

**APPENDIX 5**

# **Policy**

**Health and Safety at Work etc. Act 1974**

**Health and Safety Policy of:**

**Cal Gavin Limited  
Minerva Mill Technology Centre  
Station Road  
Alcester  
Warwickshire B49 5ET**

## General Statement of Policy

It is the policy of CAL GAVIN Limited to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. CAL GAVIN Limited's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

CAL GAVIN Limited recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of CAL GAVIN Limited will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of CAL GAVIN Limited will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Director of Safety. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Director of Safety or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

CAL GAVIN Limited' health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least every 12 months.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below.



Signed

Mr Martin Gough

Title Managing Director

## Health & Safety Personnel

The person with overall and final responsibility for health and safety in CAL GAVIN Limited is the Managing Director, Martin Gough. In addition to other titles Martin Gough will be referred to as the Director of Safety.

The Engineering Manager, Mr Peter Ellerby will be responsible as Gough's deputy in case of his absence.

### Health & Safety Managers:

The person/s responsible for overseeing, implementing and monitoring the policy are

Name	Area
Colin Andrews	Manufacturing & Production
Jade Ryan	Office Areas
Dr Peter Droegemueller	Laboratory Areas

### Responsibilities:

Inspection and risk assessment of plant, equipment and workspace for safety purposes. Reporting, setting and documenting company health and safety objectives Monitoring company performance in health and safety training.

The following personnel will be responsible for the supervision of health and safety in particular areas to carry out, document and maintain Health & Safety Risk Assessments at a period of no greater than 3 monthly intervals.

Organising and attending Health & Safety meetings as to comply to the companies policy on Consultation.

Name	Area	Responsibilities
Colin Andrews	Manufacturing Department	Inspect all plant, machinery, workspace areas for safety hazards. Monitor and report all safety risk issues including following up on all actions taken to remove all risks within an agreed timescale Ensure all new employee's are trained in self assessment for use of such equipment for Health & Safety purposes.
Jade Ryan	Office Areas	Inspection of electrical equipment and workspace areas. Report all safety risk issues and follow up to ensure all necessary action have been taken within an agreed timescale. Maintain visual checks on the use of Computer and Display Monitor equipment documenting any necessary actions to be taken. Ensure all new employee's are trained in self assessment for use of such equipment for Health & Safety purposes.
Dr Peter Droegemueller	Laboratory	Inspection of electrical equipment, plant, machinery and workspace areas. Report all safety risk issues and follow up to ensure all necessary action have been taken within an agreed timescale. Ensure all new employee's are trained in self assessment for use of such equipment for Health & Safety purposes.

In addition to the above the Company will appoint for each of the above areas a Competent Person (Fire Marshall) to be responsible for Fire Safety Risk Assessments and to ensure that the company comply to current legislation.

### **Consultation**

The management of CAL GAVIN Limited see communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings every 6 months or as often as is deemed necessary.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employees' questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### **Communication**

The management of CAL GAVIN Limited will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. CAL GAVIN Limited communicates with its employees orally, in the form of directions and statements from supervisors; in writing, in the form of directives and this policy statement and by example.

### **Co operation and Care**

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

### **Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of CAL GAVIN Limited that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held at regular intervals and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below:

<b>Name</b>	<b>Job Title</b>	<b>Department</b>
Mr Martin Gough	Director of Safety	All departments and areas

### **Workplace Inspections**

It is the policy of CAL GAVIN Limited to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

In addition to regular Health & Safety and Fire Assessment Managers/Marshalls will carry out inspections of the workplace/s in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

### **Work Equipment**

It is the policy of CAL GAVIN Limited to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1992.

CAL GAVIN Limited will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons..

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

It is the policy of CAL GAVIN Limited to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by CAL GAVIN Limited will be properly assessed prior to its provision.

### **Personal Protective Equipment**

All personal protective equipment provided by CAL GAVIN Limited will be maintained in good working order.

All workers provided with personal protective equipment by CAL GAVIN Limited will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

CAL GAVIN Limited will endeavour to ensure that all personal protective equipment provided by them is used and used properly by its employees.

## Manual Handling Operations

It is the policy of CAL GAVIN Limited to comply with the law as set out in the Manual Handling Operations Regulations 1992. Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid

All possible steps will be taken to reduce the risk of injury to the lowest level possible

### Lifting and Moving by use of Fork Lift Truck

1. Lifting and moving of objects must be done by mechanical devices rather than by manual effort wherever reasonably practicable. The equipment used must be appropriate for the lifting or moving task
2. The use of the Fork Lift Truck and all other mechanical lifting and moving devices must be operated only by personnel trained and authorised to operate them.

### Manual Lifting and Moving

1. The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
2. When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
3. The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
4. Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
5. Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc..
6. When lifting an object off the ground employees should assume a squatting position, keeping the back straight. Straightening the knees, not the back, should lift the load. These steps should be reversed for lowering an object to the ground
7. Employees must not be required to lift heavy or bulky objects which overtax their physical condition or capability.

### Use of Computers and display screen equipment

It is the policy of CAL GAVIN Limited to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992. CAL GAVIN Limited will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the Schedule to the Regulations. The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable

- VDU screen users will be allowed periodic breaks in their work.
- Eyesight tests costs will be provided for VDU screen users on request and with a receipt.
- Where necessary VDU screen users will be provided with the cost of basic necessary corrective equipment such as glasses or contact lenses – **if the prescription is for VDU use only.**

- All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.
- Adjustable seating will be provided along with suitable furniture for the correct use of computer and VDU equipment to maintain correct posture and minimise the risk of RS injury. Correct lighting provisions will be provided to ensure any risk to eye sight and the prevention of headaches.

