

Health & Safety Policy



Autoclenz Ltd
Stanhope Road
Swadlincote
Derbyshire
DE11 9BE

Tel: 01283 550033

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Policy Statement

Autoclenz Ltd

The company recognises that complying with the Health & Safety at work Act 1974 (and regulations made under it), is a legal requirement, not a matter of choice.

Our policy is to exceed the minimum requirements of the law, where possible, and to do this we will provide sufficient resources to meet this commitment. We will also ensure that systems are in place that allow us to maintain, monitor and, where necessary, improve safety performance on a continuous programme.

Included in these systems will be means to allow communication and consultation on Health & Safety and taking care of each individuals safety and that of others, whether from within the company or from outside who may be affected by their actions.

Any information, instruction, training or supervision necessary to meet these commitments will be provided to those who require it in order to perform their jobs safely.

The policy and the effectiveness, will be reviewed at least annually and more often if the business changes in nature or size. Any revision necessary to improve safety performance will be made and then reported to employees.

Signed

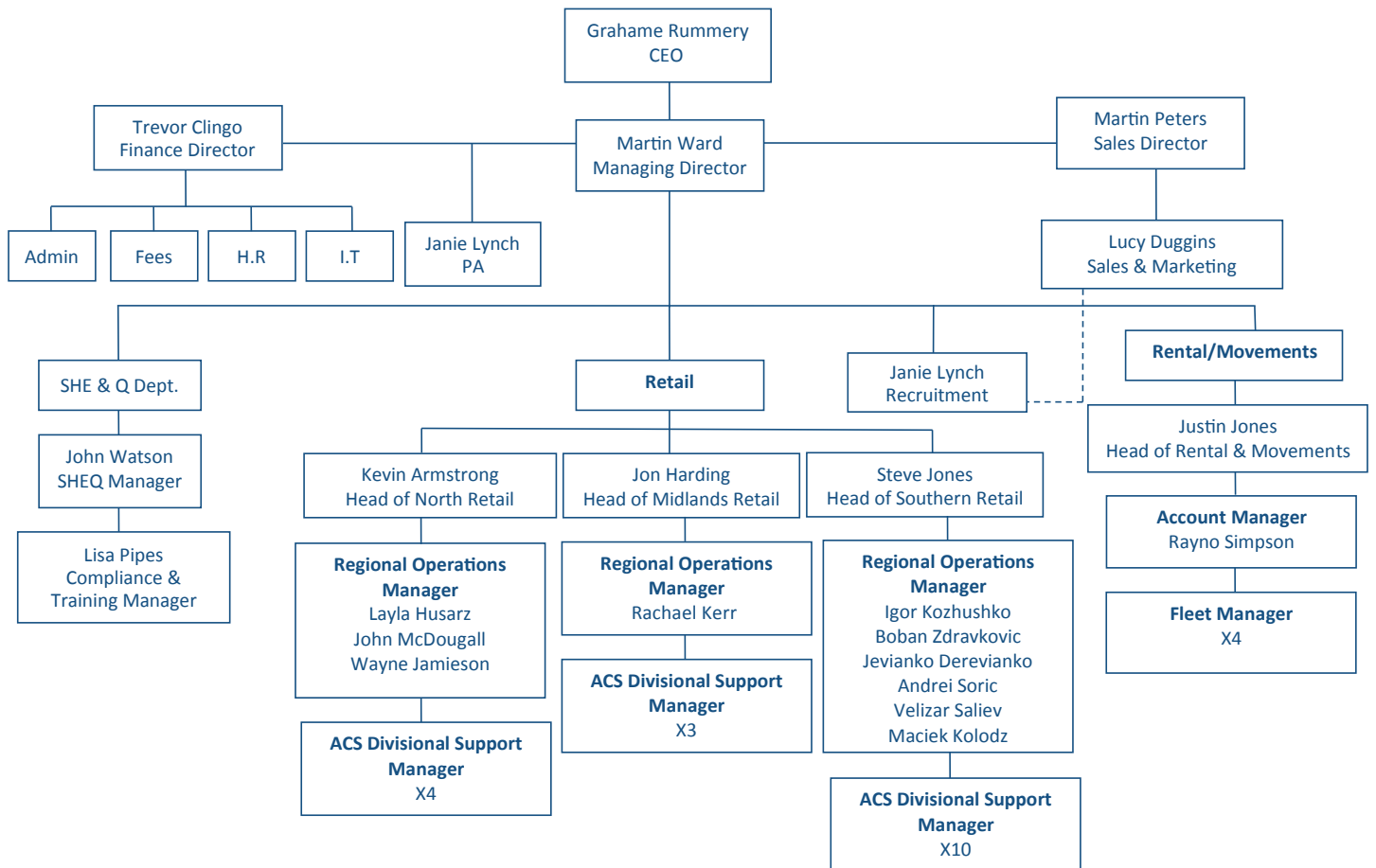


Position **Managing Director**

This revision dated **January 2023**

Last review dated **January 2022**

Organisational Chart



Organisation

The person with overall legal responsibility for Health & Safety is Mr Martin Ward, Managing Director.

