

GENERAL STATEMENT OF POLICY

The management of Davro Iron & Steel Company Limited recognise their responsibilities for Health & Safety as identified by the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992.

We will ensure so far as is reasonably practicable, the health, safety and welfare of all our employees and any other people. This includes Contractors, Visitors and the General Public; that may be affected by our activities.

It is therefore, the Company's policy to do all that is reasonably practicable in preventing personal injury, damage to property and to protect everyone from foreseeable work hazards, in so far as they come into contact with the Company or its' products.

In particular the Company recognises its' responsibilities as follows: -

- To provide and maintain plant and systems of work which are safe and without risk to health.
- To ensure safety and absence of risk to health in connection with the use of handling and storage of articles and substances.
- To provide information, instruction, supervision and training as necessary to ensure the health and safety of all employees.
- To ensure that the workplaces are safe and without risk to health and that all access and egress points are safe and without risk to health.
- To ensure that the working environment is safe and without risk to health.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out in this policy document.

The policy will be kept up to date with the assistance of the relevant safety representatives, particularly as the business changes in nature and size, through annual review and on major changes of working practices, new machinery or structural change.

03 November 1995 1st Revision

Reviewed 25th June 1997

Reviewed 1st August 2003

Reviewed 23rd January 2007

Mr R J Evans, Managing Director

HEALTH AND SAFETY POLICY SECTION 2

ORGANISATION

Mr R J Evans - Managing Director, has overall and final responsibility for ensuring that the Health and Safety arrangements identified within Section 3 of this Policy are adhered to, as well as the requirements of the Health & Safety at Work Act 1974 and the Management of Health & Safety at Work Regulations 1992 together with any other Act, Regulation or Code of Practice relevant to our industry.

Mr J K Davenport is responsible to **Mr R J Evans** for ensuring that this policy document is being carried out in a safe manner and to the requirements as laid out in Section 3 of this document. In the absence of **Mr J K Davenport**, **Mr J Moorcroft** will be responsible for the above.

Mr J Moorcroft is responsible to **Mr J K Davenport** for ensuring that the requirements in Section 3 of this document are adhered to, along with all Health & Safety matters within the following department: -

- Guillotine Shop
- Material Sheet Stock
- Coil Stock and De-Coiling Bay
- Sales and General Works Offices

In the absence of **Mr J Moorcroft**, **Mr D Walker** will be responsible for the above.

Mr M Neilan is responsible to **Mr J K Davenport** for ensuring that the requirements in Section 3 of this document are adhered to, along with all other Health & Safety matters within the Main Administration and Accounts Office. In the absence of **Mr M Neilan**, **Mrs J Whaller** will be responsible for the above.

All employees have duties under Section 7 and 8 of The Health & Safety at Work Act 1974 and they are as stated below: -

Section 7(A) To take reasonable care for the Health & Safety of themselves and others who may be affected by their acts or omission at work.

Section 7(B) To co-operate with their employer to enable them to comply with their duty or requirement.

Section 8 No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of Health & Safety.

All employees are also responsible for reporting to any of the above named personnel of their deputies, any Health & Safety problems that they are unable to rectify safely. These identified problems should be reported immediately.

HEALTH AND SAFETY POLICY SECTION 3

ARRANGEMENTS

FIRE

The Company is currently exempt from holding a Fire Certificate; however, we provide a fire alarm of the hand operated type at two points within the factory and fire extinguishers at recognised points within the factory and offices. All fire extinguishers identify the type of fire that they should be used on and they are maintained yearly by the company that supplies them.

Mr J Moorcroft, or in his absence **Mr D Walker**, will be responsible for carrying out monthly audits to ensure:

- All escape routes are not blocked and fire doors operate as required.
- Fire extinguishers are mounted in their correct place and that they are unobstructed, that signs are posted by all fire extinguishers identifying fire points and that any spent extinguishers are refilled as soon as possible.
- Fire alarms will be tested at least twice a year and a record will be kept in the safety committee minutes of that test, also a practice evacuation will be carried out at least once a year. The time taken to evacuate and record all persons present will be recorded and all persons informed of that time with a view to improvement (if possible) at the next test.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

