



Duncan Reeds
LAMINATE FABRICATORS

Health & Safety Policy

Company Health & Safety Policy

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1.0 The Health and Safety Policy

1.1.0 General Statement of Policy

It is the intention of Duncan Reeds Ltd to comply with the requirements set out in the 'Health and Safety at Work etc Act 1974' and all other related legislation, in order to ensure a safe working environment for all employees and others affected by the Company's activities. To this end all employees are requested to note the requirements and guidelines set out in this booklet.

1.1.1 Responsibility for Enforcement

The legislation lays down the responsibility for ensuring safe working conditions on Duncan Reeds Ltd, however all employees are required to carry out their duties in such a manner as to ensure their own and other peoples safety. All employees are required to notify their Health and Safety Officer or deputy who in turn will notify the Managing Director of any hazards, accidents or dangerous occurrences.

The list in section 4.1 of this document indicates those people responsible for specific duties towards Health and Safety enforcement.

Directors Name

Tony Atkins

Date

14/05/2017

Signature



2.0 Company Health and Safety Policy

2.1.0 Health and Safety Measures

The promotion of employee's health and safety measures is a mutual objective for Duncan Reeds Ltd and employees at all levels.

Duncan Reeds Ltd will, so far as is reasonably practical, safeguard the physical and mental well-being of all employees at work. This will entail:-

- 1 The provision and maintenance of healthy and safe systems of work and working conditions.
- 2 The appropriate information, instruction, training and supervision in safe working methods and procedures.
- 3 Making provision for First Aid.
- 4 Carrying out regular Risk Assessments on employees and their work and review these annually.
- 5 Carrying out regular Risk Assessments on machinery/equipment in use and review these annually.
- 6 Implementing appropriate security arrangements.
- 7 Management at all levels setting an example in safe behaviour and maintaining a constant and continuing interest in employee's health and safety.
- 8 Where appropriate, obtaining professional medical advice on job suitability both before appointment and on return to work following serious illness.
- 9 Giving adequate supervision at all times particularly where young or inexperienced employees are concerned.
- 10 Issuing each employee/self-employed contractor with their copy of the Company 'Staff Health and Safety Booklet' to read, retain and acknowledge.

2.1.1 Staff Response

Employees will therefore:-

- 1 Understand the requirement of the 'Health and Safety at Work etc Act 1974' and support the policy of the Company relating to the Act (see the 'Health and Safety Law' poster).
- 2 Take reasonable care for the health and safety of themselves, colleagues and others observing safety rules where it is applicable to them.
- 3 Co-operate with Management in measures designed to promote health and safety at work. Set a personal example at all times.
- 4 Appreciate that you must use and look after any safety and protective equipment, clothing etc. provided by the Company as appropriate to the hazard and in the manner prescribed.
- 5 Bring to the attention of Management any aspect of their work they feel inadequately trained, qualified or equipped for.
- 6 Not put themselves into a hazardous situation and if finding one, report it to Management.
- 7 Make themselves familiar with procedures for emergency evacuation of the workplace.
- 8 Report all accidents, injuries or dangerous occurrences immediately.
- 9 Comply with the procedures laid down under "Safe Systems of Work" for the work and equipment they are required to do and use in their job description or contract of employment.

2.2.0 The Company's Environmental Policy

The Company will comply with the 'Environmental Protection Act 1990' by planning and monitoring its operations to protect the environment from impairment. These will comply with or exceed regulatory controls or 'Codes of Practice' where they are available. 'Codes of Practice' will when necessary, be detailed in Section 6 of the 'Company Health and Safety Manual'.

The Company will:-

- 1 Assess, in advance where possible, the environmental effects of any significant new development by the Company and adjust the plans accordingly.
- 2 Minimise any disturbance to the local and global environment and to the quality of life of the local communities in which the Company operates.
- 3 Maintain efficiency of all energy required systems (heating, lighting and ventilation) to the highest practical standards.
- 4 Take positive steps in association with its suppliers to reduce the generation of waste in the first instance and as far as is practical, conserve resources particularly those which are scarce or nonrenewable.
- 5 Provide the necessary information to enable employees to operate the processes properly and with the minimal effects on human life or the environment.
- 6 Dispose of waste materials and/or substances in accordance with current regulations and guidelines and demonstrate compliance with the 'Special Waste Regulations 1996'.

