

Health & Safety Policy

Document reference: HS465

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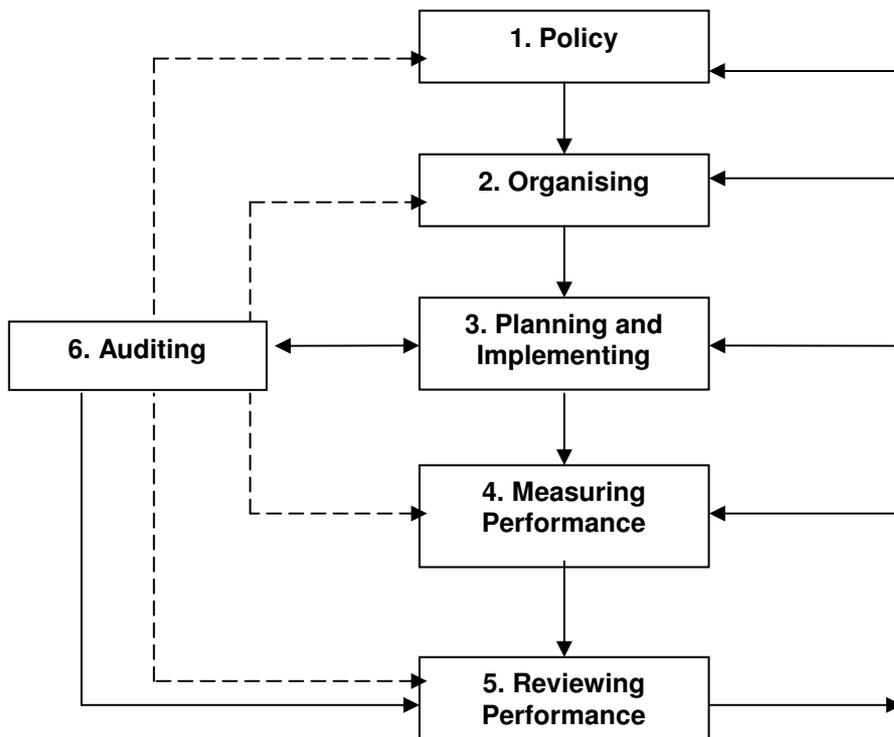
HEALTH & SAFETY POLICY	Section No. HSP 1.1 page 1 of 1	
Section title: Introduction	Issue: 01	Issue date: 01.3.11

The purpose of this manual is to demonstrate the health and safety management system of Formbend Ltd and to comply with the requirements of the Health and Safety at Work etc Act 1974 section 2(3). Essentially it consists of the company health and safety policy statement, organisation and arrangements for ensuring that the policy objectives are implemented.

The overriding aim of this company is to protect employees and non-employees from the risk of injury or ill-health arising from our work activities. In doing so, we will comply with our legal obligations and ensure that employees and non-employees also discharge duties placed on them.

The objectives of this manual are to:

- Provide a framework for the effective management of health and safety at work.
- Detail the company's position with respect to the health and safety of employees and non-employees who may be affected by our work activities.
- Detail the company's organisation and procedures for ensuring that the policy objectives are met.
- Provide the means of monitoring the effectiveness of the health and safety management system.



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Section title: Health & Safety Policy Statement	Issue: 01	Issue date: 01.3.11

It is the policy of Formbend Ltd to ensure, so far as is reasonably practicable, the health, safety and welfare of all our employees and that any other persons who may be affected by our work activities is protected from risks to their health and safety. We recognise that occupational health and safety forms an integral part of our business and acknowledge that the health and safety of employees and non-employees is of paramount importance.

We are committed to effectively managing health and safety risks arising from our work activities and complying with our legal obligations. In particular, we will ensure, so far as is reasonably practicable, that:

- Adequate financial and operational resources are made available for managing health and safety risks.
- Plant and safe systems of work are provided and maintained that are safe and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.
- Such information, instruction, training and supervision as is necessary, is provided for the health and safety at work of employees.
- The place of work under our control is maintained in a safe condition and that the means of access to and egress from it, are provided and maintained in a safe condition without risks to health.
- The working environment is provided and maintained so that it is safe, without risk to health and adequate with respect to facilities and arrangements for the welfare of employees.

We firmly believe that the success of this policy relies on the full co-operation of all employees; therefore, we will ensure that it is brought to their notice. This policy will be regularly reviewed (at least annually) by our internal Health & Safety competent person, in conjunction with our external competent advisors Bradley Environmental Consultants, who will take account of any significant changes in the company's operations.

Signed: _____

Date _____

Mark Hateley

HEALTH & SAFETY POLICY	Section No. HSP 1.4 page 1 of 4	
Section title: Organisation for Safety	Issue: 01	Issue date: 01.3.11

In order to ensure that the objectives outlined in the health and safety policy statement are achieved, this section describes the company organisation for safety, including the responsibilities of individuals at all levels of the organisation.

RESPONSIBILITIES OF DIRECTORS:

- Take overall responsibility for establishing the health and safety policy and ensuring that it is implemented.
- Ensure that the policy and any subsequent revisions are brought to the attention of all employees.
- Allocate suitable resources to enable the policy objectives to be achieved.
- Establish an organisational structure capable of managing health and safety risks effectively. Where responsibility for health and safety is delegated to managers and/or employees, to ensure that they are provided with such information, instructions, training and supervision as is necessary.
- Ensure systems for the health, safety and welfare standards within the organisation are in place.
- Set a good personal example at all times in matters in relation to health and safety.

RESPONSIBILITIES OF HEALTH AND SAFETY COMPETENT PERSON:

- Comply with the requirements of the health and safety policy at all times.
- Assist the manager(s) in discharging their duties under health and safety law. In particular, with respect to:
 - Planning and co-ordinating the implementation of effective health and safety management.
 - Measuring performance by means of suitable monitoring health and safety standards.
 - Reviewing performance with respect to health and safety.
- Discharge any responsibilities for health and safety delegated to him/her in accordance with information, instructions and training provided.
- Ensure that adequate arrangements are in place for providing employees with information, instruction, training and supervision in relation to health and safety.
- Ensure that any health and safety matters requiring attention have been dealt with accordingly and brought to the attention of the director(s).
- Actively promote a positive approach to health and safety in the workplace by adhering to safe working practices and encouraging others to do the same.
- Liaise and co-operate on health and safety matters with manager(s), deputy manager(s) and other employees.
- The competent person(s) will carry out full accident /incident investigations.
- The safety officer will report to the Incident Contact Centre or the Enforcing Authority any reportable injuries, diseases and dangerous occurrences.

