

Health and safety policy statement

Health and Safety at Work

This is the Health and Safety Policy Statement of

Albon Engineering and Manufacturing PLC.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Signed



(Employer)

June 2018

Date

Next review: June 2020

Review date

HEALTH & SATETY POLICY

1. Overall and final responsibility for health and safety is that of

Mark Albon – Managing Director.
Steve Dawson – Sales Director.

2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to

Paul Emmings – Health & Safety Officer.
Mick Tremain – Plant Manager.
Graham Main – Systems Manager
Dave Harwicker- Engineering/ Maintenance Manager
Line Supervisors
All staff

3. To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

Name Responsibility

Sian Arnold – Accounts.
Bryan Spencer – Quality departments.
Dave Harwicker – Engineering/ maintenance department.
David Gillet – Purchasing and Stores.
Jamie Gardner /Castrol Oils – Fluid management areas.
Steve Henson – Yards and outside areas.
Corinne Gill / Jenny Hayford – HR.
Paul Emmings – Health & Safety Officer.
Mick Tremain – Production.

4. All employees have to:

- co-operate with supervisors and managers on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety; and
- report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by

Paul Emmings – Health & Safety Officer.

- The findings of the risk assessments will be reported to

Directors, Plant Manager, other Managers and Intranet copy.
Outcomes/Corrective actions of risk assessments will be raised & discussed at the Health & Safety Committee meetings.

- Action required to remove/control risks will be approved by

Directors,
Mick Tremain – Plant Manager
Paul Emmings – Health & Safety Officer

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Mick Tremain Plant Manager and Paul Emmings Health & Safety Officer.

will be responsible for ensuring the action required is implemented.

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Paul Emmings Health & Safety Officer.

will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

12 months.

or when the work activity changes, whichever is soonest.

Consultation with employees

- Employee representative(s) are

John Hallinan – Unite Union.

- Consultation with employees is provided by

Corinne Gill / Jenny Hayford – HR.
Mick Tremain – Plant Manager.
Paul Emmings Health & Safety Officer.

Health & Safety Committee Meetings held every six months, with the minutes
Published & displayed on the Health & Safety notice board located in F1& F2.

Production meetings held by Production Manager, Attendees Logistics Dept,
Quality Department, ALPS Dept, Maintenance Dept & Line Supervisors.

Safe plant and equipment

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Mick Tremain Plant Manager and Dave Harwicker Engineering Manager.
Paul Emmings Health & Safety Officer.

will be responsible for identifying all equipment/plant needing maintenance.

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Dave Harwicker Engineering Manager.
Graham Main – Systems Manager.

will be responsible for ensuring effective maintenance procedures are drawn up.

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Dave Harwicker Engineering Manager.

will be responsible for ensuring that all identified maintenance is implemented.

- Any problems found with plant/equipment should be reported to

Mick Tremain Plant Manager.
Dave Harwicker Engineering Manager
Paul Emmings Health & Safety Officer.

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Dave Harwicker Engineering Manager and Mick Tremain Plant Manager.
David Gillet – Purchasing and Stores.

will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

- Paul Emmings Health & Safety Officer.

will be responsible for identifying all substances which need a COSHH assessment.
- Paul Emmings Health & Safety Officer.

will be responsible for undertaking COSHH assessments & maintaining/updating MSDS.
- Paul Emmings Health & Safety Officer.
Dave Harwicker Engineering Manager and Mick Tremain Plant Manager.

will be responsible for ensuring that all actions identified in the assessments are implemented.
- Paul Emmings Health & Safety Officer.

will be responsible for ensuring that all relevant employees are informed about the findings of COSHH assessments.
- Paul Emmings Health & Safety Officer.
David Gillet/ Robin Emerson – Purchasing and Stores.

will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every

12 months.

or when the work activity changes or a new substance is introduced into a process.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at

On factory 1 notice board outside the Production office.
On factory 2 notice board at works entrance

- Health and safety advice is available from

Corinne Gill / Jenny Hayford – HR.
Graham Main – Quality Manager.
Mick Tremain Plant Manager.
Paul Emmings Health & Safety Officer

