

	<b>HEALTH, SAFETY &amp; ENVIRONMENTAL MANUAL</b> March 2017	
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# SECTION 1 COMPANY POLICY STATEMENTS

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## **GENERAL STATEMENT 1-1**

In accordance with its duty under section 2 (3) of the Health and Safety at Work etc. act 1974, and in fulfilling its obligations to employees, visitors, neighbours, contractors and the general public who may be affected by its activities, Westbrook Industrial Ltd has produced the following statement of policy in respect of health, safety and welfare concerns.

It is the aim of the Directors so far as reasonably practicable, to ensure that:-

- The working environment of all employees is safe and without risks to health and that adequate provision is made with regard to the facilities and arrangements for first aid and welfare at work.
- The provision and maintenance of plant and systems of work that are assessed to ensure they are safe and without undue risk to health.
- Persons who are not in our employment, who may be affected by our activities, are not unduly exposed to risks to their health and safety.
- Information, instruction, training and supervision are provided, as necessary, to secure the health and safety at work of all employees.
- Arrangements for the use, handling, storage and transportation of articles and substances for use at work that are safe and without undue risk to health.
- Adequate information is available with respect to articles and substances used at work, dealing with the conditions and precautions necessary to ensure that, when properly used, they present no undue risks to health or safety.
- There is suitable provision for the safe access and egress to and from all working areas.

The Directors have a responsibility for the implementation of this health and safety policy, arrangements and associated procedures.

Employees are reminded of the legal requirements to comply with the company's policy, arrangements and associated procedures.

In particular, they are required:-

- To take reasonable care for their own health and safety at work and those who may be affected by their acts or omissions.
- To co-operate with their employer to ensure that they comply with any duty or requirement for health and safety, imposed upon their employer by law, and contained in this statement or the company's policy, arrangements or associated procedures.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

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This document will be reviewed annually or when significant changes in legislation are notified.

Signed

*AS Gresty*

Managing Director  
Westbrook Industrial Ltd  
07-Mar-2017

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## **ENVIRONMENTAL POLICY 1-2**

Westbrook Industrial Ltd is conscious of their responsibility for the protection and improvement of the environment.

Operating at the Company's policy is to comply with all applicable environmental laws and statutory legislation and is committed to increasing each employee's contribution.

The Company will provide continuous encouragement in order to meet its objectives for the quality and improvement of the environment, throughout its sphere of activities.

## **STEPS TAKEN TO INCORPORATE ENVIRONMENTAL CONSIDERATIONS INTO THE BUSINESS OPERATION**

Compliance with the recommendations of operational procedures and Client specified requirements is mandatory for the management of all operations.

Procedures recommend compliance with current legislation requirements, for example:

- Environmental Protection (Prescribed Processes and Substances) Regulations 1995
- Part III of the Environmental Protection Act 1990.
- The Noise at Work Regulations 2005.
- The Management of Health and Safety at Work Regulations 1999
- The Health and Safety at Work Act 1974.
- R.I.D.D.O.R. (Reporting of Injuries Diseases and Dangerous Occurrences 2013)

All necessary precautions are taken to avoid causing damage to adjacent properties, roads and features such as trees and the surrounding habitat are clearly marked for preservation and cordoned off.

Plant and equipment are selected to be environmentally acceptable, so as not to exceed the relevant EC Directive/UK Statutory Instrument.

All stationery plant is, where practicable, sited and enclosed or screened to ensure the minimum of noise impact on client sites and local dwellings.

Where the existence of hazardous materials or contaminants is established, strict methods and procedures are adopted. In consultation with the Westbrook Industrial Ltd Consultant (FC Safety), procedures are implemented and documented for the sampling, monitoring and safe disposal of hazardous substances. Decontamination units are located where necessary for the safety of all personnel. Liaison with the HSE and Local Waste Disposal Authority is maintained throughout.

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Where possible and where practical within the Company's influence, materials are recycled, particularly:

- Paper Waste
- Redundant and defunct machinery

Signed

*AS Gresty*

Managing Director  
Westbrook Industrial Ltd  
07-Mar-2017

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## **COMMUNICATION AND CONSULTATION 1-3**

### **POLICY ON COMMUNICATION**

We acknowledge the need to have and maintain effective lines of communication to enable health and safety information to be passed to employees and also, to enable individual employees to speak to us about any health and safety issue.

Effective lines of communication will be maintained so that all employees are kept informed of all health and safety issues relevant to their work activities, including the results of risk assessments, and through the Health and Safety Committee.

### **POLICY ON CONSULTATION**

We recognise the need for regular consultation on health and safety between management and employees. The objective of these meetings should be to discuss matters relating to our safety performance including accident investigation and prevention. Also the measures needed to improve safety standards together with proposals for meeting identified training needs, where relevant.

Regular health and safety meetings will be held between management and appointed health and safety representatives to discuss issues of health, safety and welfare as well as our overall safety performance. Any issues arising from these meetings that require action to be taken will be communicated to all employees together with any changes to the Health and Safety Policy Documentation. Health and Safety Representatives will be informed of any meetings with or visits of the Enforcing Authority and copies of any letters received from them will be passed to the Representatives of Employee Safety (ROES). This area is covered by specific regulations, a summary of which follows.

