnel files by area supervision / management.



The Company will endeavour to ensure that all 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 or medium risk work areas or processes. All employees will be trained in:

- Emergency evacuation arrangements.
- Hazardous substances (COSHH)
- Safe use of equipment (including display screen equipment where appropriate).
- Employee responsibilities.
- Use of Personal Protective Equipment (P.P.E.).
- Health and Safety arrangements.
- Risk assessment and control measures.
- Accident/Incident reporting and First Aid arrangements.
- Fire / Electrical safety
- Manual Handling

Any employee who is uncertain of how to work safely must seek advice from their Line Manager. Anyone who desires further training in health and safety is encouraged to request it.

## **2.7 Emergency Arrangements**

The arrangements for emergency evacuations (e.g. fire) are as follows:

- If an employee discovers an emergency situation a verbal warning will be given and they shall activate the fire alarm. NB Any untrained staff should not attempt to tackle a fire or any other emergency situation but proceed immediately to the assembly point via the nearest safe exit.
- Escape routes are provided as indicated. Exits and routes are marked. Fire notices are displayed clearly at each exit and call points.
- The assembly point is situated in the main car park, next to the main gate.
- The HSA or a Fire Warden will be responsible for ensuring clear access and egress to the premises and call the emergency services if appropriate. The Fire Warden will take account for everyone at the assembly point.
- A minimum of one fire evacuation drill will be carried out annually, this will be organised by the HSA.
- Fire alarm systems will be tested on a weekly schedule, all tests will be recorded, defects logged, and repairs carried out by an approved alarm company.
- Fire extinguishers will be visually inspected each month and be serviced annually. A record of this will be kept in the fire precautions logbook.
- Employees must not wilfully interfere with any fire safety arrangements. Fire escape routes and exits must be kept clear of obstructions and employees must abide by any notices explaining the fire arrangements.
- Fire extinguishers are provided throughout the premises and are marked "Fire Point", access to fire extinguishers and fire alarm break glass units must remain clear and unobstructed at all times. Fire doors must not be held open.

- Feedback is now given to all Fire Wardens following any evacuation.

## 2.8 Legal Responsibilities

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

### Employer's duties include:

- Making your workplace safe and without risk to health.
- Keep dust, fume and noise under control.
- Ensure equipment and machinery is safe, and safe systems of work are set and followed.
- Ensuring articles are moved, used and stored safely.
- Provide adequate welfare facilities.
- Provide information, instruction, training and supervision necessary for your health and safety.

### Employee's duties include:

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

The following legislation is applicable:

- Health and Safety at Work Act 1974.
- The Management of Health and Safety at Work Regs 1999.
- Fire Precautions (Workplace) Regulations 1997
- Regulatory Reform (Fire Safety) Order 2005.
- Provision and Use of Work Equipment Regulations 1998 (PUWER).
- Control of Substances Hazardous to Health Regulations 2002 (CoSHH).
- 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 2013.
- Control of Noise at Work Regulations 2005.
- Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).

## 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, this includes the use of any necessary personal protective equipment.

Any fault or defect in a piece of equipment or controls must be notified immediately to line Manager and be recorded in the equipment log. The machine or equipment should be isolated until repairs have been carried out and it has been declared safe to use. Employees should check machines and equipment before operating them.

Equipment will be maintained regularly, and it is the responsibility of the maintenance department to keep a record of equipment maintenance.

Any employee who is unsure about the safety of any piece of equipment, safety feature or controls should ask the HSA, the MD or their Line Manager.

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

An assessment of all hazardous substances has been made which is kept in the health and safety file. Copies of the control measures (CoSHH assessments) are kept in the work area.

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

If an employee is uncertain about any substance, they must ask the HSA for advice before using it.

Any P.P.E indicated by the CoSHH assessment or indicated by local signage must be worn by employees.

Hazardous substances must be disposed of carefully as defined by the CoSHH assessment, manufacturer guidelines and regulatory requirements.

All hazardous substances must be stored in original containers, with other compatible materials and in accordance with any regulatory requirements.

Safety Data Sheets (SDS) relating to hazardous substances must be made readily available for use.

## **2.11 Manual Handling**

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

Employees must follow the methods described as a result of the risk assessment and the training provided. Any employee who is injured during any manual handling operation must report it and record on internal form HS-SF-001.