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Section title: Organisation of Safety	Issue: 01	Issue date: 01.3.11

RESPONSIBILITIES OF MANAGERS AND DEPUTY MANAGERS:

- Comply with the requirements of the health and safety policy at all times.
- Ensure all staff under their control has received all the necessary training to enable them to carry out their job safely and without risk to their health.
- Ensure each new employee is given induction training. Including information on any specific risks associated with their roles.
- Co-ordinate the implementation of the health and safety policy in relation to work activities and the work areas under the management control.
- Prepare and maintain risk assessments, method statements and safe systems of work to cover all significant risks and hazards associated with the work undertaken by their department.
- Discharge any responsibilities for health and safety delegated to him/her in accordance with information, instruction and training provided.
- Ensure that any defects or health and safety matters requiring attention that have been brought to his/her attention and he/she becomes aware of, are dealt with accordingly. Inform the director(s) of significant health and safety incidents.
- Actively promote a positive approach to health and safety in the workplace by adhering to safe working practices and encouraging others to do the same.
- Liaise and co-operate on health and safety matters with the Health and Safety Representative(s).
- Actively discourage horseplay and unsafe working practises by means of formal reprimands if necessary.
- Carry out a full investigation (supported by the competent person(s)) of any accident/incident involving a member of staff under their control or a visitor/member of the public affected by their work activity.

RESPONSIBILITIES OF EMPLOYEES:

- Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions at work.
- Co-ordinate with the employer, so far as is necessary to enable the employer to comply with his/her duties under health and safety law.
- Not to intentionally or recklessly interfere with, or misuse anything, provided for the purposes of health, safety and welfare.
- Work in a safe manner and use any machinery, equipment, dangerous substances, and personal protective equipment in accordance with any relevant information, instruction and training provided.
- Inform his/her manager of any health and safety hazards or defects they become aware of.
- Familiarise himself/herself with the company health and safety policy and comply with its requirements at all times.

RESPONSIBILITIES OF VISITORS:

- Sign-in on arrival on site and sign out on leaving.
- Take reasonable care for the health and safety of himself/herself and of other persons who may be affected by his/her acts or omissions.
- Co-operate with their host contact within the organisation and follow any safety instructions that have been given.
- Promptly report to his/her host contact, any incident resulting in personal injury, damage to plant and equipment.
- Not to intentionally or recklessly interfere with or misuse anything provided in the interest of health, safety or welfare.

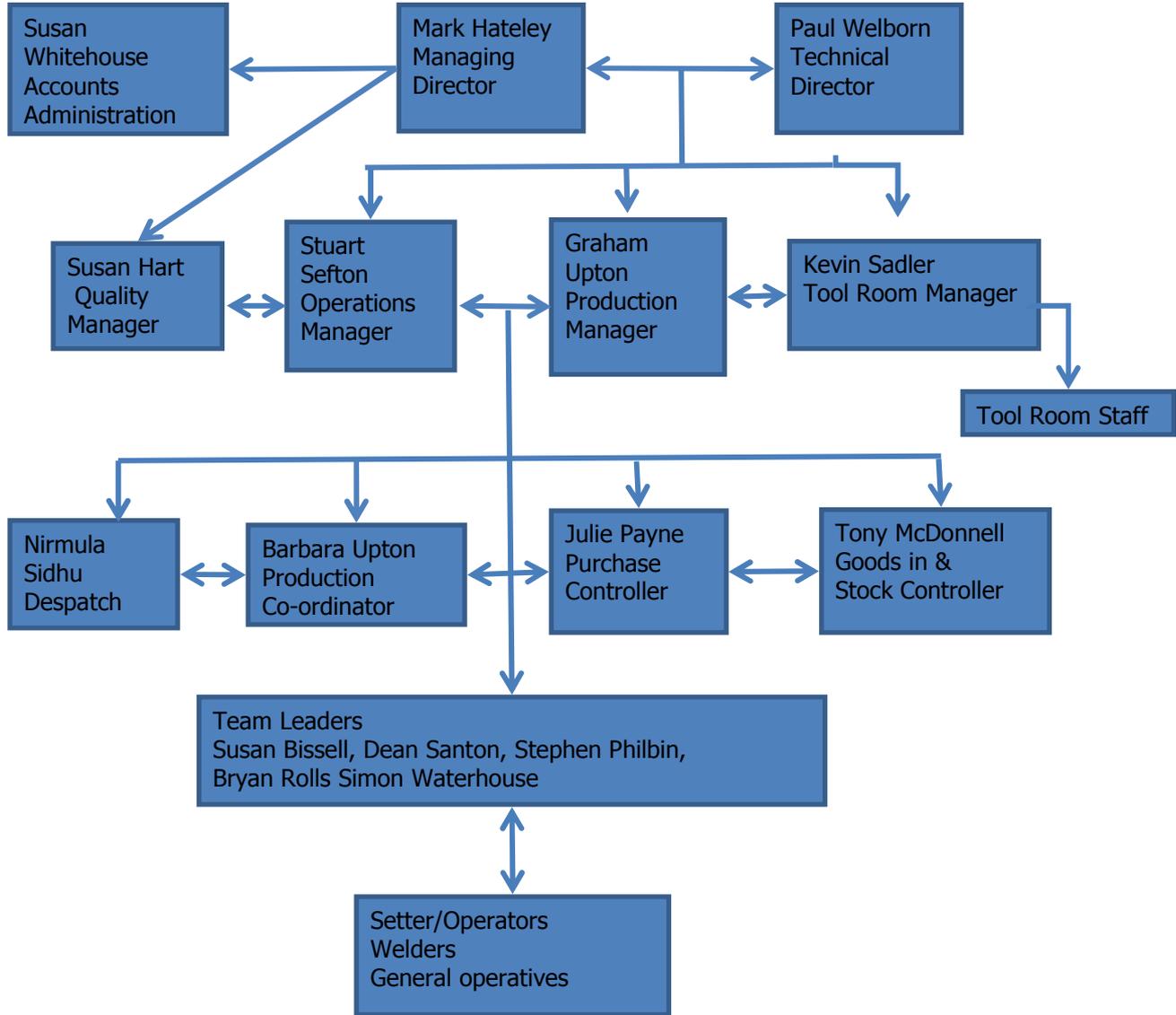
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RESPONSIBILITIES OF CONTRACTORS:

