



Policy:	SES Engineering (Newark) Ltd Health, Safety and Welfare Policy	Reference:	HSWSES0008
		Review Date:	03/2023

Statement of Intent.

This policy, the training and the risk assessments that are linked to it, are designed to heighten staff awareness of these risks, and should be read in conjunction with the appropriate procedures.

The company is fully committed to meeting its responsibilities under the **Health & Safety at Work etc Act 1974**, the **Management of Health & Safety at Work Regulations 1999**, and associated protective legislation, both as an employer and as a company. It is the responsibility of SES Engineering (Newark) Ltd to ensure the health, safety and welfare of its employees and it will, so far as is reasonably practicable, establish procedures and systems necessary to implement this commitment and to comply with its statutory obligations on health and safety which will be under constant review. To liaise with the Health & Safety Executive wherever necessary; and to keep abreast of new legislation, EU Directives, Regulations and British Standards, in order to ensure on-going compliance with the law.

It is the responsibility of each employee to familiarise themselves and comply with the company's procedures and systems on health and safety.

While the company will take all reasonable steps to ensure the health and safety of its employees, health and safety at work is also the responsibility of the employees themselves. It is the duty of each employee to take reasonable care of their own and other people's health, safety and welfare and to report any situation which may pose a serious or imminent threat to the well-being of themselves or others. If an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job or use specific equipment, then it is the employee's duty to report this as soon as possible to their line manager, their health and safety representative or the safety officer.

Alternatively, an employee may, if they prefer, invoke the company's formal grievance procedure. Disciplinary action under the company's disciplinary procedure may be taken against any employee who violates health and safety rules and procedures or who fails to perform their duties under health and safety legislation. Depending on the seriousness of the offence, it may amount to potential gross misconduct rendering the employee liable to summary dismissal.

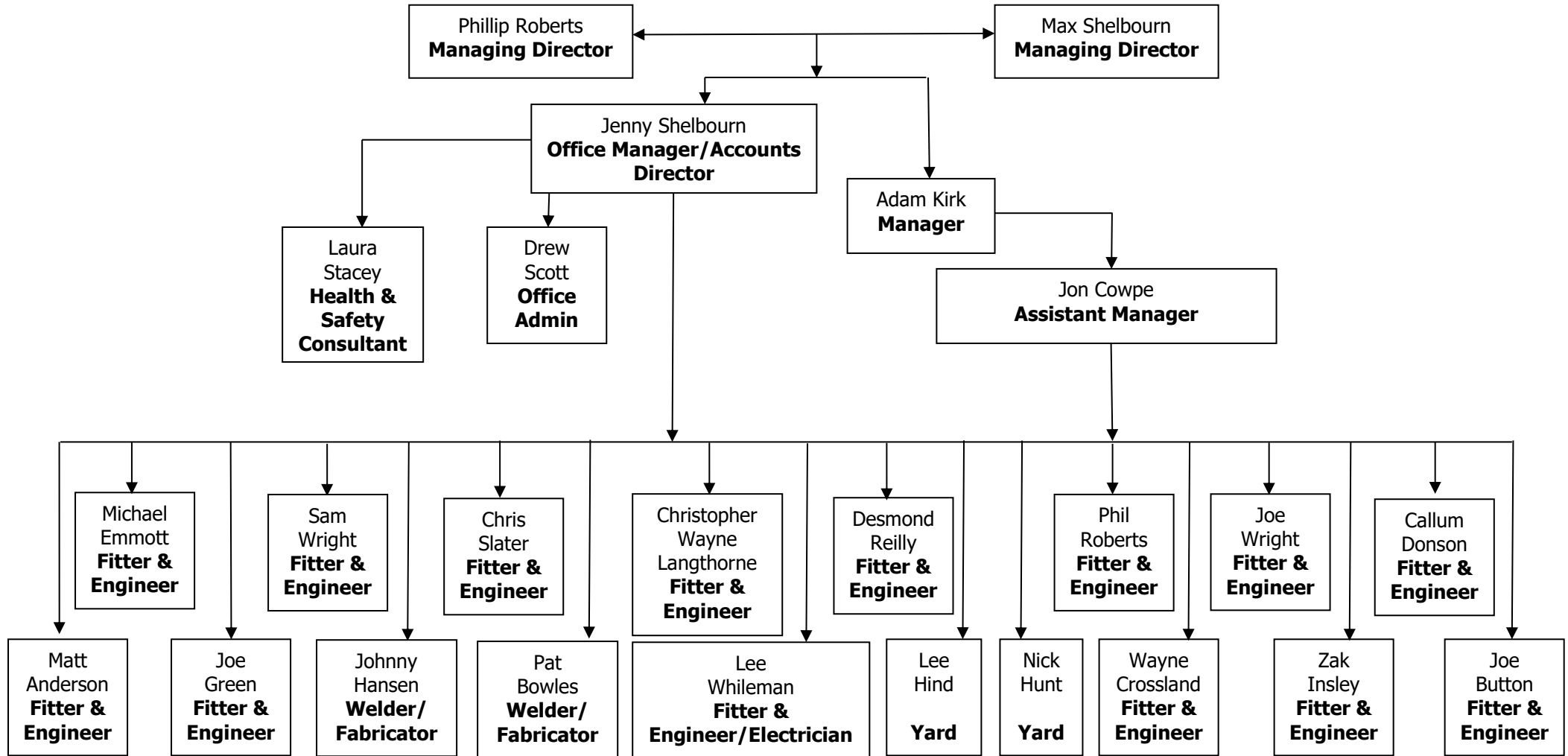
The company will provide and maintain a healthy and safe working environment with the objective of minimising the number of instances of occupational accidents and illnesses. The company will pay particular attention to:

