

Health and Safety Policy

Soil Environment Services Ltd

2016

Section 2(3) of the Health and Safety at Work, etc Act 1974 states:

".....it will be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring it to the notice of all of his employees."

HEALTH AND SAFETY POLICY CONTENTS



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SECTION 1

GENERAL STATEMENT

'Safety is everyone's responsibility'

It is the policy of Soil Environment Services Limited (Hereinafter, the 'Company') to provide, so far as is reasonably practicable, a safe and healthy workplace and systems of work for their employees and other people who may be affected by their activities, by the application of good working practices and complying with all relevant health and safety legislation and approved guidance.

The goal of the Company is to achieve zero accidents and illnesses within the company.

It is also the aim of the Company to design, build and supply products which are, so far as is reasonably practicable, safe and free of risks to health and safety when properly used.

The allocation of duties for health and safety matters and the arrangements for implementing this policy within the Company are set out in this document.

The directors of the Company give their full backing to this policy and will support all those who endeavour to carry it out.

This policy will be updated if changes in the nature of the Company make amendments appropriate.

Signed:

Name:

Position: Managing Director

Date:

SECTION 2

ORGANISATION



- 2.1 Overall and final responsibility for health and safety within the company is that of the Managing Director, (See Appendix 1).
- 2.2 Day-to-day responsibility for health and safety in various departments has been formally designated to the respective departmental managers, (See Appendix 1).
- 2.3 Employees are under an obligation to work in such a manner that ensures, so far as is reasonably practicable, the health and safety of themselves, their colleagues and other people not employed by the Company.
- 2.4 A Health and Safety Committee exists, (See Appendix 1). The purpose of the Committee is to plan, organise, control and monitor the Company's response to, and compliance with, health and safety legislation.
- 2.5 Other external health and safety agencies may be called upon to advise the company if the situation warrants it.
- 2.6 Any employee noticing a health or safety problem, which they cannot rectify themselves, must report it to their supervisor immediately.
- 2.7 Consultation between management and employees is provided for by the safety committee, memoranda and notices.

SECTION 3

ARRANGEMENTS

3.1 ACCIDENTS AND FIRST AID

- 3.1.1 First aid facilities are provided to the standard required by the 'Health and Safety (First Aid) Regulations 1981'.
- 3.1.2 First aiders have been appointed, (see Appendix 1).
- 3.1.3 First aid boxes are provided at the following locations, bottom draw of filing cabinet.
- 3.1.4 The first aid boxes shall be regularly inspected and maintained by the First Aiders.
- 3.1.5 An Accident Book is kept at the, bottom draw of filing cabinet .
- 3.1.6 All accidents, incidents or near-misses shall be entered in the book in accordance with the instructions found therein by either the casualty or the first aider attending the casualty or, in the case of a near miss, the witness. All accidents/near misses shall be investigated to determine causes and any remedial actions that may be necessary.
- 3.1.6 Any accident coming within the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) shall be reported by the Manager on behalf of the Director. A copy of the report form shall also be held in the Company Safety Register.
- 3.1.7 Any serious accident or illness must, in any case, be referred for professional medical attention.

3.2 FIRE

- 3.2.1 Fire precautions are provided to the standard required by the 'Fire Precautions Act 1971'.
- 3.2.2 Statutory Fire Action notices shall be displayed in strategic positions. The notices detail actions to be followed in the event of a fire. Employees, visitors, contractors and all user of the Institute must familiarise themselves with these actions.
- 3.2.3 A Fire alarm system is installed, and instruction shall be given in its proper use.

