



**LUCY ZODION LTD  
STATION ROAD  
SOWERBY BRIDGE  
HX6 3AF**

**COMPANY POLICY FOR  
HEALTH, SAFETY  
AND WELFARE**

**JULY 2019**

**THIS POLICY  
SUPERSEDES ALL  
PREVIOUS ISSUES**

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**LUCY ZODION LTD**  
**HEALTH AND SAFETY POLICY**  
**CONTENTS**

	Part	Section
Foreword		

**PART ONE – STATEMENT OF INTENT**

Health and safety policy statement.....	1	1
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**PART TWO – ORGANISATION**

Organisation chart.....	2	1
-------------------------	---	---

**Duties and responsibilities:**

General Duties.....	2	2
Nominated Director.....	2	3
All Employees.....	2	4
Operations Director.....	2	5
Financial Director.....	2	6
Sales Director.....	2	7
Technical Programme Lead.....	2	8
Operations Manager.....	2	9
Wired Pillar Manager.....	2	10
Project Engineer Manager.....	2	11
Team Leader.....	2	12
Warehouse Supervisor.....	2	13
Operational Staff.....	2	14
All Office Based Staff.....	2	15
Contractors.....	2	16
Raising matters of health, safety and welfare.....	2	17
Where other safety documents are kept.....	2	18

**PART THREE – ARRANGEMENTS**

**(Listed in the order that they appear behind the relevant tab)**

	Part	Tab
Abrasive wheels.....	3	A
Access and egress.....	3	A
Accident/incident reporting & investigation.....	3	A
Alcohol and drugs.....	3	A
Artificial Optical Radiation (AOR).....	3	A
Asbestos - Management of asbestos in premises.....	3	A
Cartridge and gas operated tools.....	3	C

Company vehicles.....	3	C
Compressed Air.....	3	C
Consultation with employees.....	3	C
COSHH - Control of substances hazardous to health.....	3	C
Designer's duties under CDM.....	3	D
Disabilities.....	3	D
Display screen equipment.....	3	D
Driving on Company business.....	3	D
Dust control.....	3	D
Electrical safety.....	3	E
Emergency arrangements.....	3	E
Fire precautions.....	3	F
Fire safety on construction sites.....	3	F
First aid.....	3	F
Health risks.....	3	H
Health surveillance.....	3	H
Highly Flammable Liquids and Liquid Petroleum Gas.....	3	H
Homeworking.....	3	H
Hot works.....	3	H
Induction into the Company.....	3	I
Legionella.....	3	L
Lifting operations – Cranes .....	3	L
Lifting operations - Routine.....	3	L
Local Exhaust Ventilation.....	3	L
Lone working.....	3	L
Machinery.....	3	M
Manual handling.....	3	M
Mechanical plant.....	3	M
Mobile Elevated Work Platforms (MEWPS).....	3	M
Monitoring and inspection.....	3	M
New and Expectant Mothers.....	3	N
Noise.....	3	N
Office safety.....	3	O
PPE (Personal Protective Equipment).....	3	P
Risk assessment.....	3	R
Scaffolding and access equipment.....	3	S
Slips, trips and general housekeeping.....	3	S
Smoking.....	3	S
Statutory notices, posters and documents.....	3	S
Storage.....	3	S
Sub-contractors and self-employed.....	3	S
Temporary and casual staff.....	3	T
Traffic management.....	3	T
Training.....	3	T
Underground services.....	3	U
Vibration – Hand Arm.....	3	V
Violence and bullying.....	3	V
Visiting construction sites.....	3	V

Visitors.....	3	V
Welding and cutting.....	3	W
Welfare.....	3	W
Work at height.....	3	W
Work related stress.....	3	W
Work related upper limb disorders.....	3	W
Young persons.....	3	Y

## **FOREWORD**

This policy replaced the previous version in July 2019.

It will be regularly reviewed and amended to keep it current with developments within the company and any changes to health and safety legislation relevant to our operations. It will also be further amended following consultation with members of staff, pursuant to the Health and Safety (Consultation with Employees) Regulations 1996 (As amended).

The views and comments made will be, where appropriate, incorporated into the Policy.

This procedure will be followed at future annual reviews.

In the meantime, all staff and operatives are constantly encouraged to take an active interest in safety and to use the consultation form provided within part 3.

**END**

**LUCY ZODION LTD**  
**GENERAL STATEMENT OF POLICY ON**  
**HEALTH, SAFETY AND WELFARE**

The Company recognises that under the Health and Safety at Work etc Act 1974 it has a duty to ensure, so far as is reasonably practical, the safety, health and welfare of all persons affected by its activities. As such we are committed to complying with the statutory requirements placed upon us, and following industry best practice guidance, relative to the work carried out by our employees and the Occupational Health and Safety Hazards to which they are exposed. We aim to adopt the highest possible standards of safety in all our workplaces and in pursuit of this, we seek to ensure, so far as is reasonably practicable:

- The provision and maintenance of safe workplaces, plant and equipment, and safe systems of work.
- Clear definition of responsibilities of management and employees at all levels.
- Provision of appropriate information, instruction, training and supervision.
- Provision of effective systems of communication on all health and safety matters.
- Adequate opportunities for employee consultation on health and safety matters.
- Co-operation with other organisations in respect of health and safety.

These provisions are made in pursuance of our aim to prevent injury or ill health to anyone who may be affected by our work. In order to continually improve our Occupational Health and Safety management systems and performance, we will carry out periodic reviews of these in consultation with our employees. The aim of these reviews is to set Occupational Health and Safety objectives in order to further improve our performance.