- Maintaining the workplace in a safe condition and providing adequate facilities and arrangements for welfare at work.
- Providing a safe means of access to and egress from the workplace.
- The provision and maintenance of equipment and systems of work, that is safe.
- Arrangements for ensuring safety to health in connection with the use, handling, storage and transport of articles and substances.
- The provision of such information, instructions, training and supervision as is necessary to ensure the health and safety at work of its employees and other persons.
- Make regular risk assessments, method statements and policies available to all employees.
- Take appropriate preventative/protective measures.
- Appoint competent personnel to secure compliance with statutory duties and undertake reviews of the policy, as necessary.

The company also recognises its duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by the company's work operations.



SES Engineering (Newark) Ltd.





Organisation.

The managing directors have ultimate responsibility for ensuring that the company fulfils its legal responsibilities, that policy objectives are achieved, and that effective machinery is in place for the achievement of the policies concerned with health, safety, welfare and environmental protection. They will also ensure that company policies are reviewed as appropriate in order to secure continuing compliance with existing policies, current legislation and any changes in the law. To those ends, he will ensure the allocation of the resources necessary to maintain sound and efficient health and safety arrangements.

Managers.

All managers are responsible for the health and safety of all employees for whom they have operational responsibility. Managers Will be responsible to the appropriate director for strict observance of the Company Safety Policy and all Company rules. Ensure that all necessary consideration is always given to the requirements of the Company Safety Policy and, in particular, to the following:

