



## **HEALTH & SAFETY ARRANGEMENTS**

### **General health and safety arrangements**

#### **Written standards**

We have documented our health and safety standards in the form of an overall Health and Safety Policy. The Policy has three parts including a statement of commitment, organisational responsibilities and this arrangements document. The Managing Director has signed our Statement of Health and Safety Policy and ensures that the Senior Management Group reviews and updates all parts of the policy on an annual basis.

The overall Health and Safety Policy is supplemented by specific policies and procedures where applicable. Our health and safety documentation includes risk assessments, monitoring checklists, instructions and written procedures as necessary. We have a separate risk assessment policy which outlines our detailed arrangements in this area.

Our documentation is based on legal requirements, guidance from enforcing authorities and established industry standards.

#### **Organisation**

Our Health and Safety Policy - Organisation statement sets out everyone's responsibility from Senior Managers through to individual employees. Their success in fulfilling those responsibilities are measured through regular audits/inspections and annual staff appraisals.

#### **Employees at special risk**

From time to time, some workers may be at increased risk of injury or ill-health resulting from work activities, e.g. those with medical conditions or permanent or temporary disability, those taking medication, young people and those who are pregnant. The Company therefore requires that all employees advise their line manager if they become aware of any change in their personal circumstances which could result in their being at increased risk. Risk assessments will then be reviewed accordingly and action taken as necessary to control the risks. We have a separate detailed policy on the subject of new and expectant mothers.

### **1. Responsibilities**

- 1.1 Overall and final responsibility for health and safety is that of Managing Director, FP&S Parts and Service Ltd t/a FP&S Parts.
- 1.2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to the H&S Manager and Audit and Compliance Manager and Managers and Supervisors.
- 1.3 To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

- 1.4 All employees have to:
- co-operate with supervisors and managers on health and safety matters;
  - not interfere with anything provided to safeguard their health and safety;
  - take reasonable care of their own health and safety; and
  - report all health and safety concerns to an appropriate person (as detailed in the policy statement).

## **2. Health & Safety Risks Arising From Our Work Activities**

- 2.1 Risk assessments will be undertaken by the H&S Manager and the Audit and Compliance Manager in conjunction with Management, Supervision and Safety Representatives where applicable.
- 2.2 The findings of the risk assessments will be reported to relevant Managers and employees.
- 2.3 Action required to remove/control risks will be approved by the H&S Manager and Senior Management.
- 2.4 The H&S Manager will be responsible for ensuring the action required is implemented.
- 2.5 Managers/Supervisors will check that the implemented actions have removed/reduced the risks.
- 2.6 Assessments will be reviewed every 12 months or when the work activity changes, accidents are reported, whichever is soonest.

## **3. Consultation with Employees**

- 3.1 The Employee representatives(s) is:
- Christopher Waterson
- 3.2 Consultation with employees is provided by regular meetings with the safety representative(s).
- 3.3 Copies of the minutes of the above meetings will be posted on local noticeboards.

## **4. Safe Equipment**

- 4.1 Line Management will be responsible for identifying all processes/equipment needing maintenance.
- 4.2 The H&S Manager will be responsible for ensuring effective maintenance procedures are drawn up.
- 4.3 Line Management will be responsible for ensuring that all identified maintenance is implemented.
- 4.4 Any problems found with processes/equipment should be reported to the Line Manager

4.5 The H&S Manager and Line Managers will ensure that new plant and equipment meets health and safety standards before it is purchased.

5. **Safe Handling and Use of Substances**

5.1 Line Management and the H&S Manager will be responsible for identifying all substances which need a COSHH assessment.

5.2 The H&S Management will be responsible for undertaking COSHH assessments.

5.3 Line Management will be responsible for ensuring that all actions identified in the assessments are implemented.

5.4 Line Management will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

5.6 Assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

6. **Information, Instruction and Supervision**

6.1 The Health and Safety Law poster is displayed on local notice boards.

6.2 Health and safety advice is available from the H&S Manager, the Audit and Compliance Manager, the local council through the Environmental Health Department.

6.3 Supervision of young workers/trainees will be arranged/undertaken/monitored by the H&S Manager.

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

7. **Competency for Tasks and Training**

7.1 Induction training will be provided for all employees by Line Management.

7.2 Job specific training will be provided by Line Management and outside training providers, particularly in respect of vehicles, forklift and machinery.

7.3 Specific jobs requiring special training are:  
Lifting Equipment.  
Counterbalance forklift  
Display Screen Equipment  
Manual Handling

7.4 Training records are kept within personnel records held either in hard copy or electronically within the H.R. Department.

7.5 Training will be identified by Line Management, arranged and monitored by the H&S Manager and Audit and Compliance Manager.

8. **Accidents, First Aid and Work-Related Ill Health**

- 8.2 Health surveillance, where required will be arranged by the H&S Manager through local Medical Services.
- 8.3 Health surveillance records will be kept by the H.R. Department
- 8.4 The first aid box is kept within the kitchen at H.O. in the office at each branch Branch Managers office within.
- 8.5 The appointed person(s)/first aiders are:

Local Branch Management

In H.O. there are two trained first aiders.

First Aiders/Appointed persons are responsible for providing first aid in the event of an accident or the sudden onset of illness until medical assistance can be provided.