GENERAL HOUSEKEEPING

Cleanliness of our factory will be achieved by complying with the following: -

- Waste paper bins are provided at regular intervals throughout the shop floor and all litter shall be placed within them.
- Oil spillages around machines shall be covered by a layer of sawdust or spillage absorbent and this shall be cleared at regular intervals and disposed of in an appropriate manner.
- The waste placed into bins, shall, at regular intervals, be transferred into skips placed at the front of the building.
- All wood kept outside of the buildings shall be stored in a neat and safe manner and not against or near the buildings.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

FORKLIFT TRUCKS

The Company have the use of Counterbalance Trucks. All operators of our lift trucks will have received Forklift Truck training to Road Transport Industry Training Board standards. All operators will be expected to drive their trucks in accordance with the training they have received...

Only trained authorised drivers will be allowed to operate our forklift trucks. An up-to-date list of authorised drivers can be found on the Works Notice Board.

Authorised drivers will hold a Certificate of Competence to RTITB standards.

All operators will be reassessed at 5 yearly intervals or, where other reasons identify the need, re-training will be given as necessary.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

PERSONAL PROTECTIVE EQUIPMENT

All staff are provided with personal protective equipment relevant to the risks involved with their nature of work. Staff are reminded of the need to take care of any safety equipment issued.

Mr D Walker should be contacted if any safety equipment needs replacement.

Mr D Walker is accountable to **Mr J Moorcroft** for ensuring that spare safety equipment is kept and that it is suitable for the risks presented.

PORTABLE ELECTRICAL EQUIPMENT

All portable electrical equipment will be checked annually by an authorised contractor arranged through **Mr J Moorcroft**. Any loose or damaged cables should be reported to **Mr D Walker** immediately when noticed.

All staff are reminded of the importance of informing **Mr D Walker** of any personal portable electrical equipment they bring into the Company i.e. radios, kettles etc., as these items will also need to be inspected for safety before being allowed on the premises.

Mr D Walker will be accountable to **Mr J Moorcroft** for ensuring that this duty is complied with.

STACKING AND STORING

All materials shall be stored in a safe manner as identified below: -

- Coil shall be stored on a timber or synthetic base, with suitable chocks situated either side to prevent movement.
- Coil shall not be stored more than two high.
- Slit coil shall be stacked either 'eye to the sky' on a timber base, no more than five feet in height, or, vertically in rows supported at ends by metal racks.
- Steel sheet shall be stacked horizontally with equally spaced wooden blocks separating each bundle. Stacks shall be no more than five feet high.
- Employees stacking sheet shall ensure that it cannot come into contact with electric cable situated on walls.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

MARKING GANGWAYS

All gangways are identified by yellow lines; these gangways are to be kept free of obstructions at all times.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

FIRST AID

The company provides first aid facilities and First Aid Boxes are positioned on the wall next to the entrance to the works office and within the works office.

Mr D Harris is responsible for the upkeep of the First Aid Boxes.

All employees are encouraged to report all accidents, however small they may be and all accidents should be recorded in the Company's (B 1510) Accident Book.

Mr D Harris is responsible to **Mr J Moorcroft** for ensuring that all reported accidents are recorded in the accident book.

All accidents are reportable under the 'Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (**RIDD Regs 1995**) and should be reported using forms F2508 (Accident) or, F2508A (Disease) accordingly. These forms will be completed by **Mr D Harris** or in his absence **Mr J Moorcroft**.

All accidents and near misses shall be investigated and a report raised by **Mr J Moorcroft** to determine the cause and to ensure that the incident does not reoccur.

If the seriousness of the incident warrants it, then a more detailed investigation will be carried out by a qualified specialist.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

MACHINE GUARDS

Where machines are fitted with guards, it is the responsibility of the operator to ensure that they only operate the machine with the guards in place.

The guards will be inspected regularly to ensure that they are safe for use. Machine guards will be part of the guillotine safety inspection matrix.

Mr D Walker will be accountable to **Mr J Moorcroft** for ensuring that this duty is complied with.

LADDERS

Before use, all ladders will be visually inspected for signs of wear or damage. If damage is present and cannot be repaired, the ladders will be destroyed to prevent their use.