2.3.0 Appointment of Contractors

To comply with the 'Health and Safety at Work etc Act 1974' Section 3 (1) Duncan Reeds Ltd will, before a contract is granted to a company, require all contractors who will be carrying out work on either the Company's property or their customer's sites, to satisfy the Company that they are complying with Health and Safety regulations. The contractor will submit a copy of their company's Health and Safety Policy, any customer's Site Health and Safety Procedure Manuals and most important, Method Statements. Duncan Reeds Ltd may feel it necessary in some cases, to carry out an audit on the contractor's premises and when working on a contract, to conduct a regular inspection of the work procedures.



3.0 Documentation

3.1.0 Health and Safety Manual

Duncan Reeds Ltd will document its health and safety procedures, actions to be taken in the event of an emergency, training records and make these available to all employees and inspectors.

To support the Company's 'Health and Safety Policy', 'Staff Health and Safety Booklet' etc. a 'Health and Safety Manual' is available.

3.1.1 Staff Health and Safety Manual

All employees are given their own copy of the 'Staff Health and Safety Booklet' to read and retain. The booklet explains in detail both their own and the Company's health and safety responsibilities including accident and fire emergency procedures.

4.0 Health and Safety Management Structure

4.1.0 Staffing Structure

Managing Director

Responsible for overall Health and Safety

Tony Atkins

Health and Safety Officer

Responsible for day to day Health and Safety implementation

Andy Bilton

Deputy Health and Safety Officer Billingshurst

Represents the Health and Safety Officer in his/her absence

Andy Johnson

Deputy Health and Safety Officer Manchester

Represents the Health and Safety Officer in his/her absence

Jason Lawton

4.1.1 Managing Director

He will ensure that there is an effective policy for industrial health and safety within the Company and will take a direct interest in the Company's health and safety programme supporting all the persons carrying it out.

He will ensure that adequate funds and facilities are available to meet health and safety requirements and where it is felt necessary, be available to chair any health and safety meeting. He will ensure that responsibilities are properly assigned, entered into job descriptions and accepted at all levels. Under the 'Management of Health and Safety at Work Regulations 1999' Regulation 6 and others, he will have nominated the following employees to assist in undertaking the measures he needs to take to comply with the requirements and prohibitions imposed upon him, by or under, the relevant statutory provisions:-

- 1 Health and Safety Officer.
- 2 Deputy Health and Safety Officer.
- 3 First Aiders and/or Appointed Persons.
- 4 Fire Officer.

The above Officer's responsibilities are documented in section 1.6 titled 'Health and Safety Management' of the Company Health and Safety Manual.

4.1.2 Health and Safety Officer and Deputies

They will supervise and carry out the Company's Health and Safety policy effectively, making sure that all employees receive their own copy of the 'Staff Health and Safety Booklet' to read, in order to understand the regulations and agree to comply by signing the acknowledgement form which the Company will retain. They will supervise and carry out the Company's Health and Safety policy effectively either directly or by delegation. They will be responsible for ensuring that:-

- 1 All Managers carry out their health and safety responsibilities.
- 2 Ensure that the Fire Officer carries out his health and safety responsibilities.
- 3 Risk assessments are carried out in accordance with Regulations for :-
 - a **Manual handling.**
 - b **Display screen users.**
 - c **Hazardous chemicals and substances under COSHH.**
 - d **General job task and hazard workplace areas.**
- 4 Monitor all hazardous substances/chemicals arriving at the Company and review these regularly.
- 5 Be responsible for recording regular portable appliance testing and guard inspections carried out on all equipment and machinery.
- 6 When working with machinery or procedures that require the application of a 'Safe Systems of Work' or 'Permit to Work', employees follow these procedures and if protective clothing and/or equipment is to be used, employees understand why it is needed and abide by the instructions.
- 7 All 'Safe Systems of Work' are monitored and a check kept on their effectiveness.
- 8 Regular inspections are carried out and logged for the following :-
 - a **Health checks for those employees identified in assessments as required by them.**
 - b **Personal protective equipment.**
- 9 The 'First Aid Accident' form is completed each time an accident occurs and kept available for inspection by the Health and Safety Executive/ District Council (see section 2.3).
- 10 Regular health and safety audits are carried out and the results implemented.
- 11 When an accident occurs, it is investigated to discover the cause to enable steps to be taken to eliminate a re-occurrence. Where necessary an accident report is completed and distributed to those concerned and if the accident comes under Reporting Injuries, Diseases and Dangerous Occurrences (see the Company Health and Safety Manual section 3.1), form F2508 is completed and sent to the Health and Safety Executive.
- 12 Regular inspections of the workplace are carried out and recorded for emergency lighting, fire and general safety.
- 13 Regular checks are made on all safety, first aid and emergency evacuation signs, that all hazards are identified and contained to conform with health and safety regulations.
- 14 That regular fire drills are staged and evacuation times recorded.
- 15 That all contractors are subject to the Company's 'Policy for the Use of External Contractors' (see section 1.2 of the Company Health and Safety Manual).
- 16 Regular inspection of areas is carried out where external contractors are working.
- 17 The 'Health and Safety Emergency Procedures' card is available at Reception for internal use and for visitors to read before entering the building to carry out maintenance, installation or cleaning etc.

