



## Health & Safety Policy – 011018 – TB MLBF – V1.6



## FERRYSPEED HEALTH AND SAFETY POLICY

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## **HEALTH AND SAFETY POLICY**

### **POLICY STATEMENT**

#### **SECTION 1**

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## 1.0 Health and Safety Policy Statement

The UK's Health and Safety at Work etc Act 1974 highlights the duty of all concerned in Industry and Commerce to play their part, in securing the Health, Safety and Welfare of persons at work, and protecting the community at large against risks to Health or Safety arising out of or in connection with the activities of persons at work. Ferryspeed operates extensively in the Channel Islands and therefore both the Health and Safety at Work (Jersey) Law 1989 and the Health and Safety at Work (General) (Guernsey) Ordinance 1987 are applicable to our activities.

As Managing Director I accept my responsibility under the relevant legislation and it is our policy to do all that is reasonably practicable to ensure the Health, Safety and Welfare of employees whilst at work and those who may be affected by the company's activities.

As a company our objectives are:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision to employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work related ill health
- To maintain safe and healthy working conditions

I am confident that the importance of these objectives will be recognised by all employees and others concerned and that each and every individual will co-operate responsibly in the sustained efforts necessary to attain them.

This policy will be kept up to date, particularly as the business changes in nature and size. To that end the policy and the way in which it is operated will be reviewed each year.

N Gilbert  
Operations Director  
February 2019

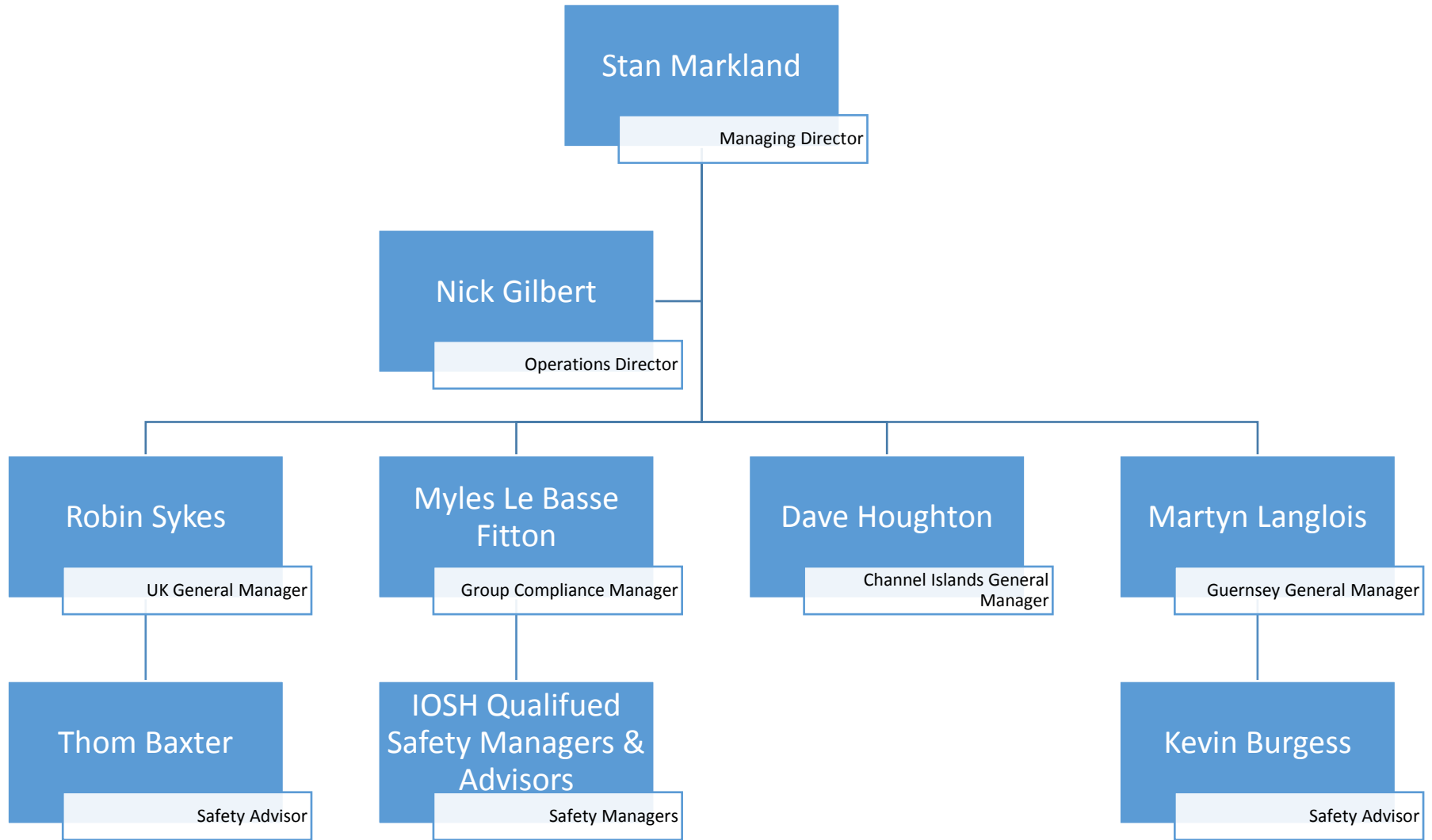


## **HEALTH AND SAFETY POLICY**

### **ORGANISATION AND RESPONSIBILITIES FOR HEALTH AND SAFETY**

#### **SECTION 2**

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## **2.0 Company Responsibilities for Health and Safety**