**Factory floor specific requirements:**

The processes employed in this plant include wire spinning and cutting. Wire cutting includes the risk of trims flying into an eye. All operators are therefore required to wear protective glasses when performing this task. When spinning wire (coiling or assembly) which is sometimes sprayed with WD40, there is a possibility of oil or other debris flying into an eye. All operators are therefore required to wear safety glasses when performing these tasks. If you are uncertain when to wear glasses you are advised to wear them at all times. If you cannot find the glasses you were initially issued on commencement of employment please ask the Supervisor or Manager who will provide replacement glasses for you.

In all circumstances, if you have any doubts about how to:

- Operate machinery
- Perform duties requested of you
- Any other causes of uncertainty

It is your priority to raise your concerns with your Supervisor or Manager who will discuss the situation with you. At all times if you feel your concerns have not been resolved satisfactory then you should direct your concerns in writing to the Managing Director.

**Control of Hazardous Substances**

It is the policy of CAL GAVIN Limited to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 1989.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

CAL GAVIN Limited will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

**Fire Safety**

CAL GAVIN Limited's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate, have been compiled with the assistance of the local fire service and comply with Regulatory Reform (Fire Safety) Order 2005. Fire Risk Assessments and controls are documented in the Company's Fire Risk Policy File.

The person/s with responsibility for the maintenance and testing of fire alarms is the Landlord.

Fire fighting equipment will be inspected and certified on an annual basis by qualified Agents.

It is each employee's responsibility to ensure that they make themselves fully aware of the company's fire procedures.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Director of Safety is responsible for the provision and maintenance of fire prevention. The Landlord is responsible for the provision of fire detection equipment.

Supervisors are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

#### **Fire Detection equipment**

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

#### **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the workplace. Automatic sprinkler systems have been installed in the production department. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

#### **Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

#### **Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

#### **Smoking**

**Smoking is prohibited in within all internal areas of the building.** Smokers must at all times ensure that they use the correct reciprocals to discard all smoking materials.

## **Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point. The designated assembly point is the CAR PARK AT THE KINGDOM HALL IN STATION ROAD.

The Landlord will carry out practice fire drills at regular intervals to ensure employee familiarity with emergency evacuation procedures.

## **Accident Investigation**

It is the policy of CAL GAVIN Limited to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. CAL GAVIN Limited see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Director of Safety or a person appointed by the Director of Safety detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

## **Accident Procedure**

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

## **Qualified First Aiders are:**

**Name:**

**Mr Chris Mann:** Office & Laboratory  
**Mr Simon Prior:** Manufacturing & Production  
**Mr Colin Andrews:** Manufacturing & Production

The Safety Manager is responsible for reporting all cases of accident and disease to the Director of Safety.

Accident records are compiled and stored by the Director of Safety.

The Director of Safety is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR 95 regulations where applicable.

### **Safety Rules**

The following safety rules are to be obeyed by all employees of CAL GAVIN Limited during all working hours. Failure to comply with these rules may result in disciplinary action.

#### **General**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to their supervisor or the Safety Manager
3. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate
4. All employees are expected to attend departmental safety meetings
5. Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job
6. Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person are forbidden
7. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
8. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person
9. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to their supervisor or the Director of Safety.
10. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff
11. All injuries must be reported to the Director of Safety or a delegated representative
12. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
13. No worker should undertake a job which appears to be unsafe
14. No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task
15. No employees should use chemicals without the knowledge required to work with those chemicals safely

#### **Working Environment**

1. Work sites must be kept clean and orderly.
2. Work surfaces must be kept dry or appropriate steps taken to ensure the surfaces are slip-resistant.
3. Spills must be cleaned up immediately.
4. All combustible scrap, waste and debris must be stored safely and removed promptly.
5. Combustible dust must be cleaned up with a vacuum system to prevent the dust from going into suspension. The accumulated combustible dust must be removed routinely. Metallic or conductive dust must be prevented from entering or accumulating on or around electrical enclosures or equipment.
6. All oil and gas fired devices should be equipped with flame failure controls which will prevent flow of fuel if pilot lights or main burners are not working.
7. All pits and floor openings should be covered when not in use and should be clearly marked when open.

### **Slips, trips and falls.**

1. All aisles and passageways must be kept clear. Wet surfaces should be either clearly marked with warning signs or covered with non-slip material.
2. Where a passageway is being used by forklifts, trucks or other moving machinery a separate passageway should be made available for use by pedestrians. If no such alternative is available, warning signs should be prominently displayed and machine operators and pedestrians should exercise extreme caution.
3. Equipment must be properly stored so that sharp edges do not protrude into walkways. Changes in floor elevation and ceiling height must be clearly marked, as must passageways near dangerous operations such as welding, heavy materials lifting or machinery operation.
4. Aisles and passageways must be kept clear of debris, floor storage and electrical cables.

### **Tool and Equipment Maintenance**

1. Company machines and tools are to be used only by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is qualified to use specific tools and equipment.
2. All responsible employees shall be responsible for ensuring that all tools used for company purposes are in a good condition. Faulty or improperly used tools are a safety hazard. Any tools which are defective or worn out should be reconditioned or replaced.
3. When not in use tools should be stored in a dry and safe condition.
4. No tool should be used without the correct shield, guard or attachment recommended by the manufacturer.
5. Approved personal protective equipment must be properly used where appropriate
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as to represent a safety hazard
7. Employees are prohibited from using any tool or equipment, which is defective or faulty in any way or for any purpose other than the intended purpose.

### **Personal Protective Equipment Provided**

1. Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use
2. Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Director of Safety.
3. In the event that an Employee considers they are asked to carry out a duty whereby the necessary safety equipment or the provision of personal protective equipment has not been provided then grievance procedures as laid out in the company handbook should be followed.