



LINECROSS LIMITED

HEALTH AND SAFETY POLICY

Revised Dec 2018

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LINECROSS LIMITED

Health and Safety Policy Statement Revised Dec 2018

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

Linecross Limited, South Luffenham, Rutland

Our Vision is:

- To prevent injury and ill health in the workplace for all employees and visitors

Our Statement of general policy on how we will achieve this is:

- to provide adequate control of the health and safety risks arising from our work activities
- to consult with our employees on matters affecting their health and safety
- to provide and maintain safe plant and equipment
- to ensure safe handling and use of substances
- to provide information, instruction, training and supervision for employees
- to ensure all employees are competent to do their tasks, and to give them adequate training
- to prevent accidents and cases of work-related ill health
- to maintain safe and healthy working conditions
- to implement emergency procedures
- to review and revise this policy as necessary at regular intervals
- to ensure health and safety performance continually improves

Overall and final responsibility for health and safety lies with David Austin, Chairman and Financial Director.

Responsibility for implementing Health and Safety throughout the Company is delegated to the H&S Manager, Departmental Managers and the Health and Safety Representatives.

Signature: _____



Chairman and Financial Director

Date. **20-12-18.**

1.0: Responsibilities:

1.1 Employer's Responsibilities:

Duty of Employer (Health and Safety at Work etc Act 1974 (Chapter 37 Section 2))

"General duties of employers to their employees."

- 1) *It shall be the duty of every employer to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all his employees.*
- 2) *Without prejudice to the generality of an employer's duty under the preceding subsection, the matters to which that duty extends include in particular—*
 - a) the provision and maintenance of plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;*
 - b) arrangements for ensuring, so far as is reasonably practicable, safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;*
 - c) the provision of such information, instruction, training and supervision as is necessary to ensure, so far as is reasonably practicable, the health and safety at work of his employees;*
 - d) so far as is reasonably practicable as regards any place of work under the employer's control, the maintenance of it in a condition that is safe and without risks to health and the provision and maintenance of means of access to and egress from it that are safe and without such risks;*
 - e) the provision and maintenance of a working environment for his employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate as regards facilities and arrangements for their welfare at work.*
- 3) *Except in such cases as may be prescribed, it shall be the duty of every employer to prepare and as often as may be appropriate revise a written statement of his general policy with respect to the health and safety at work of his employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.*
- 4) *Regulations made by the Secretary of State may provide for the appointment in prescribed cases by recognised trade unions (within the meaning of the regulations) of safety representatives from amongst the employees, and those representatives shall represent the employees in consultations with the employers under subsection (6) below and shall have such other functions as may be prescribed."* (HSE: 2017)

Linecross Limited also recognises that there are further responsibilities in respect of Fire Safety and Evacuation Procedures, Emergency Evacuation (Bomb Alerts), Environment and Welfare facilities, Safe Use of Work Equipment, PUWER, LOLER, Personal Protective Equipment, Control of Substances Hazardous to Health (COSHH), Noise at Work, Manual Handling, Food Hygiene, Electricity at Work, Permits to Work, Control of Waste, Display Screen Equipment, Health and Safety Training, Young Workers, Night Workers etc.

1.2 Employees' Responsibilities:

Duty of Employees (Health and Safety at Work etc Act 1974 (Section 7))

"It shall be the duty of every employee while at work- General duties

(a) to take reasonable care for the health and safety of work himself and of other persons who may be affected by his acts or omissions at work ; and

(b) as regards any duty or requirement imposed on his employer or any other person by or under any of the relevant statutory provisions, to co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with."

(Glover: 1974)

1.3 Responsibilities of: The Chairman and Financial Director:

It is the Chairman and Financial Director's responsibility to ensure that the Company has an adequate Health and Safety Policy Document. The Chairman and Financial Director should communicate via key personnel the Company's philosophy for complying with Health & Safety Legislation. Responsibilities have been given to the H&S Manager, Departmental Managers and the Health and Safety Representatives for the implementation, monitoring and updating of the Company's Health & Safety System, and to communicate the practical steps required preventing injury to any personnel in any situation whilst at work, and the safety, maintenance and operation of all plant, machinery and equipment.

The Company's Health and Safety policy requires the Chairman and Financial Director to co-ordinate and monitor the Policy for its effective communication within the Company, he will also:

1. Ensure that there is an effective Policy for Health and Safety within Linecross Ltd.
2. Appraise the effectiveness of the Health and Safety Policy and ensure any necessary changes are made.
3. Make available adequate resources to meet the Health and Safety requirements of Linecross Ltd.
4. Review the accident rate at least annually.
5. Ensure that all liability is covered by Insurance and agree with the Senior Managers the extent to which risks are acceptable.
6. Ensure that suitable and sufficient Risk Assessments are undertaken on a regular basis, especially when new methods of work are adopted.
7. Inform relevant Managers of projected dates of commencement of contracts, and all matters of concern to the safety, health and welfare of all employees.
8. Accept responsibility for any future maintenance and construction work. Where such maintenance, repair and construction work is undertaken ensure compliance with current CDM (Construction Design Management) Regulations.
9. The Company will control and co-ordinate Health and Safety Training Courses where appropriate to comply with the Acts, Regulations and

- Approved Codes of Practice (ACOPs).
10. Provide and maintain sufficient welfare facilities to comply with the Regulations.
 11. Ensure that a full Health & Safety Audit/Risk Assessment is carried out on a regular basis to comply with the Management of Health & Safety at Work Regulations.
 12. Communicate with the relevant Managers on all matters concerning health and safety.

