



**James Durrans & Sons Ltd**  
(inc. Carbon International & James Durrans GmbH)

# HEALTH & SAFETY POLICY





# **HEALTH AND SAFETY POLICY**

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## **INTRODUCTION**

In compliance with the requirement of Section 2 (3) of the Health and Safety at Work etc Act 1974, James Durrans & Sons Ltd will effectively discharge its statutory duties by preparing a written Health and Safety Policy.

A copy of the Policy, which outlines our Health and Safety Arrangement and Organisational Structure, is provided for each employee along with any interested person who may be affected by our work activities.

In order for James Durrans & Sons Ltd to discharge its statutory duties, employees are required by law to co-operate with Management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work.

James Durrans & Sons Ltd agrees that in order to ensure that the Health and Safety Policy is sustained in an effective condition, it is essential that the information is up-to-date and accurate. It is the responsibility of the Health and Safety Manager to liaise with the relevant Health and Safety authorities to ensure that suitable revisions are made which reflect changes that have taken place within the Company. The Health and Safety Manager will advise on new relevant legislation throughout the year and review the documentation during an annual audit. In addition, the Policy will be reviewed if accident reports or the findings of any Management inspections raise concerns.

James Durrans & Sons Ltd encourages all employees to inform their immediate supervisor of any areas of the Health and Safety Policy that they feel are inadequate to ensure that the Policy is maintained as a true working document.



## **1.0 POLICY STATEMENTS**

### **1.1 HEALTH AND SAFETY POLICY STATEMENT**

The following is a statement of the Company's General Health and Safety Policy in accordance with section 2 of the Health and Safety at Work etc Act 1974.

It is the Policy of James Durrans & Sons Ltd to ensure so far as is reasonably practicable the Health, Safety and Welfare of all the employees working for the Company or other persons who may be affected by our undertakings.

James Durrans & Sons Ltd acknowledges that the key to successful Health and Safety Management is an effective Policy, organisation and arrangements, which reflect the commitment of Senior Management. To sustain that commitment we will continually measure, monitor and revise, where necessary, an annual plan to ensure that health and safety standards are adequate.

The Health and Safety Manager will implement the Company's Health and Safety Policy and recommend any changes to meet new circumstances. The instructions will then be carried out through the normal chain of Management. The Company recognises that successful Health and Safety Management contributes to successful business performance and will allocate resources accordingly.

The Management of James Durrans & Sons Ltd looks upon the promotion of Health and Safety measures as a mutual objective for themselves and their employees at all levels. It is therefore the Policy of Management to do all that is reasonably practicable to prevent personal injury and damage to property. Also, the Company aims to protect everyone, including the public, insofar as they come into contact with the Company or its activities, from any foreseeable hazard and danger.

All employees have duties under the Health and Safety at Work etc. Act 1974 and they are informed of their personal responsibilities to take due care for the health and safety of themselves and to ensure that they do not endanger other persons by their acts or omissions. They are also informed that they must co-operate with the Company in order for it to comply with the legal requirements placed upon it and in the implementation of this Policy.

The Company will ensure continued consultation with the workforce to enable all viewpoints and recommendations to be discussed at regular intervals.

The Company will ensure a systematic approach to identifying hazards, assessing the risk determining suitable and sufficient control measures and informing employees.

The Company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, the provision of adequate safety equipment and ensure that appropriate information, instruction, training and supervision is given.

The Company regards all Health and Safety Legislation as the minimum standard and expects management to achieve their managerial targets without compromising Health and Safety.

Signature ..... Position .....

Date ..... Review Date .....

## 1.2 ENVIRONMENTAL STATEMENT

James Durrans & Sons Ltd recognises the need for sustainable development and continually aims to improve the environmental effect of its activities. To achieve this, we will: -

### Establish sound environmental management by: -

- Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.
- Developing objectives that target environmental improvements and monitor performance by regular review.
- Consider environmental issues in the decision-making process.
- Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.
- Educating staff so that they carry out their activities in an environmentally responsible manner.
- Promoting an appreciation of the Company's environmental performance among customer, employees and the public.

### Providing for the effective use of resources by: -

- Advising customers on the efficient use of energy and other utilities.
- Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the Company's operations.
- Provide up to date information for the Company's products to be properly used, stored and disposed of so as to avoid unacceptable effects on the environment.

### Co-operate with: -

- The communities in which we operate.
- The government, regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

