

AFC Totton 1886 Ltd



## Health and Safety Policy

Prepared by



December 2022

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## Policy Amendment History

Version	Date	Amendment Details
1.0	16/12/2022	Initial Review and issue.
1.2	18/09/2023	Format review – add signature from CEO- no other amendments

Version	Author	Date
1.2	Kieran James	16/12/2022

Compiled and Updated by



## Part 1 – General Statement of Intent

AFC Totton 1886 Ltd recognises its obligations to ensure the health, safety, and welfare of its employees and those affected by its actions. AFC Totton 1886 Ltd understands the benefits of creating a strong and healthy safety culture within this organisation and appreciates the need for all levels of the workforce to be involved in implementing the policy.


AFC Totton 1886 Ltd is fully committed to encouraging a culture of openness within our workforce regarding health and safety. We regard the promotion of health and safety matters as a mutual objective of both management and employees to ensure that practical, achievable safety standards are agreed and maintained by everyone within our organisation.

Good safety leadership begins with the commitment of senior management to ensure that the responsibilities and arrangements detailed within this document are carried out fully. The senior decision-makers within the organisation commit to providing the necessary resources to implement this policy. Steve Brookwell is appointed as the Director responsible for health and safety. They will take responsibility for the effective implementation of this policy.

The Company will, so far as is reasonably practicable:

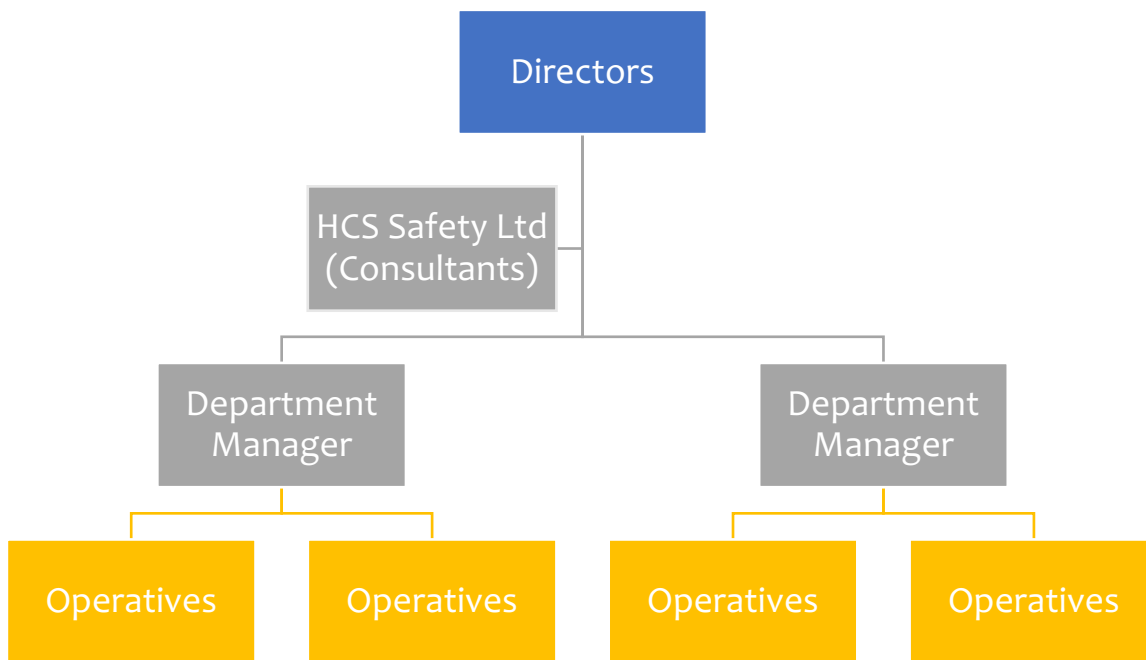
- provide and maintain plants, machinery, equipment, and systems of work that are safe and without risks to health.
- arrange safe and healthy systems for use, handling, storage and transport of hazardous articles and substances.
- provide sufficient information, instruction and training for all our employees, as is necessary, for them to conduct their work activities in a safe manner.
- provide and maintain means of access to and from the workplace that are safe and without risks to health.
- provide and maintain a safe and healthy working environment at all locations, in accordance with the relevant statutory requirements.
- provide and maintain adequate facilities and arrangements for the welfare of our employees whilst at work.

This policy is reviewed annually in liaison with our safety consultants and may be revised in the interim.

Name:	Steve Brookwell
Date:	4/3/23.
Occupation:	CEO
Signature:	

# Part 2 – Organisation and Responsibilities

## Organisation Chart



# Health and Safety Responsibilities

Everyone within AFC Totton 1886 Ltd has a significant contribution to make towards implementing this policy.

The following section describes the individual health and safety responsibilities for the roles present on the management structure chart. All persons within the organisation should be familiar with their health and safety responsibilities as failure to undertake them fully may be seen as misconduct or gross misconduct.

## Chairman

The Chairman has overall responsibility for ensuring that our health and safety policy is comprehensive, effective and kept up to date.

In particular, they will:

- appoint a director to be responsible for health and safety.
- ensure that a health and safety policy is developed and brought to the attention of all employees.
- ensure that adequate funding and resources are made available to meet the requirements of this policy.
- review safety inspection reports and monitoring data at management meetings.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- set a personal example of safe behaviour.

## CEO

The CEO is the director responsible for health and safety and ensures the effectiveness of this policy.

In particular, they will:

- have full knowledge of all parts of this policy and how it relates to the health and safety management system.
- authorise health and safety expenditure.
- implement required training for staff at all levels.
- ensure that all employees have knowledge of this policy and that they are updated when any changes are made.
- seek the advice of the safety consultants whenever needed and heed the advice given.
- inform the consultants in good time of work that they are required to do.

