

H. Nickolls & Son (Milford) Ltd.

## STATEMENT OF HEALTH AND SAFETY POLICY

Under the Health and Safety at Work Etc Act 1974

This Health & Safety Policy covers

20 personnel

Policy Date:

14th January 2005

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## 1. Statement of Intent

1. It is the policy of the organisation to take all measures which are reasonably practicable to:

- (a) ensure the health, safety and welfare of all persons at work; and
- (b) protect employees, visitors to premises and the public generally against risks to their health and safety at work which may arise from this organisation's activities.

The organisation undertakes to provide the necessary resources and seeks the co-operation of all persons at work with a view to implementing the requirements of the Health and Safety at Work etc Act 1974 and the relevant statutory provisions shown at Appendix A to this Statement.

The Managing Director has general responsibility for implementing this Statement of Health and Safety Policy.

2. The organisation undertakes, so far as is reasonably practicable:

- (a) to provide and maintain plant and systems of work that are safe and without risks to health;
- (b) to arrange for ensuring safety and the absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
- (c) to provide such information, instruction, training and supervision as is necessary to ensure the health and safety at work of all persons at work;
- (d) to maintain all places of work in a condition that is safe and without risks to health, including the means of access to and egress from such places of work;
- (e) to provide and maintain a working environment for persons at work that is safe and without risks to health, with adequate arrangements for the welfare of such persons;
- (f) to define the responsibilities for health and safety of all persons at work;
- (g) to promote joint consultation and employee involvement in health and safety at work;
- (h) to identify any hazards which may exist and bring these hazards, together with the precautions necessary, to the attention of persons at work;

- (i) to record and investigate accidents and the causes of occupational ill-health;
- (j) to monitor health and safety performance of the organisation on a regular basis; and
- (k) to review this Statement of Health & Safety Policy on a regular basis.

In this Statement of Health and Safety Policy, 'all persons at work' include:

- (a) the managing director;
- (b) directors;
- (c) managers;
- (d) employees;
- (e) contractors;
- (f) the employees of contractors;
- (g) other persons visiting the premises of the organisation;
- (h) employees of other organisations affected by the organisation's work activities; and
- (i) members of the public who may be affected by their work activities.

At the time of preparation of this Statement of Health and Safety policy the above persons are as follows:

- (a)
- (b)
- (c)
- (d)

The Health & Safety Advisor to the organisation is <Adviser>

The Safety Officer to the organisation is <Officer>

## **2. The Organisation and arrangements for implementing this Health and Safety Policy**

The managing director, directors and senior managers are responsible for health and safety throughout the organisation and will monitor the implementation of this health and safety policy on a regular basis.

In particular:

### **1. Individual Responsibilities**

The managing director has ultimate responsibility for the health and safety at work of all persons at work, including members of the public who may be affected by the organisation's activities. Directors and managers have responsibility for ensuring the health and safety of persons at work, contractors and visitors in their areas of responsibility respectively. Individual responsibilities are shown at Appendix B to this Statement of Health and Safety Policy.

### **2. Legal Requirements**

Directors and managers will take all necessary measures to ensure compliance by the organisation with legal requirements and duties. They will, in particular, take into account Approved Codes of Practice and Guidance Notes published by the Health and Safety Commission and Health and Safety Executive respectively, together with information provided by the organisation's health and safety adviser.

### **3. Health and Safety Instruction and Training**

Directors and managers, in conjunction with the health and safety adviser, are responsible for the identification of the general and specific health and safety instruction and training needs of all persons at work

Health and safety instruction and training will be undertaken in accordance with Appendix H of this Statement of Health and Safety Policy.

### **4. Health and Safety Information**

Managers, in conjunction with the safety officer, will ensure the dissemination of comprehensible and relevant health and safety information to all persons at work. Facilities will be provided whereby the relevant health and safety information can be acquired or read by persons at work.

## 5. Joint Consultation

Directors and managers will ensure that there is an effective system for joint consultation with employees and other persons at work on health and safety-related issues.

## 6. Risk Assessment and Safe Systems of Work

The organisation recognises its duties as employers to undertake suitable and sufficient risk assessments which, in some cases, may lead to formally-documented health and safety management systems, including the preventive and protective measures necessary to prevent or control exposure to hazards.