- 3.2.4 The fire alarm system shall be tested periodically and a log kept in the Company Safety Register.
- 3.2.5 The fire alarm shall be examined thoroughly, annually, by a competent electrician as appointed by the university.
- 3.2.6 Full fire drills shall be carried out at least once per year. Records of all such drills, and actual evacuations, shall be held in the Institute Safety Register.
- 3.2.7 Portable fire extinguishers are provided and employees, visitors and contractors are required to familiarise themselves with their locations.
- 3.2.8 Instruction shall be given in the correct use of fire extinguishers.
- 3.2.9 Fire extinguishers shall be inspected and maintained to BS5306, Part 3 by a specialist contractor.
- 3.2.10 Fire exits and fire extinguishers shall not be obstructed or covered at any time. These items shall be checked at least daily by the Operations Manager.
- 3.2.13 It is a criminal offence to remove or deliberately interfere with any fire safety equipment.

3.3 **HAZARDOUS SUBSTANCES**

- 3.3.1 The 'Control of Substances Hazardous to Health Regulations, 2002' (COSHH) and the Dangerous Substance and Explosive Atmospheres Regulations 2002' (DSEAR) require employers to prevent or control the exposure of employees, visitors, contractors and any other person who may be affected, to substances which may be hazardous to their health or safety, and to keep records of their actions.
- 3.3.2 Assessments of the risk of exposure of employees, visitors and contractors to such substances shall be carried out by a competent person and the results recorded.
- 3.3.3 Master copies of these assessments shall be held in the Company Safety Register.
- 3.3.4 Engineering controls shall be provided to prevent, so far as is reasonably practicable, the exposure of all Institute users including employees, visitors, contractors and students to hazardous substances.

- 3.3.5 Where prevention is not reasonably practicable, provision shall be made to control the exposure.
- 3.3.6 All employees shall be given the results of any relevant assessments, and such information and training as may be required to enable them to carry out their job in safety.
- 3.3.7 Where required, employees shall be issued with personal protective equipment and clothing.
- 3.3.8 Such personal protective equipment will be chosen, issued, accommodated, maintained and/or replaced as necessary in accordance with the 'Personal Protective Equipment at Work Regulations 1992'.

3.4 **OTHER POTENTIALLY HAZARDOUS OPERATIONS**

- 3.4.1 The 'Management of Health and Safety at Work Regulations 1998' require employers to carry out a risk assessment where potentially hazardous operations are carried out.
- 3.4.2 The 'Manual Handling Operation Regulations 1992' require employers to carry out risk assessments for situations where it is not reasonably practicable to avoid manual handling operations.
- 3.4.3 Such assessments shall be carried out by a competent person and the results shall be recorded.
- 3.4.4 Master copies of these assessments shall be held in the Company Safety Register.
- 3.4.5 Employees shall be given the results of the assessments, and such information and training as may be required to enable them to carry out their job in safety.
- 3.4.6 Where required, employees shall be issued with personal protective equipment.
- 3.4.7 Such personal protective equipment shall be chosen, issued, accommodated, maintained and/or replaced as necessary in accordance with the 'Personal Protective Equipment at Work Regulations 1992'

3.5 **DISPLAY SCREEN EQUIPMENT**

- 3.5.1 The 'Health and Safety (Display Screen Equipment) Regulations 1992' require employers to analyse all workstations involving such equipment for the purpose of assessing the risk to which the operators may be exposed.
- 3.5.2 Such assessments shall be carried out by a competent person and the results recorded and held in the Company Safety Register.
- 3.5.3 Master copies of these assessments shall be held in the Company Safety Register.
- 3.5.4 Employees, visitors and contractors using workstations will be required to satisfy themselves that all aspects of their use of workstation are acceptable.

3.6 **WORK EQUIPMENT**

- 3.6.1 All equipment, whether fixed or portable, provided for use at work shall be chosen, supplied, inspected, maintained, repaired and replaced in accordance with the 'Provision and Use of Work Equipment Regulations 1998'.
- 3.6.2 Records of maintenance, where applicable, shall be kept in the Company Safety Register.
- 3.6.3 Any personal electrical equipment shall be inspected for safety by the designated competent person before being used.

