

Health and Safety Policy Statement

It is the policy of Steyport Ltd that all activities undertaken comply with the Health and Safety Act 1974, the management of Health and Safety at Work Regulations 1999 and all other Health and Safety legal obligations applicable to the business

It is the aim of the company to prevent insofar as is reasonably practicable any ill health or work related accident.

The Directors declare their objective to achieve and maintain a safe and healthy work environment for all employees, visitors and contractors working at the premises and all others who may be affected by its operations.

Directors and Senior Staff have the responsibility for ensuring that Health and Safety matters are considered when planning any work undertaken. Steyport recognises their responsibility to provide employees with suitable and adequate training, information and instruction to enable them to understand and fulfil their duties in a competent and diligent manner.

Steyport has a commitment to continual improvement in Occupational Health and Safety and performance through its H&S improvement objectives.

Steyport has a Health and Safety committee in place which is responsible for setting and reviewing its Health and Safety obligations and objectives. The following objectives have been identified through the risk assessment process.

- Complete Revision of all Risk Assessments
- Complete revision of Safe Systems of Work
- Implement Training Database

The co-operation of employees is vital to the success of the Health and Safety Policy and views on Health and Safety development are welcomed.

The Managing Director has been appointed as having overall and final responsibility for Health and Safety and Welfare.

Competent persons have been appointed within the company to assist and advise on matters relating to Health and Safety to enable the company to fulfil its legal duties.

The Policy will be reviewed regularly to take account of new or forthcoming legislation and any changes in the company structure or work activities, requirements to memberships of external bodies or when it is a suitable time to do so.

All employees are required to read the Policy upon recruitment and will be made aware of any revision to the Policy.

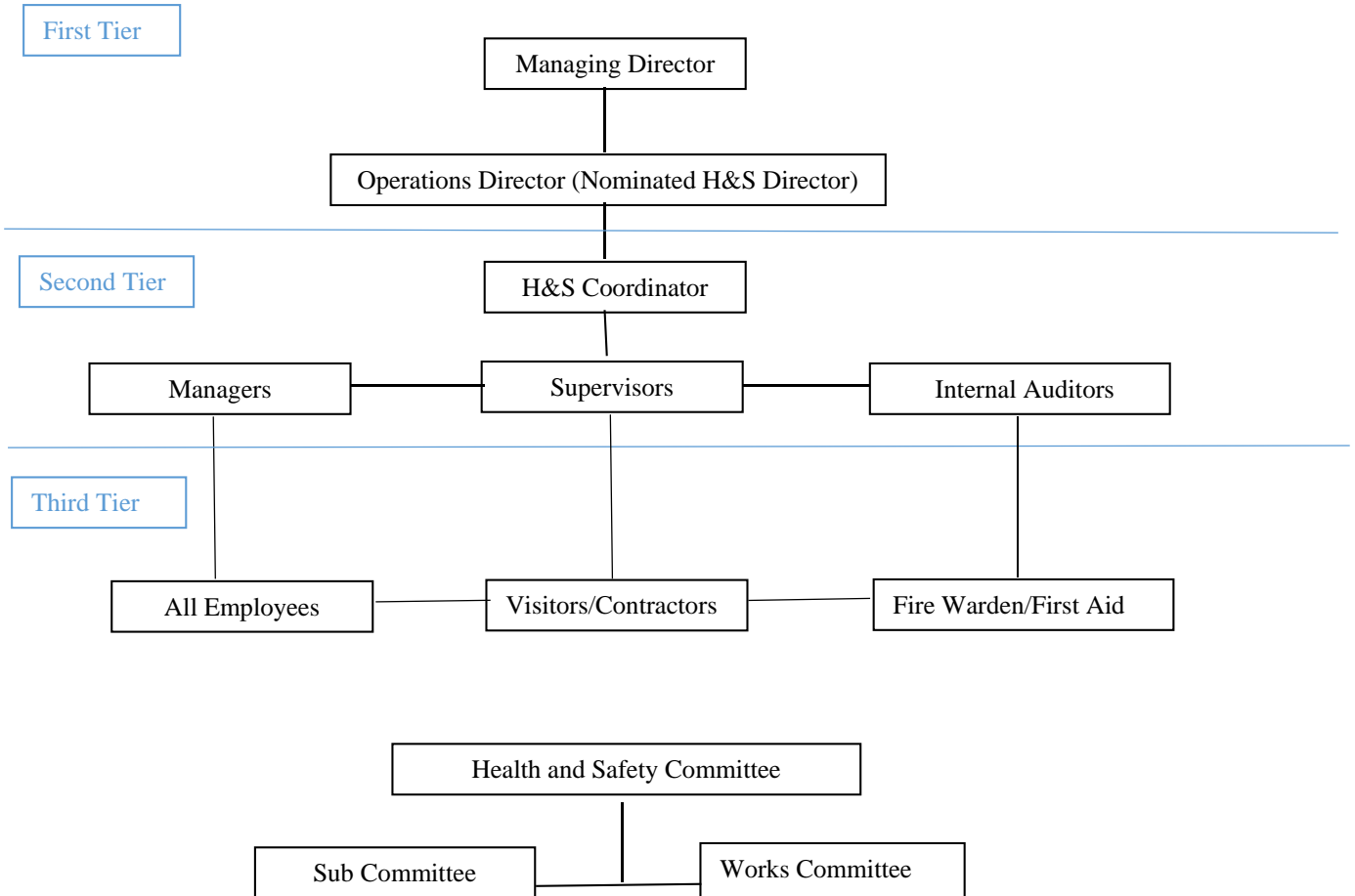
The Policy will be communicated to all interested parties.