Heads of Business, are given the responsibility for ensuring the day to day implementation of the policy.

The person in charge of each department, or division, will have the following responsibilities:

- a. Implementation of this policy in his or her own departments or divisions, and bringing it to the attention of all employees.
- b. Compliance with safety precautions that apply to their department or division including the regulating of sub-contractors.
- c. Ensuring that all new entrants are properly inducted into the organisation, which must include an awareness of all precautions and procedures applicable to the job, and the emergency procedures.
- d. Ensuring that no person is permitted to work with any kind of machinery or hazardous task, unless they have been properly and fully instructed in the use of such equipment.
- e. Ensuring that all staff are aware of the location of all fire fighting equipment and the alarm call points in each department or working environment, and are conversant with their effective use.
- f. Ensuring that any legal requirements relating to the operation of the department or division are fully complied with, including (but not limited to):
 - i. Inspection of all fire-fighting equipment.
 - ii. Safe use of electrical switches and circuits.
 - iii. Maintenance of all appropriate registers.
 - iv. Necessary safety training for staff and others.
 - v. Statutory inspections of plant and equipment.
 - vi. Provision of First Aid equipment.
 - vii. Accident investigation.
 - viii. Arrangements for cleaning.
 - ix. Smoking policy compliance
- g. Ensuring that any responsibilities delegated to subordinate staff are clearly defined, monitored and reviewed.
- h. Ensuring that access to our premises by customers or other members of the general public is strictly limited to safe areas.
- i. Ensuring that suitable arrangements are in place to safeguard our premises against intruders.

Employees' responsibilities are as follows:

1. Each employee is responsible for their own acts or omissions and the effect that these may have upon the safety of themselves or any other person.
2. Every employee must use safety equipment or clothing in a proper manner and for the purpose intended.
3. Any employee who intentionally or recklessly misuse anything supplied in the interests of Health and Safety, will be subject to disciplinary procedures.
4. Every employee must work in accordance with any Health and Safety instruction or training that has been given.
5. No employee may undertake any task for which they have not been authorised and for which they are not adequately trained.
6. Every employee is required to bring to the attention of your line manager, any perceived short coming in our safety arrangements.
7. All employees must familiarise themselves with this policy, and any subsequent amendments.

Arrangements

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1. Accident reporting.
2. First aid arrangements.
3. Risk Assessment.
4. Housekeeping.
5. Machinery- servicing and maintenance.
6. Fire prevention and evacuation procedures.
7. Provision of personal protective equipment.
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1. Accident Reporting

1. It is the responsibility of all employees, sub-contactors to report all accidents and near misses.
2. All accidents and incidents must be reported by the line manager to the SHE portal by completing the accident report form. This reporting procedure satisfies the regulations with regards to keeping records under the Social Security Act 1975, and the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
3. If the accident is reportable under the RIDDOR, the SHE Manager must be notified immediately and the form F2508 must be completed. This form must then be forwarded to the Health and Safety Executive, by the health and safety co-ordinator.
 - Reported incidents;
 - Fatal incidents;
 - Major injury accidents / Conditions;
 - Dangerous occurrences;
 - Accidents causing more than seven days incapacity of work;
 - Certain work related diseases;(A full list of reportable incidents can be obtained from the SHE & Q Manager)

2. First Aid Arrangements

1. In accordance with the Health and Safety (First-Aid) Regulations 1981 adequate and appropriate first aid equipment and facilities are available at every site.
2. Each site owned or leased by Autoclenz Ltd, shall have facilities as identified by H, M or L risk dependency.
3. The “Appointed Person” is responsible for facilitating first aid treatment and maintaining the first aid kit.
4. Recommended minimum contents of the first aid kit:
 - i. General guidance card;
 - ii. 20 individually wrapped sterile adhesive dressings;
 - iii. 2 sterile eye pads;
 - iv. 6 individually wrapped triangular bandages
 - v. 6 safety pins;
 - vi. 6 medium sized individually wrapped sterile undedicated wound dressings
 - vii. 2 large individually wrapped sterile undedicated wound dressings
 - viii. 3 extra large individually wrapped sterile undedicated wound dressings.
5. All accidents must be recorded in the procedure defined in section 1 (paragraph 2.)
6. All First Aid arrangements will be communicated in the induction programme.