Employees should use lifting and carrying aids where these have been provided. E.g., Forklift Trucks and Overhead Cranes.

Two person or team lifts are encouraged where practical.

Employees will be shown how to lift and carry loads in the correct manner as part of the Manual Handling 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.
- Work areas must be kept clean and tidy, particularly from things likely to contribute to slips, trips or falls.
- Always use machinery and equipment as instructed.
- Always wear the correct personal protective equipment and clothing provided as indicated by local signage and/or risk assessments.
- Follow safety procedures, safe systems of work and control measures identified by risk assessments and ask if you are ever uncertain.
- Never interfere with equipment, electricity or safety features.
- Report any defects or damage to any part of the premises, machinery or equipment. Where equipment or property which has been damaged in such a way as to present a risk to health and safety, it must be reported (to HSA / Supervisor / Management) using internal reporting form HS-SF-001.
- Do not put yourself or others at risk as a result of your acts or omissions and this includes horseplay or misuse of articles, substances or equipment.
- It is a requirement of employment for employees to abide by health and safety rules and any employee breaching safety rules may be subject to disciplinary action.
- Any employee who notices a hazard must report it immediately. The Company encourages suggestions from employees which might improve health and safety standards.
- The Company has a zero tolerance concerning employees who are under the influence of drugs or alcohol during the course of the working day. Full details of the Company alcohol and drugs policy can be found in policy document HSE11.
- Smoking is prohibited inside all buildings and vehicles, it is only permitted in designated areas, this includes E-cigarettes. Full details of the Company smoking and e-cigarette policy can be found in policy document HSE 23.
- Mobile phone use is prohibited at all times on the shopfloor unless work related or agreed in advance with the management team for emergencies.

## 2.13 Personal Protective Equipment (P.P.E.) and Clothing

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 risk assessments.

Head protection, safety boots, hearing protection, Hi-Vis vest and overalls must be worn at all times in the production areas.

P.P.E. must be used where indicated by safety signage or specified in risk assessments, COSHH assessments or work procedures.

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

Under PPER 2022, the types of duties and responsibilities on employers and employees under PPER 1992 remain unchanged but are extended to limb (b) workers, as defined in PPER 2022.

## **2.14 Electricity**

The main electrical system in the premises will be inspected and tested as required by regulatory requirements by a competent electrician and subsequent action taken following the results of that inspection.

All electrical equipment will be maintained by the company, and this will include a regular inspection, where necessary, testing of equipment will be carried out.

Any defective or damaged electrical equipment must be reported immediately to their Line Manager. Where applicable, defective equipment should be isolated and taken out of service. Any electrical shock from faulty equipment or supplies must be reported as an accident.

No employee may carry out electrical repair unless suitably qualified and authorised to do so. A competent electrician or electrical contractor will carry out any necessary repairs.

Electrical equipment which requires testing and inspection will be marked and a record of the results retained. Any record will be kept in file.

## **2.15 Contractors and Visitors**

Contractors and Visitors must enter the premises via the reception and sign the visitor book. No members of the public are allowed on the premises unless accompanied by a member of staff.

Contractors and Visitors will be accompanied or supervised by a member of staff made responsible for them. In the case of emergency, it is the responsibility of the staff member to lead them out of the premises to the assembly point via the nearest safe exit.

Contractors and Visitors are required to wear appropriate PPE when visiting any area of the premises (with the exception of the Office). Contractors and drivers visiting site are responsible for providing their own PPE, Visitors will be provided with PPE where this applicable.

Visitors are not permitted to operate any equipment and must keep within designated areas.

Contractors must inform the Company of any hazardous substances, electrical equipment, items of plant or anything else that might affect the health and safety of employees or themselves. Contractors carrying out any work will be made aware of this policy and be expected to abide by it. Risk Assessments and Method Statements will be required for any task which Contractors undertake and where necessary Permits to Work will be issued.

Delivery drivers or Customers coming onto site via the loading/unloading areas must contact a member of staff stating the nature of their business. At any time while they are in the loading/unloading areas they must follow all of the company's health and safety requirements and wear the necessary PPE.

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 (D.S.E.)**

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

All workstations will be assessed and the assessment recorded. Control measures will be applied where necessary to minimise the risks from the use of DSE.

