



SAFETY POLICY prepared

pursuant to

HEALTH AND SAFETY AT WORK etc ACT 1974

PART 1

POLICY STATEMENT

1. This is a statement of the Health and Safety Policy of the Employer as required by the terms of the Health and Safety at Work etc. Act 1974.
 2. It is the Company's Policy to do all that is reasonable to secure the health, safety and welfare of persons at work, to prevent personal injury, ill health, damage to property and equipment and protect everyone from foreseeable work hazards. The Policy also extends stakeholders and to the public insofar as they may be affected by the business of the Employer.
 3. The Employer regards the promotion of health and safety measures as a mutual objective for the Employer and Employees at all levels.
 4. The Employer will consult with its employees on day to day health & safety conditions and provide advice and supervision on occupational health.
 5. The Employer will review accidents and near misses on a regular basis with the purpose of introducing measures to prevent recurrences;
 6. The responsibilities of the Employer are so far as are reasonably practicable: -
 - 6.1 To provide and maintain plant, equipment and systems of work that are safe and without risk to health, safety and welfare;
 - 6.2 To provide information, training, instruction and supervision to enable employees to avoid hazards at work and to contribute positively to the health, safety and welfare of themselves and others.
 - 6.3 To provide adequate welfare facilities.
 - 6.4 Safe arrangements for the use, handling, storage and transportation of articles and substances.
 - 6.5 To follow methods and procedures to ensure that all operations and activity can be carried out safely.
- The policy of the Employer with respect to all matters concerned with safety, health and welfare is formulated and carried out by Rick Sheepshanks.
8. Gary Foreland, as the designated Safety Officer, in the role of Health, Safety & Training Manager, shall take charge of any situation in the event of an accident and/or illness and for first aid equipment, calling ambulances etc.
 9. The responsibilities of the employees while at work are: -
 - 9.1 To take reasonable care for the health and safety of themselves and of any other persons who may be affected by their acts or omissions at work;
 - 9.2 To co-operate with their employers so as to enable them to perform or comply with any duty or requirement laid down by law;
 - 9.3 To use specific protective equipment when instructed to do so;
 - 9.4 To use protective equipment whenever available if recommended to do so;
 - 9.5 To report incidents which have led or MAY LEAD to injury or damage

- 9.6 To assist in the investigation of incidents with the purpose of introducing measures to prevent recurrences;
- 9.7 To draw the attention of the Employer to any potential hazard;
- 9.8 Not to interfere or misuse anything provided in the interests of health and safety of welfare.

10. Accidents and Damage

- 10.1 Any defects or hazards or damage to any machinery should be reported immediately to the Safety Officer or if she is not available to a member of the Management Team.
- 10.2 Accidents must always be entered in the Accident Book and the Safety Officer should always be informed of any accident which occurs.
- 10.3 All potentially dangerous near-misses should be reported to the Safety Officer, whether or not injury results.

11. As a supplement to the General Policy, the following documents may be issued from time to time and will be displayed at relevant parts of the Employer's premises.

- 11.1 Lists, Regulations, Codes of Practice itemising particular hazards or equipment giving details of any relevant safety precautions, which must be adhered to by employees when dealing with the hazard, or equipment.
- 11.2 Fire Regulations
- 11.3 First Aid and Medical Arrangements
- 11.4 Arrangements for Visitors and Sub-contractors.

