

# NEWLINCS Development Ltd

## Grimsby Operations Limited

This Health, Safety and Welfare policy is written by, reflects the intentions of and has the full support of the Management Team – the policy sets the clear direction that the organisation will take to ensure the HSW standards we have attained to date are sustained and built upon.

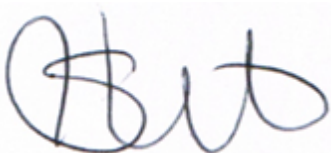
### Health, Safety and Welfare Policy Statement

NEWLINCS Development Ltd and Grimsby Operations Ltd (*the Company*) regard the promotion of health and safety measures as a mutual objective for management and employees at all levels.

The management of *the Company* is responsible, so far as is reasonably practicable, for the health and safety at work of employees under their control, providing them with any necessary training and keeping them informed of relevant health and safety matters.

*The Company* also accepts its responsibilities for the health and safety of other people who may be affected by its undertakings.

- We will not wait for events to happen – we will pro-actively seek to drive health, safety and welfare performance forward.
- Accident prevention is essential to both good management and good workmanship, requiring full co-operation between all concerned.
- We will invest in our people to equip them with the appropriate levels of expertise, competency and experience.
- We will maintain & provide a documented management system that provides a pragmatic approach to delivering best practice and legal requirements through continuous improvement.
- We will create a culture where only the highest safety standards are acceptable and that anything else is not.

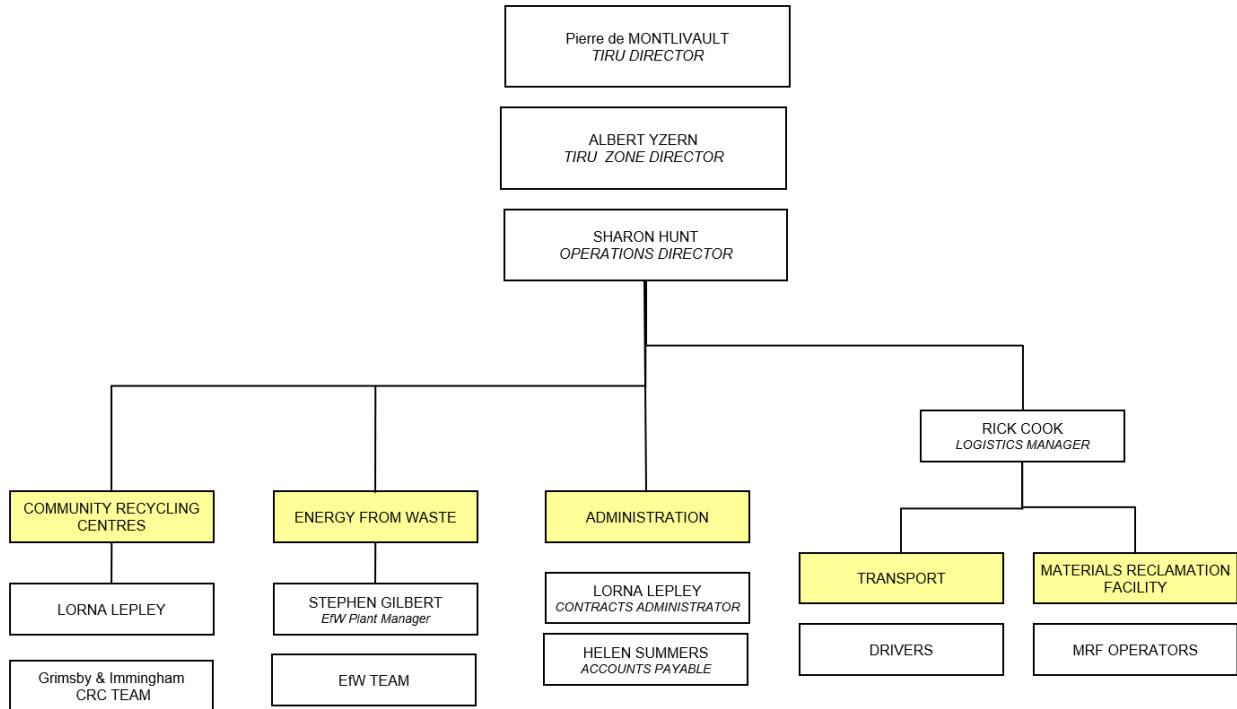


**Sharon Hunt**  
Operations Director    January 2020

The allocations of duties for Health, Safety and Welfare matters and the particular 'arrangements' which will be made are set out in the Health, Safety and Welfare Policy document.

## Health, Safety and Welfare Policy

Organisation Chart  
Grimsby Operations / Newlincs Development



## Organisation Responsibilities

### Directors

- (a) Will ensure that there is an effective Policy for Health, Safety and Welfare within ***the Company*** and shall be directly responsible for the establishment and effectiveness of that Policy.
- (b) Will periodically appraise the effectiveness of the Policy and ensure that any necessary changes are made.
- (c) Shall provide adequate resources to meet the requirements of the ***Health and Safety at Work etc. Act 1974*** and subsequent legislation.
- (d) Shall ensure that responsibilities are properly assigned and accepted at all levels.
- (e) Will continually review their responsibilities.
- (f) Shall take a direct interest in a Health and Safety programme and publicly support all persons carrying it out
- (g) Will ensure relevant drills are carried out in relation to the overall emergency plan in accordance with the ***Management of Health and Safety at Work Regulations***.
- (h) Shall review ***the Company's*** Health and Safety performance and take action to reduce unfavourable trends.