- To ensure the health, safety and welfare of their employees whilst on site.
- To comply with the health and safety requirements of the client at all times.
- To ensure that any work activities are safe and without risk to the health, safety and welfare of any person.
- To ensure that their employees are aware of the fire precautions and emergency procedures for the site.
- To be alert to health and safety hazards and to take suitable and sufficient steps to correct or control problems that may arise.
- To immediately report any accidents, dangerous occurrences, cases of ill health or near misses to the client.
- To provide evidence that all plant, equipment, articles and substances, required to be used whilst on the client's site are safe and without risk to health. If necessary, to provide copies of certificates of testing, inspection and examination and copies of risk assessments.
- To liaise and co-operate with the client or their representatives at all times.
- Ensure that their work activities do not present a risk to the health, safety and welfare of the client's employees or anyone else on the site.
- Follow any previously agreed working methods and practices.
- Ensure that working areas are left in a clean and tidy condition at break times and at the end of the working day.
- Unless otherwise agreed, not use any client facilities including welfare facilities, rest rooms and equipment.
- Any contractor conducting any hot work will do so under a permit to work system implemented by Formbend Ltd.
- Provide any method statements, risk assessments and safe systems of work or any other relevant health and safety documentation required for the work to be completed safely.
- Provide adequate levels of supervision for the duration of the work.

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Formbend Ltd Organisation Chart Mar 2011



HEALTH & SAFETY POLICY	Section No. HSP 1.5 page 1 of 1	
Section title: Channels of Communication	Issue: 01	Issue date: 01.3.11

The company will ensure that all employees will be provided with information, instruction, training and supervision as appropriate to enable them to work safely. A copy of the health and safety policy statement will be made available to each employee, together with any significant findings of risk assessments that affect their work.

Regular meetings will be held between the manager(s), health and safety representatives and employees to discuss health and safety matters that may arise from time to time. Additionally, any relevant information on such matters will be directly communicated to employees on an on-going basis.

In return, employees may discuss health and safety matters with their manager on an on-going basis and must report any health and safety hazards, defects or matters causing concern.

Any relevant information concerning health and safety matters will be brought to the attention of any other persons who may be affected by our work activities, as appropriate.

HEALTH & SAFETY POLICY	Section No. HSP 1.6 page 1 of 1	
Section title: Auditing and Reviewing	Issue: 01	Issue date: 01.3.11

The company will ensure regular auditing of employees adherence to health and safety procedures will be conducted and an annual review of the findings will be undertaken in order to assess performance in relation to the company policy.

Reviewing and, where necessary, revision of the policy, organisation and arrangements will be undertaken on a regular basis and when such revisions are made, these will be brought to the attention of all employees, and other persons as necessary.

HEALTH & SAFETY POLICY	Section No. HSP 1.5 page 1 of 1	
Section title: Accident & Incident Reporting	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Arrangements are in place for all accidents and incidents to be reported. Where injuries, diseases and dangerous occurrences are reportable, we will report these to the Incident Contact Centre or the Enforcing Authority directly.
- Relevant information is recorded in the Accident Book.
- Employees and non-employees know what to do in the event of an accident.
- Employees are required to report all near-misses using the in-house form and return them to the competent person(s) for action.
- Employees are encouraged to forward any ideas on improving Health & Safety to the Company Director(s).

Procedure

- Employees will be provided with information, instruction and training on the action to be taken in event of an accident including arrangements for reporting to their manager/safety officer. Non-employees such as visitors and contractors should report to their host contact.
- The manager/safety representative is responsible for ensuring that relevant details are recorded in the accident book located along with the first aid box in the canteen, if the accident results in personal injury.
- All accidents and incidents will also be recorded on the appropriate in-house document and investigated by the safety officer and line manager.
- All accident/incident statistics will be reviewed by the safety officer on an annual basis.
- If the injury or dangerous occurrence is reportable, then the Incident Contact Centre must be notified by the safety officer or a designated person:
 - By telephone 0845 300 9923 or
 - By Fax 0845 300 9924 or
 - By Email: riddor@connaught.plc.uk

HEALTH & SAFETY POLICY	Section No. HSP 1.7.1 page 1 of 1	
Section title: Asbestos	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- We will take all reasonable precautions to ensure the health and safety of our employees and other persons who may be affected by our work activities with respect to asbestos.
- All employees will receive adequate information, instruction and training in relation to the risks associated with work on Asbestos Containing Materials (ACM's).
- All work on ACM's will be undertaken in a controlled manner.
- The Company will reduce to as low as reasonably practicable exposure to asbestos containing materials.
- Find out whether their building contains asbestos, what condition it is in and assess the risk, e.g. if it is likely to release fibres, employers must make a plan to manage the risk and protect employees and other persons from exposure to asbestos — if the employer is not responsible for maintaining and repairing all or part of the property, or does not have control of the building, the person who has these responsibilities must carry out the above actions.

The Health and Safety Executive (HSE) Approved Code of Practice (ACOP) L127: The Management of Asbestos in Non-domestic Premises explains the duties of building owners, tenants and any other parties who have any legal responsibility for the work premises. It also sets out what is required of people who have a duty to co-operate with the main duty holder.

