



# CHEL BURN

## P R E C I S I O N

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Complete Precision  
Machined Solutions

## Health & Safety Policy



THE QUEEN'S AWARDS  
FOR ENTERPRISE:  
INTERNATIONAL TRADE  
2021



**HEALTH AND SAFETY POLICY STATEMENT**

**CHELBURN PRECISION LTD is committed to:**

- **Complying** with the Health & Safety at Work Act 1974 and Management of Health and Safety at Work Regulations 1999 as well as other health, and safety legislation;
- **Protecting and Safeguarding** the health, safety and welfare of our employees, contractors, visitors and public from risks arising from our work activities;
- **Providing and Maintaining** a safe place of work and safe work equipment for our employees;
- **Providing** sufficient resources to achieve our aims and objectives;
- **Promoting** a positive **Safety Culture** in which all employees, contractors and visitors share;
- **Managing** our activities so as to prevent accidents, near-misses and work-related ill health hazards;
- **Monitoring, Auditing and Reviewing** our safety performance and revising our Health and Safety Management Systems to ensure that we achieve our objective of continuous improvement;
- **Co-operating** with our clients to maintain high safety standards;
- **Managing Health and Safety matters** as a critical business activity and integral part of our commitment to excel.

A handwritten signature in blue ink that reads 'KTravis'.

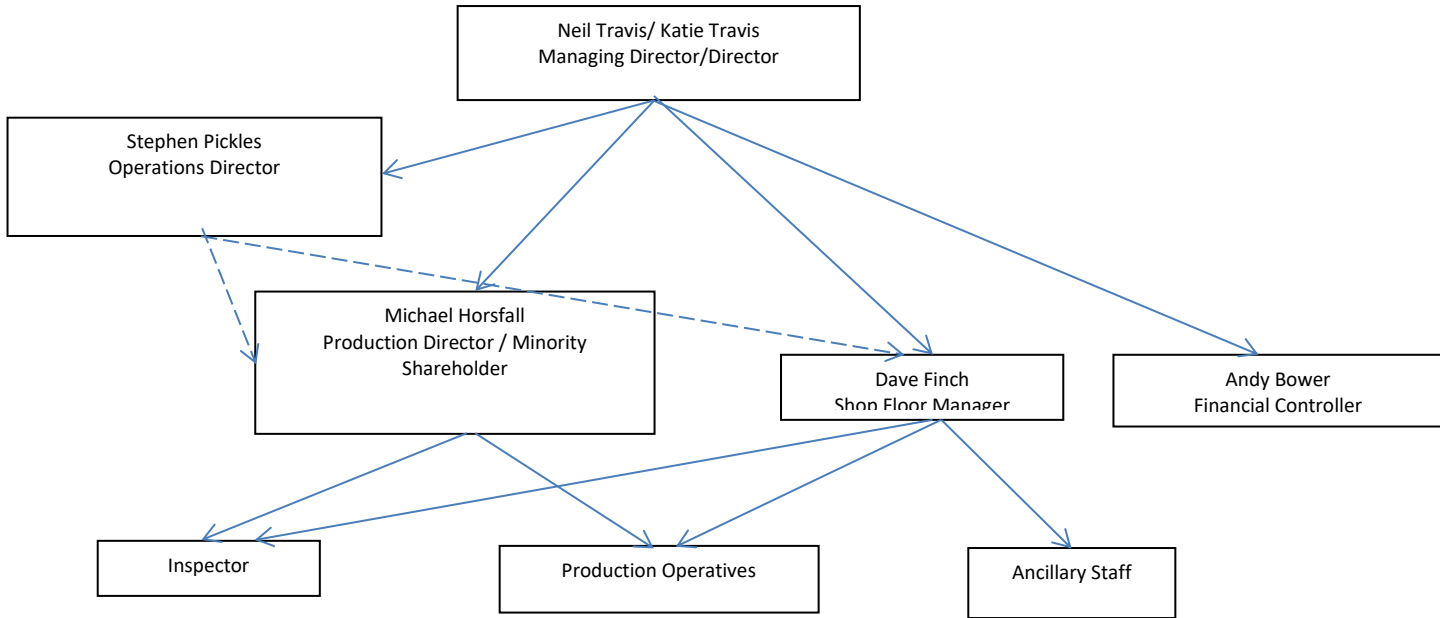
Signed.....