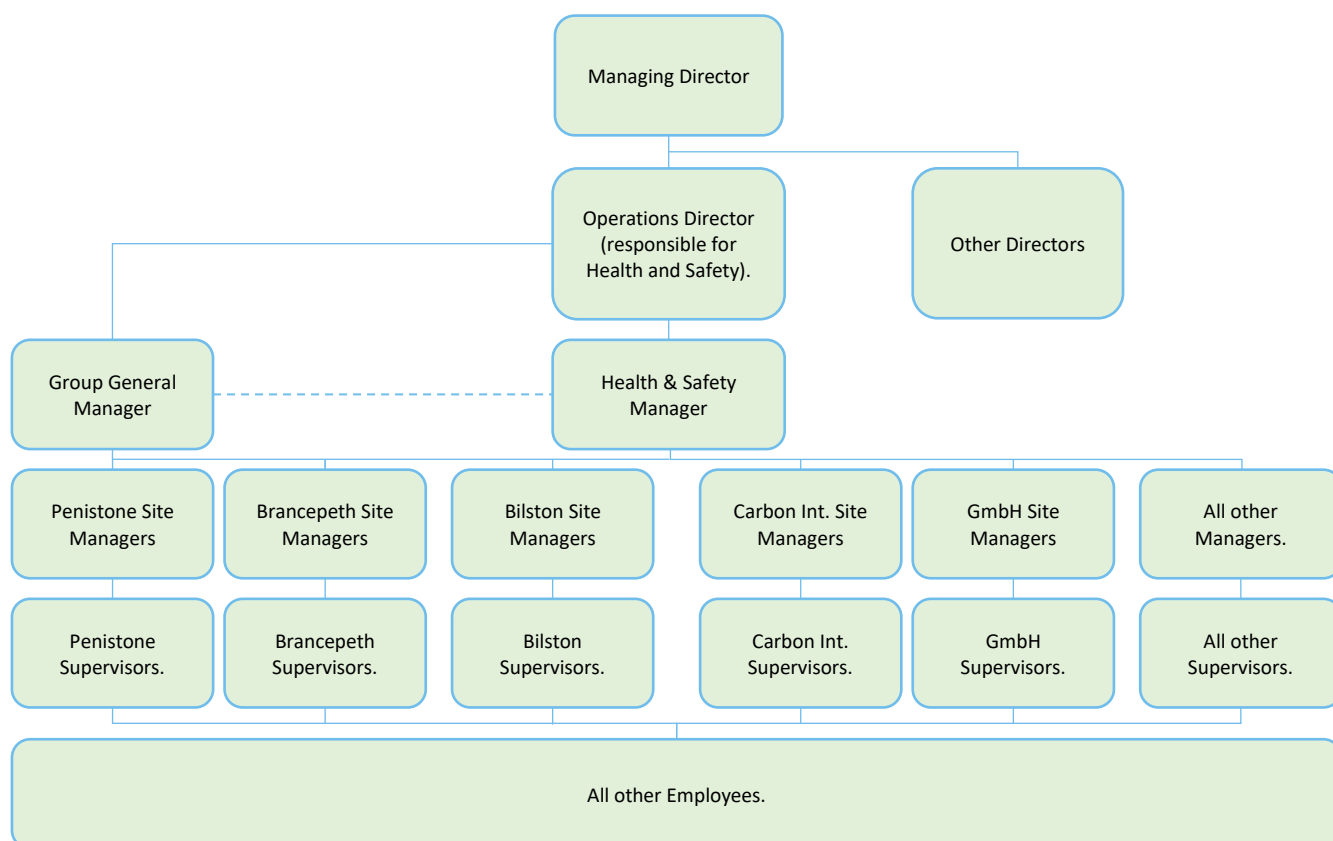
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## 2.0 ORGANISATION

### 2.1 Safety Management Structure





## **2.2 Responsible Persons (as of 2021) :**

Managing Director:	C F Durrans.
Other Directors:	N G Durrans, Andreas Jentsch, Graham Hooper.
Group Operations Director:	D Armitage.
Health & Safety Manager:	C Butcher.
Group General Manager:	A Buckle.
Site Managers:	B Holland, A Bostwick, J Hildreth, R Naughton, W Bigford, K Harrison, M Spurr, G Vissers.
Engineering Managers:	P Millward, R North.
Other Managers:	Various throughout the group i.e. Sales.
Site Supervisors:	Various throughout the group i.e., Team Leaders.
All Employees:	All Employees not named above.



### **2.3 Employer's Responsibilities**

We have a duty to all employees, casual workers, part-time workers, trainees, visitors, contractors and sub-contractors who may be in our workplace or using equipment provided by the Company. Consideration must also be given to our neighbours and the general public.

Management will ensure that they: -

- Assess all risks to workers' health and safety and bring the findings to the attention of employees.
- Provide safe machinery, equipment and tools that are suitably maintained.
- Provide a safe place of work with adequate facilities and safe access and egress.
- Ensure adequate training and information is given to all employees regardless of their position within the Company.
- Ensure provisions are in place to guarantee that articles and substances are handled and stored in a proper manner.
- Provide health surveillance to employees where it is deemed necessary by any Risk Assessments.
- Appoint competent persons to help comply with Health and Safety Law.

### **2.4 Individual Responsibilities**

Section 2 of the Health and Safety at Work Act 1974 places a duty on employers to prepare a written Health and Safety Policy which will give details of individual responsibilities for ensuring the health, safety and welfare of all employees. The following list of responsibilities has been collated to ensure compliance with statutory legislation.

#### **The Managing Director:**

The Managing Director is responsible for the overall arrangements and for ensuring that the Company's operations are always executed in such a manner as to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees and others who may be affected by its operations.

The Managing Director will:

- Ensure there is an effective Company Policy for Health and Safety and that all employees, contractors and temporary workers are made aware of their individual responsibility.
- Understand and ensure, through the appointment of competent persons, that the Company's responsibilities as employers under the Health and Safety at Work etc. Act 1974 and any relevant Acts of Parliament and Statutory Instruments are met.
- Appoint a Director responsible for safety.
- Ensure that all Directors and Managers understand and fulfil their responsibilities with regard to Health and Safety.



- Arrange for funds and facilities to meet the requirements of Company Policy and legislation.
- Make provision for adequate and appropriate training to be given to all employees.
- Ensure that notification and reporting procedures to the relevant statutory authorities are carried out.
- Set a personal example on all matters of Health and Safety.

### **The Director responsible for Health and Safety:**

The Director Responsible for Health and Safety is accountable to the Managing Director for all matters relating to the health, safety and welfare of employees and those affected by the Company's operations.

