

Acewell Electronics Ltd
Farrington Close, Burnley, BB11 5SH
01282 412340

The Management of Health & Safety at Work Regulations 1999

Health and safety policy

Introduction

The health, safety and welfare of employees and others is of prime importance to Acewell Electronics Ltd and is essential to the efficient operation of its undertaking.

Acewell Electronics Ltd also referred to as 'The Company', will ensure that this policy is pursued throughout the organisation.

The only acceptable standard of health and safety and for the welfare facilities will be full and proper compliance with the requirements of legislation. Where it is possible and sensible to do so, the company will exceed the minimum requirements of the legislation.

The company expects employees to conform to this policy and comply with the relevant sections of the Health and Safety at Work Act 1974 and to exercise all reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.

Companies with which we contract or sub-contract are expected to have a similar high standard.

Enquiries relating to the Company's Safety Policy should be addressed to:

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Acewell Electronics Ltd
Farrington Close
Lancashire
BB11 5SH

Telephone 01282 412340

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Health and Safety Policy Statement

Acewell Electronics Ltd will comply with all of its legal duties in pursuance of providing safe and healthy working conditions for all employees and will take positive action to ensure that as far as is reasonably practicable, other contractors, occupiers of buildings, or the public are not adversely affected by our works.

The Company will:

- Co-operate with all those with an interest in health and safety, other employers, clients, designers, sub-contractors and the enforcing authorities.
- Provide sufficient resources, including financial support for the full implementation of the policy.
- Ensure all employees are competent to carry out the duties asked of them and will provide all information, instruction, supervision and necessary training.
- Ensure that all employees are consulted on matters of health and safety and will encourage positive employee participation
- Ensure that all plant and equipment, owned, used or hired is safe to use and properly maintained.
- Ensure that all equipment, materials and substances used are stored, handled and used properly.
- Ensure that accident and ill health prevention is provided the highest priority, commensurate with business objectives, within the company operations.

This policy will be kept up to date and will be amended to show any changes in the size and nature of the company's activities, work practices or legislation, in support of this intent, the policy will be reviewed annually.

Andrew Hodson has overall responsibility for health, safety and welfare matters and will monitor and operate this policy and will support those who endeavour to carry it out.

Signed

Date 30th November 2011

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Roles and responsibilities

Directors

- Formulate, review and amend as may be necessary from time to time, the company policy and arrangements for health, safety and welfare
- Ensure that health and safety awareness is constantly at the forefront of company operations
- Monitor the effectiveness of the health and safety policy
- Co-ordinate all health and safety activities
- Liaise with clients and contractors
- Ensure that all accidents are properly reported and investigated where appropriate
- Ensure office safety and fire precautions are adhered to
- Ensure current employers and public liability insurance are in place
- Set a good example by wearing PPE where necessary

Operatives

- Comply with all health and safety instructions, information or training given
- Implement method statements and risk assessments and put in place any preventative measures required
- Co-operate on all matters regarding health and safety
- Do not put yourselves or others at risk
- Use the PPE that is provided
- Use tools and equipment safely, in compliance with any training given or instructions provided. Do not use equipment unless suitably trained to do so
- Report defects in plant and equipment
- Report to Directors any health and safety concerns that may arise
- Refrain from horseplay and the abuse of welfare facilities
- Warn new employees of known hazards
- Do not improvise; use the correct tools and methods for the job
- Keep tools and equipment in good condition
- Report and accidents or near misses
- Do not misuse anything provided for health and safety or welfare
- Participate in health and safety compliance and provide feedback

Office staff

- Comply with company safety policy
- Follow instructions, working methods and any other procedure for safe and healthy working
- Pay particular attention to fire precautions and emergency procedures
- Report hazards and defects in equipment
- Keep offices tidy and free from obstructions and fire risks
- Suggests ways of eliminating hazards
- Participate in health and safety compliance and provide feedback

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Accident Reporting and Investigation

The Company shall implement procedures in accordance to the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and shall report;

- Fatalities and major injuries
- Injuries resulting in incapacity for more than 3 days
- Specified diseases
- Dangerous occurrences

All employees, self employed, trainees and other persons injured in or on the works premises are included within these arrangements

The above will be reported immediately either by telephoning the incident Contact Centre on 0845 300 99 23 or by reporting online at www.hse.gov.uk/riddor or by filling in the appropriate form and posting it to:

Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG

All accidents shall be reported to the Directors who shall make an entry in the accident book, which is retained at HQ. Where appropriate a Director will report the accident to the HSE in compliance with RIDDOR.

All reportable accidents will be investigated and the evidence clearly recorded. The injured party and witnesses shall be interviewed and statements documented. The sequence of events shall be established and a root cause for the accident determined. Corrective measures shall be identified and implemented to prevent recurrence. A formal investigation report shall be produced and distributed to the Directors. The record in the accident book shall be updated as necessary.

