

HEALTH AND SAFETY MANAGEMENT MANUAL

LEC MARINE (KLYNE) LTD.



CONTENTS

Health and Safety Policy Statement

Organisation and Responsibilities

General Arrangements

Appendix A Drug and Alcohol Policy

Appendix B Young Persons Policy

HEALTH & SAFETY POLICY STATEMENT

It is the policy of **LEC Marine (Klyne) Ltd** to provide and maintain, as far as is reasonably practicable, safe and healthy working conditions for all employees in accordance with the Health and Safety at Work etc. Act 1974, and to ensure that work carried out by the Company does not adversely affect the Health and Safety of any persons. The Company also has a duty of care to sub-contractors, visitors, general public and also to other personnel when working on site.

The Managing Director of **LEC Marine (Klyne) Ltd.** has overall responsibility for the Health, Safety and Welfare of all its employees and is the Company's Health and Safety Director.

The objective of this policy is to ensure, so far as is reasonably practicable, that risks of accidents and ill-health arising from working on customers sites are minimised. Employees are required to give the Health and Safety Policy their full support and are encouraged to make constructive suggestions for improvements in Health and Safety to the Health and Safety Director.

It is fundamental to this policy that safety should be managed at all levels of employment. Every employee is responsible for the safe execution of their own duties and work activities.

The Company will provide relevant information, instruction and training as is reasonably necessary for employees in respect of risks to Health and Safety which may arise on site or as a result of their work activities. Also the Company will provide appropriate PPE to all employees which have been identified through Risk Assessments; further PPE will be issued when required under specific site policies.

Additionally, employees of **LEC Marine (Klyne) Ltd.** must comply with the Health and Safety policies and general arrangements of their customers when visiting or working on their premises or sites.

All subcontractors to the Company are bound by the Health and Safety at Work etc Act 1974, relevant Regulations and by the Company's Health and Safety Policy and General Arrangements.

Any employee who wilfully contravenes a Company ruling or legal requirement concerning Health and Safety will be subject to disciplinary action. Any employee who fails to take reasonable measures to protect the Health and Safety of himself and others who might be affected by their actions shall also be subject to disciplinary action.

This Policy shall be made available to all employees and subcontractors, and is subject to continual review and updating when appropriate.

Signed:



Date: 02/05/2013

W. M. Sawyer
Managing Director

COMPANY HEALTH AND SAFETY ORGANISATION AND RESPONSIBILITIES:

As required by Section 2 of the Health and Safety at Work etc Act 1974, the Company is required to prepare and to revise as often as may be appropriate, the organisation and arrangements for carrying out its Policy with respect to Health and Safety at work.

The Health and Safety organisation of **LEC Marine (Klyne) Ltd.** comprises of the following personnel:-

- Managing Director (Health and Safety Director)
- Operations Director
- Technical Manager
- Workshop Manager
- Electrical Engineer Supervisors
- Electrical Engineers
- Administration Personnel

Managing Director:

Has the following responsibilities:-

- Overall responsibility for the Health, Safety and Welfare of the Company, its employees, subcontractors and visitors. The Managing Director is also the Company's **Health and Safety Director**.
- Reviewing, updating and approving as appropriate, the Company's Health and Safety Policies.
- Ensuring that all personnel have read, understood and agreed to the Company's Health and Safety Policy and General Arrangements.
- Responsible for ensuring that the Health and Safety Management System and related documentation are maintained and kept up to date in accordance with latest legislation.
- Ensuring that Risk Assessments are carried out, and where appropriate, Safe Systems of Work, Method Statements etc. are developed, made available and understood by all staff.
- Communicating relevant Health and Safety issues to all staff.

- Ensuring that key issues regarding Health and Safety are addressed and implemented, these include COSHH, Accident/Incident Reporting (RIDDOR), First Aid, Fire Safety/Precautions, equipment maintenance etc.
- Ensuring that Health and Safety induction training is carried out for all new and existing employees and maintaining training records.
- Responsible for identifying Health and Safety training needs for relevant personnel.
- Arranging and chairing regular Health and Safety meetings with selected staff, and ensuring that they are minuted and appropriate actions identified and delegated.
- To ensure that adequate resources are available including PPE, to ensure compliance with the requirements of this Health and Safety Policy, General Arrangements and relevant Health and Safety Regulations and Codes of Practice.
- When appropriate, initiating disciplinary action against staff who have failed to comply with their duties under this Health and Safety Policy or statutory requirements, regardless of their position within the Company.