### **2.1 Managing Director & Operations Director**

The Managing Director is committed to the implementation of the Company Health & Safety Policy and has ultimate responsibility for Health and Safety within the company. He will ensure that procedures are in place to provide for health, safety and welfare affairs to be adequately assigned and researched and to ensure that accountability is understood and accepted at all appropriate levels.

In fulfilling his responsibility he will ensure that:

- The Health and Safety Policy Statement and Risk Assessments are reviewed on an annual basis or as required by changes in work activities or practices and regular appraisal of performance on Health and Safety management.
- Adequate Insurance cover is provided for both statutory and company needs and ensure that adequate resources are directed towards Health and Safety issues.
- He demonstrates a personal commitment to the development of a positive safety culture.
- Relevant legislation, approved codes of practice and company standards have been identified and that the authority and responsibility for their implementation is delegated to the appropriate management level. This will include the performance of statutory inspections.
- Appropriate measures have been taken in order to eliminate or control known hazards and to safeguard against the introduction of new risks wherever possible, including the performance of risk assessment.
- Provision is made for the information, instruction and training of all personnel in the safe practices associated with their job function.
- There is adequate communication channels with employees on issues affecting Health, Safety and Welfare.
- There are adequate arrangements for the management of first aid requirements and ensuring that all employees are aware of the arrangements.
- That adequate arrangements are in place to evacuate the premises in case of emergency and that all employees and visitors are aware of the arrangements.



- Suitable health and safety standards are maintained within the offices, warehouses and yard environments, including emergency procedures and arrangements and the safe use of office equipment e.g. Display Screen Equipment.
- Accidents are promptly and properly investigated and that suitable preventive control measures are put in place. This will include the reporting of accidents and incidents to the Insurance Company and to the Enforcing Authority where required by RIDDOR.
- The Managing Director in the event of an incident involving death or serious injury will act as the company spokesperson to the media and no other employee will give interviews or comment without his express permission.
- The Managing Director may delegate these responsibilities to the General Managers for the day to day running of the operation but this does not absolve him of these responsibilities.

## **2.2 General Managers**

The General Managers of each depot are responsible to the Operations Director for the operations and effective running of the Company in their respective depots.

## **2.3 Group Compliance Manager**

The Group Compliance Manager has responsibility for managing the following key areas of the business;

- Environment
- Health & Safety
- Training
- Regulatory
- HACCP
- Food Safety
- Policy
- Audit
- Review

All Managers, along with the Health, Safety & Environment Advisors support the collective effort to ensure compliance with all of the above.





## 2.4 Safety Advisors

The Company's Safety Advisors have all successfully achieved NEBOSH qualifications and are directed to ensure and maintain the effective management of all Health and Safety aspects at their specific location. They are accountable to the General Manager for the day-to-day management of health and safety and will act as the central point of contact in the company in relation to health and safety for Statutory Agencies, Consultants and Legal Representatives. They will ensure:

- That they are familiar with relevant Legislation, Approved Codes of Practice and company safe systems and demonstrates a personal commitment to the development of a positive safety culture.
- All accidents are reported promptly and properly investigated so that suitable preventive control measures are put in place. This will include the reporting of accidents and incidents to the Insurance Company and to the Enforcing Authority where required by RIDDOR.
- That details of all accidents, incidents and issues relating to health and safety are placed on the agenda of the Health and Safety Committee and that minutes are prepared and circulated.
- That the company Health and Safety Policy and Risk Assessments are reviewed on an annual basis or as required by changes in work activities or practices and that regular appraisal of performance on Health and Safety Management takes place.
- That adequate numbers of staff are trained as 'First Aiders', that necessary statutory first aid signs and equipment are provided and that all employees are aware of the arrangements.
- That an adequate plan is drawn up and practiced to evacuate the premises and depots in case of fire or other emergency and that employees are trained in the use of fire equipment and visitors are aware of the arrangements.
- That adequate numbers of staff are trained as Fire Marshals and that they are confident and competent in their role.
- That statutory inspections of lifting equipment, pressure systems, electrical wiring and equipment is carried out by competent persons and remedial action taken.
- That an index of all substances which employees use (company provided) or, that staff are exposed to is prepared and a register of data sheets and COSHH



assessments are maintained for the substances and that no new items will be used until assessed and entered on the index and register.