- consult with the workforce over any changes that may affect health or safety.
- ensure that any contractor appointed or self-employed person working on behalf of the Company is competent to do the work.
- ensure that plant and machinery used by AFC Totton 1886 Ltd is to a suitable standard.
- Ensure that records are kept and retained as required by relevant health and safety law.
- sign and date the general statement of intent and ensure that this policy is reviewed at least annually.
- give support and encouragement to all managers for whom they are responsible.
- initiate disciplinary action against staff who do not comply with their duties under this policy or statutory requirements.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- set a personal example of safe behaviour and acknowledge suggestions for improvement.

## **Operations Director**

The Operations Director is accountable to the CEO for implementing the relevant requirements of the Company's health and safety policy within the departments and disciplines for which they are responsible.

In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of all work activities for which they are responsible.
- identify health and safety training needs in conjunction with the health and safety consultants.
- ensure the provision of adequately trained and competent supervision and personnel to meet this policy's requirements.
- give support and encouragement to all managers for whom they are responsible.
- monitor the implementation of this policy in all activities for which they are responsible.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- set a personal example of safe behaviour.

## **Senior Managers and Heads of Department**

Senior Managers and Heads of Department are accountable to the CEO for implementing the relevant requirements of the Company's health and safety policy within the departments and disciplines for which they are responsible.



In particular, they will:

- ensure compliance with this policy in all activities for which they are responsible.
- ensure that adequate resources are made available for the safe conduct of all activities under their control.
- ensure the provision of adequately trained and competent personnel for all work activities under their control.
- when visiting workplaces under the control of others, report any non-conformities observed to the hosts to ensure that standards are maintained at the high level expected by AFC Totton 1886 Ltd.
- establish and maintain procedures to ensure that all workplaces, equipment and systems of work are safe and without risks to the health of employees or others who may be affected.
- identify health and safety training needs in conjunction with the directors and other managers.
- give support and encouragement to all personnel for whom they are responsible.
- take note of any comments on health and safety matters raised by staff at all levels and pass these on to the directors as appropriate.
- be aware that it is a criminal offence under to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- set a personal example of safe behaviour.

## **General Manager**

The Office Manager is accountable to the CEO for implementing the health and safety policy and relevant health and safety legislation within the office over which they have control.

In particular, they will:

- be familiar with the health and safety policy and to cooperate in its implementation at all times.
- take reasonable care for the safety and health of themselves, fellow team members and any visitors to the office.
- comply with the requirements of the office fire risk assessment.
- be aware of the identity of the office First Aiders and to seek their assistance in the event of an accident.
- keep the office tidy, ensuring that personal belongings do not create trip hazards or present a fire risk.
- be aware of cable routes and to keep these tidy.
- wear appropriate protective clothing when it is necessary.

- report all hazards in the office to Steve Brookwell.
- attend safety meetings as required.
- ensure all accidents or near misses are reported whether persons are injured, or property is damaged or not to Steve Brookwell.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare.

## **All Employees**

All employees will:

- take reasonable care for the safety of themselves and others who may be affected by what they do or fail to do at work.
- co-operate with AFC Totton 1886 Ltd in matters of health and safety.
- be aware that it is a criminal offence to intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety or welfare
- read and comply with AFC Totton 1886 Ltd health and safety rules.
- behave in a responsible manner at all times; developing and demonstrating a personal concern for the health and safety of themselves and others.
- report damage to plant, tools or equipment to their immediate supervisor.
- use only plant, tools and equipment for which they have received training and authorisation.
- use and look after the protective equipment provided and report to their supervisor when it becomes worn or defective.
- ensure that any personal injuries are recorded in the accident book.
- inform their supervisor of any near miss incidents or hazardous situations.
- propose to their immediate supervisor ways of eliminating hazards and improving safety at their workplace.

## **Contractors on Company Premises and Sites**

All contractors working on Company premises or on any site where AFC Totton 1886 Ltd has been appointed Principal Contractor will at all times cooperate with AFC Totton 1886 Ltd rules and procedures.

In particular, they will:

- provide a copy of their health and safety policy and any risk assessments, procedures and method statements relating to the work to be undertaken.
- ensure that their activities are conducted safely, without risk to health and in accordance with all relevant health and safety legislation.

- ensure all work activities comply with the specific requirements of AFC Totton 1886 Ltd clients, where applicable.
- ensure that all accidents or injuries sustained as a result of their activities are recorded in the accident book and reported to AFC Totton 1886 Ltd management team.
- ensure that any near miss incidents are reported to the Company management team.
- provide trained and competent operatives, and ensure their attendance at any training course arranged by the Company.
- ensure that their employees are provided with the appropriate personal protective equipment and that it is used as directed.
- cooperate with the health and safety advisor during inspections and audits.

## **Visitors to Company Premises**

AFC Totton 1886 Ltd will ensure safe access and egress for all visitors to premises under the control of AFC Totton 1886 Ltd. In order to ensure safety and well-being, all visitors must:

- sign into the visitor's book and sign out again on departure.
- read and comply with AFC Totton 1886 Ltd safety rules and procedures.
- not enter any working areas unless accompanied by a AFC Totton 1886 Ltd representative or other nominated person.
- wear any personal protective equipment (PPE) as instructed.

# Part 3 – Health and Safety Arrangements

## General Arrangements

### Health and Safety Assistance

AFC Totton 1886 Ltd has formally appointed HCS Safety Ltd as their competent advisors on matters of Health and Safety under Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

HCS Safety Ltd provide a retained service which includes the following:

- use of SafetyNet, a bespoke online system that allows access to:  
training records  
the latest Annual Safety Review  
records of communication between AFC Totton 1886 Ltd and HCS Safety Ltd  
safety policy document  
reports of inspections  
editable document library  
facility to create new users within AFC Totton 1886 Ltd
- an Annual Safety Review in which we are audited against our safety management system.
- the creation and updating of this health and safety policy.
- access to a duty advisor over the phone for day to day safety queries.
- accident investigations for situations where the injured party is an employee of AFC Totton 1886 Ltd.
- a monthly newsletter to enable AFC Totton 1886 Ltd to stay up to date with current safety news.
- access to an Annual Safety Forum that includes industry specific presentations, strategy updates and opportunities to network with similar organisations.
- free seminars and workshops on live issues
- exclusive preferential fees for other safety services.