- Ensuring that all company procedures are always adhered to.
- They know their own, and others responsibility for implementing the safety policy.
- Safe methods of working.
- They are aware of, and implement, all safe working practices and procedures.
- Carrying out workplace inspections and advising as and where necessary to improve methods of working.
- Induction training including health and safety matters.
- Welfare facilities.
- Fire precautions.
- Hazards arising from the use of noxious substances, or exposure to noise, dust or fumes.
- Investigating accidents and dangerous occurrences and recommending means of preventing recurrence.
- All accidents and dangerous occurrences are fully investigated, and preventative actions are recommended in close liaison with other managers and directors.
- Overseeing and reviewing all accident investigations and preparing statistics to assist in monitoring health and safety performance.
- Ensuring that where health and safety training needs are identified, arrangements for training will be made as appropriate.
- Advising and assisting with safety training of personnel.
- All relevant statutory records are regularly maintained and inspected.
- Ensuring that all activities carried out by company employees will not create a risk or hazard to customers, customers property, and/or their employees.
- Ensuring, likewise, that no operation carried out by contractors will place employees, or members of the public at risk.
- Ensuring that close liaison with any contractors working within the department is maintained in all matters regarding health and safety.
- Ensuring that any raw materials used in manufacture of the company's products conform to statutory health and safety requirements.
- Ensuring that all necessary risk assessments required by legislation are carried out.
- Arranging for the development and, where necessary, use of permit-to-work procedures.
- Arranging for the provision of written safe systems of work.
- Arranging for the provision of written procedures for contractors.

Employees.

All employees must ensure that:

- They are fully conversant with the Company Health, Safety and Welfare Policy.
- They co-operate with the company in meeting its statutory duties.
- They take reasonable care of themselves and others who may be affected by their acts or omissions.
- No-one intentionally or recklessly interferes with or misuses anything provided in the interest of health and safety.



- All accidents and, dangerous occurrences and near misses are immediately reported to their line manager/site supervisor.
- They are fully conversant with all Fire Procedures applicable to the area in which they are working.
- All equipment provided for personal safety is used and maintained in a condition fit for that use, and any defects reported immediately to management.
- Where an employee identifies any condition which in his or her opinion is hazardous, the situation is immediately reported to their line manager.
- During the course of their normal duties the equipment and facilities within their use are fit and proper and intended for purpose in a safe and correct manner.

Employees at Special Risk.

The Company recognises that some workers may from time to time be at increased risk of injury or ill-health resulting from work activities. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication and pregnancy.

Training. (See document ref: HSTSES0048)

Safety training is an integral part of an effective health and safety programme. It is essential that every employee is trained to perform their job safely. All employees will be trained in safe working practices and procedures. Procedures will include training:

- At inductions.
- At regular intervals, repeat training.
- On transfer or promotion to new duties.
- On introduction of new technology.
- On changes in systems of work.
- When training needs are identified during risk assessments.

Managers at all levels will be included in the health and safety training programme and records of all health and safety training will be maintained by the appropriate designated person. Training matrix. (Ref: ETMSES0075).

First aid and Reporting Accidents at Work (RIDDOR).

First aiders will be appointed for all company premises in accordance with the **Health and Safety (First Aid) Regulations 1981, as amended.**

- The first aiders will be responsible for the taking of prompt and appropriate action following any accident, whether to an employee or not.
- The first aiders will be responsible for the maintenance of the contents of all first aid kits and ensure that only items specified are retained in the kits.

First aid boxes are located in strategic points around the workplace and in Company vehicles. All employees will be shown the location of the nearest first aid box and will be given the names of the designated first aid personnel.

All injuries, however small, sustained by a person at work must be reported to their line manager and recorded in the accident book. Accident records are crucial to the effective monitoring of health and safety procedures and must therefore be accurate and comprehensive. The accident book will be inspected and monitored on a regular basis and all accidents will be investigated and a report prepared, with any necessary action being taken to prevent a recurrence of the problem. Where necessary the appropriate reports will be made under RIDDOR.

Where an employee of another company or organisation is involved in an accident, a copy of the Accident Report Form will be sent to his/her employer.



Reportable Events:

- Minor injuries (minor lacerations, bruises, broken finger etc).
- Major injuries (electrocution, fractures, hospitalisation for 24hrs etc).
- Lost time Injury (an injury that prevents an individual from carrying out their normal duties for more than 7 days).
- Dangerous occurrence (overturning crane, failure of lifting equipment, collapsing scaffold etc).