The systems and procedures documented within this safety policy have been developed to actively reduce or eliminate accidents and dangerous occurrences. The company firmly believes that accident prevention is the primary objective.

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Asbestos

The Company is aware of the duties imposed by the Control of Asbestos Regulations 2006 and will take reasonable steps to identify whether asbestos containing materials are present in any non-domestic premises owned or operated by the company. Records shall be kept about the location and condition of such materials where appropriate. Where the materials have been assessed as representing a risk to health, suitable control measures shall be put into place.

Any persons or organisation who are to carry out work on company premises and are likely to disturb asbestos containing materials shall be provided with information specifying the location of such materials prior to commencement.

Mobile workers should note that if they come across materials they suspect of containing asbestos, they should stop work immediately and report to a Director.

The Company commits to provide suitable asbestos awareness training at the earliest opportunity to all employees who are likely to come across asbestos containing materials during their normal work activities.

Competent Safety Advice

The Company has not at this time appointed a competent safety advisor. The Directors will endeavour to identify and appoint a suitable sub-contractor to comply with the needs of Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

Compressed Air

Compressed air equipment may only be maintained and operated by authorised personnel.

Confined Spaces

Where a work activity necessitates entry or working in a confined space, the company will comply with the requirements of The Confined Spaces Regulations 1997 and will observe the following duties;

- Avoid entry into confined spaces where possible
- If entry is unavoidable then follow a safe system of work
- Put adequate emergency arrangements into place before work commences

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Consultation

The Company commits to involve the workforce in the implementation and development of the safety management system and will fully embrace the letter and the spirit of the Health and Safety (Consultation with employees) Regulations 1996.

In the absence of an elected Representative of employee safety the Company will engage in direct consultation with employees during tool-box talk sessions. The directors will also operate an open door policy and will treat all concerns raised by workers on health and safety matters with the importance they merit.

Display Screen Equipment

In accordance with The Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) the Company will:

- Analyse workstations to assess and reduce risks
- Ensure workstations meet specific minimum requirements
- Plan work activities so that they include breaks or changes of activity
- Provide eye and eyesight tests on request and special spectacles if needed
- Provide information

Fire

Andrew Hodson shall hold the duty as the responsible person for the company on fire safety issues.

The Company shall risk assess the business premises occupied, in accordance with the requirements of the Regulatory Reform (Fire Safety) Order 2005. From that risk assessment appropriate fire precautionary and protection measures shall be implemented and a fire management plan shall be maintained.

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First Aid

The company shall provide basic first aid facilities at HQ and in vehicles in accordance with Health and Safety (First-Aid) Regulations 1981. Provision shall account for the number of persons at the workplace and the inherent risk of the work activities carried out. The assessment of needs shall follow the guidelines in the relevant AcoP.

The names of the designated first aider(s) and the location of the first aid box shall be clearly displayed in the workplace.

First aiders and appointed persons hold the responsibility for checking and maintaining the stock levels in the first aid boxes. Boxes must remain correctly stocked and the contents must not be beyond their use by date.

Gas Cylinders

Nothing to report.

Hazardous Substances

The company shall adhere to the requirements of the Control of Substances Hazardous to Health (COSHH) Regulations 2002 (as amended) and will control hazardous substances at work so they do not cause ill health.

The Company will, in order of priority:

1. Eliminate the use of a harmful product of substance and use a safer one
2. Use a safer form of the product
3. Change the process to emit less of the substance
4. Enclose the process so that the product does not escape
5. Extract emissions of the substance near the source
6. Have as few workers in harms way as possible
7. Provide personal protective equipment (PPE)

Workers shall receive COSHH awareness training where appropriate.

Workers must not use a hazardous substance before a COSHH assessment has been carried out.

Mobile workers will have copies of relevant COSHH assessments within the health and safety folders retained in their vehicles.

The Company has a very low use of any hazardous substances, none are immediately thought to be a problem.

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Health Surveillance

The Company will be watchful for the early signs of employee ill health caused by exposure to hazardous conditions during work activities. Arrangements will be put in place in accordance with the findings of risk assessments and in compliance with the relevant regulations (eg the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health Regulations 2002 (as amended)).

The Company will always primarily aim to control hazards in the workplace and avoid the need for health surveillance.

Manual Handling

The company will follow the hierarchy of measures as defined within The Manual Handling Operations Regulations 1992 (as amended) to reduce the risks arising from manual handling activities.

The Company will avoid manual handling operations as far as is reasonably practicable. The Company will provide moving equipment such as trucks and trolleys for the purpose.

HSE publication INDG143 (rev 2) 'Getting to Grips with Manual Handling' shall be issued to all new starters during induction.