- The company's Health and Safety Policy Statement is implemented and is communicated to all employees.
- All employees are adequately trained, instructed and supervised to perform the tasks required of them in a safe manner and are aware of known risks and hazards which may exist within the operation of those tasks.
- All accidents/incidents are promptly investigated and reported to the HSE under RIDDOR and that prompt action is taken to avoid recurrence.
- Regular safety audits are carried out of the company operations, that all statutory checks of plant and equipment are undertaken, and that suitable arrangements are in place for the maintenance of electrical appliances, plant or equipment.
- That all aspects of Health, Safety and Welfare including warning signs, heating, lighting, ventilation, washing/toilets and dining facilities provided are adequately monitored and maintained.
- Standards which are designed to improve Health and Safety performance, are monitored and reviewed.
- Company safe systems of work are applied and that these safe systems are reviewed/updated as necessary.
- Adequate arrangements are in place for the safe storage/use of potentially hazardous substances and that staff are provided with suitable training based on the COSHH assessments.
- Correct PPE is available and worn at all times.
- That in conjunction with employees the risks of work operations are assessed and that suitable planning and control measures are introduced. This is particularly so when consideration is being given to new plant, equipment or procedures.
- Safe systems of work are applied at all times and that failure to do so is reported and that where necessary unsafe operations are halted immediately.
- Plant and equipment is operated safely during mechanical loading/unloading or lifting operations particularly involving forklifts.



- All staff, company or visiting vehicles operate in a safe and controlled manner while moving on site
- They have full knowledge of the COSHH assessments and control measures relating to the substances they or their staff could have contact with and that the staff are trained in these and that they are enforced.
- They have knowledge of the company emergency procedures and the actions required.

## **2.5 Supervisors**

All supervisory staff are required to maintain good order within their vicinity at all times and to ensure colleagues conduct all work tasks in accordance with applicable risk assessments and method statements.

## **2.6 All Employees**

All employees including agency workers have a duty to look after their own safety and the safety of others as well as co-operating with Management on all areas regarding health and safety at work. This duty can be discharged by:

- Complying with the Health and Safety Policy.
- Fully observing the safety rules and safe systems of work.
- Reporting any safety hazard within their work area or malfunction of any item of equipment to management.
- Fully conforming to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Conducting themselves in an orderly manner in the work place and refraining from any form of horseplay.
- Putting forward ideas/suggestions, which could improve standards of health and safety.
- Using all safety equipment and/or protective clothing as may be provided.
- Encouraging a positive attitude to health and safety matters and setting a good personal example to others.



- Maintaining all implements and equipment in good condition and reporting any defects to Management when they occur.
- Reporting all incidents or dangerous occurrences, which may cause personal injury or damage to plant vehicles or machinery.
- Observing all laid down procedures concerning processes, materials and substances used.
- Observing the fire and emergency evacuation procedures and the position of all fire equipment and exit routes.
- Taking reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operating with Management to enable the employer to carry out his legal duties or any requirements as may be imposed.
- Not intentionally or recklessly interfering with or misusing any item provided in the interests of Health, Safety and Welfare.
- Every employee must use machines, equipment, dangerous substances, transport equipment or safety devices provided by the employer, in accordance with the training and instructions received (whether this be written or verbal).
- Every employee must inform their Supervisor or any other employee with specific health and safety responsibilities for fellow employees about any work situation where it is considered that the training and instruction received by themselves or a fellow employee, could represent a serious and imminent danger to their health and safety and of any matter where it is considered that the training and instruction received by themselves or a fellow employee, could present a failure in the employer's protection arrangements for their health and safety, even where no immediate danger exists.

## **2.7 Contractors**

Contractors have responsibilities within the management system of Ferryspeed;

- Completion of an assessment questionnaire before they are selected to carry out any work.
- Where work is complex or potentially high risk, a work method statement must be agreed in advance of that particular element of the work starting.



- Contractors must provide all their own hand tools and equipment for their task.
- Fully observing the safety rules and safe systems of work on site.
- The correct PPE is worn at all times.
- Work is not commenced where a Permit to Work is required. An example of this is welding, brazing or other hot work and work at height.



## **HEALTH AND SAFETY POLICY**

### **ARRANGEMENTS FOR MANAGEMENT OF HEALTH AND SAFETY AT WORK**

#### **SECTION 3**

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### **3.0 Arrangements for Risk Assessment**

Ferryspeed has conducted risk assessments aimed at identifying all practical risks associated with their activities. The significant findings of the risk assessments have been documented and used to identify and introduce risk control measures aimed at reducing the risk to the lowest practicable level.

The Company Safety Advisors are responsible for the performance of the general risk assessments within the company. The findings of the risk assessments will be reported to the General Managers who will approve the control measures required to manage risk. The Safety Advisors are responsible for ensuring that these measures once approved are implemented. They will carry out ongoing risk assessments of the company operations in the event of unusual or emerging hazards or activities.

The Safety Advisors will check that the general risk assessments have been effective in controlling the identified risks and are responsible for ensuring that employees are made aware of the results of the risk assessments and the control measures, which apply to their particular areas of activity.

The risk assessments will be reviewed on at least an annual basis or as deemed necessary by accidents, unsafe incidents or changes in processes and equipment.

