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LM Engineering Services Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. We also fully accept our responsibility for other persons who may be affected by our activities. We will take steps to ensure that our statutory duties are met at all times.

Each employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. It is the duty of management to ensure that all methods and systems of work are designed to take account of health and safety and are properly supervised at all times.

Competent people will be appointed to assist us in meeting our statutory duties including, where appropriate, specialists from outside the Company.

Every employee must co-operate with us to enable all statutory duties to be complied with. The successful implementation of this policy requires total commitment from all levels of employee from managers to the shop floor. Each individual has a legal obligation to take reasonable care for his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

Full details of the organisation and arrangements for health and safety are set out in this document. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in light of legislative or organisational changes.

Signed Date
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Managing Director



Managing Director/Directors - main responsibilities

1. The Managing Director has overall responsibility for Health and Safety.
2. To ensure all managers and supervisors are familiar with the Health and Safety policy and that they realise their duties under the Health and Safety at Work etc. Act, to ensure the safety of all employees.
3. To ensure that sufficient resources in money, time and personnel are available to implement the policy.
4. To achieve, by all reasonably practicable means, the highest standards of Health, Safety and Welfare for all employees of the company and for all others whose Health and Safety may be affected by the company's operations.
5. To ensure adequate arrangements are made for controlling emergencies that may affect the Health and Safety of personnel or endanger the environment.
6. To keep the Health and Safety policy up-to-date.
7. Nominate competent persons to assist the management to carry out their Health and Safety duties.



Managers/Supervisors - main responsibilities

1. To be responsible so far as reasonable practicable for the Health, Safety and Welfare of all employees within their own area of operational responsibility, and to ensure compliance with all relevant legislation.
2. Ensure that employees have received adequate training and are not required to carry out any work for which they have not received suitable instruction.
3. To ensure so far as reasonably practicable, all work systems and processes are safe and without risk to health.
4. Investigate accidents involving injuries to employees under their control and recommend steps necessary to prevent or minimise recurrence.
5. Ensure that employees know the rules and regulations applicable to their work. Special attention must be given to young persons and new employees.
6. Monitor the Health and Safety performance of the area under their control, so that the Health and Safety of the area can be improved.



Employees - main responsibilities

1. To take reasonable care for the Health and Safety of themselves and of any other persons who may be affected by their acts or omissions at work.
2. To use protective clothing/equipment where required and to not misuse the equipment provided.
3. To report incidents that have led, or may lead to injury to themselves or others, or do physical damage to property or assets.
4. To co-operate with their manager or supervisor by carrying out safety instructions and following safe systems of work.
5. Be aware of the correct actions to take in the event of a fire.
6. Where applicable visually check safety devices daily prior to start of work. This includes visually checking plant/electrical equipment for obvious damage/defects before use - any defects should be immediately reported.
7. Inform your supervisor if taking any form of medication or prescribed drug, which may impair your skills or judgement.
8. To follow all site safety rules, these include :
 - No smoking is permitted anywhere onsite where flammables may be used or stored.
 - Ensure good housekeeping at all times - clear up waste material or spillage's as soon as possible, to reduce the risk of fire or potential slip and trip hazards.
 - Do not use any machinery that you have not been authorised to use. Only persons holding a forklift licence are authorised to operate forklift trucks.
 - Never attempt to lift any item, which may be too heavy, or outside your own lifting capacity - always ask for help.
 - Ensure safety guards are used at all times when using machinery. Safety guards must never be removed from any machine.

Health and Safety Procedures and Arrangements

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3.1

Emergency Procedure in case of Fire

ON DISCOVERING A FIRE

1. Raise the alarm - alert all other persons nearby
2. Using appropriate fire appliances tackle the fire - only if it is safe to do so
3. If it is unsafe to tackle the fire call for assistance - phone emergency services 999

ON HEARING THE ALARM

1. Stop whatever you are doing
2. Switch off any electrical appliances or mechanical devices
3. Evacuate the area/building by the shortest safest route
4. Go straight to the assembly point - which is opposite the main reception area at the front of the building
5. Do not re-enter the site/building until the all clear is given