Operations Director:

Reporting directly to the Managing Director, the Operations Director has the following responsibilities:-

- Deputising for the Managing Director's Health and Safety responsibilities in his absence.
- Carrying out site Risk Assessments and developing Safe Systems of Work, Method Statements etc.
- Ensuring that key issues regarding Health and Safety are addressed and implemented, these include COSHH, Accident/Incident Reporting (RIDDOR), First Aid, Fire Safety/Precautions, equipment maintenance etc.
- Ensuring that Health and Safety induction training is carried out for all new and existing employees and maintaining training records.
- Responsible for identifying Health and Safety training needs for relevant personnel.
- Where appropriate arranging and carrying out Toolbox Talks.
- Initially liaising with new customers and establishing their site Health and Safety requirements.

Electrical Engineer Supervisors:

Reporting directly to the Operations Director, Electrical Engineer Supervisors have the following responsibilities:-

- Carrying out site Risk Assessments, Method Statements and where appropriate, undertaking 'Tool Box' talks with employees prior to carrying out work on site.
- Ensure work is carried out in compliance with Company Health and Safety instructions/Safe Systems of Work and in compliance with the customers' site Health and Safety Policies and General Arrangements.
- Ensuring that the work undertaken is carried out in a safe manner, taking into consideration not only themselves but also other people in the vicinity.
- Ensure plant and equipment is currently PAT tested, and where appropriate calibrated before use.
- Liaising with the site owner/representative on all Health and Safety issues.
- Ensuring that the team have the necessary PPE, and that it is suitable and in good condition.
- Reporting any Health and Safety issues to the Site Supervisor and the Operations Director; this includes all accidents and near misses.

Electrical Engineers:

Reporting directly to their Electrical Engineer Supervisor or to the Operations Director, the Electrical Engineers have the following responsibilities:-

- Carrying out Risk Assessments and Method Statements.
- Ensuring they have the correct PPE and tools/equipment, and that they are in acceptable condition.
- When working on site, adhere to the customers'/site Health and Safety Policy.
- Reporting any unacceptable Health and Safety issues initially to the site owner/manager/foreman, and if not resolved report to the Operations Director or to the Health and Safety Director for advice.

DO NOT PROCEED UNTIL THE RISK HAS BEEN REDUCED TO AN ACCEPTABLE SAFE LEVEL.

- Leave the site in a clean and safe condition.

All Employees:

Responsibilities include:-

- Observing safe working practices as advised and instructed.
- Maintaining a personal concern for Health and Safety and consideration for others who may be affected by any work undertaken.
- Using the correct tools and equipment for the job and ensuring that safety equipment and protective clothing (PPE) where supplied is worn and/or used correctly.
- Keeping tools and equipment in good condition and reporting to their Supervisor or to the Health and safety Director any defects in plant, tools or equipment.
- Avoiding any improvisation that would create unnecessary risks.
- Bringing to the attention of the Health and Safety Director any hazards which they have identified in the workplace.
- Refraining from irresponsible behaviour such as horseplay and the abuse of welfare facilities or any item, which have been supplied in the interests of Health and Safety.
- Acquainting themselves with notices displayed around the premises in the interests of Health, Safety and Welfare.

GENERAL ARRANGEMENTS:

The Company realises its responsibilities for the following items, and therefore sets out the arrangements for dealing with them:-

- RIDDOR (Reporting of Injuries, Diseases or Dangerous Occurrences Regulations)
- Health and Welfare
- First Aid
- Training
- Emergency Plans and Fire precautions
- Risk Assessment
- COSHH (Control of Substances Hazardous to Health)
- Personal Protective Equipment
- Equipment Maintenance
- Manual Handling
- General

RIDDOR - (Reporting of Injuries, Diseases & Dangerous Occurrences Regulations)

Every accident to an **LEC Marine (Klyne) Ltd.** employee must be entered in the Company Accident Book. The Accident Book is held in the Managing Director's Office.