### **3.1 Consultation with Employees**

There is on-going consultation and communication throughout the company.

There are opportunities during Tool Box Talks for employees to raise any concerns over Health & Safety matters.

There are notice boards in each depot displaying relevant health and safety information including policies, company objectives and memos relating to health and safety issues.

### **3.2 Safe Plant and Equipment**

The Safety Advisors are responsible for ensuring that adequate arrangements are in place for the maintenance of plant and equipment. This will include the establishment of procedures to plan and control maintenance.

Any problems with plant should be communicated to a Safety Advisor without delay. The Company will check that new plant and equipment meets the relevant Health and Safety standards before it is purchased.



The Safety Advisors are responsible for ensuring that statutory inspections are carried out in their depot and for ensuring that suitable records are maintained. The following statutory inspections should be completed.

<b>Statutory Inspection</b>	<b>Frequency</b>
Lifting Equipment	Annual/ 6 monthly
Compressed Air Equipment	Annual
Fixed Wiring	Every 5 years
<b>Other Inspections</b>	<b>Frequency</b>
Fire Alarm Systems	Annual
Fire Extinguishers	Annual
Emergency Lighting	Annual
Portable Appliance Testing	Annual

### **3.3 Safe Use and Handling of Substances**

The Safety Advisors are responsible for ensuring that substances are identified and controlled and that a COSHH assessment is carried out. They will also ensure that all necessary control measures are introduced. All relevant employees are informed about the results of COSHH assessments and are trained in the safe use, handling and storage of substances. COSHH assessments will be reviewed on at least an annual basis or as work activity or processes change.

### **3.4 Information, Instruction and Supervision**

The Health and Safety Law Poster is displayed in all rest rooms.

Health and Safety advice and guidance is available from the Safety Advisors who may consult Government Agencies, Industry Bodies and HSE as appropriate.

Ferryspeed utilises the services of Barbour EHS which is a health & safety information service enabling Company Safety Advisors and Managers to avoid missing essential legislation updates, thereby ensuring we remain compliant.

### **3.5 Health and Safety Training**

Induction training will be carried out as soon as possible after an employee commences employment, ideally on arrival. The objective is to ensure that new employees are familiar with all applicable aspects of Health and Safety which relate to their employment. Records of such training will be maintained. The Safety Advisors are responsible for ensuring that induction training is provided following an inclusive programme prepared and revised in consultation from time to time.





Induction training will cover:

- Emergency procedures, including fire and accident.
- Locations of exits/escape routes as part of an introductory site tour.
- Medical emergency, first aid/injury reporting procedures, location of first aid equipment and names of first aid appointed/trained persons.
- Instruction on any prohibition areas (i.e. no smoking) and prohibited activities i.e. climbing vehicles or riding on forklift forks.
- Issue of protective clothing and instruction on how to use and store it.
- Introduction to their direct supervisor and allocation of a mentor followed by thorough instruction applicable to their particular duties at work and the equipment that they are expected to use.
- All company safe systems of work.
- Manual handling.
- Welfare facilities and good hygiene practices including use of barrier cream, washing and skin reconditioning cream.
- Hazardous substances
- Display Screen Equipment if appropriate.
- Any risks peculiar to that Depot.

The following jobs require job specific training:

Operation of;  
Forklift trucks  
Powered Pallet trucks  
Hand Powered trucks

Records of all training provided and certification will be maintained in the individual depots.

The Safety Advisors will consult with the General Managers on matters concerning instruction and training for various plant and equipment operated by the company.



### 3.6 Accidents, First-Aid and Work Related Ill Health

Health surveillance is required for the employees involved in the following jobs:

<b>Job</b>	<b>Type of Monitoring</b>	<b>Frequency</b>
Forklift driving	Medical examination	As specified by HSE guidance.
Truck driving	Medical examination	As specified by HGV licence regulations

The Safety Advisors will arrange the necessary health surveillance and will maintain suitable records.

First aid kits are located at:

- Rest Rooms
- Various locations
- All vehicles

Ferryspeed have a number of first aid trained personnel within the workforce. These can be identified by the wearing of appropriately marked high visibility jackets. In addition to these measures first aid treatment rooms are also available in the depots.

The appointed person is responsible for checking the contents of the first aid kits on a regular basis and for arranging replenishment as necessary.

#### **Accident Investigation**

All accidents or injuries must be reported immediately to a first aider. The depot Safety Advisor or in their absence the General Manager should be informed as soon as practical. First Aid qualified personnel will provide initial treatment, this may include the transportation of an injured party to hospital. They will also ensure that the accident details are entered in the Accident Book. The General Manager should also be informed.

It is important that all incidents, no matter how minor, are investigated so that a recurrence can be prevented. This is necessary whether or not an injury occurred. 'Near misses' can easily become accidents involving injuries. Accidents/incidents will normally be investigated by the Safety Advisors.

Where necessary under the RIDDOR Regulations the Safety Advisor will arrange for the reporting of the accident, incident, disease or dangerous occurrence to the Enforcing Authority.