Under the Health and Safety at Work Act 1974 (Chapter 37, section 37) it states that: *“Where an offence is committed by a corporate body with the consent or connivance of, or is attributed to any neglect of, a director or other senior officer of the body, both the corporate body and the person are liable to prosecution.”* (Hughes & Ferrett 2011)

1.4 Responsibilities of: The H&S Manager:

The H&S Manager and Departmental Managers will be kept well informed about new projects, proposed installations and new building so that proper advice can be given on health and safety matters. The Company authorises the H&S Manager to take immediate steps to stop any dangerous or illegal practice. He will also:

- 1) Co-ordinate Departmental Risk Assessments with Departmental Managers.
- 2) Co-ordinate Health Surveillance with the Occupational Health Doctor where appropriate.
- 3) Ensure that all Statutory Posters, Legal Documents, Signs and other Health and Safety Posters are displayed in a prominent position.
- 4) Ensure the Company has sufficient numbers of First Aiders and Fire Marshalls to comply with the Regulations (in compliance with the Regulatory Reform (Fire Safety) Order 2005).
- 5) Ensure the 1998 Working Time Regulations (amended in 2003) are adhered to.
- 6) Ensure that the maintenance of accident records are kept up to date, and that where appropriate the RIDDOR forms are completed and dispatched to the relevant local area authority within the time specified, ensuring that all reportable accidents are investigated.
- 7) Determine the responsibilities of sub-contractors and others employed by the Company with regard to the provisions of the Act, and other relevant Legislation currently in force, as well as any conditions imposed by the Company as to their conduct on site.
- 8) Obtain information regarding changes to current Legislation, Regulations and ACOPs, through training, study, research and membership of professional bodies.
- 9) Advise the Directors and Managers of the company regarding current Legislation, Regulations and ACOPs and future training requirements due to changing Legislation, Regulations and ACOPs.

- 10) Advise Departmental Managers on all health and safety matters.
- 11) Review risk assessments due to changing Legislation, Regulations and ACOPs.
- 12) Enhance risk assessments in line with company policy of continuous improvement.
- 13) Review COSHH assessments due to changing Legislation, Regulations and ACOPs
- 14) Conduct Accident, Incident and Near Miss investigations.
- 15) Carry out Health and Safety Audits and Inspections of the workplace to ensure compliance with Health and Safety Legislation, Regulations, ACOPs and Company Policies.
- 16) Bring to the attention of the HR Manager and Department Managers all non compliance of Health and Safety issues and initiate corrective action if needed.
- 17) Assist in amending company processes and procedures following improvement measures identified as a result of Accident, Incident or Near Miss investigations.
- 18) Assist in reviews of the company Health and Safety Policy.
- 19) Chair the Company Health and Safety Committee meetings and attend all Health and Safety related meetings.
- 20) Ensure the 1998 Working Time Regulations (amended in 2003) are adhere to.
- 21) Provide support and guidance to the Department managers and the H&S Reps, where required.

The H&S Manager should also have a comprehensive knowledge of the Company's Health & Safety Policy, and the specific responsibilities under the various Acts, Regulations and Approved Codes of Practices (ACOPs), also that the Safe Systems of Working Practices are understood, implemented, and adhered to.

1.5 Responsibilities of: Departmental Managers & H&S Reps:

The Departmental Managers & Reps will be kept well informed about new projects, proposed installations and new building so that proper advice can be given on health and safety matters. The Company authorises the Departmental Managers & Reps to take immediate steps to stop any dangerous or illegal practice. The Departmental Managers & Reps should also have a comprehensive knowledge of the Company's Health & Safety Policy, and their specific responsibilities under the various Acts, Regulations and Approved Codes of Practices (ACOPs) in force. They are responsible for ensuring that the Safe Systems of Working Practices are understood, implemented, and adhered to at all locations under their control.

They should also;

- 1) Ensure that proper methods of working and means of avoiding dangerous or potentially hazardous conditions are adopted.
- 2) Ensure that all contractors comply and adhere to the Company's

Health and Safety Policy, and Safe Systems of Working Practices and Procedures.

- 3) Determine the most appropriate methods of working to be adopted on site.
- 4) Determine the facilities required for smooth functioning of the site with regard to lighting, sanitary arrangements, welfare facilities etc.
- 5) Ensure that all "Portable Electrical Appliances" belonging to Linecross Limited, or its employees' own portable electrical appliances when used on site (including self employed), are tested safe to use and that all the items tested are entered into a "Portable Appliance Register".
- 6) Determine that all tools, plant and equipment etc. being used by contractors and sub-contractors prior to use are safe to use and have been tested safe to use before bringing them onto the Company's premises.
- 7) Ensure compliance with all COSHH Regulations and COSHH Assessments for substances used in areas under their control.
- 8) Maintain, update and record all maintenance record sheets, to comply with the appropriate Regulations.
- 9) Ensure that all staff under their supervision receives sufficient training and instruction on health and safety matters pertinent to their activities.
- 10) Accept responsibility for matters involving the Company's vehicles and transportation including FLT's.
- 11) Identify and implement in conjunction with the Chairman, H&S Manager all training requirements for staff engaged in the processes of Manual Handling and COSHH Substances.
- 12) Consult with the H&S Officer and Supervisors on all matters concerning health and safety.
- 13) Will ensure that adequate supervision is available at all times particularly where young or inexperienced workers are involved.
- 14) Will ensure that adequate cover is available for their departments during periods of absence.
- 15) Will ensure that safety rules are observed and are authorised to insist that persons in their departments use the safety equipment provided i.e. personal protective equipment etc.
- 16) Will ensure that employees are competent to carry out tasks given to them and are made aware of any hazards involved.
- 17) Are aware of any potential risks in their areas of responsibility.
- 18) Know what to do in case of fire, and the procedures to be adopted in the event of an emergency.
- 19) Know the whereabouts of the first aid facilities.
- 20) Are aware that they individually have a responsibility to comply with Health and Safety Codes of Practice, and actively promote safe practices for themselves and their colleagues.
- 21) Ensure that any unsafe machinery is properly immobilised until corrective action has been take.
- 22) Ensure that any accident involving damage, injury or lost time is reported and recorded in the proper manner.

- 23) Be aware of, and take care when using knives, guillotines, shredders etc.
- 24) Not use or tamper with machinery they are not familiar with or trained to work on.
- 25) Will frequently check that:
 - (i) Good housekeeping standards are maintained.
 - (ii) Fire exits and gangways are kept free from obstruction.
 - (iii) The correct PPE is available and is being worn.
- 26) Ensure and control the safety of out of hours working including the provisions for first aid cover.
- 27) Inform in writing to the Health and Safety Manager the proposed introduction of any new COSHH related substance, providing him with the name of the supplier and its intended use on site.

2.0 Duties of Contractors/Sub Contractors:

The Occupier's Liability Act 1957 and the Health and Safety at Work Act 1974, impose certain duties upon each employer as well as each person in control of premises in respect of visitors to those premises. These duties extend to persons not directly employed as well as those who carry out work on the Company's premises or on contracts carried out by Linecross Limited, Rutland, or under their direct control on site.