### Safety Management System (SMS)

HCS Safety Ltd have provided a Safety Management System (SMS) which is based on the principles of Plan, Do, Check, Act outlined within the Health & Safety Executive's guidance document HSG 65.

Blank forms to populate the SMS are found in the library section of SafetyNet.

The SMS is divided into broad headings as follows:

- competent advice
- health & safety policy
- competence and consultation
- working safely
- monitoring and recording

## **Reviews and Updates**

HCS Safety Ltd will conduct an Annual Safety Review each year to monitor the extent to which we are complying with the requirements of our SMS. The review will be attended by our HCS Safety Ltd advisor and at least one member of senior management. The review will involve discussion of the previous year's safety performance, any updates needed for this policy, future training requirements and any other safety or health needs that are relevant.

The policy will be updated within two weeks of the Annual Safety Review taking place.

### **Date of last Annual Safety Review: 25<sup>th</sup> November 2022**

An interactive version of the Annual Safety Review report will be available to view on the SMS tab of our SafetyNet portal. Actions may be closed out by adding comments to the observations and advice given.

Selected personnel within AFC Totton 1886 Ltd will stay up to date on matters of health and safety by receiving a monthly newsletter from HCS Safety Ltd and attending the Annual Safety Forum. In addition to these mandatory updates, seminars will be available throughout the year as well as any other training. A suitable member of staff will attend the seminars as appropriate.

Newsletters will either be distributed to the Company personnel or displayed on noticeboards. They can be downloaded from SafetyNet at any time.

## **Risk Assessments and Method Statements**

AFC Totton 1886 Ltd ensures that risk assessments are carried out for tasks that involve significant risks to employees or others. Any self-employed personnel working on AFC Totton 1886 Ltd's behalf will be required to work in accordance with these risk assessments. Subcontractors are responsible for carrying out their own risk assessments which will be reviewed and approved prior to them being permitted to start work.

The person within AFC Totton 1886 Ltd responsible for ensuring that risk assessments are carried out to a suitable and sufficient standard and are updated on a regular basis is Steve Brookwell.

The following procedure will be used to write risk assessments:

- identify hazards and who could be affected.
- evaluate risks, taking into account the likelihood and severity.
- control the risks, using the principles of prevention (see below).
- monitor the effectiveness of the control measures.
- review periodically and as necessary.

Method statements may be required in addition to risk assessments. These method statements outline the safe working procedures and will include the control measures detailed in the risk assessments.

Our approach to risk management will follow the principles of prevention below:

- avoid risks at source.
- evaluate those risks which cannot be avoided.
- combat risks at source.
- adapt the work to the individual, especially with regard to the design of workplaces and the choice of work equipment.
- adapt to technical progress.
- replace the dangerous by the non-dangerous or less dangerous.
- develop a coherent overall prevention policy, which covers technology, organisation of work, working conditions, social relationships and the influence of factors relating to the working environment.
- give collective protective measures priority over individual protective measures.
- give appropriate instructions to employees.
- use personal protective equipment as the last resort in risk control.

Risk assessments and method statements (RAMS) will be communicated to all personnel affected by the risks. Each of the relevant personnel will sign to confirm that they understand the contents and confirm that they will be working in accordance with it.

### **Young Persons' Risk Assessments**

Young Persons are those who have left school but are under the age of 18. These individuals are required under the Management of Health & Safety at Work Regulations 1999 to have a specific risk assessment carried out.

Special issues that can affect young persons as a result of lack of experience in the workplace, lack of awareness of risk, risk perception and physical vulnerability.

Our young person's risk assessment will be undertaken on a personal basis with each young person that we employ. The assessment will identify hazards, specify and name a

mentor who will be responsible for the welfare of the young person and will also stipulate any restrictions on the work to be done.

Assistance will be sought from HCS Safety Ltd in producing a young person's risk assessment.

## **Health Surveillance**

It is the aim of AFC Totton 1886 Ltd that all employees are able to carry out their working duties without risks to their health. Health surveillance will be undertaken to monitor the effectiveness of control measures.

All employees of AFC Totton 1886 Ltd will be provided with a questionnaire which should be completed and returned to the office. The questionnaire will highlight where additional health surveillance is required. Additional health surveillance may include:

All answers provided in the questionnaire will be held in confidence under the requirements of the Data Protection Act 2018.

Any issues identified during the surveillance process will be discussed with the employee in question and Steve Brookwell. Appropriate action will be taken to protect employees from further risk and where possible to arrange occupational health support services.

## **Training**

AFC Totton 1886 Ltd recognises the importance of providing all our employees with adequate health and safety training.

On recruitment, all personnel are assessed for their individual training needs. Information and certification will be obtained for previous training received, and any further training required is identified and recorded on the training matrix. The training matrix is maintained regularly to ensure that it is kept up to date. The training matrix is maintained by Nicole Vickery.

### **Induction Training**

All personnel will be required to attend a safety induction prior to starting work for or on behalf of the Company. Induction training into the Company will include:

- the Company's health and safety policy.
- procedures for reporting of accidents and near misses.
- risk assessments and safe methods of work.
- first aid arrangements.
- sources of health and safety information.
- correct use of personal protective equipment where required.

- the role and function of the Company health and safety consultant.
- safety consultation procedures.

### **General Safety Training**

General awareness of safety responsibilities is important for personnel at all levels. AFC Totton 1886 Ltd has adopted the IOSH training scheme for the provision of safety awareness training for employees at all levels:

3-day IOSH Managing Safely for Managers and Supervisors.

1-day IOSH Leading Safely for Directors.

### **Hazard Specific Training**

Specific training will be given to those who require it. This may include: first aid.

- manual handling.
- work at height.
- preventing and managing workplace stress.
- training in conducting risk assessments.