3. Risk Assessment

1. Heads of Business are responsible for carrying out suitable and sufficient Risk Assessments as required by the Management of Health and Safety at Work Regulations 1999.
2. Risk Assessments must cover occupational, environmental and human factors. General method: Identify activity, Identify hazards, Identify existing control measures, analyse risks (taking into account safeguards in place) Identify possible control measures, decide action and prioritise.
3. Standard company Risk Assessments are available from the SHE Portal. The pressure washer, manual handling, personal protective equipment and hazardous substances are available
4. The significant findings of the assessment must be recorded and communicated to the SHE Department.
5. The Risk Assessments must be reviewed on a regular basis,(a minimum of every twelve months) or sooner, following a significant change, a major accident or during a scheduled audit. A reminder will be sent automatically a month before expiry.

4. Housekeeping

1. All work areas must be kept clean as required by the Workplace (Health, Safety and Welfare) Regulations 1992.
2. Slipping, tripping and falling hazards must be avoided at all times. (especially with regards to trailing leads)
3. Floors should be cleaned at least once a week.
4. Litter must be removed on a regular basis (at least daily).
5. Interior walls, ceilings and work surfaces should be cleaned at suitable intervals.
6. Spillages must be cleaned up as soon as is practicable with the spill kit.
7. Cleaning should be carried out by an effective and suitable method, without creating or exposing anyone to a Health and Safety Risk.

5. Machinery Servicing / Maintenance

1. Heads of Business must ensure that all machinery complies with the Provision and Use of Work Equipment Regulations 1998.
2. Equipment will only be used for the purpose for which it is provided
3. Machinery must be checked frequently to ensure that Safety related features are functioning correctly. (Daily checks in accordance with the site)
4. Routine servicing and maintenance must be carried out based on the recommendations of the equipment manufacturer, in accordance with the planned and preventative maintenance contractor's service level agreement.
5. Planned preventative maintenance must be carried out on all electrical equipment.
6. Prior to operating any machinery the SD07 document must be communicated and understood.

6. Fire prevention and evacuation procedures

1. Heads of Business are responsible for carrying out suitable and sufficient fire risk assessments.
2. The workplace must be kept clean and tidy. (See section 4).
3. Combustibles must be stored away from ignition sources. (E.g. naked flames, smoking, electrical flashes and sparks)
4. DO NOT block fire exits and escape routes.
5. Keep all internal fire doors closed.
6. DO NOT wedge fire doors open.
7. Fire extinguishers will be checked on scheduled audits.
8. All fire exits, doors and escape routes must be clearly marked to comply with legislation. (See section 14)
9. Emergency lighting must be regularly checked. (See section 14)
10. All staff must be able to hear and recognise the Fire Alarm.
11. Evacuation and Emergency procedures on hearing the fire alarm;

1. Raise alarm
2. Do not tackle fire.
3. Leave closing windows and doors
4. Leave the building quickly and calmly use fire exits / routes.
5. Leave belongings behind
6. Do not use lifts
7. Check fire brigade have been called
8. Assemble at fire point
9. Do not re-enter the building.

7. Provision of Personal Protective Equipment (PPE)

1. Heads of Business are required to ensure the Personal Protective Equipment at Work Regulations 2002 are adhered to, as recommended in the assessment for each particular operation.
2. All equipment required by employees must be supplied by the company, including safety glasses, gloves, masks and aprons etc.
3. An assessment must be made to identify the most appropriate PPE.
4. When all other methods of control have been exhausted to prevent exposure to hazardous conditions, then PPE should be considered as a last resort.
5. Where more than one item of PPE is used simultaneously it must be compatible, as recommended by the SHE&Q Manager or another competent person.
6. All PPE must be maintained and replaced as required, and can be obtained from your line manager.
7. Accommodation must be provided to protect the PPE when not in use, and for storage.

8. Information, Instruction, Training and Supervision

1. Heads of Business are responsible for providing information, instruction, training and supervision as required by the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and other relevant legislation.

2. A “Health and Safety Law” poster, or booklet, must be displayed at every site and brought to the attention of all personnel.

3. Comprehensive and relevant information must be provided regarding:

Risks identified by the Risk Assessment.

- Preventive and protective measures in place.
- Persons in charge of First Aid boxes.
- Fire precautions and evacuation procedures.

4. Electronic documents outlining safe systems of work shall be available at all sites on the SHE Portal

5. The contents of the Health and Safety policy shall be made available to all employees, and can be obtained from your line manager.

