



## **HEALTH & SAFETY POLICY OF:**

**SMITH & SONS (BLETCHINGTON) LTD including:**

**HARDWICK FARMS LIMITED  
SMITHS CONSTRUCTION (BLETCHINGTON) LIMITED  
LINEAR FISHERIES (OXFORD) LTD**

### **STATEMENT OF POLICY**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, instruction, supervision and training as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed every year.

Signed: S.C. Smith  
Joint Managing Director

Date: 10th February 2017



## **(1) ORGANIZATION FOR CARRYING OUT HEALTH & SAFETY POLICY**

- a) The Overall final responsibility for Health & Safety matters within the Group of Companies rests with the joint Managing Director, Simon Smith. In his absence this responsibility is delegated to joint Managing Director, Andrew Smith.
- b) DELEGATED RESPONSIBILITY: Day to day responsibility for ensuring this policy is put in to practice is delegated to the Health and Safety Manager.
- c) Each departmental manager is responsible for the Health, Safety and Welfare of all staff, visitors or contractors within his area of authority.
- d) Managers must prepare risk assessments in liaison with employees, to ensure that a safe system of work exists for carrying out all tasks. The manager must detail any action required to remove/control risks, ensure that it is implemented and check that it has been effective in removing/reducing the risks Risk assessment findings must be communicated to all appropriate employees, contractors and visitors and copied to the Health & Safety manager. Assessments will be reviewed Annually or earlier where the work activity changes.
- e) Managers must compile a set of rules specific to their area of authority which orders the activities of the workplace. These rules must take into account cur-rent legislation, codes of practice and Company instructions.
- f) Managers must ensure that the recipient of any rules or instructions is capable of understanding them.
- g) All employees, contractors and visitors have the responsibility of acting with reasonable care for the health and safety of themselves and all other persons who may be affected by their actions or omissions.
- h) All employees must cooperate with supervisors and managers on health and safety matters and must not interfere with anything provided to safeguard their health and safety. They must also take reasonable care of their own health and safety and report any related concerns to their supervisor or manager.

## **(2) CONSULTATION WITH EMPLOYEES**

The Departmental manager and Health and Safety manager will hold direct consultation with employees meetings regarding all aspects of health and safety in the workplace. Meetings will be 6 monthly or more frequently where required.



### **(3) SAFE PLANT AND EQUIPMENT**

Plant and equipment operators are responsible for daily maintenance checks on their machines. Any machinery defect that is likely to create a health and safety hazard must be reported immediately to the relevant supervisor/manager, who will decide an appropriate course of action.

Appropriate action may include, suspending the plant or machinery from use and reporting the defect to the relevant maintenance department or contractor.

The Heavy Plant and Vehicle Workshop managers will be responsible for ensuring that effective maintenance and servicing procedures are drawn up and that all identified maintenance is implemented.

They must also check that new plant and equipment meets health and safety standards before it is purchased.

### **(4) SAFE HANDLING AND USE OF SUBSTANCES**

- \* Under the Control of Substances Hazardous to Health Regulations (COSHH) 1999 the manager is required to carry out an assessment of all potentially hazardous substances intended for use in the workplace.
- \* The manager will be responsible for ensuring that all actions identified in the COSHH assessments are implemented and that all relevant employees and sub-contractors are informed about the assessments.
- \* Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

### **(5) INFORMATION, INSTRUCTION AND SUPERVISION**

The Health and Safety Law poster is displayed on the notice board. Health and safety advice is available from the H&S manager. Supervision of young workers/trainees will be arranged and monitored by the manager.

The manager is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

Each site will display a Health and Safety information sheet on its notice board containing the information shown overleaf on Page 6.



## **(6) COMPETENCY FOR TASKS AND TRAINING**

The manager will provide induction training for all new employees. Job specific training will be provided by a competent person, appointed by the manager.

Some jobs will require specialist training i.e. Forklift operator.

Training records are kept at head office by the H&S manager.

The manager will identify and monitor training needs and notify the H&S manager who will arrange suitable training.

## **(7) ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH**

All employees undergo a medical on joining the company. Further health surveillance will be arranged by the H&S manager where appropriate (i.e. In relation to certain work). Health surveillance records will be kept in the employees personal files.

First Aid facilities will comply with statutory regulations. First Aiders will be suitably trained and appointed. Their names and the location of the First Aid Facilities will be displayed on the Department's notice board.

All accidents and cases of work-related ill health are recorded in the accident book. The location of the accident book will be displayed on the Department's notice board.

The manager is responsible for reporting accidents, diseases and dangerous occurrences, where required under RIDDOR, to the enforcing authority and sending a copy of the report form to the H&S manager.

The manager in conjunction with the H&S manager will investigate all serious incidents and take any necessary remedial action.

## **(8) PERSONAL PROTECTION**

Every effort will be made to select and provide the most suitable type of personal protective equipment for the type of activity undertaken. Management will ensure that employees are instructed in which protection is required and also ensure that it is issued, correctly used and maintained. (PPE issues must be recorded)



## **(9) MONITORING**

### **ACTIVE**

The H&S manager will regularly inspect all places of work to check working conditions and ensure that safe working practices are being followed. Employees will be required to cooperate in the inspection process relative to their workplace.

The H&S manager will also carry out audits of health and safety arrangements and provide advice and guidance to all staff regarding their duties and responsibilities for health and safety.

Employee Consultation meetings (see section 2).

### **REACTIVE**

The H&S manager in conjunction with the departmental manager is responsible for investigating accidents (see section 7).

The manager is responsible for investigating work-related causes of sickness absences and acting on the findings to prevent a recurrence.

## **(10) EMERGENCY PROCEDURES- FIRE AND EVACUATION**

The manager is responsible for ensuring the fire risk assessment is under-taken and implemented.

Escape routes and fire extinguishers are checked by the manager or a competent person every week.

Fire extinguishers in buildings are maintained and checked by a fire equipment specialist every 12 months.

Fire extinguishers on vehicles and machinery are checked by fitters during servicing and replaced as necessary.

Alarms are tested by specialist contractors every 6 months.

Emergency evacuation gathering points will be displayed on the Notice Board and emergency evacuation of buildings will be tested every 12 months.

The manager/supervisor will make a role call in the event of an evacuation to the gathering point.



**HEALTH & SAFETY INFORMATION**

**SITE**

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1 THE PERSON RESPONSIBLE FOR HEALTH & SAFETY MATTERS ON THIS SITE IS:

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2 THE TRAINED/ QUALIFIED FIRST AIDER(S) :

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3 THE PERSON RESPONSIBLE FOR THE FIRST AID BOX IS:

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4 THE LOCATION OF THE FIRST AID BOX IS:

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5 THE LOCATION OF THE ACCIDENT BOOK IS:

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6 THE LOCATION OF HAZARDOUS MATERIAL DATA SHEET IS:

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7 IN THE EVENT OF AN EVACUATION THE GATHERING POINT IS:

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8 THE LOCATION OF THE NEAREST ACCIDENT & EMERGENCY DEPARTMENT IS:

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TELEPHONE No \_\_\_\_\_

9 THE ADDRESS AND TELEPHONE NUMBER OF THE HEALTH & SAFETY EXECUTIVE IS:  
HSE, FIELD OPERATIONS DIRECTORATE,  
EAST & SOUTH EAST DIVISION  
14 CARDIFF ROAD,  
LUTON, BEDFORDSHIRE,  
LU1 1PP

TELEPHONE 01582 444200 and FAX 01582 444320