Procedure

- A suitable asbestos survey will identify the type, location and condition of any asbestos on the premises.
- Any asbestos on the premises will be clearly identified
- The location of any asbestos will be made clear to any contractor carrying out maintenance work prior to the commencement of the work.
- Any suspect materials will be classed as asbestos containing until proven otherwise.
- No employees will carry out work on or around asbestos containing material unless suitably trained to do so
- Employees will be informed of the location of any asbestos containing material on the premises
- Employees are required to report any damaged asbestos containing material within the premises to the health and safety advisor who will take appropriate action.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.2 page 1 of 1	
Section title: Substances Hazardous to Health	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- All chemicals are labelled, stored and used in accordance with the Control of Substances Hazardous to Health (CoSHH)/CHIP regulations.
- A suitable and sufficient CoSHH Risk Assessment will be conducted for substances that are deemed a risk to the health of employees.
- All substances are managed in a suitable and sufficient manner.
- Where practicable, no substance that is classified as a carcinogen, a possible carcinogen or a substance with limited evidence of being a carcinogen will be used within the work practices of the Company.
- All new substances brought into the Company by any staff will be accompanied by a Material Safety Data Sheet (MSDS). The competent person(s) will ensure this takes place. The MSDS will then be made available to the person responsible for conducting CoSHH assessments.
- All staff will make full and proper use of any protective equipment supplied to them by The Company.
- All staff will receive adequate information instruction and training in relation to substances hazardous to health used in the workplace.

Procedure

- All chemicals used on site will carry the labelling.
- All staff will receive training on chemical symbols and their associated hazards.
- Personal protective equipment will be worn as deemed necessary by the relevant COSHH assessment.
- All staff will make full and proper use of any protective equipment supplied to them by Formbend Ltd.
- All staff will receive adequate information instruction and training in relation to substances hazardous to health used in the workplace.
- The relevant emergency procedures will be instituted for all spillage/accidents involving chemicals by specially trained staff.
- Employees will be aware of the risks from biological agents and the appropriate measures to take in regard to these.
- A suitable and sufficient CoSHH Risk Assessment will be conducted for substances that are deemed a risk to the health of employees.
- All new substances brought into Formbend Ltd by any staff will be accompanied by a Material Safety Data Sheet (MSDS). The line manager will ensure this takes place. The MSDS will then be made available to the person responsible for conducting CoSHH assessments.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.3 page 1 of 1	
Section title: Contractor Management	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Contractors supply, on a bi-annual basis, a current health and safety policy, up to date risk assessments, method statements/safe systems of work and or any other piece of health and safety documentation deemed necessary.
- Due consideration is given to health and safety when selecting contractors to undertake work on our behalf.
- Contractors are provided with relevant information on health and safety risks arising from our premises and work activities.

Procedures

The following procedure will apply to all contractors who undertake work on our behalf:

- Contractors will be asked to complete a contractor questionnaire and submit relevant health and safety documentation. Each completed questionnaire will be reviewed by the director(s) or a designated person. Only competent and experienced contractors will be permitted to undertake work on our behalf. This shall be filled in again only if there is a deviation from the work task.
- Before the commencement of any work the contractor will be required to submit suitable documentation including a method statement and/or risk assessments detailing the health and safety arrangements with respect to the proposed project. The submitted information will be reviewed by the director(s).
- The company will provide the contractor with relevant information on any specific health and safety hazards on the premises to which he or his employees may be exposed in connection with the proposed work. We will also inform the contractor of relevant health and safety arrangements, including procedures for signing in/out, accident reporting, emergencies, and welfare facilities.
- Contractors are responsible for providing any equipment, including access equipment that may be required for the project. Contractors will not be permitted to use equipment or facilities provided by the company unless agreed in advance with the director(s) or other designated person. The company contact will maintain a line of communication with the contractor's contact person on an on-going basis.
- Contractors will be actively monitored throughout the duration of any contract by the person(s) who requested the work to take place, thus ensuring that all work is completed in a safe manner and that they adhere to their own method statements and risk assessments.
- Upon request contractors will be expected to produce any relevant staff training certificates and compliance testing certificates for any equipment being used.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.4 page 1 of 1	
Section title: Display Screen Equipment	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Display Screen Equipment (DSE) workstation assessments are carried out regularly and that DSE ‘users’ are able to work safely.
- Workstations conform to safety standards.
- Employees are trained and provided with such information, instruction and supervision as is necessary.

Definition of a User:

A "User" is defined as an individual who habitually uses DSE equipment as a significant part of their work (ie there is no alternative available to complete the job, there is no choice in use or non-use, skills are required, the DSE is used for spells of one hour plus and the job requires faster data transfer with a high level of concentration).

Health hazards related to video Display Screen Equipment (DSE) use involve:

- Radiation.
- Noise.
- Eye irritation.
- Low-back, neck, and shoulder pain.
- Stress.

Proper ergonomic design includes the relation of the operator to the screen, background, lighting, and operator's posture. All of these design elements should be carefully tailored to prevent discomfort. The keyboard position, document holder, screen design, characters, and colour are all factors to consider.

Procedure

- All DSE users will complete a workstation assessment which will be reviewed whenever significant changes take place to the equipment being used, the system of work or the location of work.
- Any risks to DSE ‘users’ will be reduced to the lowest extent reasonably practicable by implementing remedial measures within a reasonable time period by the director(s).
- DSE ‘users’ will be provided with adequate health and safety training. Where appropriate, users will be trained in the use of software for carrying out their job.
- Work on DSE will be arranged in such way as to enable ‘users’ to take breaks as necessary by carrying out non-DSE work such as paperwork or use of telephone or work away from workstation.
- At the user’s request, arrangements will be made for an eye and eyesight test to be carried out at the organisation’s expense. Where a test requires the user to wear ‘special corrective appliances’ such as spectacles or lenses (not those normally required for reading or driving etc) to carryout DSE work, we will contribute to the basic cost of a set of frames and lens’ in accordance with the charges prescribed by the NHS. Tests will be repeated at intervals determined by a qualified optometrist.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.5 page 1 of 1	
Section title: Electrical Safety	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- The fixed electrical installation (e.g. wiring circuits, sockets and switchgear) is installed and maintained by a competent person.
- Electrical appliances comply with current safety requirements and that they are sourced from reputable suppliers. Portable electrical appliances will be maintained in safe working order.
- Employees know what to do if they become aware of defects to the electrical installation and appliances at work.