#### **The Director Responsible for Health and Safety will:**

- Understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, H.S.E. Guidance Notes and Codes of Practice are brought to the attention of the Board of Directors.
- Bring Company related health and safety matters to the attention of the Board of Directors at regular intervals.
- Ensure that good communications exist and are maintained between employer and employees.
- Liaise with the person appointed in the role of Health and Safety Manager over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources.
- Ensure adequate means of distributing and communicating health, safety and welfare information obtained for the H.S.E., safety organisations and trade associations regarding new techniques of accident prevention, new legislation requirements and codes of practice etc.
- Ensure that an adequate programme of training for Health and Safety is established and that the safety culture is encouraged amongst employees.
- Set a personal example at all times by using the correct personal protective clothing/equipment and following all safety requirements and procedures.



### **The Health and Safety Manager:**

The primary role of the Health and Safety Manager is to advise the Directors and Managers on all safety, health and welfare matters to ensure the Company complies with its statutory obligations. The Safety Manager is designated responsibility by the Director Responsible for Health and Safety to control and update this Safety Policy and to ensure that all departments operate to the procedures and instructions contained there: -

#### **The Health and Safety Manager will:**

- Understand the application of the Health and Safety at Work, etc. Act 1974 and other legislation relevant to the Company's business.
- Keep up to date with changes in current legislation and to bring any relevant new legislation to the attention of the Director Responsible for Health and Safety.
- Attend such courses/seminars run by external sources to enable accurate interpretation of legislation to enable implementation within the organisation.
- Ensure that all "assessments" as required by legislation are conducted and reviewed at relevant intervals and to maintain records of the same.
- Recommend control measures and advise on the standard of P.P.E. issued to employees.
- Conduct Health and Safety inspections and prepare reports of all the Company's operations.
- Immediately contact the Director Responsible for Health and Safety if situations are found that, in the opinion of the Health and Safety Manager, require immediate rectification or the stopping of any operation.
- Notify the Director Responsible for Health and Safety if the corrective action agreed after any workplace inspection is not implemented by the arranged date.
- Carry out investigations into all accidents and near-miss incidents and to record the findings on the relevant forms.
- Advise the Company Secretary of all incidents reportable under R.I.D.D.O.R.
- Arrange health surveillance as instructed.
- Highlight areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or H.S.E. guidance.
- Bring new techniques for improving health, safety and welfare to the attention of the Director Responsible for Health and Safety.
- Set a personal example by wearing appropriate personal protective clothing/equipment and observing all safety requirements/procedures.



### **Managers and Supervisors**

Each Manager/Supervisor is responsible for his or her personal safety and that of all personnel under his or her authority, including others who may be affected by the Company's activities.

#### **Managers and Supervisors will:**

- Understand and implement the Company Safety Policy.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part.
- Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Provide written instructions of work methods outlining potential hazards and precautions, and ensure they are complied with.
- Ensure accident and near-miss reporting procedures are understood and complied with, and assist with investigations where appropriate.
- Ensure all employees, contractors and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First Aiders and Fire Marshals are displayed and maintained in prominent locations.
- Ensure that all new employees in the Company are provided with a copy of this Policy, receive such induction training as may be laid down in procedures, are issued with personal protective equipment as required and their personal responsibilities as set out in this manual.
- Monitor the use of mandatory PPE to ensure proper use.
- Reprimand any employee for failing to discharge their Health and Safety responsibilities.
- Set a personal example with regard to Health and Safety matters.





## **Engineering Managers**

The Engineering Manager is responsible for his or her personal safety and that of all personnel under his or her authority, including others who may be affected by the Company's activities.

### **The Engineering Manager will:**

- Understand and implement the Company Safety Policy.
- Appreciate the responsibilities of personnel under their authority and ensure that each employee knows his/her responsibility and are equipped to play their part.
- Ensure that all written schemes and procedures are prepared, contain sufficient detail for each task to be critically analysed, and fully comprehensible to all required to use them.
- Prepare and maintain a scheme which identifies work equipment requiring inspection by competent persons and ensuring that the equipment is easily identifiable and available for inspection on the date required.
- Prepare and maintain suitable records of all inspections. These records should identify precisely what was inspected, how, who by, when, any defects found, remedial action taken and the date/time of the next inspection.
- As the appointed "responsible person" under the Supply of Machinery Regulations ensure that all items of work equipment manufactured in-house comply with the essential Health and Safety requirements of schedule three of the regulations and that all necessary documentation i.e. user and maintenance guides etc. are produced.
- Conduct Risk Assessments on activities within their department ensuring that the methods and systems of work are safe and that the necessary procedures, rules and regulations designed to achieve this are formulated, published and applied.
- Ensure that all engineering construction work under his or her control complies with all relevant construction statutory instruments.
- Ensure accident and near-miss reporting procedures are understood and implemented. Assist with accident investigations where appropriate.
- Ensure all employees, contractors and sub-contractors are suitably trained/competent to carry out the prescribed task and that the necessary licenses/certificates of competence are in force and appropriate.
- Ensure the Statutory Notices, the Safety Policy, Insurance Certificate and the names of Appointed First-Aiders are displayed and maintained in prominent locations.
- Monitor the use of Mandatory PPE to ensure proper use.
- Reprimand any employee for failing to discharge their Health and Safety responsibilities.
- Set a personal example with regard to Health and Safety matters.



### **Employee Responsibilities**

The Management of Health and Safety at Work Regulations 1999 (M.H.S.W.R.) re-enacts the Health and Safety at Work etc. Act 1974, which places responsibilities on the employer and employees alike. In this connection, the Company reminds employees of their duties under Section 7 of the act: to take care for their own health and safety and that of others who may be affected by their acts or omissions. Additionally, employees must also co-operate with the Company to enable it to discharge its own responsibilities successfully.

