

B. G. EUROPA (UK) LTD

HEALTH & SAFETY POLICY

AND

PROCEDURES

COMPANY NAME : B. G. EUROPA (UK) LTD

**HEALTH & SAFETY POLICY & GENERAL PROCEDURES
MANUAL**

IN RESPECT OF

HEALTH AND SAFETY AT WORK, ETC. ACT 1974

**COMPANY ADDRESS: PIPERS DROVE
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DATE: May 2008

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B.G. EUROPA (UK) LTD

SECTION ONE

STATEMENT OF GENERAL POLICY ON HEALTH AND SAFETY

The Company will take all reasonable measures to ensure that the Safety, Health and Welfare at work of all employees in fulfillment of its moral, legal and economic responsibilities. These measures will also be aimed at protecting members of the public and other persons who may be affected by our day to day work activities.

It is the function of management to provide the right circumstances under which work may be carried out safely. However, employees must be aware that they have a legal duty to take reasonable care for their own Health and Safety and for that of other people and to co-operate with the management and others in efforts made to create safe working conditions.

The Company will maintain close co-operation with Clients, Suppliers, Designers, Planning Supervisors, contractors, the Health and Safety Executive and Safety Advisers to ensure, so far as is reasonably practicable that Health, Safety and Welfare procedures and practices are satisfactory. All in accordance with the Health and Safety at Work, etc. Act 1974, Construction (Design & Management) Regulations 1994, Construction (Health, Safety and Welfare) Regulations 1996 and all other relevant legislation.

The Company will, as far as is reasonably practicable provide:

- *A safe working environment by the design, construction, operation and maintenance of all plant equipment and facilities.*
- *Safe systems of work.*
- *Adequate instruction, information, training and supervision.*
- *Control of all situations likely to cause damage to property and equipment.*
- *Effective Procedures and facilities for the reporting and treatment of injuries which occur at work.*
- *Effective fire prevention and fire control procedure.*

- *Adequate facilities for consultation between management and employees representative, as prescribed under the Safety Representatives and Safety Committees Regulations 1977 amended by The Management of Health and Safety at Work Regulations 1992 and The Health and Safety (Consultation with Employees) Regulations 1996.*
- *Facilities for the making of such tests, examinations, samples and records as are necessary to monitor the working environment.*

The overall and final responsibility for Health, Safety and Welfare of the Company and its personnel is vested in

Do

- Safety equipment and personal protective equipment provided.*
- Report loss of or damage, safety equipment and personal protective equipment so that the defect can be remedied.*
- Observe the instructions on the warning notices displayed around the premises.*
- Have minor cuts attended to by a first aider.*
- Report accidents, breakdowns, defects and 'near misses' to your supervisor.*
- Switch off machines when not in use.*
- Switch off and unplug portable equipment and flexible cables when not in use.*
- Keep gangways and paths.*
- Stop and isolate machines before undertaking setting adjustment .*
- Wash your hands before and after going to the toilet if you work with chemicals, oils, oily components, etc.*
- Ensure that supervisors are notified about visitors and that visitors are provided with protective equipment where appropriate.*
- Familiarise yourself with the positions of the Fire Exits and Fire Extinguishers.*
- Keep Fire Exits clear.*

Do Not

- Attempt to carry out work or operate machines and equipment you are not competent with or authorised to use.*
- Take short cuts and chances.*
- Run in the work place.*
- Skylark*

- Wear unsuitable footwear such as plimsolls and open-toed sandals.*
- Clutter up gangway and paths.*
- Misuse equipment or use makeshift equipment.*
- Overload lifting appliances, fork trucks, pallet trucks, etc.*

A J PETTINGALE

This Policy statement will be subject to regular review and amendment as often as may be appropriate. A copy will be issued to all employees and displayed in main office and canteen. .

SIGNED:



(A J PETTINGALE)

DATE:

01/05/08.

SECTION TWO

ORGANISATION FOR CARRYING OUT THE POLICY

The Company undertakes to allocate responsibilities for Health, Safety and Welfare at all levels within the workplace.

Responsibilities are as follows:

MANAGING DIRECTOR

A J PETTINGALE

The overall responsibility for Health, Safety and Welfare in the company is vested in the above named.

The above named will be responsible for:

- (a) The effective development and implementation of the Company's Health and Safety Policy.*
- (b) Setting a good example and fostering a positive culture within the Company towards Health and Safety .*
- (c) Ensuring that all employees understand, observe and comply with the Company's Safety Rules and Procedures.*
- (d) Ensuring adequate channels exist within the Company to enable Health, Safety and Welfare issues to be effectively communicated throughout the organisation.*
- (e) Ensuring that all levels of staff within the Company are given adequate instruction, information and training to carry out Health, Safety and Welfare responsibilities delegated to them and are able to effectively implement safe systems of work.*
- (f) Ensuring adequate funds and insurance are provided to meet the Health, Safety and Welfare requirements and liabilities of the Company to it's employees, sub-contractors, clients, general public etc.*
- (g) Monitoring the Health and Safety performance of the Company to ensure the compliance with the Safety Policy and standards set.*