All employees must be aware that they have a legal duty and are required not only to work in a safe manner, but also to co-operate in efforts to create safe working conditions. We will ensure that all persons working under the control of the Company are made aware of their Health and Safety responsibilities as detailed in Part 2 of this Policy. This will be achieved through induction for employees or provision of the relevant sections of Parts 2 and 3 of the Policy for subcontractors. The Policy will also be available to other interested parties should they have reasonable cause to require it.

Set out in this policy are details of the chain of safety responsibilities from Directors to Operational staff.

The arrangements for implementing the policy are described in part 3 of the policy, which forms the company's safe working procedures manual, the master copy being kept at Lucy Zodion Sowerby Bridge.

Specific training will be given to employees on how to recognise and guard against foreseeable hazards and how to meet the responsibilities placed on them.

The company has a good health and safety record. The co-operation of everyone is necessary in order that standards may be maintained or improved wherever possible.

Please give your commitment to safety!

Signed.....  
Mr John Fox (Managing Director)

Dated..... 13<sup>th</sup> Aug 2019

This Policy will be reviewed in July 2020 and may be amended following consultation with members of staff.

**PART TWO**

**SECTION 1**

**ORGANISATIONAL CHART FOR HEALTH, SAFETY & WELFARE.**

Please refer to form P60.

A copy of which is stored on Lucy Zodion shared drive

## **PART TWO**

### **SECTION 2**

#### **HEALTH AND SAFETY MANAGEMENT GENERAL RESPONSIBILITIES**

Our Managing Director has responsibility for the effective oversight on all Health Safety and Wellbeing within the organisation.

They have designed, communicated and implemented effective responses to the ten key issues below.

##### **1) Management of Health Safety and Wellbeing**

- Appoint a Nominated Leader of Health, Safety & Wellbeing in the workplace.
- Ensure there is a formalised written policy and supporting management arrangements.
- Review the management system at a period of no longer than twelve months
- Actively monitor our processes and systems
- Strive for continuous improvement regarding H&S performance and outcomes
- Consult with employees and other stakeholders on H&S matters.
- Manage effective communication to include all whose first language is not English or who fall within the scope of the current Equality Act
- Ensure an adequate level of Employers' Liability Insurance is in place
- Where appropriate provide Public Liability to the correct level of cover.
- Ensure Safe systems of work have been designed communicated and implemented
- Implement effective hazard identification and reporting systems.
- Ensure operational hazards are removed or effectively controlled.
- Design communicate and implement procedures to identify and address occupational health risks.
- Introduce Health Surveillance programme where appropriate

##### **2) Risk Assessment**

- Complete suitable and sufficient risk assessments for the undertaking
- Document these risk assessments and ensure all persons who are affected by them have free access to them
- All Risk Assessments to be subject to periodic review not more than twelve months
- Effectively communicate these risk assessments and supporting H&S information to all who may be affected by them. Taking care to ensure this applies to all those who do not have English as their first language or who have sensory impairments falling under the scope of the current Equality Act



### **3) Contractor Control and Management**

- Ensure that health and safety is embedded into the procurement process.
- Ensure H&S competency and other due diligence checks for all Contractors prior to engagement.
- Monitor H&S performance of Contractors during their operational activities
- Ensure effective Co-operation and Control between all contractors operating in the undertaking
- Provided all appropriate H&S inductions and briefings for contractors and visitors.

### **4) First Aid Provision and Accident / Incident Reporting**

- Appoint a person responsible for management of First Aid Provision in the workplace
- Ensure there is sufficient trained first aid personnel available during operational hours.
- Ensure first aid kits are suitable stocked, sterile items in date and all first aid equipment is fit for purpose and in good order
- Record all accidents, incidents and dangerous occurrences.
- Implement investigation for all accidents and incidents reporting to the enforcement authorities where appropriate

### **5) Fire Safety Management**

- Appoint a Responsible Person for Fire Safety
- Complete suitable and sufficient Fire Risk Assessment for the undertaking.
- Communicate all significant findings of the risk assessment to the appropriate persons and stakeholders.
- Ensure there are adequate arrangements for safe Evacuation of premises or events in the care of emergency
- Communicate these to all who may be affected by them.
- Have all detection and alarm systems, fire-fighting equipment, emergency lighting tested and serviced within the appropriate time frames by competent persons

### **6) Workplace Environment**

- All premises shall be fit for purpose and adequately lit, heated, and ventilated
- Safe systems of work shall be designed communicated and implemented which are fit for purpose and specific to the work environment.
- All workplaces will be provided adequate welfare facilities.
- Implement appropriate planned and reactive maintenance regimes

- Maintain good standard of housekeeping in all areas.
- Ensure that the fixed electrical installation is competently installed and maintained.
- Implement periodic testing and inspection of electrical installation within the correct time frames
- Ensure that the gas supply is competently installed and maintained.
- Implement test and inspection of the mains gas supply within the correct time frames
- Manage the risks posed by Asbestos by completing survey, management and monitoring of all ACM's.