#### **Employees are obliged to: -**

- Carry out assigned tasks and duties in a safe manner, in accordance with instructions, and to comply with safety rules/procedures, regulations and codes of practice.
- If aware of any unsafe practice or condition, or if in any doubt about the safety of any situation, consult their Manager/Supervisor.
- Obtain and use the correct tools/equipment for the work and not to use any that are unsafe or damaged. All tools, equipment and personal protective equipment must be stored in the approved place after use.
- Ensure that all guards are securely fixed and that all safety equipment and personal protective clothing/equipment provided are used.
- Not operate any plant or equipment unless authorised.
- To report any accident, near-miss, dangerous occurrence or dangerous condition to their Manager/Supervisor.
- To switch off and secure unattended plant or equipment.
- To avoid improvised arrangements and suggest safe ways of eliminating hazards.
- Not to participate in horseplay or place fellow employees in danger by their actions.
- Use any equipment provided by the employer in the pursuance of Health and Safety.
- Follow any safe system developed by the employer in the pursuance of Health and Safety.



## **2.5 Responsibilities & Duties of Contractors/Sub Contractors/Self Employed Personnel**

Any contractor/subcontractor or self-employed person conducting work on our premises:

- Will make themselves available for a site induction before any work is carried out.
- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work Etc. Act 1974 and other relevant legislation.
- Will comply with instructions given by the Management of the Company.
- Will co-operate with the Company in ensuring a high standard of Health and Safety on all contracts with which they are involved. If the standards stipulated by the Company are higher than basic requirements, then they shall comply with the higher standard.
- Will carry out Risk Assessments and Method Statements in relation to their activities, ensure that appropriate Health and Safety arrangements are implemented, and by adequate liaison inform and co-operate as necessary with the Company.

## **2.6 Information for Employees**

Information regarding Health and Safety Law is provided by a number of methods and these are as follows:

- Employees are provided with a copy of the Company's Employee Handbook.
- The approved poster "Health and Safety Law – What You Should Know" is displayed in various locations around each site. The posters will always be kept in a legible condition with the address of the local enforcing authority and the names of responsible persons entered in the appropriate spaces provided.
- Management and employees have access to the Company Health and Safety Policy that contains all relevant information with regard to recording and monitoring.

## **2.7 Joint Consultation**

All information regarding Health and Safety is communicated by means of consultation between Management and Employees. Information from other professional bodies about any relevant changes to Health and Safety will be communicated to Senior Management. The Managers are immediately advised of the changes who in turn advise their employees whom they are responsible for.

If non-employees raise any concerns regarding Health and Safety, Management will investigate and either deal with it themselves or contact Senior Management for advice. If needed, Senior Management will contact the Health and Safety Executive for advice.

## **2.8 The Working Time Regulations**

Working time is any period during which a worker is working at the employer's disposal and carrying out his or her activity or duties, any period when the worker is receiving relevant training and any additional periods that the employer and workers agree by relevant agreement.

With the exception of exempt workers, employees will not be required to work more than an average of 48 hours in a seven-day period. The average is normally calculated over a 17-week rolling reference period but this can be successive 17-week periods if this is specified in a relevant agreement.



Employees can opt out of the maximum 48-hour week by means of an individual agreement. This agreement must be in writing and may either be for a fixed period or for an indefinite period. Unless a period of notice to terminate the agreement (which cannot exceed three months) is specified, it can be terminated with seven days' notice. Employees cannot be required to opt-out of the 48-hour week, and it is unlawful to act against them for refusing. If an employee does opt-out of the 48-hour week, the Company must keep a copy of the individual opt-out agreement but do not have to keep any records in relation to the hours worked.

### **Rest Breaks**

Employees are entitled to a minimum uninterrupted rest break away from the workplace of 20 minutes in any work period that exceeds six hours, unless different periods are agreed in a collective or workforce agreement. The rest break is 30 minutes in any work period that exceeds four-and-a-half hours for young workers and no agreement can alter this.

The break must be continuous unless a situation arises which is unforeseen and unavoidable, in which case compensatory rest breaks must be given within three weeks.



## **3.0 ARRANGEMENTS**

### **3.1 Information, Instruction, Training and Supervision**

It is Company Policy to provide all Employees with suitable and sufficient information, instruction, training and supervision. This is provided not only to ensure the Company complies with statutory legislation but also to secure a safe and healthy working environment for all employees and visitors who may be affected by the Company's undertakings.

Training is provided for all employees: -

- On recruitment into the Company.
- When moved to another task or when promoted.
- When the process, equipment or system of work is changed.
- All mandatory Health and Safety training will be undertaken during working hours wherever possible.

It is the Company's Policy to ensure all Management are suitably trained to implement the Health and Safety Policy as well as being trained to undertake specific tasks.

All training will be recorded and retained on each individual employees' personal file for future reference.

### **3.2 First Aid and Accident Reporting Procedures**

First Aid Kits provided will only contain items that the First Aider has been trained to use and will not contain medication of any kind and will always be adequately stocked. Notices are displayed in prominent areas and information has been detailed in the employee handbook giving the location of First Aid equipment.

All First Aid incidents will be recorded by the person administering First Aid treatment. The records will include the name of the injured party, date, time and the circumstances of the accident with the details of the injury sustained and any treatment given. If employees or their representatives wish to inspect the records at any time, they can contact the Health and Safety Manager who will make them available for inspection.

#### **ACCIDENT REPORTING PROCEDURE**

**ALL** accidents, no matter how small, are required to be reported. Even a scratch can become serious if not properly treated so it is important that the following procedure is undertaken: -

- Seek medical attention from the Company's First Aider or Appointed Person.
- The names of the First Aiders or Appointed Persons are displayed on the notice boards, which can be found in prominent locations around the Company premises.
- It is the responsibility of the First Aiders to ensure that First Aid Kits are kept stocked with appropriate equipment.





