

# POLICY

## M8 Health And Safety

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REV	Date	Status / Description of Changes
01	05/08/2019	Updating all laws/regulations dates to the current standard. Adjusting template, for a more clear layout.
02	14/08/2020	Updated Template Minor changes
03	07/12/2020	Minor adjustment to template
04	01/11/2021	Minor adjustment to template, laws/regulations checked

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## Requirement

To maintain safe and healthy working conditions.

### Policy

The Company is committed to reducing risk of work-related accidents, injuries and cases of ill health and help ensure the health, safety and welfare of anyone affected by the fleet operation. We will engage and consult with employees, provide suitable information, instruction, training and supervision to ensure that all our staff are competent and appropriately supported to carry out their duties safely. We monitor and review annually the effectiveness of this policy as part of our commitment to continuous improvement.

The Company's procedures reduce the probability and severity of work-related accidents, injuries and cases of ill health. The policy is supported by risk assessments.

The Company will:

- Name the person with continuous and effective responsibility for health and safety
- Describe how health and safety is managed, stating who does what, when and how
- Outline the procedure for reporting workplace accidents, occupational diseases and dangerous occurrences (near-misses)
- Be clearly displayed in the workplace

Health and safety risk assessments or method statements include:

- Slips, trips and falls
- Manual handling
- Lone working
- Substances hazardous to health
- Access to vehicles and working at height
- Working around moving vehicles
- Reversing, manoeuvring and turning
- Coupling, uncoupling and towing trailers

Operational and driving at work risks are assessed with control measures documented as a procedure, risk assessment or method statement. Operational and driving at work risks include:

- D2 Seat belts, speed, distraction and adverse weather
- D5 In-vehicle communications
- V5 Safe loading and load restraint
- O1 Prescribed and designated routes
- O4 Passenger safety
- O5 Specialist operations
- O6 Operational security
- O7 Counter terrorism

Risk assessments and method statements include personal protective equipment (PPE) requirements for drivers, particularly P2W drivers.

The policy, procedures, risk assessments, method statements, records and data relevant to health and safety must be:

- Documented and reviewed in accordance with requirement M1
- Retained in accordance with requirement M2
- Communicated in accordance with requirement M5

A person within the company must be appointed to have responsibility over this policy, and have sufficient authority to exert adequate influence.

The person with continuous and effective responsibility for health and safety is Tom Barrett, Liam O'Meara and Michel Mauricio

This written policy will be clearly displayed in the workplace, and specifies in detail what an employee can do to report incidents, near misses and safety concerns.

This policy will be subject to review (and alteration if required) at management meetings to identify the cause of any issues

This policy is to be signed by senior management.

For an example on how to complete your H&S policy go here [www.hse.gov.uk/risk/health-and-safety-policy-example.doc](http://www.hse.gov.uk/risk/health-and-safety-policy-example.doc)

Briefly describe the scope of operations here – see the HSE example template (above link)

### APPENDIX 1

Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work		Staff and subcontractors given necessary health and safety induction and provided with appropriate training (including working at height, asbestos awareness and electrical safety) and personal protective equipment. We will ensure that suitable arrangements are in place to cover employees engaged in work remote from the main company site.
Engage and consult with employees on day-to-day health and safety conditions		Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>		Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and machinery and for ensuring that action is promptly taken to address any defects.

### Lone Working

- The Company recognizes that the role of driver involves lone-working and this has risks
- The Company ensures that drivers are aware of their role during the recruitment and induction process via the driver handbook
- Drivers are encouraged to discuss with supervisors any concerns they might have regarding lone working
- Don't report for work if you are feeling tired or unwell. Give the office as much prior notice as possible so that a replacement can be found. <sup>[SEP]</sup>
- Check vehicle and equipment thoroughly
- Store in your phone company contact details in the event of illness or emergencies
- Ensure phones are working and are fully charged
- Be extra vigilant for suspicious people or events. If in doubt, remain in your locked vehicle and phone the office
- If anything suspicious happens when you are out of the vehicle, return to it or <sup>[SEP]</sup>make yourself secure in the delivery premises <sup>[SEP]</sup>
- Follow agreed procedure for reporting in, either after every delivery or <sup>[SEP]</sup>every two hours as laid down. If you forget, ring in as soon as you remember <sup>[SEP]</sup>
- Make a mental note of places along your route where you could get help in an <sup>[SEP]</sup>emergency – police station, all night stores etc. <sup>[SEP]</sup>
- Follow drowsiness procedure if you start to feel tired. Don't risks. <sup>[SEP]</sup>
- Report any changes in arrangements or circumstances to <sup>[SEP]</sup>ensure you have the correct company support to assist Supervisory monitoring, and support, arrangements which will reflect your role as a lone worker and take account of individual circumstances (i.e. experience, health etc).