### **Consultation and Communication**

The Company will ensure that it takes a proactive role to promote the content, guidance and benefits of this policy by communicating the contents and responsibilities at induction.

The Company will encourage feedback from our employees and third parties about the measures enforced and the reasoning behind this policy and safe working practices.

All employees are encouraged to feedback on any health and safety issues they may have and where they believe the Company can improve on the current procedures. During the communication and consultation processes, particular emphasis will be placed on:

- the Company's commitment to health and safety.
- feedback on risk assessments and method statements.
- health and safety training requirements.
- the responsibilities of employees to co-operate and work safely.
- the contents of this policy, such as safe working procedures, etc.
- specific role based issues.

### **Management of Contractors**

AFC Totton 1886 Ltd acknowledges the duty to control, coordinate and monitor the activities of all other contractors under our control. Specialist subcontract companies will



be engaged by the Company as and when required. These organisations will be required to pass the core criteria for demonstrating competence as set out in PAS 91:2013.

AFC Totton 1886 Ltd will ensure that contractors possess the appropriate skills, knowledge and experience to do the job safely and without risk to health and safety. To achieve this the contractor will need to complete a health and safety questionnaire before engagement. A health and safety appraisal of the contractor's procedures and health and safety documentation will be carried out, which in some cases may involve an audit of the contractor.

Alternatively, if the contractor can demonstrate that they hold an accreditation with a member of the Safety Schemes in Procurement Forum (SSIP), this will exempt them from the health and safety part of the questionnaire.

All contractors will attend a pre-start meeting to a prepared agenda and minutes of the meeting will be taken. Information will be exchanged between all parties in order to inform the management of the work.

### **Self-Employed Labour**

The Company will ensure the competence of self-employed persons by ensuring the following:

Self-employed persons will be assessed during the first 2 weeks to assess their suitability. The findings will be discussed before a final decision is made as to whether to continue with the engagement.

Self-employed workers will be expected to comply with all requirements of this policy when working on behalf of AFC Totton 1886 Ltd.

Self-employed workers will be expected to work to AFC Totton 1886 Ltd's risk assessments and method statements when working on the Company's behalf.

### **Accidents**

Accident reporting is not only a legal requirement but also a necessity to ensure a safer future working environment for all employees, customers and visitors to the organisation.

All accidents, no matter how small, will be recorded in the accident book. Steve Brookwell will be informed as soon as possible after the incident. The contact number to call is 02380 868981.

If there is a possibility that an accident, dangerous occurrence or diagnosis of an occupational disease may be reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR), call HCS Safety Ltd for advice immediately.

Specified injuries or fatalities must be reported to the HSE immediately and should be notified by phone on 0345 300 9923.

Situations where the injured person is unable to carry out their normal work for 7 days or more must be reported to the HSE within 15 days of the injury being sustained. The HSE may be contacted via the internet at <http://www.hse.gov.uk/riddor/report.htm>.

Steve Brookwell will be responsible for informing the HSE of all reportable incidents and for contacting HCS Safety Ltd.

Accidents that are reportable under RIDDOR will be investigated by HCS Safety Ltd and a report produced to identify the causes and make recommendations to prevent a recurrence. This service forms part of the member services agreement and there is no additional charge for accident investigations that are reportable under RIDDOR.

Accidents will be discussed at regular safety meetings and publicised to our employees if appropriate so that others can learn from these events.

Below is an outline of what injuries and dangerous occurrences are reportable under RIDDOR.

### **Specified injuries to workers**

- a fracture, other than to fingers, thumbs or toes.
- amputation of an arm, hand, finger, thumb, leg, foot or toe.
- permanent loss of sight or reduction of sight.
- crush injuries leading to internal organ damage.
- serious burns (covering more than 10% of the body, damage to the eyes, respiratory system or other vital organs).
- scalpings (separation of skin from the head) which require hospital treatment).
- unconsciousness caused by head injury or asphyxia.
- any other injury arising from working in an enclosed space, which leads to hypothermia, heat-induced illness or requires resuscitation or admittance to hospital for more than 24 hours.

### **Over seven-day injuries to workers**

- this is where an employee, or self-employed person, is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

### **Dangerous occurrences**

A full list of reportable dangerous occurrences is available on the HSE website. These include:

- the collapse, overturning or failure of load-bearing parts of lifts and lifting equipment.
- plant or equipment coming into contact with overhead power lines.

- explosions or fires causing work to be stopped for more than 24 hours.
- the complete or partial collapse (including falling, buckling or overturning) of a substantial part of any scaffold more than 5 metres in height.
- structural collapse – The collapse or partial collapse of any building involving over 5 tonnes of material or a collapse of any false-work.
- failure of a pressure vessel.
- serious electrical incidents causing explosion or fire.

### **Reportable occupational diseases**

- carpal tunnel syndrome.
- severe cramp of the hand or forearm.
- occupational dermatitis.
- hand-arm vibration syndrome.
- occupational asthma.
- tendonitis or tenosynovitis of the hand or forearm.
- any occupational cancer.
- any disease attributed to an occupational exposure to a biological agent.

### **Fire**

AFC Totton 1886 Ltd will ensure that a suitable and sufficient fire risk assessment is carried out by a competent person and any recommendations are acted upon. This will be updated annually and after any notable change to the layout or use of the premises. Steve Brookwell is responsible for ensuring that a sufficient number of trained staff are available to manage the situation in the event of a fire. This will include the testing of evacuation procedures and logging of any comments arising from the evacuation drill.

The fire risk assessment document and records of regular testing can be found in the health and safety file.

Information regarding the identity and location of the fire wardens, the position of fire extinguishers and routes of escape can be found on the safety notice board.

Employees working on external sites will be made aware of the fire plan for that location at the time of their induction. Any work carried out that increases the risk of fire should have a fire extinguisher nearby and is likely to require a hot works permit.

### **Housekeeping**

The importance of good housekeeping should not be underestimated. As well as improving morale, quality and efficiency and reducing fire risk, good housekeeping is essential in reducing slips, trips and falls at any work location.