- After all accidents, details must be recorded in the Accident Book, which is kept in Reception and is completed by the person administering First Aid treatment.
- All accidents must be reported to the Health and Safety Manager who is responsible for investigating the accident/Near Miss etc. and contacting the National Incident Centre where necessary. If the Health and Safety Manager is not available, Senior Management will contact the Site Manager for immediate advice.
- Records of all reportable injuries will be kept for a minimum of three years (good practice recommends keeping them for at least 6 years).
- Accidents that occur when working away from the Company's premises must be reported to the Health and Safety Manager and/or Head Office at Penistone as soon as possible after the accident.

### **3.3 Alcohol and Drugs**

All alcohol and drugs impair individual reaction speeds and employees should not be in the workplace after consuming any alcohol or drugs.

Under no circumstances will any employee: -

- Report or endeavour to report for work under the influence of alcohol or under the influence of drugs.
- Report for work in an unfit state due to use of alcohol or drugs.
- Be in the possession of any non-prescribed drugs whilst on the premises.

Drugs prescribed by a General Practitioner for medical treatment are permitted provided the use does not adversely affect the person's ability to carry out the work for which he or she is employed in a healthy and safe manner.

Full details referring to the Company's Drug and Alcohol Policy can be found the Company Handbook and in the Alcohol and Drug Policy.

### **3.4 Fire Precautions and Evacuation Procedures**

- All employees receive a comprehensive induction before commencing work on all premises to ensure that they are fully aware of all the arrangements in place for implementing the fire evacuation procedure.
- A register of employees (on site and off site) must be kept up to date at all times. This register must be available for inspection at all times and will be taken to the fire assembly point in the event of an evacuation for the purpose of calling the roll.
- A Visitors sign in system must be kept up to date at all times recording the names of all visitors to the premises. The details of any visitors will then be taken to the fire assembly point in the event of an evacuation for the purposes of ensuring all visitors are accounted for.



- The requirements for employee training in Fire Safety are adhered to.
- Fire Marshals are suitably trained to aid evacuation.
- A Fire Logbook is kept up to date with all relevant records relating to fire safety and it is available for inspection by the local authority Fire Brigade.
- The Fire Alarm and associated equipment is tested weekly and tests are recorded.
- All firefighting equipment is tested on a regular basis as per manufacturer's guidelines and records kept.
- A fire evacuation drill is carried out at least annually which will be recorded.
- Automatic fire detection equipment is tested according to current guidelines and the tests are recorded.
- The Local Authority Fire Brigade is consulted on all matters relating to any change.
- A fire Risk Assessment is undertaken within the workplace, outlining who may be affected by a fire, along with any special requirements that may be required.
- All hazardous chemicals, gases and other hazardous materials are recorded, and an inventory kept for the information/inspection by the Local Authority Fire Brigade.
- A regular check is made and recorded to ensure escape routes and doors are not obstructed. Fire exit doors should be unlocked and available for use at all times when premises are occupied. Fire doors should remain closed at all times and not wedged open.

### **3.5 Electricity**

Electricity cannot be heard or seen yet it can kill if used incorrectly. A small electric shock from an electrical hand tool may not be sufficient to kill but it may be capable of throwing you off balance, which could result in a fall from a height. Therefore, all electrical equipment will be selected carefully to ensure it is suitable for the environment in which it is to be used.

Movable and portable electrical equipment will be inspected, tested and maintained on a routine basis, depending on the use and application of the particular item.

All members of staff who are required to use electrical equipment will be trained in accordance with the manufacturer's instructions.

#### **Records**

Records of all portable electrical appliance testing will be kept on the Company premises and will be available at all times for inspection if required.

Any defective equipment will be removed from use immediately until such time as it can be repaired, with remedial action being recorded. All items of equipment that cannot be repaired will be withdrawn from use.



Under no circumstances should any makeshift or temporary electrical repairs be made on any electrical equipment.

### Inspection and Testing

To ensure all electrical equipment remains in a good condition throughout its working life: -

- All leads should be examined and those with damaged sheaths replaced. Under no circumstances should insulation tape be used to repair or extend any electrical lead.
- All plugs should be visually inspected prior to use to ensure they are not damaged.
- At least once a year (more often for equipment that is in heavy and frequent use) the plug on every item of portable equipment should be subjected to close scrutiny, i.e. the plug top removed and the wiring checked to ensure the wires are connected to the correct terminals, the contacts are secure and the correctly rated fuse is fitted.
- All electrical appliances should be visually inspected during use and should be tested by a competent person.
- Following satisfactory inspection and testing the appliance, the plug and lead will have a self-adhesive label or other similar tag attached to indicate that the equipment has passed the testing procedure as well as indicating the date when the appliance must be rechecked.

Portable electrical appliances should only be used for the task that they are intended and the lead should be suitably positioned to prevent any damage or entanglement.

### **3.6 Hazard Detection Procedures**

To encourage safety awareness in the workplace, a hazard reporting system is provided to ensure that all employees have a means of reporting hazards that may be present in their place of work.

When a hazard has been identified it should be reported immediately to Management. It is the Management's duty to assess the situation and introduce any necessary control measures to ensure the workplace remains safe at all times.

Employees are encouraged to use this system, which will improve safety and will aid the organisation in consulting with employees.

If a hazard is detected, employees should report it immediately to Management who will then:

- Eliminate the Hazard if possible.
- Complete the job form (formerly known as the defect form).
- Allocate priority and responsibility for the necessary remedial action to be taken.



