



UNIT 16

PLANETARY ROAD INDUSTRIAL ESTATE

PLANETARY ROAD

WOLVERHAMPTON

WV13 3XA



Health & Safety Booklet

Date: JULY 2017

Contact Number: 01902 307711

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Health & Safety Policy – Statement of Intent

1. Maclellan Rubber Limited (The Company) recognises its health and safety duties under the Health and Safety at Work Act 1974, the Management of Health & Safety at Work Regulations 1999 and accompanying protective legislation, and the Directors recognise that they have a responsibility to ensure that all reasonable precautions are taken to provide and maintain working conditions which are safe, healthy and comply with all statutory requirements and codes of practice.
2. The Company, so far as is reasonably practicable, proposes to pay particular attention to:
 - a) The provision and maintenance of a safe place of work, a safe system of work, safe appliances for work, and a safe and healthy working environment.
 - b) The provision of such information and instruction as may be necessary to ensure the health and safety of its employees and others, and the promotion of awareness and understanding of health and safety throughout the workforce.
 - c) The safety and absence of health risks in connection with the use, handling, storage and transport of all articles, substances and equipment.
 - d) Making regular assessments of risks to employees.
 - e) Taking appropriate preventative/protective measures as identified by risk assessments.
 - f) Appointing Stallard Kane Associates Ltd to secure compliance with statutory duties.
3. In order that the Company can achieve those objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care for the health and safety of themselves and of other persons. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their obligations are performed or complied with.
4. The Company will ensure adequate resources and both time and money are made available to the necessary people, to ensure that the items listed above are implemented and all employees are provided with the necessary instruction, information, training and supervision to enable them to carry out their work without risk to themselves or others. An annual review of the Health and Safety Policy will also be undertaken to ensure it is relevant to the work being undertaken by the Company and all legislation quoted is up to date – where necessary, the policy will be developed and expanded.
5. The Company is also committed to the continuous development and improvement of its Health and Safety Management System. The Company will ensure that the health, safety and welfare of any employee or subcontractor is not compromised for financial or commercial gain.
6. All employees of the Company agree, as a term of their contract of employment, to comply with their individual duties under the Health and Safety at Work Act 1974, and the Management of Health and Safety Regulations 1999 and other legislation, and to generally co-operate with the Company so as to enable it to carry out its duties towards them. The attention of all employees is drawn to the attached safety rules and procedures, and employees should recognise that failure to comply with their health and safety duties and obligations can lead to dismissal from employment. In the case of serious breaches, dismissal may be instant without prior warning.
7. This policy has been prepared in furtherance of section 2(3) of the Health and Safety at Work Act 1974 and binds all staff. We request that our customers and visitors respect this policy, a copy of which can be obtained on demand.

Signed:

Andrew Onions
Director Responsible for Health and Safety
Maclellan Rubber Limited
July 2017



Health and Safety Responsibilities

The Company

Our policy is to provide and maintain safe and healthy working conditions for all personnel employed by the Company.

In addition, we will seek to ensure that the work we carry out does not affect the health and safety of others, e.g. our clients, contractors, visitors and members of the public.

The Directors of the Company recognise and accept their responsibilities under the Health and Safety at Work Act 1974, for ensuring that all aspects of the health and safety policy are complied with.

It is the responsibility of Andrew Onion, Director, to ensure that health and safety arrangements are implemented on a day to day basis. Employees are free to contact Andrew regarding any health and safety matter.

Employees

It is the responsibility of all employees to co-operate in the implementation of this health and safety policy within their areas of influence. All employees have a legal duty to ensure their own safety and the safety of others (for example a duty of care to themselves, their fellow workmates, clients and visitors) under the Health and Safety at Work Act 1974.

Employees must therefore:

- Take reasonable care for the health and safety of themselves, and others who may be affected by their acts or omissions at work
- Know and keep to the rules and procedures relating to their work and report all difficulties or hazards liable to endanger them or other persons
- Co-operate with the management team with regards to agreed health and safety arrangements and procedures
- If involved in an accident resulting in, or which may have resulted in, injury, report the details to Andrew as soon as possible
- Arrange for any spillage of liquid to be dealt with immediately, having due regard to the nature of such spillage
- Use equipment only when authorised and properly trained to do so
- Report any defects in equipment to your immediate manager/supervisor
- Develop a personal concern, a duty of care for themselves and for others, particularly new starters, young people, visitors and contractors
- Avoid improvisation which entails unnecessary risks
- Warn new employees/visitors of known hazards

