



FGD

AGGREGATES & WASTE REMOVAL

HEALTH SAFETY AND ENVIRONMENTAL POLICY STATEMENT

February 2024

Table of Contents

Health and Safety Policy Statement	4
Data Protection Policy	6
Internet and Social Media Policy	8
Anti-slavery and Human Trafficking Policy	9
Policy on Fraud	10
Anti-Bribery Policy	12
Fire Safety Policy	14
Drug and Alcohol Policy	15
Equal Opportunities Policy	16
Personal Protective Equipment Policy	18
Fatigue Management Policy	19
Mental Health at Work Policy	20
The Use of Mobile Phones and Other Hand-held Communication Devices While Driving Policy	22
Organisation and Responsibilities	24
Executives	24
Health and Safety Officer	24
Transport Coordinators	24
Admin Manager	25
Senior Sales Staff	25
All Employees	25
Contractors/Visitors	26
Administration Arrangements	27
Risk Assessments - General Requirements	27
Manual Handling Operations	27
Personal Protective Equipment	27
Display Screen Equipment	28
Control of Substances Hazardous to Health	28
Provision and Use of Work Equipment	28
Employee Welfare	29
Occupational Health	29
Medicines at Work	29
Smoking and Vaping	29
Welfare Facilities	29
Personal Protective Equipment	30
Lone Workers, including home workers	30
Working on Site	30
Consultation, Supervision, and Training	31
Employee Consultation and Involvement	31
Supervision and Training	31
Accident Reporting and Investigation	32
Accident Reporting	32
First Aid	32
Accident Prevention	32
Fire and Evacuation	32
Contractors and Visitors	34
Selection of Contractors	34
Visitors	34
Housekeeping	35
Cleanliness and Waste Materials	35
Spillages	35
Personal Protective Equipment	35
Gangways and Pedestrian Routes	35
Signs and Warnings	35
Windows and Ventilation	35
Car park	35
Lighting	36
Security	36
Electrical Hazards	37

Safe Working	37
Control Measures - (All items - refer to Electricity at Work Regulation 1989).....	37
Records	38
Record Completion.....	38
Record Retention	38
Specific Hazards.....	39
General Working Practices.....	39
Company Vehicles / Personal Vehicles.....	39
Company Rules.....	40

Health and Safety Policy Statement

FGD Limited (Wombourne and Coventry offices known as FGD Limited) will act positively to minimise the incidence of all workplace risks as required by the Health and Safety at Work Act 1974 and other associated legislation. All activities shall be carried out with the highest regard for the health and safety of all staff, visitors and the public at large. Our aim is excellence in health and safety, by means of the continuous improvement of standards, systematically removing the causes of accidents/incidents and ill health.

The Directors are committed to providing the financial and physical resources necessary to ensure that a high standard of health and safety is achieved. We consider that people are our most valuable resource, and the safeguarding of human as well as other resources through health and safety is important, not only for its own sake, but also as a way of minimising costs.

The successful implementation of this policy requires total commitment from all members of staff and visitors.

This policy will be reviewed annually or in the light of legislative or organisational changes.

1. The Board of Directors have overall responsibility for the health, safety and welfare of all the Company's employees and visitors. The authority to implement this policy is delegated to FGD Limited.
2. All employees shall take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work.
3. All visitors to the premises will be accompanied at all times and ultimate responsibility for them rests with the person they are visiting. Visitors will also be made aware of their own responsibility to take reasonable care for their own health and safety whilst on Company premises.
4. External contractors will be given sufficient information and supervision to ensure that they comply with this policy and any/all other relevant FGD Limited Health and Safety Notices.
5. The Company has appointed competent persons to advise all staff on health and safety issues and assist in meeting, and where appropriate exceeding the minimum statutory legal requirements.
6. All employees and visitors are expected to co-operate with the Company so far as is necessary to enable health and/or safety requirements to be performed or complied with.
7. Emergency procedures are designed to ensure the safe access to and egress from the premises and to give warning of imminent danger to allow all staff and visitors to move to a place of relative safety.
8. The Company will consult with designated Health and Safety Officer and staff on arrangements for co-operating in the promotion and development of health and safety at work.
9. Managers are responsible for the training and supervision of staff in their respective teams in accordance with health and safety matters. In particular, they will ensure that new recruits are given induction training on their first day. They will also ensure that appropriate information is available to all staff and/or visitors.
10. FGD Limited will take all reasonably practicable steps to provide places of work that are safe and healthy and meet the health, safety and welfare needs of each member of staff.
11. Risk assessment is a key element in the process of successful health and safety management. It requires Managers to proactively identify risks, and more importantly, do something to reduce them. Risk assessments can identify weakness and, when acted upon, lead to a safer, healthier and more productive work force.

12. The Company will provide trained first-aiders to treat staff and visitors who require attention while on our premises.
13. Detailed procedures and notices will be contained in the Health and Safety file, which is held in the office by FGD Limited and will be periodically reviewed. It is the responsibility of individual staff to acquaint themselves with all relevant Health and Safety information and notices, which are displayed throughout the premises.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Data Protection Policy

Data Protection Principles

FGD Limited (The Company) is committed to processing data in accordance with its responsibilities under the GDPR.

Article 5 of the GDPR requires that personal data shall be:

- a. processed lawfully, fairly and in a transparent manner in relation to individuals;
- b. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;
- c. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
- e. kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals; and
- f. processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

General Provisions

- a. This policy applies to all personal data processed by the Company.
- b. The Responsible Person shall take responsibility for the Company's ongoing compliance with this policy.
- c. This policy shall be reviewed at least annually.

Lawful Purposes

- a. All data processed by the Company must be done on one of the following lawful bases: consent, contract, legal obligation, vital interests, public task or legitimate interests.
- b. Where consent is relied upon as a lawful basis for processing data, evidence of opt-in consent shall be kept with the personal data.
- c. Where communications are sent to individuals based on their consent, the option for the individual to revoke their consent should be clearly available and systems should be in place to ensure such revocation is reflected accurately.

Data Minimisation

- a. The Company shall ensure that personal data are adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

Accuracy

- a. The Company shall take reasonable steps to ensure personal data is accurate.
- b. Where necessary for the lawful basis on which data is processed, steps shall be put in place to ensure that personal data is kept up to date.

Archiving / Removal

- a. To ensure that personal data is kept for no longer than necessary, the Company shall put in place an archiving policy for each area in which personal data is processed and review this process annually.
- b. The archiving policy shall consider what data should/must be retained, for how long, and why.

Security

- a. The Company shall ensure that personal data is stored securely using modern software that is kept-up-to-date.
- b. Access to personal data shall be limited to personnel who need access and appropriate security should be in place to avoid unauthorised sharing of information.
- c. When personal data is deleted this should be done safely such that the data is irrecoverable.
- d. Appropriate back-up and disaster recovery solutions shall be in place.

Breach

In the event of a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data, the Charity shall promptly assess the risk to people's rights and freedoms and if appropriate report this breach to the ICO.

The Directors accept overall responsibility for all health and safety within the Company and is responsible for all policy implementations. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy will be reviewed annually.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Internet and Social Media Policy

The company recognises and accepts that its employees may keep personal blogs on the internet and that internet social networking sites such as Facebook and Twitter, are a useful way of interacting socially with colleagues and friends. While the company does not wish to discourage employees from accessing such sites on the internet (During lunch breaks by completing the relevant form), nevertheless it expects certain standards of conduct to be observed to protect both its legitimate business interests and its employees from the dangers of inappropriate use. This policy applies both inside and in certain circumstances, outside the workplace. The term social networking site includes but is not limited to Facebook, LinkedIn, the internet, Emails, smart phones, Blogging and tweeting are also included.