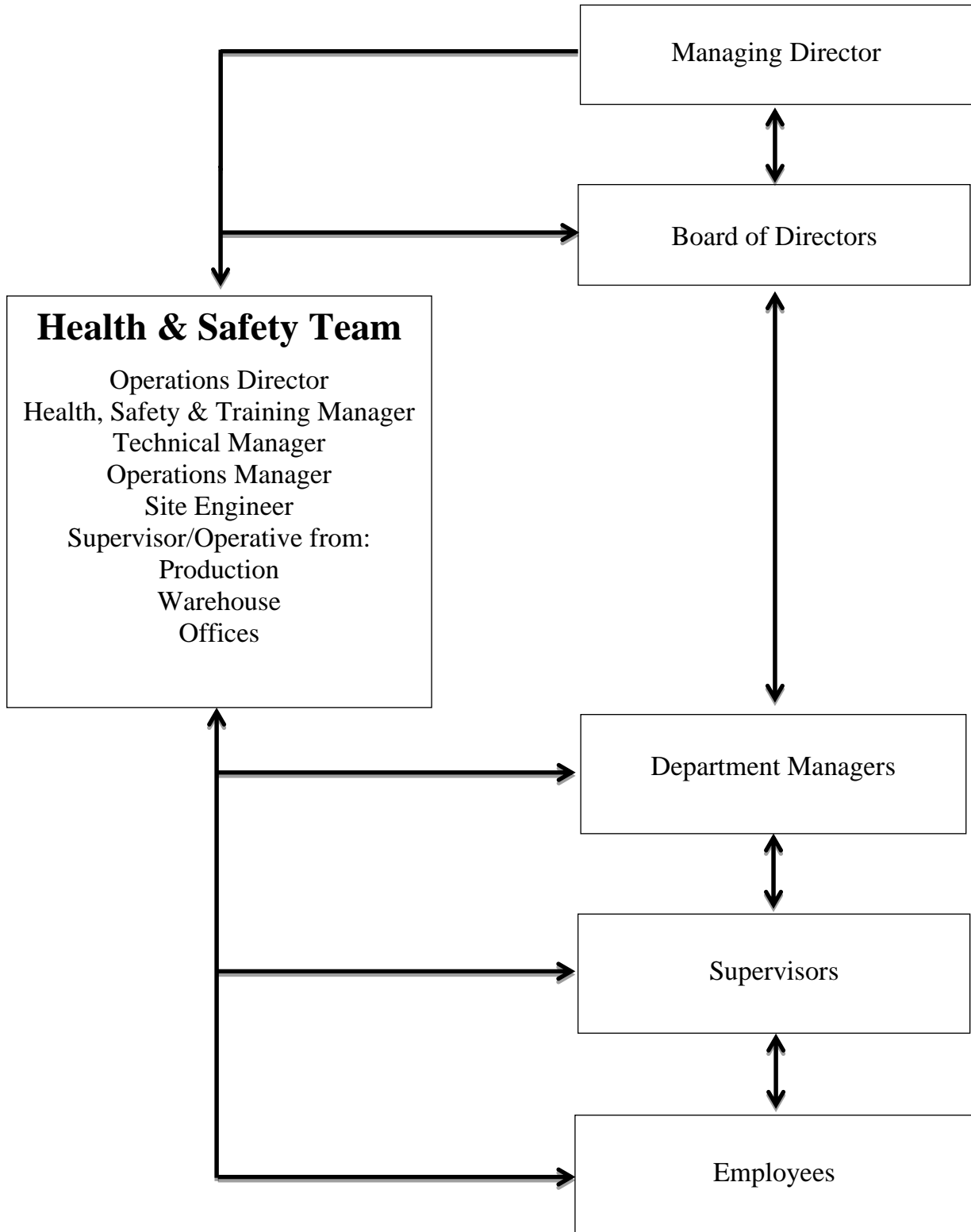
12. Review

This policy will be reviewed:

- Annually.
- When there are major changes in the size and nature of the business, when necessary to take into account new legislation, and following any significant health and safety-related incident or near miss.

Name:	Rick Sheepshanks
Position:	Managing Director
Date:	24/09/2021

Health & Safety Organisation Chart



The overall health & safety rests with the Senior Management Team however, it is the responsibility of every employee to co-operate and maintain a safe place of work.



Part 2 Health & Safety Responsibilities

The organisation for implementing the Company's Health & Safety Policy and individual responsibilities are as follows:

Job Title	Name	Organisational Responsibilities
Managing Director Health & Safety Executive	Rick Sheepshanks	Ultimately accountable for the implementation of the health and safety policy within the business.
Operations Director Fire Officer	Peter Kerr	Overall responsibility for health & safety of operations with special responsibility for: <ul style="list-style-type: none"> - Fire - Machinery/Work Equipment - Site Maintenance & Regulations - PPE
Health, Safety & Training Manager	Gary Foreland	Responsible for ensuring the health & safety policy and procedures are implemented with special responsibility for: <ul style="list-style-type: none"> - Maintaining records - Administration of Risk Assessments - DSE Work Station Assessments - Occupational Health & Welfare - Accident Reporting/Investigation - Consultation - Training
Technical Manager	Darren Rust-Andrews	Responsible for administering health & safety on site as support to the Health, Safety & Training Manager.
Operations Manager	Darren Mortimer	Responsible for health and safety of operations personnel with special responsibility for: <ul style="list-style-type: none"> - Risk Assessments – Operations - Noise - First Aid - Return to Work Interviews - Signs & Labels - Factory safe working practices
Site Engineer	Mark Bilner	Responsible for ensuring safe working practices are followed including: <ul style="list-style-type: none"> - Permits to work - Electricity - PAT Testing - Maintenance of Machinery - Contractors

