

# HEALTH & SAFETY POLICY

REVISION 9 January 2018

IMPORTANT INFORMATION IS CONTAINED WITHIN THIS DOCUMENT



## **Health and Safety Policy**

### **INTRODUCTION**

Getting hurt or becoming ill through work is not a pleasant subject to think about, but the reality is that around 200 people a year lose their lives at work in Britain. In addition 150,000 near fatal injuries are reported each year and an estimated 2 million people suffer from ill health caused by work. The mistake is to believe that these things happen in unusual or exceptional circumstances. This is not the case, a little basic thinking and acting beforehand can usually stop some of these things from happening.

Because health and safety is so important, there are rules and laws that we all must follow to protect others and ourselves so as to lessen the likelihood of an accident. Life provides a number of unavoidable risks and sensible health and safety is about managing risks.

As a responsible employer we take this responsibility very seriously and aim to involve everyone in the decision making process. This has the effect of empowering those involved and encouraging active ownership of safety issues so that we all work together to resolve them.

Health and safety must be regarded as an ongoing exercise of continuous improvements and what we accept now may be quite different even in the near future due to changes in legislation, insurance company demands or quite simply our own expectations. Our customers also demand the highest standards in all areas and we must not forget that our ability to supply our products and grow as a business depend on us meeting these demands.

Most importantly of all is the responsibility to provide a safe place of work for all our employees and visitors, that is a responsibility of all of us.

**Mark Tyldesley**  
**Group Managing Director**

## **Health and Safety Policy STATEMENT OF INTENT**

Muntons plc is committed to achieving high standards of health and safety and will conduct its activities in a manner that safeguards health, safety and welfare of its employees, visitors and those that may be affected by its operations.

It is the policy of Muntons plc to comply with all Health and Safety legislation. Our general policy, endorsed by the Board of Directors is, so far as is reasonably practicable:

- To consult with our employees both directly and through workplace representatives/ trade unions on matters affecting their health, safety and welfare and to promote employee involvement in health and safety issues at work.
- To provide adequate control of the health and safety risks arising from our work activities by allocation of sufficient resources to provide and maintain conditions that are safe, so reducing the risk of personal injury and damage to property.
- To provide and maintain safe plant and equipment and to review and revise operations and methods of work when necessary in order to maintain safe and healthy working conditions.
- Provide, where necessary, approved protective equipment and clothing and ensure its correct use is understood.
- To take all reasonable steps to inform employees and their representatives about materials, equipment or processes used and to ensure safe handling and use of hazardous substances.
- To provide information, instruction and training in order to ensure all employees are competent to perform their tasks.
- To provide information to contractors and visitors as necessary regarding hazards and protective and preventative measures.
- To adopt a proactive approach in order to prevent accidents and cases of work related ill health.
- To collect and analyse data on accidents and near miss incidents involving personal injury or ill health and to investigate all such occurrences and ensure that recommendations are made and implemented to prevent a recurrence.
- To provide adequate facilities for medical first aid and prompt treatment of injuries and illness at work.
- To ensure that fire and emergency plans are prepared and regularly practised.
- To review and revise this policy as necessary at regular intervals.

## **Health and Safety Policy**

### **ORGANISATION AND RESPONSIBILITIES**

Overall and final responsibility for health and safety and the implementation of this policy is that of the Managing Director.

#### **COMPETENT PERSONS**

The Management of Health and Safety at Work Regulations 1999 require the appointment of a 'competent person' and reference is made to competence within this documentation. Competence may be defined as persons who have sufficient knowledge, experience, training and/or qualifications to enable them to carry out the required task or duty and to apply the knowledge correctly.

Whatever the function a person is expected to undertake, their health and safety and that of those affected by their work can only be considered truly effective in terms of health and safety, if they are competent to undertake them.

#### **AUTHORITY OF ADVISORY TEAM**

The Group Health and Safety Advisor or designated Site Safety Officer is authorised to stop any work, which he/she views as an immediate or foreseeable risk. An internal Prohibition Notice will be issued with immediate effect stating details regarding the unsafe act or process. Details of all prohibition notices issued will be reported at the relevant site Safety review meeting and at all board meetings/senior managers meetings. Internal Improvement Notices will also be issued where urgent corrective action is required within a very short fixed timescale.