In the workplace

- Employees must not access social networking sites during working hours unless instructed to do so by a director for legitimate business.
- Employees must not post information on a social networking or social media site which is confidential to the company, its suppliers or customers.
- Employees must refrain from making reference on a social networking / social media site to the company, its employees, its customers and its suppliers.
- Employees must not post entities on a social networking site which are derogatory, discriminatory or offensive in any way or which could bring the company into disrepute.
- Employees should be aware that blogs etc. may create documents which the courts order to be disclosed for use in litigation. Consequently, employees will be assumed to have written any contentious items unless they can prove definitively that they have not done so.
- The company will monitor its IT systems as is deemed necessary in order to prevent inappropriate usage. Hard copies of blog entries etc. will be used in any disciplinary proceedings.

Outside the workplace

- Employees must not make reference to the company, its customers or its employees on social networking media sites.
- Offensive, defamatory or inappropriate comments about the company, its customers, suppliers or any of its employees that write on social networking sites will not be tolerated.
- Employees must not make discriminatory or offensive comments about work colleagues on social networking sites.
- Employees must not divulge confidential information about, or belonging to, the company, its customers or suppliers on social networking sites.

The above principles apply equally to information or comments posted by employees from their home (or other personal) computers and irrespective of whether the posts are done during working hours or in the employees own personal time.

The Directors accept overall responsibility for all health and safety within the Company and is responsible for all policy implementations. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy will be reviewed annually.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Anti-slavery and Human Trafficking Policy

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, agents, contractors and suppliers.

FGD Limited strictly prohibits the use of modern slavery and human trafficking in our operations and supply chain. We have and will continue to be committed to implementing systems and controls aimed at ensuring that modern slavery is not taking place anywhere within our organisation or in any of our supply chains. We expect that our suppliers will hold their own suppliers to the same high standards.

Modern Slavery and Human Trafficking Modern slavery is a term used to encompass slavery, servitude, forced and compulsory labour, bonded and child labour and human trafficking. Human trafficking is where a person arranges or facilitates the travel of another person with a view to that person being exploited. Modern slavery is a crime and a violation of fundamental human rights.

We shall be a company that expects everyone working with us or on our behalf to support and uphold the following measures to safeguard against modern slavery:

1. We have a zero-tolerance approach to modern slavery in our organisation and our supply chains.
2. The prevention, detection and reporting of modern slavery in any part of our organisation or supply chain is the responsibility of all those working for us or on our behalf. Workers must not engage in, facilitate or fail to report any activity that might lead to, or suggest, a breach of this policy.
3. We are committed to engaging with our stakeholders and suppliers to address the risk of modern slavery in our operations and supply chain.
4. We take a risk-based approach to our contracting processes and keep them under review. We assess whether the circumstances warrant the inclusion of specific prohibitions against the use of modern slavery and trafficked labour in our contracts with third parties. Using our risk-based approach, we will also assess the merits of writing to suppliers requiring them to comply with our Code of Conduct, which sets out the minimum standards required to combat modern slavery and trafficking.
5. Consistent with our risk-based approach we may require:
 - employment and recruitment agencies and other third parties supplying workers to our organisation to confirm their compliance with our Code of Conduct
 - Suppliers engage workers through a third party to obtain that third parties' agreement to adhere to the Code.
 - As part of our ongoing risk assessment and due diligence processes, we will consider whether circumstances warrant us carrying out audits of suppliers for their compliance with our Code of Conduct.
6. If we find that other individuals or organisations working on our behalf have breached this policy, we will ensure that we take appropriate action. This may range from considering the possibility of breaches being remediated and whether that might represent the best outcome for those individuals impacted by the breach to terminating such relationships.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Policy on Fraud

Like all organisation's, ours is faced with risks from wrongdoing, misconduct, dishonesty and fraud. As with all business exposure, we must be prepared to manage these risks and their potential impact in a professional manner.

The impact of misconduct and dishonesty may include:

- the actual financial loss incurred.
- damage to the reputation of our organisation and our employees
- negative publicity
- the cost of investigation
- loss of employees
- loss of customers
- damaged relationships with our contractors and suppliers
- litigation
- damaged employee morale

Our goal is to establish and maintain a business environment of fairness, ethics and honesty for our employees, our customers, our suppliers, and anyone else with whom we have a relationship. To maintain such an environment requires the active assistance of every employee and manager every day.

Our organisation is committed to the deterrence, detection and correction of misconduct and dishonesty. The discovery, reporting and documentation of such acts provides a sound foundation for the protection of innocent parties, the taking of disciplinary action against offenders up to and including dismissal where appropriate, the referral to law enforcement agencies when warranted by the facts, and the recovery of assets.

The purpose of this document is to communicate company policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

Definition of Misconduct and Dishonesty

For purposes of this policy, misconduct and dishonesty include but are not limited to:

- Acts which violate the organisation's Code of Conduct
- Theft or other misappropriation of assets, including assets of the company, our customers, suppliers or others with whom we have a business relationship
- Misstatements and other irregularities in company records, including the intentional misstatement of the results of operations
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties
- Forgery or other alteration of documents
- Accepting or seeking anything of value (limits defined in [Code of Conduct, gift and entertainment policy, other) from contractors, vendors, or other persons providing services/materials to the company.
- Fraud and other unlawful acts
- Any similar acts.

The company specifically prohibits these and any other illegal activities in the actions of its employees, managers, executives and others responsible for carrying out the organisation's activities.

Policy and Responsibilities

Reporting

It is the responsibility of every employee, supervisor, manager and executive to immediately report suspected misconduct or dishonesty to [their supervisor, internal audit, legal, other]. Supervisors, when made aware of such potential acts by subordinates, must immediately report such acts to [their supervisor, internal audit, legal, other]. Any reprisal against any employee or other reporting individual because that individual, in good faith, reported a violation is strictly forbidden.

Due to the important yet sensitive nature of the suspected violations, effective professional follow up is critical. Managers, while appropriately concerned about "getting to the bottom" of such issues, should not in any circumstances perform any investigative or other follow-up steps on their own. Concerned but uninformed managers represent one of the greatest threats to proper incident handling. All relevant matters, including suspected but unproved matters, should be referred immediately to those with follow-up responsibility.

To facilitate reporting of suspected violations, especially in those situations where the reporting individual wishes to remain anonymous, the company has established a telephone hotline. [Elaborate as necessary on hotline procedures.]

Additional Responsibilities of Supervisors

All employees have a responsibility to report suspected violations.

However, employees with supervisory and review responsibilities at any level have additional deterrence and detection duties. Specifically, personnel with supervisory or review authority have three additional responsibilities.

First, you must become aware of what can go wrong in your area of authority.

Second, you must put into place and maintain effective monitoring, review and control procedures that will prevent acts of wrongdoing.

Third, you must put into place and maintain effective monitoring, review and control procedures that will detect acts of wrongdoing promptly should prevention efforts fail.

Authority to carry out these three additional responsibilities is often delegated to subordinates. However, accountability for their effectiveness cannot be delegated and will remain with supervisors and managers.

Assistance in effectively carrying out these responsibilities is available upon request through [the Directors].

Questions or Clarifications Related to This Policy

All questions or other clarifications of this policy and its related responsibilities should be addressed to the [Directors], who shall be responsible for the administration, revision, interpretation, and application of this policy.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Anti-Bribery Policy

FGD Limited is committed to implementing and enforcing effective systems to counter bribery. Therefore, it is the Company's policy to conduct all aspects of its business in an honest and ethical manner at all times.

The aim of this policy is to help the Company act in accordance with the Bribery Act 2010, maintain the highest possible standards of business practice, and advise individuals of the Company's 'zero-tolerance' to bribery.

Under UK law (UK Bribery Act 2010), bribery and corruption is punishable for individuals by up to ten years' imprisonment. If the Company is found to have taken part in the corruption or lacks adequate procedures to prevent Bribery, it could face an unlimited fine and be excluded from tendering for Government contracts.

Policy Statement

This policy applies to all permanent and fixed-term employees of the Company, and also any contractors, consultants or other persons acting under or on behalf of the Company. It is everyone's responsibility to help prevent the Company being brought into serious disrepute by any such unlawful action as set out in the UK Bribery Act 2010 and to adhere to the aims of the policy.

