



HEALTH AND SAFETY POLICY

Signed: *R A Harrison*

Date: 11th April 2023

This is the Health and Safety Policy Statement of

Atlas Concrete Ltd

Our statement of general policy is:

- To provide and maintain adequate control of health and safety risks arising from our work activities. This includes working conditions, equipment and systems of work for all our staff.
- To provide the information, instruction, training and supervision required.
- To be responsible for the health and safety of all people who may be affected by our activities. This will include employees, sub-contractors, visitors and members of the public
- To consult with all necessary personnel on matters affecting health and safety.
- Responsibilities allocated for health and safety matters are stated in the policy.
- It is the responsibility of every employee to co-operate on health and safety matters and take reasonable care of their own health and safety.
- The policy will be monitored and reviewed as necessary at regular intervals.

Responsibilities

The responsibility for health, safety and environment is placed upon all personnel working within the Company. This statement therefore, makes specific commitments with regard to how we operate, and address personal safety, welfare, security, protecting the environment and full compliance with statutory requirements.

Richard Harrison Chief Executive Officer Overall policy responsibility the Company							
James Rowe Managing Director Responsibility for sales, commercial and site operations				Gary Harrison Operations manager Responsible for production			
Michael Sproat Atlas Health & safety manager Internal monitoring and communication of health and safety issues Employee Inductions Accident Investigations				Jim Macdonald External Health and Safety Consultant Responsibility for workplace assessments, audits, in- house training and health and safety advice			
Tony Humphreys Production Manager- Flooring Systems Responsibility for health and safety planning and Implementation of safe factory operating procedures		Brett Stevenson Factory Manager Responsibility for health and safety planning and Implementation of safe factory operating procedures within Old Atlas the Bulk Store			Paul Graham Factory Manager Responsibility for health and safety planning and Implementation of safe factory operating procedures for the production of stairs, landings and terraces		
The above managers may be supported by those appointed as second in command							
Stoyan Gyulen Day to day management within the hollow core factory	Lee Langcake Day to day management for 'T' beam production	Bradley Foyle Day to day management within the wet cast hollow core production. Bulk store	Ryan Llewellyn Day to day management within the Old Atlas factory	Sean Sim & Wayne Dickinson Day to Day Management within the yard area.	Craig Whitehead Day to Day Management Within the Bespoke production area	Paula Stewart Day to day management within the offices & responsibility for accreditations	Marie Carr H/R Company Human Resources manager
All Employees <i>Responsibilities laid down in health and safety policy as required through legislation: To take care of themselves and others, to cooperate and report all concerns.</i>							

Management and Supervision

Managers and supervisors have the responsibility for:

- the health safety and welfare of all permanent and temporary staff and others affected by the work being carried out;
- ensuring that all risk assessments have been communicated effectively;
- ensuring all those under their control follow safe working procedures;
- ensuring that effective emergency arrangements are in place;
- the appropriate levels of training for all staff;
- effective communication of safety instructions and
- the reporting and investigating of all accidents and incidents is carried out.

Employees

All employees, permanent or otherwise must:

- only undertake duties for which they have been trained;
- follow all Company rules and
- follow all additional rules which are applicable to their particular area of work.

Competent Persons

Competent persons will be appointed to advise and assist the Company to meet its health and safety obligations. Those appointed are:

Tony Humphreys	Production Manager	Tel: 016973 32585
Brett Stevenson	Factory Manager	Tel: 016973 32585
Paul Graham	Factory Manager	Tel: 016973 32585
Michael Sproat	Health and Safety manager	Tel: 016973 32585
Jim Macdonald	External Health & Safety Consultant	Tel: 07879 275390

Health and Safety Risks

The Management of Health and Safety at Work Regulations 1999 requires employers to make suitable and sufficient assessment of risks to workers and others who may be affected by their undertaking and to record significant findings of that assessment.

Risk assessments will be carried out in all areas where significant hazards are present. The findings of the risk assessments will be communicated to all relevant staff. Assessments will be reviewed annually or when the work activity changes whichever is soonest.

Where applicable safe systems of work will be documented and communicated in addition to the risk assessments.

Generic risk assessments will be in place for all work being performed within the fixed workplaces. These will cover the common activities and will detail the hazards, risks and control measures.

