

# HEALTH & SAFETY POLICY AND PROCEDURES

Health & Safety Policy

Issued By:

Name: C J Gostling

Position: Director



Signature.

Date: 31<sup>st</sup> December 2024

**INDEX:****Page No:**

1. POLICY STATEMENT .....	3
2. RESPONSIBILITIES .....	4
3. ON SITE POLICY .....	5
4. HAZARD IDENTIFICATIONS .....	5
5. RISK ASSESSMENT .....	6
6. ACCIDENT INVESTIGATION AND REPORTING .....	6
7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH.....	7
8. ELECTRICITY AT WORK.....	7
9. FIRST AID AT WORK .....	8
10. PERSONAL PROTECTIVE EQUIPMENT .....	8
11. ANNEX 1 – EMPLOYEE ACKNOWLEDGEMENT .....	9

## HEALTH AND SAFETY POLICY STATEMENT

The management and personnel of TEN Automotive Equipment Limited (Herein thereafter referred to as; The Company) fully accept that it has a responsibility for ensuring that health and safety is maintained at a high level and to approach the management of working practices in a way, which promotes safety in all aspects of our business.

We are committed to identifying, assessing and controlling risks that exist at our site and customer's sites and to evaluating and monitoring the measures and safeguards, which are introduced to counter any risks which are identified. This will be achieved through the process of risk assessment, which applies to any nature of risk.

In controlling risks and introducing safeguards, we will prioritise the significant risks as major areas of activity expending such resources as are warranted by the nature of the risk to eliminate, or at least effectively control the risk at source, using personal protective equipment only as "a last resort"

We further recognise our responsibility to ensure that welfare facilities are such that health is not adversely affected, that we maintain all work in a suitable condition for the tasks to be performed within them and that all emergency situations are properly catered for and have sufficient resource to ensure effective protection of our workforce.

To achieve these goals, we fully recognise the invaluable resource of our people and are committed to training and development of staff in line with our overall policy and specific work activities, using their input as a valuable source of hazard identification and risk control. In this way, each and every individual has a vital and specific role in maintaining our safety standards.



**Chris Gostling**

*Director*

Date: 31st December 2024

Review Date: December 2025

## 2. RESPONSIBILITIES.

1. The Directors shall have the following responsibilities:
  - i. To publish the H&S & Procedures, and to review periodically, as required.
  - ii. To provide adequate resources for Health & Safety.
  - iii. To require Health & Safety issues to be a standard agenda item at ISO 17025 Meetings.
  - iv. To require high standards of Health & Safety and to receive reports from the management team.
2. The Managing Director shall have the following responsibilities.
  - i. To ensure that Health & Safety is a considered item at the tender stage of all work.
  - ii. To ensure Risk Assessment and Method Statements are in place for all tasks where required.
  - iii. To enforce safety standards during site visits.
  - iv. To ensure that adequate PPE is available for the working team.
  - v. To follow up any Health and Safety issues reported.
  - vi. To liaise with enforcement Agencies where appropriate.
3. Service Engineers shall have the following responsibilities.
  - i. To follow laid down procedures, method statements etc.
  - ii. To conform to client's rules on site visits.
  - iii. To ensure that all tools and work equipment are safe and without patent defect.
  - iv. Where new work is undertaken, to account a Risk Assessment before work commences.
  - v. To wear PPE as provided as required by site conditions.
  - vi. To ensure that work undertaken does not present a hazard to any other person.
  - vii. To promptly report any major issues
4. All staff shall have the following responsibilities
  - i. To take responsible care for their own safety and the safety of others.
  - ii. To co-operate with his/her employers in the interest of Health & Safety.
  - iii. Not to interfere with or misuse anything provided for Health & Safety.
  - iv. To report any defects.
  - v. To follow training, rules etc. as they affect safety.
5. The Health & Safety Representative shall have the following responsibility
  - i. To inform other members of management of changes in legislation etc.
  - ii. To follow up any defect reports or reported problems.
  - ii. To liaise with clients to ensure that their Safety Requirements are met at all times.

## **ON SITE POLICY.**

1. Since The Company's operations are, in general, on other company's premises then the content of the Customers Health & Safety Policy must be adhered to at all times.

### **2. Generic risks of workplaces.**

Conform to the Customer's site rules at all times.

The main risk of injury in the workplace is from carelessness.

Be alert at all times.

Forklifts are a serious danger. Be ever watchful for their movements and give them plenty of room for manoeuvres.

Wear PPE as required by the customer.

Keep too designated routes whilst on the customer's premises, DO NOT take short cuts between machinery, pallets, and workbenches.

Ensure that all tools and work equipment are safe and without patent defect.

Ensure that all work undertaken does present a hazard to you and to your client's staff.

Do not interfere with or misuse anything provided for Health & Safety.

### **3. Emergency Procedures.**

In the event of an emergency follow all instructions given by the Customers safety officer

### **4. Visiting Procedures.**

Enter the premises through the main reception and sign the visitor's book, if required. If no visitor book is available, then make yourself known to your main contact.

On completion of work ensure your workplace and the equipment is left in a safe working condition.

Sign out in the visitor's book or make sure your contact is aware that you are leaving the site.

Ask the client to explain the sites Health & Safety rules for emergency evacuation, fire escapes and assembly point.

### **5. Accident Reporting.**

All accidents minor or otherwise must be reported immediately to the Customer and to the Company main office for recording into the Accident Book noting the name and time of the accident, a description of the injury itself, the victims full name, occupation and where the accident or dangerous occurrence took place.

### **6. Risk Assessment.**

Carry out appropriate Risk Assessment, as necessary. in accordance with the Company's Health and Safety Procedures.