The following points should be treated as a guide for investigation of any accident and should be included in the investigation report:

- Name and address of the injured person, including where necessary members of the public and contractors.
- Accurate date and time of the incident.
- Precise location of the incident with photographs or diagrams if necessary.
- What the injured person was doing at the time of the accident.
- Details of witnesses and their accounts of the incident.
- Details of the equipment involved.
- Nature of injury and location on the body.
- Treatment.

The depot Safety Advisor is responsible for monitoring and investigating accidents, incidents, diseases, dangerous occurrences and cases of work-related sickness or absence. He is also responsible for acting on the findings of subsequent investigations and implementing actions to prevent reoccurrence following consultation with stakeholders and approval of the General Manager.

### **3.7 Enforcing Authority**

The Enforcing Authorities for Ferryspeed are:

The Health and Safety Executive  
Priestley House  
Priestley Road  
BASINGSTOKE  
RG24 9NW

Health and Safety Inspectorate  
PO Box 55  
La Motte Street  
St Helier  
Jersey  
JE4 8PE

The Health and Safety Executive  
Raymond Falla House  
PO Box 459,  
Longue Rue,  
St. Martins,  
Guernsey  
GY1 6AF



Ferryspeed is also accountable to Portsmouth City Council as a Local Authority. The UK Health and Safety Executive does not hold jurisdiction in the States of Jersey and Guernsey. The Company conducts its operations in the Channel Islands adhering to legislation and best practice as decreed by the HSE but comes under the jurisdiction of the Channel Island States local regulations.

### **3.8 Arrangements For The Management Of Fire Emergencies**

#### **Equipment Checks**

The Safety Advisors will carry out regular visual inspections of the workplace to ensure:

- Emergency lighting (working)
- Fire evacuation signs (in position)
- Fire alarm (working)
- Fire alarm points and signs (undamaged and legible)
- Fire extinguishers (undamaged and in position)

Any defects identified will be recorded and the General Manager informed. Annual servicing of all firefighting equipment is conducted by third party contractors.

The following inspection/tests will be carried out by competent contractors on an annual basis and certificates retained by the Safety Advisors. A test label will be attached to each extinguisher showing date of test.

- Fire alarms/detectors/emergency lights
- Fire extinguishers

#### **Fire Evacuation Procedure**

The Emergency Procedures for the company premises covers:

- Fire prevention guidelines
- Finding a fire
- Evacuation procedure
- Tackling a fire
- Calling the Fire Service
- Fire instruction and drills
- Firefighting equipment.

The procedure will be reviewed annually.



## **Evacuation Drills**

The Safety Advisors will arrange for fire drills at intervals of not more than six months, records of which will be maintained.

## **Fire Extinguishers**

Training will be given to selected staff in the use of fire extinguishers. All staff receive training on the following:

- Action to be taken on discovering a fire
- Action to be taken on hearing the fire alarm
- Raising of the fire alarm
- Calling the Fire Service
- Fire escape routes
- Closing of fire doors
- Fire Assembly points for employees
- Location, types and use of firefighting equipment
- Records should be kept and maintained of the Fire Training

### **3.9 Arrangements for the Management of General Emergencies.**

The Emergency Plan will be reviewed annually or following significant changes in company activities or new hazards arising.

### **3.10 Arrangements for the Management of Contractors**

From time to time contractors will be required to work on our premises and it is of fundamental importance that we eliminate or minimise all risks involved in the work.

Ferryspeed will select contractors carefully, ensuring that their submission contains reasonable provision for carrying out the work safely so that we are confident that they have the skills they claim.

Where necessary, Ferryspeed will require the contractor to provide risk assessments for that part of the work he controls. For our part, we will control our own risks, discussing any area of overlap and any additional precautions, which is required between Ferryspeed and the contractor.

Ferryspeed will arrange a contact person who will brief each contractor on the work requirements, precautions etc following the receipt/carrying out of risk assessments.

The contractor's staff will be given a copy of the 'Safety Rules for Contractors' and sign a permit to work.



Where work is complex or potentially high risk, a safe system of work method statement must be agreed in advance of that particular element of the work starting.

Contractors must provide all their own tools and equipment for their task and items owned by Ferryspeed will not be used by contractor's staff without express permission of the General Manager.

The contact person will check the work at intervals to ensure that the agreed programme and precautions are being complied with.



## **Contractor Safety Rules**

Park safely in the yard away from the forklift truck operating areas, vehicle loading areas or where trucks are moving.

Report to the depot reception before starting work.

All contractors while working at Ferryspeed must observe the appropriate Statutory Regulations, codes of practice and company safety procedures while carrying out the work in a safe manner.

All operatives working in the yards must safety footwear and high visibility vests at all times.

All contractors' equipment should be in good order and have any current statutory inspection certification needed.

All portable electrical equipment should be 110V and centre tapped to earth.

Contractors should provide all tools and equipment needed for the task. Ferryspeed equipment will not be used without the express approval of the General Manager.