Signed

*AS Gresty*

Managing Director  
Westbrook Industrial Ltd  
07-Mar-2017

## **FIRE SAFETY POLICY 1.4**

### **General Statement**

We are a responsible employer and take our fire safety duties seriously. For this reason we have formulated this policy to help us comply with the **Regulatory Reform (Fire Safety) Order 2005** (FSO). In compliance with the FSO we will adopt a risk assessment based approach to managing fire safety within our premises. Based on the findings of the fire risk assessment (FRA) we will also create an emergency action plan, which provides explicit guidance to all staff and visitors to ensure that in the event of a fire our premises are safely evacuated.

### **Employees' duties**

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any fire precaution procedures that we may introduce as a measure to protect the safety and well being of our staff and visitors. All employees have a responsibility to make sure they are familiar with the layout of the building, noting where fire exits are and where they lead. They must also ensure the correct use of fire doors, that all fire exits and evacuation routes are clear at all times and that no flammable materials are stored in corridors or on stairs.

### **Communication**

We will keep staff informed of any changes that are made to our fire safety procedures and FRA. We will also ensure that all visitors to our premises are briefed on the evacuation procedure and supervised by a member of staff at all times.

### **Procedures**

We have introduced the following procedures in order to maintain high standards of fire safety.

- a FRA will be completed. The findings of the FRA will be used to develop appropriate control measures to ensure the risks are reduced to a level as low as is reasonably practicable. The FRA will be reviewed annually or in the event of any significant changes being made to either the premises or the processes completed within it
- a Responsible Person (RP) will be appointed and authorised to complete their duties
- the fire evacuation procedure will be practised at least annually, the results being recorded in the fire log book
- all employees will receive training and instruction on all of the fire and emergency procedures. All training will be recorded and details retained on the employees personnel files (or the fire log book)
- any employees with additional fire safety duties, i.e. fire marshals or their deputies, will be given training on appointment to their specific duties and refresher training on an annual basis
- any other person identified to be at risk will receive training on the fire evacuation procedure
- all exits and emergency routes are to be kept clear at all times. These routes will be properly signed, adequately lit and fitted with the relevant standard of fire doors

## **HOMEWORKING POLICY 1.5**

### **General statement**

There may be occasions where staff regularly work at home for all or part of their working week. Where this applies, The Business recognises that it has a duty to safeguard the individual's health, safety and welfare, so far as is reasonably practicable. To help us achieve this, we will issue homeworking questionnaires to all staff wishing to work from home. This is to identify whether there are any health and safety deficiencies with the proposed arrangement. If there are, all reasonable steps will be taken to see if they can be overcome. If not, then we retain the right to refuse any request on the grounds of health and safety.

### **Legal position**

Homeworking arrangements are covered by the **Health and Safety at Work etc. Act 1974**. This means that we have a duty to manage homeworkers' health, safety and welfare in exactly the same way that we would if these staff were based on our premises. This is because employees are still "at work" and all current health and safety legislation applies. Under the **Employment Act 2002**, we are also legally obliged to consider all requests from our employees with children under the age of six or disabled children under 18 years of age to work from home, either on a full-time or part-time basis. Where a request is granted, the employee's contract of employment will be amended to reflect this.

### **Definition of homeworker**

A homeworker is an employee who works at home, instead of their normal place of work. This arrangement normally involves an agreement to work a set number of days a week or month. It does not apply to those members of staff who may work at home on an ad-hoc basis, e.g. to make it easier to meet a particular deadline.

### **Homeworking criteria**

Line managers will be required to assess each application against specific criteria. This will include assessing whether or not the request is commercially viable and whether the individual has the self-discipline necessary for this type of working. It will also include the issuing of a homeworking questionnaire in order to identify whether the employee's home is capable of complying with current health and safety requirements. Due to the importance of this, the questionnaire must be completed before a request can be taken any further.

This questionnaire considers a number of health and safety factors including the following:

- Fire safety
- First aid provision
- Ergonomic considerations
- Adequate space
- Safety considerations
- Insurance
- Secure storage facilities.

### **Employees' duties**

Where permission has been granted for an employee to work at home, we will require them to demonstrate that they do not have any dependent care responsibilities during their scheduled working hours. We will also require them to carry out the following at all times:

- Location: Employees must identify a suitable location at home, which should be a separate room. This needs to be adequate to enable the employee to work productively and safely
- Equipment. It may be necessary to provide equipment to a homeworking employee, e.g. a legally compliant chair and a computer. Where this is the case, employees are expected to take reasonable care of the equipment provided
- Health and safety requirements. Maintain the working environment to previously agreed health and safety standards, including fire safety
- Insurance. Where applicable, employees must inform their home contents insurer that extra computer equipment has been provided
- Disruption. Employees are expected to inform family and friends regarding their homeworking arrangements in order to ensure minimal disruption
- Security. Homeworking employees are expected to ensure the necessary confidentiality and to only use any equipment supplied by us, for our work. This will help protect against the introduction of viruses etc.

