



HEALTH AND SAFETY POLICY

STORAGE EQUIPMENT SAFETY SERVICE LIMITED



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SECTION 1
POLICY STATEMENT



Policy Statement

Storage Equipment Safety Service Limited

The business is fully committed to ensuring the health, safety and welfare of all its employees, clients and anyone who may be affected by the business's activities. The business recognises its legal responsibilities and that it has a duty of care to provide a safe working environment, safe work equipment and safe methods of work.

It is the duty of all employees, visitors and contractors to take reasonable care for the health and safety of themselves and of others who may be affected by their acts and omissions. This extends to a responsibility to co-operate with the business so as to enable duties or requirements placed on the business to be performed or complied with.

The objectives of the Policy are:

- To provide adequate control of health, safety and welfare risks arising from our work activities.
- To consult with employees on matters affecting their health and safety.
- To provide information, instruction and supervision for employees.
- To ensure that all employees are competent to do their tasks and to give them adequate training.
- To maintain safe and healthy working conditions.
- To promote high standards of health and safety to our clients and within our industry.
- To review and revise this policy as necessary at regular intervals.

All those responsible for ensuring the implementation of the health and safety policy are set out in Section 2 Organisation.

The details of the how the commitments made in the statement will be implemented are set out in Section 3 Arrangements.

Doreen Atchinson

**Managing Director
(Original signed by hand)**

Date 26th October 2022



SECTION 2

ORGANISATION



The Board of Directors of Storage Equipment Safety Service Limited is responsible for all matters affecting health and safety throughout the business. It will monitor the effectiveness of this Policy.

The Managing Director of Storage Equipment Safety Service Limited (Doreen Atchinson) is responsible for the implementation of the Company's Health and Safety Policy and will:

- Ensure at board level that health and safety strategy is discussed and planned.
- Monitor the progress, evaluate and revise health and safety strategy.
- Ensure that adequate resources are available to implement the requirements of the Health and Safety Policy.

The Health and Safety Advisor, (Stewart Howard) will:

- Assist in implementing the business's Health and Safety Management System and Policies, and ensure that adequate records are maintained.
- Have a clear understanding of the Health and Safety Policy, the Health and Safety Management System and the business's legal duties and responsibilities.
- Identify and recommend health and safety training requirements for all employees.
- Coordinate with Directors on all requirements of the Health and Safety Management system including such issues as inspections, audits, reports, recommendations, changes in legislation and advice received from other parties.
- Ensure that risk assessments are current and reviewed on a regular basis.
- Ensure that regular health and safety audits of the business's premises and activities are undertaken and that any hazards identified are removed or controlled to an adequate level.
- Ensure that regular emergency procedures and drills are carried out at the business's premises.
- Ensure all accidents are investigated and actions to prevent a recurrence are taken.
- Lead by personal example.

Line managers will:

- Manage the implementation of the business's Health and Safety Policy throughout their undertakings.
- Have an understanding of the Health and Safety Policy, the Health and Safety Management System and the business's legal duties and responsibilities.
- Coordinate with the Health and Safety Advisor with all requirements of the Health and Safety Management System.



- Ensure that safe systems of work are adhered to and that such systems are regularly reviewed, particularly after a change in working practices or the introduction of new or modified equipment.
- Ensure the competence and suitability of all contractors, by screening their health and safety arrangements and ensuring that contractors are controlled and given sufficient information to comply with local site procedures. Any arrangements necessary for safety should be implemented prior to work commencing.
- Ensure all accidents, which may or may not involve injury or damage are fully investigated.
- Discipline any employee failing to comply with the business's health and safety policy.
- Lead by personal example.

Company Employees will:

- Be responsible for their own safety and must not do anything which is likely to cause injury or risks to the health and safety of themselves or others.
- Follow the procedures and health and safety rules issued in the staff handbook and job method statements at all times.
- Adhere to safe methods of work recommended by any safety training that the employee has undertaken.
- Ensure that site safety rules are followed and any hazards identified at client's premises are assessed and controlled before work can be carried out.
- Where provided, correctly use all safety equipment and devices.
- Conform to all reasonable instructions given by persons responsible for health and safety.
- Report all accidents, which may or may not involve injury or damage to a Manager or the Health and Safety Advisor and where applicable the person responsible for safety at the clients premises;
- Report any hazard or work situation that might present a serious or imminent danger to an appropriate person.
- Report any shortcomings in the health and safety arrangements.
- Set a personal example, particularly to new members of the business.