## **7) Workplace Equipment**

- Only competent persons to use workplace equipment
- Training to be provided in the use of equipment where appropriate
- All equipment used in the undertaking shall be fit for purpose and in good order
- All work equipment shall be subject to both planned and reactive maintenance
- Where appropriate equipment to be tested in accordance with written scheme of examination by competent engineer where required by statutory obligation and within
- Records of test and inspection to be held centrally

## **8) Use of Substances**

- Ensure that only competent persons have access to and use substances
- Ensure all substances are stored in appropriate containers labelled as required.
- Provide correct storage facility for all substances
- Never store substances together which could be volatile or otherwise have potentially hazardous reaction if mixed.
- All spillages will be cleaned up using methods outlined in the COSHH risk assessments and the manufacturers safety data sheets

## **9) Manual Handling**

- All Manual Handling tasks and operations will be Risk Assessed
- Risk assessments will be communicated to all who may be affected by them.
- Only competent persons to undertake manual handling tasks
- training and information delivered on manual handling principals and techniques
- Mechanical or other assistance sought for complex or heavy loads

## **10) Personal Protective Equipment**

- PPE will be provided which is fit for purpose and in good order
- PPE will be fitted and tested for the individual requirement where appropriate
- No charges shall be levied to the worker for and PPE
- Training and instruction in the correct use of PPE will be delivered
- Only competent persons will use complex safety devices and equipment
- Staff shall report all defect or loss of equipment
- Appropriate storage facility will be provided for PPE

## **Active Monitoring and Continuous Improvement**

We have a system of active monitoring using periodic checklists, safety records, training matrices, workplace inspections and site visits.

Our policy and management arrangements are reviewed periodically, at interval of no longer than twelve months and improvements to our systems introduced where appropriate or if required by legislative changes or industry sector best practice

The Managing Director has overall responsibility for effective implementation of this Health and Safety management system.

Some management duties or H&S tasks may be delegated.

Those to whom management responsibilities or tasks have been delegated have the appropriate level of training and instruction prior to assuming these roles.

## **PART TWO**

### **SECTION 3**

#### **INDIVIDUAL RESPONSIBILITIES**

##### **NOMINATED DIRECTOR RESPONSIBLE FOR HEALTH AND SAFETY**

**(MR JOHN FOX)**

##### **The Nominated Director:**

- 3.1. The Nominated Director has responsibility for day to day implementation of the health, safety and welfare policy within the Company. In this respect will have full understanding of the Health Safety and Welfare policy and supporting management arrangements
- 3.2. They should be aware of all statutory requirements affecting the company's operations.
- 3.3. Administer the safety policy, throughout the company, by appointing key personnel to assist in the management of the day to day implementation of the policy.
- 3.4. Ensure adequate financial resources are available to meet the requirements of the safety policy in all respects.
- 3.5. Set a personal example when visiting sites by promoting positive attitude to H&S and by wearing appropriate protective equipment.
- 3.6. Ensure that appropriate safety training needs are identified and training delivered to all staff as necessary.
- 3.7. Ensure that records of all training are held centrally and that training will be refreshed or renewed as required.
- 3.8. As the Nominated Director organise all appropriate testing and certification of all plant, equipment and accessories as required by statutory obligation or industry best practice.
- 3.9. Act as Responsible Person with regard to Fire Safety Management
- 3.10. Act as the Appointed Person With Regard to First Aid Provision in the workplace

- 3.11. Ensure that the company's policy for health, safety and welfare is brought to the notice of all employees and is periodically reviewed annually and updated where appropriate.
- 3.12. Establish employee consultation channels, safety committees and working groups, where appropriate.
- 3.13. Provide resources for the provision of adequate Personal Protective Equipment which is; of the correct BS EN or other approved standard, is correctly fitted, face-fitted in the case of RPE, is regularly maintained by a competent person and is stored appropriately
- 3.14. Where safety duties have been delegated, ensure such persons are provided with the necessary resources, time and support to enable them to carry out their duties effectively.
- 3.15. Ensure robust due diligence pre-qualification prior to engaging contract service providers
- 3.16. Ensure all breaches of policy guidelines and rules are dealt with in an appropriate and timely manner.
- 3.17. Appoint a "competent person" to assist the Company in meeting its obligations for health, safety and welfare.
- 3.18. Liaise with the company Safety Advisers on a regular basis.
- 3.19. Report to the relevant stakeholders the safety performance of the undertaking.

**END**

## **PART TWO**

### **SECTION 4**

#### **INDIVIDUAL RESPONSIBILITIES**

##### **ALL EMPLOYEES**

- 4.1. **The health and safety responsibilities allocated to employees relative to their role within the company are covered in the following sections. All employees are also reminded that the following are legal duties placed upon them by sections 7 and 8 of the Health and Safety at Work etc Act 1974. Breach of these duties can lead to disciplinary measures and could result in legal action:**
- 4.2. Take care for the health and safety of themselves and all other persons who may be affected by their acts or omissions.
- 4.3. Co-operate with management and supervisory staff in consulting on matters concerning health, safety and welfare in the workplace.
- 4.4. Not to intentionally or recklessly misuse, abuse or interfere with anything provided in the interests of health and safety
- 4.5. Report all accident, incidents and dangerous occurrences to the appropriate person and co-operate fully with investigations; both internal and external.
- 4.6. Inform their employer of any medical condition or other circumstance which may adversely impact on their health safety and wellbeing or that of others.

**END**

**PART TWO**  
**SECTION 5**  
**INDIVIDUAL RESPONSIBILITIES**  
**OPERATIONS DIRECTOR**

- 5.1. The Operations Director has overall responsibility for health, safety and welfare within the sphere of production operations.
- 5.2. Duties include understanding the Company Policy for Health, Safety and Welfare.