For and on behalf of Steyport LTD
Wendy Drake
Managing Director

Signed Date

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

Roles and responsibilities



PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being “CONTROLLED” versions

Managing Director

- Has the overall responsibility for all the Health and safety matters relating to the business.
- Responsible for the nomination of a Health and Safety Director.
- Responsible for setting the OH&S objectives and providing the authority and resources necessary for achieving the objectives
- Responsible for ensuring that adequate resources are made available to allow the business to comply with its legal obligations and arrangements.
- Responsible for ensuring that the Health and Safety policy is reviewed and amended as and when is necessary.
- Demonstrate commitment to achieving a high standard of Health and Safety and the promotion of a positive culture.

Health and Safety Director

- Responsible for ensuring that the business is legally compliant with all Health and Safety legislation and that the arrangements set out in the policy are adhered to.
- Responsible for setting the OH&S objectives and providing the authority and resources necessary for achieving the objectives
- Responsible for providing adequate resources to achieve legal obligations and the objectives set out in the management Health and Safety Management System.
- Responsible for nominating the Health and Safety Coordinator.
- Act as chair person or nominate a chair person at the Health and Safety meetings.
- Develop, implement and maintain the Health and Safety Policy.
- Communicate all relevant Health and safety information to all persons connected with the business.
- Conduct the review process.
- Ensure that adequate training, supervision and information is supplied.
- Promote a positive Health and Safety culture.
- Carry out/oversee any accident/incident investigations.
- Oversee document control.
- Oversee Audits and Inspections.
- Oversee Risk Assessments and Safe Systems of Work.
- Report any RIDDOR accidents/incidents as detailed by the HSE.

H&S Coordinator

- Develop, implement and maintain the Health and Safety Management System.
- Report on the performance of the Health and Safety Management System to senior management for review as a basis for improvement of the system.
- Advise senior management on Health and Safety matters to ensure that the company is legally compliant with all its Health and Safety obligations.
- To assist were necessary in achieving the objectives set out in the OH&S policy
- Communicate all relevant Health and Safety matters to all connected with the business.
- Conduct, review and maintain Risk Assessments and Safe Systems of Work.
- Provide relevant training, supervision and information.
- Promote a positive Health and Safety culture.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

- Carry out Accident/Incident investigations.
- Carry out Audits and Inspections.
- Communicate with external bodies relating to Health and Safety.
- Maintain Health and Safety documentation.