Katie Travis Director

Date of Issue: 26/07/21

Review Date: 26/07/22

### HEALTH AND SAFETY ORGANOGRAM





**ENVIRONMENTAL POLICY STATEMENT**

The Company recognises that to have a planned approach to the prevention and reduction of waste and pollution leads to a long term reduction of costs.

The Company will control its activities to avoid unnecessary and unacceptable risks or adverse effects on the environment, in line with the requirements of the Health and Safety at Work Act 1974 and the Environmental Protection Act 1990.

Environmental awareness and individual responsibility will be developed amongst employees at all levels and effective consultation will be encouraged. The Company will develop and improve standards by making use of available technology and developments, together with waste recovery and a recycle approach.

Customers, employees and the general public who may be affected will be made aware of any Company activity that may affect the environment.

**Environmental action**

Management will take individual responsibility to ensure that environmental issues are considered when making decisions and when planning or controlling works.

**Workforce**

All employees must recognise their individual responsibilities for carrying out their works in a sympathetic manner with respect to the environment.

**Waste reduction**

All employees must give careful consideration to the elimination and reduction of waste at every stage.

Where recycling or re-use of material is an economical advantage this will be considered.

This Policy will be reviewed annually.

Signed.....

Katie Travis Director

Date of Issue: 26/07/21

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## 1. Responsibilities for Health & Safety

### 1.1 Director

Katie Travis has overall responsibility for ensuring that the Health and Safety Policy is put into practice. In particular to ensure that:

- Employees receive sufficient information, training and supervision on health and safety matters
- A risk assessment is undertaken and the results recorded and made available to all employees
- Accidents are investigated and reviewed
- Safe and healthy work conditions are provided and maintained
- Each employee is aware of his/her individual responsibilities
- Sound and safe working practices are understood and observed
- Appropriate safety equipment and protective clothing for the task is provided and worn correctly.

### 1.2 Employees

All employees are responsible for ensuring that they:

- Have read and understood the risk assessments
- Comply with the requirements of the risk assessments and work in a safe manner at all times
- Wear protective clothing and use safety equipment at all times as appropriate
- Report defects in equipment or materials immediately to management
- Maintain tools and equipment in good condition
- Use equipment for the purpose which it was intended
- Only use the equipment upon which they have been trained
- Report to management all accidents, dangerous occurrences and near misses
- Do not interfere with or misuse anything provided to ensure their safety
- Accidents are reported to management

## 2 Risk Assessment

The health and safety risks arising from our work activities will be assessed using the process of risk assessment in accordance with The Management of Health and Safety at Work Regulations 1999.

The responsibility for ensuring that risk assessments have been undertaken and recorded and appropriate action is taken to control risks is that of Katie Travis.

The written risk assessments will be reviewed and updated annually to ensure that they cover all employees against all risks and to ensure that any actions identified in the risk assessments have been implemented. The risk assessments will also be updated every time that there are any major changes in work practices.

## 3 Fire

There is a fire alarm on site.

Fire extinguishers are provided and are inspected on an annual basis.

**The company operates a no smoking policy.** See staff handbook for further details.

### IN THE EVENT OF FIRE

1. An individual discovering a fire must alert other members of staff and people working in the area by activating the nearest break glass point.
2. If it is completely safe to do so a member of staff should attack the scene of the fire using the nearest extinguisher.
3. On hearing the fire alarm all staff must evacuate the building using the nearest available fire escape, making other staff aware they must leave the premises.
4. If safe to do so all windows and doors should be closed behind them, electrical items should be switched off if time permits and if safe to do so.
5. Once outside the premises all staff should report to the designated meeting point by the gate.

Andy Bower or in his absence the Fire Marshals are responsible for undertaking the head count and reporting the results of this to the Fire Service.

6. No-one should re-enter the premises once evacuated.
7. Once all employees and visitors are accounted for they must remain in the designated meeting point unless stated by the Fire Service.

## 4 Electrical Safety

Chelburn Precision Ltd has a duty of care under the Electricity at Work Regulations 1989 to ensure that the risk from electricity is reduced to the lowest level.