### **3.7 Risk Assessments**

Nominated competent personnel will complete Risk Assessments for all work activities undertaken by the Company and they will strive to ensure that the documentation is reviewed at least annually or if circumstances change. All Management and supervisory staff will receive suitable and sufficient IOSH training to ensure they are competent to undertake Risk Assessments. The Management will ensure that all Employees and other interested parties are informed and instructed of the risks they may be exposed to, in order that the work activities are completed in a safe manner as documented in the assessment.

When conducting Risk Assessments, the Company will adopt the following hierarchy as recommended by the Health and Safety Executive:

- Step 1  
Identify the hazards.
- Step 2  
Decide who might be harmed and how.
- Step 3  
Evaluate the risks and decide on precautions.
- Step 4  
Record your findings and implement them.
- Step 5  
Review your assessment and update if necessary.

### **3.8 COSHH Assessments**

To enable the Company to comply with the Control of Substances Hazardous to Health (COSHH) Regulations we will endeavour to hold all the relevant data on the toxicity and potential hazard of all substances used within the organisation. Nominated competent persons will complete the Assessments and all the information will be brought to the attention of employees, contractors, sub-contractors and visitors who are likely to be exposed to substances that are likely to cause harm to health.

The Company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used within the organisation.
- Assess the risks to health from working with the substance.
- Introduce all the necessary control measures to safeguard all employees and other persons who may be affected by the Company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique that would improve safety.



All employees have a duty under the COSHH regulations as outlined below:

- Take part in training programmes.
- Read container labels.
- Practice safe working habits.
- Report any hazard or defect to their Manager/Supervisor.
- Use personal protective equipment provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.

### COSHH Do's and Don'ts

#### Do Not

- Taste chemicals or touch them with your bare hands.
- Try to identify chemicals by their smell.
- Smoke or drink in the workplace.
- Leave unmarked chemicals around - label as original container.
- Be afraid to ask questions.

#### Do

- Read the product label and any other information provided so that you understand the hazards of the job before you start work.
- Wear the required personal protective clothing and equipment until the job is completed.
- Make sure the personal protective equipment is well maintained and fits properly.
- Make sure all containers are closed when you are not using them.
- Keep your work area clean and tidy.
- Clean all spills as they occur.
- Follow all instructions on the storage and transportation of chemicals.
- Report all accidents or dangerous incidents, however minor.

### **3.9 Display Screen Equipment**

An assessment will be carried out to determine whether or not an Employee who works on any display screen equipment is a User. A User is someone who habitually uses the equipment as a significant part of his or her work, i.e. an alternative means to do the job is not available and continuous spells of one hour or more are encountered. If they are a User, the Company will ensure the regulations are followed to reduce or remove the risk so far as is reasonably practicable.

The workstation will be analysed to reduce any risks and will be reviewed when changes in the workstation occur or when the operation of the system changes.

All risks will be recorded unless they are identified as being insignificant and the assessment can be easily repeated.





The elements of the workstation that are assessed are divided into three main topics: -

- The Equipment.
- The Environment.
- The Interface.

Users shall be provided on request with appropriate eye tests, it is also advisable that future Users are tested before they become Users. Where the User experiences difficulties with DSE we will provide eye/eyesight tests as soon as possible. The Company will be required to meet the cost of providing these tests and may contribute to any special corrective appliance necessary.

### **3.10 Manual Handling**

The Company will avoid the need for employees to undertake manual handling operations wherever possible. Risk Assessments and MAC assessments will be carried out for all operations that cannot be avoided to enable the risk to be reduced so far as is reasonably practicable.

The assessments will be recorded and updated periodically, when changes take place, or if a reportable injury is sustained.

Management who are familiar with the Regulations and handling techniques and are capable of identifying both the risks and the remedies will carry out the assessments.

If the task must be undertaken in the knowledge of the risk, then we will inform the employee of the following

- Weight of the load.
- Centre of gravity (if not central).

All employees should follow any system developed by an employer for safe manual handling operations.

Management will seek alternatives to Manual handling as technology becomes available.

### **3.11 Personal Protective Equipment**

The Company will compile full Risk Assessments for all tasks that are undertaken and will assess the need to supply suitable and sufficient personal protective equipment to employees.

All employees who are required to wear any personal protective equipment will be provided with suitable instruction and training on how to correctly use the equipment along with the procedures for having any damaged or defective equipment replaced.

Any employees who are required to wear Tight Fitting Facepieces (Dust Masks) **MUST** be face fit tested and clean shaven to ensure the mask fits adequately.

James Durrans & Sons Ltd will compile detailed records for all equipment that is issued along with details of any training that has been given.



### 3.12 Welfare

The Company will ensure so far as is reasonably practicable the health, safety and welfare of their employees at work. The Workplace (Health, Safety and Welfare) Regulations expand on these duties.

We will ensure that our premises comply with the following: -

#### Maintenance of the Workplace, Equipment and Devices

- If a defect is discovered, then we will either rectify the situation immediately or prevent access until it can be rectified.
- Set up a maintenance system with suitable records to ensure that the maintenance is undertaken at the required intervals.
- We will, as necessary, appoint competent persons to enable the Company to comply with this duty.

#### Ventilation

- Enclosed workplaces will be well ventilated with fresh or purified air. Opening windows may satisfy this, but sometimes mechanical ventilation systems may be required.

#### Indoor Temperature

- A reasonable temperature will be provided during working hours. This must be achieved without the need for special clothing, but this would not be reasonable if the workplace is open to the outside.
- The temperature in workrooms should normally be at least 16 degrees Celsius unless the work involves severe physical effort in which case the temperature should be at least 13 degrees Celsius.
- These temperatures may be achieved by local heating and a thermometer should be available to enable temperatures to be measured.