Procedure

- The electrical installation will be installed in accordance with the latest edition of the Institute of Electrical Engineers Wiring Regulations (IEE Regs) and practical guidance published by the NICEIC or equivalent, by a competent person.
- Electrical contractors will be vetted prior to the commencement of work to verify their competence to undertake the work.
- A register of portable electrical appliance will be established and annual safety testing carried out by a competent person.
- Where any inspection or test identifies any faults, then this must be rectified as soon as practical. If repairs cannot be carried out immediately, equipment must be taken out of use. Where any equipment cannot be economically repaired then it must be safely disposed of.
- Employees becoming aware of damage to the fixed electrical installation or appliances must report this to their manager.
- Under no circumstances should any person attempt to repair or maintain the electrical system unless they are trained to do so and competent.
- Employees are instructed that any repair or maintenance on the electrical system is only to be carried out by a competent person.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.6 page 1 of 1	
Section title: Equipment Safety	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Plant and safe systems of work are provided and maintained in such a way as to be safe and without risks to health.
- Arrangements are in place for safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances.

Plant/Machinery

Formbend Ltd currently have the below plant/Machinery :

- Lifting Equipment
- Local Exhaust Ventilation
- Welding Generators and Transformers
- Paint Spray Booths
- Woodworking Machines
- Engineering Machines
- Conveyor Belts
- Welding Machine

Procedures

In order to ensure the safety of employees we will implement the following procedures with respect to the provision and use of work equipment.

- All work equipment will be purchased from reputable suppliers and where relevant reference will be made to the appropriate industry standard such as British Standards.
- Prior to the purchase of such equipment, due consideration will be given to its intended use, the location and method of use, the user or operator, as well as any likely health and safety risks associated with its use.
- Where equipment is purchased from new, it will be checked to ensure that it carries the CE mark (where appropriate) to indicate compliance with European safety requirements and that it is supplied with any declaration of Conformity/Incorporation and user's manual.
- Where work equipment requires installation, it will be installed and inspected by a competent person prior to use, to ensure that it is safe.
- All equipment will be used for its intended purpose and maintained in accordance with manufacturer's instructions to ensure that it remains in efficient working order and safe.
- Work equipment will only be used for operations for which, and under conditions for which, it is suitable.
- Operators of work equipment will be provided with adequate health and safety information and training and sign to confirm they received it. Also written instructions will be provided for the safe use of equipment/safe systems of work for all of the above equipment.
- Any damaged equipment will be reported at the first opportunity, removed from service, clearly marked as damaged and will remain out service until fully repaired by a competent person.
- Interlocking and fixed guards should be placed in position and secured using the correct fasteners. Records should be kept for checks carried out by the competent person as per the Provision and Use of Work equipment regulations (PUWER).

HEALTH & SAFETY POLICY	Section No. HSP 1.7.7 page 1 of 2	
Section title: Fire Safety and Emergency	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Proactive measures are taken to prevent a fire starting.
- Suitable fire fighting equipment and detection systems are provided and maintained in good working order.
- Employees and non-employees know what to do in the event of a fire.

Procedure

In the event of fire, the following emergency procedures will apply:

Preventative Measures

- Adequate standards of housekeeping of all areas preventing accumulation of hazardous materials in relation to fire.
- Safe storage of flammable substances.
- Fire exits maintained and access routes kept clear.
- Fire suppression equipment adequately maintained / inspected.
- Fire alarm systems checked weekly.
- Fire drill procedure checked annually.
- Fire marshals will be appointed and suitably trained to ease evacuation in the event of a fire.

On suspecting or discovering a fire:

Action to be taken upon discovery of a fire:

1. Operate nearest Air Horn to warn people of the fire
2. DO NOT attempt to tackle the fire, unless you are trained to do so.
3. Contact the fire and rescue services.
4. Proceed to the assembly point via your closest emergency exit.

On hearing the fire alarm:

1. Remain calm and do not stop to collect personal belongings.
2. Close doors and windows behind you (if safe to do so).
3. Proceed to the assembly point and remain there and await further instruction.
4. DO NOT re-enter the building until you are told it is safe to do so.

Assembly Point:

Car Park

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Section title: Fire Safety & Emergency	Issue: 01	Issue date: 01.3.11

Preventative Measures

- Adequate standards of housekeeping of all areas preventing accumulation of hazardous materials in relation to fire.
- Safe storage of flammable substances.
- Fire exits maintained and access routes kept clear.
- Fire suppression equipment adequately maintained / inspected.
- Fire alarm systems checked weekly.
- Fire drills will be conducted six monthly.
- Fire marshals will be appointed and suitably trained to ease evacuation in the event of a fire.

Site based staff

Site based staff must ensure they are fully aware of the emergency procedures in place where they are working. If they are not issued on induction, you must ask your contact.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.8 page 1 of 1	
Section title: First Aid Provision	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will provide adequate first aid equipment and facilities for employees who may be injured or become ill at work. We will inform all employees of the procedure to follow in event of an accident or illness at work and of our first aid arrangements.

Procedure

The provisions for first aid equipment and facilities have been made after considering the following:

- Nature of our work.
- Number of persons employed.
- Nature and distribution of our workforce.
- Location of our premises in relation to access by emergency medical services.
- Needs of employees who may work away from our premises.
- Employees working on shared or multi-occupied sites.
- Annual leave and other absences of first aiders.
- The identity of the first aid personnel and the location of the first aid box will be brought to the attention of all employees during health and safety training and by means of suitable signage in a prominent position (white cross on a green background).
- First aid facilities are located in the Canteen
- First aid facilities will be subject to inspection by the competent person on a quarterly basis to ensure they hold sufficient stock levels and all products are within expiry dates.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.10 page 1 of 2	
Section title: Lone Working	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- All lone working carried out by staff is undertaken in as safe as manner as possible, with management fully aware of the location and the foreseeable risks of the activity.

Procedure

Employees and others will be given all necessary information, instruction, training and supervision to enable them to recognise the hazards and appreciate the risks involved with working alone. Employees will be required to follow the safe working procedures devised which will include the provision of first aid, communication procedures and awareness of emergency procedures. All employees are required to cooperate with these efforts to ensure safe working and to report any concerns to management.

Rules and instructions should be developed, if necessary in writing, to cover the following.