Compliance with these Regulations is the responsibility of Katie Travis.

All fixed plant and installations must be routinely inspected and tested in accordance with current legislation and best practice.

The fixed electrical installation is inspected every 5 years.

Portable appliances are tested on a regular basis.

All electrical work is carried out by third parties who have been assessed as competent for the task being carried out.

## 5 Accident Procedure/First Aid

All accidents are recorded in the accident book and this is located in the main office.

Major accidents i.e. those involving a major injury or more than 7 days off work will be fully investigated using the following form. Accidents required to be reported under RIDDOR will be reported by Katie Travis.

RIDDOR reportable accidents are outlined below:

***Reportable specified injuries are:***

- Fracture, other than to fingers, thumbs and toes;
- Amputation of arm, hand, finger, thumb, leg, foot or toe;
- Loss of sight (temporary or permanent);
- Any crush injury to head/torso causing damage to brain or internal organs
- Any burn injury resulting in burns of 10% of whole body or significant damage to eyes, respiratory system or other vital organs;
- Any degree of scalping requiring hospital treatment;
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from work in a confined space leading to hypothermia, heat-induced illness or unconsciousness; or requiring resuscitation; or requiring admittance to hospital for more than 24 hours;

In addition any accident that occurs at work and that involves more than 7 days off work are also required to be reported.

The current list of reportable dangerous occurrences is available on the HSE website.

First aid boxes are located in the workshop and in the office.

### **First aiders**

Current list of qualified first aiders is displayed on the notice board.





ACCIDENT & INCIDENT INVESTIGATION REPORT

Employee(s) involved:	Type of incident: please tick Injury/damage                      near miss Personal injury                      material equipment/damage Fire/explosion                          damage to environment
Where did the incident occur:	Time and date of incident:
Full description of incident including sequence of events leading up to incident  Attach additional sheets if necessary.	
Details of any injury/damage:  Part of body affected (if applicable):	
Details of any witnesses (obtain and attach full witness statements):	
Photographs obtained: Yes/No:	
Risk assessment review required: Yes/no	
RIDDOR report required: Yes/no	
Recorded in accident book: Yes/no	
Details of any hospital treatment received:	
Details of any first aid issued and by whom:	
Contributory causes	
Actions already taken and recommendation for further action in order to prevent recurrence.	
Investigated by:	Date:
Progress of remedial actions:	
Signed:	Date:

## 6 Manual Handling

The company will assess the risks from manual handling and put in place steps to minimise the risk from such activities. This involves:

- Identification of manual handling activities
- Assessment of the risk from such activities
- Implementation of appropriate control measures

Almost a quarter of all injuries at work are caused by accidents during manual handling. Most of the injuries are to hands, feet, legs and back. Some of the back injuries result in permanent disability.

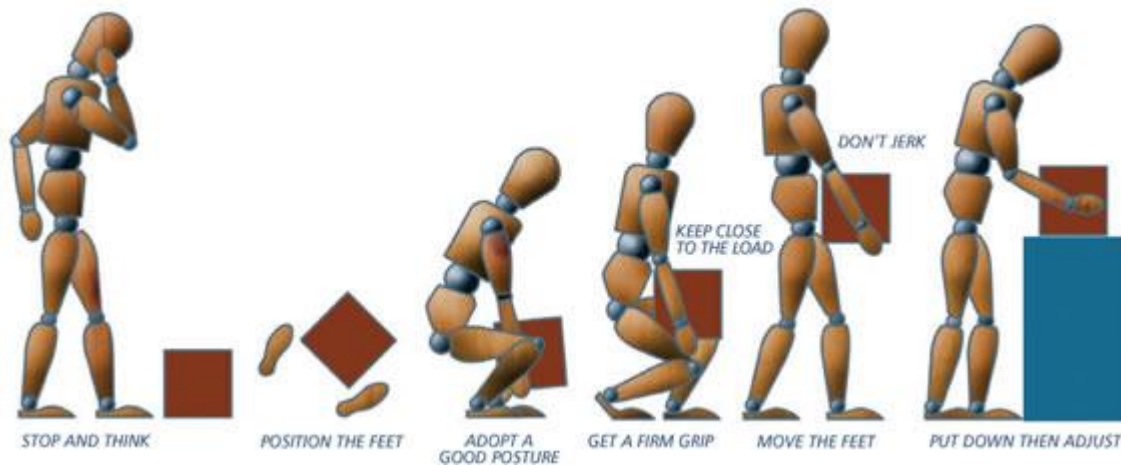
Although the Manual Handling Operations Regulations do not specify what weight a person can lift, it is now recognized that one person should not lift any load exceeding 25kg.