Monitoring of Safety Systems

To ensure the effectiveness of the safety management system, a range of procedures shall be maintained:

- Regular discussions of health and safety matter between management and workers. Time will be set aside during tool-box talks where concerns may be raised.
- Regular formal audit of mobile workers equipment and work practices.
- Annual review of accident statistics.
- Annual safety system audit carried out by the external advisor (to be appointed)
- Annual review of the safety policy and associated documents.

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Noise

It is the aim of the company to protect workers from excessive noise in their place of work and avoid the possibility of hearing damage being inflicted. As directed by the Control of Noise at Work Regulations 2005 the company will:

- Assess the risk to employees from noise at work
- Take action to reduce the noise exposure that produces those risks
- Provide employees with hearing protection if the noise exposure cannot be reduced by other methods
- Make sure the legal limits on noise exposure are not exceeded
- Provide employees with information, instruction and training
- Carry out health surveillance where there is a risk to health

Personal Protective Equipment (PPE)

The Company will provide PPE in situations where hazards cannot be adequately controlled by other means. In accordance with the Personal Protective Equipment at Work Regulations 1992 the company will ensure that PPE:

- Is properly assessed before use to ensure it is suitable
- Is maintained and stored properly
- Is provided with instructions on how to use it safely
- Is correctly use by all employees

Portable Electrical Equipment

Andrew Hodson is responsible for the overall inspection and testing regime for portable electrical equipment.

Emphasis is on appropriate inspection and testing to ensure portable electrical equipment is safe to use and arrangements should reflect the nature of the activities carried out with the equipment and the environment in which is is operated.

Equipment users should be given appropriate guidance on the daily user checks to be carried out.

Risk Assessment

In accordance with The Management of Health and Safety at Work Regulations 1999, the company will carry out suitable and sufficient risk assessments for all work activities. From these risk assessments suitable controls will be established and a safe system of work produced.

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Training

The Company recognises the value of having a skilled and motivated workforce and will develop a training culture within the business to maximise the potential of its workforce. It is also acknowledged that suitable health and safety training is a positive step to reduce the number of accidents that could possibly occur.

General training will be identified by the Directors, in both health and safety and core competency and booked as appropriate with suitable providers. Employees will be encouraged to identify areas of personal weakness or where training holes are believed to have developed.

Vibration

The Company will assess risk of exposure to harmful vibration and will identify measures to eliminate or reduce the risk accordingly. Where a residual risk remains the company will, when required by the Control of Vibration at Work Regulations 2005, provide the necessary health surveillance.

Welfare Facilities

The Company will ensure that adequate welfare facilities are provided in the company premises and will be guided by the Workplace (Health, Safety and Welfare) Regulations 1992.

These facilities shall include:

- Suitable and sufficient sanitary conveniences
- Suitable and sufficient washing facilities
- Adequate ventilation
- Suitable temperature in indoor places (minimum of 16 degrees C where the activity is mainly sedentary and 13 degrees C if the work involves physical effort)
- Sufficient lighting to enable people to work and move about safely
- Suitable cleaning and removal of waste
- Enough free space to allow people to move about freely
- Suitable workstations and seating
- An adequate supply of clean drinking water

Working at Heights

The Company will reduce the potential for injuries from working at heights by compliance with the requirements of The Work at Height Regulations 2005 and will ensure that such work is:

- Avoided if it is reasonably practical to do the job another way
- Organised so that the distance and possible consequences of a fall are minimised
- Risk assessment based
- Properly planned and supervised
- Carried out by competent persons

The use of ladders will be limited to access provision and short term working. Scaffolds will be used for sustained periods of working at heights.

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Work Equipment

The Company will ensure that equipment provided for work is:

- Suitable for the intended use
- Safe for use, maintained correctly and in certain circumstances, inspected to ensure that remains the case
- Used only by people who have received adequate training and information
- Accompanied by suitable safety measures eg protective devices, markings, warnings

Andrew Hodson is responsible for ensuring the proper maintenance for all work equipment is carried out in accordance with manufacturers guidance. He will ensure that all equipment purchased shall have reduced noise and vibration output where possible.

Work Related Road Safety

Much of the Company's work activities involve driving on the public highway. All employees are expected to comply with road traffic legislation, which is managed by the Department for Transport.

The Company will ensure that drivers are:

- Competent and capable of doing their work in a way that is safe for them and others
- Properly trained
- Sufficiently fit and healthy to drive and not put others at risk
- Provided with information that will help them reduce risk (eg, recommended tyre pressures)

That vehicles are:

- Fit for purpose
- Maintained correctly

That journey planning:

- Takes account of appropriate routes
- Incorporates realistic work schedules
- Does not put drivers at risk of fatigue
- Takes sufficient account of adverse weather conditions