

The company recognises and accepts its responsibilities as an employer to provide and maintain a safe and healthy environment. It will so far as is practicable design and carry out all its activities in a manner that safeguards the health, safety and welfare of its employees, visitors, contractors and other people who may be affected by the activity.

It is the policy of Airport Bearing Company Limited to comply with the Health and Safety at Work Act 1974.

A copy of this policy will be issued to all employees, and displayed on the notice board in the main office.

When this policy is revised copies will be re-issued.

Our statement of general policy is:-

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matters affecting their health and safety.
- To provide and maintain safe plant and equipment.
- To ensure safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure all employees are competent to do their tasks, and give them adequate training.
- To maintain safe and healthy working conditions.
- To review and revise this policy as necessary at regular intervals.

Andrew Gibson  
Managing Director

Issue date:

Review date:

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### **Responsibilities**

Andrew Gibson as Managing Director has overall and final responsibility for health and safety.

Sue Gibson as Administration Director has day to day responsibility for implementation of this policy and will keep the Managing Director fully informed of all health and safety matters.

All matters concerning health and safety issues should be brought to the attention of the Administration Director immediately.

All employees have a legal responsibility to:

- Take care of the health and safety of themselves and others.
- Co-operate with supervisors and managers on health and safety matters.
- Not interfere with anything provided to safeguard their health and safety.
- Report all health and safety concerns to the Administration Director.

### **Health & Safety Risks Arising from Work Activities.**

The Administration Director, who will consult individual employees on their areas of activity, will undertake risk assessments of all work activities. These risk assessments will additionally cover activities performed by employees working off site and any contractors or visitors to our site.

The findings of these risk assessments will be reported in writing to the regular Management Review Meeting.

The Managing Director as chairman of the Management Review Meeting will approve the actions agreed at these meetings to remove or control any risks identified.

The Administration Director will be responsible for implementing the actions agreed.

The Administration Director will report to the Management Review Meeting on the completed actions.

The effects of the actions taken in removing or controlling the identified risks will be reviewed by the Management Review Meeting and any further actions will be agreed where necessary.

Risk assessments will be reviewed every six months, or sooner if work activities, equipment or work areas change.

### **Consultation with Employees**

All employees will be consulted on matters concerning health and safety, and in particular on risk assessments of their work activities. These consultations will be carried out in a number of ways:

- By one to one discussion with the Administration Director during risk assessments.
- By discussions with the Managing Director who will from time to time carry out spot checks on health and safety matters.
- By discussion at staff meetings.
- By reaction to any health and safety issues raised by any employee.

### **Safe Plant and Equipment**

The Administration Director is responsible for identifying all equipment and plant, which may require maintenance.

The Administration Director will, in consultation with other staff, equipment manufacturers and qualified people draw up effective maintenance procedures for all plant and equipment identified as requiring maintenance.

The Administration Director is responsible for ensuring that all maintenance procedures are carried out at the specified intervals.

All employees have a responsibility to report to the Administration Director any problems or potential problems with plant and equipment.

The Administration Director is responsible for ensuring that any new plant and equipment meets health and safety requirements prior to its installation and use.

The COSHH assessments will be reviewed by the Management Review Meeting every six months or sooner if work activities change or new substances are introduced to work areas.

### **Safe Handling and Use of Substances**

The Administration Director is responsible, in consultation with other staff, suppliers and qualified people for identifying all substances, which require a COSHH assessment.

The Administration Director is responsible for undertaking COSHH assessments and maintaining records of all substances assessed.

The Administration Director is responsible for ensuring that all actions required as a result of these assessments are implemented.

The Administration Director is responsible for ensuring that all employees are informed about the results of COSHH assessments.

The Administration Director is responsible for ensuring that any new substances purchased can be stored or used safely prior to their receipt.

### **Information, Instruction and Supervision.**

The Health and Safety Poster is displayed in the warehouse, and individual leaflets are available from the Administration Director on request.