Work activities will be carefully planned to ensure the work areas are not overcrowded. The need for good housekeeping will be included in risk assessments and may include the management of people, tools, trailing leads, packaging and waste.

It is the responsibility of all personnel to keep their work area tidy and this is emphasised during the Company induction.

Steve Brookwell will ensure that arrangements are in place for the removal of accumulated waste and to ensure that provision is made for safe and defined stacking of materials and storage of equipment.

## **Welfare Facilities**

As an employer, AFC Totton 1886 Ltd is required to ensure that welfare facilities exist for the use of our employees. It is the employer's duty under both Section 2(2)e of the Health and Safety at Work etc. Act 1974 to ensure that work is not carried out in the absence of these facilities.

The Regulations require the following facilities to be in place and maintained in a reasonable state.

- sanitary conveniences.
- chairs with backs.
- washing facilities.
- drinking water.
- facilities for rest and preparing food.
- changing rooms with lockers.

Our workers are expected to play their part in keeping the welfare facilities tidy and report any defects with the facilities (such as malfunctioning water heaters or blocked toilets) to the General Manager and Steve Brookwell as soon as possible.

## **First Aid**

The name of the first aiders within the company premises will be displayed on the safety notice board. The first aiders will regularly check and replenish the first aid boxes when required. They will also be responsible for ensuring that accidents are recorded in the accident book and reported to Steve Brookwell.

The first aid kits for the company premises are located adjacent to the main entrance in the office.

A qualified first aider is required to be present in all workplaces, including those away from AFC Totton 1886 Ltd premises. The General Manager must ensure that a qualified first aider is available to employees when they are working away from company premises.

Information about first aid personnel and facilities must be provided to our employees by the host company.

## **Personal Protective Equipment (PPE)**

AFC Totton 1886 Ltd will ensure that suitable PPE is provided to their employees who may require it to control risks to their health and safety while at work.

AFC Totton 1886 Ltd will ensure that PPE is:

- of a standard that will adequately protect the person from the risks.
- replaced when worn out.
- properly looked after by the person using it.
- compatible with other types of PPE, if more than one item is required.
- regarded as the last resort in risk control.

## **Drugs and Alcohol**

The Company regards the promotion of health and safety matters as a mutual objective of both management and employees. The effective management of drug and alcohol abuse is an important part of this. AFC Totton 1886 Ltd will:

- not knowingly permit any employee, contractor or self-employed person working on the Company's behalf, to report for work or attend work premises under the influence of alcohol or drugs, nor to consume these whilst on duty or on our premises.
- implement control measures to prevent, as far as reasonably practicable, such people reporting for work or attending work premises when affected by drugs or excess alcohol or consuming drugs or alcohol at work.
- undertake pre-employment, post incident and unannounced random drugs and alcohol screening.
- provide a positive approach to those persons seeking help or guidance in overcoming alcohol and/or drug related problems, but only where these problems are raised at any time prior to being selected for random testing.
- not knowingly employ or retain any person, directly or indirectly, who has been justifiably dismissed by any employer for drug and/or alcohol related offences within the previous 12 months.
- take suitable action, usually dismissal or termination of contract, against anyone testing positive to alcohol or drugs in breach of this policy.

Any person found to have tested positive after any drug or alcohol test will be immediately suspended from the work in which they are engaged, pending a full investigation.

Any person, testing positive for drugs or excess alcohol, or refusing to take a test will face sanctions up to and including termination of contract.

## **Lone Working**

AFC Totton 1886 Ltd will ensure, so far as is reasonably practicable, that employees who are required to work at home, alone or unsupervised for significant periods of time, are protected from risks to their health and safety. Measures will also be adopted to protect anyone else affected by solitary working.

Working alone can be a significant risk factor. The Company will either entirely remove the risks from these hazards or, where complete elimination is not possible, to reduce them to an acceptable level.

Risk assessments for working alone will be carried out in accordance with the Management of Health and Safety at Work Regulations 1999. This will include the identification of hazards from, for example, means of access and egress, plant, machinery, goods, substances, environment, atmosphere, etc.

Particular consideration will be given to:

- the remoteness or isolation of workplaces.
- any problems of communication.
- the possibility of interference, such as violence or criminal activity from other persons.
- the nature of injury or damage to health and anticipated "worst case" scenario.

Personnel carrying out lone working tasks will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. All personnel will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All personnel are required to co-operate with these efforts to ensure safe working and to report any concerns to management.

## **Health Risk Management**

AFC Totton 1886 Ltd is fully aware of the responsibility for ensuring that health risks are identified and controlled to protect our employees whilst working for the Company. The policy for managing these risks are as follows:

### **Coronavirus: Covid-19**

The requirement on employers is based on the need to ensure the health, safety and welfare of our employees (and others affected by our work), so far as is reasonably practicable. This means we need to assess the risks based on our individual situations. Control measures for this hazard will be a combination of the following:

## Testing & Isolation

- We will ask our staff to undertake a lateral flow test if they show symptoms (temperature, persistent cough, loss of taste or smell). If positive, isolate for 5 days and test negative on day 5 and 6 before returning to work.

## Vaccination

Vaccination reduces the risk in 2 ways: it reduces the risk of spreading the virus (likelihood) and also reduces the risk of severe disease/ hospitalisation/ death if they do become infected (severity).

- We strongly urge all of our staff to ensure they are fully vaccinated. Vaccination status will be reported to Steve Brookwell.

## Encourage good hygiene

- employees and any other people on our premises will be encouraged to wash hands thoroughly on entry into the premises and frequently throughout the day. This simple but effective measure is one of the most powerful control measures at limiting the spread of this virus.
- hand sanitizer (minimum 60% alcohol) will be made available also and should be carried by those who need to travel as part of their job.
- the virus can live on some surfaces for up to 3 days, so controlling this risk by instigating hygiene procedures is vital. Regular cleaning of frequent touch point and shared surfaces will be undertaken.