- 8.6 All accidents and cases of work-related ill health are to be recorded in the accident book. Copies of the accident book page must be forwarded to the H&S Manager immediately, however minor the injury.
- 8.7 Local Management is responsible for fully investigating the accident using the Detailed Accident Investigation Form. The completed form must be forwarded to the H&S Manager immediately on completion. In any event this should not be any later than 36 hours after the accident.
- 8.8 The H&S Manager or Audit and Compliance Manager is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- 8.9 Full details are contained within the Accident and Dangerous Occurrence procedures.

**9. Monitoring**

- 9.1 To check our working conditions, and ensure our safe working practices are being followed, we will:  
  
Carry out workplace inspections on a three monthly basis. The inspection will be carried out with the H&S Manager or Audit and Compliance Manager every six months, together with Local management
- 9.2 The H&S Manager or the Audit and Compliance Manager are responsible for investigating accidents with Local Managers and where applicable local Safety Representatives.
- 9.3 The H&S Manager is responsible for investigating work-related causes of sickness absences.
- 9.4 Both the H&S Manager, Audit and Compliance Manager and Line Management are responsible for acting on investigation findings to prevent a recurrence.

## **10. Emergency Procedures – Fire and Evacuation**

- 10.1 The H&S Manager and Audit and Compliance Managers are responsible for ensuring the fire risk assessment is undertaken and implemented.
- 10.2 Escape routes are checked by in house by fire-persons every week.
- 10.3 Fire extinguishers are maintained and checked on an annual basis. Checks are made as part of the two monthly inspections by the Branch Manager.
- 10.4 Alarms are tested every week, where applicable, on a Friday during the morning period.
- 10.5 Emergency evacuation will be tested every six months.

## **11.0 Asbestos**

The Company is aware of it's responsibilities under the Control of Asbestos at Work Regulations 2002 and associated Approved Codes of Practice (ACOP's) and guidance notes.

The Company will:

1. Take reasonable steps to locate materials likely to contain asbestos.
2. Assume that any material contains asbestos unless there is evidence to the contrary.
3. Keep and up-to date written record of the location of these materials.
4. Monitor the conditions as these materials.
5. Assess the risk of exposure from asbestos and assumed asbestos materials.
6. Prepare and implement a management plan to control these.

## **12.0 Electrical Work**

- 12.1 The Company is aware of its responsibilities under the Electricity at Work Regulations 1989 (and associated ACOP's and guidance notes) and will ensure that all electrical work undertaken complies with these regulations.

## **13.0 Portable and Transportable Electrical Equipment**

- 13.1 All users are required to undertake a frequent and visual inspection of the equipment.
- 13.2 The Company will ensure that a competent person undertakes a formal inspection (PAT) and the equipment is suitable labeled to indicate its current status. A written database will be maintained and be held by the H&S Manager.
- 13.3 Employees will not bring their own equipment onto Company premises unless authorized by their Manager who will be responsible for ensuring the equipment is tested and recorded.

## **14.0 Manual Handling**

- 14.1 The Company is aware of its responsibilities under the Manual Handling Operations Regulations 1992 (and associated ACOP's and guidance notes) as amended by the Health and Safety (Miscellaneous Amendments) Regulations 2002.
- 14.2 The Company will so far as is reasonably practicable, avoid the need for employees to carry out manual handling operations that involve the risk of injury.
- 14.3 Where this cannot be achieved the Company will undertake risk and manual handling assessments and take appropriate measures to reduce risks to the lowest level reasonably practicable.
- 14.4 The Company will provide training in manual handling techniques.

## **15.0 Forklifts**

- 15.1 The Company is aware of its responsibilities under the Provision and Work Equipment Regulations and the Lifting Operations and Lifting Equipment Regulations in respect of the forklift and Order Pickers.
- 15.1 The Company will ensure only trained and authorised personnel operate this type of equipment.
- 15.2 All forklifts operating within the yard will be fitted with audible reversing alarms and flashing beacons.
- 15.3 All forklifts will be inspected and maintained by a third party on a six monthly basis.
- 15.4 All traffic routes used by mechanical handling equipment will be maintained in a suitable and safe condition.

## **16.0 Statutory Inspections**

- 16.1 The Company is aware of its responsibilities to carry out statutory inspections as required by current legislation in respect of:
  - Lifting Equipment
  - Forklifts

## **17.0 Personal Protective Equipment**

- 17.1 PPE will be provided as a last resort where other measures cannot control the risk at source.

## **18.0 Safety Signs and Signals**

- a. The Company will provide and maintain safety signs following risk assessments. The purpose being to warn or instruct employees where significant risk cannot be otherwise reduced.
- b. Employees will be given suitable and sufficient instruction of training relating to the meaning signs.

- c. Signs will comply with Schedule 1 of the Health and Safety (Safety Signs and Signals) Regulations 1996.

## **19.0 Visitors**

- 19.1 The Company will ensure that all reasonable precautions are undertaken to safeguard visitors from risks to their health and safety.
- 19.2 The Company will make visitors aware of any health and safety provisions that may affect them. i.e. Emergency procedures, fire procedures and P.P.E.
- 19.3 In emergency situations the visitor will be the responsibility of the Company host who will direct them to a place of safety.

## **Contractors**

Where contractors are engaged, e.g. to undertake work on the company premises, steps will be taken to establish that they are competent to undertake the work safely, essential health and safety information will be exchanged prior to them starting work and the safety of their working methods will be monitored. Contractors are required to comply with our "site rules for contractors".