**The Operations Director should:**

- 5.3. Ensure that production facilities and processes are resourced to adequately to allow for proper safe systems of work, facilities, plant and equipment to avoid poor health and safety outcomes and wastage.
- 5.4. Liaise with the Operations Manager and Wired Pillar Manager to ensure that industry "best practice" is met, so far as is reasonably practicable, in all production, storage and adjacent support areas.
- 5.5. Communicate new and/or amended health and safety information to the company's managers for dissemination to staff, in particular through the regular management and staff meetings.
- 5.6. Liaise with the company Safety Advisers/Competent Person on a regular basis.
- 5.7. Respond to any questionnaires regarding the company's policy on health, safety and welfare, supply chain and safety and product safety.
- 5.8. Set a personal example when by promoting positive behaviour and where appropriate wearing personal protective equipment.
- 5.9. Keep aware of changing legislation, codes of practice, guidance notes, policies, etc. whether of external or company origin.
- 5.10. Deal with breaches of policy or company health and safety rules in an appropriate and timely manner
- 5.11. Identify specific training requirements and bring to the attention of the Managing Director and Operations Manager

- 5.12. Assist the Responsible Person for Fire Safety Management by acting as data keeper for records of all tests and certificates for fire-fighting equipment, emergency lighting and automatic detection & alarm systems where appropriate.
- 5.13. Report to the Nominated Director on any matters of concern.

**END**



**PART TWO**  
**SECTION 6**

**INDIVIDUAL RESPONSIBILITIES**

**PERSON RESPONSIBLE FOR OFFICE SAFETY & SAFETY ADMINISTRATION  
(FINANCIAL DIRECTOR)**

**The Financial Director should:**

- 6.1. Ensure that all relevant information regarding Health, Safety and Welfare is brought to the notice of all office based employees.
- 6.2. Ensure that office: area, task, substance, personal and fire risk assessments are prepared and communicated effectively to office staff.
- 6.3. Ensure that office staff required to use complex equipment or machinery are trained in its use and are not permitted to carry out any repairs unless competent.
- 6.4. Ensure that, where required, office machinery is fitted with necessary guards and safety devices.
- 6.5. Ensure all office equipment is serviced and maintained as recommended by the manufacturer, and all relevant certificates and documentation held centrally in the H&S files.
- 6.6. Ensure that offices are laid out and maintained to ensure safety of staff and visitors.
- 6.7. Ensure that adequate first aid facilities are available together with an Appointed Person.
- 6.8. Assist the Appointed Person by monitoring and replenishing First Aid Kits on premises and in company vehicles where required.
- 6.9. Assist the Responsible Person for Fire Safety Management by arranging to record timings and outcomes of fire emergency evacuations and keeping records in the fire safety log.
- 6.5. Ensure that all adequate records of accidents are held and investigated at the appropriations are conducted at the appropriate level; involving management teams and safety advisors where necessary.
- 6.6. Where appropriate ensure accidents incidents and dangerous occurrences are reported to the enforcing agencies within correct time frames

- 6.7. Ensure that welfare facilities for office areas are provided and staff are delegated to correctly maintain them.
- 6.8. Assist the Finance Director to Manage the Office areas in order to ensure that they are laid out and maintained to ensure safety of staff and visitors.
- 6.9. Ensure DSE assessments are completed for the relevant staff and that findings are acted upon these are to be reviewed as staff circumstances change or at least annually.
- 6.10. In association with the Sales Director assist the Nominated Director complete, and maintain records of, M.O.T. inspections, service records, weekly and pre use checks for all company vehicles.
- 6.11. Maintain data base of and review at least annually driving licenses for those staff who drive on company business.
- 6.12. Assist the Nominated Director in organizing data keeping of all appropriate; testing, calibration and certification of plant, equipment and accessories as required by statutory obligation or industry best practice.
- 6.13. Liaise with the company Safety Adviser in order to ensure that new and/or amended legislation or industry best practice is implemented within the appropriate timeframes, and all staff are made aware of the changes.
- 6.14. Report to the Nominated Director on any matters of concern.

**END**

**PART TWO**  
**SECTION 7**

**INDIVIDUAL RESPONSIBILITIES**

**(SALES DIRECTOR)**

**The Sales Director should:**

- 7.1. Ensure that all relevant information regarding Health, Safety and Welfare is brought to the notice of all staff under their control.
- 7.2. Complete suitable and sufficient risk assessment for all activities within their control
- 7.3. Ensure the risk assessments are communicated to all who may be affected by them
- 7.4. Ensure that adequate first aid kits are available and kept well stocked for all field based staff
- 7.5. Ensure that all accidents and incidents are investigated at the appropriate level; involving management teams and safety advisors where necessary.
- 7.6. Where appropriate ensure accidents incidents and dangerous occurrences are reported to the enforcing agencies within correct time frames
- 7.7. Ensure DSE assessments are completed for the relevant staff and that findings are acted upon these are to be reviewed as staff circumstances change or at least annually.
- 7.8. In association with the Finance Director assist the Nominated Director complete, and maintain records of, M.O.T. inspections, service records, weekly & pre use checks for all company vehicles in their control.
- 7.9. Maintain data base of and review at least annually driving licenses for those staff under their control.
- 7.10. Liaise with the company Safety Adviser in order to ensure that new and/or amended legislation or industry best practice is implemented within the appropriate timeframes, and all staff are made aware of the changes.
- 7.11. Report to the Nominated Director on any matters of concern.

**END**

**PART TWO**  
**SECTION 8**

**INDIVIDUAL RESPONSIBILITIES**  
**TECHNICAL PROGRAMME LEAD**

- 8.1. The Technical Programme Lead has overall responsibility for health, safety and welfare within the sphere of development operations.
- 8.2. Duties include understanding the Company Policy for Health, Safety and Welfare.