Take care of yourself by following the guidance notes given below:-

- If mechanical handling equipment is available and you are authorized and trained to use it, do so.
- Wear the right protective equipment for the job.
- Know your physical capabilities and only tackle jobs you can reasonably handle.
- Think the job through:-
  1. Can you handle the load by yourself?
  2. Is there a clear, properly lit, walkway to the work or stacking area?
  3. Is there a safe stacking area?
  4. Seek advice on height restrictions for stacks. Remember, it is often more dangerous de-stacking than stacking.
- Always check that the weight of the load is known before lifting.
- Know the correct way of lifting before attempting a lift:-
  1. Stand reasonably close to the load, be sure footing is firm and feet are about 300 mm apart.
  2. Squat down by bending the knees, keeping the back as straight as you can.
  3. Place hands where they will not slip, and grip firmly.
  4. Breathe in before lifting - inflating the lungs helps support the spine.
  5. Straighten up with the legs, keeping the back as straight as you can
  6. Hold the load firmly and close to the body.
  7. Ensure your view is not impeded by the load whilst working with it.
  8. Lift slowly and smoothly. Avoid jerking motions.

When two or more persons lift a load, one of the team must be nominated to give instruction to ensure that each person lifts an equal share and the team work together.

**YOU SHOULD NEVER ATTEMPT TO LIFT A LOAD THAT IS BEYOND YOUR INDIVIDUAL CAPABILITY**



## 7 Training

Chelburn Precision Ltd will ensure that new employees receive information of health and safety as part of their induction. This induction will include (but not necessarily limited to) the following:

- Fire procedures
- First aid and accident reporting
- Personal responsibilities
- Housekeeping
- Welfare
- COSHH
- Manual handling
- Personal protective equipment

Additional training will be given where required as necessary for the task.

The Health and Safety Law is displayed in the office.

## 8 Plant and Equipment

The Director is responsible for ensuring that all plant and equipment is maintained on a regular basis. This includes the following:

- Portable electrical appliances are tested regularly
- All items of lifting equipment inspected either annually or 6 monthly as required under LOLER
- Air receivers are inspected annually
- LEV is inspected every 14 months
- All other items of equipment and serviced as and when required.
- Fixed electrical installation is inspected every 5 years

## 9 Chemical Safety

Chelburn Precision Ltd will put in place measures to protect employees from the risks of hazardous substances. These measures will include:

- A full COSHH assessment will be carried out on any substance identified as hazardous to health. This assessment will be undertaken by a competent person
- Substitution of the chemical with a less hazardous alternative where possible
- Engineering controls to reduce risk of exposure e.g. enclosure, extraction equipment
- Any controls provided will be maintained in good working order
- Where the above is not possible then the use of personal protective equipment will be applied to reduce the risk – this will only be used as a last resort
- Training and information for employees
- The COSHH assessment will be reviewed regularly at least every 5 years as required by current legislation

## 10 Fork Lift Trucks

- Fork lift trucks must only be operated by fully qualified and authorised drivers
- All driver safety checks must be carried out prior to operating the vehicle
- Safety features must be used correctly at all times
- Vehicles must never be left with the engine running when unattended
- When parked, however briefly the engine must be switched off, handbrake applied and where appropriate the transmission left out of gear. The key must be removed from the ignition
- Passengers must never be carried on any part of the vehicle

- Always ensure that the load is balanced and secure prior to moving
- Forks must be in the lowered position when the truck is travelling
- Any defects must be immediately reported to management

## 11 Display Screen Equipment

Chelburn Precision Ltd will assess the risks from Display Screen Equipment to all workers identified as users.

