

FIELDTRACK LTD

**HEALTH AND
SAFETY POLICY**

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1 GENERAL STATEMENT OF POLICY

It is the policy of the Company to comply with the terms of the Health and Safety at Work Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment. The Company's health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace.

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective. This policy statement details the application of the Company Health and Safety policy in accordance with all current regulations at the time of issue, it is a basic guide for company management and staff, and is aimed at reducing the risk of accidents in the workplace. This statement does not deal with special health and safety risks arising from manufacturing processes or similar activities. Advice on these subjects should be obtained from the Health and Safety Executive through the Company Health & Safety Advisor.

The Company recognise and accept their duty to protect the health and safety of all visitors to the Company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of the Company will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of the Company will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the Managing Director.

An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every employee's responsibility to report immediately any situation, which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Managing Director or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Amendments

The Company Health & Safety Advisor sponsors this document. Requests for amendment are to be submitted, in writing, to the Managing Director detailing the changes required.

Annual review

This Policy document is to be reviewed annually from the date of issue by the Company Health & Safety Advisor.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed below:

Signed _____

Title _____

Company _____

Date _____

1.1 SAFETY PERSONNEL

The person with overall and final responsibility for health and safety in the Company is listed below:

YOUR COMPANY HEALTH & SAFETY ADVISOR IS:-

Name: Lynn McConnell
Title: Director/Health & Safety Advisor
Tel: 08712 181212 or 07899 901633

In addition to other titles he/she will be referred to as the Health & Safety Advisor.

The person responsible for overseeing, implementing and monitoring the policy is the Managing Director.

The person who will be responsible for the Health & Safety Advisor's duties in case of (his/her) absence is:-

COMPANY DEPUTY HEALTH & SAFETY ADVISOR IS:

Name: David Bennie
Title: Director
Dept: Head Office
Tel: 01555 812812 or 07860 834812

The following personnel will be responsible for the supervision of health and safety in particular areas (if applicable):

NAME	AREA	RESPONSIBILITIES
George Allan	Field Operations (Scotland & North East)	Carry out Site Specific Risk Assessments and check on-site adherence to the Company Health & Safety Policy
Julian Owens	Field Operations (Rest of UK)	Carry out Site Specific Risk Assessments and check on-site adherence to the Company Health & Safety Policy
Lynn McConnell	Head Office	Check adherence to Company Health & Safety Policy within Forth depot.

1.2 CONSULTATION

The management of the Company sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings every month or as often as is deemed necessary.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

1.3 COMMUNICATION

The management of the Company will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the Company health and safety policy. The Company communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement and by example.

1.4 CO-OPERATION AND CARE

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Company.

1.5 SAFETY TRAINING

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of the Company that if a job is not done safely then it is not done effectively.

All workers will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held on a regular basis as detailed by the Health & Safety Advisor or as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below.

Where specialist training is required an approved external training provider will be employed to deliver the training:

JOB TITLE	NAME	DEPT	
Health & Safety Advisor	Lynn McConnell	Health & Safety	

1.6 WORKPLACE INSPECTIONS

It is the policy of the Company to comply with the Workplace (Health, Safety & Welfare) Regulations 1992 [as amended].

The Health & Safety Advisor will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

1.7 WORK EQUIPMENT

It is the policy of the Company to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998 [as amended].

The Company will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

1.8 PERSONAL PROTECTIVE EQUIPMENT

It is the policy of the Company to comply with the law as set out in the Personal Protective Equipment at Work Regulations 2002.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by the Company will be properly assessed prior to its provision.

All personal protective equipment provided by the Company will be maintained in good working order.

All workers provided with personal protective equipment by the Company will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

The Company will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

1.9 MANUAL HANDLING OPERATIONS

It is the policy of the Company to comply with the law as set out in the Manual Handling Operations Regulations 1992 [as amended].

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it no longer valid. All possible steps will be taken to reduce the risk of injury to the lowest level possible.

1.10 DISPLAY SCREEN EQUIPMENT

It is the policy of the Company to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations [as amended].

The Company will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations meet the requirements set out in the Schedule to the Regulations.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request.