**The Technical Programme Lead should:**

- 8.3. Ensure that development facilities and processes are resourced to adequately allow for proper safe systems of work, facilities, plant and equipment to avoid poor health, safety and welfare outcomes and wastage.
- 8.4. Liaise with the Managing Director , Engineers and associated support staff to ensure legislative compliance and aspire to industry "best practice", so far as is reasonably practicable, in all development, offices, laboratories and adjacent support areas.
- 8.5. Communicate new and/or amended health and safety information to the company's managers for dissemination to staff, in particular through the regular management and staff meetings.
- 8.6. Liaise with the company Safety Advisers/Competent Person on a regular basis.
- 8.7. Respond to any questionnaires regarding the company's policy on health, safety and welfare, supply chain and safety and product safety.
- 8.8. Set a personal example when by promoting positive behaviour and where appropriate wearing personal protective equipment.
- 8.9. Keep aware of changing legislation, codes of practice, guidance notes, policies, etc. whether of external or company origin.
- 8.10. Deal with breaches of policy or company health and safety rules in an appropriate and timely manner
- 8.11. Identify specific training requirements and bring to the attention of the Managing Director
- 8.12. Report to the Nominated Director on any matters of concern.

## **PART TWO**

### **SECTION 9**

#### **INDIVIDUAL RESPONSIBILITIES**

##### **OPERATIONS MANAGER**

The Operation Manager's role is to utilise experience and training to ensure that safe systems of working are devised, recorded and implemented and all significant risk is assessed and control measures put in place

##### **Operations Manager should:**

- 9.1. Have full knowledge of the company's health and safety policy and procedures, the specific site safety plan and emergency arrangements and ensure that these are implemented on site.
- 9.2. Be fully aware of the responsibilities placed upon them by the Health, Safety & Welfare policy.
- 9.3. Ensure that Risk Assessments and safe systems of work are devised communicated and implemented for areas under their influence and control.
- 9.4. Oversee the effective management of; contract service providers, visitors to site, and all other persons with regard to their Health, Safety & Welfare.
- 9.5. Take the lead in promoting positive health & safety performance.
- 9.6. Consult with staff on matters of health, safety and wellbeing
- 9.7. Manage the effective communication for those staff, contract staff and other Who do not speak English as a first language.

##### **Main Responsibilities are to:**

- 9.8. Plan and ensure that Workshop, Warehouse and adjacent areas organisation and layout takes due account of health and safety arrangements.
- 9.9. Ensure that welfare facilities are maintained and cleaned to the required standard.
- 9.10. Comply with all statutory requirements relating to processes, plant and equipment.
- 9.11. Prominently display all statutory notices and signs.

- 9.12. Ensure that all relevant statutory inspections occur within the correct time frames
- 9.13. Where appropriate, operate a "permit to work" system.
- 9.14. Ensure that Supervisors and Operational staff are aware of their obligations under the policy.
- 9.15. Carry out relevant periodic statutory inspections of plant, vehicles, machinery and equipment or ensure that these duties are carried out by a competent person. Keep copies of all records in the site office.
- 9.16. Ensure that personal protective equipment and clothing is provided where it is required and ensure that it is used by operatives concerned, stored correctly and all loss or damage reported in a timely manner.
- 9.17. Where RPE is required then the appropriate equipment should be used and face fit testing and pre use checks must be undertaken prior to any operations being undertaken
- 9.18. Maintain the use of appropriate Personal Protective equipment and safety devices as appropriate.
- 9.19. Make arrangements for the safe delivery, handling and stacking of materials, plant and equipment.
- 9.20. Establish and maintain good housekeeping regimes
- 9.21. Ensure that all materials and equipment are properly marked and secured, in compliance with statutory regulations and industry best practice.
- 9.22. Oversee arrangements with contract service providers, ensuring that they implement safe systems of work, and complying with overall company policy.
- 9.23. Accompany the Company Safety Adviser and/or HSE Inspector during site visits, co-operate in providing information and act upon their advice and recommendations.
- 9.24. Ensure that plant machinery and equipment is operated only by competent/ trained operatives.
- 9.25. Ensure staff and visitors are aware of the first aid provision and key points of contact.
- 9.26. If absent from the site appoint a suitably informed and competent deputy including a first aid Appointed Person.

- 9.27. Make sure that adequate First Aid equipment is present, checked regularly, stock replenished as required and that it is readily available at all times.

**At all times:**

- 9.28. Keep site operatives informed of the implications of the health and safety policy in general.
- 9.29. Deal with breaches of policy, guidelines and rules in an appropriate and timely manner
- 9.30. Set a personal example by promotion of positive health and safety culture.
- 9.31. Ensure the safety of all visitors to site, whether visit is authorised or not
- 9.32. Assist in making effective arrangements for premises safety outside working hours.
- 9.33. Report, investigate and record findings of all accidents incidents and dangerous occurrences.in a timely manner
- 9.34. In association with the Procurement Manager ensure robust supply chain safety protocols re-established and implemented.
- 9.35. Liaise with the appropriate persons with regard induction of new staff...
- 9.36. Without exception all operatives new to the company are to undergo full induction training prior to any activities commencing.
- 9.37. Ensure that all non-operational visitors to premises sign the site register, are inducted and are accompanied at all times, so far as is practicable.

**Administration:**

- 9.38. Understand and make full use of the management arrangements, safe-working procedures and supporting pro-formas to be found in Section 3 of this Policy.
- 9.39. The Operations Manager is responsible for keeping the operational safety files up to date and for ensuring that all safety documents are kept up to date.
- 9.40. Operations Manager should disseminate all amended information to the appropriate persons in a timely manner.
- 9.41. Report to the Managing Director on any matter of concern.
- 9.42. Seek advice as necessary on best safety practice from the line manager and/or Lucy Group Health and Safety.