In addition the Health and Safety at Work etc. Act 1974 places a duty on each employer to give such persons not in his direct employment certain prescribed information about matters which may be prejudicial to them.

Linecross Limited requires a high standard of safe working from its employees and requires the same high standards from its own Contractors/Sub-Contractors. They shall be required to effect and keep in force a suitable Indemnity Policy for an amount specified to cover their legal liabilities to the Company at all times and the Company may require to see such policy at the time for approval thereof.

The "Safety Rules for Contractors" booklet which will be issued to all Contractors, shall not exempt them from their statutory duties on safety, health and welfare, rather it has been produced with the intention of assisting them in attaining a high standard of compliance with those duties.

Linecross Limited, hereby gives notice to its Contractors/Sub-Contractors that it may call for a copy of the Contractors/Sub-Contractors own safety policy document in order to ascertain that such Contractors/Sub-Contractors policy organisation and arrangements required by the Health and Safety at Work etc. Act 1974 or other statutes are adequate to maintain the high standard set by the Company, and to agree safe work procedures with the Company where the operations of the Contractors/Sub-Contractors are likely to put any person at risk.

For further information refer to the: Safety Rules for Contractors.

3.0: General Safety Rules:

As previously indicated under the Health and Safety at Work etc Act 1974 (section 7), all employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work, and therefore must ensure that:

- 3.1 All walkways (corridors, stairs and open office spaces) are to be kept clear and free from slip and trip hazards. Computer power and telephone cables should not be allowed to trail where people walk.
- 3.2 All equipment including items such as desks and chairs are in a sound condition, suitably and properly placed.
- 3.3 All equipment etc. is not stored in a hazardous manner.
- 3.4 Where necessary only proper steps and ladders are used as identified on the ladder register.
- 3.5 All cleaning materials are securely stored below eye level in such a manner to prevent spills etc.
- 3.6 Access to and egress from emergency and fire doors, fire alarms and extinguishers are kept clear and free from obstruction at all times.
- 3.7 They have a full knowledge of the procedures relating to fire alarms.
- 3.8 Safety signs are complied, particularly concerning the "No Smoking" sign as smoking is only permitted in the designated shelter (outside the PU department).
- 3.9 Unwanted paper etc. is properly disposed of and not left such as to create a fire hazard.
- 3.10 They have full knowledge of the Emergency Evacuation Procedure.
- 3.11 Electric kettles, coffee percolators, and microwave ovens are only used in the designated areas (they must be the ones supplied by Linecross limited to ensure that are PAT and compliant).
- 3.12 All personal electrical appliances are approved by the Management and used only if the appliance has been tested, passed safe to use and labeled as such.
- 3.13 Electrical circuits are not overloaded and that all plugs are correctly fused, and that all plugs have the correct fuse rating.
- 3.14 When using electrical equipment that the hands are dry.
- 3.15 All electric cables are regularly inspected for fraying and damage. In cases of defects the item in question to be withdrawn from service, and a report submitted to the section manager for remedy.
- 3.16 Safety devices are serviced by authorised personnel. They must not be isolated, bypassed nor have settings changed without authorisation.
- 3.17 All personal injuries are reported to the First Aiders who should record them in the Accident Book.
- 3.18 Injuries should only be treated by a qualified First Aider.
- 3.19 The place of work is safe and proper methods of work are being used, particularly in relation to the maintenance of computers and communication equipment which should only be carried out by a

- qualified person.
- 3.20 The introduction of alcohol onto the premises is prohibited.
 - 3.21 No other intoxicants or unlawful drugs are to be brought to or possessed in or on the premises.
 - 3.22 Where there is a provision for Personal Protective Equipment to be worn, staff shall at all times use that equipment.
 - 3.23 All staff issued with Personal Protective Equipment shall maintain it in a clean and serviceable condition. Where the equipment becomes defective the person issued with that equipment shall report it, and have the equipment replaced.
 - 3.24 Horseplay, fighting or malicious damage on or to the Company's property is prohibited.
 - 3.25 There is only walking and not rushing in the factory/office, or common areas of the premises.
 - 3.26 When driving vehicles on the Company's business staff shall adhere to the Company's Driving at Work Policy and guidelines.
 - 3.27 Safety belts are to worn by drivers and passengers when driving or being driven on the Company's business. Driving whilst using a mobile phone is prohibited.
 - 3.28 When visiting other locations, local health and safety rules are to be complied with.
 - 3.29 All staff remain alert where any hazard is encountered, and report it at once to someone in authority.
 - 3.30 Switch off all personal electrical appliances and machines after use.
 - 3.31 Where applicable the place of work is safe, and proper methods of work are being used particularly in relation to starting machinery, working on dangerous machinery, and all proper procedures are clearly defined and followed.
 - 3.32 All speed limits must be obeyed in and around the Company's premises and in company vehicles when used on public highways.
 - 3.33 The use of private mobile phones is not permitted in any production or assembly area. They must not be used whilst operating machinery, driving or operating a FLT.

4.0: Health and Safety Training:

As an integral part of the Company's commitment to a safer working environment, the Company recognises that the success of its Health and Safety Policy will depend upon all employees receiving the effective training necessary to allow them to be aware of the hazards in the areas which they work, and to allow them the safe working procedures necessary to deal with those hazards. Such training will consist of:-

Induction Training; which will be provided to all staff (irrelevant of department) and includes DVD's on the following:

- Fire Awareness in the Workplace
- Bullying in the Workplace
- Safe Manual Handling

- The Dangers of Compressed Air
- Hand Tools
- COSHH
- Prevention of eye injuries
- Introduction to PPE
- DSE where applicable.

The induction also covers a walk around the site: highlighting, introducing and showing the following:

- Fire Marshalls
- Fire Exits and Fire Fighting equipment
- Company Muster point
- First Aiders
- First Aid kit locations and First Aid room
- Accident and Near miss reporting process
- Department H&S Rep
- Company H&S board
- Specific danger areas (hi-vis areas)
- Welfare facilities (canteen, toilets, smoking area)

The following policies are then covered in detail.

- Smoking
- Drink & Drugs
- Stealing, Fighting and Maliciousness
- Sick process
- Clocking in/out

The final stage is issuing PPE, conducting a 2 hour Manual Handling Training session with the new starters issue the staff handbook.