- (h) Ensuring all personnel are aware of the Health, Safety and Welfare equipment and facilities provided by the Company and are familiar with the procedures for their use.*
- (i) Undertaking an identification of all hazardous activities carried out and hazardous substances used by the Company . Undertaking a risk assessment of these hazardous activities and substances and where appropriate producing a safe system of work to eliminate or minimise any risk of injury to the worker or other persons affected by the work activity or substance.*
- (j) Ensuring adequate monitoring and health surveillance arrangements and procedures are undertaken where necessary.*
- (k) Ensuring that all injuries, diseases and/or dangerous occurrences are notified to the relevant enforcing authority in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and records kept.*
- (l) Carrying out investigations into injuries, cases of work related illness and near misses and identifying in each case why they happened and ensuring when appropriate steps are taken to prevent a re-occurrence*
- (m) Regularly reviewing and updating the Company 's Health and Safety Policy to take into account any new Health and Safety legislation, new plant and equipment, new techniques and materials etc.*

RESPONSIBLE FOR SAFETY

A J PETTINGALE

The above named, having direct day to day responsibility for Health, Safety and Welfare matters within the company, will be responsible for:

- (a) Ensuring that all personnel under his control understand and comply with the Company 's Policy and procedures on Health, Safety and Welfare.*
- (b) Setting a good example to all personnel under his control and fostering a positive culture within the company towards Health and Safety.*
- (c) Ensuring that all personnel fully understand the correct procedures for the use and maintenance of all equipment, first-aid and welfare facilities provided by the company.*
- (d) Communicating with all personnel under his control to ensure the full dissemination of information related to Health and Safety, attending Safety meetings and responding to Safety Representatives and employees initiative on Safety matters*

- (e) Ensuring that all personnel under his control are given full and adequate instruction, information, training and supervision in order that they understand and meet their responsibilities for Health and Safety and are able to effectively implement safe systems of work.*
- (f) Ensuring that the Safety Organisation and Policy is monitored, reviewed and updated as appropriate to take into account any new Health and Safety legislation, new plant and equipment, new techniques and materials etc.*
- (g) Carrying out regular inspections of all company premises, sites, facilities, plant and equipment to ensure safety standards are maintained and keeping inspection records.*
- (h) Ensuring that all tools, equipment and plant are maintained in a safe working condition.*
- (i) Assisting the company in undertaking an identification of all hazardous activities carried out and hazardous substances used. Assisting the company in undertaking risk assessments of these hazardous activities and substances and where appropriate producing a safe system of work to eliminate or minimise any risk of injury to the worker or other persons affected by the work activity or substance.*
- (j) Ensuring adequate monitoring and health surveillance arrangements and procedures are undertaken where necessary.*
- (k) Ensuring that all injuries, diseases and/or dangerous occurrences are notified to the relevant enforcing authority in compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations, and records kept.*
- (l) Maintaining contact with all external sources of Health and Safety advice and information i.e. Health and Safety Executive, Employer Federations, Trade Associations, Industry Training Board, appropriate journal, manufacturers etc.*

ALL PERSONNEL

All company personnel will be responsible to their immediate supervisor and responsible for:

- (a) Familiarising themselves with the contents of the companies Health and Safety Policy and working in accordance with the instructions laid down.*
- (b) Undertaking work in safe manner having regard to Health and Safety instructions given and ensuring that items, plant and equipment, tool, materials, facilities etc. are properly used and correctly maintained.*
- (c) Ensuring their own and the Health and Safety of others affected by their acts or omissions whilst at work.*
- (d) Making full use of protective clothing and equipment where appropriate.*
- (e) Reporting all accidents, dangerous occurrences and near misses immediately to the appropriate supervisor.*
- (f) Refraining from drinking alcohol and the use of drugs etc. whilst at work.*
- (g) Reporting any hazards, defects or omissions in plant and equipment to the appropriate supervisor.*
- (h) Only operating plant and equipment where they had received adequate training and instruction and are competent to do so.*
- (i) Attending any training sessions provided to support Health and Safety in the workplace.*
- (j) Maintaining a safe and tidy working area, having due regard to all processes, materials, substances etc. used and so far as is practicable, taking effective measures to prevent hazards in the workplace.*
- (k) Co-operating fully with the company to enable them to meet their legal duties with regard maintaining Health Safety and Welfare in the workplace by adopting good working practice and safe systems of work.*

SPECIALIST CONTRACTORS, SUB-CONTRACTORS AND SELF - EMPLOYED PERSONS

All specialist contractors, sub-contractors and self-employed persons working on behalf of the company will be required to conform to all Health, Safety and Welfare Legislation and company instructions applicable to the work being undertaken.

All specialist contractors, sub-contractors or self-employed persons working on behalf of the company will be required to provide the company, prior to the work commencing and where appropriate, copies of Safety Policies, COSHH Assessments, Risk Assessments and any other Safety documentation that has been produced which is relevant to the work being undertaken.

