

Health and safety policy

We are committed to ensuring the health, safety and welfare at work of our staff so far as is reasonably practicable, and fully accept our responsibility for other persons who may be affected by our activities. This applies to employees, wherever they may be working, as well as to all visitors and contractors.

Our goal is to minimise both the frequency and severity of injuries, illness and accidental loss through damage or fire in our facilities and other work environments by keeping them free of recognised hazards and ensuring that our employees follow safe systems of work.

The successful implementation of this policy requires total commitment from employees at all levels and every employee must cooperate to ensure all legal requirements are complied with. Each individual has a legal obligation to take care of his or her own health and safety, and for the safety of other people who may be affected by his or her acts or omissions.

All employees are required to comply with the Company's Health and Safety rules and all rules laid down by the Health and Safety at Work Act 1974. Each employee will be given sufficient information, instruction and training to enable the safe performance of work activities.

Responsibilities

Managers are responsible for ensuring that the safety policy is implemented within their own areas and for monitoring the workplace to ensure that safe conditions are maintained. Management should:

- A. ensure that employees, contractors and visitors are aware of safety procedures;
- B. ensure that a robust system of risk assessment is maintained;
- C. establish that all equipment, plant and substances used are suitable for the task and are kept in good working condition; this includes the regular maintenance and servicing of equipment;
- D. provide employees with adequate training, information, instruction and supervision;
- E. take immediate and appropriate steps to investigate and rectify any risks to health and safety arising from the work activity; and
- F. ensure that all accidents and near misses are properly recorded and reported and that an investigation is carried out to determine causal factors.

Employees are also responsible for contributing to and maintaining a safe working environment and must:

- A. take care of their own health and safety and that of others who may be affected by their actions;
- B. understand and comply with site health and safety and fire procedures, which will also enable the company to meet its legal obligations;
- C. not misuse or interfere with anything that has been provided for health and safety reasons;
- D. report any hazardous defects in plant and equipment, or shortcomings in the existing safety arrangements without delay;
- E. not undertake any task for which authorisation and/or training has not been given; and
- F. report and file all accidents and near-misses in the appropriate way.

Health and Safety Committee

We have a Health and Safety Committee that meets regularly to identify, discuss, action, monitor and review all issues relating to health and safety.

Employees should raise any health and safety related comments, questions or concerns with a member of the committee as soon as possible.

Accident book

All accidents, however minor, should be recorded on an Accident Book form. The information will be treated in confidence, although details that are not specific to an individual may be reviewed and investigated by the Health and Safety Committee to ensure that learning points are identified and any appropriate improvements implemented.

Near-misses should also be reported immediately.

Risk assessment

All new equipment and processes/procedures should be thoroughly risk assessed before use.

Staff should familiarise themselves with any relevant risk assessments prior to undertaking an associated task.

The risk assessments for all existing equipment and processes/procedures should be reviewed on at least an annual basis.

All risk assessments should be performed by at least two suitably qualified persons on the template provided.

We have a set of Guidance Notes on the performance of risk assessments. All risk assessors should familiarise themselves with these Guidance Notes.

Under no circumstances should any risk assessed activity be undertaken until the risk assessment has been "accepted" by one of the nominated reviewers.

There is a dedicated risk assessment template for working at height.

The Chair of the Health & Safety Committee is responsible for managing the risk assessment process and for ensuring that suitable records are maintained.

Control of substances hazardous to health (COSHH)

The nature of our business is such that we routinely work with materials that fall under the regulations relating to the control of substances hazardous to health (COSHH).

We have a set of Guidance Notes on COSHH assessment, as well as a standard form for performing such assessments. Training will be provided in these aspects.

All potentially hazardous substances must be COSHH assessed prior to ordering.

No hazardous substances should leave the Goods Inward area of the workshop until they have a completed COSHH assessment form.

Any questions relating to COSHH assessment should be directed to a member of the Health and Safety Committee.

Training on workshop and laboratory equipment

We maintain individual training records for all major items of workshop and laboratory equipment.

Prior to using an item of equipment for the first time, training will be provided by a suitably qualified and identified member of staff.

Staff should not use equipment for which they have not received training unless they are properly supervised by a fully trained member of staff.