Risk assessments for the fixed workplaces (Offices, Wall and Floor sheds) will be arranged by Tony Humphreys.

On an award of a contract, pre start meetings will be held. Project specific health and safety subjects will be identified and discussed together with the actions required. These meetings will be minuted.

Sub-contractor documentation must be received and reviewed prior to them starting work on site. This is to ensure that hazards and risks associated with their scope of work have been considered and that the control measures and methods of work meet statutory requirements.

Risk assessments for site work will be arranged by Tony Humphreys.

Information, Instruction and Supervision

The health and safety law poster is displayed on the workshop office wall with additional health and safety information prominently displayed on the factory noticeboard. Statutory notices will put in place as appropriate.

Verbal communication with the workforce will be through daily briefings.

Tool box talk type sessions will be delivered wherever they are seen as necessary.

Consultation with Employees

The Company will ensure that all appropriate information regarding health, safety and welfare is provided to all relevant staff and other persons concerned. Consultation may be verbal and direct with all employees. Communication within the fixed workplaces will be the responsibility of those with a management or supervisory responsibility.

Translators will be engaged where the understanding of English could cause a concern.

Competency and Training

Induction training will be provided for all employees starting on their first day of work. This will continue during the first weeks of their employment.

Job specific training will be provided to ensure competence for the operations within the factory and on site. This will be through a combination of in-house training and externally sourced training courses.

The training will be in the form of accredited courses, communication of workplace assessment information, in-house sessions relating to safe systems of work and through the delivery of tool box talks.

The Company assisted by all Managers accepts the responsibility for identifying the training requirements of all employees of Atlas Concrete Ltd and ensuring that appropriate levels of training have been received. Individual employee training records will be maintained and kept on file as evidence of competence.

Monitoring

To check working conditions and ensure safe working practices are being followed, we will:

- carry out health and safety audits and inspections;
- submit reports;
- do spot checks and
- investigate accidents/sickness absences.

Audits and reports will be carried out mainly by the external consultant who will provide reports following their completion. Managers have the responsibility for implementing the findings from any such reports and ensuring all relevant staff are informed of any relevant information.

Managers are responsible for ensuring all accidents, incidents and work-related causes of sickness absences are investigated.

Emergency Procedures

The Company accept its responsibility for ensuring fire risk assessment is undertaken.

Relevant information from the assessment will be communicated to all employees, this will include the emergency evacuation procedure, knowledge of the escape routes, location of the assembly point and the location of fire extinguishers.

There will be designated Fire Wardens within all workplaces. They will be sufficient in number and appropriately trained. All fire detection and warning systems will be tested and fire drills will be carried out annually.

All fire extinguishers will be maintained annually.

The **FIRE WARNING** is the alarm bell within the offices and the continuous blast of the air horn within the factory and production sheds.

The **ASSEMBLY POINTS are at:** the car park at the entry to Hangar 44 (New Atlas) and the site entrances to Old Atlas and the Bulk Store

ON DISCOVERING A FIRE

Raise the alarm by operating the nearest call point or air horn.

Only tackle the fire with a fire extinguisher if it is safe to do so.

Otherwise leave by the nearest safe exit and proceed to the fire assembly point.

ON HEARING A WARNING OF FIRE

Do not delay departure.

Ensure all persons under your charge have been alerted.

All persons should evacuate the building quickly but calmly and proceed to the assembly point.

Check all rooms including cloakrooms and toilets to ensure all persons have left.

Close all doors and those through which you pass.

Ensure fire brigade has been called.

Do not re-enter the building until fire officer has stated that it is safe to do so.

Our address is:

Atlas Concrete Ltd, Wall Shed, Hangar 44 or

Atlas Concrete, Floor Shed, Hangar 43,

Offices, Solway House

Silloth Airfield,

Silloth, Cumbria.

CA7 4 NS

Our telephone number is 016973 32585.

Accidents & First Aid

To enable all concerned to carry out their obligations and responsibilities under the current regulations the following procedure must be followed.

The injured person or someone acting on their behalf **MUST REPORT EVERY INJURY** resulting from an accident at work to their supervisor. Details of the occurrence **MUST BE RECORDED IN THE ACCIDENT BOOK** by the injured person or someone acting on his behalf.