Good housekeeping should be maintained at all times with materials stored in a safe and orderly manner and waste placed in suitable containers. Contractors are responsible for removing any waste created unless previous approval has been given by the General Manager.

Do not move any stores or heavy items in order work, Ferryspeed operatives will move them safely for you.

Smoking is only permitted in designated areas and any welding or other hot work will be notified to the Safety Advisor before work starts and any safety directions he gives will be complied with.

If contractors are to work at height the Safety Advisor must be informed and the safe system of work method approved by him before work starts.

Contractors must not dispose of any material down the drains at Ferryspeed without the permission of the General Manager.

**Signed (Contractor)..... Company Name.....**

**Date.....**

### 3.11 Arrangements for Monitoring Health and Safety Performance Standards

The chart below provides a quick reference guide to the management responsibilities for monitoring health and safety performance standards.

Monitoring Responsibility	Frequency	Performance Standard
Group Compliance Manager/Safety Advisor/General Manager	12 months	General Health and Safety review
Group Compliance Manager/Safety Advisor/General Manager	12 months	Review Health and Safety policy
Group Compliance Manager/Safety Advisor/General Manager	12 months	Review risk assessments and safe systems of work
Group Compliance Manager/Safety Advisor/General Manager	3 – 5 years	Ensure forklift driver refresher training is up to date
Group Compliance Manager/Safety Advisor/General Manager	Monthly	Check first aid box is located at the stated location and is stocked
Group Compliance Manager/Safety Advisor/General Manager	12 months	Review Health and Safety training needs
Group Compliance Manager/Safety Advisor/General Manager	12 months	Ensure fire equipment is adequate and that sufficient training has been provided
Group Compliance Manager/Safety Advisor/General Manager	12 months	Ensure that COSHH records are in place and up to date
Group Compliance Manager/Safety Advisor/General Manager	12 months	Ensure all staff have received relevant induction training, training in emergency procedures and safe systems of Work guidelines.



Monitoring responsibility	Frequency	Standard
Group Compliance Manager/Safety Advisor/General Manager	12 months	Inspection and testing of portable electrical appliances
Group Compliance Manager/Safety Advisor/General Manager	5 Years	Inspection and testing of all fixed electrical installations
Group Compliance Manager/Safety Advisor/General Manager	12 months	Review manual handling activities in order to ensure that adequate controls are in place
Group Compliance Manager/Safety Advisor/General Manager	12 months	Ensuring that protective equipment is adequate and suitable
Group Compliance Manager/Safety Advisor/General Manager	12 Months	Ensuring that statutory inspections have been carried out
Group Compliance Manager/Safety Advisor/General Manager	3 months	Ensuring that Health and Safety audits are performed



### **3.12 Personal Protective Equipment**

All warehouse operatives and drivers will be issued with suitable personal protective equipment free of charge. This will include:

- Safety footwear.
- High visibility vest.
- Gloves.
- Warm weather clothing.

Office Staff and visitors requiring site tours are required to wear;

- Hi-visibility jackets.
- Safety footwear in the operational areas.

### **3.13 Noise**

Hearing protection must be worn where there is noise over 85db (A) – as this can prevent hearing damage. If you cannot hear a normal conversation it would suggest that noise levels are of a sufficient level to justify the use of hearing protection. If in doubt use hearing protection or speak to a Supervisor.

### **3.14 Working at Height**

Ferryspeed accepts that they must do all that is reasonably practicable to prevent anyone falling at work.

Ferryspeed will apply the following Hierarchy when considering or planning work at Height in accordance with the 'The Work at Height Regulations 2005'

- Avoid working at height where possible
- Use work equipment or other measures to prevent falls where we cannot avoid work at height.
- Where we cannot eliminate risk of falls we will use work equipment or other measures to minimise the distance or consequences if a fall should occur.

Ferryspeed will ensure as far as reasonably practicable:

- That all work at height is properly planned and organised including risk assessment, supervision and emergency rescue provision.
- All work at height takes account of weather conditions and accordingly all supervisors are authorised to suspend work during inclement weather.



- That all personnel involved in work at height are properly trained and competent including equipment maintenance, on how to avoid falling and to minimise injury should they fall.
- The place where the work is done and the access to it are safe.
- Equipment for work at height is appropriately selected and inspected to provide;
  - The most suitable equipment.
  - Provide collective protective measures before personal protective measures.
  - Take account of working conditions & risks to those working on site.
  - Inspections and records meet the requirements of the regulations.
- Risks from fragile surfaces are identified to staff, guarded or controlled.
- The risks from falling objects are controlled including preventing items being stored, falling or being thrown in a way likely to injury anyone.
- Indicate or restrict areas where there is a risk of injury from items falling.

### **3.15 Mobile Phones**

If you use a mobile phone whilst driving, be aware of the requirements of the Road Traffic Acts & Laws. If used wrongly, a mobile phone can distract you from driving and contribute to an accident

Employees are under no obligation to make or receive telephone calls while driving.