9.43. Maintain records of all test certificates of plant, equipment and accessories as appropriate.

9.44. Report to the Operations and Nominated Directors on any matters of concern

**END**



**PART TWO**  
**SECTION 10**

**INDIVIDUAL RESPONSIBILITIES**

**WIRED PILLAR MANAGER**

The Wired Pillar Manager's role is to utilise experience and training to ensure that safe systems of working are devised, recorded and implemented and all significant risk is assessed and control measures put in place.

**Wired Pillar Manager should:**

- 10.1. Have a sound knowledge of the company's health, safety and welfare policy.
- 10.2. Be fully aware of the responsibilities placed upon them by the policy and that they have overall responsibility for safety on each of the sites under their control.
- 10.3. Appreciate the responsibilities allocated to grades of staff and management under their authority.
- 10.4. Assist in the preparation of safe systems of work, Risk Assessment and Method Statements for processes activities areas and substances
- 10.5. Be full conversant with relevant statutory regulations governing processes and operations and ensure compliance at all stages.
- 10.6. Manage the oversight of first aid provision in the facility
- 10.7. Manage the effective implementation of fire safety measures in the facility.
- 10.8. Consult with staff on matters of health, safety and wellbeing.
- 10.9. Ascertain what documentation, signs and notices are required and ensure they are prominently displayed or otherwise made available to view.
- 10.10. Assist in the prequalification and management of contracted service providers
- 10.11. Liaise with the company's financial management in ensuring that all aspects of safety are considered and implemented at the planning of each project/production stage.

**The Wired Pillar Manager should ensure that Engineers Supervisors and associated staff:**

- 10.12. Are aware of relevant statutory regulations concerned with the works.
- 10.13. Are provided with written method statements, risk assessments, safe working procedures and permit to work systems, where appropriate.
- 10.14. Are consulted on matters of health and safety
- 10.15. Act on any health and safety reports or recommendations.
- 10.16. Have access to appropriate PPE where appropriate and are aware that they must use it, store it correctly and report all damage or loss immediately
- 10.17. Where RPE is required then the appropriate equipment should be used and face fit testing and pre use checks must be undertaken prior to any operations being undertaken
- 10.18. Report all accidents and incidents
- 10.19. Full Induction training is being carried out.

**At all times the Wired Pillar Manager shall:**

- 10.20. Ensure Engineers, Supervisors and staff are informed of the requirements of the health and safety policy in general and in particular advised of any revisions to policy.
- 10.21. Keep aware of changing legislation, codes of practice, guidance notes, policies etc, whether of external or company origin.
- 10.22. Deal with breaches of policy guidelines and rules in an appropriate and timely manner.
- 10.23. Set a personal example when visiting production areas by promoting positive attitude to H&S and by wearing appropriate protective equipment.
- 10.24. Identify specific training requirements and bring to attention of the Operations Director
- 10.25. Report matters of safety concern to the regular Managers' meetings and take
- 10.26. Report to the Nominated Director on any matters of concern.

**END**

**PART TWO**  
**SECTION 11**

**INDIVIDUAL RESPONSIBILITIES**

**PROJECT ENGINEER MANAGER.**

**The Project Engineer Manager should:**

- 11.1 Assist the nominated director in organizing data, keeping of all appropriate testing, calibration of engineering test lab equipment.
- 11.2 Have a sound knowledge of the company's health, safety and welfare policy.
- 11.3. Be fully aware of the responsibilities placed upon them by the policy and that they have overall responsibility for safety on each of the sites under their control.
- 11.4. Appreciate the responsibilities allocated to grades of staff and management under their authority.
- 11.5. Assist in the preparation of safe systems of work, Risk Assessment and Method Statements for processes activities areas and substances.
- 11.6. Be full conversant with relevant statutory regulations governing processes and operations and ensure compliance at all stages.
- 11.7. Manage the oversight of first aid provision in the areas under their control.
- 11.8. Manage the effective implementation of fire safety measures in areas under their control.
- 11.9. Consult with staff on matters of health, safety and wellbeing.
- 11.10. Ascertain what documentation, signs and notices are required and ensure they are prominently displayed or otherwise made available to view.
- 11.11. Assist in the prequalification and management of contracted service providers
- 11.12. Liaise with the company's financial management in ensuring that all aspects of safety are considered and implemented at the planning of each project/production stage.

**The Project Engineer Manager should ensure that Engineers and associated staff:**

- 11.13. Are aware of relevant statutory regulations concerned with the works.
- 11.14. Are provided with written method statements, risk assessments, safe working procedures and permit to work systems, where appropriate.
- 11.15. Are consulted on matters of health and safety.
- 11.16. Act on any health and safety reports or recommendations.
- 11.17. Have access to appropriate PPE where appropriate and are aware that they must use it, store it correctly and report all damage or loss immediately
- 11.18. Where RPE is required then the appropriate equipment should be used and face fit testing and pre use checks must be undertaken prior to any operations being undertaken
- 11.19. Report all accidents and incidents
- 11.20. Full Induction training is being carried out.