- Required ability of employees, e.g.:
 - Professional training.
 - Qualifications and experience.
 - Medical fitness.
- Suitability of equipment, e.g.:
 - Level of personal protective equipment supplied by employer.
- Means of communication, e.g.:
 - Telephone.
 - Regular visits by competent person.
- Provision for treatment of injuries, e.g.:
 - Portable first aid kit.
 - Availability of first aider.
- Emergency and accident procedures, e.g.:
 - Means of summoning help.
 - Means of raising alarm.
 - Rescue plans and equipment.
 - Fire fighting equipment.
- Training, e.g. for safe use of specialised equipment and processes, etc.
- Supervision, e.g. for trainees, young people or new recruits, who must be confirmed as competent to work alone before supervision is relaxed to the level of occasional visits.

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Section title: Lone Working	Issue: 01	Issue date: 01.3.11

Working alone can bring additional risks to a work activity. The company has developed policies and procedures to control the risks and protect employees, and employees should know and follow them. Apart from employees being sure that they are capable of doing the job on their own, the three most important things to be certain of are that:

- The lone worker has full knowledge of the hazards and risks to which he or she is being exposed.
- The lone worker knows what to do if something goes wrong.
- Someone else knows the whereabouts of a lone worker and what he or she is doing.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.11 page 1 of 1	
Section title: Manual Handling	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- All work activities are organised in such a manner to reduce the risk of manual handling injuries occurring to an acceptable level.
- All staff are suitably and sufficiently trained in the manual handling of goods and will be supervised.

Handling and Storage Hazards

Improper lifting can cause musculoskeletal disorders such as sprains, strains, and inflamed joints. Materials that are improperly stored can lead to hazards such as objects falling on workers, poor visibility, and fires. There are several controls which can reduce handling and storage hazards.

- Materials should not be stored on top of cabinets.
- Heavy objects should be stored on lower shelves and materials stacked neatly.
- Materials should be stored inside cabinets, files, or lockers whenever possible.
- Materials must not be stored in aisles, corners, or passageways.
- Fire equipment should remain unobstructed.
- Flammable and combustible materials must be identified and properly stored.
- Material Safety Data Sheets must be provided for each hazardous chemical identified.
- An effective control program incorporating employee awareness and training and ergonomic design of work tasks can reduce back injuries.

Procedure

- Racking and shelving will be installed in accordance to the manufacturer’s instructions, by a competent person.
- Shelving will be regularly inspected as a part of workplace inspection and maintained accordingly.
- Care will be taken in the placement of articles and equipment on shelving/racking to reduce the hazards associated with manual handling.
- If shelving or racking is seriously damaged, it will be unloaded and suitably isolated by means of tape or signage to prevent its subsequent use, pending repairs.
- Manual handling assessments will be conducted prior to the handling of heavy or awkward loads.
- Suitable lifting aids will be provided and maintained, if deemed necessary by the assessment.
- Staff will receive initial and regular update training on correct lifting techniques.
- Assisted / team lifting is encouraged in preference to individual lifting.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.12 page 1 of 1	
Section title: Personal Protective Equipment	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Suitable Personal protective equipment (PPE) is provided when the risk presented by a work activity cannot be adequately controlled by other means.
- All reasonable precautions to ensure the health and safety of our employees who work with PPE.

Procedure

- Risk assessment of work activities will be conducted in order to identify the requirement for PPE. Where appropriate, we will provide suitable PPE and make arrangements for any maintenance, cleaning and repair. All PPE selected will carry 'CE' marking to indicate compliance with safety requirements.
- We will inform employees of the risks against which the PPE is being used and provide adequate training and/or instruction on its correct use.
- Where two or more items of PPE are to be used at the same time, we will ensure that they are compatible and as effective when used together as they are when used separately.
- We will arrange for adequate accommodation for the correct storage of PPE and replace any PPE as necessary. Where PPE it is provided to meet a statutory obligation, this will be done at no cost to employees.
- Employees must use PPE properly and in accordance with any training and/or instructions they have been given. Any loss or obvious defect to the PPE must be reported to management as soon as possible.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.13 page 1 of 1	
Section title: Pregnancy	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- We will take all reasonable precautions to ensure the health and safety of all new and expectant mothers within our organization in accord with the Management of Health and Safety Regulations 1999.

Procedure

- The expectant mother must inform their line manager at the earliest possible time after the pregnancy has been confirmed.
- All new and expectant mothers will be subject to a specific risk assessment as soon as their condition has been reported to management.
- The risk assessment will be compiled with regard to the Management of Health and Safety at Work Regulations 1999 and using the guidance note HSG 122 'New and expectant mothers at work'.
- Work activities shall be monitored and modified to ensure there is no unnecessary risk to mother and child.
- Further risk assessments will be conducted through each tri-mester of the pregnancy and also on the employees return to work.
- Adequate facilities and working conditions will be provided for all new and expectant mothers.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.14 page 1 of 1	
Section title: Slips, Trips and Falls	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- All precautions are taken to ensure the health and safety of all employees and anyone who may be affected by our work in relation to slip and trip risks.

Procedure

- Good working practices will be enforced including the design of floor surfaces walkways etc and the purchase of appropriate lighting for the work place.
- Quarterly housekeeping checks will be conducted to identify potential hazards.
- Necessary maintenance work and appropriate cleaning will be carried out promptly.
- All staff will be instructed to keep work areas tidy and avoid leaving obstructions in walkways or working areas.
- Adequate storage facilities will be provided to prevent the build up of unnecessary items in work areas and walkways
- Appropriate footwear will be worn at all times for all work tasks.
- Suitable procedures will be followed to deal with unexpected spillages
- Appropriate signage will be used to warn of spillages that can not be dealt with immediately
- Cleaning of workplace will be conducted at a time whereby staff, visitors etc are not exposed to a risk of a slip, trip or fall
- Residual moistures left on floors of toilets, kitchens etc after cleaning will be suitably dried.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.15 page 1 of 1	
Section title: Stress at Work	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Managers/Supervisors will apply HSG 218 (Management of stress at work) to all work related tasks.