Remember

When working on site get to know the local emergency procedures, location



3.2

Medical Emergency Procedure

IN THE EVENT OF A SERIOUS ACCIDENT OR SUDDEN ILLNESS:

1. If possible alert a First Aider – your first aiders are Mr E N Pritchard or Mr C Hughes based in the workshop.
2. In the event that a First Aider is not available - call the emergency services on 999
3. Give exact location and details of accident/incident. Have someone available to direct nursing/ambulance staff to the incident.
4. Do not move the patient unless there is immediate danger
5. Keep the patient calm and still. Do not give anything by mouth
6. Do not move any equipment or items unless it is absolutely essential. If it is essential then note its original position. This will help with any subsequent investigations

IN THE EVENT OF A MINOR INJURY:

1. The first aid box is located in the canteen.
2. Report any injury to your supervisor - no matter how small.
3. Ensure the injury has been recorded in the accident-reporting book.

Remember

- When working on-site get to know the local first aid procedures - where to find a first aider, location of first aid facilities etc.- it could save your life, or the life of another person.



3.3

Risk Assessment

It is the policy of LM Engineering Services Ltd to comply with the legislation as set out in the Management of Health and Safety at Work Regulation 1999.

Risk assessments will be conducted for all tasks and operations, which have the potential to cause personal injury to employees, sub-contractors or the general public. The assessments include a safe system of work, which must be followed by all employees and sub-contractors to control hazards and reduce the risk of injury within the workplace.

All risk assessments can be found in a Health and Safety file located in the main office.

Assessments will be reviewed annually or whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All employees will receive adequate information and training on the Health and Safety issues relating to risk assessment.

All employees and sub-contractors have a duty to follow all control measures and safe systems of work as identified by risk assessment.



3.4

Control of Substances Hazardous to Health

It is the policy of LM Engineering Services Ltd to comply with the law as set out in the Control of Substances Hazardous to Health Regulations (COSHH).

All hazardous substances used on site are assessed to ensure the risks to health and safety are adequately controlled. The company's policy is to eliminate or substitute any substances, which pose a significant risk to the health and safety of personnel, so far as reasonably practicable

All COSHH assessments including material safety data sheets are located in the safety file held in the main office.

Assessments will be reviewed annually or whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid. Any new substance will be assessed before being used on site.

All employees will receive adequate information and training on the Health and Safety issues relating to hazardous substances used on site.



3.5

Personal Protective Equipment

It is the policy of LM Engineering Services Ltd to comply with the legal duties as set out in the Personal Protective Equipment Regulations 1992.

Risk assessments will be used to identify where hazards cannot be fully eliminated or reduced in the workplace, and where it is essential for operators to wear personal protective equipment.

When personal protective equipment is deemed necessary, it shall be selected by management for suitability and user acceptability. When personal protective equipment is used which is not disposable but designed for re-use, it shall be subject to periodic inspection to confirm its continued suitability, and when appropriate subject to routine maintenance.

All protective clothing and equipment will be issued free of charge to all employees. Records will be kept of all protective equipment issued. This record will be kept in the safety file located in the main office.

All employees have a duty to use all protective clothing and equipment provided and to not misuse it. Protective clothing/equipment should be visually inspected for damage or excessive wear before use. Any defects must be reported immediately to supervision so that the clothing/equipment can be repaired or replaced.

All employees will receive adequate information and training regarding the issue, maintenance, storage and use of protective clothing and equipment.



3.6

Work Equipment

It is the policy of LM Engineering Services Ltd to comply with the law as set out in the Provision and Use of Work Equipment 1998.

LM Engineering Services Ltd will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All work equipment will be maintained in good working order and repair. The company considers preventative maintenance as a fundamental requirement for the proactive management of health and safety.

Work equipment is regularly inspected and tested by either a competent person internally, or an external qualified company, to ensure the equipment is safe for use within the workplace.

All employees will be provided with adequate information/training to enable them to use work equipment safely. The use of any work equipment, which poses a significant risk to the health, and safety of employees will be restricted to authorised persons only.

All employees/operators have a responsibility to visually check any work equipment or appliances for damage or defects before use. This includes damage to plugs, cables, switches, gauges, chains, slings and company vehicles etc. If damaged or defective the equipment should not be used. Supervision must be informed immediately so the equipment can be repaired and re-tested.