Risk assessments will be undertaken and, where necessary, appropriate preventive and protective measures prepared, documented and implemented by managers for those workplaces, activities and tasks where there is a risk of injury or occupational ill-health.

Where appropriate, all persons at work will be trained and supervised in the implementation of documented safe systems of work and other precautionary measures arising from risk assessments.

## 7. Safety Monitoring and Hazard Reporting

Managers will ensure there is an effective system of safety monitoring at individual locations, including regular workplace inspections. Recommendations arising from safety monitoring will be implemented with as far as is reasonably practicable.

A formal procedure, whereby persons at work may report hazards and shortcomings in protection arrangements, will be maintained.

## 8. Accident and Ill-Health Reporting, Recording and Investigation

Managers will ensure there is an effective system for the reporting and recording of accidents and ill-health involving persons at work, visitors and contractors' employees in accordance with current legal requirements.

All accidents and cases of occupational ill-health must be investigated with a view to identifying the causes, both direct and indirect, and remedial measures to prevent recurrences. Remedial measures arising from investigation must be implemented forthwith.

## 9. Welfare Amenity Provisions

Managers will ensure that welfare amenity provisions i.e. sanitation, hand washing, showering facilities, clothing storage, drinking water and facilities for taking meals, are provided and properly maintained.

## 10. First Aid Arrangements

Managers will ensure adequate provision of first aid treatment for employees and other persons present.

Travelling first aid kits will be provided for all persons working away from base on a regular basis.

## 11. New Work Equipment and Project Work

Managers will ensure that all new work equipment, processes and project work do not expose persons at work to risk of injury and/or ill-health.

## 12. Maintenance of the Workplace, Equipment, Systems and Devices

Managers will ensure there is a satisfactory and effective system for maintaining workplaces, equipment, safety systems and safety devices in an efficient state, in efficient working order and in good repair, including the frequent examination, testing and maintenance of any equipment and any safety systems and safety devices to such equipment.

## 13. Emergency Procedure

Managers will ensure there is a formally established procedure to cover identified major emergencies, including the appointment of competent persons to oversee the implementation of any evacuation procedures incorporated in such emergency procedure.

## 14. Contractors' Activities

Managers will ensure there is an effective procedure for regulating the activities of both large and small contracting activities and in accordance with the organisation's Contractors Health and Safety Regulations or Rules for the Safety Conduct of Project Work.

## 15. Hazardous Substances

Managers will ensure that substances classified as 'hazardous to health' are identified, assessed and controlled in such a way as to prevent risk of injury or ill-health to persons at work during their use, handling, storage or transport at work.

Managers will ensure that flammable and explosive substances are identified and controlled in such a way as to prevent the risk of fire and explosion during their use, handling, storage or transport at work.

Managers will ensure that sufficient information relating to the hazards and precautions necessary in the use handling, storage and transport of hazardous substances is provided to persons at work who may be exposed to such substances.

#### 16. Security and Violence at Work

Managers will take all reasonably practicable measures to protect all persons at work from physical assault, harassment, bullying, vandalism and theft of property, arson and bomb attack.

#### 17. Fire Prevention and Protection

Managers will ensure that arrangements for fire prevention and protection are adequate and maintained. Fire drills will be undertaken on a regular basis. Where appropriate, fire risk assessments will be undertaken.

#### 18. Advice and Information

Advice and information on aspects of health and safety at work is available from the health and safety adviser.

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### **3. Current Health and Safety Legislation affecting this organisation**

The following statute and regulations ('the relevant statutory provisions') apply to the organisations operations and activities.

Health and Safety at Work etc Act 1974  
Children (Protection at Work) Regulations 1998  
Confined Spaces Regulations 1997  
Construction (Design and Management) Regulations 1994  
Construction (Head Protection) Regulations 1989  
Construction (Health, Safety and Welfare) Regulations 1996  
Control of Lead at Work Regulations 1998  
Control of Substances Hazardous to Health Regulations 1999  
Electricity at Work Regulations 1989  
Employers' Liability (Compulsory Insurance) Regulations 1999  
Health and Safety (Consultation with Employees) Regulations 1996  
Health and Safety (Display Screen Equipment) Regulations 1992  
Health and Safety (Safety Signs and Signals) Regulations 1996  
Health and Safety (First Aid) Regulations 1981  
Health and Safety (Information for Employees) Regulations 1998  
Highly Flammable Liquids and Liquefied Petroleum Gases Regulations 1972  
Ionising Radiation Regulations 1999  
Lifting Operations and Lifting Equipment Regulations 1998  
Management of Health and Safety at Work Regulations 1999  
Manual Handling Operations Regulations 1992  
Noise at Work Regulations 1989  
Personal Protective Equipment at Work Regulations 1992  
Pressure Systems Safety Regulations 2000  
Provision and Use of Work Equipment Regulations 1998  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995  
Safety Representatives and Safety Committees Regulations 1977  
Safety Signs Regulations 1980  
Working Time Regulations 1998  
Workplace (Health, Safety and Welfare) Regulations 1992