Managers

- To comply with all legal obligations and policies connected with Health and Safety.
- To assist where necessary in achieving the objectives set out in the OH&S policy
- Provide the relevant Training, Supervision and information.
- Maintain any documentation relating to Health and Safety.
- Assist in Accident/Incident investigations if required.
- Assist in Audits/ inspections if required.
- Communicate any Health and Safety matters to staff if required.
- Maintain a high standard of housekeeping.
- Attend any meetings relating to Health and Safety if requested.
- Promote a positive Health and Safety culture.

Supervisors

- To comply with all legal obligations and policies connected with Health and Safety.
- To assist where necessary in achieving the objectives set out in the OH&S policy
- Provide the relevant Training, Supervision and information.
- Maintain any documentation relating to Health and Safety.
- Assist in Accident/Incident investigations if required.
- Assist in Audits/ inspections if required.
- Communicate any Health and Safety matters to staff if required.
- Maintain a high standard of housekeeping.
- Attend any meetings relating to Health and Safety if requested.
- Promote a positive Health and Safety culture.

Internal Auditors

- Conduct internal audits of the Health and Safety management system to the audit schedule, record the findings and non-conformities in the relevant place

Fire Wardens

- Conduct inspections of emergency equipment as detailed in the relevant checklists.
- Assist in the safe evacuation of all personnel in the case of an emergency.
- Maintain any relevant documentation.

First Aiders

- To provide initial assistance or treatment given to any person who is injured or suddenly taken ill.
- Conduct inspections of emergency equipment as detailed in the relevant checklists.
- Maintain any relevant documentation.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

All Employees

- To comply with any legal requirements and policies/rules that are related to Health and Safety.
- To assist where necessary in achieving the objectives set out in the OH&S policy
- To take reasonable care of themselves and others affected by their acts or omissions.
- Assist in conducting Risk Assessments if required.
- Assist in Accident/incident investigations if requested.
- Conduct any Audits/ Inspections if required.
- Attend any meetings related to Health and Safety if requested.

Visitors and Contractors

- To comply with any legal requirements and policies/rules that are related to Health and Safety.
- To take reasonable care of themselves and others affected by their acts or omissions.

Health and Safety Committee

- To discuss any Health and Safety matters that are relevant to the business.
- Monitor, Review and maintain the Health and Safety Management System.
- Set the Health and Safety Objectives.
- Promote a positive Health and Safety Culture.

Health and Safety Subcommittee

- To address the specific issues that the subcommittee has been created for.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

Arrangements

Accident / incident investigation
Asbestos
Communication, Participation, Consultation
Company Vehicles
Competence, Training and Awareness.
Contractor safety and requirements
COSSH
Drugs and Alcohol
DSE
DSEAR
Electrical Safety (Building and equipment)
Emergency Preparedness and Response
Fire safety
First Aid
Fork lift Truck (usage and maintenance)
Home Workers.
Induction
Information Instruction, Training and Supervision.
Lifting Equipment
Legionella
Lone Working
Manual Handling
New and Expectant mothers
Noise at Work
Performance monitoring
Personal Safety (PEEP)
PPE
Procurement
RIDDOR
Risk Assessments
Safe systems of work
Smoking
Spills
Stress
Temporary and Migrant workers
Traffic Management (internal and external)
Visitors
Work Equipment
Work permits
Working at height
Working in Confined Spaces
Young Persons

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

Accident/ Incident Investigations

The company has implemented procedures for the investigation of accidents and incidents with the aim to eliminate or reduce any future occurrences. Any potential hazards or risks that have been identified by the investigation are addressed by the relevant persons and as far as reasonably practicable control measures put in place.

The investigations are carried out by competent people and communicated to relevant staff. Records are filed and maintained.

Asbestos

The company operates an Asbestos policy

The premises has been tested for Asbestos and been found to be asbestos free.

Communication, Participation, Consultation

Internal communications, participation and consultation are managed through inductions, training sessions, meetings, briefings and notice boards.

External communications are managed through the Health and Safety Coordinator.