Details of accidents causing any absence from work must be reported as soon as possible after the absence commences. Accidents resulting in more than 7 days absence from work are to be reported as soon as it is known the absence will be for more than 7 days.

All incidents and cases of work-related ill health are to be recorded in the accident book.

The accident book is kept in the administration office and completed accident records are to be handed to Sam Harrison who has the responsibility for the upkeep of the accident records and the notification of RIDDOR reportable accidents and incidents to the Incident Contact Centre.

Where appropriate Jim Macdonald (H&S Consultant) will investigate accidents and provide reports.

In all working locations appropriate First aid provision will be provided. This will include first aid equipment and qualified first aid personnel.

Signage will be displayed to indicate the names of the first aiders and the location of the first aid boxes.

Occupational Health

It is readily recognisable that employees involved in the manufacture of concrete products may be exposed to health hazards such as dermatitis, respiratory disorders noise and hand arm vibration. Information will be communicate to all relevant employees to raise their awareness of these dangers and the means to deal with them. The information will also be included in specific assessments and task related risk assessments where appropriate.

1. A health questionnaire must be completed by all employees starting and leaving employment.
2. Health surveillance questionnaires will also be completed on an annual basis.
3. All employees must notify the Company of any changes to their health and the Company will not be held responsible for not taking any measures to protect staff with medical conditions of which the company are not aware.
4. Any employee who is known to be suffering from any health problem e.g. dermatitis, work related upper limb disorder will be referred to a Company appointed Doctor. The doctor will advise whether the problem is work related.

Health Surveillance Questionnaires

Where, through the risk assessment procedure, pre-employment medical reports and/or other medical information or condition, health surveillance is required under statutory condition or where it may assist with the maintenance of health safety and welfare, the Company will make all of the necessary provisions. Managers will ensure health surveillance questionnaires are provided and completed by employees.

Sam Harrison has the responsibility for the confidential storage of completed health surveillance questionnaires and raising any concerns requiring action with the General Manager and Health and Safety Officer.

Noise

In order to reduce hearing damage caused by loud noise assessments will be carried out in all applicable situations and the results of all assessments will be communicated to all relevant personnel.

Mandatory noise areas will be signed and employees are to wear the appropriate hearing protection which will be provided for them.

Vibration

Hand Arm Vibration and Vibration White Finger are caused by repeated and frequent use of hand held vibrating tools and it is assumed that they are probably due to slight but repeated injury to the small nerves and blood vessels in the fingers from exposure to frequency oscillations.

Carpal tunnel syndrome, related to the use of vibrating tools, was also made a prescribed disease in April 1993. Department of Social Services assessed 265 cases in 1995/96 and 297 cases in 1996/97.

The Company will comply with Health and Safety Legislation which requires an Employer to protect employees from harm presented through the use of equipment which exceeds the action level during use. This includes:

Assessments will be carried out and control strategies identified and implemented.

Stress

The Company recognises that stress is an occupational health risk and in order to address this they will as far as is reasonably practicable ensure employees are able to cope with the tasks they are asked to perform. It will be ensured that employees fully understand their roles and responsibilities and they will be consulted regarding the operations they are expected to carry out. Adequate information and support will be available and employees will be consulted on any changes to their working practices.

A good working relationship will be fostered in order to avoid conflict or unacceptable behaviour in the workplace. Any person who feels they are suffering from stress should notify their line manager or supervisor.

Safe Plant and Equipment

All plant and equipment will be checked to ensure it meets health and safety standards before it is put into operation in the workplace.

Statutory inspections will be carried out annually. These inspections will include all hoists, air receivers and fork lift trucks. All portable electrical appliances will be tested on a regular basis.

All equipment needing maintenance will be identified and an effective maintenance procedure will be drawn up and implemented. Any problems found relating to work equipment should be reported to an appropriate Manager. Maintenance records will be kept on file as required.

It is expected that only the correct tools for the task being performed will be used and that they will be kept in good condition and be used correctly. All tools will be regularly inspected and maintained where appropriate.

Tony Humphreys has the responsibility for ensuring there is proper maintenance arrangements for all work equipment. Supervisors have the responsibility for ensuring these arrangements are implemented appropriately within their departments.