Calls must only be received using an approved hands free device. Such calls should be as short as possible.

If you are calling someone who you know is driving, you should avoid unnecessary calls and you must ensure that the call time is kept to a minimum, as you could be putting them in danger.

Mobile telephones are not permitted to be used within the warehouses or freight yards.

Staff on site with authorised phones should only answer mobile phones when it is safe to do so.

All staff are required to adhere to the implementation of this policy and disciplinary procedures will be followed if a member of staff does not comply with this policy.



### **3.16 Company Vehicles**

Only competent personnel shall operate any company vehicle. Licences shall be valid and cover the type of vehicle to be used. Driving licences are checked on recruitment and again annually with a photocopy retained on personal file.

Care must be taken when entering / leaving the vehicle to avoid slipping or disembarking on unsound surface. Ensure that ground is free from debris, stones etc. prior to disembarking and that all footsteps are in satisfactory condition and free from ice, grease and mud prior to use.

Whilst driving, ensure that all road legislation is obeyed and that the driver is courteous to other road users

Vehicle drivers are instructed to;

- Never park the vehicle where it can be an obstruction to other road users or pedestrians. This means they should park where safe, lawful and convenient.
- Never leave the keys in an unattended vehicle. Always remove them when parking, even if out for a few seconds.
- Turn off the engine when not in use.
- Ensure that the handbrake is applied when the vehicle is parked. Never park the vehicle without ensuring it is braked.
- Ensure that tyres have satisfactory tread & are at correct pressures.
- Wear a seatbelt when the vehicle is in motion.
- Ensure mirrors are positioned correctly.

### **3.17 No Smoking**

Employees are not permitted to smoke in any enclosed or substantially enclosed premises that are open to the public or are workplaces with more than one employee.

- Employees are not permitted to smoke in any company vehicle.

It is the policy of Ferryspeed that all of our workplaces are smoke-free and all employees have a right to work in a smoke-free environment.



Smoking is prohibited throughout the entire workplace with no exceptions. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers and visitors.

Designated smoking areas are located in each depot. Cigarette Disposal Bins are available and must be used for all cigarette ends.

Overall responsibility for policy implementation and review rests with the General Manager. Appropriate no-smoking signs will be clearly displayed at the entrances to and within the premises.

Disciplinary procedures will be initiated if a member of staff does not comply with this policy.

### **3.18 Young People**

It is company policy to co-operate with young persons and to minimize any risks and ensure the welfare of those concerned.

In the event of an Under 18 starting work experience or starting employment, a specific Young Person's risk assessment is carried out. The Company have a template Young Person risk assessment that is used.

Young staff will be given a mentor to guide and supervise them in the workplace.

### **3.19 Manual Handling**

Manual handling training is carried out on induction and periodically thereafter for all staff. Ferryspeed will take all reasonable steps to reduce the amount of manual handling carried out by its employees. Where manual handling is unavoidable Ferryspeed will take all reasonable precautions to reduce the risk of injury.

All significant manual handling tasks will be assessed in accordance with the Manual Handling Operations Regulations 1992.

Manual handling is any operation involving lifting, carrying, holding/supporting, pulling, pushing or placing.

- Employees must comply with the policy and the company will support the improvement of the working environment, providing training and equipment.
- Employees are not expected to lift outside HSE guidelines.
- The type of loads being moved must be taken into account as well as the environment.



- Twisting, stooping and stretching whilst supporting the load must be avoided.

Whilst it is recognised that training alone does not constitute a safe environment, manual handling and ergonomic training will be given to all relevant staff.

### **3.20 Expectant Mothers**

We recognise our legal duty to undertake a specific individual assessment of the tasks undertaken by new and expectant mothers, so as not to expose them to hazards that may cause harm and have developed a policy in line with HSE guidance.

It is company policy to co-operate with new and expectant mothers and to minimize any risks and ensure the welfare of those concerned.

In the future if we employ any female staff they are expected to confirm pregnancy to the Management in order for an expectant mother risk assessment to be carried out. The risk assessment will be used to identify if there are any tasks currently undertaken by female staff that might be a hazard to them in the early stages of pregnancy.

### **3.21 Display Screen Equipment**

We recognise we have a legal duty to control work being carried out using DSE in our offices in line with The Display Screen Equipment Regulations 1992.

The control measures that Ferryspeed has in place include:

- Display screen risk assessments and using the findings of these assessments to define and introduce the necessary control measures. The risk assessments are reviewed on an annual basis.
- The provision of eye tests for DSE users.
- The provision of adequate natural breaks from the workstation.

### **3.22 Safety Rules**

This section of our Health and Safety Policy specifies the rules laid down for the attention of all employees. Ferryspeed recognises that it is not possible to prepare in written form every possible safety rule as circumstances may vary depending upon the nature of work. However, our employees are expected to act in a sensible manner and adhere to verbal instructions given by Management and Supervisors.