All accidents involving Company employees must be relayed to the Health and Safety Director, (or in his absence, the Operations Director) immediately and entered in the Accident Book by the injured party if possible. Site accidents will be reported immediately by telephone to the office and entered into the book. The entry will be signed by the injured party on their return to the office.

If the person is unable to enter their personal details in the Accident Book, then it is entered by the Health and Safety Director.

If a serious accident or incident occurs, as detailed under RIDDOR, the Health and Safety Director will contact the HSE **immediately** and follow their instructions. They may require the Company to complete a form F2508, this form should be sent to the following address within 10 days of the initial report being made:-

Incident Contact Centre
Caerphilly Business Park
Caerphilly
CF83 3GG

Telephone: 0845 300 9923

Fax: 0845 300 9924

Reports can also be sent by email: **riddor@natbrit.com**

Or can be completed on-line: **www.riddor.gov.uk**

The requirements above are also applicable to any other person, (sub-contractor, visitor, general public etc.) who is injured as a result of the Company's work activities.

Copies of reports made under RIDDOR shall be kept by the Company for a minimum of 3 years.

Also, Accident Book entries and copies of any F2508s shall be securely filed as confidential documents, (under the Data Protection Act) and held by the Company for a minimum of 3 years.

A full list of accidents which require reporting can be found in RIDDOR, but as a guideline if the person is hospitalised for 24 hours or more, or if the person is off work due to a work related injury for 7 days or more then it **must** be reported.

Incidents which occur, but do not necessarily result in an injury which must be reported to the HSE include:-

- Collapsing walls/buildings/scaffolding;
- Plant turning over or collapsing;
- Gas explosions;
- Fire where the area cannot be re-entered or worked on for 24hrs or more.

Typical injuries which should be reported to the HSE are:-

- Fractures;
- Dislocation of the shoulder, knee or spine;
- Loss of sight;
- Loss of consciousness;
- Acute illness resulting from the absorption of any substance by inhalation, ingestion or through the skin;
- Electrocutation.

Accidents are investigated by any of the management team to establish the root cause; when the cause has been identified it is brought to the attention of all staff, so that the issue does not recur.

If in doubt, contact the HSE anyway!

Additionally all staff are encouraged to report an incident which did not result in an injury, but may do if the activity is repeated. These incidents should be recorded as 'Near Misses' and investigated by the Health and Safety Director or delegated person. Preventive action may involve developing a Safe System of Work, Method Statement etc. and could also include additional employee training.

Health & Welfare

Under the 'Workplace Health, Safety and Welfare Regulations' the employer must ensure that adequate toilet, washing and rest room facilities are available and there is sufficient hot and cold water.

The Company must also ensure that there is adequate heating and ventilation in the offices and workshops.

The Company must also ensure that there is safe access/egress to and from the premises.

Employees should wash their hands and other exposed areas of skin before eating or drinking, and at the end of the shift or working day.

There is a 'No Smoking' policy within the Company's premises.

Materials and equipment are to be stored in the appropriate designated areas and not in facilities designated for the welfare of employees.

Sites:

Where there is a deficiency in basic facilities as detailed above, it will be brought to the attention of the site owner/representative.

First Aid

The Company will comply with the requirements of the 'Health and Safety (First Aid) Regulations'.

The Company will ensure that it has adequate cover of qualified First Aiders/Emergency Response personnel to cover its activities and operations.

First Aid kits are held in the workshops, main office and in each vehicle. The contents and condition of First Aid kits are checked on a 6 monthly basis by designated staff.

Training

It is the Company's policy to provide suitable and sufficient training, supervision and instructions to ensure the Health and Safety of its employees.

Safety training is required to prevent accidents at work and shall be provided in accordance with the statutory provisions as appropriate to the Company.

The Health and Safety Director shall identify training needs in conjunction with recommendations that may be made by the Company's independent Health and Safety Advisor.

All new staff shall be given induction training to introduce them to the Health and Safety Policy, General Arrangements and other Company Health and Safety requirements. Details will be recorded on the training matrix.

The Health and Safety Director will ensure that relevant Health and Safety regulations and legislations are kept up to date via the contracted Health and Safety Advisor. Where changes have occurred he will ensure all relevant staff are aware, and where necessary arrange for training to be undertaken.