#### Lighting

- Suitable and sufficient lighting will be provided, that is, so far as is reasonably practicable, natural lighting.
- The lighting will be sufficient to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- Wherever possible workstations will be sited where they will benefit from natural light which must be kept clean and unobstructed.

#### Housekeeping and Waste Materials

- The workplace will be kept clean and tidy at all times.
- All floors and indoor traffic routes will be cleaned as and when they are required, and spills will be cleaned up immediately so as to remove any slip or trip hazard.



### Floors and Traffic Routes

- Floors and traffic route surfaces will be suitable for the job i.e. without holes, and not slippery or with slopes, if it places the employees at risk.
- All floors shall be kept clear of obstructions at all times. If the floor conditions deteriorate then they will be repaired immediately or provided with barriers until they are repaired.

### Windows and Transparent or Translucent Doors, Gates and Walls

- All windows, doors etc, will be of safety material or protected against breakage. They shall also be appropriately marked to make them apparent.

### Window Cleaning

- All windows and skylights in the workplace shall be designed or be constructed in such a way that they may be cleaned easily by a competent person.

### Organisation of Traffic Routes

- Where vehicles and pedestrians use the same traffic route there will be sufficient separation and designated walkways between them.
- There should always be a clear view on both sides of doors that are capable of opening from both directions; this should be made possible by viewing panels in the door.

### Washing and Sanitary Facilities

Workplaces must have a minimum of:

- 2 W/C and 2 washbasins per 25 females.
- 2 W/C and 1 urinal per 30 males.
- In the case of W/C used by Women, suitable means will be provided for the disposal of sanitary products.
- Washing facilities will be suitable and sufficient with hot and cold running water, soap and towels or other suitable drying facility.
- The rooms should be maintained in a clean and orderly condition and be adequately ventilated and lit.

### Drinking Water

- Adequate drinking water will be provided that is readily accessible and appropriately marked.

### Accommodation for Clothing

- The Company will provide facilities where employees can store outdoor and personal clothing whilst at work. This facility should be clean and well ventilated to enable wet clothes to dry.



### **3.13 Work Equipment**

It is Company Policy to ensure that all equipment that is used complies with the Provision and Use of Work Equipment Regulations 1998.

Wherever there is any significant risk to health and safety due to the work equipment the Company will: -

- Undertake full Risk Assessments for the equipment that is being used and issue copies of the Assessments to all operatives along with the people who may be adversely affected by the equipment.
- Ensure that employees are provided with sufficient information, training and supervision when using the equipment. All training will be documented on employee's personnel file.
- Ensure that all necessary safety controls are in place such as guards, interlock switches, isolation switches etc.
- Ensure that all work equipment is maintained and inspected as required by the manufacturer's instructions. Records of all inspections will be held on file for future information.

### **3.14 Disciplinary Rules and Procedures**

The Company believes that Health and Safety is a critical factor that needs to be considered when running a business. To enable the Company to control safety, many safety rules have been drawn up. Failure to comply with these rules will result in employees being subject to disciplinary action. If after investigation the Company believes that employees have acted in one of the following ways, then employees may be dismissed for gross misconduct: -

- Deliberately breaking any written safety rules.
- Removal or misuse of any piece of equipment, label, sign or warning device which is provided by the Company (or its agents) for the protection and safety of its employees.
- Smoking in no smoking areas.
- Failure to follow laid down procedures for the use of: -
  - Flammable or hazardous substances.
  - Toxic materials.
  - Items of lifting equipment.
- Behaviour in any manner that could lead to accidents, including horseplay, practical jokes etc.
- Undertaking any action that may interfere with an accident investigation.

### **3.15 Training**

All employees have a legal responsibility to take reasonable care of themselves and others who may be affected by their acts or omissions. Employees must co-operate with the Company in relation to all training aspects and will be expected to attend any training courses that are provided in the pursuance of Health and Safety.

It is Company Policy to provide all employees with suitable and sufficient information, instruction, training and supervision. This is provided not only to ensure the Company complies with statutory requirements, but also to secure a safe and healthy working environment for all employees and visitors who may be affected by its undertakings.



### 3.16 Visits from Enforcement Officers

The Health and safety at Work etc. Act 1974 conveys certain powers on Inspectors who are appointed by the relevant enforcing body, in order that they may ensure that the relevant statutory requirements are being met.

James Durrans & Sons Ltd. recognises the need to co-operate with Enforcement Officers, *once they have produced satisfactory identification*. For this reason, it is important that all required documentation be maintained and kept up to date. Such documents include the Health and Safety Policy, relevant Risk Assessments, emergency plans etc.

It is every employee's responsibility to co-operate with the Company to ensure that all Health and Safety documentation is kept up to date and all relevant documentation is completed where necessary.

### 3.17 Working with Machinery

Machinery is fitted with guards to prevent persons coming into contact with moving parts or hazardous areas, such as moving work pieces, or live electrical components. And to prevent items from flying off and causing injury.

The law requires all dangerous machinery be guarded. **IT IS ILLEGAL** for any unauthorised person to remove any guard or to tamper with any safety interlocks or similar devices. If you require access to the machine via the removal of guarding, you must first of all be authorised to do so and it is essential that the machine is **ISOLATED** and **LOCKED OFF**. Before you operate any machinery, make sure you are aware how to **STOP** the machine. Always check that guards are in place, secure and able to do their job prior to starting. Safety "Dos" and Don'ts" for machinery are listed below.

#### **DO:**

- Make sure you know how to stop the machine.
- Ensure all guards are in place.
- Check that there are no oil-leaks or grease drips on the floor and always wipe up spills.
- Always report any faulty equipment immediately.