SECTION 3

ARRANGEMENTS FOR CARRYING OUT THE POLICY

The company will make appropriate arrangements for the effective PLANNING, ORGANISATION, CONTROL, MONITORING AND REVIEW of Health and Safety by:

- *Adopting a systematic approach to Health and Safety management which identifies priorities and sets objectives.*
- *Eliminating risks, whenever possible, by the selection and design of facilities, equipment and processes or minimising them by the use of physical control methods, e.g. Personal Protective Equipment.*
- *Setting up a management structure which promotes a progressive improvement in Health and Safety performances.*

a) TRAINING

The company will ensure that all employees are competent as regards Health and Safety prior to entrusting tasks to them. All employees will be provided with adequate Health and Safety training.

- *On recruitment by means of induction training.*
- *On being exposed to new or increased risks because of being transferred or given a change of responsibility.*
- *On being exposed to new or increased risks because of the introduction of a new system of work equipment or new technology etc.*

b) SAFE SYSTEMS OF WORK

The company will provide systems of work that so far as is reasonable practicable, are safe and without risk to health for it's employees.

The company will formulate and implement Health and Safety plans and safe systems of work by establishing responsibilities, set sequences of operations, using guards, safety devices and protective equipment. Written risk assessments, method statements and permit-to-work systems will be used where appropriate, using CITB "Construction Site Safety", HSE Approved Codes of Practice and Guidance Notes, as technical references.

c) SAFE PLACE OF WORK / ENVIRONMENTAL CONTROL

The company will make adequate arrangements to keep work places in a clean, orderly and safe condition, walkways, gangways and roads will be clearly marked as appropriate.

Safe means of access to and egress from all working areas will be provided and maintained.

Adequate arrangements will be made to meet the requirements of the COSHH Regulations by:

- *Assessing the health risks created by work involving hazardous substances.*
- *Ensuring that exposure of employees to hazardous substances is either prevented or adequately controlled.*
- *Ensuring that any control method provided is properly used and maintained in efficient working order and good repair.*
- *Monitoring the work environment routinely for exposure to hazardous substances.*
- *Carrying out Health Surveillance of specified employees.*
- *Providing information, instruction and training for employees on risks to Health and precautions to be taken regarding hazardous substances.*

CITB Publication "THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH" (GE700/33) and HSE Guidance Notes to be used as technical references.

The company will arrange to monitor the noise level of work activities and will arrange for a competent person to undertake a noise assessment where the level is considered to be over 85 db (A), the First Action Level under the Noise at Work Regulations 1989.

Appropriate action will be undertaken by the company i.e. silencing, isolating or enclosing to reduce overall noise to an acceptable level.

Where it is not reasonably practicable to reduce the noise to an acceptable level, warning notices will be displayed and employees affected provided with suitable ear protectors.

CITB Publication "CONTROL OF NOISE" (GE 700/8) and HSE Guidance Notes to be used as technical references.

d) **WORK EQUIPMENT, PLANT AND TRANSPORT**

The company will make adequate arrangements for the supervision of operations involving the use of work equipment, plant and transport to ensure that it is used correctly and it is safe and without risk to Health.

The company will make arrangements to ensure that work equipment, plant and transport operators are competent and given adequate information, instruction and training. Where appropriate arrangements will be made for operator certification to provide evidence of competence.

The company will make arrangements for the regular inspection, servicing and maintenance of all work equipment, plant and transport, and keep adequate records including the use of statutory inspection registers where appropriate.

The company will ensure that all electrical appliances on site are:

- *Operated at 240 volts.*
- *Installed by competent electricians.*
- *Connected to electrical systems with correct plugs and sockets.*
- *Protected from adverse weather conditions and accidental damage.*
- *Maintained, altered and repaired only by competent electricians.*

e) **FIRE**

The company will provide appropriate fire fighting equipment in all workplaces and make arrangements for it to be checked at regular intervals by a competent person.

Procedures in the use of fire fighting equipment, means of escape, fire alarms and fire drills shall be established by the company at each workplace and effective steps will be taken to ensure that all employees are familiar with the procedures.

CITB Publication "FIRE - LEGISLATION, PREVENTION AND CONTROL" (GE 700/17) and HSE Guidance Notes to be used as technical references.

f) **MEDICAL AND WELFARE FACILITIES**

The company will ensure that adequate facilities and arrangements are provided in the respect of First Aid and Welfare and that these facilities are adequately maintained in a satisfactory condition.

Employees will be informed of the location and arrangements made for First Aid treatment at all workplaces.

The company will nominate sufficient qualified "First Aiders" and "Appointed Persons" as required by the Health and Safety (First Aid) Regulations 1981 and the Approved Code of Practice.

Nominated "First Aiders" and "Appointed Persons" will:

- *Maintain the contents of First Aid boxes to the standards recommended in the Approved Code of Practice.*
- *Ensure prescribed notices and statutory guidance for First Aid are displayed.*
- *Administer, where necessary, basic First Aid treatment and record details of the incident in the company's accident book and record details of First Aid treatment given.*

g) **RECORDS**

The company will maintain at each appropriate workplace registers for keeping statutory records relating to inspections, facilities, premises, personnel etc.

CITB Publication GE 700, Annex C to be used as a technical reference.