Emergency Plans and Fire Precautions

Induction training will be given to all new staff on the Company's site, emergency plan and fire precautions.

All employees are to familiarise themselves with the location of fire appliances, Assembly Point and exit routes.

All highly flammable liquids or materials must be stored in approved, marked containers and used accordance with the appropriate COSHH data sheets.

Waste materials must not be permitted to accumulate to an extent to cause a fire hazard. Hazardous and Controlled Waste must be disposed of in a safe manner by approved registered waste disposal companies.

Risk Assessments

‘The Management of Health and Safety at Work Regulations’ require employers to identify workplace and site hazards and assess the risks to the Health and Safety of the employees who may be exposed to that risk.

The Health and Safety Director and the Operations Director are responsible for ensuring that Risk Assessments are undertaken and reviewed at timely intervals.

Where the task is identified as hazardous with significant risks, then an assessment must be provided by the Company, which will analyse the risks and give detailed advice on preventative measures. The independent Health and Safety Advisor may be consulted to assist in compiling these assessments.

No work will be undertaken where the level of risk is unacceptably high. All staff must report any situation to the Operations Director or Health and Safety Director where they consider the task that they are asked to perform is unsafe.

The Company has developed generic risk assessments to cover the majority of day to day activities and environments, but where these are not sufficient, the Operations Director and/or the Engineer assigned to the task will carry out a ‘job specific’ risk assessment.

Where deemed necessary, Safe Systems of Work, Method Statements, Work Instructions etc. will be produced and distributed to enable staff to carry out certain tasks in a safe manner.

COSHH - Control of Substances Hazardous to Health Regulations

‘The Control of Substances Hazardous to Health Regulations’ require the Company to identify any hazardous products used at work that may create a hazard through ingestion, inhalation, burns etc. and assess the significant risks they pose to the health and safety of employees.

The Company shall comply with this requirement as follows:-

- All products shall be assessed and if possible, suitable and safer alternatives sought before re-ordering.
- Manufacturers’ safety data sheets shall be obtained for materials/substances and their health affects assessed. These assessments will be documented on COSHH Data Sheets indicating how to use the substance safely, storage requirements; PPE to be worn/used and emergency first aid requirements is the exposed to the hazard.
- Where applicable COSHH data will be available and retained in each vehicle for all hazardous substances being used.

- The manufacturer's safety data sheets must be referred to and followed if a COSHH assessment has not been carried out. This normally applies if there is an urgent requirement to use the product and/or it is a 'one off' situation.
- Any safety measures indicated must be implemented e.g. ventilation, handling, storage spillages etc.
- Employees must use the substance/material in accordance with the COSHH Data Sheet or manufacturer's recommended application.
- The Company shall provide such training as is necessary in the handling, storage and use of substances.
- Subcontractors working for the Company, or working on Company premises shall be required to provide information regarding the types, hazardous properties and quantities of substances they intend to use on site.

Asbestos:

Prior to undertaking work on older properties, Engineers must ensure there is an Asbestos Register available to determine if and where asbestos is present. If the work to be undertaken may disturb asbestos, then no work will be carried out until the appropriate action is taken to ensure that the Engineer will not be exposed to any asbestos dust or particles.

Protective Clothing and Equipment (PPE)

The Company shall provide appropriate and suitable protective clothing and equipment to all employees free of charge.

Such clothing and equipment shall be selected and issued after assessing its' suitability for the task, activity and environment where it is to be worn/used.

All employees must ensure that:-

- Hard hats and eye protection will be worn as directed on customers' sites.
- Safety footwear is to be worn at all times.
- Hearing protection is available in working areas where the noise level is 80 dBA. In areas which have been designated a mandatory 'hearing protection zone' where noise levels are 85 dBA and above hearing protection must be worn.
- Selected Engineers will receive training in the correct use and fitting of fall arrest equipment if required when working at height.

- All employees must take reasonable care of their protective equipment and clothing, and report any defects without delay to their Supervisor or to the Operations Director. Replacement items will be issued after ascertaining the nature and cause of the defects.

Plant/Equipment Maintenance

The Health and Safety Director is responsible for ensuring that an inventory is drawn up listing all the Company's equipment and tools that require regular maintenance.