And

Fire Precautions Act 1971  
Fire Precautions (Workplace) Regulations 1997



## 4. Individual Duties and Responsibilities for Health and Safety at Work

### 1. Managing Director

The managing director will ensure there is an effective Statement of Health and Safety Policy and will periodically assess the effectiveness of same.

### 2. Directors and Senior Managers (Head of Departments, etc)

Directors and managers are primarily responsible for demonstrating commitment and leadership on matters relating to health and safety in areas under their control.

In particular, they are responsible for:

- (a) co-ordinating the implementation of this Statement of Health and Safety Policy in the areas under their control;
- (b) monitoring and reviewing the effectiveness of this Statement of Health and Safety Policy in terms of its application to the particular operations and activities of the division/department/area of control;
- (c) ensuring the development and implementation of health and safety information, instruction and training for their managers and employees;
- (d) promoting health and safety awareness within their respective areas of control;
- (e) keeping themselves informed of incidents, accidents and ill-health arising within their division/department/area of control;
- (f) monitoring systems for ensuring the provision and maintenance of safe work equipment, working conditions and systems of work in their respective areas of control;
- (g) monitoring procedures for the provision and maintenance of personal protective equipment for employees within their area of control;
- (h) monitoring the provision and maintenance of welfare facilities, including first aid and fire protection procedures within their Area of control;
- (i) monitoring health and safety performance, including the successful implementation of health

and safety management systems by line managers and employees, systems for the reporting, recording, investigation and analysis of accidents and ill-health to persons at work;

(j) monitoring the effectiveness of joint consultation procedures on health and safety matters;

(k) co-ordinating health and safety training activities and the provision of information to persons at work.

### 3. All Persons at Work

All persons at work must:

(a) take reasonable care for their own health and safety, and that of other persons at work, together with members of the public, who may foreseeable be affected by their acts or omissions at work;

(b) co-operate with management so far as is necessary for them to comply with current health and safety legislation; and

(c) not intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work in furtherance of a statutory requirement.

In particular, every person at work must:

(a) use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device provided to him in accordance with any training in the use of the equipment concerned which has been received by him and the instructions respecting that use which have been provided by management; and

(b) inform his immediate manager:

(i) of any work situation which represents a serious and immediate danger to health and safety;

(ii) of any matter which represents a shortcoming in the organisation's protection arrangements for health and safety.

### 4. Health and Safety Adviser

Reporting to managing director, the health and safety adviser will provide an advisory service to

directors, managers, employees and other persons at work with regard to:

- (a) health and safety policy formulation and development;
- (b) structuring and operating all parts of the organisation (including the supporting systems) in order to promote a positive health and safety culture and to secure effective implementation of policy;
- (c) planning for health and safety, including the setting of realistic short-term and long-term objectives, deciding priorities and establishing adequate performance standards;
- (d) to-day implementation of policy and plans, including accident and incident investigation, reporting and analysis; and
- (e) reviewing performance and auditing the whole management system.

To fulfil these functions, the health and safety adviser will:

- (a) maintain adequate information systems on relevant law, guidance and developments in general and safety management practice;
- (b) be able to interpret the law and understand how it applies to the organisation;
- (c) establish and keep up-to-date organisational and risk control standards;
- (d) establish and maintain procedures for the reporting, investigation, recording and analysis of accidents, occupational ill-health and incidents;
- (e) establish and maintain adequate and appropriate monitoring and auditing systems;
- (f) ensure the provision of health and safety information, instruction and training to employees and other persons at work in accordance with current legal requirements; and
- (g) present advice in an independent and effective manner, safeguarding the confidentiality of personal information.

The safety officer has the following relationships:

Within the organisation

With directors and managers on matters of policy and implementation of that policy.