Once the generic induction is complete a department specific induction takes place. The content depends on the department.

5.0: First Aid and Accident Reporting:

There is a procedure for First Aid and the Reporting of Accidents as required under the Health and Safety (First Aid) Regulations 1981 (amended in 2013), the revised & current Approved Codes of Practice and the Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013 (as amended) respectively.

Such facilities include the provision of sufficient qualified First Aiders and the provision of first aid consumables to enable emergency aid to be rendered should such an emergency occur. First Aiders will be available throughout each working hour of each working day, to render first aid treatment should the need arise. Where treatment is necessary the First Aider must:

DO:

- Record the treatment in the Accident Record Book
- Monitor the contents of the First Aid Box and replenish as and when necessary
- Ensure that protective equipment is worn when dealing with open wounds and cuts

DON'T:

- Administer drugs of any kind, this includes aspirin (unless in the case of suspected heart attacks (150-300mg chewed/soluble) as per training and current guidance from the Resus council)
- Keep anything in the First Aid Box other than First Aid Materials (as per the HSE advice)

6.0: Fire Prevention and Protection:

The Regulatory Reform (Fire Safety) Order 2005 imposes requirements relating to fire precautions upon occupiers of premises (whether or not employer's) to provide safe access and egress from a building, and with the means of identifying and dealing with an emergency situation.

To this end the Company recognises its duty under the above Act, to minimise the potential to loss of life and property, and has taken steps to ensure that such a potential loss is minimal. This is brought about by systematic regular testing of the fire alarm and sprinkler systems, and the training of suitable persons in the duties of Fire Marshalls. Emergency evacuation procedures will be tested twice yearly.

There are a sufficient number of suitable fire fighting appliances situated at strategic points throughout all of the buildings. There shall be a sufficient number of fire fighting appliance signs, and emergency escape route signs. Fire Action Notices posted at each emergency escape route details the Emergency Assembly Point. Designated Fire Marshalls shall be responsible in the event of an emergency situation arising for the safe egress from the buildings of all disabled personnel, to the designated assembly point. This also applies in the event of emergency evacuation practices.

7.0: Bomb Alert:

The Company takes seriously any threat to life and property and in particular threats involving potential explosive devices. Procedures have been implemented so that if such a situation arises the following steps can be taken.

If a bomb threat is received, the Senior Manager on site will order an immediate search assessment. Dependent upon the search assessment, an announcement will be made. It may be decided to remain in the buildings in safe areas or to evacuate the buildings.

If you receive a telephone bomb warning or threat, try to get as much information as

you can from the caller, for example, the likely location of the bomb, time set for detonation, and description of container. Inform the Senior Manager on site immediately who will take control of the situation.

If you discover a suspicious item **do not touch it (or take photos as this could detonate any potential explosives)**. Tell your immediate line manager and await further instructions.

8.0: Statutory Notices:

Linecross Limited is responsible for ensuring that all Statutory Notices are displayed in prominent positions throughout their premises. The following information will be displayed:

- Statutory poster "Health and Safety Law - what you need to know", 2009.
- A valid Certificate of Employers' Liability Insurance to demonstrate compliance with the Employers' Liability (Compulsory Insurance) Act 1969.
- The names and locations of First-Aiders.

Certain safety signs are used where required under the Safety Signs and Signals Regulations 1996:

- **Prohibition:** These mean, "You must not". A round shape with a black pictogram on a white background, red edging and diagonal line.
- **Warning:** These seek to alert people to a specific hazard.
A triangular shape with a black pictogram on a yellow background with black edging.
- **Mandatory:** These mean, "You must". They are usually a white symbol on a blue background.
- **Safe Condition:** A green rectangular sign with white lettering and/or symbols.

9.0: Welfare Facilities:

9.1 Sanitary Conveniences:

The Workplace (Health, Safety and Welfare) Regulations 1992 place a duty of responsibility on the Company to provide for sufficient and suitable hygienic lavatory and washing facilities in all workplaces. These are provided at all the buildings under our control. We shall ensure that:

- the rooms containing them are adequately ventilated and lit
- the rooms containing them are kept in a clean and orderly condition

Further to this, there shall be an adequate supply of toilet paper on holders or dispensers and adequate and appropriate facilities in the Ladies toilets for the disposal of sanitary products.

9.2 Washing Facilities:

Regulation 21 (1) suitable and sufficient washing facilities shall be provided at readily accessible places. Washing facilities shall not be deemed suitable unless:-

- They are provided in the immediate vicinity of every sanitary convenience, whether or not provided elsewhere.
- They are provided in the vicinity of any changing rooms required by these Regulations, whether or not provided elsewhere.
- They include a supply of clean hot and cold, or warm running water.
- They include soap or other suitable means of cleaning.
- They include towels or other suitable means of drying.
- The rooms containing them are sufficiently ventilated and lit.
- They and the rooms containing them are kept in a clean and orderly condition.

All of the above facilities are supplied in accordance with the Workplace (Health, Safety and Welfare) Regulation 1992. The construction of the floors and walls are of materials that are readily and easily cleaned, and each washroom location is clearly marked with the appropriate signage. Every due care is taken to cope with the demands made upon the facilities and to keep the areas free from accumulations of rubbish and spillages upon the floor. Where any specific problems arise within these areas these should be reported so that the problem can be rectified without delay.

9.3 Drinking Water:

Regulation 22 (1) requires employers to provide an adequate supply of wholesome drinking water for all persons at work in the workplace. Such supplies of drinking water are readily accessible at suitable places.

9.4 Rest Facilities:

Regulation 25 (1) *suitable and sufficient rest facilities shall be provided at readily accessible places, and shall:-*

- *where necessary for reasons of health and safety include, in the case of a new workplace, extension or conversion, rest facilities provided in one or more rest rooms, or in other cases, in rest rooms or rest areas*
- *include suitable facilities to eat meals where food eaten in the workplace would otherwise be likely to become contaminated*
- *suitable facilities shall be provided for any person at work who is a pregnant woman or nursing mother to rest*
- *suitable and sufficient facilities shall be provided for persons at work to eat meals where meals are regularly eaten in the workplace*

Vending Machines are provided for staff to avail themselves of cold foods and the facility where appropriate to heat their own food in microwave ovens. A rest area is provided for staff to eat their meals away from their work areas and in the case of persons who smoke, separate facilities are provided for.