## Provide information, signage and warnings to employees and others

- clear warnings and reminders will be posted and updated as needed in the workplace. All employees will be made aware of this policy and the measures that affect them. Visitors to the building will be issued with information relevant to their visit.

## Provide personal protective equipment

- face coverings may be required in order to reduce the potential spread of the virus. In situations when social distancing is not possible, any need for either face coverings or RPE will be identified on the risk assessment relevant to the work.

## Employees Duties

- all employees have a duty to take reasonable care of themselves and those affected by their acts or omissions. It is vital that the control measures above are adhered to and that any defects or weaknesses in control measures noted by employees are reported to line management.

## Hazardous Substances (COSHH)










AFC Totton 1886 Ltd will adhere to the hierarchy of risk controls to minimise potential health effects to our employees. AFC Totton 1886 Ltd will:

- make an inventory of chemicals used in our processes.

- rationalise these chemicals to reduce the number of different chemicals.
- select less hazardous chemicals where it is reasonably practicable to do so.
- obtain Material Safety Data Sheets of all chemicals.
- produce COSHH Assessments for these chemicals, ensure the control measures stated are adhered to and monitored where necessary.
- communicate risks effectively to our employees and others who may be affected.

A range of COSHH assessments are available to download from the library within SafetyNet. These will be made specific to AFC Totton 1886 Ltd processes.

Hazard warning markings on containers must also be heeded. A summary of the common warning signs follows:

	Toxic		Harmful		Harmful to the environment
	Gases under pressure		Explosive		Oxidising
	Corrosive		Causes long term health effects		Flammable

## Asbestos

Asbestos is a fibrous mineral that can cause fatal lung diseases if inhaled. It was used extensively in buildings up to the early 1980's and is also found in buildings up to as late as 1999. The material cannot be identified by appearance only and is often concealed by other materials or coatings.

Delete paragraphs as appropriate

The Company premises were built before 2000 and there is asbestos known to be present in the building. An asbestos survey has been carried out and a register is provided and made available to any contractor working on the Company premises. Employees are made aware of the location of the asbestos during the Company induction.

The Company premises were built after 2000 and no asbestos is present in the building(s).

When working on refurbishment projects, or within buildings built prior to 2000, AFC Totton 1886 Ltd will require the asbestos survey for that building and carry out a risk assessment before work starts.



It is important to be aware of the potential presence of asbestos and AFC Totton 1886 Ltd ensures that all personnel who could carry out work where asbestos may be present, have received Asbestos Awareness training.

AFC Totton 1886 Ltd will not be carrying out non-licensed work with asbestos.

## Noise

Excessive noise can cause permanent damage to your hearing. The damage is often gradual and is always irreversible. Even a small amount of hearing loss can have a debilitating effect on a person's quality of life. To reduce the risks of damage to hearing for our employees and others we will:

Assess the noise levels in our own premises and other places in which our employees work and act according to the table below.

Lower exposure action value 80dB(A)	Carry out a noise assessment to identify sources and levels. Reduce noise levels. Provide hearing protection to employees who request it. Maintain equipment to reduce noise outputs. Provide training about noise.
Upper exposure action value 85dB(A)	Introduce controls to eliminate/reduce risk. Provide hearing protection and ensure this is worn. Create Hearing Protection Zones in work areas. Provide health surveillance. Provide training, information and consultation regarding noise.
Daily Exposure Limit 87dB(A)	Exposure must not exceed this.

When selecting work equipment, information on the noise (and vibration) output of the machine will be sought from the manufacturer or hire company. Quieter machines will be selected over inferior equipment.

Noise awareness training will include:

- how the ears work and how damage occurs.
- action levels and time limits.
- choosing hearing protection.
- estimating noise levels.

## Vibration

Exposure to excessive vibration can cause neurological, vascular, and musculoskeletal health problems. These conditions are known collectively as Hand-Arm Vibration Syndrome (HAVS) which can become severely disabling if ignored.

A very serious form of HAVS is Vibration White Finger (VWF) which can result from the transmission of vibration from a vibrating implement (such as impact drills) to the hands, occurring as a result of medium to long term exposure. This condition is not treatable and therefore results in a permanent potentially life changing condition.

Exposure is measured on a points system which relates to Exposure Action Levels and Exposure Limit Values. AFC Totton 1886 Ltd will protect our employees by taking the following action at the levels indicated below:

<100 points (below Exposure Action Value)	Reduce exposure to lowest reasonably practicable level. Consider vibration when purchasing and hiring tools. Provide awareness training in vibration hazards. Aim to ensure employees remain below the Exposure Action Value.
100 - 400 points (at or above Exposure Action Value)	Introduce controls to eliminate/reduce risk including limiting exposure time. Consider vibration when purchasing or hiring tools. Provide awareness training in vibration hazards. Keep records of vibrating equipment use. Provide health surveillance.
>400 points (Exposure Limit Value)	Take immediate action to reduce exposure below the limit value. Continue to enact EAV measures.

Information on vibration magnitude and safe exposure times will be sought from the manufacturer or hire company. AFC Totton 1886 Ltd will take into account the specifics of condition and use that may affect vibration output.

## Manual Handling

Manual handling can cause Musculo-skeletal health effects. AFC Totton 1886 Ltd will operate according to the hierarchy below:

- avoid manual handling where reasonably practicable through good planning and organisation of work. Where appropriate questioning the specification of heavy items at the earliest possible stage.
- mechanise the movement of materials and plant by utilising equipment such as genie lifts and hoists.
- conduct a manual handling risk assessment taking into account the individual(s) concerned, the nature of the load, the task to be undertaken, and the environment in which the manual handling will take place.

- utilise manual lifting aids where possible such as sack trucks, trollies and wheelbarrows.
- provide training in safe lifting techniques.

## **Workplace Stress**

Workplace stress is the harmful reaction some people have to undue pressures and demands placed on them by their work. It is a risk like any other and employers are responsible for preventing and managing it.