The company will not:

- Make contributions of any kind with the purpose of gaining some commercial advantage.
- Provide gifts or hospitality with the intention of persuading anyone to act improperly, or to influence a public official in the performance of their duties.
- Make, or accept, "kickbacks" of any kind.

The Company will:

- Keep appropriate internal records that will evidence the business reason for making any payments to third parties.
- Encourage employees to raise concerns about any issue or suspicion of malpractice at the earliest possible stage.
- See that anyone raising a concern about bribery will not suffer any detriment as a result, even if they turn out to be mistaken.

Employee Responsibility

Employees must not:

- Accept any financial or other reward from any person in return for providing some favour.
- Request a financial or other reward from any person in return for providing some favour.
- Offer any financial or other reward from any person in return for providing some favour.

Gifts and Hospitality

This policy does not prohibit giving and receiving promotional gifts of low value, or normal and appropriate hospitality. Receiving Business gifts:

- Receiving promotional gifts of low value is normal and appropriate, however, gifts with a value exceeding £25.00 may not be accepted without approval. Any gift offered and then refused because of its value, must be reported to The Company.

Offering Business gifts:

- Business gifts are primarily aimed at thanking customers and suppliers for their custom and loyalty, only authorised gifts may be given.

Receiving Hospitality:

The acceptance of corporate hospitality must be transparent; all invitations must be reported to the company before an employee accepts any invitation. The following areas are exempt while attending conferences, seminars, sponsored by third parties.

- business and travel expenses incurred, normal business lunches and meals
- Offering gifts and hospitality:

- Company hospitality is primarily aimed at thanking customers and suppliers for their custom and loyalty. All hospitality events must have approval.

Donations to organisations:

No donations should be made to charities, political parties or other organisations without approval.

Non-Compliance

Employees

Failing to observe Company policy may lead to disciplinary action in accordance with the Company's Disciplinary Policy.

Visitors

In the event of a breach of the policy by other organisations, or individuals, the Company will take appropriate action.

Monitoring Policy

The policy will be monitored on an on-going basis to ensure that it addresses issues effectively. The following will be monitored:

- That all individuals working for the Company are advised of the policy.
- Assessment of any reported incident or related occurrence.

Monitoring of the policy is essential to assess how effective the Company has been in establishing control of its obligations.

Definitions

A bribe is a financial or other advantage offered or given to anyone to persuade them to or reward them for performing their duties improperly, or, with the intention of influencing them in the performance of their duties.

Hospitality is the practice of being hospitable, this includes the reception and entertainment of guests / visitors.

Kickbacks or facilitation payments are typically small payments made in return for a business favour or advantage.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or organisational changes. Improvements will be made by learning from experience and the use of an established annual review.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of the Company senior management to see that all relevant employees receive notice. Written notice and/or training should be considered.

This policy is fully supported by the company director. All employees are responsible for playing their part in achieving its objectives.

Terms and Conditions of Use

The Company (client) clearly understands the information provided is only a guide to good practice; it is up to each client to see that it meets the need of their particular circumstances or industry. In no way whatsoever should the information provided be taken as an interpretation of the law. Such an interpretation can only be given by the employment tribunals and by the courts. Every reasonable effort has been made to ensure the accuracy of the information contained in this document; it may include inaccuracies or typographical errors and will be changed or updated without notice.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Fire Safety Policy

FGD Limited is committed to providing a safe working environment for its staff and visitors/customers. For this reason, the Company has formulated this policy to facilitate compliance with the Company's legal obligations under the Regulatory Reform (Fire Safety) Order 2005 ("Fire Safety Order").

Policy objectives

- To provide a safe and healthy working environment for all staff and visitors/customers.
- To minimise the risks to the Company premises from fire.
- To manage fire risks in accordance with the requirements of the Fire Safety Order.
- To comply with the requirements of the Health and Safety at Work Act etc 1974, the Management of Health and Safety at Work Regulations 1999 and the Fire Safety Order.
- To address obligations under the Fire Safety Order that requires the Company to:
- Develop a policy to minimise the risks associated with fire.
- Reduce the risk of an outbreak and subsequent spread of fire.
- Provide means of escape.
- Demonstrate preventative action.
- Maintain documentation and records in respect of fire safety management.

The Directors accept overall responsibility for all fire safety within the Company and are responsible for all policy implementations. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy will be reviewed annually.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Drug and Alcohol Policy

FGD Limited recognises that both the health of the individual and safety in the workplace is paramount in achieving the goals of the business as a whole.

The policy sets out our approach to Drugs and Alcohol, enabling us both to comply with the requirements of the Health and Safety at Work Act 1974, the Misuse of Drugs Act 1971 and any future legislative requirements that involve the misuse of Drugs and/or Alcohol.

This policy statement requires all employees, contractors or any other persons working at or visiting a client of FGD Limited regardless of their job function:

- Must not come to work in an unfit state due to the influences of drugs and alcohol.
- Must not bring illegal drugs or alcohol into work. Anybody found in possession could be liable to the Company disciplinary procedure – at our discretion random spot checks will take place.
- Must not cover up or collude with colleagues whose behaviour and performance is or could be affected by taking illegal or medical drugs or consumption of alcohol.
- Must check with their doctor, Practice Nurse, Occupational Health Professional or Pharmacist about the side effects of prescribed medication.
- Must inform their manager if they are taking medication (whether prescribed or bought over the counter) that may affect their ability to carry out their job,
- Must never drive or operate machinery if they are affected by or believe they are affected by drugs, alcohol, and prescribed medication or over the counter medication.
- Must inform their immediate manager and/or the company's health and safety representative if they believe they have or may have a drug related problem.
- Must undergo testing for drugs and or alcohol when requested to do so by The Directors. This will be carried out by an independent party – Failure to comply may lead to disciplinary action.

The Directors accept overall responsibility for all health and safety within the Company and are responsible for all policy implementations. The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, our policy will be reviewed annually.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Equal Opportunities Policy

FGD Limited is an equal opportunities employer and is committed to ensuring that the terms and conditions of employment of all employees and potential employees are equitable and non-discriminatory. This means that job applicants and employees will be treated fairly regardless of gender, age, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs.

This policy applies from recruitment, throughout and post-employment by the FGD Limited and will be applied by all parts of the organisation. Such policy will therefore be adhered to by the recruitment arm of the organisation in its core recruitment activities.

FGD Limited will seek to promote equal opportunities and prevent harassment and bullying by publicising and communicating this policy; by providing appropriate training and guidelines for those with designated responsibilities and by raising awareness through employee development.

Further, FGD Limited will continually monitor its policies and practices to ensure that these principles are upheld. It is the employee's right to be treated with dignity and respect, which will then help to foster performance, self and career development. Every executive, manager and employee have a responsibility in implementing this policy.

Definitions

For the purposes of this policy, the following definitions apply:

Discrimination

Discrimination means treating individuals less favourably than others on the grounds of gender, age, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs, whether this is direct or indirect, by applying a provision, criterion or practice, which disadvantages such individuals.

Age

Age discrimination applies both to employment and vocational training. It is defined as unjustified direct and indirect discrimination, and all harassment and victimisation on grounds of age, of people of any age, young or old.

Sexual Orientation

Sexual orientation means sexual orientation of an individual of the same sex, different sex or for individuals of both sexes. It does not include sexual practices or preferences. Discrimination can occur based on a perception of an individual's sexual orientation, even if that perception is incorrect. It can also include discrimination against an individual by reason of the sexual orientation of someone with whom there is an association.

Gender Reassignment

Gender reassignment means a desire to be known as an individual of a gender different from that to which the individual was born.

Racial harassment

Racial harassment is defined as any action, conduct, comment, gesture or behaviour that is offensive, embarrassing, insulting or intimidating. It may include derogatory remarks, quips, jokes, innuendoes, taunts or physical/mental abuse which is racially derogatory and potentially offensive and relates to an individual's race, religion or ethnic origins.

