

## Health and Safety Policy

Health and Safety at Work etc. Act 1974

This is the Health and Safety Policy Statement of

**Lyndhurst Precision Engineering Ltd  
Crosse Hall Street  
Chorley  
PR6 0UH**

Management recognises and accepts its responsibility to ensure, so far as is reasonably practicable, the health and safety of all its employees, contractors, visitors, and those members of the public who may be affected by the business' activities.

It is the business' aim to promote, set and maintain the highest standards for health, safety and welfare matters. This will be achieved by:

- providing adequate control of the health and safety risks arising from the work activities;
- consulting with employees on matters affecting health and safety;
- providing and maintaining safe equipment and PPE
- ensuring safe handling and use of substances;
- providing information, instruction and supervision for employees;
- ensuring all employees are competent to do their tasks;
- providing adequate/relevant training e.g., working at heights, manual handling
- preventing accidents and cases of work-related ill health;
- maintaining safe and healthy working conditions; and
- reviewing and revising this policy as necessary at regular intervals.

The company will endeavour to eliminate any hazards which may result in personal injury, illness, fire, security losses, property damage or harm to the environment.

Managing Director



Date: 24-5-24

# 1. Responsibilities

The responsibility for health and safety rests with everyone, from senior management through to each individual member of staff. This section sets out the responsibilities under this policy.

1.1 Overall and final responsibility for health and safety within the business is that of:

Mark Marriner

1.2 To ensure health and safety standards are maintained / improved, the following people are responsible for ensuring that all activities under their control are carried out in accordance with the business' health and safety policy, standards and safe working procedures; and in compliance with statutory provisions:

Name	Title	Area of Responsibility
Gillian Lord	General Manager	General assistance
Sam Marriner	Production Manager	Workshop and transport

1.3 Employees have legal duties under the Health and Safety at Work etc. Act 1974. In particular, they must:

- Co-operate with management on health and safety matters;
- Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions at work;
- Co-operate, so far as is necessary, to enable any duty or requirement imposed on the business by or under any of the relevant statutory provisions, to be performed or complied with;
- Not intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare in pursuance of any of the relevant statutory provisions;

Failure to comply with these requirements may lead to both disciplinary actions being taken by the business and prosecution by the Health & Safety Executive (HSE).

1.4 Lyndhurst have also legal duties under the CDM 2015 as a **Designers**. Please refer to **LD 88** Duties Under CDM.

## 2. Health & Safety Risks Arising from Our Work Activities

Under the Management of Health and Safety at Work Regulations 1999, the business has a duty to assess risks to the health and safety of anyone who may be affected by their work activities. It is the business' policy to ensure that no-one is put at risk from any activities under its control.

2.1 Risk assessments will be undertaken by Gillian Lord in consultation with SIB Insurance.

2.2 The findings of the risk assessments will be reported to all relevant members of staff.

2.3 Action required to remove / control risks will be approved by Gillian Lord/Mark Marriner

- 2.4 Gillian Lord/Mark Marriner will be responsible for ensuring the action required is implemented.
- 2.5 Gillian Lord/Mark Marriner will check that the implemented actions have removed the hazards or reduced the risks to an acceptable level.
- 2.6 Assessments will be reviewed annually or when work activity changes, whichever is soonest.

### **3. Consultation with Employees**

Under the Health and Safety (Consultation with Employees) Regulations 1996 the Company has a duty to consult employees either directly or through elected representatives on matters relating to health and safety.

All consultation with employees will be direct.

### **4. Safe Plant and Equipment**

Under the Provision and Use of Work Equipment Regulations 1998 and Lifting Operations and Lifting Equipment Regulations 1998, the Company has a duty to ensure that all plant and equipment that requires maintenance (including statutory testing) is identified and that the maintenance work is undertaken.

- 4.1 Sam Marriner will be responsible for identifying all equipment / plant needing maintenance (e.g. portable electrical appliances, vehicles, etc.).
- 4.2 Sam Marriner will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3 Sam Marriner will be responsible for ensuring that all identified maintenance is implemented.
- 4.4 Any problems found with plant / equipment should be reported to Sam Marriner.

### **5. Safe Handling & Use of Substances**

Under the Control of Substances Hazardous to Health Regulations (COSHH) 2002, the business has a duty to assess the risks from both hazardous substances that are used (e.g. chemicals, solvents, paints, oil, etc.) and hazardous substances generated from work activities (e.g. dust, fume, vapour, etc.).

- 5.1 Gillian Lord together with nominated persons will be responsible for identifying all substances that need a COSHH assessment.
- 5.2 Gillian Lord together with nominated persons will be responsible for undertaking COSHH assessments.
- 5.3 Gillian Lord is responsible for ensuring that all actions identified in the assessments are implemented.
- 5.4 Assessments will be reviewed annually or when the work activity changes, whichever is soonest.