Outside the organisation

Liaison with enforcement officers of the Health and Safety Executive, environmental health officers, local police and fire service officers, equipment suppliers, licensing officials, insurance company liability surveyors, contractors and members of the public.

## 5. The Hazards that can arise and the precautions necessary on the part of all persons at work

| Hazards:                  | Precautions DO:  | Precautions DO NOT  |
|---------------------------|--|---|
| Careless/unsafe behaviour | Take reasonable care for your health and safety and that of other persons, including members of the public<br>Co-operate with management to enable them to comply with legal requirements<br>Keep your working area clean and tidy<br>Walk on slippery floors or paths, especially when wet<br>Wear protective clothing/equipment provided as instructed | Intentionally or recklessly interfere with or misuse anything provided for the purpose of health and safety at work<br>Ride on fork lifts or trolleys<br>Remove guards from machinery |

| Hazards:             | Precautions DO:   | Precautions DO NOT |
|----------------------|---|--------------------|
| Dangerous Situations | Inform your immediate manager of any work situation which represents a serious and immediate danger or where there may be a shortcoming in management's protection arrangements |                    |

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| <p>Hazards:<br/>Fire</p> | <p>Precautions DO:</p> <p>Operate the nearest fire alarm on discovering a fire</p> <p>Leave the workplace immediately by the nearest available exit on hearing the fire alarm and report to your manager at your evacuation safety point</p> <p>Store flammable substances safely and seperately</p> <p>Store waste paper and packaging materials in the bins provided</p> <p>Dispose of cigarette ends carefully</p> <p>Report defective electrical sockets, plugs, wiring and appliances to your manager</p> <p>Keep fire exits unobstructed</p> <p>Ensure you are aware of the evacuation procedure and means of escape, together with your assembly point</p> <p>Ensure adequate ventilation when charging batteries</p> | <p>Precautions DO NOT</p> <p>Smoke in non-smoking areas</p> <p>Smoke in the vicinity of batteries under charge</p> <p>Overload electrical sockets</p> <p>Store flammable materials carelessly</p> |
|--------------------------|--|---|

Hazards:                      Precautions DO:                      Precautions DO NOT

|                       |   |  |
|-----------------------|---|--|
| Slip, trips and falls | <p>Be careful when walking on staircases and surfaces that may be slippery</p> <p>Report tripping hazards to your manager</p> <p>Wear suitable footwear</p> <p>Use the correct access equipment when you cannot reach items</p> <p>Be aware of pallets sticking out</p> | <p>Read whilst walking</p> <p>Leave the bottom draw of a filing cabinet open</p> <p>Stand on swivel chairs to reach overhead items</p> <p>Wear unsuitable footwear that may cause slips, trips and falls</p> |
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| <p>Hazards:</p> <p>Work equipment</p> | <p>Precautions DO:</p> <p>Use any work equipment in accordance with the instructions and training provided and for the purposes intended</p> <p>Report defects in work equipment to your manager</p> <p>Use hand tools carefully and for their correct purpose</p> <p>Ensure guards are in place before using any machinery</p> <p>Electrically isolate machinery before maintenance is undertaken</p> <p>Use goggles and ear defenders when using the band saw</p> | <p>Precautions DO NOT</p> <p>Use defective or dangerous work equipment</p> <p>Attempt to modify or repair work equipment</p> <p>Use work equipment for a purpose for which it was not designed</p> |
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Follow the manufacturer's instructions in the correct use of the equipment  
Isolate electrical equipment before test or repair

Hazards:  
Manual handling

Precautions DO:  
Lift equipment, boxes, parcels and other items carefully and in accordance with the manual handling instructions received  
use any manual handling aids provided  
Report manual handling hazards to your manager

Precautions DO NOT  
Attempt to lift anyone or anything if you feel it is beyond your physical capability

Hazards:  
Electricity

Precautions DO:  
Do check that wires, leads, connections, plugs and sockets are in sound condition and that plugs are properly connected to the appliance  
Ensure that flexes are not allowed to trail across floors  
Electrically isolate machinery before maintenance is undertaken

Precautions DO NOT  
Attempt to repair defective electrical appliances, cables, flexes, plugs or sockets  
Use defective electrical appliances