Health and Safety Policy Communication

Employees, contractors and visitors will be made aware of the Company Health & Safety Policy by the following means:

- A copy of the Health & Safety Policy will be available in the office
- When appropriate, instructions will be posted on noticeboards – these instructions will alert all employees to new legislation and the procedures to follow to avoid risks
- All employees will be provided with a copy of the Company Health & Safety Booklet on an annual basis

Safe Working Procedures

Housekeeping

Remember at all times that a tidy workplace is generally a safe workplace. You should:

- Help keep the workplace clean and tidy
- See that walkways are kept clear of materials and rubbish that may trip you or your workmates
- Stack materials in a tidy manner
- Help keep toilets, kitchens etc. clean and tidy

Safety Tips

- Don't ignore risks such as spillages, by assuming they are someone else's responsibility
- Don't just think of your own safety – consider the wellbeing of others
- Never assume accidents only happen to others
- Short cuts can change safe situations into dangerous ones
- Consider the consequences before taking the action
- Just because you've done it before without incident doesn't mean it's safe
- Always point out potential risks to others before they learn the hard way

And finally, nothing is so important that we can't take the time to do it safely

Procedure for Reporting Accidents

All accidents must be reported to Andrew, who will carry out an initial investigation on the appropriate form. This must be filled in for every accident, near miss or damage incident, in order that a proper investigation can take place. This is not to apportion blame, but to aid in identifying and preventing a re-occurrence.

Every reported accident will be recorded in the Accident Book. This includes contractors and visitors.

Following an accident where the person is absent from work for seven consecutive days, the internal Company Accident Report Form must be completed in every detail and passed to Stallard Kane Associates Ltd.

It is vital that you report all accidents, even if they are considered to be small or insignificant. In this way, the Company can look for trends appearing, such as unsuitable tools being used or a piece of equipment with sharp edges etc.

Safety Information and Training

The Company recognises the value of training as an essential and effective means of helping to create a safe working environment. We will provide mandatory training, i.e. new employee inductions, plant training for fork lift trucks etc. Other training is dependent on the scope of work to be undertaken. We will undertake periodic reviews of all training requirements, to ensure that you're provided with the necessary instruction, information and training to allow you to undertake your work safely and without risk to yourself and others who may be affected by your work activities. In addition, safety information is provided in the form of this periodically updated Health & Safety Booklet, which is circulated to all employees.

Periodic refresher training will also be provided for employees where necessary, such as manual handling or following an accident or near miss incident.

Smoking

The Company operates a strict 'No Smoking' policy and smoking is prohibited throughout the entire workplace, with no exceptions. This includes Company vehicles. This policy applies to all employees, contractors and visitors.

Employees are reminded that smoking in Company vehicles is illegal, as directed in the Smoke-Free (Premises and Enforcement) Regulations 2006. If you don't comply with the smoke-free law, you will be committing a criminal offence.

Drugs and Alcohol

The Company's policy on alcohol and drugs recognises that it is a health hazard with implications for safety, by impairing the ability of an individual to make decisions and to work effectively. Alcohol or drug abuse by an employee can adversely affect the safety and health of not only themselves, but the safety of all other personnel who work with them.

Employees must not consume alcohol or illegal non-prescription drugs on the premises or attend work whilst under the influence of them. If you are taking prescription or legal non-prescription medication that may affect your ability to undertake your work safely, you must inform your immediate manager/supervisor, who will make alternative work arrangements until the course of medication is complete and you can resume your normal role.

Consumption of alcohol or illegal non-prescription drugs in breach of this policy may result in immediate dismissal.

Fire Prevention

Employees should seek to ensure good standards of housekeeping at all times. A clean and tidy workplace is less likely to be a source of a fire. Any acts or omissions that you believe may constitute a fire risk should be reported immediately to your manager/supervisor.