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

Employees will be shown how to set up their work station with respect to DSE to suit themselves. Any relevant information and training will be provided.

## **2.17 Fork Lift Trucks (FLT)**

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

The FLT must be driven within the site speed limit of 5MPH, and the floor / weather conditions must always be taken into account.

The FLT should be visually inspected at the beginning of each day and a record of the inspection kept. Any faults which are found during the inspection must be reported and the FLT taken out of service until repairs have been completed. If a fault occurs while the FLT is in use it should be stopped, immobilised by removing the key and the fault reported.

The FLT will be maintained by the Company. Drivers must follow safe rules for operating FLT's and never place themselves or others in danger.

It is company policy to wear a seat belt when operating a Fork Lift Truck at all times. All staff must also adhere to the one metre rule.

## **2.18 Welfare**

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

- Maintenance of the workplace and equipment servicing it.
- Ventilation, Temperature and Lighting.
- Cleanliness
- Workplace allocation.
- Workstation design and arrangement (ergonomics).
- Traffic and pedestrian routes, floors.
- Fall protection.
- Glazing.
- Doors and gates for access/egress.
- Sanitary and washing facilities.
- Drinking water supplies.

- Accommodation for clothing and storage of PPE.
- Facilities for changing, rest periods and meals.

## 2.19 Noise

The Company will endeavour to comply with its legal responsibilities in relation to noise control.

The Company has a duty to:

- Reduce noise levels to below the recognised action levels wherever possible.
- Provide ear protection, however, this is not a substitute for noise reduction which is therefore the most important step to take.
- Reduce noise by either silencing equipment or reducing the extent of exposure by minimising the length of time employees are exposed. If this is not possible hearing protection has to be provided.
- The Company will provide and make readily available suitable hearing protection devices and provide instruction in its use where applicable.
- All employees will be subject to strict disciplinary measures should they fail to comply with any instruction for its use.
- A noise assessment will be conducted and a written report delivered by an approved assessor. A repeat assessment will be made if there are any significant increases in noise levels.
- Independent hearing tests will be carried out annually to monitor any potential NIHL issues.

## 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 is a valid technique for detecting indications of it.

Health surveillance would be conducted by qualified doctors, nurses or occupational health professionals. Where surveillance is carried out, records or copies of them will be retained 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 need to be taken.

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

Employment Medicals are carried out for shopfloor employees.

### 2.20.1 Asbestos

It is the policy of the Company to avoid contact with asbestos wherever possible. Should asbestos or the likelihood of asbestos be detected the services of a licensed company will be acquired to make an assessment of the situation and advise on the safest course of action. Where a known source of asbestos containing material presents the likelihood of exposure a licensed company will be contracted 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 appropriate equipment has been selected, whether it is a mobile access tower, scaffold, ladders, steps or Mobile Elevated Work Platform (MEWP).

- It is our intention to work towards minimising risk from work at height.
- Ensure all work at height is organised and planned.
- Only use suitable work equipment to perform work at height.
- Use only authorised drivers when using MEWP's.

Where selecting suitable work equipment we shall adopt the principles of risk assessment as required by regulations.

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

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

### 2.22 General Office Safety

Remember:

- Avoid trailing leads and cables.
- Avoid overloading supplies by use of adaptors and "Daisy chaining".
- Do not improvise electrical supplies by using taped joints on cables.
- When using filing cabinets, store heavier items in the lower drawers.
- Do not leave filing cabinet or desk drawers open.
- Practice good housekeeping.
- Clear up spillages quickly.
- Replace or repair torn or damaged floor coverings.
- Switch off portable heaters overnight and at weekends.
- Switch off any other non-essential electrical equipment overnight and at weekends.
- Do not block walkways, passages, emergency routes or emergency exits.
- Do not prop open fire doors.
- Keep access to fire extinguishers and fire alarms clear.



## 2.23 Overhead Cranes (OHC)

Only trained and certificated persons can operate the OHC.

The OHC should be visually inspected at the beginning of each day and a record of the inspection kept. Any faults which are found during the inspection must be reported and the OHC taken out of service until repairs have been completed. If a fault occurs while the OHC is in use it should be stopped, immobilised and the fault reported to Supervision or Maintenance.