SECTION 3

ARRANGEMENTS



Fire

In accordance with **The Regulatory Reform (Fire Safety) Order 2005**, the following action shall be taken:

- All hazards that could contribute to the ignition and spread of a fire shall be identified.
- Suitable and sufficient control measures shall be implemented to remove risk or to reduce to as low a level as is practicable.
- All employees will receive adequate training and information relating to the risks and precautions to be taken following an assessment of fire hazards.
- All assessments shall be reviewed at least annually or immediately if there is a significant change in circumstances.
- All specific practices as to the management of this hazard are detailed in the business's Fire Work Instruction.
- (Kevin Knox), appointed as Fire Safety Marshall, shall be responsible for ensuring:
 - All employees are made aware of the emergency and evacuation procedures in the event of the fire alarm being activated.
 - Adequate fire fighting and emergency equipment shall be available and shall be maintained by a competent person.
 - All relevant information is recorded in the Fire Log Book.

General Risk Assessment

In accordance with the **Management of Health and Safety at Work Regulations 1999** and the **Safety, Health and Welfare at Work Act 2005 (Ireland)** the following action shall be taken:

- An assessment shall be made of all tasks that pose a significant risk. Suitable and sufficient control measures shall be implemented to remove risk or to reduce to as low a level as is practicable.
- All employees who may be affected by the assessment shall be given adequate information and training regarding the hazard, risk and implemented control measures.
- All assessments shall be reviewed on a regular basis, if there is a significant change in circumstances or there is other reason to do so.

Display Screen Equipment

In accordance with the **Health and Safety (Display Screen Equipment) Regulations 1992** the following action shall be taken:



- All employees who fall into the "Display Screen Equipment user" category within the scope of the regulations shall be identified.
- An assessment of the "user's" workstation shall be undertaken and where remedial action is required then this shall be implemented.
- A summary of the **Health and Safety (Display Screen Equipment) Regulations 1992** shall be displayed in a prominent position for all users to view.
- All "users" shall be advised of their right to request an eyesight test the cost being borne by the business and where as a result of such a test special corrective appliances are required then the business shall bear the cost in accordance with the relevant guidelines.
- Where users experience visual difficulties which may reasonably be considered to be caused by work on display screen equipment, eye and eyesight tests of an appropriate nature will be provided.
- All specific practices as to the management of this hazard are detailed in the business's Display Screen Equipment Work Instruction.

Substances Hazardous to Health

In accordance with the **Control of Substances Hazardous to Health Regulations 2002 (as amended)** the following action shall be taken:

- All hazardous substances shall be identified, assessed and actions taken to either eliminate or reduce the risk created by such hazardous substances.
- No hazardous substance shall be used until an assessment of it has been undertaken and suitable control measures implemented.
- All assessments shall be reviewed at least annually or immediately if there is a significant change in circumstances.
- All specific practices as to the management of this hazard are detailed in the business's Hazardous Substances Work Instruction.

Manual Handling

In accordance with the **Manual Handling Operations Regulations 1992** the following action shall be taken:

- All tasks involving the use of manual handling shall be identified.
- An assessment shall be made of all identified tasks where manual handling cannot be eliminated and the task presents a significant risk of injury.
- All employees involved in manual handling tasks shall receive adequate training in manual handling techniques.



- All specific practices as to the management of this hazard are detailed in the business's Manual Handling Work Instruction.

Electricity

In accordance with the **Electricity at Work Regulations 1989** the following action shall be taken:

- All electrical work shall only be undertaken by competent persons.
- All fixed and portable electrical equipment will be regularly inspected and tested by a competent person.
- All specific practices as to the management of this hazard are detailed in the business's Electrical Safety Work Instruction.

First Aid

In accordance with the **Health & Safety (First Aid) Regulations 1981** the following action shall be taken and there will be:

- Appointed a sufficient number of suitable and trained personnel to provide first aid to employees. Or appointed persons who, in the absence of a trained first-aider, will be capable of taking charge in an emergency, calling an ambulance and looking after first aid equipment.
- Provided and maintained a suitable first aid box which will contain a sufficient quantity of first aid materials and nothing else.
- A notice displayed giving the identity of first aid personnel and the location of first aid equipment.
- A procedure for ensuring that both the contents and the condition of first aid equipment are checked on a regular basis against a specific checklist.
- First aid kits made available in all company vehicles.

Accident & Dangerous Occurrences Reporting Procedures

When an accident has occurred involving injury, no matter how minor, the following action will be taken:

- The injured person will report the circumstances of the accident to their Manager and where applicable to the person responsible for safety at a client's premises; if the accident is sufficiently serious the Health and Safety Advisor should also be notified.
- Details of the injured person, accident circumstances etc. will be entered into the



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Accident Book by a Manager.

- The Accident Report Form will be completed by a manager and passed to the Health and Safety Advisor who will ensure that the accident is fully investigated.
- A copy of the Accident Report Form will be kept on file for a minimum period of at least three years.
- The Managing Director will ensure that the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013** are complied with.