Equipment inspection will be identified in the following categories:-

- User checks;
- Formal inspection and maintenance.

User checks are visual, operational and informal, and are carried out by the Engineer prior to use. Checks include general appearance, damage, unprofessional repairs and any other obvious deficiencies.

If the Engineer is unsure of the safety of the plant or equipment it is reported immediately to their Supervisor, who will take the necessary action.

The Company will delegate a competent person/sub-contractor to carry out formal visual inspections and maintenance on plant as per manufacturer's/supplier's recommendations.

PAT testing is carried out in-house.

Manual Handling

Manual handling is an important issue during day to day activities, and the Company will ensure that through training, staff will be given the correct basic techniques in safe manual handling in accordance with the 'Manual Handling Operations Regulations'.

Risk Assessments are carried out to identify general handling hazards, but on a day to day basis responsibility must also lay with the employee. Before lifting or moving any object an employee must carry out an informal assessment to establish how it is to be moved, by determining:-

- If there is a possibility that the item can be moved mechanically?
- Can it be manhandled safely? (its' mass, centre of gravity, stability etc.)

Guidelines state a maximum weight to be lifted by a male is 25 kg and 16 kg for a female. In excess of this then a formal Risk Assessment must be undertaken.

Plan the move i.e.:-

- Where is it going to?
- How far?
- Are there any obstructions?
- Do I need assistance?
- Is there any additional PPE that may be required? (sharp edges, hazardous substances etc.)

If there is any doubt it must be discussed with their Supervisor or Operations Director.

Records relating to staff training/awareness will be held on the Personnel Training Matrix.

General

All employees must take reasonable care for their own Health and Safety, and that of others who may be affected by their actions or omissions. They must co-operate with the Company to enable duties under Health and Safety legislation to be discharged, and must not misuse or recklessly interfere with anything which has been provided in the interests of Health, Safety and Welfare.

Appendix A

DRUGS & ALCOHOL POLICY

It is the aim and intention of the Managing Director of **LEC Marine (Klyne) Ltd** to ensure that no prohibited substances are on our own or client's premises.

To this end the Company strictly forbids the use of, possession, concealment, transportation, promotion or sale of any prohibited substances at any time.

Prohibited Substances being: -

- Any Substance, which an individual may not sell, possess, use or distribute under applicable U.K Legislation.
- Any other legal but unlawfully used Substance, e.g. Prescription Drugs obtained or used without permission or such Drugs not being used for their originally intended purposes.
- Any Solvent (including glue) used or intended to be used for the purpose of intoxication.
- Any alcoholic beverage.

If the company or the client have "Reasonable Suspicion" that an employee or sub-contractor of the company is under the influence of a "Prohibited Substance" then he/she will be requested to submit to a test at an approved medical centre.

Should the test prove positive or a refusal to testing be given then this will lead to disciplinary action and possible dismissal.

If the company or client have "Reasonable Suspicion" that an employee or Sub-Contractor is in possession of a "Prohibited Substance" then the company or the client will have the right to request a search of the individuals possessions.

Again, should the individual refuse then this would lead to disciplinary action and possible dismissal.

Appendix B

YOUNG PERSONS POLICY

This Policy applies to any young persons in the workplace who have not attained 18 years.

Young persons must be made aware of the Company's Health & Safety Policy and related safety management system procedures through suitable safety induction.

They must be supervised at all times, and must not be left unaccompanied.

In assigning work for young persons, attention should be paid to their inexperience and possible lack of awareness of existing or potential hazards and also of their physical attributes relative to achieving the task safely.

A risk assessment should be carried out to ensure the measures taken to reduce risks are adequate for the individual person and the tasks in which they will be undertaking.

No tasks will be undertaken where it is established that the risk is unacceptably high.

Supervising staff must ensure that they wear the correct PPE at all times.

Young persons are prohibited from working on live equipment and may only use selected plant and equipment under close Supervision.

Young persons are prohibited from driving Company vehicles or forklift trucks at any time.

Young persons should not work more than 8 hours per day or 40 hours per week. Overtime working requirements in response to particular business needs can only be authorised by the Managing Director and must not adversely affect the young worker's education or training.