Contractor communications, participation and consultation is initially managed through the contractor approval process and any further communications, participation and consultation are managed through the Health and Safety Coordinator. Records are filed and maintained.

Company Vehicles

The company van is subject to a monthly checklist and managed through the maintenance scheme. Company cars are managed by the named drivers.

All eligible drivers are required to sign a Drivers Eligibility Statement

Competence

All personnel with key responsibilities within the business are competent on the basis of education, training and experience relevant to their role and responsibility. Competency requirements of personnel without key responsibilities are achieved through Information, Instruction, Training and Supervision. A number of in house training sessions are required to be taken to ensure that competency levels are reached in key areas of the business.

Competency is also monitored through the risk assessment process.

Contractor competence is managed through the contractor approval process, and contractors are required to produce any relevant qualifications, liability

Insurance, method statements and risk assessments prior to tasks commencing.

Records are filed and maintained

Contractor safety and requirements

Contractor safety is managed through an induction process, on site safety rules and a signing in/out process.

Work permits are required for any hazardous activities determined by a risk assessment and will be managed through the Health and Safety Coordinator or supervisors.

Contractor requirements will be managed through the contractor approval process.

Records are filed and maintained.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

COSHH

A COSHH register has been established which contains an inventory of chemical substances, completed COSHH risk assessments and material safety data sheets. Procedures are in place to ensure that the purchase of chemical substances is managed and risk assessments are carried out where required. The risk assessment will determine the control measures required to ensure their safe use, handling, storage and transportation. All relevant persons attend an in house COSHH training session to ensure they are instructed in the handling, storage and transportation of hazardous substances. Records are filed and maintained.

Drugs and Alcohol

The company operates a drug and alcohol policy setting out the company's rules on Alcohol and drugs at work and the disciplinary procedures that can be taken.

Display Screen Equipment (DSE)

Display Screen equipment is managed through the risk assessment process. A DSE user will complete a self-assessed DSE risk assessment form which is then assessed by the Health and Safety Coordinator or manager. VDU Eye Care vouchers are supplied and are available through the Health and Safety Coordinator. Records are filed and maintained.

Dangerous Substances and Explosives Atmospheres Regulations (DSEAR)

DSEAR is managed through the specific DSEAR risk assessment. Specific areas have been classified as zoned areas according to the DSEAR regulations with the relevant signage in place. Unusual activities carried out in a classified zoned area is performed under a permit to work procedure. Work equipment used in a classified zone will be fit for purpose and be suitable for use in a classified zoned area. Records are filed and maintained.

Electrical Safety (Building and Equipment)

Through the contractor approval process an approved and qualified Electrician conducts a detailed assessment of the company's building electrical system. The legal requirements is for the building electrics to be tested every 3 Years. This is managed by dividing the building into 3 zones with 1 zone being checked each year.

Electrical safety for equipment is managed through an annual PAT test carried out by an approved contractor.

Electrical safety of equipment is also managed through the maintenance scheme and equipment checklists in place to comply with PUWER regs.

Any faults identified can be reported through the maintenance scheme

Records are filed and maintained.

Emergency Response

Through the risk assessment process the three main source of an emergency have been identified as Fire, Explosion and Spillage. An Emergency Response Plan has been developed to manage any potential emergency situations.

Emergency Evacuation Procedures are tested at least twice annually to determine that the procedure in place are relevant and effective.

Competent persons have been appointed and trained to aid in the case of an emergency.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

The plan is communicated to all relevant persons.
Records are filed and maintained.

Fire Safety

Fire safety is managed through the specific Fire Risk assessment. An emergency evacuation plan has been developed to include evacuation procedures in the case of a fire.

Competent persons have been trained as fire wardens to aid in the evacuation procedure, the fire wardens also carry out weekly checks on all the firefighting equipment and emergency exits.

The fire alarm is tested on a weekly basis. An external inspection is carried out on the fire extinguishers, fire alarm and emergency lighting by an approved contractor twice annually.

Fire drill are conducted at least twice per year.

Records are filed and maintained.