3.7

Training/Communication

The management of LM Engineering Services Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy.

LM Engineering Services Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement.

Safety training is an indispensable ingredient of an effective health and safety program. It is essential that every employee be trained to perform his or her jobs effectively and safely.

All employees will be trained in safe working practices concerning any potential hazards that maybe present in the workplace. Training sessions will be held as often as deemed necessary and will provide another opportunity for employees to express any fears or concerns they may have relating to their health, safety and welfare at work.



3.8

Manual Handling Operations

It is the policy of LM Engineering Services Ltd to comply with the legal duties as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

When manual-handling operations cannot be avoided a suitable and sufficient risk assessment will be made taking into account the task, the load, the working environment and the capacity of the individual. The company will then reduce the risk of injury so far as is reasonably practicable.

Wherever possible mechanical aids will be used to handle materials to reduce the need for manual handling, these will be provided by the company as and when deemed necessary by risk assessment.

Assessments will be reviewed whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

All employees will receive adequate information and training regarding safe manual handling techniques.



3.9

Accident Investigation and Reporting

It is the policy of LM Engineering Services Ltd to comply with the legal duties as set out in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR 1995).

Any reportable injury, disease or dangerous occurrence as stated by the regulations will be reported immediately by telephone/fax to the Health and Safety Executive. An F2508/F2508A form will then be completed and returned to the HSE within ten days.

LM Engineering Services Ltd sees accident investigation as a valuable tool in the prevention of future accidents. In the event of an accident resulting in injury a report will be drawn up by the manager/supervisor or a person appointed by the managing director. The report will establish the following:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.



analysed by the managing director to discover why the accident occurred and what action should be taken to avoid a recurrence of the event.

3.10

Audits and Inspections

To ensure the company's safety policy and the various statutory requirements are being implemented, the Safety Advisor and Senior Management will make regular visits to specific areas, to carry out safety inspections, to ensure that all control measures and safe systems of work are adhered to.

The company safety policy and procedures are constantly under review to ensure their meaning remains relevant to any changes in procedures or law.

Details of injuries and dangerous occurrences are closely examined and data collated to detect trends and ensure resources are directed to those areas to endeavour to prevent reoccurrence.

All employees have a duty to bring to the immediate attention of their manager any defects in work equipment or unsafe acts/occurrences in the workplace, which may cause injury to themselves or others. All defects with plant/equipment will be recorded by the manager/supervisor so that they may be rectified at the earliest opportunity.



3.11

Noise in the Workplace

It is the policy of LM Engineering Services Ltd to comply with the law as set out in the Noise at Work Regulations 1989.

The company will seek to protect employees from hearing damage caused by exposures to loud noise in the workplace. Any work and/or location, which are suspected of exposing employees to loud noise, will be subject to a formal noise assessment conducted by a competent person.

Any worker identified as being exposed to noise levels in excess of 83 dB(A) * measured/calculated over 8 hours (or equivalent for longer working periods) efforts shall be made to reduce noise emission, and reduce the time of exposure. If such measures cannot reduce exposure below 85 dB(A) employees shall be provided with hearing protection.

All areas in which the average noise level is in excess of 88 dB(A) ** shall be designated hearing protection zones and only authorised personnel with hearing defenders may work within those areas.

Any work area in which employees report that noise distracts or represents a nuisance shall be subject to an assessment to ascertain whether the noise levels may be reduced. All new machinery purchased shall require a check on noise emissions and if necessary an assessment conducted



Information/instruction shall be given to all employees, which may be effected by noise in the workplace. Employees have a responsibility to use hearing protection when provided, and to ensure it is not misused.

* The legal action level is 85 dB(A), but the company takes the view that 83 dB(A) is a realistic, achievable and significantly safer level.

** The legal action level is 90 dB(A), but the company takes the view that 88 dB(A) is a realistic, achievable and significantly safer level.

3.12

Fire Safety

It is the policy of LM Engineering Services Ltd to comply with the legal duties as identified by the Fire Precautions (Workplace) Regulations 1997.