## **6. Information, Instruction & Supervision**

The Health and Safety (Information for Employees) Regulations 1989 require the business to display a poster telling employees what they need to know about health and safety.

- 6.1 A copy of the HSE's Health and Safety Law poster is displayed in the office and shop floor.
- 6.2 Health and safety advice is available from Gillian Lord and SIB Insurance.
- 6.3 Supervision of trainees will be arranged / undertaken / monitored by Gillian Lord and nominated persons.

## **7. Competency for Tasks & Training**

The law requires an employer to provide appropriate information, instruction and training regarding health and safety at work. This is to enable employees to work safely for the benefit of themselves and others.

- 7.1 Induction training will be provided for all employees by Mark Marriner.
- 7.2 Job specific training will be provided by Sam Marriner, together with experienced workers.
- 7.3 The following tasks must only be carried out by specifically authorised employees, who will normally have successfully completed a special training course. This is because the tasks are either potentially hazardous or legislation demands authorised persons only:
  - fork lift truck operation;
  - entry into confined spaces;
  - handling and using chemicals;
  - welding;
  - machine tools;

All other employees are strictly forbidden from carrying out the above tasks unless supervised by a suitably qualified person.

- 7.4 Employees operating business vehicles must hold the appropriate class of licence and be specifically authorised, for a particular vehicle, by management.
- 7.5 Training records are kept by Gillian Lord.
- 7.6 Training will be identified, arranged and monitored by Gillian Lord and Mark Marriner.

If an employee does not understand any matter relevant to their health and safety at work, or consider that they have not received adequate information, instruction or training, they must report the matter to Management.

## **8. Accidents, First aid & Work-Related Ill Health**

The business will ensure, so far as is reasonably practicable, that all accidents and dangerous occurrences are reported internally and, where appropriate, to the enforcing authority. In addition, all accidents and dangerous occurrences will be investigated and reasonable measures put in place to prevent recurrence.

- 8.1 All accidents, cases of work-related ill health and dangerous occurrences are to be reported to Gillian Lord/ without delay. Details of the incident will be recorded in the accident book with is located in the office. Gillian Lord and monthly management meetings are responsible for periodically analysing the accident book for signs of trends.
- 8.2 Gillian Lord and nominated persons are responsible for undertaking investigations following accidents, dangerous occurrences and work-related ill health absence.
- 8.3 Gillian Lord and nominated persons are responsible for acting on investigation findings to prevent a recurrence.
- 8.4 Gillian Lord is responsible for reporting notifiable accidents, diseases and dangerous occurrences to the enforcing authority, as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- 8.5 A first aid kit is located in the office brew room and canteen.
- 8.6 The appointed first aid persons are:

Name	Location
Christopher Denny	Fitting
Jack Morris	Office
Craig Connolly	Shop Floor
Allen Akrigg	Weld Unit
Daniel Hall	Weld Unit

Christopher Denny is responsible for ensuring that first aid boxes are regularly stocked with approved first aid material.

- 8.7 It is the business' policy to do everything that is reasonably practicable to reduce the risk of work-related stress. If any member of staff feels that they are suffering from excessive pressure, anxiety or other symptoms of stress, they should speak, in strictest confidence, to management.

Help and support is available from **The Samaritans**, 08457 909090, (24 hours a day)

## 9. Emergency Procedures – Fire & Evacuation

- 9.1 Gillian Lord is responsible for ensuring the Fire Risk Assessment is undertaken and implemented.
- 9.2 Escape routes are regularly checked by Gillian Lord.
- 9.3 Fire extinguishers are maintained and checked by Lancashire Fire on an annual contract.
- 9.4 The emergency evacuation procedures LD187 will be tested every 6 months.

## 10. Areas of Risk

There are several situations that Surveyors could encounter that may present a risk to health and safety. The main areas of risk are listed below:

- falls from height;
- transport;
- contact with machinery or material being machined;
- struck by moving or falling objects;
- contact with electricity or an electrical discharge;
- slip, trip or fall on same level;
- exposure or contact with hot / harmful substance;
- fire and explosion;
- occupational health.

To help reduce the risk of injury or exposure, the business has produced Safe Working Procedures for a variety of the hazardous tasks that are undertaken. All employees should read and follow the guidance detailed in these documents.

## 11. Monitoring & Reviewing

To ensure that the business' commitment to managing health, safety and welfare in the workplace is actively pursued, Gillian Lord will examine the implementation of this policy by performing regular safety audits and inspections of the premises and work activities. In addition, this policy, together with its associated arrangements, will be reviewed annually or when work activity changes, whichever is soonest.

If you are unsure about any issues raised in this policy, please inform management **IMMEDIATELY**. Do not take chances.

**IF IN DOUBT - ASK !**