Mr D Walker will be accountable to **Mr J Moorcroft** for ensuring that this procedure is complied with.

MAINTENANCE

Only qualified and competent employees are allowed to carry out maintenance procedures. The maintenance person shall ensure that all machines are isolated and fuses removed to prevent re-connection to the electricity supply whilst maintenance work is in operation.

Mr D Walker is accountable to **Mr J Moorcroft** for ensuring that this procedure is complied with.

DIESEL

Diesel is stored on our premises for the use by our Lorries only.

All drivers filling up their tanks will ensure:

- Gloves are worn at all times to prevent skin problems.
- Any spilt diesel is cleaned up in the same way as we clean oil spillages.

LOADING/UNLOADING OF HEAVY GOODS VEHICLES

All goods inwards personnel must comply with the following: -

- All lorry beds, prior to loading/unloading must be inspected for holes/damage/wear to boards on both the upper and lower surfaces.
- Should a problem be found with the condition of the vehicle bed, the General Manager or in his absence the Safety Representative, should be informed immediately.
- Should the lorry bed then be deemed 'unsafe', no member of DAVRO personnel should enter onto the vehicle.
- The General Manager/Safety Representative shall provide the driver of the vehicle with the option of off-loading/loading the materials themselves, providing that they can furnish us with proof that they have been trained and are competent to operate our cranes or forklift trucks, or contacting their company to arrange a further trailer to deliver/collect from our site.
- If the lorry bed is sound then off-loading/loading may commence by a certified crane driver. Access to the lorry bed must only be made by use of the safety steps provided.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

MANUAL HANDLING

All tasks involving Manual Handling will firstly be assessed, as required by the Manual Handling Operations Regulations 1992 and follow the principle of the flow chart figure 5, page 5 of the above regulations which, in general, requires: -

- The avoidance of Manual Handling Operations.
- To make suitable and sufficient assessment of the tasks that cannot be avoided.
- Reduce the risk of injury from those operations that cannot be avoided.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

CONTRACTORS AND VISITORS

All contractors and visitors will be made aware of and abide by the following rules: -

All contractors and visitors to make contact with their appointed person and their presence on the Company's premises is to be recorded until they leave.

- Forklift Trucks only to be used by approved company employees.
- To walk only in designated areas and use gangways.
- Contractors to supply their own tools/equipment and make the company aware of tools/equipment to be used and ensure they are safe for use.
- Contractors/visitors are to inform the company of any product they intend to use that is controlled by the COSHH Regulations 1994.
- Contractors will be required to show proof of competence in the task they will be carrying out prior to the commencement of any work.
- Where a permit to work is issued, all contractors will work to the requirements of that permit.

The Company will make all contractors aware of any hazards that may present a risk to the work they are carrying out and this will be done by providing them with adequate information and training on required tasks.

Mr D Walker will be accountable to **Mr J Moorcroft** for ensuring that this procedure is complied with.

OVERHEAD CRANES

Only trained and certified employees will be allowed to operate our cranes.

Lifting operations will only be undertaken using either, 'dogs or chains/wire ropes'.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

NOISE

A Noise Survey has been carried out within the company. Signs have been sited in accordance with the Noise at Work Regulations 1989 and where a **1st Action Level** has been identified, ear protection is available for staff to wear.

Where a **2nd Action Level or Peak Action Level** has been identified, staff working in that area must wear ear protection at all times whilst the work in operation.

Noise surveys will be re-conducted when a change occurs or, there are other reasons to suspect a need for a further noise survey.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

The company have carried out COSHH Assessment on all substances it uses; staff are advised of the need to comply with any rules identified whilst using a substance covered by the COSHH Regs 1994. A copy of the assessments is kept in the General Office by **Mr J Moorcroft**; a copy is also available attached to the Works Notice Board.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

WELDING EQUIPMENT

Only trained, approved, competent employees are allowed to use the above equipment. Flash screens shall be used at all times when welding to prevent others being affected by the weld flash.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with.

PRESSURE VESSELS

All pressure vessels within the company are inspected and approved for use by our insurance company. The company have a written procedure for checking our pressure vessels.

Mr J Moorcroft will be accountable to **Mr J Davenport** for ensuring that this duty is complied with,