All employees should:

- Obey 'No Smoking' signs
- Know the location of fire exits, Firefighting equipment and break glass points
- Keep fire-fighting equipment, fire exits and passageways clear and ready for immediate use
- Report all fire hazards
- Not put clothes on or near heating appliances

If you discover a fire:

- Immediately raise the alarm
- Only tackle the fire if it is necessary to aid your means of escape – do not take any unnecessary risks
- Proceed to the designated fire assembly point
- Report to a fire warden or your manager/supervisor

If you hear the fire alarm:

- Leave the premises by the nearest available exit
- Proceed to the designated fire assembly point
- Ensure that there is clear access for the emergency services
- Report to a fire warden or your manager/supervisor
- Do not re-enter the building until you have been told that it is safe to do so

How to Use a Fire Extinguisher



Make yourself aware of the location of the fire extinguisher nearest to your working area. Know how to operate each kind and know the type of fire on which each kind should be used – **use of improper types of extinguishers can cause fire to spread and endanger the operator.**

RED labelled Water Fire Extinguishers are good for tackling fires involving burning paper, wood and soft furnishings, as the water soaks into the materials and cools them, while extinguishing the fire. However, water is an electrolyte and conducts electricity. Care must be taken with regards to accidental use on exposed power cables. Water fire extinguishers are slowly being replaced by either a foam or E series water mist fire extinguisher, to prevent accidental electrocution.

RED Lettering ON WHITE BACKGROUND labelled **Water Mist Extinguisher** *Note: This is an E Series Water Mist Fire Extinguisher.* These extinguishers can tackle almost all common fires including class A, B, C and F type fires as well as fires involving live electrical equipment of up to 1000V. As with all fire extinguishers, when using them on electrical fires keep at least 1 metre distance. The water mist extinguisher sprays droplets as small as 25 microns in diameter which creates an ultra-fine mist. Any droplets that encounter the heat of flame convert to steam which removes the oxygen, any droplets further away have a cooling effect. The fire extinguishers are good for the environment as they only contain de-ionised water.

BLUE labelled Powder Fire Extinguishers are good for tackling fires involving burning paper, wood and soft furnishings, petrol, diesel, thinners, oils, paints, wax, plastics that melt and flammable gasses. As visibility is seriously reduced when using a powder extinguisher, the regulations now state that unless there is a specified risk they are only to be used outside. Care must be taken that you do not inhale the powder.

CREAM labelled Foam Fire Extinguishers (also called AFFF FOAM) are good for tackling fires involving flammable solids, liquids (including petrol), diesel, thinners, oils, paints, wax and plastics that melt. Foam extinguishers can conduct electricity: care must be taken in regard to accidental use on exposed power cables.

BLACK labelled CO₂ (Carbon Dioxide) Fire Extinguishers are suitable for use on fires involving burning liquids, but are also an excellent solution for quenching fires involving computer equipment, and other electrical appliances. It is important to remember that when using CO₂ extinguishers there is a possibility that once the smothering CO₂ gas has floated away, the fire may re-ignite if the source of the fire is not removed (e.g. switching off the power supply) or if the materials are still very hot.

CANARY YELLOW labelled Wet Chemical Extinguishers are ideal for Class F fires, involving cooking oils and fats, such as lard, olive oil, sunflower oil, maize oil and butter. The number and size of the wet chemical fire extinguishers is dependent on the size of the aperture of the deep fat fryer and/or the size of the frying pan.

Manual Handling

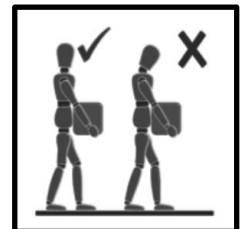
Manual handling includes any transporting or supporting of a load, including lifting; putting down; pushing; pulling or carrying by hand or bodily force.

Manual handling injuries can be avoided if lifting is carried out in the correct manner, i.e. with leg and arm muscles rather than back muscles. Employees should be mindful of their own capabilities, and should not lift anything that they believe to be too heavy. Where provided, employees must make full and proper use of mechanical lifting equipment, e.g. forklift trucks, sack barrows etc.

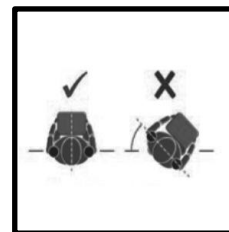
Under the Manual Handling Operations Regulations 1992, the Company has to carry out assessments on activities that pose a risk due to manual handling. We have identified such activities and carried out subsequent assessments. As a result of these assessments we have implemented control measures to reduce the risk of injury, including the provision of lifting aids and training.