3.7 **ELECTRICITY**

- 3.7.1 All electrical systems and equipment within the Institute shall be installed, inspected and maintained in accordance with the requirements of the 'Electricity at Work Regulations 1989' and the IEE Regulations, 16th Edition.
- 3.7.2 All portable and fixed equipment shall be regularly inspected and maintained for safety by a competent person in accordance with the 'Electricity at Work Regulations 1989'.
- 3.7.3 Records of these inspections shall be kept in the Company Safety Register.

3.8 **LIFTING EQUIPMENT**

- 3.8.1 All lifting equipment shall be given a visual inspection at least weekly by the Operations Manager.
- 3.8.2 Such lifting equipment shall be inspected for safety at the prescribed intervals by the Company's insurance company.
- 3.8.3 Records of these inspections shall be held in the Company Safety Register.

3.9 **PRESSURE SYSTEMS**

- 3.9.1 The compressed air, process gas systems and related pressure systems within the institute shall be installed, inspected and maintained in accordance with the requirements of the 'Pressure Systems Safety Regulations 2000'.
- 3.9.2 A 'written scheme of inspection' shall be provided by the Company's insurance company outlining the maintenance requirements for pressure systems currently in place within the Company.
- 3.9.3 The systems shall be inspected annually for safety by an appropriate competent person.
- 3.9.4 Records of these inspections shall be held in the Company Safety Register.

3.10 **LADDERS AND STEPS**

- 3.10.1 All ladders and steps shall be used in accordance with Guidance Note GS 31, 'Safe Use of Ladders, Step Ladders and Trestles'.
- 3.10.2 All ladders, step ladders and trestles shall be indelibly marked with an identification number.
- 3.10.3 All ladders, step ladders and trestles shall be inspected regularly for safety by a competent person.
- 3.10.4 Records of these inspections shall be held in the Company Safety Register.

3.11 **TRAINING**

3.11.1 All employees, visitors, and contractors shall be given adequate information and training to ensure that so far as is reasonably practicable, they can carry out their job safely.

3.11.2 Records of this training shall be held in the Company Safety Register.

3.12 **EATING, DRINKING, SMOKING, ALCOHOL AND DRUGS**

3.12.1 Smoking is totally forbidden anywhere within the Company premises.

3.12.2 Except with the express permission of the Director, alcohol is banned from the entire site. Any person found to be under the influence of alcohol whilst on site may be removed from site and disciplined.

3.12.3 Other than prescription medicines, drugs shall be totally forbidden from the entire Institute. Any person found to be in possession of, or under the influence of, drugs whilst on site may be removed from site and disciplined.

3.13 **WORKING PRACTICES**

3.13.1 Many tasks shall be undertaken in accordance with written Local Instructions.

3.13.2 Various tasks and operations may be covered by Permits to Work. Examples include, hot work, electrical work, gas work, cleanroom work.

3.14 **VISITORS AND CONTRACTORS**

3.14.1 All visitors and contractors must sign in at reception on arrival and sign out on departure.

3.14.2 All visitors and contractors shall be made aware of, and be required to comply with, the Company Health and Safety rules and instructions whilst on the premises. Contractors shall be provided with the relevant policies and procedures including codes of practice etc.

3.14.3 Contractors and visitors (short & long term) must confirm, in writing, that they hold adequate third party insurance and that they understand their responsibilities regarding Health and Safety at Work. They must provide their relevant policies and procedures as well as any relevant training records for employees

3.14.4 If appropriate, they may be required to submit a copy of their own Health and Safety Policy.

3.15 **QUALITY MANAGEMENT SYSTEM**

3.15.1 The Company operates a Quality Management System. Many aspects of operation of the Company shall comply with the requirements of this system.

3.17 **OTHER ARRANGEMENTS**

3.17.1 Information on other arrangements or on any other health or safety matter can be obtained from the Operations Manager (see Appendix 1).

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APPENDIX 1



Position

Name

Director:

Dr Robin Davies

First Aiders:

Ms Louise Tavasso

Fire Wardens:

Lorna Johnson/ Rebecca Jordan

Nominated Safety Advisor:

Dr Tamara Davies