4.1.3 Fire Officer

He/she will be responsible for:-

- 1 Organising regular visits around the premises to check that fire escape routes are free from obstruction, that fire appliances are in place and fully charged and that fire signs and posters are displayed.
- 2 Carrying out fire drills, emergency lighting and alarm tests and recording these in the Logbook held by the Health and Safety Officer.
- 3 Keeping the fire certificate up to date by notifying the local Fire Prevention Officer of any alterations to the building.
- 4 Organizing Fire Wardens where necessary.

In the event of a fire:-

- 1 Ensure that the fire alarm has been raised.
- 2 Ensure that the fire brigade have been called.
- 3 Check that the staff and visitors are safely evacuated and that a roll call has been made.
- 4 Determine whether it is safe to attack the fire and, if so, arrange accordingly.
- 5 Secure the workplace against unauthorised entry.
- 6 Liaise with the fire brigade on arrival.

4.1.4 Managers

Managers are responsible for the health and safety of the employees and visitors to their premises so they will ensure that:-

- 1 Employees receive training or instruction on the machinery or procedures they will be using and that they sign a document to this effect. Employees must also be made aware of any hazards within their department.
- 2 Employees working with hazardous substances read the relevant 'Safe Systems of Work' and 'Material Safety Data Sheet' so they are made aware of the hazards.
- 3 When working with machinery or procedures that require the application of a 'Safe Procedures of Work' or 'Permit to Work', employees follow these procedures and if protective clothing and/or equipment is to be used, employees understand why it is needed and abide by the instructions.
- 4 Vehicles delivering to the premises are properly supervised and are aware of the Company's rules.
- 5 That all accidents reportable under RIDDOR are reported to the Health and Safety Officer or Deputy.
- 6 That all fires or fire related accidents are reported to the Fire Officer.

4.2.0 Representatives and Consultation

The Company recognises it's responsibilities under the 'Safety Representatives and Safety Committees Regulations 1977' (SRSCR) and the 'Health and Safety (Consultation with Employees) Regulations 1996' (HSCER).

As there is no trade union, the Company is fully committed to HSCER and will consult with employees via the Managing Director's appointed Health and Safety Officer.

Information regarding consultation will be outlined in the 'Staff Health and Safety Booklet'.





5.0 Specific Safety Aspects

5.1.0 Contact with External Services

Duncan Reeds Ltd will comply with the 'Management of Health and Safety at Work Regulations 1999' Regulation 9 by setting up a contact procedure with outside emergency services for first-aid, emergency medical care and rescue work for accidents beyond the capabilities of in-house personnel. This will be used during an emergency and reviewed at regular intervals.

5.2.0 Fire Procedure

Duncan Reeds Ltd has a duty under the 'Fire Precautions (Workplace) Regulations 1997' to safeguard employee's health and safety and will comply with the regulations. To ensure this the following measures will be implemented:-

- 1 Where necessary fire risk assessments will be carried out.
- 2 Fire equipment, alarms and escape routes checked regularly.
- 3 Fire action notices posted and fire exit signs erected.
- 4 Fire training carried out.
- 5 Instructions to be carried out in the event of a fire will be documented in the 'Staff Health and Safety Handbook'.

5.3.0 Dangerous Occurrences, Accidents and Sickness Reporting

Duncan Reeds Ltd has a duty under the 'Health and Safety (First-Aid) Regulations 1981' and the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995' (RIDDOR) to safeguard the employee's health by ensuring that first aid facilities are made available. The following measures will be implemented:-

- 1 First aid kits and instructions allocated.
- 2 First Aiders/Appointed persons trained.
- 3 An Accident Form introduced so that accidents can be recorded in the Health and Safety File.
- 4 A Dangerous Occurrences form introduced so that incidents can be recorded in the Health and Safety File.
- 5 Instructions on the procedure to be taken in the event of an accident or injury will be documented in the 'Staff Health and Safety Handbook'.
- 6 Instructions on the reporting of accident and notification under RIDDOR are documented under section 3.1 of the Company Health and Safety Manual.