Remember the following rules:

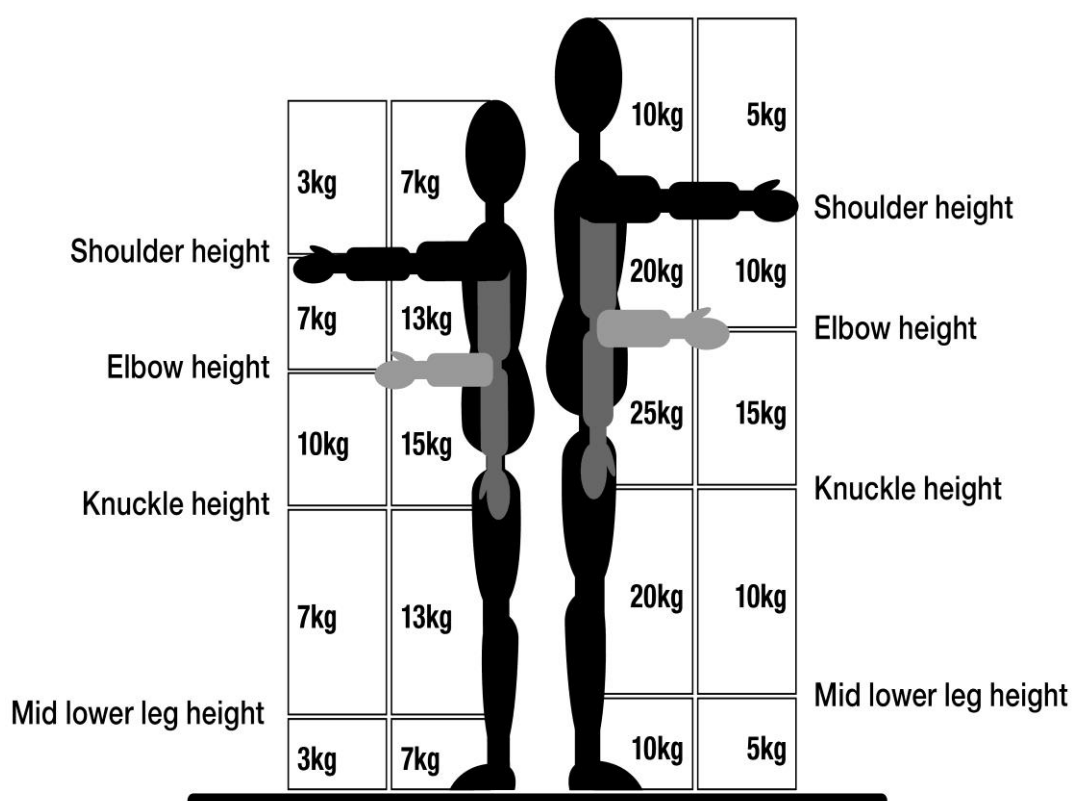
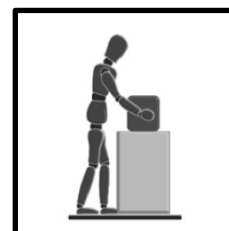
- **Plan the lift.** Think: where is the load to be placed; can handling aids be used; do I need help with the load? Remove obstructions such as discarded wrapping materials. For a long lift, such as floor to shoulder height, consider resting the load mid-way on a table or bench in order to change grip.
- **Adopt a stable position.** The feet should be apart, with one leg slightly forward to maintain balance (alongside the load, if it is on the ground). You should be prepared to move your feet during the lift to maintain your stability. Avoid tight clothing or unsuitable footwear, which may make this difficult.
- **Get a good hold.** Where possible, the load should be hugged as close to the body as possible. This may be better than gripping it tightly with hands only.
- **Start in a good posture.** At the start of the lift, slight bending of the back, hips and knees is preferable to fully flexing the back (stooping) or fully flexing the hips and knees (squatting).
- **Don't flex the back any further while lifting.** This can happen if the legs begin to straighten before starting to raise the load.
- **Keep the load close to the waist.** Keep the load close to the body for as long as possible while lifting. Keep the heaviest side of the load next to the body. If a close approach to the load is not possible, try to slide it towards the body before attempting to lift it.
- **Avoid twisting the back or leaning sideways,** especially while the back is bent. Shoulders should be kept level and facing in the same direction as the hips. Turning by moving the feet is better than twisting and lifting at the same time.
- **Keep the head up when handling.** Look ahead, not down at the load, once it has been held securely.
- **Move smoothly.** The load should not be jerked or snatched as this can make it harder to keep control and can increase the risk of injury.