An assessment will be conducted to evaluate: the means of escape, fire fighting equipment, evacuation procedure, means of raising the alarm, training of employees, storage of flammables, sources of ignition and any relevant shut down procedure.

Any recommendations or actions required to comply with the regulations will be recorded and a written copy kept in the health and safety file in the main office. The managing director will then arrange for any outstanding actions to be rectified as soon as reasonably practicable.

All employees have a duty to participate in training relating to fire safety and to report any defects in plant/equipment or unsafe acts/occurrences, which could result in a potential fire or accident.

Fire fighting equipment should only be used when safe to do so i.e. where there is a minimal risk to the individual. If a situation arises where it is unsafe



3.13

Chemical spillage procedure

IN THE EVENT OF DISCOVERING A CHEMICAL SPILLAGE:

1. Contact your supervisor immediately.
2. Advise other persons within the area. In the event of a major spillage evacuate the building immediately.
3. Establish what the substance is - Flammable, Irritant, Harmful etc. This information can be gained from the container, or from the C.O.S.H.H. assessment and hazard data sheet kept in the health and safety file.
4. Contain the spillage only if it safe to do so. Wear suitable protective equipment as listed in the C.O.S.H.H. assessment.
5. If the chemical is flammable a no smoking zone of 10 metres of the spillage must be enforced. Keep all vehicles i.e. forklift trucks etc. outside the 10 metres zone. Do not switch on or off any electrical apparatus in the area as



6. Do not allow the chemical to enter drains, gullies or any other underground network unless it is unavoidable.
7. If the chemical enters any underground drain or gully the departmental manager should contact the Environment Agency.
8. All contaminated materials used to clear up the spillage must be disposed of properly. Ask your supervisor for advice.
9. If you are unsure about any aspect of this safe system of work - ASK YOUR SUPERVISOR - **DON'T TAKE CHANCES.**

3.14

Incidents and Near Misses

A near miss is an incident, which has resulted in no injury to personnel. However, the incident may have had the potential to cause injury or loss including damage to property or the working environment i.e. a pallet falling from a forklift truck, mechanical failure of lifting equipment or a major spillage of a hazardous substance etc.

Analysing data provided from near misses and incidents enables the company to have a valuable insight into any inadequacies in risk control. This information can be used to identify any additional control measures, which should be implemented to prevent a recurrence and to prevent any future injuries or losses.

Near misses should be reported on the official form (see appendix A). A record should be kept by the departmental supervisor and a copy forwarded to the Managing Director.



assessments shall be reviewed to include any additional control measures to reduce the risk of injury or loss within the workplace.

3.15

On-site work

It is the policy of LM Engineering Services Ltd to comply with the legal duties as set out in the Construction (Design and Management) Regulations 1994 and the Construction (Health, Safety and Welfare) Regulations 1996, including all other associated legislation.

The main aim of the Company is to ensure the safety of employees, sub-contractors including the general public.

All on-site activities conducted by LM Engineering Services Ltd will be suitably supervised at all times. The site supervisor shall ensure that all site safety rules outlined in the safety plan for the site will be adhered to at all times.

All employees and sub-contractors working for Company will be given a copy of work method statements and associated risk assessments relating to the



To ensure personnel working for LM Engineering Services Ltd comply with safety guidance, current legislation and any site safety rules, regular safety audits shall be conducted by the Company's Safety Advisor. Any shortfalls in compliance will be immediately reported to the site supervisor and a copy of the report forwarded to the Managing Director.

Where necessary the Company will co-operate with other sub-contractors on site and will provide all relevant information required by the Principle Contractor, to be included in the site safety file.





Near Miss Reporting Form

Department/Area:
Date:
Time of incident/near miss:
Description of the incident/near miss:
Has the incident/near miss caused any damage to property or machinery:
What was the cause of the incident/near miss:
Could additional control measures be introduced to prevent a reoccurrence of the incident/near miss:
Is there a requirement for any additional training:
Does the risk assessment for the task/area require to be reviewed:

Note: The Departmental Supervisor must keep a copy of this form and an additional copy forwarded to the Managing Director.

Name: ----- Signature: ----- Date: -----