**At all times the Project Engineer Manager shall:**

- 11.21. Ensure Engineers, and support staff are informed of the requirements of the health and safety policy in general and in particular advised of any revisions to policy.
- 11.22. Keep aware of changing legislation, codes of practice, guidance notes, policies etc whether of external or company origin.
- 11.23. Ensure Safe Systems of work and supporting risk assessment have been devised/completed, communicated and implemented for all areas and activities under their control
- 11.24. Deal with breaches of policy guidelines and rules in an appropriate and timely manner.
- 11.25. Set a personal example when visiting production areas by promoting positive attitude to H&S and by wearing appropriate protective equipment.
- 11.26. Identify specific training requirements and bring to attention of the Operations Director

11.27. Report matters of safety concern to the regular Managers' meetings.

11.28. Report to the Nominated Director on any matters of concern.

**END**

**PART TWO**  
**SECTION 12**

**INDIVIDUAL RESPONSIBILITIES**  
**TEAM LEADERS**

**Team Leaders should:**

- 12.1 Have a sound working knowledge of the company health and safety policy, management arrangements & safe working procedures
- 12.2 Have a working knowledge of the relevant regulations and statutory obligations insofar as they apply to health and safety on site.
- 12.3 Understand the reporting structure of the company with regard to health and safety.
- 12.4 Promote positive safety culture and aspire to industry best practice in all areas of operations.
- 12.5 Ensure all operatives have undergone company induction prior to any activities commencing.

**Main Responsibilities are to:**

- 12.6 Make sure that appropriate safe systems of work are devised and implemented for operational activities.
- 12.7 Ensure risk assessments and associated method statements have been read and understood by all those who could be affected by them.
- 12.8 Where appropriate issue, or check that there has been issued, permits to work system and monitor these appropriately.
- 12.9 Check daily that plant, equipment tools and all work items are; fit for purpose, and in good operational order. Where statutory obligation or industry best practice require ensure items have been subject to testing, checks and certification by a competent person
- 12.10 Inform regarding all defects to plant, equipment and materials. Quarantine faulty items and initiate repairs or replacement.
- 12.11 Ensure that PPE is issued and used by their direct reports when appropriate.
- 12.12 Respond to breaches of H&S policy, guidelines and rules in an appropriate and timely manner.

**In General:**

- 12.13 Maintain a consistently positive attitude to promotion of health and safety.
- 12.14 Where appropriate wear all items of PPE, which should be of the correct BS. EN or other approved international standard. Store all PPE correctly and report all defect or loss to the line manager.
- 12.15 Where RPE is required then the appropriate equipment should be used and face fit testing and pre use checks must be undertaken prior to any operations being undertaken
- 12.16 Report to the appropriate persons on any matter of concern.
- 12.17 Seek H&S advice, as required, from Operations manager and/or Lucy Group Health and Safety.
- 12.18 A Team Leaders carrying out operational work is also subject to the individual responsibilities set down for operatives.

**END**

**PART TWO**  
**SECTION 13**

**INDIVIDUAL RESPONSIBILITIES**  
**WAREHOUSE SUPERVISOR**

**The warehouse supervisor should:**

- 13.1. Have a working knowledge of the relevant safety rules affecting the Yard.
- 13.2. Be fully aware of the duties placed upon him by the company health and safety policy.
- 13.3. Know which members of staff he is responsible for and to which member of staff he is responsible.
- 13.4. Ensure that he has received adequate information, instruction, training and supervision to enable him to carry out his day-to-day duties in a safe manner.
- 13.5. Make certain that anybody entering the warehouse and adjacent areas is made aware of any foreseeable hazards which may exist and the control measures in place.
- 13.6. Keep the premises and adjacent areas tidy and make sure that all equipment is properly stacked and stored.
- 13.7. Carry out visual inspections of all ladders, step ladders, hoisting and lifting equipment and electrical equipment and all other tools and equipment used either on site or in the yard.
- 13.8. Check that all vehicles, plant and tools are kept in good order.
- 13.9. Make sure that any person who wishes to use any plant or vehicles is competent to do so and has the necessary knowledge of guarding procedures and the use of personal protective equipment.
- 13.10. The Supervisor is responsible for anybody who enters the yard/warehouse areas and therefore have a duty to ensure that so far as is reasonably practicable, they do not come to any harm.
- 13.11. Ensure written Risk Assessments for all warehouse activities have been completed, issued and understood by all who may be affected by them.
- 13.12. Report to the Operations Manager on any items of concern.

**END**



**PART TWO**  
**SECTION 14**

**INDIVIDUAL RESPONSIBILITIES**

**ALL OPERATIONAL STAFF**

**(ENGINEERING, PRODUCTION, WAREHOUSE & MAINTENANCE)**

- 14.1. This section applies to all operatives engaged on operations and work activities carried out by this Company.

**Operatives should have:**

- 14.2. Sound knowledge of the relevant regulations covering the work in which they are engaged.
- 14.3. A sound knowledge of the company health and safety policy, management arrangements and safe working procedures.
- 14.4. Full knowledge of their responsibilities under the policy.
- 14.5. Have undergone full induction training with regard to health and safety in the workplace
- 14.6. Complete understanding of all company guidelines, procedures and safe systems of work relevant to their area of work.
- 14.7. Awareness of the consequences of breaches of policy, associated arrangements, rules and guidelines.
- 14.8. Know when and how to use personal protective equipment and other safety devices.
- 14.9. Authorisation or certificate of training before operating plant, equipment or machinery on site.

**Responsibilities are to:**

- 14.10. Use the correct tools, plant and equipment for the job in hand. Keep all tools, plant and equipment clean and in good condition. Report defects in items of materials, tools, plant and equipment.
- 14.11. Understand all risk assessments and method statements and supporting safe systems of work
- 14.12. Follow safe systems of work as laid down in company guidance and instruction documents.