- A user is defined as someone who habitually uses DSE for a significant part of his/her work. Employees (users of DSE) are required to: use all equipment and workstations in accordance with instructions and training given. Report all problems associated with their workstation including medical issues e.g. eyesight problems, pain or discomfort in upper limbs **promptly** to their line manager.
- All workstations and equipment must comply with the minimum requirements as laid down in the Display Screen Equipment Regulations. This includes a chair with seat height adjustment, seat back adjustment and a stable base; a desk that provides adequate space; a monitor that tilts and swivels and has a readable screen.
- Foot rests, wrist supports and document holders are provided where the risk assessment has shown these to be required.
- Breaking up long spells of DSE work helps to prevent fatigue, eye strain, upper limb problems and back ache. The best way to break up work is to alternate sedentary work with more active tasks. Frequent mini-breaks (e.g. 1 minute every 15-30 minutes) are preferable to longer breaks every couple of hours.
- Chelburn Precision Ltd will pay for eye testing for all employees who are identified as users and will also pay for a pair of basic spectacles where these are required solely and specifically for DSE work. Glasses will not be paid for if they are required for driving or reading as well as DSE work.

## 12 Young Persons

- Young persons are defined as anyone under 18 but over the minimum school leaving age.
- Chelburn Precision Ltd will protect young persons at work from any risks to their health and safety that are a consequence of their lack of experience or absence of awareness of existing potential risks.
- A specific risk assessment will be carried out on any young person specifically looking at:
  - The individuals physical and psychological capacity
  - The potential for exposure to cold, heat, noise and vibration
  - The potential for exposure to harmful agents
- Where necessary greater supervision of young persons will be provided.
- Additional training where identified for young persons will be carried out.

## 13 Pregnant Workers

Chelburn Precision Ltd will carry out a risk assessment on any new or expectant mothers; women defined as:

- Pregnant
- Recently given birth (covering a period of up to 6 months from giving birth or longer if breastfeeding continues)

The risk assessment will look at chemical, physical, mechanical, psychosocial and biological hazards. Following the assessment arrangements will be made to ensure that pregnant workers are not exposed to unacceptable risks and the risk assessment will be reviewed at regular intervals throughout the pregnancy.

## 14 Visitors/Contractors Procedure

- All visitors must report to the office on arrival.
- All visitors must have their attention drawn to the emergency procedure by their host
- All visitors to the business (not customers) must be in the control of a Chelburn Precision Ltd employee at all times. Exceptions to this requirement are regular contractors who are engaged in agreed work and have been made familiar with the emergency procedures.
- All contractors working on site must only undertake the work as requested by Chelburn Precision Ltd and must not operate any equipment for which they are not trained and authorised.
- Contractors must supply to Chelburn Precision Ltd a risk assessment and/or method statement for the work to be carried out. In addition copies of current Employers Liability and Public Liability insurance certificates must be supplied prior to work commencing.
- Upon leaving the premises all visitors/contractors must inform the office.

## 15 Vibration

Chelburn Precision Ltd will put in place measures to protect employees from the risks of Vibration White Finger, which can be caused by exposure to excessive levels of vibration from vibrating tools.

These measures will include:

- Assessing the risks from vibration exposure
- Taking measures to reduce vibration exposure where a risk assessment shows that it is necessary
- Ensuring the level of vibration generated is taken into account when a new piece of equipment is purchased or hired
- Providing training and information on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate

## 17 Asbestos Containing Materials

Chelburn Precision Ltd will identify any asbestos containing materials (ACMs) within premises owned or operated by the Chelburn Precision Ltd and assess its condition, if required with the assistance of competent analysts.

A plan for the management of those ACMs found will be drawn up and implemented whenever any work is conducted that may involve contact with those ACMs identified, or there is a perceived risk of encountering previously undetected ACMs. Any contractors or employees who may come into contact with ACMs will be required to access the Asbestos Register and sign to confirm that they have read and understood the content of the Register in respect of the area(s) of the premises where they are working. An additional intrusive survey(s) may be required to be carried out by a licensed contractor and safe working procedures agreed before work commences.

Where necessary, competent licensed asbestos contractors will be used to deal with any ACMs which need to be removed repaired or encapsulated.