Abrasive Wheels

Only competent persons with suitable and sufficient training in the correct handling and mounting (including pre-mounting and storage procedures) of abrasive wheels will use abrasive wheel equipment. Competent persons will be appointed in writing after providing a certificate as proof of training.

It should be ensured that abrasive wheels should be in good condition and have suitable guarding capable of containing any flying fragments of the wheel should bursting occur. Such guards will have the additional role of preventing injury from coming into contact with any dangerous parts of the equipment.

Users should ensure that when operating a grinding or cutting machine that other persons are not exposed to any hazard. Where this is not possible adequately shield off potential danger areas.

Grinding machines should only be used in designated areas and adequate dust suppression measures should always be operating when cutting concrete products.

Operatives to be aware of the dangers of kickback and the following needs to be adhered to:

- Hold the saw firmly with both hands.
- Maintain good balance and footing at all times.
- Operative to wear a full face shield, respirator, ear defenders and gloves when cutting concrete products.
- Position the cutting machine so the body and head are not in a direct line with the wheel.
- Never bend over the cutting machine especially if the guard is drawn back.
- The workpiece is adequately supported and not in danger of moving.

Vehicles and Mobile Plant

Vehicles are moving continuously within the factory and on site therefore care must be taken when in the vicinity of moving vehicles. Vehicles should adhere to the 10mph speed limit and any driver not complying with this should be reported to a supervisor.

Only appropriately qualified and authorized persons are to drive Company vehicles.

All vehicles are expected to be driven in a lawful, courteous manner. All loads on or within Company vehicles must be secured at all times and it is the drivers responsibility to ensure this. Loads secured on roof racks are included in this and drivers must ensure roof racks themselves are checked when securing items on them.

A fire extinguisher and first aid kit will be carried in each company vehicle and the use of hand-held mobile phones whilst driving is strictly forbidden.

Company policy forbids smoking in company vehicles; this is in line with current legislation for Scotland and Wales and from 1st July 2007 in England.

Fork Lift Trucks

Forklift trucks can only be operated by staff who have received proper training and are licensed and experience in their use.

Regular documented inspections are in place for all fork lift trucks.

All FLT's have an automatic reversing bleeper and a working horn. These are provided for health and safety and must never be over-ridden, i.e. by covering bleeper by driver to prevent unwanted noise. Always sound the horn when going through doors and into blind areas.

Areas in which the FLT's operate must be kept as free from pedestrians as possible to avoid collisions. However, it is sometimes necessary for the driver of the vehicle being loaded to be present and therefore, all persons entering an area where FLT's may be operating MUST wear high visibility clothing.

Employees are expected to adhere to the following procedures wherever they apply to fork lift trucks:

DO:

Ensure forklifts are properly maintained and cleaned, and driven in a reasonable manner.

Ensure particular care should be taken when driving around corners – sound the horn.

Do not exceed 5 m.p.h.

Check for defects daily, at the start of your shift and report any faults to Paula Stewart immediately.

All fork lift truck operators MUST wear high visibility clothing.

ALWAYS sound the horn when travelling around blind corners.

Avoid violent braking or sudden changes of direction which may cause the load to fall off or the FLT to tip.

Travel with the forks lowered to within 6" of the ground and the mast tilted slightly back.

Always look in the direction of travel.

When loaded, travel down or up slopes with the forks facing up hill. It may be necessary to raise the forks slightly at the bottom of the slopes to avoid grounding the load or the fork arms.

When leaving the forklift, even for just a few seconds, apply the parking brake, make sure the controls are in neutral and the forks are tilted forward and lowered to the ground.

Before raising a load, ensure there is sufficient clearance overhead to do so.

The forklift truck should only ever be used to lift and/or carry the weight it is recommended to lift.

Do not try to lift goods heavier than the FLT is capable of lifting safely. If in doubt, seek advice.

ALWAYS remove the keys of any vehicle being loading. Return them only when you have finished loading

On completion of work, park the fork lift truck in the designated area with the forks lowered to the ground.

Ensure the parking brake is applied and the engine is switched off.