## **4. HAZARD IDENTIFICATION:**

1. On an on-going basis, any safety hazard identified should be reported for action to the Manager of the site or the immediate supervisor of the relevant department.

2. Where defects have been noticed, these should be rectified immediately.

3. If a highlighted defect cannot be dealt with in the short term, a written response shall be made detailing alternative, or delayed action.

## **5. RISK ASSESSMENT.**

1. The requirement to conduct Risk Assessment as stated in the Management of Health & Safety at Work Act will be met by the provision of this section.
2. Additional specific Risk Assessments (e.g. Manual Handling and Lifting, Personal Protective Equipment) will be similarly conducted as required.
3. The Risk Assessment process is as follows;
  - i. All generic tasks undertaken are listed and defined where appropriate within the General Risk Assessment.
  - ii. Having identified hazards and assessed risks. Compare with existing controls and identifying any need for further development.
  - iii. Where action is required, this should be implemented within a reasonable time period determined by the “risk level” (i.e. if “risk level is “High” then immediate action is required.
  - v. The Risk Assessment form should be signed and dated by the person undertaking the assessment.
4. The Risk Assessment should be revised on a regular basis or in the light of change or accident.
5. Where generic Risk Assessment highlights the presence of manual handling and lifting tasks, a specific visual risk assessment should be carried out accordingly.
6. The General Risk Assessment covering the main Company Operations is available upon request.

## **6. ACCIDENT INVESTIGATIONS & REPORTING.**

1. All accidents and potentially dangerous incidents which occur in the work place should be reported to the site manager.
2. Accidents due to an injury received at work which require an absence of three days or more are statutorily reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
3. All incidents, minor or otherwise, should be recorded in The Company’s Accident Book noting the name and time of the accident, a description of the injury itself, the victims full name, occupation and where the accident or dangerous occurrence took place.
4. Certain classes of accidents are specified as “major” under RIDDOR. These include the break of a major bone of the body, or hospitalisation for more than twenty-four hours. 5. If an employee, whilst at work, is the victim of an act of violence, this is defined as a major accident under RIDDOR. Therefore, this should be reported as stated in 4.

## **7. CONTROL OF SUBSTANCES.**

1. The requirements to restrict exposure to substance harmful to health are contained in the Control of Substances Hazardous to Health Regulations (COSHH). This calls for an assessment of substances in use at work.
2. The following steps should be taken:
  - i. All substances in use should be identified and listed.
  - ii. Where a harmful substance is identified, full details or a specified Material Safety Data Sheet, should be requested from the manufacturer.
  - iii. On the basis of this information and discussion and observation on usage, an assessment should be conducted and documented, if necessary.
  - iv. Action should be taken as highlighted and where appropriate.
3. Where the need for specific training in the use of a substance is identified, a safe System of Work should be conducted.
4. Once completed the assessment will need to be reviewed if there is a change in the substance used, if the task changes in operation, where a new task is undertaken, and at least on an annual basis.
5. Substances provided should not be used for any other purpose than that for which they are supplied.
6. At present no such substances are used by The Company

## **8. ELECTRICITY AT WORK.**

1. Under the Electricity at Work Regulations there is a requirement to maintain all portable electrical equipment in good order.
2. All hand held power tools etc. along with portable appliances within the office should be “earth leakage” tested on an annual basis to a set schedule.
3. A register of equipment should be maintained, with checks documented.
4. When equipment fails, a full statement of action should be appended.
5. Testing of equipment may be carried out “in house” by a competent person. If a contractor is engaged to carry out such work, he must stipulate credentials. Do not use a “high voltage” Earth Leakage tester on “delicate” electronic equipment or equipment incorporating “switched mode” power supplies. In this case use a low power Multimeter and check that the earth connection to chassis is  $< 50.5$  ohms and insulation resistance is  $> 20$ meg ohms
6. Electrical equipment in use is not to come into contact with water unless designed to do so.
7. Where a defect is noted in an item of electrical equipment, it shall be removed from use immediately and arrangements made for its repair.

## **9. FIRST AID.**

1. Where operations are carried out on The Company's premises the first aid facilities and procedure will be carried out. The First Aid Contact is displayed on the H&S Notice Board.
2. Where operations are carried out on Customers premises, as a generality, their first aid facilities will be used, and accidents will be entered in their site accidents records.
3. Each staff member driving a Company vehicle will be issued with a First Aid Kit to be kept in an appropriate position within the vehicle.
3. Topping up the First Aid Kit will be the responsibility of Company vehicles driver.

## **10. PERSONAL PROTECTIVE EQUIPMENT.**

1. Site rules and instructions concerning PPE will be met at all times.
2. Appropriate PPE is made available for all employees.
3. It shall be the responsibility of the employee to safely store and keep any PPE and to report any loss or breakage to the Company.
4. It shall be the responsibility of the employee to ensure that any such loss or breakage to PPE is replaced immediately.



## ANNEX 1:

### Employee Acknowledgement

I acknowledge that it is my responsibility, as the user of the PPE, to take reasonable care, undertake basic maintenance and report any loss or damage immediately for replacement purposes.

I have read the “TEN Automotive Equipment Limited Health and Safety Policy Document” and fully understand my responsibilities contained herein.

Signature: ..... Date: .....

Print Name:.....

TEN Automotive Equipment Limited  
Lubeck Road  
North Lynn Industrial Estate  
KINGS LYNN  
Norfolk  
PE30 2JE

Tel: 01553 764900  
[www.ten-automotive.co.uk](http://www.ten-automotive.co.uk)  
[info@ten-automotive.co.uk](mailto:info@ten-automotive.co.uk)