Religion/Religious Beliefs

A religion or religious belief is defined as any religion, religious belief or philosophy akin to a religion. Discrimination can occur based on a perception of an individual's religion or beliefs even if that

perception is incorrect. It can also include discrimination against an individual by reason of the religion or religious beliefs of someone with whom there is an association.

Monitoring

All employees and job applicants may be asked to complete a form providing information regarding their gender, age, race, ethnic origin and whether suffering from any disabilities. This form would be used solely for the purpose of monitoring the effectiveness of FGD Limited's equal opportunities policy and to ensure that FGD Limited meets its obligations as an equal opportunities employer and are kept separate from application papers.

Procedure for Discriminatory Conduct

Any employee may use FGD Limited grievance procedure in relation to discriminatory conduct. The grievance will be thoroughly investigated and considered based on the facts of the investigation. No-one will be penalised for raising such a grievance unless it is untrue and made in bad faith. If the matter relates to harassment or bullying of any kind, the anti-harassment and bullying procedure set out below will be followed.

Any employee who discriminates against any other employee on the grounds of gender, age, marital status, sexual orientation, gender reassignment, race, ethnic origin, disability, religion or religious beliefs, will be subject to FGD Limited's disciplinary procedure as set out in the grievance and disciplinary policies. In serious cases, where such behaviour has been deemed to constitute gross misconduct, it will result in summary dismissal in the absence of mitigating circumstances.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Personal Protective Equipment Policy

The Personal Protective Equipment at Work Regulations 1992 (as amended) impose a duty on employers to provide, assess, maintain personal protective equipment (PPE) and instruct their employees in the correct use and storage of it. PPE is defined as "all equipment (including clothing affording protection against the weather) which is intended to be worn or held by a person at work and which protects him against one or more risks to his health or safety".

Aims of the Policy

This Personal Protective Equipment policy aims to implement the correct procedures required for ensuring that PPE is issued and used in line with the Regulations.

The Policy

The Directors of FGD Limited affirm that, in line with the HSE's hierarchy of controls, personal protective equipment (PPE) is only to be used as the last resort to reduce exposure to workplace hazards to which the staff are exposed.

PPE will be provided by the Company free of charge to all employees upon request, after an assessment of need or if required by the client. FGD Limited shall ensure that all PPE is maintained in working order and in good repair. Chris Breeze is responsible for ensuring employees have the correct PPE issued to them.

Employee duty

- All employees have a duty to take all reasonable steps to ensure that they do not place themselves or others at any health and safety risk.
- All employees are required to fully co-operate with the Company by observing any procedures and policies that can be from time to time introduced with the aim of protecting the safety of staff and visitors.
- Employees should look after their own PPE and ensure it is effective to use.
- Assessment, issuing and selection of PPE.
- Chris Breeze is responsible for assessing the need for and suitability of any PPE that is to be issued.

So far as is reasonably practicable, the Company will ensure that the staff are involved in the PPE selection process to ensure maximum personal comfort. PPE will be selected on its suitability for its intended use, effectiveness, comfort level and durability.

The issue of PPE should be recorded using a PPE Issue Record Sheet. Any time an additional piece of PPE is issued, a PPE Issue Record Sheet needs to be signed by the individual receiving this item.

Damage to equipment

Any damage to PPE needs to be reported as soon as practicably possible by the user to Chris Breeze who shall then arrange for the replacement of the damaged PPE. Failure to look after PPE may lead to the disciplinary route.

Training

Chris Breeze is responsible for ensuring that all staff receive training on the use of the PPE issued to them and the instances in which it is required. The training will include demonstrations, where appropriate, to ensure that the PPE is used according to the manufacturer's instructions. Chris Breeze is responsible for keeping a record of PPE training received by staff.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Fatigue Management Policy

FGD Limited is committed to the health and safety of all personnel and others impacted by our work activities. The purpose of this policy is to protect the health and safety of FGD Limited's employees and others by restricting company drivers from operating vehicles while impaired by fatigue.

This policy applies to all Company employees and outlines responsibilities for management, supervisors and drivers.

While not all employees will be affected by fatigue in the same manner, studies have shown that fatigue may lead to:

- Reduced concentration
- Impaired coordination
- Compromised judgment
- Slower reaction times.

All Company employees must know the signs of fatigue and how to recognize them, how fatigue can affect a driver's ability to safely operate a vehicle, and what actions can be taken to manage fatigue.

Management responsibilities

- Conduct fatigue risk assessments and implement appropriate preventative measures
- Consult with staff, including drivers, when assessing risk of fatigue and developing preventative measures
- Provide employees with education, training and resources to manage fatigue
- Implement driver work schedules with adequate rest time between shifts to mitigate the risk of fatigue
- Ensure drivers know how to manage fatigue and have the necessary resources to follow fatigue management procedures
- Respond appropriately to observed or reported signs of driver fatigue
- Monitor job performance of drivers based on workload, routes, shifts, etc.

Driver responsibilities

- Participate in fatigue risk management processes
- Carry out work according to fatigue management policy and safe work procedures
- Report any signs of fatigue to supervisor/dispatch
- Practice good fatigue management between work shifts
- Refuse work when impaired by fatigue

The following are some practical tips to minimise stress and fatigue while driving.

- Set flexible appointment times – take the pressure off by not having to meet exact deadlines.
- If you are running late, stop in a safe place, and telephone to explain – do not start taking risks to arrive on time.
- Avoid peak travel time if possible.
- Choose the least congested route practicable.
- Add a generous margin to expected travelling time.
- Take regular breaks, at least 15 minutes after 2 hours driving.
- Limit driving periods to reasonable distance times.
- Share driving where possible.

In certain situations, it will be appropriate to arrange overnight accommodation rather than continue a journey, for example in cases of extreme weather, later than anticipated departure, or tiredness. Safety is always the top priority.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Mental Health at Work Policy

This policy outlines the approach of the organisation towards supporting employees who have mental health related issues.

This organisation recognises that mental health issues are common in modern society and affect many employees and managers in workplaces. It also recognises that people with mental health issues make valuable contributions to the success of any organisation and that providing them with adequate support not only complies with the law but supports their ongoing health and employment.

The organisation recognises its duties under the Equality Act 2010 to prevent discrimination and to make "reasonable adjustments" for employees with disabilities which remove barriers to their employment. The organisation recognises that disability is defined in the Act as a physical or mental impairment that has a substantial and long-term adverse effect on the ability of an individual to carry out normal, day-to-day activities.

It is understood that establishing a workplace ethos that supports positive mental health can:

- help to retain valuable and experienced staff, reducing turnover, staffing and training costs.
- reduce sickness absence, particularly from stress related mental health conditions.
- help staff achieve their potential and sustain their careers.
- enhance safety and increase productivity.
- make for a healthier, more tolerant workplace.

Policy

The Financial Controller has been trained to spot the signs of employees who may be having mental health, psychological or emotional difficulties. He is trained to make simple and clear interventions aimed at discovering what the organisation can do to help, identifying any work-related causes for their issues and making "reasonable adjustments" wherever appropriate to support them.

Where necessary he will discuss with the employee whether visiting their GP or if a HR Advisers referral will be helpful. Where the employee agrees, the referral should be made. The Financial Controller will continue to support the employee as appropriate, including working with HR, where required, on any agreed support plan.

All discussions between managers and employees, referrals to occupational health or subsequent support plans, should be kept confidential by the Financial Controller.

Flexible working options will be discussed with employees wherever their mental health needs indicate that an adjustment may be helpful to them. This might include variable hours or part-time working. All changes must be discussed with managers.

Negative or discriminatory views about mental health and stigma will be challenged. This will be achieved through methods such as stress awareness campaigns, positive mental health days, staff surveys, training, etc. The organisation has a zero tolerance approach towards discrimination, bullying and harassment on any grounds, including towards staff because of their mental health. Staff are encouraged to report any instances and managers will take appropriate action.