First Aid

First Aid is managed through the specific First Aid risk assessment. Competent persons have been trained to act as first responders in the case of an accident/incident. Refresher training is carried out as per legal requirements. First aid boxes and eye wash stations are located throughout the building.

Monthly checks are in place to ensure stock levels are adequate.

An accident book is filled and maintained.

Records are filed and maintained.

Fork lift Truck (usage and maintenance)

The use of FLT's is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and all other legal obligations applicable to the business.

Only competent persons are authorised to use a fork lift Trucks. Competence is determined through specific training and the ownership of a Fork truck licence. Refresher training is required every three years to ensure continued competence. To ensure that the FLT's are kept in good mechanical order daily and monthly inspections are carried out by the FLT operators. FLT's are examined and maintained by external contractors as required by Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Records are filed and maintained.

Home Workers

Home workers are subject to the same Health and safety legislation as all other employee's. Home workers are required to complete a Home workers checklist and DSE risk assessment. Home workers are required to remotely log in/out of the attendance system whilst during working hours.

Induction

On commencement with the company all employees including full time, part time and agency workers will attend an induction session. This will include fire safety provisions, welfare provisions, COSSH training, manual handling training and spill kit training. A tour of the premises will also take place indicating where the fire exits, first aid boxes and assembly points are located.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

Information Instruction, Training and Supervision

Information, Instruction, Training and Supervision is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and all other legal obligations applicable to the business.

Training records are maintained to assess each employee's individual needs to ensure that they receive all the relevant Information, Instruction, Training and Supervision required to carry out their duties in a safe and healthy manner. Any additional Information, Instruction, Training and Supervision needs will be highlighted through the risk assessments process, accident/incident investigations, inspections and audits.

Records are filed and maintained.

Lifting Equipment

Lifting Equipment is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

All lifting equipment receives scheduled inspections performed by qualified external contractors, weekly and monthly in house checks are carried out on lifting equipment by the operators. Operators receive any specific training required or identified through the risk assessment process.

Records are filed and maintained.

Legionella

The company operates a Legionella policy.

Equipment and process that are likely to develop legionella are risk assessed and control measures put in place were appropriate. Third party testing is carried out on high risk areas/activities.

Lone Working

Employees who drive the company van, perform customer visits and trials or any other business matters away from the premises are classed as lone workers. Lone working is considered in the risk assessment process. The company operates a lone workers policy.

Manual Handling

Manual handling is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations.

Manual handling tasks are avoided were possible, tasks involving manual handling that cannot be avoided are identified through the risk assessment process and controlled to an acceptable level to reduce the risk of injury.

All personnel are required to attend a specific in house training course to educate them on manual handling techniques, risks and hazards and manual handling risk assessments.

Specific equipment is available that aid in the reduction of manual handling

Records are filed and maintained.

New and Expectant mothers

New and expectant mothers health and wellbeing will be controlled through specific risk assessments that take into account the activities and task of the individuals. The risk

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

assessment will be reviewed and revised where necessary throughout and after the pregnancy

Noise At Work

Noise at work is managed through the noise at work policy and the risk assessment process. Noise levels are monitored by a competent person using approved and calibrated equipment. Hearing protection is supplied where necessary or on request

Personal Emergency Evacuation Plan (PEEP)

PEEPs are managed through a specific PEEP risk assessment completed by the individual. Any control measures, equipment, or assistance required will be identified and put in place

Personal Protective Equipment (PPE)

PPE is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and the Personal Protective Equipment at Work Regulations. PPE is used as a control measure in the risk assessment process but is only used as a last resort where the identified risks cannot be adequately controlled in other ways or as an additional control measure. Personnel are supplied with the appropriate PPE that is necessary for them to carry out the tasks assigned to them.

PPE information is available on the work sheets supplied with every batch produced, this information details which PPE should be worn whilst handling that particular product. Records are filed and maintained.

Procurement

All equipment purchased will be selected ensuring that they are suitably safe, fit for purpose and without risks to health and safety and conform to legal requirements.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

RIDDOR is managed through the specific RIDDOR regulations.