Separate provisions for women workers who are pregnant can be accommodated for and the responsibility for these arrangements lies with the H&S Manager.

10.0: Smoking:

The Linecross Policy on a smoke-free workplace only permits smoking in the designated smoking shelter. The smoking shelter has been supplied with sufficient means to extinguish cigarette stubs and it is the responsibility of each individual to make certain that nothing is left smoking or smoldering before leaving the area. Cleaning of the area will be in accordance with the daily duties of the cleaning staff. No smoking is allowed in any company vehicle. All restrictions on smoking include the use of "E-Cigarettes".

11.0: Environment:

The Environment in this context includes the Ventilation, Heating and Lighting throughout the buildings and is covered under the Workplace (Health, Safety and Welfare) Regulations 1992 and is found in Regulations 6, 7 and 8. A description of each Regulation is as follows:-

- Regulation 5 concerns the maintenance of the workplace, equipment, devices and systems, and requires the employer to maintain these in an efficient working order and good state of repair. Safe systems of working practice as far as maintenance is concerned are the responsibility of the Managing Director.

11.1 Ventilation:

- Regulation 6 (1); *effective and suitable provision shall be made to ensure that every enclosed workplace is ventilated by a sufficient quantity of fresh or purified air.*

- *Enclosed workplaces should be sufficiently well ventilated so that stale air and air which is hot or humid because of the process of the equipment in the workplace, is replaced at a reasonable rate. It should be free of any impurity that is likely to be offensive or likely to cause ill health.*

The Company takes all reasonable steps to ensure that it complies with the Regulations and that the ventilation is of the quality and standard to ensure the comfort, health, safety and welfare of all its employees.

11.2 Heating:

- Regulation 7 (1); *during working hours the temperature in all workplaces inside buildings shall be reasonable.*
- Regulation 7 (2); *a method of heating or cooling shall not be used which results in the escape into a workplace of fumes, gas or vapour of such character and to such extent that they are likely to be injurious or offensive to any person.*
- Where regulating the temperature is not possible (outside work in the winter) specific PEE will be supplied.

Room temperatures should normally be at least 16 degrees Celsius. However, where work is of a more strenuous nature 13 degrees Celsius would be considered adequate. (HSE Website/Guidance)

The Company will take all necessary precautions to provide adequate and suitable working temperatures throughout all workplaces. Responsibility for monitoring and maintenance of the systems lies with the Maintenance Manager.

11.3 Lighting:

- Regulation 8 (1); *every workplace shall have suitable and sufficient lighting.*
- Regulation 8 (2); *the lighting mentioned in paragraph (1) shall so far as is reasonably practicable, be by natural light.*
- Regulation 8 (3); *Suitable and sufficient emergency lighting shall be provided in any room in circumstances in which persons at work are specially exposed to danger in the event of failure of artificial lighting, including stairways and emergency evacuation routes.*

The Company has installed sufficient emergency lighting around the buildings, and the maintenance of this is under the control of the Maintenance Manager.

11.4 Waste Disposal:

As with the Environmental Protection Act 1990 s34, Environmental Protection (Duty of Care) Regulations 1991 (amended in 1995), and The Health and Safety at Work etc Act 1974 s 2.3 all employers must ensure that waste disposal is controlled and disposed of in a safe manner, and to take all such measures as are reasonable in the circumstances. In particular, the employer should:

- 1) Prevent any contravention of s 33 by any other person (ie: offences of unlicensed waste disposal and treatment)
- 2) Prevent escape of waste
- 3) Ensure that waste is only transferred to an "authorised person e.g.: Registered Waste Carrier, Licensed Contractor or Waste Collection Authority"
- 4) Ensure that a written description of the waste is transferred with the waste enabling others to comply with the "Duty of Care" and avoid committing an offence under s33.

When waste is transferred from Linecross Limited to the Waste Collection Authority, or Authorised Carrier, dependant upon the type of waste, a written description of the waste must be transferred with it. In addition a transfer note must be completed and copies kept by both parties.

The HR Manager is charged with overseeing on behalf of Linecross Limited that the Company complies as far as is reasonably practicable with all the above Acts, Regulations and Approved Codes of Practice. A Register will be maintained as required to comply with the "Duty of Care" Regulations 1991 (amended in 2016), as regards the keeping of copies of the transfer notes.

12.0: Control of Substances Hazardous to Health (COSHH):

As an employer we are required to take the necessary precautions to prevent and control exposure of our employees to controlled substances and, all those persons who have access to our premises. In compliance with the Control of Substances Hazardous to Health Regulation 2002 (2004), we shall take all necessary steps to make certain that any employee who has any cause through his/her work to have contact with or handle any substance that comes within the scope of the above regulation shall have received the necessary information and training prior to its use.

All substances covered by this regulation must be accompanied with a "Material Safety Data Sheet" which should be supplied by the manufacturer or supplier of the substance. The "Material Safety Data Sheets" must be filed in a "COSHH Register" and be kept in a central location for examination at any time by any person wishing to see them.

Where there are also clear instructions to wear protective equipment, protective equipment shall be supplied by the Company and must be worn. It will be the

responsibility of each individual issued with "personal protective equipment" to ensure it is kept in good condition and if it should require replacement, it will be changed without undue delay.

As a responsible employer, we shall also comply with the Health and Safety at Work Regulations 1992, and undertake any necessary "risk assessment" associated with the handling, storage and usage of such substances.

We also request all employees concerned to assist the Company in discharging its legal duties in this matter and, if they see anything that gives rise to concern, the matter must be reported to the Supervisor / Manager for that area so that it can be resolved without further delay.

13.0: Permits to Work:

Permits to Work provide a formal safety control system against accidental injury to personnel, plant and equipment when foreseeable hazardous work is undertaken. The permit consists of a document detailing the work to be done, the precautions to be taken, and is a statement that all foreseeable hazards have been noted and precautions defined. It does not, in itself, make the job safe but relies for effectiveness on specified personnel implementing it conscientiously under supervision and control.

Linecross Limited is committed to striving to maintain a safe place of work, and safe systems of working practices. Where such systems of Permits to Work are in force, these procedures shall be adopted throughout for the safety of everyone.

Such activities where a Permit to Work is required will be under the supervision of the Maintenance Manager.