The OHC will be maintained by the Company. Operators must follow safe rules for operating OHCs and never place themselves or others in danger.

## 2.24 Wagons/Drivers/Transport

All drivers including Agency must hold a valid, up to date Class 2 licence. PPE must be worn in line with company and other site rules (this may vary from site to site). Dashcams are fitted to company vehicles and are used to investigate any incidents.

All drivers responsibilities include:

- Check load is distributed evenly.
- Check loads are secure at all times.
- Stop and report unsafe loads before they leave site.
- No handballing loads or helping customers offload materials.
- Adhering to customer site rules.
- Report any incidents / damage / concerns immediately.
- Ask for banksman support when visiting other sites if they feel extra support is required.

Agency Drivers:

Phoenix Steel require occasional support from agencies. All agency drivers are required to have an induction before starting work. They must also adhere to the same rules as company drivers and sign form HS-SF-074 & 087 before any driving duties commence.

Adblue is stored in the Maintenance garage. Staff must adhere to the Adblue procedure at all times.

## 2.25 Fire

In the event of a fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire. We have trained fire wardens (See Appendix 3) that have designated areas to sweep in the event of a fire. If there is a small fire, a fire warden can attempt to extinguish the fire if they feel safe to do so. If not, they will press the nearest call point and make their way to the assembly point once they have done a sweep of their area. Once at the assembly point, a fire warden will do roll call making sure all staff / visitors on site have exited the building.

The companies fire risk assessment is valid and up to date. Controls and countermeasures have been reviewed and implemented. The fire risk assessment will be reviewed annually or following any significant changes to the layout or use of the premises.

The services and checks that are logged in the companies Fire Precaution logbook include:

- Fire alarm service – every 6 months.
- Fire alarm tested – weekly.
- Fire extinguisher checks – monthly.
- Fire extinguishers service – annually.
- Fire door checks – monthly.
- Emergency light checks – monthly / 6 monthly / annually

### 3.0 Appendices

#### Appendix 1.

##### Health and Safety Responsibility

Jim Mullen	Managing Director	Simonside/Hartlepool
Anth Hope	Health & Safety Advisor	Simonside
Ian Fuesdale	Director	Simonside
Vince Conroy	Director	Simonside
Peter Shiels	Director	Simonside
Daniel Mullen	Operations Manager	Simonside
Phil Dron	Admin and H&S Support	Simonside
Tony Larkin	General Manager	Hartlepool
Gavin Raine	Health & Safety Advisor	Hartlepool
Rob Larkin	Production Manager	Hartlepool
Adam Larkin	Sales, QA & General Management Support	Hartlepool

#### Appendix 2.

##### First Aid

Melissa Walsh	Simonside
Paul McVittie	Simonside
Daniel Mullen	Simonside
David Daley	Simonside
Karl Bullock	Simonside
Brandon Lennox	Simonside
Harvey Preston	Hartlepool
Lee Hammond	Hartlepool
Dean Rusk	Hartlepool
Adam Larkin	Hartlepool

**Appendix 3.****Fire Safety**

Phil Dron	Fire Warden	Simonside
Dan Mullen	Fire Warden	Simonside
David Daley	Fire Warden	Simonside
Paul Stark	Fire Warden	Simonside
Paul McVittie	Fire Warden	Simonside
Brandon Lennox	Fire Warden	Simonside
Rob Bell	Fire Warden	Simonside
Karl Bullock	Fire Warden	Simonside
Paul Clark	Fire Warden	Simonside
Lee Walton	Fire Warden	Simonside
Michael Melia	Fire Warden	Simonside
Louis Walton	Fire Warden	Simonside
Jay Screatton	Fire Warden	Simonside
Rob Larkin	Fire Warden	Hartlepool
Nick Skidmore	Fire Warden	Hartlepool

**Appendix 4.****Mental Health First Aiders**

Phil Dron	Mental Health First Aider	Simonside
Dan Mullen	Mental Health First Aider	Simonside
Brandon Lennox	Mental Health First Aider	Simonside
Melissa Walsh	Mental Health First Aider	Simonside
Paul McVittie	Mental Health First Aider	Simonside
Adam Larkin	Mental Health First Aider	Hartlepool
Mark Robson	Mental Health First Aider	Hartlepool