The Administration Director is registered with the Nottingham Chamber of Commerce health and safety advice section and receives regular information on health and safety issues. Additionally regular information is received from our insurers in the form of newsletters and advice from routine inspections.

The Administration Director will supervise, instruct and train young workers employed from time to time and will also carry out specific risk assessments based on the inexperience and immaturity of these employees.

The Administration Director is responsible for obtaining any relevant health and safety information from other employer's where employees are requested to carry out work. The Administration Director will instruct employees on this health and safety information prior to any work being undertaken.

### **Competency for Tasks and Training**

The Managing Director is responsible for providing induction training for all new employees and those who change job roles.

Competent employees who have been trained and have experience in the tasks concerned will provide on the job training for the majority of job activities.

Specific health and safety training will be provided as appropriate in:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> First Aid                            | Appointed Person Course BCS College |
| <input type="checkbox"/> Manual handling                      | Administration Director             |
| <input type="checkbox"/> Storage and Use of Substances        | Administration Director             |
| <input type="checkbox"/> Fire Risks and Evacuation Procedures | Administration Director             |
| <input type="checkbox"/> Use of Fire Extinguishers            | Chubb Fire Security                 |
| <input type="checkbox"/> Use of Ladders and Stairs            | Administration Director             |
| <input type="checkbox"/> Accident Reporting                   | Administration Director             |

General and individual training records are kept by the Managing Director.

Directors, managers and supervisors will identify training needs from induction training reviews, skill matrices, observation, non-conformance reports and appraisals.

Training plans will be prepared and executed and reviews of training outcomes will be carried out at Management Review Meetings.

The Administration Director is responsible for identifying any health and safety training needs that arise from changes in equipment, plant, substances work practices and working areas. Where identified re-training will be planned, executed and recorded

**Accidents, First Aid and Work Related Ill Health.**

No health surveillance is currently required for the work-related tasks being undertaken however, should regular risk assessments or changes in working practices indicate this is necessary the Administration Director is responsible for ensuring the necessary monitoring is put in place.

A first aid box is provided and is located in the canteen area in the centre of the building. The Administration Director is responsible for regularly checking and replenishing the contents of this box.

The Administration Director and the Sales and Commercial Manager are appointed persons and trained first aiders.

All accidents and cases of work related ill health must be reported immediately to the Administration Director who has the responsibility for recording these in the accident book, which is located with the first aid box.

The Administration Director is responsible for reporting all injuries, diseases and dangerous occurrences covered by the RIDDOR 1995 regulations to the City of Nottingham Environmental Health Department.

### **Monitoring**

To ensure a safe and healthy working environment working conditions and working practices will be continuously monitored by:

- Regular spot-checks by the Managing Director and the Administration Director.
- Procedures for assessing the impact on health and safety of new equipment, substances, work practices and working areas prior to their incorporation.
- Reviews of risk assessments and other health and safety issues at staff and Management Review Meetings.
- Annual inspections by insurers.
- Regular reviews of new or updated health and safety legislation or advice.

The Administration Director is responsible for investigating and reporting on any accidents or sickness absences.

Actions on these findings to prevent any re-occurrence will be agreed with the Managing Director, and the outcome of these actions will be reviewed for effectiveness at the next Management Review Meeting.

**Emergency Procedures - Fire Evacuation**

The Administration Director is responsible for carrying out fire risk assessment and implementing policy.

- Escape routes are clearly marked and these routes and all exit doors are checked and unlocked prior to work commencing.
- Fire extinguishers are provided by Chubb Fire Security and are maintained on an annual contract. Records of these maintenance visits are kept showing any replacements or additions. Chubb Fire Security also provides training on the use of this equipment during these maintenance visits.
- Smoke and heat sensors are provided by ADT and this equipment is maintained on an annual contract. Records of maintenance visits are kept.
- Emergency evacuation is tested every six months and the Administration Director records the results of these tests.