- 14.13. Make full use of any PPE operational activities demand; store PPE correctly and report any defect or loss of PPE to supervisors immediately; PPE must be of the correct BS EN or other internationally approved standard.
- 14.14. Where RPE is required then the appropriate equipment should be used and face fit testing and pre use checks must be undertaken prior to any operations being undertaken
- 14.15. Report all accidents incidents and dangerous occurrences to the appropriate person or to Lucy Group Health and Safety
- 14.16. Always use approved safe systems of work in accordance with risk assessments and method statements.
- 14.17. Never use unauthorised improvisations or adaptations which deviate from the safe systems of work or are at variance with manufacturers recommendations
- 14.18. Refrain from all horse play.
- 14.19. Report on any matters of concern to the line manager or Managing Director.

**END**

## **PART TWO**

### **SECTION 15**

#### **INDIVIDUAL RESPONSIBILITIES**

##### **ALL OFFICE BASED STAFF**

- 15.1 Office based Directors should lead and champion health safety and wellbeing in the workplace in association with the Managing Director and in line with company guidelines and codes of practice.
- 15.2 Where Directors and Managers are involved in the procurement process and control of contract service providers they shall ensure that robust due diligence procedures have been undertaken prior to issue of contracts.
- 15.3 Where third party contractor service providers are used Directors and Senior Managers will monitor and control work activities during the engagement.
- 15.4 Where appropriate Directors and Managers will ensure robust due diligence with reference to supply chain safety and procurement procedures
- 15.5 Where appropriate Directors and Managers will assist in the collection and periodic review of data regarding Staff driving licenses, MOT certificates and certificates of insurance for company vehicles in their control.

##### **Office based staff should:**

- 15.6 Thoroughly familiarise themselves with the company health, safety and welfare policy.
- 15.7 Understand the reporting structures of the Company and, where appropriate, the Project teams
- 15.8 Know where to obtain advice and information regarding health, safety and welfare.
- 15.9 Co-operate in maintaining a safe workplace.
- 15.10 Report Hazards formally to their line manager or supervisor.
- 15.11 Take positive engagement in consultation process with management regarding health, safety & welfare in the workplace.

15.12 Be familiar with emergency procedures specifically:

- a. Location of fire alarm call points and emergency exits.
- b. Location of muster point.
- c. Know the name of Fire Marshal or person taking a staff roll call.

15.13 Know emergency First Aid arrangements and key points of contact.

15.14 Know names of Health and Safety representatives and other key points of contact

15.15 Report to the line manager or Managing Director on any matters of concern

**END**

## **PART TWO**

### **SECTION 16**

#### **INDIVIDUAL RESPONSIBILITIES**

##### **CONTRACTORS**

- 16.1. All Contractors shall be subject to robust due diligence pre-qualification checks with regard to Health and Safety performance prior to contract being issued.
- 16.2. These checks will be conducted by a competent person with the appropriate level of seniority representing Lucy Zodion Ltd.
- 16.3. Where Contractors are engaged to work at premises or on sites operated by/belief of Lucy Zodion Ltd, they will be required to communicate and co-operate with Lucy Zodion Ltd management/project teams with regard to operational health, safety and wellbeing.
- 16.4. Contractors will be managed at the appropriate operational level by a nominated, competent representative of Lucy Zodion Ltd management or project team.
- 16.5. Contractors will be made aware of who is managing the process locally on behalf of Lucy Zodion Ltd
- 16.6. Lucy Zodion Ltd will undertake to share all relevant Health & Safety information with Contracted Service Providers.
- 16.7. Lucy Zodion Ltd management will ensure Contractors operatives have appropriate induction training delivered prior to operational activities commencing.
- 16.8. Lucy Zodion Ltd management will stop operations if Contractor is observed deviating from agreed safe systems of work or if they are engaging in unplanned or dangerous activities.
- 16.9. Lucy Zodion Ltd management will report to the Nominated Director on any matters of concern regarding Health and Safety performance of Contractors
- 16.10. Lucy Zodion Ltd shall therefore also conduct robust competency checks on self-employed and sole traders prior to them being engaged

*NB Under current Health and Safety Law self-employed personnel/sole traders are classed as workers and will therefore come under the direction and control of Lucy Zodion Ltd own Health and Safety policy and management arrangements.*

**PART TWO**

**SECTION 17**

**RAISING MATTERS OF HEALTH AND SAFETY WITH THE MANAGEMENT OF**

**LUCY ZODION LTD**

17.1 Matters regarding health, safety and welfare can be raised by any employee, either verbally or in writing as follows:

17.2 Urgent Matters:

With your immediate superior and/or Lucy Group Health and Safety.

17.3 Non-Urgent Matters:

As above and failing satisfactory resolution then by the grievance procedure.

Lucy Group Health and Safety can be contacted on +44(0)7776 177320

**END**

## **PART TWO**

### **SECTION 18**

#### **DOCUMENTS WHICH DESCRIBE THE COMPANY'S ARRANGEMENTS AND PROCEDURES FOR HEALTH, SAFETY AND WELFARE.**

Statutory registers	Lucy Zodion main office/ Factory office
Training registers and certificate	Lucy Zodion main office/copies in factory office where appropriate
General and specific risk assessments	Lucy Zodion main office/factory as appropriate
Plant and machinery test certificates	Lucy Zodion main office/factory office
Method statements Safe working procedures	Lucy Zodion main Office/factory office as appropriate.
Basic safety rules	Every operative

The above documents and others from time to time introduced, are an essential part of the company's safety policy.

They will mainly be kept at Lucy Zodion main office, but certain individual documents will be kept available on site or at the workplace.

**END**