#### **FUNCTION OF ADVISORY TEAM**

It is the responsibility of the advisory team to provide guidance, procedures and systems to ensure legal compliance and best practice and to provide advice and assistance as required to management and all members of staff. Legal compliance will be monitored by periodic and scheduled safety inspections and/or audits of all working areas and systems. The advisory team will also be responsible for the maintenance of accident statistics, ensuring compliance with statutory reporting requirements and liaison with officers of the enforcement authorities and safety organisations.

In addition, the advisory team will be involved with the compilation of procedures, arrangements and recording systems as appendices to the overall safety policy as indicated below. Details of these procedures may be found in the Health, Safety and Environment Handbook and work area work instructions.

- Safe working procedures
- Training
- Fire prevention, emergencies and rescue equipment
- Accident reporting and investigation
- Workplace inspections
- Consultation with employees
- Hazardous substances
- Visitors and non- employees
- First aid
- Maintenance of premises, plant and equipment

## **FUNCTION OF SAFETY REPRESENTATIVES**

Safety Representatives exist within the workforce to represent employees' interests, encourage co-operation with health and safety policies and to promote and develop health and safety measures throughout the workplace. There are two kinds of safety representative:

- a) **Union Representatives** have a number of statutory responsibilities and these are outlined in The Safety Representatives and Safety Committee Regulations 1977.
- b) **Non-union "Representatives of Employee Safety"** Have their functions defined by The Health and Safety (Consultation with Employees) Regulations 1996. Further details may be found in the "Arrangements" section of the safety manual under the heading "Consultation with Employees".

## **DIRECTORS**

It is the responsibility of all Directors to ensure all board decisions are in line with the Company Health and Safety Policy. They will lead by example to promote a positive, proactive approach to all health and safety issues.

## **GENERAL MANAGERS**

General Managers have day-to-day responsibility for ensuring the policy is put into practice within their areas of control. They must set a personal example and are accountable to the Group Managing Director.

## **MANAGERS**

Managers are responsible to the General Managers for the standard of health and safety of the staff over which they have direct control.

In particular they will:

- Ensure all staff reporting to them are aware of their individual responsibilities with respect to health and safety.
- Ensure that workplace safety inspections are regularly carried out within their areas of responsibility.
- Ensure that suitable and sufficient risk assessments are carried out, recorded and significant outcomes are effectively communicated to employees within their area of responsibility.
- Assist where necessary in the preparation of procedures, arrangements and recording systems.
- Implement and enforce the procedures, arrangements and recording systems used including Permits to Work.
- Ensure adequate information, instruction, training and supervision is provided for all employees to carry out their work safely and without risks to health.
- In conjunction with the engineering/maintenance/project managers, ensure all structures, plant and equipment are maintained in a safe condition.

- Review regularly the effectiveness of the procedures, arrangements and recording systems within their area of responsibility and communicate any shortcomings to the General Manager.
- Ensure accidents are recorded, report forms are completed and that accidents are reported to the Group Health and Safety Advisor without delay.
- Investigate all accidents and near miss incidents in accordance with Company procedure.
- Set a personal example.

## **ENGINEERING MANAGERS/PROJECT MANAGERS/ PROJECT ENGINEERS**

Engineering Managers/Project Managers/ Project Engineers, as co-ordinators of capital projects, maintenance and other construction work under the Company's control, have responsibility for;