Employees who have periods of sickness absence related to mental health or stress issues will be guided or advised to seek based on the guidance we receive from our HR advisors. This will include where an employee requires a rehabilitation programme to return to work, for example, a temporary period of reduced hours, a phased return, an adjustment of roles and responsibilities, or additional support, etc.

Training

Managers and supervisors are trained how to provide appropriate support to people with mental health issues and how to create a healthy working environment. Training in mental health issues will help to fight the misconceptions some people have about mental illness.

Review

As part of its monitoring of safety and risk assessment this policy will be subject to periodic review.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

The Use of Mobile Phones and Other Hand-held Communication Devices While Driving Policy

Driving, including driving for work purposes, can be a high-risk activity. This policy provides a framework to reduce risks for employees and other road users who may be affected by their actions and applies to all personnel who drive on business, including to and from work.

Research indicates that the use of a mobile phone, both hand-held and hands-free, while driving can adversely affect an individual's physical and mental capacity to drive safely. It is also a specific offence to use a hand-held phone or similar device whilst driving.

This policy is intended to help employees drive safely and to comply with the law. It applies to mobile phones along with other distracting electronic information and communication devices, such as personal electronic organisers, personal data assistants, dashboard mounted computers, etc.

Hand-held Devices

Mobile phones and other hand-held electronic information and communication devices should only be used in a car when you are parked safely and legally. You must not use your device at any other time, including when you are stopped in traffic.

Mobile phones and other handheld devices, etc must not be used while driving.

Such use includes:

- making or receiving calls
- sending or viewing picture or video messages
- writing, sending or viewing text messages
- accessing the Internet or sending or receiving emails
- listening to voice messages.

If you have your mobile phone, etc with you whilst driving, you must ensure that your voicemail, message service or call-diversion facility is activated. If you receive a call whilst you are driving, you should retrieve any message left at the earliest safe opportunity. For example, if you are expecting an urgent call, you should pull over at the earliest safe opportunity to retrieve your message and, if necessary, return the call.

Hands-free Systems

Some employees may consider it essential for the performance of their duties to make or receive calls whilst driving.

The law does permit individuals to use mobile phones whilst driving providing that appropriate hands-free equipment is installed and used.

If you have a business reason for using your mobile phone whilst driving (as determined by the organisation) the organisation will provide you with an appropriate hands-free kit, which must be used on every occasion. This will remain the property of the organisation. You are not permitted to use any other system (including an earpiece attached to the phone).

You must only use your mobile phone, etc whilst driving where it is absolutely necessary to make or receive business-related calls, but not for any other purpose.

You are reminded that you must drive safely at all times and only make or receive calls when it is safe to do so. You should inform the caller of the fact that you are driving and keep the call as short as possible.

For the avoidance of doubt, the organisation will not reimburse individuals for any fines, costs, etc that may be imposed in the event that they are prosecuted for any driving offence as a result of using a mobile phone whilst driving.

Failure to comply with this policy (whether or not such failure leads to an accident or prosecution) may lead to formal disciplinary action being taken under the organisation's disciplinary procedure and may, in serious or persistent cases, lead to dismissal.

If you have any queries about this policy, please contact Chris Breeze who will be able to assist.

Signed:

Directors

Date: 5th February 2024

Review Date: February 2025

Organisation and Responsibilities

Executives

All Directors are responsible for safety in the Company (Wombourne and Rugby) and they will monitor the Health and Safety Policy on a regular basis. All Directors will be appraised of health and safety matters to ensure that sufficient resources are available to provide any health and safety equipment, clothing, information and training for employees in order, as far as is reasonably practicable, to achieve and maintain a high standard of safety proficiency.

The Directors will develop and maintain a culture that achieves high standards of health and safety management throughout the Company and ensure that all employees receive training and refresher training as is adequate to enable them to carry out the responsibilities assigned to them.

Duties under the law are to:

- Be aware of the requirements of the Health and Safety at Work Act 1974 and other Regulations relevant to the activities of the Company.
- Implement the health and safety policy.
- Ensure that a Risk Assessment has been carried out on all work activities and that the appropriate control measures, training, instruction and protective clothing has been provided.
- Insist that sound working practices are continuously observed.
- Ensure sufficient allowance is made for adequate welfare facilities and equipment to avoid the risk of injury or ill health of employees or damage to materials.
- Reprimand any employee failing to discharge satisfactorily the responsibilities allocated to them.
- Ensure suitable means of escape in case of fire and an adequate number of fire extinguishers of a suitable type, positioned in prominent positions next to exits, around the workplace.
- Keep up to date with health and safety matters applicable to the operations of the Company.
- Set a personal example in all matters relating to health and safety.
- Investigate all accidents, incidents and near misses.
- Ensure that fire-fighting equipment is available and that all operatives are aware of the procedures to be followed in the event of a fire.

Health and Safety Officer

Chris Breeze is designated as health & safety officer along with all directors and their responsibilities are:

- The maintenance of safety records.
- The investigation of accidents, incidents or near misses in the workplace.

Transport Coordinators

Transport Manager has accountability to promote responsible attitudes in relation to health and safety.

The Transport Manager will:

- Hire sub-contractor drivers who are competent and fit for work.
- Ensure that sub-contractors are aware of the Health and Safety Policy.
- Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of those around them.
- Ensure that contractors under their control are familiar with the arrangements for first aid treatment and the reporting of accidents, injuries and 'near misses'.
- Obtain details from contractors of assessments of risk associated with substances, processes or any work activity, which they intend to carry out and check that their planned control measures will provide adequate protection to others on site.
- Ensure drivers have their own PPE before going out on a job.

Admin Manager

Admin Manager has accountability to promote responsible attitudes in relation to health and safety.

The Admin Manager will:

- Ensure that each new employee is given induction training including the precautionary procedures appropriate to their specific jobs.
- Ensure that all accidents, incidents and near misses however minor are reported in accordance with Company Policy.
- Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of those around them.
- Ensure that all employees under their control are familiar with the arrangements for first aid treatment and the reporting of accidents, injuries and 'near misses'.
- Ensure that all new employees are familiar with the Company's Health and Safety Policy and are made aware of the correct method of working and that the relevant training has been given.
- Ensure that a display screen equipment assessment (DSE) has been carried out.

Senior Sales Staff

Senior Sales Representative has accountability to promote responsible attitudes in relation to health and safety.

The Senior Sales Representative will:

- Ensure that each new employee is given induction training including the precautionary procedures appropriate to their specific jobs.
- Ensure that all accidents, incidents and near misses however minor are reported in accordance with Company Policy.
- Do not allow 'horseplay' or dangerous practical jokes and reprimand those who consistently fail to consider their own safety or that of those around them.
- Ensure that all employees under their control are familiar with the arrangements for first aid treatment and the reporting of accidents, injuries and 'near misses'.
- Ensure that all new employees are familiar with the Company's Health and Safety Policy and are made aware of the correct method of working and that the relevant training has been given.
- Ensure that they have the correct PPE before arriving on site.
- Ensure there is a travel first aid kit in company vehicles.
- Confirm daily planner to Sales Manager before leaving the office. Ensure there is contact throughout the day between the Sales staff and the Sales Manager.
- Ensure that a display screen equipment assessment (DSE) has been carried out on staff including home workers.

All Employees

- Section 7 of the Health and Safety at Work Act 1974 states that "you have a duty to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions at work".
- You are expected to follow Company procedures, in particular, to report any incidents that have or may have led to injury or damage.
- Understand the Company Safety Policy.
- Develop a personal concern for the safety of yourself and others.
- Use the correct equipment for the job.
- Report any defects of equipment immediately to the Health and Safety Officer.
- Be familiar with the procedure for summoning the emergency services in the event of an accident, fire or other emergency situation.
- Be familiar with the procedure to follow in the event of a fire, the location and operation of firefighting equipment.
- Be familiar with the arrangements for first aid treatment.