14.0: Work Equipment:

As with any activity that involves tools, machinery, vehicles or any activity which involves the stopping, starting, maintenance, repair etc of equipment proper training in the use, handling and maintenance is of paramount importance. The Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998, implies certain duties on Linecross Limited to provide safe plant and equipment, and as such we shall take all practicable measures to comply with that duty. Linecross will also ensure that all statutory inspections are carried out on all Pressure systems (12 monthly) and Lifting equipment (6 monthly) as per current guidelines. However, Linecross Limited cannot discharge its legal duties properly without its employees help. As employees you also have legal duties under *sections 7 and 8* of the Health and Safety at Work Act 1974 and they include:-

- 1) taking reasonable care for your own health and safety and that of others who may be affected by acts or omissions;
- 2) co-operating with your employer on matters of health and safety;

- 3) not to interfere with or misuse anything provided for your health, safety and welfare.

The Management of Health and Safety at Work Regulations 1992 (amended in 1999), section 14 further requires:

“(1) Every employee shall use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him by his employer in accordance both with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided to him by the said employer in compliance with the requirements and prohibitions imposed upon that employer by or under the relevant statutory provisions.

(2) Every employee shall inform his employer or any other employee of that employer with specific responsibility for the health and safety of his fellow employees—

(a) of any work situation which a person with the first-mentioned employee’s training and instruction would reasonably consider represented a serious and immediate danger to health and safety; and

(b) of any matter which a person with the first-mentioned employee’s training and instruction would reasonably consider represented a shortcoming in the employer’s protection arrangements for health and safety,

in so far as that situation or matter either affects the health and safety of that first mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this paragraph.” (Legislation.gov.uk, 2017)

15.0: Display Screen Equipment:

As a responsible organisation we shall take all the required measures to comply with the Health and Safety (Display Screen Equipment) Regulations 1992 (amended in 2002). Where it is practicable all staff who are identified as “definite users” will receive training and instruction in how to obtain the maximum benefit from their equipment, design and layout of their workstation. All those staff identified as “definite users” will at regular intervals receive a risk assessment to reduce any risks that may have occurred as a consequence of using display screens. Any persistent problems arising out of or in the course of your working with display screens should be directed to the H&S Manager.

16.0: Manual Handling:

The HSE states that many of the accidents that occur in the workplace are as a result of incorrect manual handling. We understand and accept the need for high standards of training in manual handling techniques, and whenever and wherever necessary, correct training and information shall take place. Where any specialised training for mechanical handling is concerned (i.e.: pallet truck, fork lift truck), all employees using this equipment shall have received the proper training before being allowed to operate the equipment.

The H&S Manager should be contacted for assessments and training in connection with Manual Handling Operations. However all new staff conduct certificated Manual Handling training, then it is reviewed and renewed every 3 years, in conjunction with Manual Handling Regulations 1992 (amended in 2002).

17.0: Personal Protective Equipment:

The Personal Protective Equipment at Work Regulations 1992 has the effect of placing upon Linecross Limited such statutory duties to provide suitable personal protective equipment wherever members of staff may be exposed to a risk to their health and safety at work. Except where and to the extent that such risk has been adequately controlled by other means, which are equally, or more effective.

To comply fully with these regulations, Linecross Limited shall take all the necessary reasonably practicable precautions to provide personal protective equipment that is suitable for the task including suitable training where practicable in the use and wearing of such protective equipment. Every employee shall in the circumstances comply with the wearing of personal protective equipment where it is stated in the relevant SMS, risk assessment and or policy. This is to state the minimum amount of PPE required, employees are welcome to wear additional PPE if they prefer (as long as it doesn't affect their performance and has been cleared by their Line manager).

18.0: Safety Audit:

For the Company to know how effectively their Health and Safety Policy is being implemented, monitored and controlled, we have, in compliance with our statutory duties under The Management of Health & Safety at Work Regulations 1992, instigated the process of a systematic and critical examination, on an annual basis, of the premises to determine the levels of understanding and awareness of health and safety matters. This will involve a safety audit of all departments to analyse how the policies and practices adopted throughout the Company and within each department have been understood and how they are being interpreted.

This information once gathered and collated should identify the strengths and weaknesses within the safety system. The objectives should be to minimise any loss or injury and measure the management's effectiveness in maintaining a safe place

of work. The information will be kept on file for future reference and inspection.

To enable the Company to have a clear and unambiguous overview that is readily acceptable to everyone Linecross Limited shall call upon the services of persons experienced in this field to undertake such work and present their findings to the Company in written form.

19.0: Risk Assessments:

Where the Safety Audit examines the true state of safety within Linecross Limited "Risk Assessments" seek to identify the 'hazards' and 'risks' that may be present in the workplace. Likewise, we will comply with the Management of Health and Safety at Work Regulations 1992, to instigate these in conjunction with the safety audit.

We recognise that certain activities create known hazards/risks, and here we can take measures to reduce such to an acceptable level. However, we shall look at all activities to identify where any other activities including people are being put to unnecessary risks. Once these have been identified a risk assessment will be undertaken for each hazard/risk recognised. These will be monitored at regular intervals and formally documented.

To have a clear and unambiguous overview and to identify where such risks and hazards exist which have the potential to cause injury or harm, we shall engage, as and when necessary, the services of persons experienced in this field who will report their findings in written form to Linecross Limited so that action can be implemented to rectify them.

20.0: Employee Participation:

Every employer is obliged to consult with their employees on any matters concerning their health and safety. (Health and Safety (Consultation with Employees) Regulations 1996) or Representative.

Linecross Limited is committed to maintaining a place of work that is safe for everyone, employees and visitors alike, and to achieve this we need the assistance of our employees. To this end we have established a Health & Safety Committee whose responsibility will be to report and record at regular intervals any areas which require bringing to the attention of Management regarding health and safety matters that require such action as is required to remedy any fault/s found that may have a significant impact upon the Company and its employees.

Selected members of staff who will form the first line of support in assisting the Company to discharge its legal obligations will also receive training in health and safety awareness. This training will be relevant to the environment in which that person's place of work is situated.