6.0 Working Environment and Equipment

6.1.0 Working Environment

Duncan Reeds Ltd has a duty under the 'Workplace (Health, Safety and Welfare) Regulations 1992' to ensure a safe and healthy working environment and the Company will comply with the regulations by providing a pleasant working environment with respect to heating, ventilation, lighting, comfort and a workroom temperature of at least 16°C unless much of the work involves physical effort, in which case the temperature would be at least 13°C. Where it is impossible to sustain the minimum temperature, protective clothing will be supplied.

Under the 'Provision and Use of Work Equipment Regulations 1998', 'Lifting Operations and Lifting Equipment Regulations 1998' and 'Electricity at Work Regulations 1989' the Company has a duty to ensure that all equipment and machinery is suitable for the task, to this end the Company will:-

- 1 Keep all equipment and machinery in good repair.
- 2 Ensure that employees receive adequate training.
- 3 Hold a yearly programme of inspection on all equipment and machinery. Where risk assessments indicate a shorter interval between inspections this will be implemented and records kept.

6.2.0 Asbestos

The Company will maintain an 'Asbestos Register' and where asbestos has been identified will ensure that it has been sealed and 'Danger Asbestos' signs erected. Should suspect material be discovered, it will be treated as asbestos, the area taped off and not re-entered until it has been examined and made safe if necessary.

6.3.0 Display Screen Equipment

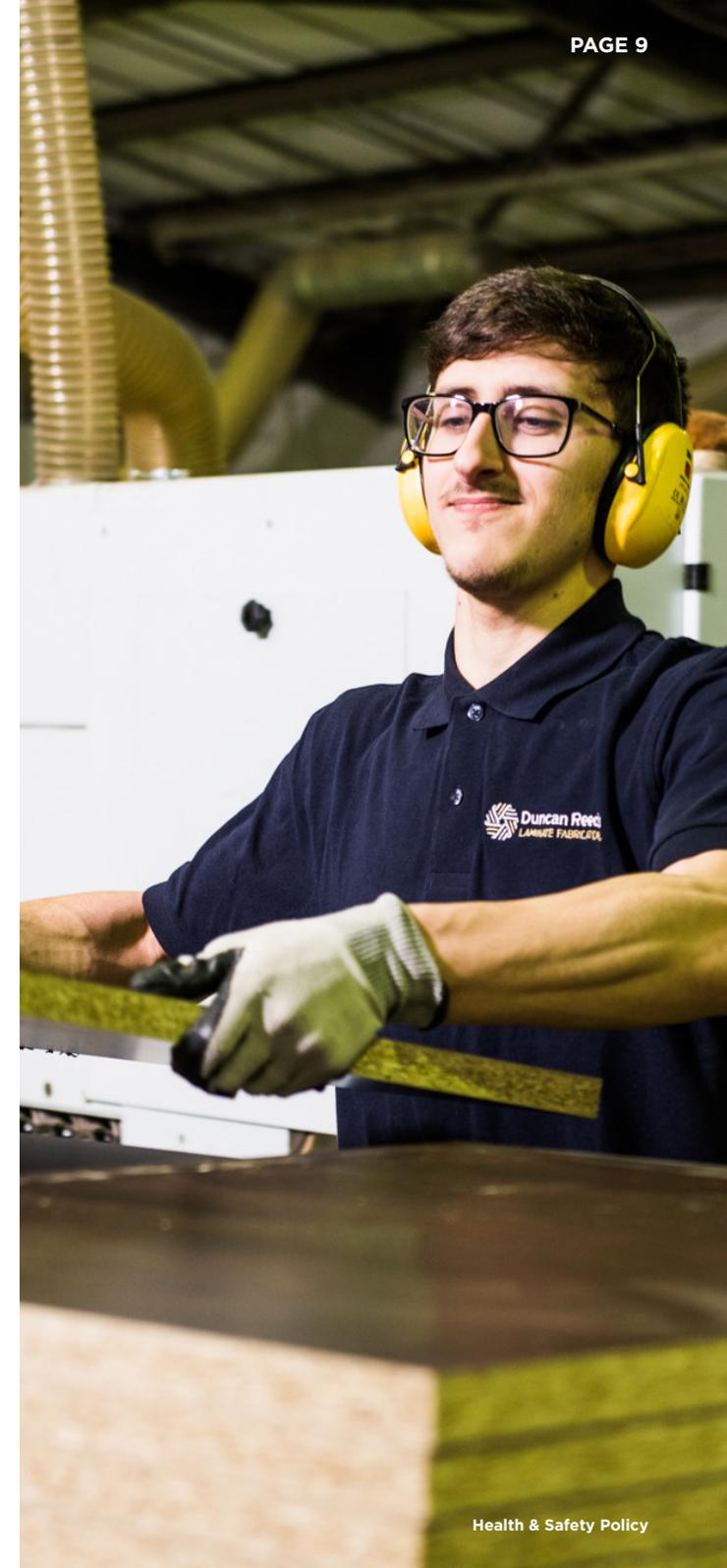
Duncan Reeds Ltd has a duty under the 'Health and Safety (Display Screen Equipment) Regulations 1992' to define who is classified as a user and to ensure that the equipment, the daily routine and the work environment complies with the above regulations. The Company will carry out a risk assessment and training and make eye tests available where necessary.