Position	Organisational Responsibilities
Department Managers	<p>Department Managers are responsible for the health, safety and welfare of the personnel in their department including:</p> <ul style="list-style-type: none"> - Maintaining good housekeeping throughout their department. - Ensuring machinery/equipment in their department is properly maintained and safe to use and safety devises are properly fitted and maintained; - Reporting on accidents and near misses and ensuring investigations are carried out and action is taken to prevent re-occurrence; - Ensuring employees receive job specific training and are competent in their role. - Ensuring that any matter which poses a risk to health & safety is reported and rectified.
Supervisors	<p>Supervisors are responsible for:</p> <ul style="list-style-type: none"> - Ensuring all safety rules are observed and the correct PPE is used where it is required. - Ensuring personnel reporting to them are aware of what to do in the case of fire. - Reporting on accidents and near misses and carrying out investigations. - Providing adequate supervision to employees reporting to them. - Ensuring employees reporting to them are adequately trained and competent to carry out their tasks.
Employees	<p>Employees are responsible for:</p> <ul style="list-style-type: none"> - Familiarising themselves with the Company's Health & Safety Policy. - Ensuring they understand the company's safety rules and following them at all times. - Reporting accidents and near misses to their supervisor/manager. - Reporting hazards to their supervisor/manager. - Wearing the appropriate PPE for the task being carried out.

Part 3 Health & Safety Arrangements

The following arrangements have been produced to ensure the health, safety and welfare of employees, contractors and visitors to the site.

Training and Supervision

It is the policy of the Company for all new employees to receive health & safety training as part of their induction.

Ongoing training is provided to ensure that employees at all levels are competent to carry out their duties and are aware of their health & safety responsibilities.

A skills matrix identifies the skills/competencies required for specific operational roles.

A training matrix records the training completed by individual employees.

Risk Assessments

In accordance with the Management of Health & Safety at Work Regulations 1999, all hazardous activities are risk assessed to establish the level of risk involved. Preventative measures are introduced, maintained and revised as required and these are built into working instructions which are then used as training aids.

First Aid

Health & Safety (First Aid) Regulations, 1981

Access to first aid provision is available at all times by factoring in first aid provision when drawing up the shift roster.

The names of the Trained First Aiders are published on Notice Boards and a copy of the list of first aiders is included in the Induction Pack.

Accident Reporting

Reporting of Injuries Diseases, Dangerous Occurrences Regulations 2013.

In the event of an accident only trained first aiders are authorised to administer first aid. If further treatment or advice is required then the injured party should be taken to hospital.

All accidents are to be entered into the Accident Book and an Accident /Incident Questionnaire (H&S005) completed.

Accident Books can be found in the Lab and Ground Floor Office at Rendlesham and in the Office at Bentwaters.

Any reportable accidents will be reported to the HSE.

COSHH

COSHH 2002

Safety Data Sheets are held in the Lab for first aider reference.

The instructions for the correct use of cleaning chemicals are set out on the Cleaning Cards which are held in the lab and personnel are trained against these.

COSHH cont.../ Dilution rates are documented on the Chemical Dilution Instructions (D161) displayed in the factory.

Cleaning Chemicals are stored in the Chemical Store which is kept locked.

Potentially hazardous materials used as part of the engineering function are stored in a locked cabinet in the engineering workshop together with the COSHH sheets for the materials.

Electricity **Electricity at Work Regulation (1989)**

Electrical work is to be carried out in accordance with the above regulations a copy of which is held in the Production Office.

The use of private electrical equipment, which requires mains electricity is not permitted unless it has been authorised by management.

All employees should routinely check the equipment they use for electrical defects e.g. exposed/damaged wires. Faults should be reported to your supervisor or manager who will take corrective action and the equipment should not be used until it has been repaired.

Where practicable, unless otherwise instructed, all electrical equipment should be switched off at the end of the working day.