Personal Protective Equipment

In accordance with the **Personal Protective Equipment Regulations 1992** the following action shall be taken:

- The business shall supply to all employees, free of charge, the following items of equipment where required:
Head protection, high visibility clothing, safety footwear, environmental protective clothing, eye protection, hearing protection, harnesses and lanyards.
- Where as a result of a risk assessment additional Personal Protective Equipment is required then such equipment shall be provided free of charge to all employees.
- All Personal Protective Equipment will be suitably maintained and replaced at intervals recommended by the appropriate guidance and the recommendations of the manufacturers/suppliers.
- All specific practices as to the management of this hazard are detailed in the business's Personal Protective Equipment Work Instruction.

Employee Consultation

In accordance with the **Health and Safety (Consultation with Employees) Regulations 1996** all employees shall be consulted about the following matters:

- Any measures at the workplace that may affect health and safety.
- Information on the risks to health and safety and any preventative measures that are put in place.
- The health and safety consequences of any new technology that is planned for the workplace.

Training

In Accordance with the **Health and Safety at Work Act 1974** and the **Management of Health and Safety at Work Regulations 1999** the following provisions shall be undertaken:



- The business shall ensure the provision of adequate health and safety training for employees as a result of:
 - Joining the business.
 - Being transferred or given a change of responsibilities.
 - The introduction of new work equipment.
 - The introduction of new technology.
 - The introduction of a new system of work or a change to the existing system of work.
- No employee shall use any equipment or work in any unsafe environment unless they have been assessed as competent to do so and duly authorised by the Managing Director or Technical Director.
- All employees will be given instruction in the safe use of equipment, methods of working safely and emergency procedures.
- Account of employee's capabilities will be taken as regards health and safety when entrusting them with any tasks.
- All training requirements will be delivered by a person deemed competent to deliver such training.



Welfare

In accordance with **The Workplace (Health Safety and Welfare) Regulations 1992** the following welfare and facilities will be provided and maintained:

- The workplace will be ventilated by a sufficient quantity of fresh air.
- The temperature in all indoor workplaces will be reasonable at all times during working hours. Thermometers will be available at convenient locations to enable temperatures to be measured throughout the workplace.
- All workplaces have sufficient lighting and so far as is reasonably practicable such lighting shall be natural light.
- All workplace furniture, furnishings and fittings shall be kept sufficiently clean. Waste material will not be allowed to accumulate except in suitable receptacles.
- Every room or work area in which persons work shall have sufficient floor area, height and unoccupied space.
- Every workstation is so arranged that it is suitable for any person at work at the workstation and any work that is likely to be carried out there.
- Suitable and sufficient sanitary, washing and rest facilities will be provided. Separate sanitary and washing facilities will be provided that are sufficient for the number of employees.
- An adequate supply of wholesome drinking water will be provided to all persons at work
- Smoking is not permitted in any area of the workplace.

Access and Egress

In accordance with the **Health and Safety at Work Act 1974** the following provision will be provided and maintained:

- Safe access and egress will be provided to all employees, contractors and visitors during working hours. The condition of the access and egress will be maintained to ensure that it is safe and without risk.

Asbestos

In accordance with the **Control of Asbestos Regulations 2012** the following steps will be taken:

- Suitable and sufficient precautions will be taken to ensure that all premises and work activities are free from asbestos.
- No work activities shall involve the use, manufacture or exposure to asbestos under the required legislation.
- All specific practices as to the management of this hazard are detailed in the business's asbestos Work Instruction.



Work Related Road Safety

In accordance with the **Management of Health and Safety at Work Regulations 1999** the following steps will be taken:

- All employee/drivers will have a valid driving license and relevant previous driving experience.
- Suitable and sufficient induction training is provided for new drivers that provides instruction on work related road safety procedures and safety awareness.
- All vehicles will be fit for the purpose for which they are used.
- All vehicles will be maintained in a safe and fit condition.
- All employees who drive as part of their work will be regularly evaluated to ensure that they are competent to drive safely.

Work at Height

In accordance with the **Work at Height Regulations 2005** the following provisions shall be undertaken:

- To avoid any work at height where it is reasonably practicable to do so. Where work at height is unavoidable then all reasonable steps shall be taken to control the risks and reduce them to as low as level as possible;
- To ensure that all necessary equipment to be used when working at height is sufficient and suitable for the work that is being carried out;
- To ensure that all necessary equipment to allow safe access to and egress from the place of work is provided;
- Arrange for the regular inspection of all equipment required for working at height in accordance with statutory requirements;
- To provide any information, instruction and training that an employee may require to carry out work at height in a safe manner;