## **Rules Covering Health and Safety at Work**

### **General Operations**

- Work must not be undertaken whilst under the influence of drugs including medicinal items or alcohol or where fatigue could affect the ability to work safely.
- All employees or visitors working in the vicinity of forklift trucks, other lifting equipment or vehicular traffic must wear high visibility vests.
- Safety footwear must be worn by all employees in the warehouses or close to anywhere forklifts are operating and on trucks.
- All lifting equipment must be subject to a visual check before use. Defective equipment must not be used under any circumstances and must be reported immediately.
- Drivers of forklift trucks or vehicles should not be distracted while engaged in lifting or manoeuvring.
- When using plant, operatives are to warn others of their presence by sounding the horn.
- Material Handling Equipment such as forklift trucks will only be operated by suitably trained personnel. Ferryspeed conducts in-house training by certified instructors.
- Employees should not climb on storage racks or stacked pallets.
- Safe manual handling techniques should always be employed and hazardous manual handling activities should be avoided.
- Always ensure that trip hazards are cleared from passageways.
- All injuries no matter how minor must be reported to the first aid person. Cuts/abrasions must be properly cleaned and must be referred for further medical attention where the employee does not have a current tetanus injection.
- Keys should be removed from equipment when not in use and equipment should never be left running. At end of work plant should be locked and keys returned to secure storage.



- Personnel must remain clear of forklift trucks and lorries. Never walk/run behind the truck or lorry. Drivers of lorries being loaded must stay in the cab or stand well clear where they can be seen by the operatives. They must wear a visibility vest if out of the cab.
- Personnel operating Forklift trucks and Powered Pallet Trucks should always be aware of the presence of other employees and should not move whilst employees are near the vehicle. Drivers must operate within the speed limit of 10mph.
- Carrying of passengers on forklift trucks is forbidden.
- Employees must remain aware of the presence of forklift trucks and must keep all limbs clear when forklift trucks are picking up or setting down loads.

### **Working Practices**

- Employees must not operate any item of plant or equipment unless they have been trained and authorised to do so.
- Employees must make full and proper use of all equipment guarding.
- Employees must report to a Supervisor immediately any fault, damage, defect or malfunction in any item of plant or equipment.
- Employees under the age of 18 years must not operate any item of plant or equipment unless they have received sufficient training or are under adequate supervision.
- Employees must not make any repairs or carry out maintenance work of any description unless authorised to do so.
- Employees must use all substances, chemicals, liquids etc. in accordance with all written instructions.
- Employees must return all substances, chemicals, liquids etc. to their designated safe storage area when not in use and at the end of the working period.
- Extreme caution should be exercised when filling forklift trucks with diesel or recharging batteries. PPE is provided and is to be used in all instances.
- Employees must not stack or store materials in an unsafe manner where it might slip or fall onto persons





### **Hazard/Warning Signs and Notices**

- Employees must comply with all hazard/warning signs and notices displayed on the premises.

### **Working Conditions/Environment**

- Employees must make proper use of all equipment and facilities provided to control working conditions/environment.
- Employees must keep stairways, passageways and work areas clear and in a clean and tidy condition.
- Employees must dispose of all waste within the working area, using the facilities provided.
- Employees must use the correct methods when removing any articles of waste for disposal.
- Employees must clear up spillages or liquids within the work area in the prescribed manner.
- Employees must not pollute watercourses, sewers or drains with chemicals, or substances.

### **Protective Clothing and Equipment**

- Employees must use all items of protective clothing/equipment provided as instructed.
- Employees must store and maintain protective clothing/equipment in the approved manner.
- Employees must report any damage, loss, fault or unsuitability of protective clothing/equipment to their Supervisor.

### **Fire Precautions**

- Employees must comply with all laid down emergency procedures.
- Employees must not obstruct any fire escape route, fire equipment or fire doors.
- Employees must report any use of firefighting equipment to a Supervisor.



## **Accidents**

- Employees must report all accidents, spillages and dangerous occurrences to Management or a Supervisor as soon as it is practicable. Supervisors are to complete the appropriate paperwork.
- Employees must notify their Supervisor of any incident in which damage is caused to property.

## **Rules Governing Gross Misconduct**

An employee will be liable to disciplinary procedures if he/she is found to have acted in any of the following ways:

- A serious or wilful breach of safety rules.
- Unauthorised removal or interference with any guard or protective device.
- Unauthorised operation of any item of plant or equipment.
- Unauthorised removal of any item of first aid equipment.
- Wilful damage to, misuse of or interference with any item provided in the interests of Health and Safety or Welfare at work.
- Unauthorised removal or defacing of any label, sign or warning device.
- Misuse of chemicals, inflammable, hazardous or toxic substances.
- Smoking anywhere other than designated "Smoking" areas.
- Smoking whilst handling flammable substances.
- Horseplay or practical jokes, which could cause accidents, injury or damage.
- Making false statements or in any way deliberately interfering with evidence following an accident or dangerous occurrence.
- Misuse of any item of equipment, utensil, fitting, fixture, vehicle, or electrical equipment.
- Driving or using any company vehicle or equipment while unfit due to alcohol or drugs, including medicinal items.