### Substances Hazardous to Health

- A competent individual should identify hazardous substances in the work place and assess risks – see COSHH risk assessment
- Suitable measures will be implemented to address risks.
- All hazardous substances to be stored securely with access restricted with suitable labelling
- Staff will receive appropriate information, instruction, training and supervision to safeguard their health and safety. This includes action to take in the event of incidents and emergencies
- Appropriate PPE will be provided and must be used.

### Getting on and off vehicles

- Before climbing into the cab or on to a gantry, look for the location of steps and grab handles.
- Always use the steps and grab handles provided.
- Do not attempt to operate any controls until you are in position.
- (e.g. don't turn the start key while standing outside the cab).
- Look for hazards in the cab before stepping inside – a previous driver could have left something which could be knocked, and jam the controls or hurt you.
- Don't try to climb into the cab holding items in your hands – place them just inside the cab then move them when you have climbed up.
- When parking up, leave enough room for the door to open fully and not be a hazard to others.
- Before climbing down, ensure that the engine is switched off and that the brake is set.
- Look outside the cab before opening the door – someone might be standing there.
- Close the window before quitting the cab – for security and weather protection.
- Climb down in the reverse procedure to climbing up
- If leaving the vehicle for another driver remove litter

### Getting on and off trailers and load decks

- Before climbing on the load-deck of a vehicle, ask yourself if it is really necessary to do so.
- Where fitted, use the integral steps on the vehicle.
- Where there are no steps, use sturdy and permanently fixed metalwork (e.g. side protectors) and not mud-flaps, light clusters etc
- Never ride up on the load or the forks of a lift truck.
- Hold on to permanently fixed parts of the vehicle (e.g. side bars) and not goods forming the load, nor restraints, nor the curtains of a curtain-sider.
- When on the load-bed, ensure you remain in sight of loading staff, especially FLT drivers
- Don't try to adjust heavy items manually – get the FLT driver to move it for you, or use a pallet truck.
- When getting down, use the reverse method to mounting, don't jump
- Ensure that integral steps are properly stowed before moving off Preferred Method Priority:
- Keep curtains fastened and buckled. Access by secured back door.
- Use integrated steps or other safely secured ladder.
- Use mobile steps or gantry.
- Use side rails. Never stand on the edge of a load deck. Only stand on empty load deck space in the centre of the vehicle.

### Slips, Trips and Falls

- Walkways to be kept clear and well illuminated.
- Stop floors becoming contaminated (fix leaks, use entrance matting etc).
- Clear spillages promptly.
- Make sure cleaning methods are effective.
- Identify and repair/replace damaged or inappropriate flooring.
- Wear appropriate footwear (PPE).

### Manual Handling

- High visibility clothing and safety footwear must be worn.
- Report to security before entering or leaving any premises.
- Only load and unload in specified areas.
- Obey all safety signs.
- Do not obstruct emergency exit or route.
- Report all accidents and incidents.
- Make sure to use handling aids (i.e sack truck or hand pallet truck).
- Plan loading of goods (e.g. last in –first off).
- Make sure good housekeeping.
- Allow for safe access routes during loading and unloading.
- Only one pallet at a time on tail-lift.

### Reporting

Recording and reporting accidents and ill health at work is a legal requirement under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

RIDDOR places a legal duty on:

- Employers
- Self-employed people
- People in control of premises.

These 'responsible persons' must record and report certain incidents, injuries, diseases and dangerous occurrences involving employees, self-employed workers and members of the public.

The information provided through recording and reporting enables the enforcing authorities (either Health and Safety Executive (HSE) or local authority Environmental Health), to identify where and how risks arise, and to investigate serious accidents.

With this information, the enforcing authorities are able to help and provide advice on how to reduce injury, and ill health in the workplace. Such surveillance data can also be used to put forward an evidence-based rationale for the introduction of new legislation and/or guidance.

**Near Misses** Although not part of the legal duties mentioned above, it is also good practice to record non-reportable 'near-miss' incidents, workplace accidents and occurrences where no-one has actually been hurt or become ill, but where the consequences could have been serious for workers.

In this way, it is possible to learn from such incidents so that workers are protected from harm, using the old adage 'prevention is better than cure'.

#### **What do responsible persons have to do?**

Details of all reportable incidents, injuries, diseases and dangerous occurrences must be recorded, including:

- The date when the report is made
- The method of reporting
- The date, time and place of the event
- Personal details of those involved
- A brief description of the nature of the event or disease.

Records can be kept in any form but must conform to data protection requirements.