#### **DO NOT:**

- Talk to or distract in any way a machine operator whilst they are operating a machine.
- Clean any machine whilst it is in motion.
- Clean any machine using compressed air blowers.
- Wear any jewellery that may become caught up in moving parts.
- Undertake any maintenance operations without the machine being isolated and locked off.

If you are unsure about the safe operation of an item of machinery immediately inform your Manager/supervisor.

**\*REMEMBER LOOSE CLOTHING AND HAIR CAN EASILY BECOME ENTANGLED IN MOVING PARTS WITH DISASTROUS CONSEQUENCES\***





### **3.18 Occupational Health Surveillance**

It is James Durrans & Sons Policy to offer health surveillance to employees who may be at risk from workplace hazards i.e. exposure to dust, exposure to noise, FLT drivers.

Such services are provided confidentially to the individual employee and any findings will be acted upon accordingly.

### **3.19 Food Hygiene**

Any preparation and supply of food to James Durrans & Sons employees will be subject to strict monitoring of all processes and the persons in charge of preparation will be trained to the minimum standard of Level 2 in Food Safety and Hygiene.

### **3.20 Working at Height**

James Durrans & Sons does not condone any working at height without suitable and sufficient controls in place.

Step one should be to eliminate any need for work at height. If the work at height cannot be eliminated, then a suitable and sufficient Risk Assessment MUST be carried out and suitable control measures MUST be highlighted and implemented in the Permit to Work at height system.

### **3.21 Housekeeping and Maintenance**

Housekeeping and maintenance of equipment is vital in the workplace. All employees should report defective equipment to ensure that repairs or replacements can be scheduled accordingly. Housekeeping is everyone's responsibility; a clean workplace is a less hazardous workplace and best practice should be adopted at all times.

### **3.22 Noise in the Workplace**

Due to the nature of James Durrans & Sons operations, noise may be present in the working environment.

It is James Durrans & Sons Policy to manage any excessive noise by engineering methods or isolation of equipment. Where this cannot be achieved James Durrans & Sons will identify these areas and ensure suitable provisions are in place to protect its employees.

Noise assessments will be conducted every two years and when new equipment/machinery is installed. The findings of these assessments will be communicated to all relevant personnel.



### **3.23 Stress in the Workplace**

Stress can arise in the workplace in many ways, examples include:

- Time constraints to complete given tasks.
- Physical and mental pressures of work.
- Heavy workloads.
- Bullying at work.
- Ill-health.
- Non-work-related family issues.

James Durrans & Sons encourage all employees who may be concerned that stress may be affecting their health to report this to their Manager. Should any employee find it uncomfortable to discuss this with their Manager they can also approach the Health and Safety Manager or any other senior member of staff.

Any reports will be reviewed in confidence and wherever possible James Durrans & Sons will agree steps with the employee to help implement any necessary changes which may be beneficial.

Should any employee be threatened, or feel threatened in any way by any other member of staff or any member of the public during the course of their work, either physically or verbally, they are encouraged to report this immediately and an investigation will take place and appropriate measures will be taken.

James Durrans & Sons recognises that stress is not an admission of failure in any way and will not treat it as such.

### **3.24 Use of Vehicles**

All James Durrans & Sons owned vehicles or vehicles provided by James Durrans & Sons are subject to PUWER (Provision and Use of Work Equipment Regulations 1998) and as such will be maintained in a safe condition, including ensuring that they are serviced and inspected within the manufacture's guidelines. All employees responsible for Company vehicles are required to report and defects or problems immediately so that they can be acted upon.

James Durrans & Sons shall ensure that all mandatory inspections such as a valid MOT certificate and Company insurance is in place.

Copies of driving licences will be held of all drivers who may drive Company-owned or Company-provided vehicles. Should there be any changes to the employee's licence, it is their duty to inform the Company so that James Durrans & Sons can make any legal provisions such as notifying the insurance Company.

It is the responsibility of all drivers of James Durrans & Sons owned or provided vehicles to ensure that the vehicle is safe to drive before commencing any journey on a public highway, such as vehicle lighting check, tyre pressure check etc.



All drivers of James Durrans & Sons owned or provided vehicles are required to abide by all laws governing the use of a motor vehicle on a public highway, such as obeying speed limits and not using any hand operated device whilst driving etc.

Details can be found in the Company Handbook and the Company's Driving for Work Policy.

### **3.25 DSEAR**

To enable the Company to comply with the Dangerous Substances Explosive Atmospheres Regulations 2002 (DSEAR) we will endeavour to hold all relevant data on the combustibility and any other potential hazards of all substances used or produced within the organisation.

Competent persons will review the assessments on an annual basis and all information will be brought to the attention of employees, Contractors, Sub-Contractors and Visitors who are likely to be exposed to areas covered by these regulations.

The company's approach to the regulations is to: -

- Familiarise itself with the legal requirements.
- Identify and list what substances are used withing the organisation.
- Assess the risk to health and safety from working with the substance.
- Introduce all necessary control measures to safeguard employees and other persons who may be affected by the company's undertakings.
- Decide what additional precautions may be required.
- Implement the precautions that have been decided.
- Monitor the precautions that have been implemented and introduce any technique that would improve safety.

All employees have a duty under DSEAR as outlined below: -

- Take part in training programmes.
- Read container labels.
- Practice safe working habits.
- Report any hazard or defect to their Manager/Supervisor.
- Use PPE provided.
- Store equipment and tools properly.
- Return all substances to their secure location after use.
- Use control measures properly.
- Familiarise themselves with all materials used and their hazards.
- Comply with the DSEAR Assessments and do not do anything which may contravene the safety of the operation.





Policy Approved by:

Signature

Position

M.D.

Date:

19/04/2021