Touch or attempt to move electrical appliances with wet hands

|   |   |
|---|---|
| <p>Use a fused multi-socket block where more than once appliance is supplied from a power point</p>   | <p>Overload electrical sockets</p>      |
| <p>Switch off, remove the plug and report to your manager in cases where an electrical appliance may appear to be defective or dangerous</p> <p>Report to your manager any dangerous wiring, defective connections and overheating of electrical appliances</p> | <p>Use any form of temporary wiring</p> |

Hazards:  
Housekeeping and cleaning

Precautions DO:

Keep working areas tidy, returning equipment and materials to their current storage points at the end of each day

Keep floors clear of obstruction

Keep your working area clean

Ensure wooden pallets are returned to the suppliers or stored safely

Pay special attention to loose screws and nails in pallets

Avoid spilling electrolyte when topping up batteries

Precautions DO NOT

Work untidily

Leave waste materials on the floor

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| <p>Hazards:<br/>Stacking and storage</p> | <p>Precautions DO:<br/>Ensure goods are stacked on the shelving or racking provided, or in a separately designated storage area<br/>Ensure marked gangways are kept clear at all times</p> | <p>Precautions DO NOT<br/>Obstruct the gangways<br/>Place frequently used items out of reach</p> |
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| <p>Hazards:<br/>Work at heights</p> | <p>Precautions DO:<br/>Store ladders only on the racks provided<br/>Ensure ladders are safe before use<br/>Ensure the correct pitch of the ladder (one out four up) prior to using same<br/>Ensure a ladder is correctly secured at its upper resting place<br/>Report defects in ladders to your manager<br/>Use a crawl board when working on a roof</p> | <p>Precautions DO NOT<br/>Use defective ladders<br/>Climb a ladder at the wrong pitch<br/>Attempt to reach items which are out of reach</p> |
|-------------------------------------|--|---|

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|--|--|---|
| <p>Hazards:<br/>Hazardous substances</p> | <p>Precautions DO:<br/>Be aware of the classification of substances in the ink store</p> | <p>Precautions DO NOT<br/>Smoke when handling substance</p> |
|--|--|---|

Check safety data sheets for correct storage and handling

Smoke in the ink store

Use substances in accordance with manufacturers' instructions

Mix substances unless you have authority to do so

Keep the lids on the substances unless for immediate use

Leave substances unattended when they have been removed from the cabinet for use

Take care to avoid spillages of substances

Deal with spillages immediately using the appropriate spillage control medium

Take care when weighing and transporting substances

Store used or soiled rags in the metal bin

Comply with your duties under the the Control of Substances to Health Regulations

Hazards:  
Fork lift truck

Precautions DO:  
Warn employees prior to operating in their vicinity

Take extreme care when operating the truck, especially when the load is raised significantly

Precautions DO NOT  
Operate the truck unless you have passed the proficiency test and are authorized to do so

Leave the truck unattended with the keys in or near the ignition switch

above ground/floor level,  
when operating on a  
slope, using the truck in  
the presence of other  
persons and when  
reversing

Ensure the forks are completely lowered, the hand brake is on and the truck is not left in gear when parking

Smoke in recharging areas

inspect the truck daily and ensure defects are remedied prior to use

Carry passengers or lift people

Keep loads low and balanced

Load the truck beyond its rated capacity

Keep wide loads centered

Carry a load that is too high

Reverse slowly after unloading, checking over the shoulder regularly

Raise or lower loads whilst moving

Hazards:  
Glass

Precautions DO:  
Remove broken glass carefully from the working area as soon as is practicable

Precautions DO NOT  
Undertaking glazing repairs unless competent to do so

Hazards:  
Pressurised substances

Precautions DO:  
Maintain all hydraulic and compressed air hoses in a sound condition

Precautions DO NOT  
Press air gun nozzles into the skin

Carry out regular checks on flexible hydraulic and compressed air hoses, reporting any defects immediately

| Hazards:                 | Precautions DO:   | Precautions DO NOT |
|--------------------------|---|--------------------|
| Display screen equipment | Avoid continual exposure to poor posture, static posture and uncomfortable layout<br>Take time to design your workstation and adjust the height of your chair to a comfortable position<br>Use the document holder provided<br>Avoid glare<br>Keep the screen clean, using only recommended agents<br>Avoid hot and dry atmospheres<br>Keep food and drink away from the keyboard |                    |

| Hazards:         | Precautions DO:  | Precautions DO NOT  |
|------------------|--|---|
| Violence at work | Attempt to calm the situation and call a manager in the event of violent or aggressive behaviour from customers, visitors, | Put your self at risk in the event of violent or aggressive behaviour |

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delivery drivers

## **6. Statement of Policy on Health and Safety Training**

The organisation recognises its duties under the Health and Safety at Work etc Act 1974 and regulations made hereunder to provide health and safety training for all employees.