DO NOT:

- Lift and/or carry a person on the forks unless a safe working platform has been fitted.
- Carry passengers in the cab.
- Operate the controls outside the cab.
- Stand on or near the controls to reach the load or anything outside the cab.
- Pick up a load if someone is standing close to it.
- Allow people to walk underneath the load.
- Move a load that appears unstable.
- Attempt to lift a load where the weight is unknown and it may be approaching the maximum weight.
- Leave the truck unattended/parked on a gradient.
- Run over cables or flexible pipes etc on the floor unless they are suitably protected.
- Carry a load that blocks forward visibility. When absolutely necessary a bulky load should be driven in reverse.

Safe Handling

The company maintains COSHH files to hold detailed instructions for use of substances used by company personnel in the course of their work and employees must comply with these instructions. These files are made available to all employees with a copy retained in the Stores. To help maintain those records employees should inform the relevant head of department if they encounter any new substance for which COSHH details are not on file.

It is vital that hazardous substances are only used by those who are authorised and competent to do so and after having received adequate training and you are aware of the risks associated with them. The following must be understood when using any hazardous substance:

- Hazardous substances must only be used for the intended task;
- Hazardous chemical should only be stored in appropriate containers that are clearly marked with the correct hazard warning labels;
- Decanting into other containers can be dangerous;
- Always ensure you know the relevant information from the COSHH assessment and
- Always follow up the suppliers' instructions for disposing of empty containers.

COSHH assessments will be carried out and all actions identified are implemented. He will also check that new substances can be used safely before they are purchased. Assessments will be reviewed annually or when work activity changes, whichever is soonest.

All relevant employees are informed of hazards, risks and control measures for all substances they are expected to use in their working operations.

Manual Handling

Manual handling is one of the major hazards in the factory and on site therefore everyone must be aware that lifting and carrying can be dangerous operations. The Company will adhere wherever possible to the hierarchy of control for manual handling operations with the first considerations being to avoid, automate or mechanise wherever practical.

Those who have to be involved in manual handling operations will undergo manual handling awareness training.

Specific manual handling tasks will be subject to assessment. The findings of the assessment will be communicated to all relevant employees.

There is the potential for some loads to be heavy and all employees must take care and assess any load where there is doubt. Wherever possible manual handling should be avoided and machinery such as the fork lift truck should be used. In accordance with the Manual Handling Operations 1992 it is vital that everyone works within their own capabilities.

When loads are too heavy, bulky, or awkward for one person then assistance must be asked for.

All persons involve in lifting and carrying must use the correct technique:

- Keep back straight, bend the knees and lift with strong muscles of the legs;
- Ensure a good grip and keep objects close to the body with heaviest part nearest to you;
- Take extra care with operation that involve twisting and turning and
- Always wear the appropriate personal protective equipment.

Display Screen Equipment

The Company operates various items of computer equipment and tries to ensure that all equipment is of satisfactory quality to conform to the Health and Safety (Display Screen Equipment) Regulations 1992. All staff using D.S.E will be instructed in its proper use, including brightness and contrast controls to ensure proper clarity of image.

The Company will try to ensure that the best possible environment is maintained having regard to screens themselves and their location. This will include ensuring that the workstation has adequate space and light and is positioned to minimise glare. For regular users of D.S.E. the company will ensure that the appropriate seating and furniture is available.

Individual display screen equipment assessments will be completed by all employees on an annual basis. These will be use to highlight any concerns but employees will be made aware to raise any concerns immediately they cause any discomfort.

Employees should check that the chair is suitable and provides support for the back. The height should be adjustable, as should the back and back support height. They should always set these to their own particular requirements.

If feet do not touch the ground a footrest will be provided on request.

The company recommends that regular users of D.S.E. should take reasonably frequent short breaks form working in front of a display screen.

Employees are encouraged to use their own discretion to vary work routines and tasks so that prolonged work in front of the screen is avoided.

The company tries to ensure that all computer software is of an acceptable quality and standards so as to be easily operated by the appropriate employees. Staff should be aware that any complaints or concerns about D.S.E. should be brought to the attention of their supervisor.

Personal Protective Equipment

In situations where it is not possible to eliminate or reduce hazards to an acceptable level all employees will be supplied with appropriate personal protective equipment.

Once the need for PPE has been established it is the responsibility of all employees to wear and to take care of their personal protective equipment. It is also their responsibility to report all defects with their PPE.