21.0: Construction (Design and Management) Regulations 2015. (CDM)

Where any project work is to be undertaken by ourselves, and the Construction Design Management Regulations apply, Linecross will abide by the current CDM 2015 regulations (unless superseded by the time of works) this will involve us appointing the following:

Designer - An organisation or individual whose work involves preparing or modifying designs, drawings, specifications, bills of quantity or design calculations. Designers can be architects, consulting engineers and quantity surveyors, or anyone who specifies and alters designs as part of their work. They can also include tradespeople if they carry out design work. The designer's main duty is to eliminate, reduce or control foreseeable risks that may arise during construction work, or in the use and maintenance of the building once built. Designers work under the control of a principal designer on projects with more than one contractor.

Principal designer - A designer appointed by the client to control the pre-construction phase on projects with more than one contractor. The principal designer's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when most design work is carried out.

Principal contractor - A contractor appointed by the client to manage the construction phase on projects with more than one contractor. The principal contractor's main duty is to plan, manage, monitor and coordinate health and safety during this phase, when all construction work takes place.

Contractor - An individual or business in charge of carrying out construction work (eg building, altering, maintaining or demolishing). Anyone who manages this work or directly employs or engages construction workers is a contractor. Their main duty is to plan, manage and monitor the work under their control in a way that ensures the health and safety of anyone it might affect (including members of the public). Contractors work under the control of the principal contractor on projects with more than one contractor.

Worker - An individual who actually carries out the work involved in building, altering, maintaining or demolishing buildings or structures. Workers include: plumbers, electricians, scaffolders, painters, decorators, steel erectors and labourers, as well as supervisors like foremen and charge hands. Their duties include cooperating with their employer and other duty holders, reporting anything they see that might endanger the health and safety of

themselves or others. Workers must be consulted on matters affecting their health, safety and welfare.

22.0: Noise at Work:

As a responsible employer, the Company is aware of the necessity to protect those employees, whose work activities may involve levels of noise above that prescribed, which during prolonged work activities, may have an ill effect on an employees hearing.

Where as a consequence of a work activity, it is deemed necessary to provide an employee or groups of employees with hearing protection, the Company shall in the first instance, provide such suitable hearing protection which befits the specific work activity.

Employees, who have been assessed as being at risk, shall be provided with suitable ear protection and shall receive information, instruction and training, in how to use the equipment to its best advantage.

Where hearing protection equipment is provided and found to be faulty, the faulty equipment must be reported and replaced without any undue delay. Where hearing protection equipment has been provided, it will be the responsibility of the individual concerned to make certain that the equipment is kept in safe working condition at all times.

In order that the Company can discharge its legal obligations, the co-operation is required by each individual employee, who is supplied with hearing protection equipment, to comply with the Company's instructions on the Control of Noise at Work Regulations 2005. Any employee who disregards the Company's instructions, or is found to be misusing the hearing protection provided, may as a consequence be liable to disciplinary procedures.

See also item 25.0: Health Surveillance:

23.0: Young Persons:

Definition: - *Any person under 18 years of age having an employment contract or an employment relationship defined by the Law in Force in a Member State and/or governed by the Law in Force in a Member State.*

Where as a consequence the Company seeks to employ young persons, the Company shall endeavour to discharge its legal responsibilities to the Employment of Women, Young Persons & Children Act 1920, Factories Act 1961, The

Management of Health & Safety at Work Regulations 2006 Regulation 8, as amended by the Health & Safety (Young Persons) Regulations 1997.

Prior to any young person commencing employment in the factory environment, the Company will insist that such young persons shall within the specified time allowed, undertake a medical examination for fitness for work. No young person shall be allowed to operate any machinery or equipment without it first being risk assessed and should be supervised at all times when operating any machinery or equipment.

It will be the responsibility of the Departmental Managers to provide the supervision, instruction and training of all young persons under their control.

Where any assessment shows that there is a risk to the safety, physical or mental health, or development of a young person, a free assessment of their health shall be provided by the Company at regular intervals as required of the Company in compliance of Regulation 6 of the 1992 Regulations.

Where the Working Time Regulations 1998 (amended in 2003) apply to young workers, the Company shall take all the necessary precautions to inform the young workers of their entitlements, and no young person shall be forced, giving all due consideration, to accept under duress, any conditions outside of the above Regulations, without first having agreed this jointly and severally with the Company.

See also item 25.0: Health Surveillance:

24.0: Night Workers:

Definitions: *Night Time*; - in relation to a worker means a period;

- 1) the duration of which is not less than 7 hours; and
- 2) which includes the period between midnight and 5 am

Night Worker; - means a worker;

- 1) who as a normal course works at least 3 hours of his daily working time during night time (for the purpose of this definition, a person works hours 'as a normal course' if he works such hours on a majority of days on which he works - a person who performs night work as part of a rotating shift pattern may also be covered).
- 2) Who is likely during night time to work at least such proportion of his annual working time as may be specified for the purposes of the Regulations, in a collective or work force agreement

If a worker falls within these definitions, then he or she is a night worker for the purposes of the Regulations.

The Company shall, where this is deemed to be reasonably practicable, before assigning a worker to night work, provide him/her with the opportunity to have a free health assessment. This will enable the Company to discharge its legal

responsibilities in determining whether he/she is fit to undertake night work. Further to this, where this is deemed to be reasonably practicable, a night worker will have the opportunity to have a health assessment as and when necessary, to determine that the night work is not being detrimental to his/her health.

The Company shall endeavour where this is reasonably practicable, where a night workers health is found to be suffering as a consequence of night work, transfer him/her to suitable day work where this is possible.

See also item 25.0: Health Surveillance:

25.0: Health Surveillance:

Having regard to the Company's legal responsibilities and more specifically to the Control of Substances Hazardous to Health Regulations 2002, the Noise at Work Regulations 2005, and the Management of Health & Safety at Work Regulations 1992, as reinforced by the Health & Safety at Work etc Act 1974, shall ensure that all employees whose work activities involve some or all of the above mentioned Regulations, shall be provided with such health surveillance as is appropriate having regard to the risks to their health and safety which are identified by the risk assessment. The criteria shall apply where;

- 1) there is an identifiable disease or adverse health condition related to the work concerned
- 2) valid techniques are available to detect indications of the disease or the condition
- 3) there is reasonable likelihood that the disease or condition may occur under the particular conditions of work
- 4) surveillance is likely to further the protection of the health of the employees to be covered

The Company requests the fullest co-operation of its employees in complying with the above mentioned Regulations, and the Company may where this is reasonably practicable insist that its employees co-operate without question for the protection of their health, safety and welfare, by participating in any health surveillance programme.