Appropriate health and safety training will be provided for all employees in the following circumstances:

- (a) on recruitment (induction training);
- (b) on transfer of job;
- (c) on change of responsibilities eg promotion;
- (d) on the introduction of new work equipment or a change respecting equipment already in use;
- (e) on the introduction of new technology;
- (f) on the introduction of a new system of work or a change respecting an existing system of work;
- (g) in the correct and safe use of hazardous substances;
- (h) in correct manual handling techniques;
- (i) in the correct use of personal protective equipment; and
- (j) with respect to any other health and safety-related issue considered necessary by the organisation.

## **7. Statement of Policy on the Provision of Health and Safety Information**

The organisation recognises its duties under the Health and Safety at Work etc Act 1974 and regulations made hereunder to provide comprehensible and relevant information to employees on the hazards that may arise during their work and the precautions necessary.

Health and safety information will be provided by the health and safety adviser to any employee seeking such information.

External sources of information include:

- (a) the Health and Safety Executive;
- (b) local Environmental Health Departments;
- (c) the Royal Society for the Prevention of Accidents;
- (d) the British Safety Council.

## **8. Statement of Policy on Sickness Absence**

The organisation recognises its duties to protect the health of employees and that employees may be subject to periods of absence as a result of ill-health or injury.

Sickness absence may take the form of certificated or uncertificated leave, which may be of a short-term or long-term nature.

Employees are advised that, under their Contract of Employment with the organisation, they are required to report all sickness absence and to produce a sickness certificate, signed by their general medical practitioner, where appropriate.

Where attendance records indicate:

(a) failure to produce sickness certificates;

(b) frequent and short unconnected periods of sickness absence; and/or

(c) prolonged or continuous absence,

a manager will interview the employee with a view to ascertaining the cause of the sickness absence.

Where appropriate, employees may be required to attend a medical examination to assess future capacity to undertake the work for which they are employed.

## 9. Statement of Policy with respect to New or Expectant Mothers

The organisation recognises its duties to new or expectant mothers under the Health and Safety at Work etc Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

Where any work is of a kind which could involve risk, by reason of her condition, to the health and safety of a new or expectant mother, or to that of her baby, from any process or working conditions, the risk assessment required by regulation 3(1) of the Management of Health and Safety at Work Regulations 1999 shall also include an assessment of such risk.

Where the risk assessment identifies risks to new or expectant mothers and these risks cannot be avoided by the preventive and protective measures taken by the organisation, the organisation will:

- (a) alter her working conditions or hours of work if it is reasonable to do so and would avoid the risks or, if these conditions cannot be met;
- (b) identify and offer her suitable alternative work that is available, and if that is not feasible;
- (c) suspend her from work on full pay.

Definition of 'new or expectant mother'

For the purpose of this policy, a new or expectant mother is defined as meaning an employee:

- (a) who is pregnant;
- (b) who has given birth within the previous six months; or
- (c) who is breastfeeding.

(Management of Health and Safety at Work Regulations 1999)

Duties of Employees

Employees must notify their manager as soon as they become aware that they are pregnant in order that the appropriate preventive and protective measures can be taken by the organisation.

## **10. Statement of Policy with respect to Young Persons at Work**

The organisation recognises its duties towards young persons under the Health and Safety at Work etc Act 1974 and, in particular, the Management of Health and Safety at Work Regulations 1999.

The organisation hereby undertakes to ensure that young persons employed by them are protected at work from any risks to their health or safety which are a consequence of their lack of experience, or absence of awareness of existing or potential risks, or the fact that young persons have not fully matured

The organisation will not employ a young person for work:

(a) which is beyond his physical or psychological capacity; or

(b) which involves the risk of accidents which it may reasonably be assumed cannot be recognised or avoided by young persons owing to their insufficient attention to safety or lack of experience or training,

and in determining whether work will involve harm or risks, regard shall be had to the results of the risk assessment carried out under regulation 3(1) of the above regulations.