It is the responsibility of the Health and Safety Director and the Health and Safety Coordinator to report any incidents dictated by RIDDOR regs.

This is achieved via the HSE website (www.hse.gov.uk/riddor) and filling out the appropriate online form.

Records are filed and maintained

Risk Assessments

Risk assessments are managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and all other Regulations and other legal obligations applicable to the business

The company has implemented procedures for the ongoing hazard identification, risk assessment and determination of necessary controls for all of the company's activities.

Risk assessments are carried out by a competent person and communicated to relevant staff. Records are filed and maintained.

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

Safe systems of work

Safe Systems of work are managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and all other legal obligations applicable to the business.

Safe systems of work are used as part of the control measures in the risk assessment process as well as being used for Information, Instruction and Training.

Safe systems of work are produced for all hazardous activities and processes within the business identified through risk assessments, inspections/audits and accident/incident investigations.

Safe systems of work are produced by a competent person.

Records are filed and maintained.

Smoking

Smoking is managed through the Smoke Free Premises Regulations 2007.

Smoking is only permitted in the designated smoking area, E-cigarettes are only allowed in the canteens and smoke areas. No Smoking is allowed in the buildings or company vehicles

Spills

Spills are managed through specific in house training tailored to the business requirements and through the emergency response plan. Risk assessments and Safe Systems of work pay attention to spills. Spill kits are situated at key points around the premises and are checked on a monthly basis by a competent person. An accident/incident investigation occurs after a major incident with the aim of eliminating spills in the future.

Records are filed and maintained

Stress

The company operates a workplace stress policy outlining the company's, managers and employee's responsibilities relating to stress.

Temporary and Migrant workers

Temporary and migrant workers are provided with the same level of Health and Safety that is provided for full time employees. They receive the same Information, Instruction, Training and Supervision and where necessary will be provided in their own language. Any special requirements will be dealt with on an individual basis.

Records are filed and maintained

Traffic Management (internal and external)

Traffic Management is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and all other legal obligations applicable to the business.

Internal and external walkways are located across the site giving pedestrians the right of way.

Traffic risks and hazard are identified through risk assessments, inspections/audits and accident/incident investigations

Records are filed and maintained

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

Visitors

Visitors are required to fill in the visitor log book on arrival and sign out at departure. Visitors will remain the responsibility of the person/s they are visiting. Visitors must comply with all legal and other obligations that are applicable to the business. Visitors are taken into account in risk assessments. Records are filed and maintained.

Work Equipment

Work Equipment is managed as required by The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations, The Provision and use of Work Equipment Regulation (PUWER) and all other legal obligations applicable to the business. All work equipment must be fit for purpose and allow the operator to carry out their duties in a safe manner.

A maintenance scheme is in place that ensures machinery is inspected and maintained by approved contractors as per manufactures recommendations, weekly and monthly checks are carried out by competent operators.

Operators receive adequate Information, Instruction, Training and Supervision.

Risk assessments are carried out to identify and control any hazardous.

Records are filed and maintained

Work permits

Work permits are issued to contractors by the supervisors/on site contact.

A Contractors authorisation to work permit is issued for general work and permits to work are issued for high risk activities such as confined spaces, working at height and hot works. Risk assessments are carried out and appropriate control measures put in place before work can commence

Working at height

Working at height is managed through the risk assessment process. Any unusual working at height activities/tasks are controlled under a permit to work system. All staging areas are protected by railings, up and over safety gates are in place in loading areas.

Working in Confined Spaces

Working in confined Spaces is managed through the risk assessment process and Contractors Safety and Requirements policy. Work can only be carried out in confined spaces under the specific Confined Spaces Permit to Work.

Young Persons

A young person is anyone who is under 18 years old and they must attend an induction before commencing work.

Young persons are managed through the risk assessment process with particular consideration given to age maturity, experience, perception of risk and physical abilities.

Young persons will be monitored and assessed on a regular basis

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions

PLEASE NOTE: Only the Master file and Network copies of all Health and Safety Management System documentation are classed as being "CONTROLLED" versions