- **Don't lift or handle more than can be easily managed.** There is a difference between what people can lift and what they can safely lift. If in doubt, seek advice or get help.
- **Put down, then adjust.** If precise positioning of the load is necessary, put it down first, then slide it into the desired position.



The table below shows the HSE lifting guidelines. Use your own judgement when assessing whether you can lift more or less than indicated in the table. It is important to recognise your personal limitations, as well as any restrictions imposed by the environment in which the lift is to take place.



Slips, Trips and Falls

Slips and trips are the most common cause of major injuries at work and can happen almost anywhere. 95% of major slips result in broken bones and they can also be the initial cause for a range of other types of accident, such as a fall from height.

Slips and trips are responsible for, on average:

- Over a third of all reported specified injuries, including two fatalities per year
- 50% of all reported accidents to members of the public that happen in workplaces

Common hazards

- Poor floor conditions, damaged or uneven surfaces and/or poor lighting levels in the area
- Poor cleaning practices, e.g. floors left wet, spillages not cleaned up immediately or incorrect cleaning products used for the job
- Obstacles, e.g. trailing cables, boxes, equipment, rubbish bags and other waste left in walkways and in work areas
- Wearing unsuitable footwear for the task being carried out
- Poor ground conditions due to bad weather, such as standing water, ice and snow, wet and decaying leaves

If you identify any of the above, please report it to your manager/supervisor immediately. Where possible, put up warning signs until the hazard has been eliminated.

Safe Use of Plant/Machinery/Equipment

It is the responsibility of employees to use all plant/machinery/equipment in the correct manner. Employees must report any damages or defects to their immediate manager/supervisor.

- Employees must not operate any plant/machinery/equipment that they are not trained or authorised to use
- Employees should switch off plant/machinery/equipment when not in use and remove keys (where possible)
- Employees must not interfere with any guards or other safety devices fitted to plant/machinery/equipment
- Checks should be carried out prior to using any plant/machinery/equipment, to ensure it is in good order and safety devices are working
- Any defects or missing guards must be reported to your immediate manager/supervisor without delay, in order that the plant/machinery/equipment can be removed from service and isolated until it is repaired
- We will ensure that all plant/machinery/equipment provided for employees and contractors to use is maintained in good order and, where necessary, we will ensure statutory inspections are undertaken by a competent person, and records maintained

Use of a Loading Ramp

The Company has provided a loading ramp that can be used for the purpose of loading pallets onto artic trailers.

Only trained, authorised and permitted employees shall attempt to use the loading ramp, if in doubt you should contact your immediate manager/supervisor.

Prior to use you should visually check the loading ramp for any signs of damage to the ramp, chains, the ramp should not be used if wet and slippery due to poor weather conditions. If damage is noted then you must report this to your manager/supervisor.

Manoeuvre the loading ramp into the warehouse where the dedicated loading area is located and allow the vehicle to reverse into the warehouse entrance. The ramp should be attached to the vehicle using the chains to secure it with wooden chocks placed under the wheels to reduce the risk of ramp movement during the loading process.

Pedestrians should not access the back of the vehicle using the loading ramp. This includes the vehicle driver who the forklift truck operator should be aware of at all times during the loading process.

Display Screen Equipment

Some employees may experience fatigue, eye strain, upper limb problems and backache from overuse or improper use of DSE. These problems can also be experienced from poorly designed workstations or work environments. The causes may not always be obvious and can be due to a combination of factors. The following may help:

- **Getting comfortable**

- Forearms should be approximately horizontal and your eyes should be in line with the top of the screen
- Make sure there is enough workspace to accommodate all documents or other equipment. A document holder may help avoid awkward neck and eye movements
- Arrange the desk and screen to avoid glare, or bright reflections. This is often easiest if the screen is not directly facing windows or bright lights
- Adjust curtains or blinds to prevent intrusive light
- Make sure there is space under the desk to move your legs
- Avoid excess pressure from the edge of seats on the backs of legs and knees. A footrest may be helpful, particularly for smaller users