Competency for tasks and training

- Induction training will be provided for all employees by

HR.
Quality department.
Health & Safety Department

- Job specific training will be provided by

Production department.
Quality department.
Health & Safety Department

- Specific jobs requiring special training are

Production operators.
Fork lift drivers.
Mobile elevated platform drivers.
First aiders.
Fire marshal's
Job specific as required.
DSE Users
Hot Works
Spill Response

- Training records are kept at/by

Production department.
Quality department.
HR Department
Systems Department

- Training will be identified, arranged and monitored by

All Managers.
Health & Safety Department
Line Supervisors

Accidents, first aid and work-related ill health

- Health surveillance is required for employees doing the following jobs

All personnel other than full time office staff are in the Occupational Health Surveillance Programme.

- Health surveillance will be arranged by

Graham Main – Systems manager.
Paul Emmings Health & Safety Officer
Corinne Gill / Jenny Hayford – HR

- Health surveillance records will be kept by/at

Cope Occupational Health Services Ltd / Albon Rochford

- The first aid rooms are located at.

Factory 1 and Factory 2.

- The appointed person(s)/first aider(s) is/are

First aider lists are displayed on the notice boards and in each first aid room.
Charlie Summerhill – Responsible for maintaining the equipment / supplies & Facilities.

- All accidents and cases of work-related ill health are to be recorded in the accident book. The book is kept by/at

Accident book completion is the responsibility of each first aider. Books are located in each first aid room.

- Graham Main – Quality Manager.
Paul Emmings Health & Safety Officer

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed

Government and local legislation updates – Paul Emmings Health & Safety Officer

Risk assessments – Paul Emmings Health & Safety Officer

PPE use – Mick Tremain – Plant Manager & Line Supervisors

Safety eye wear – Mick Tremain – Plant Manager & Line Supervisors

Employee Handbook – Corinne Gill / Jenny Hayford – HR.

Castrol Oils – Metalworking Fluid Management.

Line health & safety checklist – Line Supervisors

- Paul Emmings Health & Safety Officer
Mick Tremain – Plant Manager

is responsible for investigating accidents.

- Corinne Gill / Jenny Hayford – HR.
Mick Tremain – Plant Manager.
Paul Emmings Health & Safety Officer

is responsible for investigating work-related causes of sickness absences.

- Corinne Gill / Jenny Hayford – HR.
Mick Tremain – Plant Manager.
Paul Emmings Health & Safety Officer

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation



Mick Tremain – Plant Manager.
Paul Emmings Health & Safety Officer

Are responsible for ensuring the fire and Emergency Evacuation Plan & Fire risk assessment is undertaken and implemented, and reviewed.

- Escape routes are checked by/every

Paul Emmings Health & Safety Officer / Mick Tremain – Plant Manager.
Line Supervisors. / Daily

- Fire extinguishers are maintained and checked by/every

Annually by Communicate UK Ltd.
Responsibility Paul Emmings Health & Safety Officer

- Alarms/ Systems Control Panels are tested by/every

Every six months by Communicate UK Ltd. (Alarm System)
Responsibility / Paul Emmings Health & Safety Officer

- Emergency evacuation will be tested every

6 months.
Responsibility – Mick Tremain - Plant Manager. (Appointed Person)
Paul Emmings Health & Safety Officer. (Appointed Person)

Contractors



Mick Tremain – Plant Manager.
Paul Emmings Health & Safety Officer
Dave Harwicker Engineering Manager.
David Gillett- Head of Purchasing

Are responsible for the selection of Contractors.

- Assessment of Contractors Health & Safety Management/Arrangements.

Completion of Health & Safety Questionnaire

Responsibility Paul Emmings Health & Safety Officer.

- Provision of RAMS/Safe Systems of Work. Pre work meetings/arrangements.

Responsibility Paul Emmings Health & Safety Officer

- Competency of Contractors. (Certification/Qualifications).

Responsibility / Paul Emmings Health & Safety Officer

- Evidence of Contractors Liability Insurance.

Paul Emmings Health & Safety Officer.