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

1.11 CONTROL OF HAZARDOUS SUBSTANCES

It is the policy of the Company to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

The Company will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

1.12 FIRE SAFETY

It is the policy of the Company to comply with the law as set out in The Fire Precautions Act 1971 and the Fire Precautions (Workplace) Regulations 1997.

The Company's fire safety policy and procedures are detailed in the Company Fire Management Plan, all company personnel are to ensure that they read and understand the company fire management plan on initial employment and subsequent annual reviews and mandatory fire safety training.

The Company Fire Safety Officer, his/her deputy's and the person(s) with responsibility for the maintenance and testing of fire alarms and fire fighting equipment are listed below:

NAME	TITLE	DEPT	POST	TEL EXT
Lynn McConnell	Director	Head Office	Company Fire Safety Officer	01555 812812

ACTION IN THE EVENT OF FIRE OR EMERGENCY

ACTION BY PERSON DISCOVERING A FIRE

- ↑ Any person discovering a fire is to:
- ↑ Operate the nearest fire alarm call point
- ↑ Dial 999 to call the Fire Brigade
- ↑ Assess priorities, which may include:
 - ↑ Assistance to remove any personnel with disabilities and casualties from the immediate area
 - ↑ Fighting the fire if practicable, using the fire appliances available, including hose reels if applicable, however all efforts should be withdrawn:
 - ↑ if there is any danger from spread of fire or smoke
 - ↑ if there is any possibility of the escape route being cut off
 - ↑ If the fire spreads towards explosive or toxic materials or gas cylinders
 - ↑ if fire-fighting is clearly failing to keep the fire in check
- ↑ Ensure that the senior person present is informed of the location and type of fire.

ACTION BY PERSONNEL IN THE VICINITY OF THE FIRE

Any person in the vicinity of the fire is to:

- ↑ Assist in removing any personnel with disabilities or are casualties from the immediate area (if possible)
- ↑ Assist in fighting the fire if practicable
- ↑ Dial 999 if not already actioned

ACTION TO BE TAKEN BY OTHER COMPANY PERSONNEL

On hearing a fire alarm signal, all personnel not directly involved with the fire are to take the following actions:

- ↑ Stopping machines and processes and isolating power supplies where appropriate
- ↑ If possible secure high value or sensitive materials or documents. If this proves impossible in the circumstances report the details to the senior company person
- ↑ Carry out the evacuation procedure for the building, including the non-use of lifts and any physical arrangements for physically disabled and sensory impaired staff. Where members of the public are present this will include checking the public areas, informing and reassuring the public and directing or escorting them to exits.
- ↑ Evacuate immediately to your department assembly point outside the building, and report to your head of department.
- ↑ If you are the first person through any fire exit (other than the main entrance/exit door) you are to remain in the vicinity of the door, if safe to do so to prevent unauthorised entry to the building
- ↑ “ No Smoking “ policy at assembly point

All workers within the firm have a duty to report immediately any fire, smoke or potential fire hazards to the fire service, dial 999.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking, keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The Company Fire Safety Officer is responsible for the provision and maintenance of fire safety and detection equipment.

Head of Department's are responsible for keeping their operating areas safe from fire, ensuring that their staffs are trained in proper fire prevention practices and emergency procedures.

1.13 FIRE DETECTION EQUIPMENT

Smoke detectors and manually operated fire alarms may be located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building. If fire alarm systems are fitted to company buildings, they will receive a weekly and routine tests in accordance with British Standards.

1.14 FIRE FIGHTING EQUIPMENT

Fire extinguishers are located at strategic points throughout the workplace. In some areas automatic sprinkler systems may be installed and activated by automatic detection systems. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

1.15 FIRE DOORS

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

1.16 FIRE EXITS

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure. Lifts also have emergency lighting installed although they should not be used in the case of an emergency evacuation.

1.17 SMOKING POLICIES

Smoking Policy (a) In Force

Smoking is prohibited in all areas of the workplace except those areas that have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

List of designated smoking areas:

1. Outside main office – ashtray provided.

1.18 EMERGENCY EVACUATION PROCEDURE

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the Company assembly point.

YOUR FIRE ASSEMBLY POINT IS LOCATED AT:

Adjacent to Depot Entrance Gates

Note: There is a strict “**No Smoking** “ policy at the assembly point.