- **Keyboards and keying in (typing)**

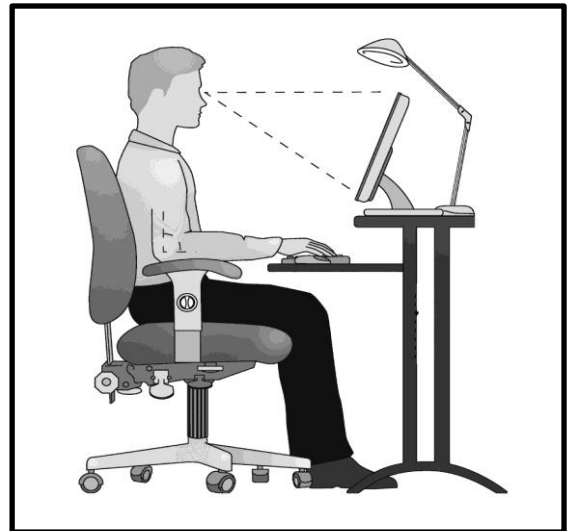
- A space in front of the keyboard can help you rest your hands and wrists when not keying
- Try to keep wrists straight when keying
- Good keyboard technique is important – you can do this by keeping a soft touch on the keys and not overstretching the fingers

- **Using a mouse**

- Position the mouse within easy reach, so it can be used with a straight wrist
- Sit upright and close to the desk to reduce working with the mouse arm stretched
- Move the keyboard out of the way if it is not being used
- Support the forearm on the desk, and don't grip the mouse too tightly
- Rest fingers lightly on the buttons and do not press them hard

- **Reading the screen**

- Make sure individual characters on the screen are sharp, in focus and don't flicker or move. If they do, the DSE may need servicing or adjustment
- Adjust the brightness and contrast controls on the screen to suit lighting conditions in the room
- Make sure the screen surface is clean
- When setting up software, choose text that is large enough to read easily on screen when sitting in a normal comfortable working position



- Select colours that are easy on the eye (e.g. avoid red text on a blue background, or vice versa)
- **Stress**
 - Take regular breaks (at least five minutes every hour) away from your screen, ideally with exercise or movement
 - Try not to have lunch at your desk
 - Do some different types of work during the day
 - Take control of the order in which you do tasks
 - Limit pressure to meet deadlines – do what is realistic
 - Try to limit sudden changes in workload
 - Communicate effectively with people who affect your work
 - If stress becomes a problem, consult your manager/supervisor
 - If there is distracting noise, get it seen to

Office Safety

Working in an office may present fewer risks than working in a warehouse, but that's not to say there are no risks. You must act sensibly and responsibly to keep yourself safe whilst at work.

General safety: You are provided with a clean, comfortable, place in which to work. You can help by keeping your personal workspace clean and tidy and treat other areas considerately. Report any hazards to your manager/supervisor so action can be taken to address them.

Computer workstations: A display screen assessment will be undertaken for your workstation – please let your manager/supervisor know if you experience discomfort which you feel may be attributed to using your computer whilst at work, or if you have any issues with any part of your workstation or working environment.

Work equipment: You should not use work equipment unless you are competent to do so. Some equipment may require training. Before using any equipment, check for any obvious faults and that any safety devices are present and working.

Electrical safety: All electrical equipment will be PAT tested in line with HSE guidance for office environments. For portable electrical equipment, check the cable, plug and body of the equipment for any obvious signs of damage. Report any defects to your manager/supervisor without delay and do not use the equipment.

Slips, trips and falls: Ensure you maintain a neat and tidy workstation at all times. Avoid trailing cables across walkways and ensure boxes etc. are stored safely and do not pose a risk to others or obstruct emergency exits and signage. Ensure you wear suitable footwear for the office environment.

Accidents and fire: Make yourself familiar with the location of your nearest first aider, the location of the fire alarm call points or other means of raising the alarm in the event of a fire, and finally, the location and type of fire extinguishers available in your office. Report any fire hazards or missing extinguishers to your manager/supervisor immediately.

Entering the warehouse: Before you leave the office and enter the warehouse, ensure that you are wearing the necessary personal protective equipment. Stay within designated walkways at all times and do not operate plant/machinery/equipment you are not trained and authorised to use.

Personal Protective Equipment (PPE)

PPE stands for Personal Protective Equipment – it is defined in the Personal Protective Equipment at Work Regulations as:

‘All equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work which protects them against one or more risks to their health and safety’.

Typical examples of PPE you may be required to wear/use within your workplace include:

- Safety boots to protect against slippery surfaces and heavy/sharp objects which may fall onto feet
- Hi-visibility clothing to warn vehicle operatives of your presence
- Various gloves to protect against contact with substances, hot/cold or sharp objects etc.

