

Norman Road Haulage (Wimbledon) Ltd

Health & Safety Policy

General Statement of Intent

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition. On the contrary, safety is good business.

From a legal perspective, the company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:-

- Proactively control the Health and Safety risks arising from our work activities;
- To consult with our employees on matters affecting their Health & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for employees;
- To ensure all employees are competent to do their tasks, and to give them adequate training;
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions; and
- To review and revise this policy at regular intervals.

Signed.....

Position.....*Director*

Date:.....*7/2/17*

Review Date:.....*Feb 18*

Organisation

Overall and final responsibility for health and safety is that of:

Michael John Neaves

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Kizzy Maginley

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility
Kizzy Maginley	Office Manager
Gareth Griffiths	Director - Workshop
Steve Welch	General Manager

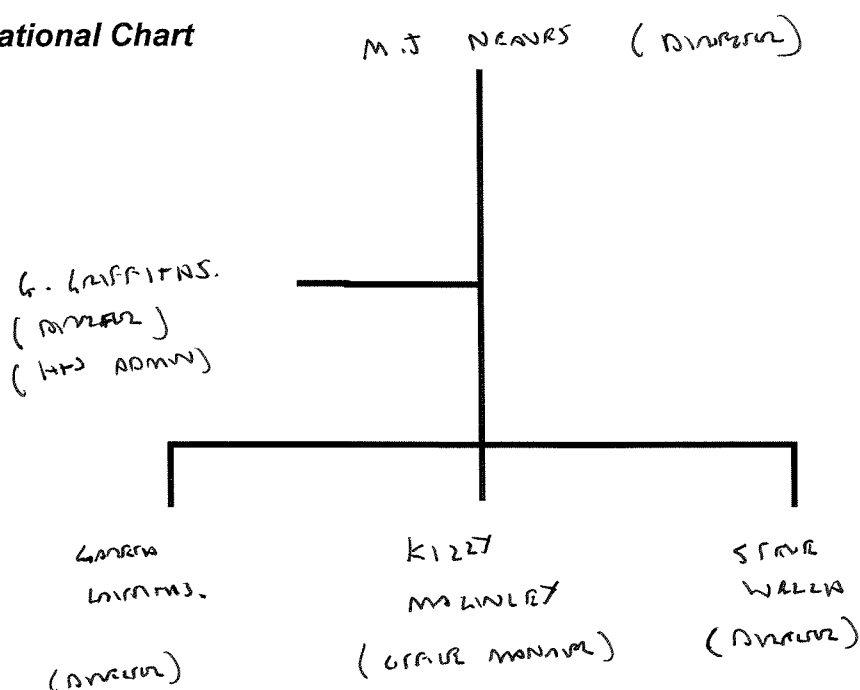
Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Organisational Chart



Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by: **Kizzy Maginley & Gareth Griffiths**

Approval for the required action to remove or control risks will be given by: **Steve Welch**

Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, mhl support ltd. The system consists of monthly prioritised actions for the company to complete and implement, and can be viewed on request.

The health and safety management system is the responsibility of: **Kizzy Maginley**

Health & Safety Manual

The company has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by mhl support, and is kept in **Main Office**

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by:

Direct Verbal, meeting, notices and written

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of:

Gareth Griffiths

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:

Gareth Griffiths

Responsibility for ensuring that all identified maintenance is implemented is that of:

Gareth Griffiths

Any problems with plant or equipment should be reported to: **Gareth Griffiths**

Responsibility for checking that new plant and equipment meets Health and Safety Standards before it is purchased is that of: **Steven Welch & Kizzy Maginley**

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:

Kizzy Maginley

COSHH assessments will be carried out by: **Kizzy Maginley**

Approval for the required action to remove or control risks will be given by: **Steve Welch**

Information, Instruction and Supervision

The **Health and Safety Law poster** is displayed at: **Main Office and Drivers Notice board.**

The company employs an outside company to act as our competent advisor's on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact Kizzy Maginley who is authorised to contact our support if necessary.

Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Jasmin Thompson

Responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of:

Gareth Griffiths

Training and Competency

Induction training for all new employees is the responsibility of: **Kizzy Maginley**

Job specific training will be provided by: **As required by in-house and Outside Agencies**

Specific tasks requiring special training are: **First Aid, Plant Operating**

Training records are kept at/by: **Main Office by Kizzy Maginley**

Training will be identified, arranged and monitored by: **Kizzy Maginley**

Accidents, First Aid and Work Related Ill-Health

Health Surveillance is required for employees doing the following jobs:

Display Screen Equipment users, Manual Handling, Ark-Welding, Handling Oils

Health Surveillance will be arranged by: **Kizzy Maginley**

Health Surveillance records will be kept by/at: **Kizzy Maginley in Main office**

First aid box(es) is/are kept by/at: **Workshop and General Office**

The appointed person(s)/ first aider(s) is/are: **Gareth Griffiths**

All accidents and work related ill-health are recorded in the accident book, which is kept at/by:

Main Office: Kizzy Maginley

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of:

Kizzy Maginley

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

Conduct regular inspections, monitor working practises and annual audits.

Responsibility for investigating accidents is that of:

Kizzy Maginley

Responsibility for investigating work-related causes of sickness absence is that of:

Kizzy Maginley

Responsibility for acting on investigation findings to prevent a recurrence is that of:

Steve Welch

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of:

Kizzy Maginley & Gareth Griffiths

Escape routes are checked by/every: **Daily**

Fire extinguishers are maintained and checked by/every:

Standby Fire Protection, Contact Number: 020 8641 4600 / Annually,

Emergency evacuation will be tested every:

Six Months