### **Training**

Where employees have been given permission to work at home, training and information on how to set up a workstation correctly will be given if necessary.

Signed

*AS Gresty*

Managing Director  
Westbrook Industrial Ltd  
07-Mar-2017

## SUSTAINABILITY POLICY 1.6

In order to develop and continually improve our sustainability performance we must engage our supply chain. In order to do this we will:

- work to ensure that our suppliers treat their people fairly and with respect and that there is a culture of equality and equity
- wherever possible we will employ local people and procure local produce and encourage our suppliers to do the same
- encourage and influence suppliers to investigate the environmental impact, including resource use, waste, energy and climate change, of their business process or product and then to adopt practices that reduce that impact, and
- assess the Health and Safety systems of our suppliers and monitor their compliance with our requirements.

We will engage our supply chain in sustainability by:

- using sustainability criteria, where appropriate, in the award of contracts
- requiring, where possible, that potential suppliers submit prices for alternative more sustainable products
- ensuring that any alternatives are given due cost benefit consideration prior to award
- informing our customers of more sustainable alternatives
- encouraging the assessment and monitoring of our suppliers' supply chain to ensure that their sustainability risks, including Health and Safety, ethical, environmental, social and economic impacts are understood and managed, and
- ensuring that we deal with all our suppliers and potential suppliers fairly and ethically

Signed

*AS Gresty*

Managing Director  
Westbrook Industrial Ltd  
07-Mar-2017

## DRIVING AT WORK POLICY 1.7

### 1. General statement

It is our policy to take all reasonable steps to manage the health and safety of those staff who drive on company business. This is to comply with our legal duties as an employer and to demonstrate that we have taken all reasonable steps to introduce safe systems of work. It is for this reason that our policy not only sets out our procedures on work-related driving, but details what we expect from our employees; both in terms of complying with relevant legislation and our own standards. These cover a variety of areas including the documentation that we need to see from own-car drivers, as well as basic guidelines on driver health.

### 2. Legal position

We have a duty under the **Health and Safety at Work etc. Act 1974** (HSWA) to take steps as far as is reasonably practicable, to ensure the health, safety and welfare of those who need to drive as part of their job. In order to comply with these duties, we will take steps to set up safe systems of work in order to control and manage any risks, which cannot be eliminated. These will be identified by the carrying out of a suitable and sufficient risk assessment as required by the **Management of Health and Safety at Work Regulations 1999** (as amended). Where applicable, this policy is also based on relevant provisions of the **Road Traffic Act 1988**.

### 3. Procedures

In order to comply with our legal duties, we have introduced a set of procedures. These are to be followed by staff at all times and are as follows:

- where a fleet or company vehicle is provided, employees must always report any suspected vehicle defects to the administration team. In the event that a defect is suspected, staff should never take a risk and attempt to drive a vehicle
- if an employee uses their own vehicle, they will be required to maintain it in a roadworthy condition
- before embarking on a long journey, employees should always carry out basic checks, e.g. to check oil, water levels and tyre pressure
- staff should follow any advice given on route-planning. They should also ensure that sufficient breaks are built-in to prevent fatigue and allow for any bad weather or traffic congestion, etc.
- hand-held mobile phones should never be used whilst driving and calls should only be made or taken when it's safe to do so
- staff should always drive within speed limits and according to the prevailing weather conditions
- before driving, staff should familiarise themselves with the procedure to follow in the event of a breakdown.

#### 4. Documentation

In order for us to comply with our legal duties, we will require those using their own vehicles to produce basic documentation. Where this is necessary,

- the employee's driving licence
- if the car is more than three years old, the current MOT certificate
- insurance documents.

#### 5. Employee duties

Section 7 of the HSWA also places a responsibility on employees to assist us in complying with our legal duties. They are also required to be mindful of their own health and safety and that of others who may be affected by their activities. To this end, employees are expected to follow the procedures laid down in this policy and to:

- keep their insurance up-to-date if using their own vehicle
- make available copies of the above documents annually when requested to do so
- inform the designated manager of any changes in circumstances, e.g. penalty points or new vehicle
- to have regular eye tests and to ensure that any necessary glasses for driving are worn
- to read any updates that we may periodically issue on road safety matters. These will include information on good practice as well as forthcoming legal changes which affect those who drive for work.

#### 6. Ill-health and driving

Employees are responsible for ensuring that they are physically fit to drive. Should this change, their line manager must be informed as soon as possible. Drivers should also remember that some prescription drugs can cause drowsiness and affect the ability to drive safely. In the event that medication is necessary, employees should check with their GP or pharmacist before driving; even short distances. As research suggests that a journey time of more than four hours could carry a risk of Deep Vein Thrombosis (DVT), those who drive regularly for long distances should advise us of any family history of DVT, or if they have ever experienced problems with blood clotting. Where this is the case, we will refer them to their GP in order to ensure that they are able to drive safely and without risk to their health and safety.

Signed

*AS Gresty*

Managing Director  
Westbrook Industrial Ltd  
07-Mar-2017