26.0: Company Vehicles:

According to HSG136 (3rd edition) Published 2014 *As an employer, you need to make sure that all managers, supervisors and employees are competent and qualified to operate the vehicles under their charge.* This includes ensuring that all drivers have read, understood and signed the "Driving Company Cars" SMS (SMS 285).

The information, instruction and training provided should cover areas such as:

- *the layout of the workplace routes;*
- *how and where to report faults or hazards;*
- *procedures for reporting accidents;*
- *how to use the vehicle and equipment safely;*
- *information about, for example, particular dangers, speed limits, parking and loading areas, and procedures;*
- *what personal protective equipment they need for the task they are going to do, and how to use it;*
- *information on the structure and level of supervision that will apply, and the penalties if they fail to follow instructions and safe working practices;*
- *how to follow any emergency procedures.*

N/B: Even experienced people should be monitored to make sure they are working in accordance with both the training they have received and any safe systems of work.

Pre deployment checks

Prior to any movement in a Company vehicle you are to ensure the following:

- You carry out a visual check of the vehicle to ensure there is no damage
- Ensure that all relevant information is in the glovebox;
 - Breakdown contact numbers
 - Insurance information
 - You have the contact details for your line manager (in case of incident)
- Check that there is enough fuel to get you to your location or know where the nearest garage is.

Breakdown

Your actions on breakdown are:

- ensure that the vehicle is in the safest position possible (side of the road, in a layby etc);
- make sure you and any passengers are in a safe location (not in the vehicle);

The breakdown procedure differs slightly depending on the vehicles age and manufactures warranty etc. However, all vehicles are to carry the breakdown numbers in the glovebox, whether that be covered by the manufacturer or Green flag.

Accident / Incident

If you are involved in an accident/incident you are to abide by the following rules:

- Call the emergency services if there are casualties;
- Administer First Aid (if qualified) and required;
- Do not admit responsibility;
- Take photos (if safe to do so) of your vehicle, the area and any other vehicles Involved;
- Do not get in to any confrontation
- Ensure you get the details of any other vehicles involved (registration, make, model, colour, drivers name and address (if they are prepared to give it));

- Only drive the vehicle after the incident if you are 100% certain that the
- vehicle is safe to drive;
- The Chairman MUST be informed of any accidents / incidents (even if there is no damage).

FLT Drivers

People lose skills if they do not use them regularly. An ongoing programme of reassessment and refresher training will usually be necessary for all drivers and operators, to make sure their skills remain up to date. Even if drivers regularly operate vehicles, regular refresher training or reassessment will help them:

- *maintain good driving habits;*
- *learn new skills where appropriate;*
- *reassess their abilities.*

There is no specific time period after which you need to provide refresher training or formal assessment. However, Linecross insists that FLT operators will undergo refresher training every 3 years.) it is the best way to make sure employees remain competent. If you adopt this approach, you will still need to monitor their performance in the interim, in case operators need extra training before the set period ends. Training records are kept by HR/H&S to ensure that all operators are as safe as possible and can book refresher training when appropriate.

- All members of Linecross that drive Company vehicles (including cars, vans and FLT's) are to report any driving offences (whether they occur in private vehicles or a Company vehicle).
- All driving licenses are to be checked by HR, photocopied and kept in the respective Personal files (kept within the guidelines of the GDPR (General Personal Data Regulations)).

27.0: Asbestos:

Linecross is aware that there is Asbestos on site and in conjunction with the Control of Asbestos Regulations 2012, the Company has had a licensed contractor inspect the entirety of site and where applicable treated, removed, covered or highlighted (roofs) areas with Asbestos in/on. As per the Regulations a monthly check is carried by a suitably trained Linecross employee on the general state of the Asbestos, ensuring that any damage/changes are reported immediately and signs are in location, highlighting the location of said substance. The report is available to all contractors and the locations briefed on all H&S inductions.

28.0: Legionella:

Linecross takes the threat of legionella very seriously and in conjunction with the HSE ACoP L8, The Control of **Legionella** Bacteria in Water Systems / HSG 274, which fall under the Health and Safety at Work Act 1974 (HSW Act) and the Control of Substances Hazardous to Health Regulations 2002 (COSHH) the Company have

engaged with a licensed contractor to conduct the Risk Assessment and the periodic (Quarterly) sampling of water to identify any risk areas. In addition to this a suitably trained employee also carries out weekly and month checks on infrequently used water sources.

29.0: Stress Management:

29.1: Definition of stress

The Health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health.

29.2 Policy:

- The company should identify all workplace stressors and conduct risk assessments to eliminate stress or control the risks from stress. These risk assessments will be regularly reviewed.
- The company will consult with the I&C Committee on all proposed action relating to the prevention of workplace stress.
- The company will provide training for all managers and supervisory staff in good management practices.
- The company will provide access to a Mental Health First Aider for all employees affected by stress caused by either work or external factors.

29.3: Responsibilities:

Managers

- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to complete their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that employees are not overworking.
- Monitor holidays to ensure that employees are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated (as per bullying & harassment policy).
- Be vigilant and offer additional support to employees who maybe experiencing stress outside work e.g. bereavement or separation.
- Ensure that employees are familiar with the Company's whistleblowing policy.

Health & Safety / HR Manager

As Above with the following additional roles

- Provide specialist advice and awareness training on stress management.
- Train and support managers in implementing stress risk assessments.

- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Monitor and review the effectiveness of measures to reduce stress.
- Help monitor the effectiveness of measures to address stress by collating sickness absence statistics.
- Advise managers and individuals on training requirements
- Provide continuing support to managers and individuals in a changing environment and encourage referral to the Occupational Health Doctor where appropriate.
- Remain up to date with the Mental Health First Aid best practice.

Employees

- Raise issues of concern with your Safety Representative, line manager or occupational health.
- Accept opportunities for additional support through the Occupational Health Doctor or other advice lines offered.

Health & Safety representatives

- H&S Representatives must be meaningfully consulted on any changes to work practices or work design that could precipitate stress.
- H&S Representatives must be able to consult with members on the issue of stress including conducting any workplace surveys.
- H&S Representatives must be meaningfully involved in the risk assessment process.
- H&S Representatives should conduct joint inspections of the workplace at least every 3 months to ensure that environmental stressors are properly controlled.