6.4.0 Noise

Duncan Reeds Ltd has a duty under the 'Noise at Work Regulations 1989' to safeguard the employee's hearing and will work with them to identify noise above the accepted level and take steps to improve the situation by carrying out a noise level assessment.

6.5.0 Chemicals

Duncan Reeds Ltd has a duty under the 'Control of Substances Hazardous to Health (COSHH) Regulations 1999' Regulation 6 and Amendments, to safeguard the employee's health and safety from hazardous substances. Assessments will be carried out regularly, the 'Material Safety Data Sheets' kept up to date and employees notified of the assessment results and necessary training and protective equipment provided.





7.0 Risk Assessments

7.1.0 Risk Assessment Practice

Duncan Reeds Ltd has a duty under the 'Management of Health and Safety at Work Regulations 1999' to ensure the health and safety of employees and others affected by their work. The Company will comply with the regulations by documenting risk assessments as follows:-

- 1 For individual employees who are working in a hazardous environment with a hazardous process and/or with hazardous machinery or equipment.
- 2 Where identical jobs are being performed by a number of employees, a task assessment will be made.
- 3 Assessments when completed will be reviewed yearly or as required by the assessor. Only when an accident or near accident occurs, the environment, job task and/or the operator changes then a re-assessment will be made.

The following will be assessed (this is not necessarily a comprehensive list):-

- 4 Display screen equipment and user.
- 5 Hazardous chemicals or chemical products in use.
- 6 Lifting, carrying or repetitive work.
- 7 General assessment for any employee where work involves hazardous tasks.
- 8 Machinery and equipment.

8.0 General Health and Safety

8.1.0 Pregnant and Nursing Mothers

Duncan Reeds Ltd recognises it's moral and legal obligation to protect it's employees who are 'New or Expectant Mothers' from any known identified work which is of a kind that could involve any known risk, by reason of her condition, to the health and safety of herself or that of her child, from any known substances, processes or working conditions to which she may be exposed whilst conducting her work tasks for and on behalf of the Company.

8.2.0 Manual Handling and Lifting

Duncan Reeds Ltd has a duty under the 'Manual Handling Operations Regulations 1992' to safeguard the employee's health and safety and will work with them to identify tasks which could cause problems and take steps to improve the situation. The Company will carry out a risk assessment and training where necessary.

8.3.0 Visitors to the Company

Duncan Reeds Ltd has a duty under the 'Health and Safety at Work etc Act 1974' to protect the general public, contractors and other persons who may be affected by its activities or who are given access to the premises.

Visitors and contractors have an equal responsibility to take care of themselves and others whilst at the Company. Visitors will be asked to co-operate with the Company's staff at whatever level, in complying with all regulations and statutory requirements. All visitors will report to Reception and sign the visitor's book. The visitor will remain in Reception until they are escorted by the employee, or the employee's Secretary/Assistant they are visiting.

All external contractors carrying out work i.e. repairs by plumbers or electricians, window cleaners etc. will be approved by the Health and Safety Officer under the Company's 'Policy for the Use of External Contractors' (section 1.2 of the manual).



9.0 Revision of the Statement

9.1.0 Review and Amendments

The statement will be revised on a yearly basis to take into account any changes and any such revisions that affect employees. These will be brought to their attention via an amendment to their 'Staff Health and Safety Booklet' accompanied by an acknowledgement form.





WEBSITE

www.duncanreeds.com

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Duncan Reeds Limited is a company registered in England.
No 2373969 VAT Registration No 515 1439 69.

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