When to use PPE

PPE must always be regarded as a ‘last resort’ to protect against risks to safety and health. Engineering controls and safe systems of work must always be considered first. For example, it may be possible to do the job using methods that will not require the use of PPE. If this is not possible, more effective safeguards should be put in place.

If your employer instructs you to wear PPE during a task, because it has been identified by risk assessment, then you must comply with these requirements. In addition, where you see any blue mandatory signage showing an image of PPE, this means the particular PPE must be worn in this area.



Maintaining PPE

An effective system of maintenance of PPE is essential to make sure the equipment continues to provide the degree of protection for which it is designed. Therefore, the manufacturer's maintenance schedule (including recommended replacement periods and shelf lives) must always be followed. Maintenance may include cleaning, examination, replacement, repair and testing.

Occupational Health and Health Surveillance

Responsibility

The Director Responsible for Health and Safety will ensure that employees shall be asked about their general health in relation to the work tasks they will undertake. Where necessary, reasonable adjustments will be made for employees who have any existing health conditions that may be aggravated or made worse by any work activities undertaken by the Company.

Procedure

If you have a health problem which could affect your safety while at work, inform your immediate manager/supervisor.

Medical practitioners shall be approached whenever assessments/pre-contract information identifies possible health risks. Where necessary, a health surveillance programme will be introduced and suitable records maintained.

First Aid

A first aid box, or boxes, of sufficient size to cater for the number of persons employed, is provided in the office and signs displayed around the premises indicate where they are located.

Information about who the nominated first aiders are and how they can be contacted is also displayed.

Control of Substances Hazardous to Health (COSHH)

Many of the substances used or created could be harmful to your health if not properly managed.

For example, the following everyday substances have the potential to harm you:

- Adhesives
- Solvents/thinners

The Company will apply the hierarchy of control measures outlined below before any substances are introduced:

1. Avoid using the substance altogether
2. Replace it with a less hazardous substance
3. Introduce control measures/training on how it is used, handled and stored
4. Limit the time employees work with the substance
5. Provide PPE if other control measures are not reasonably practicable

You should comply with any instructions given to you on how to work safely with hazardous materials. COSHH assessments will be undertaken for all hazardous substances used by the Company to identify the necessary control measures required to ensure your health is not affected. If you have an adverse reaction to any substance used, such as dizziness, headaches, reddening, broken or itchy skin, you must inform your manager/supervisor without delay. Where necessary, health surveillance will be provided for employees and records maintained in line with data protection legislation.

Lone Working

Lone working will be avoided where possible at all times. In the event that lone working has to be undertaken, a site-specific risk assessment will be conducted before work commences. A suitable means of communication will be provided to make contact with the lone worker on a regular basis, and on completion of the task.

Certain tasks should be avoided by lone workers, for example:

- Working at height
- Live electrical work/testing
- Working in extreme heat or cold
- Working on/with hazardous machinery or substances
- Any other activity deemed too dangerous by the site specific risk assessment

Only competent employees will be allowed to undertake lone working. New starters and apprentices are not permitted to undertake any lone working. Any additional training or equipment required for lone workers will be provided by the Company.

Use of a Lifting Cage

The Company has provided a lifting cage that can be used when carrying out working at height in the warehouse such as stock checks or the retrieval of rolls of rubber that have fallen from a pallet onto the racking.

Only trained, authorised and permitted employees shall operate the forklift truck or be lifted in the cage, if in doubt you should contact your immediate manager/supervisor.

Prior to any lift you should visually check the cage for any signs of damage. If damage is noted then you must report this to your manager/supervisor prior to any use as the lifting cage may be deemed unfit to use and an alternative method of working will have to be identified which may need risk assessing.

The Company will arrange for the cage to be inspected every 6 months by a competent person as a requirement under the Lifting Operations and Lifting Equipment Regulations (LOLER), with certification obtained.

If the cage is fit for use it should be attached to the forklift truck and secured in order that the cage can't move or slip off the forks if the forklift truck stops suddenly.

Under NO circumstances should the 500kg Safe Working Load (SWL) for the lifting cage be exceeded. Remember the SWL is the total weight for the lifting cage and therefore will include the employee.

Working at Height

Falls from height are one of the biggest causes of workplace fatalities and major injuries. Common causes are falls from lifting cages, ramps and racking. The purpose of the regulations is to prevent death and injury from a fall from height. Work at height means work in any place where, if there were no precautions in place, a person could fall a distance liable to cause personal injury. A risk assessment must be completed for every task that needs to be done at height and appropriate control measures put in place.

