

# 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)

01 June 2017

Date

Next review 01 June 2018

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
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Sian Arnold – Accounts.	
Bryan Spencer – Quality departments.	
Dave Harwicker – Engineering/ maintenance department.	
David Gillet – Purchasing and Stores.	
Matt Waylen/Jamie Gardner Houghton 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.

# 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

- 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.

Houghton 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 .