All fixed workplace and site employees shall wear work clothing, safety footwear and high visibility clothing at all times with additional PPE to be worn as identified from assessment of the hazards and risks present in a particular situation.

Goggles, gloves, ear defenders and dust masks will be provided for the various tasks being performed. All employees will sign the issue form as a record that appropriate PPE has been provided. Training will be provided as necessary where employees are required to wear specialist PPE. These situations may include breathing apparatus and fall arrest equipment.

Clothing

- All employees are required to ensure that their clothing is suitable for work and not to wear clothing with loose ends, i.e. scarves, ties, etc., when working with electric hand tools or using machinery. In particular, where company protective clothing is provided, it should be worn.

Footwear

- Suitable footwear is essential – in particular plimsolls, trainers or light shoes must not be worn on building sites or in the workshop.

Safety Helmets

- The habitual wearing of safety helmets will extend to all workplaces where a risk of head injuries is present. Consequently, except where company or site rules or notices make an exception; every operative shall wear a safety helmet at all times when in the vicinity of construction operations.

Good Housekeeping

All staff are responsible for ensuring that the working environment is maintained properly. Managers will arrange regular cleaning of the workplaces and associated facilities and all employees are expected to play their part.

Floors should be kept clear of portable tools, electrical leads and airlines whenever possible. All tools and equipment must be put away after being used. If you cause rubbish or waste, or spill anything on the floor **YOU** are responsible for clearing it up.

Every attempt must be made to ensure that materials are kept within their designated areas.

It is vital that all main traffic areas used by vehicles is kept clear of obstructions. Fork lift trucks and other plant must be parked appropriately away from traffic routes.

Should staff become aware of any defects or have any concerns they should advise their supervisor immediately.

Sub-Contractors

All sub-contractors will be approved prior to engagement to ensure they are bona-fide and competent. The responsibility for assessing the competence of sub-contractors lies with Gary Harrison.

Safe operating procedures and risk assessments will be produced for all site work. Safe operating procedures will include lift plans formulated by Crane Appointed Persons. All information will be communicated effectively to all site personnel.

All sub-contractors will be subject to on site performance assessments to ensure they are adhering to safe working practices.

Welfare

The Company accepts its responsibility to provide appropriate and acceptable welfare facilities.

The provision will include toilet and washing facilities with hot and cold water, drinking water, an eating area and rest/changing facilities.

In certain circumstances these facilities may be arranged on-site through a Client or Principal Contractor.

All facilities must be treated with respect at all times. All employees will have responsibility for ensuring that the welfare facilities are properly maintained and kept clean. Where repairs are required, they will report them to their supervisor who will arrange for the work unless a large expenditure is required when they should seek approval from the Managing Director.

Performance Measurement

The Health and Safety Management will establish and maintain a range of performance indicators that will be considered by the appropriate Health and Safety Committees and Management meetings. These will include, but not be limited to, the following:-

- accident statistics (including near-misses);
- annual numbers, cost and general details of insurance claims;
- numbers of workplace inspections by senior staff and outstanding corrective actions;
- results of audits and the status of improvement plans;
- health and safety training performance;
- enforcement actions.

Audit

The Health and Safety Management will ensure that a programme of safety audits is conducted by the Health and Safety Consultant on a regular basis. Safety audits will assess whether the Health and Safety Policy and the procedures have been implemented, and are adequate and effective in protecting the safety and health of employees and others to whom a duty is owed, and in preventing incidents.

The Health and Safety Consultant must ensure that issues that arise from such audits are recorded and management informed. The Directors will review audit reports and ensure compliance with recommended actions.

Management Review

Performance Review

The Health and Safety Management will review health and safety performance on an annual basis in order to evaluate:

- progress made against planned objectives and the effectiveness of follow-up actions from earlier reviews;
- the effectiveness of the Health and Safety Policy and its ability to meet the overall needs of the organisation;
- the overall strategy of the Health and Safety Policy to ensure that it meets planned objectives.

Health and Safety Development Plan

Following the review, the Health and Safety Management will produce a Health and Safety Development Plan for the continuous improvement and development of Health and Safety within the Company.

Health and Safety Policy Review

The Health and Safety Policy will be reviewed at least annually by the Health and Safety Management in order to ensure that it continues to meet the needs of the Company and to recommend any changes considered necessary.