Members of the Public.

Any accidents or injuries to a member of the public must also be recorded. These will be recorded within the incident forms and a separate Accident and Injury book.

All accidents or injuries to members of the public will be investigated and any necessary action taken to prevent a recurrence of the problem. A report will be kept outlining the process and outcomes. Public bodies will be informed, as appropriate.

Fire.

Fire is a significant risk within the workplace. All employees have a duty to conduct their operations in such a way as to minimise the risk of fire and they are under a duty to immediately report any fire, smoke or potential fire hazards, such as faulty electric cable or loose connections. Employees should never attempt to repair or interfere with electrical equipment or wiring themselves.

Philip Roberts & Max Shelbourn are responsible for the maintenance of firefighting equipment, prevention and detection equipment.

If a fire is discovered, it is the responsibility of any employee present to raise the alarm and evacuate the building. Fire extinguishers are also located at strategic points throughout the workplace.

Employees are expected to tackle a fire themselves **only** if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous, the employee should raise the alarm and evacuate the building immediately.

Fire doors, designed to slow the spread of fire and smoke throughout the workplace, have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked or wedged open. Fire exits are also located at strategic points throughout the workplace. Fire exit doors and corridors must never be locked, blocked or used as storage space.

All employees must ensure they are familiar with their evacuation route and designated assembly point in case of fire. Practice fire drills will be conducted on a regular basis to ensure employee familiarity with emergency evacuation procedures.

Emergency lighting has been installed in exit corridors and above emergency exit doors in case of power failure.

Resolution of Health and Safety Problems.

Any employee with a health and safety concern must inform their line manager/site supervisor initially. If, after investigation, the problem is not corrected in a reasonable time, or the line manager decides that no action is required and the employee is not satisfied with the explanation, the employee may then refer the matter to the managing directors. This must be in writing.

Planning and Control.

The company shall make, and give effect to, any appropriate arrangements for effective preventative or protective measures identified as a result of risk assessments.



This should include effective:

- Planning.
- Organisation.
- Control.
- Monitoring.
- Review.

All company policies and procedures issued in the interests of Health, Safety and Welfare will be regarded as supplementary to this policy. They include:

- COSHH assessments.
- DSE assessments.
- Provision of PPE.
- Written safe systems of work.
- Fire safety, fire prevention and emergency evacuation procedures.
- Control of contractors and use of permit-to-work.

Company Safety Rules.

General.

- All employees should be aware of and adhere to the Company's rules and procedures on health and safety.
- All employees must immediately report any unsafe working practices or conditions to their line manager, their health and safety representative or to the safety officer. Horseplay, practical joking, running in the workplace, misuse of equipment or any other acts which might jeopardise the health and safety of any other person are forbidden.
- Any person whose levels of alertness are reduced due to illness or fatigue will not be allowed to work if this might jeopardise the health and safety of any person.
- Employees must not adjust, move or otherwise tamper with any electrical equipment or machinery in a manner not within the scope of their job duties.
- All waste materials must be disposed of carefully in the receptacles provided and in such a way that they do not constitute a hazard to other workers.
- No employee should undertake a job which appears to be unsafe.
- No employee should undertake a job until they have received adequate safety instruction and they are authorised to carry out the task.
- All injuries must be reported to the employee's line manager or to the safety officer.
- All materials must be properly and safely used and when not in use properly and safely secured.
- Work should be well-planned, and risk assessed to avoid injuries.
- Suitable clothing and footwear must be always worn. Personal protective equipment must be worn where appropriate.
- All areas must be kept clean and tidy, and any spillage must be cleaned up immediately, and any hazard dealt with appropriately.
- Employees using the office area should never read while walking, must close filing cabinet drawers when not in use and must keep all floor areas free of obstruction.

Review.

Notwithstanding the above, this policy should be reviewed on an annual basis.