The Health and Safety Executive (HSE) Accident Book (BI510) meets these requirements. It is available from Health and Safety Executive Books and can be ordered online:

→ Order [HSE's Accident Book BI510 \(external site\)](#)

It is also good practice to record 'near-miss' incidents.

RIDDOR also requires responsible persons to report certain matters to their enforcing authority.

#### **How to report under RIDDOR**

The quickest and easiest way to do this is to call the RIDDOR Incident Contact Centre on 0845 300 99 23 (Monday to Friday 8.30am to 5.00pm) and speak to an ICC Operator who will complete a report form over the phone. You will be sent a copy for your records.

Alternatively, reports can be made online via the [Incident Contact Centre website \(external site\)](#).



### Fire Safety

#### Principal Requirements of the Fire Safety Order 2005

- You must appoint one or more competent persons, depending on the size and use of your premises, to carry out any of the preventive and protective measures required by the Order (you can nominate yourself for this purpose). A competent person is someone with enough training and experience or knowledge and other qualities to be able to implement these measures properly.
- You must carry out a fire risk assessment and keep it up to date, to ensure that all the fire precautions in your premises remain current and adequate.
- You must record the significant findings of the assessment if your organisation employs five or more people.
- You must provide your employees with clear and relevant information on the risks to them identified by the fire risk assessment, about the measures you have taken to prevent fires, and how these measures will protect them if a fire breaks out.
- You must consult your employees (or their elected representatives) about nominating people to carry out particular roles in connection with fire safety and about proposals for improving the fire precautions.
- You must, before you employ a child, provide a parent with clear and relevant information on the risks to that child identified by the risk assessment, the measures you have put in place to prevent/protect them from fire and inform any other responsible person of any risks to that child arising from their undertaking.
- You must inform non-employees, such as temporary or contract workers, of the relevant risks to them, and provide them with information about who are the nominated competent persons, and about the fire safety procedures for the premises.
- You must co-operate and co-ordinate with other responsible persons who also have premises in the building, inform them of any significant risks you find and how you will seek to reduce/control those risks which might affect the safety of their employees.
- You must provide the employer of any person from an outside organisation who is working in your premises (e.g. an agency providing temporary staff) with clear and relevant information on the risks to those employees and the preventive and protective measures taken. You must also provide those employees with appropriate instructions and relevant information about the risks to them.
- You must consider the presence of any dangerous substances and the risk this presents to relevant persons from fire.
- You must establish a suitable means of contacting the emergency services and provide them with any relevant information about dangerous substances.
- You must provide appropriate information, instruction and training to your employees, during their normal working hours, about the fire precautions in your workplace, when they start working for you, and from time to time throughout the period they work for you.
- You must ensure that the premises and any equipment provided in connection with firefighting, fire detection and warning, or emergency routes and exits are covered by a suitable system of maintenance and are maintained by a competent person in an efficient state, in efficient working order and in good repair.
- Your employees must co-operate with you to ensure the workplace is safe from fire and its effects, and must not do anything that will place themselves or other people at risk.

If you are not the employer but have any control of premises which contain more than one workplace, you are also responsible for ensuring that the requirements of the Order are complied with in those parts over which you have control.

### Lone Working

- The Company recognizes that the role of driver involves lone-working and this has risks
- The Company ensures that drivers are aware of their role during the recruitment and induction process via the driver handbook
- Drivers are encouraged to discuss with supervisors any concerns they might have regarding lone working

### Drivers

- Do not report for work if you are feeling tired or unwell. Give the office as much prior notice as possible so that a replacement can be found
- Check your vehicle and equipment thoroughly: you don't want to be stranded in the middle of nowhere with a faulty vehicle or piece of kit
- You are provided with 24/7 company contact details in the event of illness or emergencies, make sure you have these numbers stored in your phone
- Make sure that your phone is working and that you have a fully charged torch
- Be extra vigilant for suspicious people or events. Follow the "Security on the Road" procedure at all times
- If in doubt, remain in your locked vehicle and phone in
- If anything suspicious happens when you are out of the vehicle, return to it or make yourself secure in the delivery premises
- Follow the agreed procedure for reporting in: either after every delivery or every two hours as laid down. If you forget, ring in as soon as you remember
- Make a mental note of places along your route where you could get help in an emergency – police station, all night stores etc
- Follow the "Drowsiness" procedure if you start to feel tired. Don't take risks
- Report to your supervisor any changes in arrangements or circumstances to
- ensure you have the correct company support to assist Supervisory monitoring, and support, arrangements which will reflect your role as a lone worker and take account of individual circumstances (i.e. experience, health etc).

*Thomas Barrett – Director*