- Refrain from 'horseplay' and the abuse of welfare facilities.
- Suggest ways of improving the Company's safety procedures.

Contractors/Visitors

Have the following responsibilities:

- All Contractors/Visitors will be expected to comply with the Company Policy for Health, Safety and Welfare and must ensure their own Company Policy is made available on site whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, taking into account the safety of themselves and other persons on site. This requirement includes the safety of members of the general public.
- Any injury sustained, or damage caused by Contractors/Visitors must be reported immediately to a Health and Safety Officer.
- Contractors/sub contractor's employees must comply with any safety instructions given by this Company's Health and Safety Officer.

Administration Arrangements

Risk Assessments - General Requirements

Risk Assessments are carried out as necessary, by competent persons, to assess the health and safety risks to which employees are exposed.

Records of these risk assessments are maintained, identifying the group of individuals exposed to specific risks e.g., young persons, women of a childbearing age, or pregnant women.

Individuals exposed to identified risks are informed of these risks and provided with sufficient training, information and protective measures to control the risk concerned.

Risks are re-assessed following a significant change in the work methods used, after any accident or where the findings of previous assessments are believed to be otherwise obsolete.

Manual Handling Operations

Operations involving manual handling issues (e.g., lifting heavy/awkward loads, repetitive actions, etc.) are assessed to determine their impact on the health of those employees involved.

Where specific manual handling activities are shown to constitute a significant risk, every effort is made to eliminate this hazard, or otherwise provide mechanical aids to reduce the need for these activities.

For occasions where it is not practicable to avoid manual handling operations that involve a significant risk of personal injury, these risks are reduced to the lowest level reasonably practicable. In such cases employees are given suitable training and instruction regarding correct manual handling techniques. No employee is required to lift loads that exceed their physical ability.

Loads lifted by Senior Sales Staff include boxes of conveyance notes/water containers/storage boxes.

When assessing a situation requiring manual handling, employees are expected to:

1. Evaluate the weight and shape of the load, paying attention to the presence of sharp edges, strong lifting points/handles, and the need to see where they are going.
2. Check the route is clear of obstacles.
3. Check the item is positioned for a correct lift.
4. Not undertake the manual handling operation if a safe lift is not possible.

Personal Protective Equipment

We will provide you with the appropriate PPE, free of charge, in orange, if your duties require you to wear certain protective clothing (for example, when working on a construction site or at a manufacturing facility).

You are responsible for ensuring that PPE is maintained, clean and that it is replaced when necessary. In some circumstances, the third party may provide the relevant and mandatory PPE and it is your duty to comply with all such requests.

The Health and Safety Representative will be responsible for giving training, information and instruction to employees on the use of PPE and how to look after it. They will also be responsible for keeping and maintaining records of the training, information and instruction given to employees. Every quarter a checklist is sent to PPE owners so they can check their own PPE and report back to the Health and Safety Representative.

Display Screen Equipment

An assessment is undertaken for all employees who are required to use display screen equipment as a significant part of their work role and to evaluate the health risks associated with its use, this includes Sales Representatives, Office Workers and Home Workers.

Where the results of an assessment indicate a risk to the user of such equipment, all reasonable steps are undertaken by the Company to eliminate these risks or otherwise reduce them to avoid the adverse health effects.

Suitable training is given to enable users of display screen equipment to recognise the hazards associated with non-interrupted use of such equipment, and the appropriate precautions to be taken.

Eye tests by a competent person are provided by the Company, on request, for users of display screen equipment.

Control of Substances Hazardous to Health

All substances used within the working environment (e.g., cleaning agents, etc.) and dust produced by the work processes, are assessed prior to use to determine their potential effects on health. Where applicable, requirements for safe handling and accident control methods are defined and made readily accessible to appropriate persons.

Substances, which have not been subjected to an assessment, shall not be used under any circumstances, without approval from the Directors.

Where substances require specific handling or storage conditions, these requirements are detailed in a work instruction or other similar document. Relevant employees are informed of these conditions.

Provision and Use of Work Equipment

Equipment provided to employees for the purpose of undertaking their defined work activities is checked, maintained and/or inspected, so far as is reasonably practicable, to ensure both continued suitability for use and compliance with the relevant legislation. Records of maintenance and inspections are maintained.

Where an item of equipment is seen to be damaged, or otherwise malfunctioning to such an extent that it may expose users to a health/safety risk, the equipment is withdrawn to prevent unauthorised use pending repair.

Employees required to use any item of equipment where foreseeable risks are associated with its routine use, are given sufficient training and supervision concerning its safe usage. Supplementary instructions are prepared where necessary.

Employee Welfare

Occupational Health

Where occupational health risks are identified the Company monitors the health of those employees concerned. Particular attention is given to risks which:

1. Have the potential to seriously affect an individual's health
2. Cause existing ill health conditions to deteriorate
3. Affect the efficiency or effectiveness of an individual's work

Where appropriate, competent persons will coordinate the completion of confidential medical questionnaires/information and instigate routine medical examinations for employees exposed to specific risks.

For occasions where employees develop any of the following medical conditions, they should inform their manager:

1. Chest or bronchial conditions
2. Heart complaints, high/low blood pressure, epilepsy
3. Asthma
4. Diabetes
5. Giddiness/fainting
6. Allergic reaction to any substance/activity

Where appropriate and reasonable action is not taken, the employee is encouraged to make a written report to their manager.

Medicines at Work

The Company does not provide employees with any form of medicinal drugs at work.

Employees are expected to give consideration to the effects of any medication taken for reasons of ill-health, especially medications that advise:

1. "May cause drowsiness"
2. "Do not drive or operate machinery"

Where such effects are observed, employees should inform their Manager.

Smoking and Vaping

The Company operates a rigid non-smoking policy to comply with the current 'Smoke-Free' legislation. Smoking and vaping is prohibited in all areas of the workplace (offices, toilets etc) at all times. The smoking shelter has been designated the smoking area for smokers and people who vape which is situated in the corner car park. The area is kept clear of clutter and the smoking bin is emptied periodically. Failure to abide by these regulations will result in disciplinary proceedings as per the Company's disciplinary procedures and may result in dismissal.

Welfare Facilities

Employees are able to eat lunch at their desk. Alternatively, there is the kitchen area, with a suitable clean environment and stools to take their breaks. Only two members of staff are authorised to use the kitchen at any one time and 1 member of staff in the toilets.

All areas of work where employees are required to undertake routine activities are suitably ventilated with fresh or purified air. Where it is not practicable to maintain such areas at reasonable temperature, employees are provided with suitable protective clothing.

Where employees are required to make repetitive actions or carry out tasks where little body movement is required, for long periods of time, they are expected to take suitable breaks and/or complete specific exercises at regular intervals. Appropriate training and instruction concerning such breaks is given to those employees involved.

Personal Protective Equipment

Where the need for personal protective equipment has been identified, to protect either employees or any other person who may be affected by specific activities, the Company provides suitable equipment.

Where applicable, personal protective equipment complies with all necessary standards.

Users of personal protective equipment are responsible for ensuring that this equipment is used, stored and maintained in an appropriate manner. Where users observe such equipment to be damaged or otherwise unsuitable for use, they are required to report the observations to the Company Health and Safety Officer at the earliest opportunity.

Users of personal protective equipment must not use any equipment that is observed to be damaged or otherwise unsuitable for use.

Lone Workers, including home workers

Employers have a duty under health and safety legislation to ensure that all their staff, including those working alone, are protected at all times.

No staff member will work alone on any task that has been assessed as having any risks.

Staff who work by themselves without close or direct supervision, or those who have to visit other premises, should make sure their colleagues or manager know where they are going by using the External field day sheet.

Any employee likely to be in a lone working situation should ensure that they are provided with a contact telephone number of a work colleague and that the number is immediately to hand (e.g., stored in the employee's mobile phone memory).