Procedure

- Employees will be provided with information on stress at work and be given the opportunity and time to read and understand the information provided.
- Personnel will not be placed in situations they deem unacceptable in relation to either excessive work volume or working procedures.
- Any member of staff experiencing stress at work will be able to communicate freely with managers or with their staff representative on an anonymous basis.
- Management will apply a method of work practice that is deemed to adequately reduce stress to a level that is as low as is reasonably practicable.
- All employees receive adequate information, instruction and training in relation to stress at work.
- A system of communication is in place enabling staff to communicate adequately with Managers/Deputy Managers in relation to stress at work.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.16 page 1 of 1	
Section title: Training	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Employees receive adequate health and safety training on joining the organisation.
- Employees receive suitable job specific health and safety training.
- Employees are able to carry out their duties in a safe and responsible manner.

Procedure

Induction Training

- It is the responsibility of manager(s) and safety representative to ensure that induction training is given to all new employees, including temporary staff.

Health and safety induction training will be given as soon as possible after the new employee has started work, which will normally be on the day they start work. Induction training will include:

- Information about health and safety within the company e.g. health and safety policy and safety procedures.
- Personal responsibilities with respect to health and safety.
- Conditions of employment relating to health and safety.
- Fire and emergency procedures.
- First aid and accident reporting.
- Welfare arrangements.
- Job specific safety information e.g. safe use of work equipment.

It is the responsibility of the person giving the training to ensure that records are completed as soon as possible after the training.

Ongoing training

All staff will be subject to on going training on a regular basis in regard to health and safety.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.17 page 1 of 1	
Section title: Workplace transport	Issue: 01	Issue date: 01.3.11

Policy

The company will ensure, so far as is reasonably practicable, that:

- Safe systems of work are provided and maintained. Further, the company will take all reasonable precautions to ensure the health and safety of our employees and other persons who may be affected by our work activities with respect to workplace transport.
- We will review site arrangements and procedures to ensure pedestrian safety and pedestrian / vehicle segregation where possible.
- Arrangements are established for the safe reversing of vehicles.
- Unloading and loading operations are regularly reviewed and have arrangements in place to prevent persons falling from vehicles or any other loading areas within the Company's' control.
- We will inform, instruct and train employees regarding safe movement of transport on the Company site and provide safe procedures for the loading and unloading of vehicles.

Procedure

- All vehicles are driven by a person possessing a valid license/documentation.
- All vehicles are maintained to the highest possible standard.
- All drivers are aware of the risks associated with vehicle usage.
- All drivers will submit a quarterly vehicle checklist to ensure the roadworthiness of their vehicles and have their vehicle audited annually.
- All workplace transport areas will be maintained in good order and have suitable and sufficient lighting.
- All workplace transport areas will be organised in such a manner to allow the safe movement of pedestrians and vehicles.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.18 page 1 of 1	
Section title: Violence at Work	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- All employees receive adequate information, instruction and training in relation to the avoidance of violence at work.

Procedure

- A zero tolerance policy will be in place in relation to physical and verbal forms of abuse therefore if violence occurs it will be treated as gross misconduct and dealt with according to company procedure.
- Staff faced with potentially violent situations will be encouraged to inform management immediately so appropriate steps can be taken.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.19 page 1 of 1	
Section title: Working with Step ladders	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Reasonable precautions are taken to ensure the health and safety of our employees and other persons who may be affected by our work activities with respect to work at height.
- All staff will receive adequate information, instruction, training and supervision in relation to work at height.

Procedure

- All work at height will be fully risk assessed and organised in such a way as to be safe and without risks to health.
- All persons that work at height are competent for the task and appropriately trained.
- It will be ensured that all equipment that is used will be suitable and sufficient for the work.
- It will be ensure that any ladders used on site are of the correct classification required to carry out works.
- Any equipment that is used for working at height will be properly inspected by a competent person on a six monthly basis and maintained.
- All ladders shall carry a unique identification mark and show a valid inspection period
- Ladders will only be used for work of short duration where the risk assessment has shown that no safer form of access equipment can be used.
- All staff will be issued with, and adequately trained in the use of, correct fall arrest equipment and other PPE as deemed necessary by the risk assessment.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.20 page 1 of 1	
Section title: Smoke Free Environment	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that

- All work-places will be smoke free.

Procedure

- All staff and guests are obliged to adhere to and support the Smoke-free Policy.
- The policy and its implementations shall be explained and issued to all new employees at inductions and to Contractors on commencement of contract.
- All entrances to the Formbend building will display relevant “No Smoking” signage.
- Smoking employees will be provided with a designated area.
- Non-compliance will result in company disciplinary procedures and possible prosecution as deemed by the No Smoke Law 2007.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.21 page 1 of 1	
Section title: Welfare Facilities	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Wherever possible all work locations will have suitable & sufficient welfare facilities.

Procedure

- In order to comply with this provision effective and suitable provision will be made to ensure that every enclosed workplace is ventilated by sufficient quantity of fresh or purified air.
- Working temperature will be regulated wherever possible with internal temperature reaching a minimum of 16° C within a hour of work commencing.
- Staff working outside will be provided with suitable and sufficient additional warm/wet weather clothing to ensure they are not affected by adverse weather.
- Every workplace will have suitable & sufficient lighting; where this is not possible we will provide site operative with portable lighting.
- Suitable sanitary conveniences will be provided wherever possible.
- There will be adequate provision of drinking water on the premises at all times
- There will be adequate provision of hot water on the premises at all times.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.22 page 1 of 1	
Section title: Noise	Issue: 01	Issue date: 01.3.11

Policy

The Company will ensure that, so far as is reasonably practicable, that:

- All staff that requires hearing protection have been supplied with it and fully understands its limitations, when it must be used and how to replace it.

Procedure

- Operatives working in areas likely to expose them to levels of noise above 80dB (A) will be issued with the appropriate PPE, which must be worn at all times.
- Any hearing protection zones (areas >85dB (A)), as indicated on site, will be adhered to at all times.
- No BECL staff will enter any area where the upper exposure action level (87dB (A)) is exceeded without suitable hearing protection.
- All noise reduction PPE possess CE marking and satisfies the relevant part of BS EN 352.
- Training in the correct usage of hearing PPE will be provided to all staff and refreshed on a regular basis.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.23 page 1 of 1	
Section title: Drugs and Alcohol	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- The consumption and use of drugs and alcohol is strictly prohibited in the workplace during working hours.