Transport Stokes Sauces Goods Operating Vehicle Operating Instructions (H&S009) sets out the instructions for operating the company's goods operating vehicle.

Weekly maintenance checks are carried out by Warehouse personnel to ensure the vehicle is safe and reliable.

Only those personnel who are in possession of a Driver Smart Card issued by the Vehicle & Operator Service are authorised to drive the vehicle.

Records Records of training are held for each employee. Internal training is recorded on a training log and external training and e-learning is verified by a certificate or by a record of attendance.

Other records which are held include:

- Risk Assessments
- DSE Work Station Assessments
- Accident Records
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Fire Procedures **The Regulatory Reform (Fire Safety) Order, 2005**

Adequate fire extinguishers are available in all work locations and these are checked annually by East Fire.

**Fire Procedures
cont.../**

The procedures for vacating the premises in an emergency are set out in the Emergency Evacuation Procedures for Rendlesham and Bentwaters (PER003 and PER008). All employees are to familiarise themselves with the Company's Evacuation Procedures.

All new employees receive a copy of the Procedures in their Induction Pack and are instructed in the procedures as part of their induction.

Copies of the procedures are displayed on Notice Boards.

Trained Fire Marshalls are appointed to assist with an emergency evacuation and the names of the Fire Marshalls are published on the Notice Boards.

A check of fire extinguishers and air horns is carried out weekly by a designated Fire Marshall.

Only trained personnel are to use fire extinguishers if it is safe to do so.

Smoking on site is only permitted in designated areas outdoors. A copy of the Company's policy on smoking (P010) is included in the Company's Handbook which is given to all new employees. The Smoking Policy must be adhered to at all times.

PPE

Protective clothing is provided where a risk that cannot be otherwise controlled has been identified.

Protective clothing is required for specific jobs or whilst working in a specific area. These requirements are documented in the working procedures.

Failure to wear protective clothing where it has been designated a requirement will result in disciplinary action being taken.

VDU's

The Health & Safety (Display Screen Equipment) Regulations, 1992

Desk top assessments are carried out for all persons who use display screen equipment. The assessment considers the amount of time a person uses a VDU, the usability of their workstation and the general working environment.

**Machinery/Work
Equipment**

The Provision and Use of Work Equipment Regulations (PUWER) 1988

Suitable equipment is supplied for the tasks being carried out.

All dangerous parts of machinery are to be guarded and the guards properly maintained. If guards are removed for maintenance work they must be replaced.

Maintenance work must be carried out in accordance with the Provision and Use of Work Equipment Regulations 1998 (PUWER), a copy of which is held in the Production Office.

Only competent, trained personnel are to carry out maintenance work on machinery.

Machinery/Work Equipment cont.../	All new machinery must have a Declaration of Conformity and must have an operating manual.
Manual Handling	<p>Manual Handling Operations Regulations, 1992</p> <p>Manual handling operations within the workplace are assessed and wherever possible manual handling will be eliminated or reduced.</p> <p>All personnel receive manual handling training as part of their induction.</p>
Noise	<p>Control of Noise at Work Regulations, 2006</p> <p>A noise survey has been carried out to determine the levels of noise in each area. Where it has been identified the level of noise is in excess of the legal limit hearing protection is provided and must be worn.</p>
Housekeeping	<p>The Workplace (Health, Safety and Welfare) Regulations 1992; Construction (Design & Management) Regulations 2015</p> <p>Good housekeeping is an essential part of ensuring the health and safety of employees, contractors and visitors to the site.</p> <p>The Company has a clean as you go policy and the requirement for good housekeeping is set out in safe working procedures and in good manufacturing practices.</p> <p>All employees are required to uphold the company's high standards of housekeeping and hygiene.</p> <p>New personnel receive training in these procedures as part of the induction process.</p>
Signs & Labels	The location of signage on site is determined by risk assessment.
Occupational Health & Welfare	<p>Senior management are responsible for ensuring the workplace meets the health, safety and welfare needs of all employees, contractors and visitors to the site.</p> <ul style="list-style-type: none"> - An air conditioned/heated portacabin is provided for use as a canteen where a table and chairs are provided and there are facilities for heating food and a provision for hot and cold drinks. - The offices each have a small kitchen area for heating food and the provision of hot and cold drinks. - A male and female toilet is provided in the main building and a male and female toilet is located off the corridor between the Canteen and the Factory Changing Room. Washing facilities are provided in each location.