VDU regulations

As an employer, we are required to comply with VDU Regulations. This means that we need to ensure that staff who work regularly with computer screens are provided with a working

environment that guards against problems that might occur from prolonged use, such as aches and eye strain.

The regulations apply to those who habitually use display screen equipment as a significant part of their normal work. This will apply to most members of staff. However, all circumstances will be reviewed on an individual basis.

We also offer eye tests and any necessary spectacles for VDU work.

Manual handling

A training DVD – “Manual Handling in the Workplace” is available from the Office Manager. New staff should work through the DVD as part of their induction process. Existing staff should use the DVD as a refresher on an occasional basis. Completed training certificates should be forwarded to your Managing Director.

Out of hours working and lone working

Working at the business premises outside of normal hours is not encouraged. However, it is recognised that it may occasionally be necessary in order to meet certain deadlines.

If it is necessary to work outside of normal hours at the business premises, a key holder must be available to ensure that the building is fully secured upon leaving.

Lone working at the business premises outside of normal hours should be in exceptional circumstances only and requires the express permission of your line manager on each occasion. At the start of the lone working period you should inform your line manager of your intended time of departure, and then phone your line manager upon your departure from the building. Again, you must make arrangements for the building to be properly secured upon leaving.

All experimental and practical work outside of normal hours is expressly forbidden unless formally requested, planned for and risk assessed in consultation with your line manager AND Managing Director.

When lone working within normal hours, a lone working radio system must be used.

Housekeeping

It is the responsibility of all staff to maintain a clean, tidy and organised working environment in all areas of the building. Failure to do so may be dealt with under our Disciplinary Procedure.

Personal protective equipment (PPE)

We are legally obliged to maintain a safe working environment and PPE may be required to minimise workplace risks. The PPE regulations state that workers must use PPE and clothing if their health and safety cannot otherwise be adequately protected.

PPE is provided for all relevant members of staff, depending on the risks involved in the task being undertaken. Managers and employees should make themselves aware of the risks involved in any given task, and of the PPE needed to safely undertake the task.

Managers are responsible for ensuring that employees are adequately trained in the safe use of PPE.

PPE should be properly maintained and employees should report any defects immediately to their line manager.

PPE should not be worn outside of workshop and laboratory environments, unless required for a specific task.

First aid provision

We have assessed the risks related to the work that we undertake and provide equipment and facilities appropriate for enabling first-aid to be rendered to our employees if they are injured or become ill at work.

The aim of first aid is to reduce the effects of injury or illness suffered at work, whether caused by the work itself or not:

- A. to give immediate assistance to casualties with both common injuries or illness and those likely to arise from specific hazards at work; and/or
- B. to summon an ambulance or other professional help.

Reporting sick while at work

If an employee becomes unwell at work they should seek help from a designated first aider, discuss with their manager the possibility of alternative appropriate work or if necessary go home.

If an employee decides that they are too unwell to remain at work, they must let their manager or another employee know before they leave.

Visitors and contractors

All visitors should be instructed to:

- A. read the "Visitor Health & Safety Information" that is available in reception;
- B. sign-in using the Visitors Book; and
- C. allocated a visitors badge to wear.

It is the responsibility of the visitor's host to ensure that the above steps are taken. For contractors coming to work on site, a "Contractor Health and Safety Information" sheet must be issued for signature prior to them commencing work. It is the responsibility of the person organising the contractor to ensure that this is done.

Safe driving

For all staff who are required to drive on company business, whether in their own car or in a hire car, a training DVD – "Driving Safely" is available from the Office Manager. New staff should watch the DVD as part of their induction process. Existing staff should use the DVD as a refresher on an occasional basis.

Medical questionnaire

All staff are invited to complete a medical questionnaire. The purpose of the questionnaire is to gather information about your medical background in order to allow the Company to:

- A. make any reasonable adjustments to your work or workplace to accommodate a medical condition;
- B. be aware of any medical condition that could pose a risk to your safety or to that of your colleagues or clients so that said risk(s) can be minimised; and
- C. manage safely any medical-related incidents that might arise.

Completed medical questionnaires are stored securely and remain confidential to your Managing Director, Office Manager and line manager. The contents of this form will not be disclosed to anyone else, other than emergency medical staff, without your consent.

Coventive Composites

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