Procedure

- If an employee comes to work whilst under the influence of alcohol or drug, or otherwise consumes alcohol or drugs it will result in disciplinary action being taken. The company retains the right to summarily dismiss on the grounds of gross misconduct.
- Formbend Ltd will recognise that there may be circumstances when an employee has an alcohol-related problem that requires specialist help. Therefore, it is our intention to deal with these cases sympathetically and in confidence.
- For reasons of health and safety of the individual, or of others that may be at risk, Formbend Ltd reserve the right to transfer any individual undergoing treatment for alcohol or drug dependency out of high risk work activities.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.24 page 1 of 1	
Section title: Workplace Transport	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Safe systems of work are provided and maintained. Further, we will take all reasonable precautions to ensure the health and safety of our employees and other persons who may be affected by our work activities with respect to workplace transport.

Procedure

- All vehicles are driven by a person possessing a valid license/documentation.
- All vehicles are maintained to the highest possible standard.
- All drivers are aware of the risks associated with vehicle usage.
- All drivers will submit a monthly vehicle checklist to ensure the roadworthiness of their vehicles and have their vehicle audited every six months.
- All workplace transport areas will be maintained in good order and have suitable and sufficient lighting.
- All workplace transport areas will be organised in such a manner to allow the safe movement of pedestrians and vehicles.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.25 page 1 of 1	
Section title: Whole Body Vibration	Issue: 01	Issue date: 01.3.11

Policy

Formbend Ltd will ensure that, so far as is reasonably practicable, that:

- All equipment is maintained in-line with guidance supplied by manufactures instructions and employees who may be affected by this are aware of the early warning signs.

Procedure

- The Director completes regular documented housekeeping inspections of the warehouse checking for amongst other items, the condition of the flooring. Any faults identified are highlighted to warehouse operatives and the fault rectified as soon as possible by repairs being completed to the damaged area.
- The warehouse manager is also responsible for ensuring all operatives who work with vibrating equipment have appropriate information, instruction, training and supervision.
- All driver operated trucks are checked daily for faults, maintained every six months by a competent engineer and operatives do not continually drive the vehicles for extended periods without regular breaks.
- Operators of driver operated vehicles must inform their manager of any activity or defect likely to cause ill health or danger to safety and any ill health effects.
- Assessment and servicing of equipment must be carried out as per manufacturer’s guidance, where applicable.

HEALTH & SAFETY POLICY		Section No. HSP 1.7.26 page 1 of 2	
Section title: Gas Safety	Issue: 01	Issue date: 01.6.11	

Policy

Formbend Ltd will ensure, so far as is reasonably practicable, that:

- Gas services, heaters and boilers will be provided and maintained in good working order. Further, we will take all reasonable precautions to ensure the health and safety of our employees and any other persons who may be affected by our work activities with respect to gas safety.

Procedure

The following procedure has been prepared for the management of gas installation servicing, safety inspection and repairs.

Formbend will ensure that, so far as reasonably practicable:

- work on any gas fitting and pipework to be carried out, will be done so by competent persons, who are registered on the Gas Safety Register;
- any employer instructing such work, or in control of such work (eg a contractor), is to ensure that the work is carried out by an organisation registered with Gas Safe, and that any gas appliance or installation at the workplace under their control is maintained in a safe condition.
- measures are taken to protect the safety of those carrying out the work and give requirement for testing the integrity on completion of the work.

Gas installations and appliances must be properly designed, installed and maintained by qualified and competent persons in accordance with the Gas Safety (Installation and Use) Regulations 1998. Gas installations will be maintained in a safe condition by carrying out annual safety checks and regular maintenance;

Equipment, fittings and appliances

BECL will ensure that only appliances which conform to the appropriate standards will be used; therefore employees are not permitted to bring gas appliances into the company without prior authorisation from management, along with the maintenance records and safety checks necessary.

A good quality audible carbon monoxide alarm will be fitted and maintained to provide early warning. Ensuring the alarm complies with the current British Standard and carries a British or European approval mark;

All gas fittings and pipes must be protected from damage, by providing an additional seal or coverage, to prevent any rusting or exposing the pipes.

HEALTH & SAFETY POLICY	Section No. HSP 1.7.26 page 2 of 2	
Section title: Gas Safety	Issue: 01	Issue date: 01.6.11

Competent persons

Only individuals or firms registered on the Gas safe register may install and maintain appliances. We will confirm that all engineers are suitably qualified by checking their engineer id against the gas safe register on the following website; www.gassaferegister.co.uk;

A key member of staff will be given clear instruction and information on how to isolate the gas isolation valve(s), along with a deputy as cover for holidays, sickness, etc;

Information and instruction

Information and instruction will be provided on the Gas appliances within the company, this will be informed of manufacturer's guidance and appropriate labelling.

Safe systems of work for maintenance, inspection or testing are promoted and implemented by a competent person, to ensure that all appliances and services are without risk to employees, visitors, and members of the public;

Gas Leak/escape

- A suitable emergency plan will be created to deal with gas leak, gas fires, or explosions. They can occur as a result of a leak on a main, service pipe, installation pipe work or appliance;
- An emergency notice should be displayed at the primary meter giving the required procedure to be adopted in the event of a gas escape;
- If a gas leak (or suspect gas leak) is discovered the procedure should be as below:
 - Open doors and windows, shut off the gas supply, call national grid and ensure investigations and repairs are completed by a gas safe registered engineer;
 - British Gas have set up a national Freephone telephone number for the reporting of gas leaks and carbon dioxide emissions.
- Suitable arrangements will be in force to report incidents involving gas appliances, that are reportable under the RIDDOR regulations;
- All other incidents will need to be recorded within internal incident forms and investigations will need to be carried out;

The person responsible for the investigation shall –

- ensure that the individuals who carry it out are competent;
- notify the Executive before the investigation begins of the intention to carry it out;
- ensure that a report of the investigation has been finalised, a copy of it is sent to the Executive as soon as reasonably practicable.