Nothing in the above paragraph shall prevent the employment of a young person for work:

(a) where it is necessary for his training;

(b) where the young person will be supervised by a competent person; and

(c) where any risk will be reduced to the lowest level that is reasonably practicable.

For the purposes of this Statement of Policy, a young person means any person who has not attained the age of eighteen years.

(Management of Health and Safety at Work Regulations 1999)

## **11. Statement of Policy on Smoking at Work**

The organisation recognises its duties under the Health & Safety at Work etc Act 1974 and in particular that:

- (a) it has a duty to protect, so far as is reasonably practicable, the health of employees and to provide a safe and healthy working environment; and
- (b) smoking is a risk to the health of smokers and non-smokers alike.

To this extent, smoking is not permitted on the organisation's premises.

To assist smokers in giving up the habit, the organisation will provide the following:

- (a) free attendance at a smoking cessation course;
- (b) free nicotine patches and other aids to giving up smoking; and
- (c) free counselling and hypnotherapy in specific cases.

Managers are responsible for enforcing this policy and all employees are responsible for complying with same. Job applicants must be informed at interview stage of the requirements of this policy.

Employees are advised that disciplinary action may be taken against employees contravening this policy.

## **12. Statement of Policy on Vision Screening and the Provision of Special Corrective Appliances for Employess using Display Screen Equipment**

The organisation recognises that employees using display screen equipment may be subject to visual fatigue.

The organisation further recognises its duties under the Health and Safety (Display Screen Equipment) Regulations 1992 to ensure the provision of eye and eyesight tests for employees designated as 'users' under the regulations, namely 'employees who use display screen equipment habitually as a significant part of their normal work'.

### Eye and eyesight tests

The organisation undertakes to ensure designated users of display screen equipment are provided with an appropriate eye and eyesight test to be carried out by a competent person:

- (a) on commencement of their employment;
- (b) at their request, at regular intervals; and
- (c) where the employee experiences visual difficulties which may reasonably be considered to be caused by work on display screen equipment.

### Special corrective appliances

In accordance with the above regulations the organisation hereby undertakes to meet any reasonable costs incurred in the provision of special correct tie appliances (spectacles) prescribed for designated users of display screen equipment to correct vision defects at the viewing distance or distances used specifically for the display screen work concerned.

### **13. Statement of Policy on Violence at Work**

The organisation recognises that, from time to time, employees may be subject to both violence and aggression at work. Violence may take the form of bullying, physical contact, harassment, insulting behaviour, racist and sexist behaviour and other forms of behaviour which may cause stress to employees.

The organisation undertakes to take all necessary measures to prevent risk of physical injury and stress to employees arising from violence at work. All instances of violence must be reported forthwith to the employee's manager. Disciplinary action, including dismissal, will be taken in proven cases of violence or aggressive behaviour by one employee towards another employee.

In cases where employees, visitors, members of the public and other persons attending the premises have a past record of violence or aggressive behaviour, employees must always be accompanied by another employee when attending to or dealing with such persons.

The organisation reserves the right to deny access to their premises of persons with a past record of violence or aggressive behaviour

## **14. Statement of Policy on Consultation with Employees on matters relating to Health and Safety at Work**

The organisation recognises its duties to consult with both trade union-elected safety representatives and/or non-trade union representatives in regard to Health and Safety matters relating to work under:

- (a) the Health and Safety at Work etc Act 1974;
- (b) the Safety Representatives and Safety Committees Regulations 1977; and
- (c) the Health and Safety (Consultation with Employees) Regulations 1996;

with a view to the making and maintenance of arrangements which will enable the organisation and its employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of employees, and in checking the effectiveness of such measures.

### **Safety committee**

The organisation hereby undertakes to assist the process of consultation by the operation of a formally-constituted safety committee comprising employer and employee representatives.

The safety committee has the following functions:

- (a) to consider the circumstances of individual accidents and cases of reportable disease, accident statistics and trends in accident experience;
- (b) to examine reports arising from safety audits and other forms of safety monitoring;
- (c) to consider reports and information from enforcement agencies;
- (d) to assist in the development of safety rules and systems;
- (e) to conduct periodic inspections of the workplace;
- (f) to monitor the effectiveness of health and safety training, communications and publicity; and
- (g) to provide a link with enforcement agencies.