6. All new employees shall receive basic induction training including:

- First Aid arrangements
- Fire prevention and evacuation
- Identification and meaning of safety signs, occupational, environmental and human risks to Health and Safety and Welfare.
- Further training will be given to employees that are transferred to new duties given a change of responsibilities, introduced to new work equipment, introduced to new technology
- Refresher training will take place at suitable intervals.
- Vehicle movement on site
- SD07

9. COSHH

1. Heads of Business are responsible for the control of hazardous substances as required by the Control of Substances Hazardous to Health Regulations 2002 and other relevant legislation.
2. A suitable and sufficient risk assessment must be carried out on all hazardous substances.
3. Product Safety Data sheets are available from the supplier, or from the Head Office, following a request to the SHE&Q Co-ordinator.
4. Appropriate control measures must be implemented
5. This sequence must be adopted;
 - Elimination, Substitution
 - Control Exposure
 - Local Ventilation
 - General Ventilation
 - Limit Exposure
 - Training
 - Personal protective equipment
 - Good welfare facilities
 - Health surveillance.

10. Monitoring and Review

1. Heads of Business are responsible for monitoring and review, with guidance from the SHE & Q Manager.
2. Active monitoring on the implementation of standards and checking effectiveness, to ensure the principals under the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 are being maintained.
3. Reactive monitoring to investigate accidents and near misses and identify the underlying causes of events.
These are discussed at board level on a regular basis.
4. Methods of monitoring and review may include:
 - Audits
 - Surveys
 - Tours
 - Inspections

➤ Sampling

5. To identify,

- The degree of compliance with Health and Safety performance standards (including legislation):
- Areas where standards are absent or inadequate:
- Achievement of stated objectives within given timescales.
- Action plan to rectify remedial process.

11. Safety Meetings

1. Meetings will be held quarterly or upon the request of Safety Representatives, in accordance with the Health and Safety (Consultation of Employees) Regulations 1996.

2. Autoclenz sub- contractors will also be consulted by toolbox talks

3. Agenda items should be forwarded to the SHE & Q Manager at:

Autoclenz Ltd
Stanhope Road
Swadlincote
DE11 9BE

12. Non Employees

Procedures and guidelines, along with all the relevant supervision, will be given to anyone visiting or working in any department or division.

Contractors at the Head Office will utilise a permit to work system and others will receive on site training and guidance.

13. Environmental

1. The company is committed to planning, operating and monitoring its business, using the best practicable means to protect the environment from damage and impairment, and to minimise any harmful impact.

The business will undertake a Risk Assessment to ascertain any environmental impact on any new activity.

This policy will be implemented by all employees of the company, and the business will provide sufficient and suitable training as required, to improve environmental awareness.

All systems and procedures shall be monitored on a regular basis to ensure adherence to this policy.

Autoclenz Ltd is committed to the continual improvement with regards to the management and operation of its activities which impact on the environment, and have achieved ISO 14001 accreditation within the company.

Control of Waste

At a few limited sites where the operation dictates that Autoclenz arrange for the disposal of waste from site, then the company adopts the role as waste producer and subsequently must ensure that the waste is removed by a registered waste carrier and a waste transfer or consignment note is completed.

The relevant supplier will complete and send the forms to Head Office

It is the responsibility of the Regional Manager to ensure that this process is completed.

All notes should be filed and retained as follows within the SHE & Q Department

- For a period of two years for waste transfer notes
- For a period of three years for special waste consignment notes

14. Customers Premises

Whilst working on any premises or sites not owned or leased by Autoclenz Ltd, it is each individual's duty, and the line manager, to report any of the following;

1. All RIDDOR incidents to be reported to the customer, and entered in to their accident book.
2. Any defects with any safety equipment must be reported to the customer, and confirmed in writing. (ie. Fire Extinguishers, Emergency Lighting etc)
3. Autoclenz Ltd will share the First Aid facilities availed to us by the customer on all sites, and utilise their Appointed Person if Autoclenz Ltd do not have one available on site.
4. Autoclenz Ltd agree to abide by all the individual site rules and procedures with regards to Health, Safety and Environmental issues, and their smoking policy.

15. Company Vehicles

All vehicles used for company business, and as authorised for private mileage shall, as far as is reasonably practicable, be safe and without risks to health.

All vehicles shall have the appropriate test certificates and statutory documentation.

Any person who operates the vehicles shall have the appropriate driving licence, training, technical knowledge and expertise to drive safely.

All vehicles will be registered on the Fleet Management System, to enable monitoring of service history and mileages as part of our duty of care.

Autoclenz Ltd do not accept responsibility for any damage or subsequent loss due to any person not acting in compliance with the company driving policy.

A non-smoking policy has been implemented in line with legislation.

16. Asbestos Management Plan

The company plan is available on the Head Office noticeboard, and contains a detailed summary and images of the location of any remaining asbestos within the building.

Prior to any invasive work commencing within the building, the contractor must be made aware of this plan, and then implement sufficient control measures and a SSOW to ensure the safety of themselves and others.

17. COVID 19 Pandemic

Autoclenz Head Office is now operating on a 60/40 basis since restrictions were lifted and will be reviewed accordingly