AFC Totton 1886 Ltd aims to create an open and honest culture whereby employees feel empowered to be honest about their experiences. Open dialogue is vital in order to be able to accurately assess risk and put appropriate control measures in place.

AFC Totton 1886 Ltd aims to create and promote a workplace environment that supports and promotes the mental wellbeing of all our employees. We acknowledge that certain working conditions and practices can negatively affect employees' mental wellbeing, including aspects of work organisation and management, environmental and social conditions that have the potential for psychological as well as physical harm.

AFC Totton 1886 Ltd will endeavour to work to the HSE's management standards in order to reduce the risk of workplace stress. These standards aim to tackle the following primary sources of stress at work.

- demands – this includes issues such as workload, work patterns and the work environment.
- control – how much say the person has in the way they do their work.
- support – this includes the encouragement, sponsorship and resources provided by the organisation, line management and colleagues.
- relationships – this includes promoting positive working to avoid conflict and dealing with unacceptable behaviour.
- role – whether people understand their role within the organisation and whether the organisation ensures that they do not have conflicting roles.
- change – how organisational change (large or small) is managed and communicated in the organisation.

AFC Totton 1886 Ltd will undertake research among employees to gauge how well they believe the management standards are being implemented.

## **New and Expectant Mothers**

Once informed in writing that an employee is pregnant, AFC Totton 1886 Ltd will undertake a risk assessment with the employee to assess specific risks for new and expectant mothers. These risks can be from any process, working condition or physical, biological or chemical agents. All aspects of the role will be risk assessed and consideration will be given to:

- lifting or carrying of heavy loads.
- standing or sitting for long lengths of time.
- exposure to infectious diseases.
- work-related stress.
- workstations and posture.
- other people's smoke in the workplace.
- threat of violence in the workplace.
- long working hours.
- excessively noisy workplaces.

AFC Totton 1886 Ltd will regularly monitor and review any assessment made to take into account possible risks that may occur at different stages of pregnancy.

AFC Totton 1886 Ltd will also take into account, during the specific risk assessment, any medical advice from the new and expectant mother's General Practitioner or midwife about their health and make reasonable adjustments to their working conditions accordingly.

# Safety Risk Management

## Office Safety

AFC Totton 1886 Ltd appreciates that accidents and ill health effects can result from working in the office and will endeavour to reduce the risk by the following means:

- wastepaper bins and packing materials will be removed daily.
- cables will be managed to defined routes so that they do not present a trip hazard or an over-load to a circuit.
- training will be provided to employees in the correct use of fire extinguishers, where required.
- lighting levels will be suitable for the tasks being undertaken.
- shelving and storage areas will be provided to reduce the possibility for stretching or awkward lifting.
- cleaning chemicals will be kept away from foodstuffs in the kitchen area.

## Display Screen Equipment (DSE)

AFC Totton 1886 Ltd will analyse and assess workstations to reduce risks to health. Users of DSE equipment will be asked to carry out a DSE Assessment to identify any areas that require attention. AFC Totton 1886 Ltd will ensure that:

- workstations comply with the requirements of schedule 1 of The Display Screen Equipment Regulations 1999 in relation to the equipment used. This will include the desk, chair, screen and other relevant items.
- the daily work routine of users allows for breaks away from the screen and/or changes in activity.
- eye and eyesight tests are carried out by a competent person on a regular basis, for employees who use display screen equipment.
- if deemed appropriate by the person carrying out the tests, corrective visual appliances will be provided by the Company, if this is required under the regulations.
- training in the use of display screen equipment will be provided to users.

## Driving at Work

AFC Totton 1886 Ltd understands its responsibilities to ensure the safety of employees while they are driving on Company business.

The Company provides all personnel, expected to drive as part of their work, with a driver's handbook, which details their responsibilities when driving at work.

Company vehicles are managed by Steve Brookwell, who ensures all insurances, driving licences, services and MOT's are provided and regularly reviewed.

Steve Brookwell will carry out regular monitoring of the procedure for driving at work to ensure its effectiveness and to ensure all documentation is up to date.

All drivers will be expected to carry out daily and weekly checks to their vehicle and report back any issues to their General Manager.

### **The Driver**

- drivers must hold a valid drivers' license that covers the vehicle being driven (HGV, PSV if required)
- drivers must also understand the policy on work related road safety and what is expected of them
- high risk drivers (e.g. those with high annual mileage, poor accident records, or young drivers) need to be prepared to undergo further training
- drivers should know how to carry out routine safety checks such as those on lights, tyres and wheel fixings
- drivers should know how to correctly adjust safety equipment, e.g. seat belts and head restraints
- drivers should know how to check washer fluid levels before starting a journey
- drivers should know how to ensure safe load distribution, e.g. when delivering materials to site
- drivers should know what actions to take to ensure their own safety following the breakdown of their vehicle
- drivers should hold the vehicle safety handbook within their vehicles so that it is available when needed
- drivers should be aware of the dangers of fatigue and should know what they should do if they start to feel sleepy
- drivers must be able satisfy the eyesight requirements set out in the highway code
- drivers should not drive, or undertake other duties, while taking a course of medicine that might impair their judgment. In cases of doubt they should seek the view of their GP.

## **The Vehicle:**

- vehicles must be fit for the purpose for which they are used
- privately owned vehicles should not be used for work purposes unless they are insured for business use and, where the vehicle is over three years old, they have a valid MOT
- adequate maintenance arrangements should be in place and maintenance and repairs should be carried out to an acceptable standard
- planned/preventative maintenance should be carried out in accordance with manufacturers' recommendations. Remember an MOT certificate only checks for basic defects and does not guarantee the safety of a vehicle
- drivers should know how to carry out basic safety checks and ensure this is done at regular intervals
- vehicles should not exceed maximum load weight
- goods and equipment which are to be carried in a vehicle must be properly secured, e.g. loose tools can distract the driver's attention if allowed to move around freely
- windscreen wipers must be inspected regularly and replaced as necessary
- safety equipment must be appropriate and in good working order
- seatbelts and head restraints must be fitted correctly and function properly
- users should be aware of recommended tyre pressures and how to adjust headlamp beam to compensate for load weight

## **The Journey**

- employees should plan routes to use the safest roads.
- employees should take into account any overhead or width restrictions when planning their journey
- employees should never drive when they are tired. Sleep related accidents are most likely to occur between 2am – 6am and also 2pm and 4pm
- employees should not be driving for excessive periods of time or excessive distances without a break
- employees should be aware of weather conditions and act accordingly
- employees should ensure their vehicle is equipped with appropriate items in the event of severe weather

## **Work at Height**

The Work at Height Regulations 2005 require the following hierarchy of risk controls to be implemented:

- avoid working at height if possible.
- use an existing safe place of work.
- provide work equipment to prevent falls.
- mitigate distance and consequences of a fall.
- instruction and training and/or other means.