Working on Site

There may be occasions that you are required to visit other premises. These can include clients' and suppliers' offices. In addition, you may visit sites that have serious health and safety implications, for example construction, quarry, waste recycling, processing, manufacture and engineering locations.

You must ensure that you:

- Comply with government guidelines and company policies and procedures.
- Always remain aware of your surroundings and the likely risks.
- Always follow the specific site rules and procedures.
- Wear the correct Personal Protective Equipment (PPE).
- Familiarise yourself with the emergency procedures and site arrangements.

You should be given instruction on the above points as soon as you arrive at site. If not, you must ask your contact or Site Manager before starting work.

If at any point you feel threatened, you should leave site immediately and contact the office immediately.

Consultation, Supervision, and Training

Employee Consultation and Involvement

Health and safety is a permanent agenda item at management review meetings, which are held at regular intervals.

On commencement of employment all employees are provided with suitable and sufficient information and instruction relating to essential health and safety issues. During this instruction, employees are encouraged to discuss future concerns or views regarding health and safety with the Company Health and Safety Officer.

Where existing health and safety policies or arrangements are modified, or additional arrangements are enforced, the Company Health and Safety Officer is responsible for discussing these developments with all employees, to ensure a clear understanding throughout the organisation.

A copy of both the Company's Health and Safety Policy Statement and any associated arrangements are fully accessible to all employees.

Supervision and Training

All employees are given suitable training to enable them to undertake their assigned responsibilities competently. Employees are not required to carry out any task in an unsupervised capacity until they have received suitable training.

Training needs are reviewed on an on-going basis to identify the need for new training or re-training.

Suitable training is provided for all identified training needs. Responsibility for ensuring that such training is completed and is effective rests with the relevant manager.

Records of training are maintained in accordance with the procedure for training.

Accident Reporting and Investigation

Accident Reporting

All accidents, incidents and near misses however small are reported to the Health and Safety Officer.

Where first aid treatment is given, patient details are also recorded in the Accident Book by the first aider concerned.

In addition to the above actions, the Company also has a statutory duty under RIDDOR, to report certain incidents, accidents, dangerous occurrences and illness to the Health and Safety Executive. A schedule of these reportable occurrences is contained in the accident book.

First Aid

The Company ensures that a sufficient number of trained first-aiders are available during work hours. Details of first-aiders are displayed in each working area.

The Company also ensures that an adequate stock of essential first-aid resources is also readily available. Stocks of first-aid resources are checked at least four times per year by a first-aider (or other nominated person) who confirms this check on the relevant first-aid stock list.

Following a personal accident, the first-aider should be contacted and is responsible for assessing the situation/severity of injury occurred, and coordinating the necessary actions. Where that nature of the injury is deemed serious, the following actions are carried out.

1. Phone for emergency assistance if required.
2. Inform a First Aider and /or health and safety officer

Employees who are absent from work due to a work-related illness or accident are required to notify the Company, (preferably their Manager, of pertinent details on the first day of absence.)

Accident, Incident and Near Miss Investigation

Following an accident, incident or near miss the Director is responsible for ensuring that the appropriate investigation is carried out to determine the cause. The findings of the investigation will be recorded and filed.

Accident Prevention

Safety audits are carried out at scheduled intervals, to confirm that the defined arrangements for health and safety remain in place. The findings of these audits are recorded.

Fire and Evacuation

Raising the Alarm

If you discover a fire, sound the alarm which is a siren, and advise a Director so that the Fire Brigade can be notified.

On hearing the alarm, all employees should:

1. Leave the building in an orderly manner using the nearest exit, ensuring that doors and windows are closed (if safe to do so).
2. Assemble at the designated assembly point which the smoking shed and report to the person responsible for carrying out the roll call.

The Directors are responsible for carrying out the roll call and ensuring that all personnel/visitors in their respective areas are identified, accounted for and are clear of the building.

If Directors are not present, then the senior manager on the premises takes charge.

DO NOT RE-ENTER THE BUILDINGS unless it has been declared safe by the Senior Fire Officer or other similarly qualified person in attendance.

Stay at the assembly point until advised otherwise by a Director/Manager or the emergency services.

Procedure for Contacting the Emergency Services

The correct procedure for contacting the emergency services is as follows:

1. Dial 999 to call the Fire Brigade.
2. When connected to the fire service state clearly the nature of the emergency and the Company's address.
3. **DO NOT** replace the receiver until this information has been correctly acknowledged.

Fire Marshals Responsibility

Check designated areas to confirm complete evacuation and closure of doors and windows, where it is safe to do so.

Use of Fire Extinguishers

Employees must **NOT** tackle a fire unless training has been received concerning the use of firefighting appliances provided.

Where training has been provided, employees shall only tackle fires if it is safe to do so without putting themselves or others at risk.

Where smoke is observed to be coming from under a closed door, **DO NOT** open the door.

1. Fire extinguishers may contain different extinguishing agents therefore CHECK TYPE OF EXTINGUISHER BEFORE USING. It is important to ensure that different types of extinguishers are ONLY used for their designated purposes.
2. New fire extinguishers have a RED body and its use is defined by its colour coded identification label. (NOTE: on older appliances the body colour of the extinguisher may indicate its contents).

Colours are as follows:

Colour	Type	Types of fire to be used on
Red	Water	Wood, paper, textiles only
Blue	Powder	Wood, paper, textiles, petrol, oil, fat, paint, electrical
Black	Carbon Dioxide	Petrol, oil, fat, paint, electrical
Cream	Foam	Petrol, wood, textiles, oil, fat, paint

Contractors and Visitors

Selection of Contractors

All contractors are evaluated prior to use to confirm their competence is suitable for the nature of work being undertaken. Contractors are evaluated in accordance with Company procedures.

Contractors are provided with information and where necessary, details of precautions to be taken in relation to known potential hazards associated with the work to be undertaken. Contractors are provided with this information **PRIOR** to commencing their work.

The Directors are responsible for monitoring the work undertaken by contractors, to ensure that safe working practices continue to be adopted.

Visitors

All visitors are required to ensure that their vehicles are left in parking areas, and do not obstruct fire escape routes, private or public routes, other vehicles or designated entrances to Company buildings.

On entering the Company premises, all visitors are required to report to reception and sign the visitor's book.

Visitors are accompanied or supervised at all times whilst on Company premises, unless otherwise authorised by the relevant Managers or the Director.

Visitors are not allowed to remove any item or document from the premises without prior authorisation.

In the event of an emergency, visitors will be supervised and/or given appropriate instructions for the actions to be taken to preserve their safety. Visitors are required to observe any instruction given by persons enforcing the Company safety policies.

Visitors are required to report any accidents, incidents and near misses that occur to the person they are visiting.

Children are not allowed on the Company premises or any other premises under the control of the Company without permission from a Director.

Housekeeping

Cleanliness and Waste Materials

All work areas, rest areas and sanitary conveniences, (including furniture and furnishings), are maintained in sufficiently clean and hygienic conditions, so as to prevent any associated ill-health.

Work equipment is cleaned as appropriate to ensure its continued safe and efficient operation.

All employees are expected to contribute to the maintenance of a clean and tidy working environment.

Spillages

Accidental spillages are contained at the earliest opportunity to prevent excessive spread. Spillages are then cleaned up immediately. A free standing floor sign is used to highlight a wet floor during a cleaning process.

Personal Protective Equipment

Personal protective equipment is stored in a manner which preserves its functional capability at all times when not in use.

Employees are responsible for checking personal protective equipment for visual defects, and other specific features where specified, prior to use. Where personal protective equipment requires specific storage requirements, these requirements are defined and documented.

Gangways and Pedestrian Routes

All gangways and access to or egress from working areas are kept clear and free from obstacles or other hazards, which could cause slips, trips and falls.

All work areas and emergency exits are regularly checked by the relevant Manager to ensure that they are kept clear. Employees found causing blockages to emergency exits will be formally disciplined.