- Ensuring conformance with the Construction Design Management Regulations (where appropriate), so that capital projects are designed to enable safe construction, maintenance or demolition without undue risk to health and safety.
- Ensuring that the Health and Safety Executive have been informed of any notifiable building/construction work on Muntons sites.
- Carrying out reasonable enquiries to ensure that contractors are competent to undertake work in accordance with their legal obligations, and that they are able to allocate adequate resources to enable them to comply with their own health and safety responsibilities.
- To ensure that contractors have suitable insurance policies in place (e.g. public liability cover of a minimum of £5m) to indemnify the Company against claims or losses.
- To ensure contract documents specify health and safety aspects and requirements particular to the work being undertaken, and that this provides safe systems of work.
- To liaise as appropriate with appointed consultants to ensure that health and safety procedures and instructions are properly informed and complied with by contractors whilst undertaking capital works under the Company's control.
- To liaise with Departmental Managers on area safety requirements whilst development work is being undertaken to ensure that there are no undue risks from interference with daily operations.
- In conjunction with Departmental Managers and any appointed consultant, issue permits to work and carry out adequate supervision of works to ensure that contractors own health and safety procedures are adhered to.

## **TEAM LEADERS**

Team leaders must be familiar with and understand the company's Health and Safety Policy and assist the Managers in establishing and maintaining the arrangements for implementing the policy within their area of responsibility.

In particular they will: -

- Accept responsibility for health and safety within their area of control and set a personal example in demonstrating a concern for all health and safety matters.

- Ensure that when requested workplace safety inspections are regularly carried out within their areas of responsibility.
- Ensure that suitable and sufficient risk assessments are carried out, recorded and effectively communicated within their area of responsibility.
- Ensure that all health and safety instructions, including permits to work, are understood and complied with by all persons under their control.
- Ensure that the health and safety training needs of all employees are brought to the attention of their Manager.
- Encourage employees to suggest ways and means of reducing the risks from hazards.
- Ensure that defects in premises, plant or equipment, which may affect the health, safety or welfare of anyone, are promptly brought to the attention of the Manager and that such items are not used until remedial action has been taken.
- Assist with investigation of all accidents and near miss incidents in accordance with Company procedure.

## **EMPLOYEES**

All employees must:

- Make themselves familiar with this policy and with appropriate training conform to health and safety requirements laid out by the Company.
- Not endanger themselves or others through their acts or omissions.
- Co-operate with all fellow workers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Take reasonable care of their own health and safety and of others - employees and non-employees alike.
- Report all accidents and near miss incidents to an appropriate person and in accordance with Company procedure.
- Observe and adhere to work instructions, safe working practices and permits to work as laid down.
- Make proper use of safety aids, equipment and protective clothing supplied by the Company.
- Report to their team leader/manager any unsafe conditions or defects in plant, equipment or short comings in work instructions or safe working practices without delay.
- Bring to the notice of their team leader/manager any way of eliminating hazards or of improving safe working procedures.
- Participate in risk assessments and developing safe systems of work.
- Seek safety information if uncertain about any situation.

## **Health and Safety Policy**

### **PENALTIES**

All employees, regardless of their position within the company, have a legal duty to co-operate in the compliance with health and safety law. Failure to do so is a criminal offence that could result in penalties such as fines and imprisonment.

Should an individual choose to ignore the Health and Safety Policy or associated procedures, or deliberately act in an irresponsible manner, action will be taken against that person, particularly if the behaviour results in an accident.

#### **DISCIPLINARY ACTION**

Any employee may be liable to disciplinary action in the event of the following: -

- Unauthorised operation of any item of machinery, plant or equipment.
- Removal of or interference with any guard or safety device.
- Misuse of any item provided in the interests of health and safety.
- Failure to follow communicated Company safe systems of work.
- Failure to use any personal protective equipment deemed as mandatory for a specific task.
- Misuse of chemicals, highly flammables or hazardous substances.
- Failure to comply with the Company no smoking policy.
- Horseplay or practical jokes whether an accident occurs or not.
- Making false statements or interfering with evidence following an accident or dangerous occurrence.
- Being under the influence of or over indulgence in alcohol, illegal drugs or other intoxicating substances when reporting for work.

This list is not exhaustive.

#### **ACTION TAKEN BY ENFORCING AUTHORITY**

In the event of a serious accident the Health and Safety Executive may decide to carry out an investigation. The result of this may lead to action being taken against the company or an individual. This can result in prosecution within a Magistrates Court (Sheriffs Court in Scotland) or a higher court depending on the offence.

The HSE may also visit the premises for routine inspections or to offer advice on any matter relating to health and safety.