



## HS&E 101 P2 - Health and Safety Policy

This is the Health and Safety Policy of MF Freeman Limited.

### Health and Safety Policy Statement

It is the policy of MF Freeman Limited to:

- Provide adequate control of health and safety risks arising from our work activities.
- Consult with our employees on matters affecting their health and safety.
- Provide and maintain safe plant and equipment.
- Ensure safe handling and use of substances.
- Provide information, instruction and supervision for employees.
- Ensure that all employees are competent to do their tasks, and to give them adequate training.
- Prevent accidents and cases of work related ill health.
- Maintain safe and healthy working conditions.
- Review and revise this policy as necessary at regular intervals.

**Luke Freeman**  
**Joint Managing Director**  
1<sup>st</sup> January 2007

### Organisation and Responsibilities

#### Overall responsibility

The overall responsibility for health and safety in the organisation belongs to:

Name	<b>Luke Freeman</b>
Position	<b>Joint Managing Director</b>

It is the responsibility of the above person to ensure that sufficient resources are available to ensure that the arrangements within this health and safety policy are carried out.

#### Delegated responsibility for implementation and monitoring

Delegated responsibility for ensuring this policy is implemented and monitored in the contracting and plant hire division belongs to:

Name	<b>Terry Dixon</b>
Position	<b>Contracts Manager</b>

It is the responsibility of the above person to ensure that the arrangements within this health and safety policy are carried out and monitored to ensure that they are operating effectively.

#### Responsibilities of all employees

It is the responsibility of ALL employees to:

- Cooperate with their managers and supervisors on all health and safety matters.
- Use things provided for their health and safety properly and not misuse or interfere with anything provided to safeguard health and safety.
- Take reasonable care of themselves.
- Take care that their activities do not harm others.
- Report all hazards or concerns to their immediate manager or other appropriate person.

## Arrangements

The arrangements listed here describe what will be done to fulfil this policy.

## Management of Health and Safety

Health and safety management in MF Freeman Limited contracts and plant hire divisions will be the responsibility of **Terry Dixon** who will:

- Develop a clear policy.
- Allocate responsibilities at the appropriate levels.
- Develop and implement a health and safety plan.
- Check the implementation and effectiveness of the plan.
- Review the whole process from time to time.

## Risk Assessments

All hazards will be identified and risk assessments carried out in order to design systems of work that minimise risk.

Risk assessments will be recorded where the findings are significant.

For this policy, the following will apply:

<b>Risk Assessment Component</b>	<b>Responsibility</b>
The person responsible for ensuring that risk assessments are carried out by people competent to do so is:	<b>Terry Dixon Contracts Manager</b>
Generic risk assessments will be carried out by :	<b>Terry Dixon Contracts Manager</b>
Site risk assessments will be carried out by :	<b>Site Foreman Yard and Plant Manager</b>
The findings of risk assessments will be reported to:	<b>Terry Dixon Contracts Manager Luke Freeman Joint Managing Director</b>
The action to be taken to remove the risk (or if the risk cannot be removed, control the risk) will be designed by:	<b>Terry Dixon Contracts Manager  Site Foreman Yard and Plant Manager</b>
The action to be taken to remove the risk (or if the risk cannot be removed, control the risk) will be approved by:	<b>Terry Dixon Contracts Manager</b>
The implementation of actions to reduce risk is the responsibility of:	<b>Terry Dixon Contracts Manager Site Foreman Yard and Plant Manager</b>
Re-assessment following the implementation of actions is the responsibility of:	<b>Terry Dixon Contracts Manager Site Foreman Yard and Plant Manager</b>
Risk assessments will be reviewed every (or if sooner when the activity or conditions change that effect the risk):	<b>Terry Dixon Contracts Manager in conjunction with Qdos Consulting Limited</b>

## Training

Induction training will be provided for all new starters and those changing roles.

Further training will be provided that relate to competence and activities.

Training may be delivered in any of the following formats:

- Toolbox talks.
- Individually from the supervisor.
- Instructor led training.
- eLearning.

The training process is the responsibility of **Terry Dixon Contracts Manager** who will be responsible for keeping training records and the prompting of refresher training.

MF Freeman Limited has identified the following activities as requiring training: **To be completed with Terry Dixon following review**

Activity	Training description	Delivery Mechanism
<i>e.g. warehouse work</i>	<i>Manual handling</i>	<i>Instructor led training</i>
<i>e.g. warehouse work</i>	<i>Operation of fork lift trucks</i>	<i>Instructor led training</i>
etc		

## Supervision

Where required by a risk assessment, supervision will be provided for persons where there is a shortfall in experience or competence.

The supervision of young people and trainees will be the responsibility of **Site Foreman and the Yard and Plant Manager**.

## Information, Communications and Consultation

The statutory Health and Safety Law poster is displayed at **[specify location]**.

Statutory information on Health and Safety Law has been issued in leaflet form to all employees by **[named person / role]**.

Health and safety information and support is available from **Qdos Consulting Limited, Earl Shilton, Leicestershire**.

Where persons are working at sites owned or controlled by others, information relating to the hazards present, risk assessments, safe systems of work and any emergency procedures will be given to them by their immediate manager.

## Monitoring and Auditing

### Accidents, First Aid and Emergencies

All accidents and near misses will be reported to **[named person / role], [contact details] to be completed following further discussion** who will be responsible for the keeping of records and also reporting accidents, diseases and dangerous occurrences to the enforcing authorities.

First Aid provision has been made by MF Freeman Limited and the following first aiders may be contacted if first aid is required:

First Aider	Location	Contact details

When required by a risk assessment, health surveillance will be provided for employees as part of the risk management process. Health surveillance records will be kept by **Terry Dixon Contracts Manager**.

The following action is to be taken in the event of the following emergencies: ***to be completed once the fire risk assessment has been completed***

Emergency	Action
Fire Alarm	
[Other emergency 1] e.g. gas release - <i>delete or amend</i>	
[Other emergency 2] e.g. risks from neighbours premises of process - <i>delete or amend</i>	

### Plant and Equipment

It is the policy of MF Freeman Limited to use properly selected and maintained plant and equipment.

It is the responsibility of **Terry Dixon Contracts Manager** to select work equipment and ensure that it is fit for purpose and ensure that it conforms to any required safety standards.

The maintenance procedure and programme is the responsibility of **Terry Dixon Contracts Manager** who will identify all equipment that requires maintenance, arrange for the maintenance and then check that it has been completed. This responsibility includes the liaison with outside organisations such as insurers or others who may carry out periodic inspections.

If defects are found with any plant or work equipment these should be reported to **Terry Dixon Contracts Manager** for action.

### Hazardous Substances

All hazardous substances will be identified and assessed for risk and this is the responsibility of **Terry Dixon Contracts Manager** who will also check that substances are safe to use prior to purchase.

All hazardous substances used that have a significant risk will either be substituted with a less harmful alternative or controlled by designing safe systems of work. The person responsible for this task is **Terry Dixon Contracts Manager**.

The implementation of safe systems of work during use with substances will be the responsibility of **Terry Dixon Contracts Manager**.

Assessments of hazardous substances will be reviewed every **12 months**, or whenever changes occur that might alter the level of risk.

### Storage and Handling

Storage will be designed so that items are stable in storage and that shelving or racking will be suitable in terms of strength and position to allow safe storage. This will be the responsibility of **Terry Dixon Contracts Manager**.



Where items require handling the appropriate means of handling whether manual or mechanical will be designed and risk assessed prior to the start of the activity. Handling risk assessments and the design of safe systems will be the responsibility of **Terry Dixon Contracts Manager**