Signs and Warnings

Where necessary, appropriate safety signs or other suitable warnings are used to identify potential hazards. These signs or warnings are regularly checked to confirm that they can be clearly seen and/or heard and where appropriate, employees are familiar with the associated actions to be taken.

Windows and Ventilation

All windows are maintained in a clean condition, to ensure adequate levels of light and visibility. Where windows are designed to be opened for ventilation purposes, the windows are maintained as necessary to ensure the any mechanical devices affecting their use are suitably maintained or repaired to ensure correct operation.

Where any form of mechanical air conditioning/purifying system is used, these systems are inspected every fourteen (14) months, more often if required.

Employees are not subjected to uncomfortable draughts from ventilation methods used.

Car park

All visitors are required to ensure that their vehicles are left in parking areas, and do not obstruct fire escape routes, other vehicles or designated entrances to Company buildings. The speed on site is 5 mph.

Lighting

Adequate and suitable lighting is provided to enable employees to undertake their duties comfortably, avoiding any form of eyestrain or glare.

Where workstations or work areas are re-located, existing lighting arrangements are reviewed, and modified if required, to maintain suitable working conditions. Defective bulbs and fluorescent tubes are replaced promptly.

Security

Responsibility for ensuring that the Company premises are made secure during non-working hours rests with the Directors. This responsibility includes:

1. ensuring that all windows and external doors are securely fastened and locked.
2. ensuring that all fire doors are closed.
3. ensuring that electrical appliances and machines are turned off.
4. ensure that no risk to the public is left unchecked and is made safe.

In the event of a burglary or any other emergency during out of work hours, the Directors are responsible for coordinating appropriate action.

Electrical Hazards

General Requirements

Electrical equipment provided for use by either employees or sub-contractors is maintained in a safe condition and in accordance with relevant statutory duties.

Users of electrical equipment are required to handle, store and use such equipment in a manner that preserves safe working conditions. Where users find electrical equipment to be defective or unsuitable for safe use, the equipment must not be used until authorisation is given by a Director.

All portable electrical appliances are regularly inspected to confirm continued integrity. Portable appliances are clearly marked and/or controlled to prevent unauthorised use of equipment that has not been inspected or is otherwise unsuitable for use.

Safe Working

The following precautions should be observed when using electrical equipment to minimise the risk of accidents.

All equipment, appliances and associated cables must be protected against overload and short circuits by suitable electrical protection devices.

All cable conductors are electrically insulated and protected against mechanical damage. Additionally, exposed cables designed for regular re-positioning (e.g. extension leads, portable appliance leads, etc.) are flexible and protected as necessary to prevent damage being sustained during use.

Long extension leads, whenever possible should not be trailed across floors. Cable routes should be chosen to avoid exposing the cable to foreseeable damage. Where cables are routed across pedestrian routes or vehicle gangways, the cables are either buried or protected by surface ramps.

Portable equipment should be checked by users PRIOR to use, for damage to:

1. the casing
2. plug pins
3. connection terminals, where appropriate
4. cable anchoring devices
5. cable sheath

Any damaged cables are replaced by new cables at the earliest opportunity. Temporary repairs are only made to cables where it is not possible to replace a damaged cable immediately. Such repairs are made using suitable proprietary cable joiners and repaired cables are not electrically charged until the repair has been checked by a qualified electrician.

Control Measures - (All items - refer to Electricity at Work Regulation 1989)

All cable connections must be properly made. Under no circumstances will insulation tape alone be used to protect any repair or join in extension cables. Work on equipment will only be done by an authorised person.

The correct extension cables will be used to cope with wet and rough conditions. Extension cables will be minimised by the provision of adequate numbers of socket outlets. Extension cables when used will be routed so as not to cause tripping or similar hazards. If any faults are found the equipment must be switched off and disconnected from the power supply.

Do not lift or pull equipment by the cable, the connections may become broken and create a hazard. Cables will be routed, so as to be protected from damage.

Records

Record Completion

The Directors are responsible for ensuring that statutory records are completed fully and correctly. These records are identified in appropriate procedures, work instructions or other similar documents.

Under no circumstances should record entries be made falsely. Falsifying record details is considered as gross misconduct for which appropriate action is taken.

Completed records are stored and retained in accordance with the procedure for records.

Record Retention

Where necessary, records are archived or transferred to some other suitable storage/reference format at the discretion of the Director. Where methods of archiving are used, such methods ensure that records can be retrieved easily for reference purposes.

Records relating to health and safety issues are retained for at least 3 years unless specified elsewhere, to conform to statutory requirements.

Health and Safety records are not disposed of until their minimum retention period has expired. The disposal of such records is authorised by the Director.

Specific Hazards

General Working Practices

Employees must not operate any item of equipment unless they have been trained and are authorised to do so.

Employees must report to their Manager any fault, damage, defect or malfunction observed with any item of work equipment.

Employees must not clean, maintain or otherwise tamper with moving equipment, unless requirements are specifically defined, and the person concerned is authorised to undertake the tasks involved.

Employees must not make any repairs or carry out maintenance work of any nature unless authorised to do so.

Company Vehicles / Personal Vehicles

Drivers of Company vehicles are required to carry out routine checks of their vehicle in accordance with the manufacturer's recommendations.

Employees are allowed to drive only those vehicles for which they hold an appropriate licence or permit.

Employees must not carry unauthorised passengers or loads in Company vehicles, nor use Company vehicles for unauthorised purposes.

Employees must not load vehicles above specified capacities.

Employees must not drive or operate Company vehicle whilst suffering from any medical condition or illness that may affect their driving/operating ability.

It is the policy of this Company to ensure that staff who are required to drive as part of their work activities are competent to drive. Staff are responsible for daily checks and to ensure that the company vehicle is kept in good working order, staff are to report any defects or problems.

The Directors will be responsible for ensuring that staff who are required to drive are competent to drive and will keep and maintain records on checks carried out on their driving licenses.

All staff are responsible for ensuring that any car accident is reported to the Directors. It is the Company's policy to ensure that an employee using their own vehicle for the purpose of work must also have insurance that covers them for Business Use. Managers are responsible for ensuring that staff required to have insurance that covers them for Business Use and is also responsible for keeping and maintaining records of any such checks.

The Company does not encourage the use of mobile telephones whilst driving. Any employee who uses a mobile phone while driving must ensure that it is only used with approved hands-free system fixed in their vehicle. Use without a hands-free kit is forbidden. We recommend that while driving only incoming calls are to be taken and that these are to be kept brief. The responsibility for the safe control of a vehicle rests with the driver.

Company Rules

All employees are to observe the following rules.

1. Report any accident, however minor, dangerous occurrence or illness occurring at work or as a result of your work to your Manager at the earliest possible opportunity.
2. Comply with the Company's policies, procedures and arrangements for Health and Safety, and co-operate as necessary to ensure continued compliance with statutory duties.
3. Use hand sanitiser and anti-bacterial wipes where necessary.
4. Do not undertake any work activity with a medical or other condition (e.g., resulting from alcohol, drugs etc.), which may affect your ability to work safely.
5. Do not run at any time.
6. Spillages must be cleaned up immediately or otherwise contained and reported.
7. Horseplay and practical jokes are prohibited at all times.
8. Under no circumstances should objects be thrown.
9. Do not interfere with any equipment or safety devices without authorisation to do so.
10. Personal Protective equipment must be worn in all prescribed circumstances. Employees are required to handle, use and store such equipment in a manner that preserves its suitability for use.
11. Your Manager must be advised of all equipment observed to be defective or otherwise unsuitable for use, including personal protective equipment, at the earliest opportunity.
12. Employees must wear suitable clothing while at work.
13. Gangways and fire exits must be kept clear of obstructions at all times and other places of work must be maintained in a clean and tidy condition.
14. Assist as required with accident investigation, to establish the cause and prevent similar recurrence.