1.19 PRACTISE FIRE DRILLS

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures; this may occur more frequently in areas of high fire safety risk.

1.20 INFORMATION TO BE GIVEN TO THE FIRE BRIGADE

On arrival of the fire brigade the senior person present is to give the following information to the senior fire-fighter and state clearly the:

- ↑ Precise location of the fire
- ↑ Trapped persons and casualties
- ↑ Water supplies
- ↑ Special hazards in the area

1.21 ACCIDENT INVESTIGATION AND REPORTING

It is the policy of the Company to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations [as amended].

The Company sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Health & Safety Advisor or a person appointed by the Health & Safety Advisor detailing:

- ↑ The circumstances of the accident including photographs and diagrams wherever possible
- ↑ The nature and severity of the injury sustained
- ↑ The identity of any eyewitnesses
- ↑ The time, date and location of the incident
- ↑ The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the Company's expense.

The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the Company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the Company's insurance risk and advisors for assessment.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

1.22 ACCIDENT PROCEDURE

First aid station(s) are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

Where appropriate first aid stations are equipped with two wool blankets and a stretcher in addition to standard first aid kits.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

All accidents and injuries, no matter how slight, are to be recorded in the Accident Book (BI 510) [note to comply with the Data Protection Act, only the new style Accident Books with removable records are to be used. All completed forms are to be forwarded in sealed envelope to the Personnel Department for action by Health & Safety Advisor, as required, and retention.

1.23 QUALIFIED FIRST AID STAFF ARE:

NAME	DEPARTMENT	TELEPHONE
Lynn McConnell	Manse Road, Forth, Lanark ML11 8AN	01555 812812
Karen Crilly (training)	Manse Road, Forth, Lanark ML11 8AN	01555 812812

The Management, Head of Departments and Company Personnel are responsible for reporting all cases of accident and disease to the Health & Safety Advisor.

Accident records are compiled and stored by the Health & Safety Advisor; accident records containing personal information will be retained by Personnel the Department; iaw Data Protection Act requirements

The Health & Safety Advisor is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

1.24 SAFETY RULES

General

All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.

- All employees shall immediately report any unsafe practices or conditions to the relevant authority.
- Any person under the influence of alcohol or any other intoxicating drug, which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed on the job.
- Horseplay, practical joking or any other acts, which might jeopardise the health and safety of any other person, are forbidden.
- Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
- Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
- No worker should undertake a job that appears to be unsafe.
- No worker should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
- All injuries must be reported to the Health & Safety Advisor or a delegated representative.
- Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor or the Health & Safety Advisor.
- Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
- No employees should use chemicals without the knowledge required to work with those chemicals safely.
- Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- All employees are expected to attend departmental safety meetings.

Working Environment

- Work sites must be kept clean and tidy.
- Any spillage must be cleaned up immediately.
- Waste materials and rubbish must be removed routinely.
- All combustible waste materials must be discarded in sealed metal containers.
- All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

- Walkways and passageways must be kept clear from obstruction at all times.
- If a walkway or passageway becomes wet it should be clearly marked with warning signs and/or covered with non-slip material.
- Trailing cables are a trip hazard and should not be left in any passageway.
- Any change in the floor elevation of any walkway or passageway must be clearly marked.

- Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

- Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- It is the responsible of all employees to ensure that any tools or equipment they use are in good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- All tools must be properly and safely stored when not in use.
- No tool should be used without the manufacturers recommended shields, guards or attachments.
- Approved personal protective equipment must be properly used where appropriate.
- Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

- Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their supervisor or the Health & Safety Advisor.

Manual Lifting and Moving

- Mechanical devices rather than manual handling, wherever reasonably practicable, should be utilised when lifting and moving objects. The equipment used should be appropriate for the task at hand.
- The load to be lifted or moved must be inspected for sharp edges, slivers and wet or greasy patches.
- When lifting or moving a load with sharp or splintered edge, gloves must be worn. Gloves should be free from oil, grease or other agents, which might impair grip.
- The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillage which could cause tripping or spillage.
- Employees should not attempt to lift or move a load, which is too heavy to manage comfortably.
- Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower etc.
- When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.