Before working at height, you must follow these simple steps:

- Avoid work at height where it is reasonably practicable to do so
- Where work at height cannot be avoided, prevent falls by either using an existing place of work that is already safe, or the right type of equipment, e.g. scaffolding or mobile access working platform (MEWP)
- Minimise the distance and consequences of a fall, by using the right type of equipment where the risk cannot be eliminated

You should also:

- Do as much work as possible from the ground
- Ensure you can get safely to and from where you work at height
- Ensure equipment is suitable, stable and strong enough for the job, maintained and checked regularly
- Ensure you do not overload or overreach when working at height
- Take precautions when working on or near fragile surfaces
- Ensure there is protection from falling objects
- Know what the emergency evacuation and rescue procedures are

Any work at height should be:

- Properly planned
- Appropriately supervised
- Not carried out in dangerous weather conditions

If you're going to work at height you should be competent enough to:

- Complete the task safely
- Use or erect/dismantle the selected access equipment

If you are still being trained you should be supervised by a competent person.

Environmental Protection

Environmental Policy Statement of Intent

1. Maclellan Rubber Limited (the Company) recognises its environmental duties under the Environmental Protection act 1990 and the Waste (England and Wales) (Amendment) Regulations 2012. The Director Responsible for Health, Safety and Environmental Issues, Andrew Onions, recognises that he has a responsibility to take an environmentally (and socially) responsible approach, both to existing activities and to possible new developments.
2. The Company will, so far as is reasonably practicable, propose to:
 - a. Minimise disturbance to the local and global environment, and to the local communities and wildlife
 - b. Follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012. The Company will follow the hierarchy outlined below:
 - 1) Prevention
 - 2) Preparing for re-use
 - 3) Recycling
 - 4) Recovery
 - 5) Disposal
 - c. Minimise use of energy and raw materials and adhere to the principles of sustainability
 - d. Consider the environment in the design of processes and products and the maintenance of equipment
 - e. Provide information on the use and final disposal of products
 - f. Ensure that all employees and suppliers are adequately informed about the Company Environmental Policy
 - g. Minimise the use of product related materials and services such as packaging or transport
3. In order that the Company can achieve these objectives, it is important that employees recognise their duty, whilst at work, to take reasonable care of the environment. Employees should also co-operate fully with the Company or anyone else concerned, to ensure that their legal and moral obligations are performed or complied with.

Signed: Andrew Onions

Job Title: Director Responsible for Health, Safety and Environmental issues

Date: July 2017

Environmental Responsibilities – The Company

The Company recognises the fact that its environmental performance affects how we are perceived by our clients and the general public. We must therefore make efforts to prevent damage, harm or pollution to living organisms and their habitats.

The Company will always aim to source materials from sustainable sources and ensure we follow the waste management hierarchy as outlined in the Waste (England and Wales) (Amendment) Regulations 2012 below:

- 1) Prevention
- 2) Preparing for re-use
- 3) Recycling
- 4) Recovery
- 5) Disposal

Waste costs money to produce and even more money to dispose of. It is therefore important to minimise the amount of waste produced, and ensure the waste hierarchy above is applied to all waste generated, before finally being disposed of. The Company will ensure that waste for disposal is done so in the most environmentally friendly way possible.

As well as being an expensive, unwanted commodity, waste can be hazardous. Waste materials lying around the building in the office, production areas and at sites can lead to injuries by slips, trips and falls, pose a risk of fire and cause environmental damage.

Environmental Responsibilities – Employees

It is the responsibility of all employees to co-operate in the implementation of the Environmental Management Policy within their areas of influence.

You must therefore:

- Minimise the amount of waste you produce
- Keep your work area clean and tidy and dispose of waste on a daily basis, into the correct bin or skip
- Co-operate with the management team with regard to agreed environmental arrangements and procedures
- Report the details to your immediate manager/supervisor as soon as possible if you are involved in an environmental accident resulting in, or which may have resulted in, hazardous waste contaminating the environment, so that action can be taken to minimise the impact on the environment
- Inform your manager/supervisor if you have any ideas which may reduce the amount of waste generated by the Company during production processes
- Ensure you dispose of any waste generated when working on site or on a client's premises, in line with their environmental procedures

Notes.

Working in partnership with

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