A variety of different means of access may be selected in accordance with the situation and the hierarchy above. Specific equipment will be named in task risk assessments and control measures included which will be specific to the task and the situation.

## **Working with Power Tools**

The person within the Company with responsibility to oversee the safety of tools is the General Manager; however, the operatives must ensure the safe use, care, and maintenance of their own equipment. Records of regular inspections of tools and other work equipment including access equipment are an important part of the SMS.

### **Electrical Tools**

Only trained and competent personnel will be permitted to operate power tools. The policy of the Company for the provision and use of power tools is to ensure:

- only battery powered or 110v electrical tools to be permitted for use on site.
- all tools will be inspected before use, and regularly whilst in use.
- all electrical tools will be tested and examined every 6 months by a competent person, who will issue a certificate of safety.

Steve Brookwell is responsible for ensuring that portable appliance testing (PAT) is carried out on a regular basis.

### **Hand Tools**

Individual operatives are responsible for ensuring that their hand tools are kept in good order. They will ensure the following:

- tools will always be kept in good working condition, kept clean and ready for use.
- tools will be stored appropriately in toolboxes or racks with cutting edges protected.
- tools will be checked frequently to ensure that handles are secure, and guards and covers are in place.



- the use, suitability and condition of work equipment and tools will be regularly monitored by the General Manager during their site safety inspections.
- personnel are required to report any defects to the General Manager and not to use any items that are in poor condition.

### **Use of Abrasive Wheels**

Abrasive wheels are used by the Company on occasions and can be particularly hazardous. For this reason, only persons trained in the mounting and use of abrasive wheels will be permitted to use them. Discs will be kept in a safe place and discarded as soon as they begin to show signs of excessive wear or unevenness of edge.

PPE will be provided and worn by those using abrasive wheels. If following risk assessment, others who have to work in the vicinity may be at risk from flying debris, screens will be considered, or PPE provided to those working in the area. Eye protection to be worn must comply with BS EN 166B.

Dust will be controlled, wherever possible, by damping down the cutting operation. Most disc cutters are fitted with hose attachments and if they are fitted, they should be used. Where water suppression is not an option, a vacuum system will be used. Dust masks to a suitable standard (FFP3) will always be worn in order to reduce the risk of respiratory health illnesses.

### **Traffic Management**

AFC Totton 1886 Ltd will ensure that premises under AFC Totton 1886 Ltd's control are designed and maintained to ensure provision of suitable segregation of vehicles and people.

- separate pedestrian and vehicle traffic routes will be provided wherever possible, using measures such as one-way systems, barriers and signs.
- separate entrances and exits will be provided for vehicles and pedestrians where possible, and vision panels will be installed to doors that open onto vehicle traffic routes.
- delivery vehicles to the Company premises will be under the control of Nicole Vickery, who will ensure that safe movement of vehicles and pedestrians can be achieved and maintained at all times.
- traffic management plans will be prepared, where required, which will clearly detail the traffic routes, turning areas, parking zones, pedestrian routes and loading/unloading areas. The plan will be regularly reviewed and revisions required will be communicated to all.

### **Stores Safety**

The Company appreciates that operations carried out in the stores / warehouse are hazardous and need close management, control and supervision in order to maintain the safety of workers. The General Manager has specific responsibilities which are detailed in the responsibilities section of this policy.

The General Manager will be responsible for:

- ensuring maintenance of all tools and machinery is carried out by competent personnel.
- ensuring the maintenance of access routes and good housekeeping.
- the control of vehicle movement within the site.
- maintenance of lighting, both internal and external.
- ensuring that all employees working in the area assist with keeping the area safe

## **Working in Socially Difficult Areas**

There may be on occasions the need to go into socially difficult areas, where risks to health or safety could be foreseen. These may include:

- risks of violence.
- risks of members of the public indulging in risk taking behaviour.
- risk of the public ignoring signs or barriers.
- risk of discovering needles or other drug paraphernalia.
- risk of infestations of fleas or other vermin.

When undertaking risk assessments for work, the environment should be taken into account, as these hazards will need to be controlled.

In the event that personnel are of the opinion that they may be at risk due to the social climate of an area, they will contact their General Manager immediately.

The potential for working in socially difficult areas, is discussed during the Company induction, including the precautions to be taken and the reporting process.

# Safety Policy Communication



It is the duty of every employer to prepare and update, as necessary, a policy for health, safety and welfare. It is also a duty for employers to communicate this policy to their employees.

For the purposes of ensuring safety, health and welfare, AFC Totton 1886 Ltd personnel will be expected to read, understand and adhere to this policy.

Non-employees will be asked to read, understand and adhere to relevant sections of this policy.

It is important that you read the policy carefully, as it contains:

- important information on AFC Totton 1886 Ltd's safety procedures and safe systems of work.
- responsibilities that you must undertake and comply with.

If you have any questions about the safety policy, please raise these as soon as possible with your line manager. Feedback on the content of this policy from all personnel is welcomed - if you have any suggestions as to how safety could be improved for this Company, please pass these on also.

Please sign and date below to indicate that you have read and understood the policy and will adhere to it while at work.

Name:	
Date:	
Occupation:	
Signature:	