### Named Director:

The director with responsibilities for day-to-day health and safety is **Sharon Hunt (Operations Director)**

## Managers and Supervisors

Duties include:

- (a) To attend as necessary, meetings (either formal or informal) convened to discuss Health, Safety, Welfare and Environmental matters.
- (b) To liaise regularly with the relevant personnel to co-ordinate all health, safety and welfare facilities on all sites / areas in which the **Company** is involved.
- (c) To ensure that all accidents are reported to the **Operations Director** and to assist in any investigations / corrective measures as is necessary.
- (d) To carry out routine safety checks and report the results to the **Operations Director**.
- (e) To intervene in situations that they consider to be a serious risk to the health of **Company employees** or other authorised personnel at any location.
- (f) To ensure that all persons under their control are adequately trained and fully aware of any hazards in the area.
- (g) To ensure that all employees under their control know what to do in the event of an emergency.
- (h) To ensure completion of accident forms for accidents involving injury, damage or lost time.
- (i) To assist in any accident investigation.
- (j) To ensure that all safety rules are observed and protective clothing / equipment is worn or used where appropriate.
- (k) To ensure that all safety devices are properly used.
- (l) To ensure that all defects in their area are promptly reported and rectified.
- (m) To maintain good housekeeping at all times.
- (n) To liaise with managers in all matters affecting health and safety including risk assessments.

- (o) To ensure that their specific responsibilities for health and safety are adequately delegated in their known absence.

### All Other Employees:

All employees have legal responsibilities both for themselves and others regarding health and safety at work.

Employees and any sub-contractors are obliged by law to co-operate fully with management by keeping their workplaces safe for themselves and others, using protective equipment provided, following **the Company's** safety rules and procedures, by undertaking training in health and safety matters as required, and reporting any hazardous conditions to their immediate **Manager or Supervisor**.

The Health and Safety at Work etc. Act 1974 states in **Section 7**;

*It shall be the duty of every employee while at work:*

- (a) *To take reasonable care for the health and safety of himself and of others who may be affected by his acts or omissions at work; and*
- (b) *As regards any duty or requirement imposed on their employer or any other persons by or under any of the relevant statutory provisions, co-operate with them so far as is necessary to enable that duty or requirement to be performed or complied with.*

### Section 8

*'No person shall intentionally or recklessly interfere with anything provided in the interests of health, safety and welfare in pursuance of any of the relevant statutory provisions'*

**Note:** Failure to observe this duty may lead to legal and / or disciplinary proceedings being taken against the person concerned.

In addition to the above duties all employees:

- (a) Shall observe all safety rules and procedures at all times.
- (b) Shall wear appropriate safety equipment and use appropriate safety devices at all times.
- (c) Will conform to all instructions given by their **Manager or Supervisor** and other persons where they are made responsible for health and safety.
- (d) Will report to their **Manager or Supervisor** all accidents and damage whether persons are injured or not.

- (e) May make suggestions to improve health and safety provisions at their place of work, to their Manager, Supervisor or Operations Director.
- (f) Should, at all times, afford assistance to visitors. Visitors should be made aware of known hazards and protected accordingly. In the event of an emergency, staff should guide visitors to a place of safety immediately.

**All other persons on premises / areas that are under the control of *the Company*.**

These include any **Contractors; Visitors; Members of the Public etc.**

- (a) All other persons shall observe ***the Company's*** statement of Health, Safety and Welfare Policy and instructions given by persons responsible for enforcing the policy.
- (b) **Contractors** shall not commence work on Company's premises, land, or structures until ***the Company's*** Statement of Health, Safety and Welfare Policy has been read and understood. In this respect, all those tendering to carry out work on ***the Company's*** premises etc., will receive a copy of the policy.
- (c) **Contractors** who employ more than five persons and who are undertaking work on behalf of or on ***Company's*** premises, land or structures, must submit their own written Health, Safety and Welfare Policy document to the ***Company*** along with any method statements, assessments etc. requested.
- (d) **Contractors** employing less than five persons, must provide suitable method statements as requested and adhere to ***the Company's*** Health, Safety and Welfare Policy document.
- (e) **Contractors** will not commence work on Company's premises, land or structures unless in possession of suitable Insurance and Indemnity cover.

## General Arrangements

Senior Management, through Managers and Supervisors, will provide a positive lead in organising health and safety activities, using the best available knowledge and methods and whatever resources are necessary to achieve required standards and with relevant Statutory provisions as required by Regulation 7 of the Management of Health and Safety at Work Regulations 1999.

**The Company** will ensure that:

Suitable General Risk Assessments are carried out as required by the **Management of Health and Safety at work Regulations**, and where necessary, specific Risk Assessments required under other legislation eg.

***Control of Substances Hazardous to Health Regulations***

***Health and Safety (Display Screen Equipment) Regulations***

***Manual Handling operations Regulations***

***Personal Protective Equipment at work Regulations***

***Provision and Use of Work Equipment Regulations***

### First-Aid Facilities

First-aid arrangements are provided in accordance with the **Health and Safety (First-aid) Regulations** and a notice will be displayed giving information on the location of all the first-aid boxes and the location of any other medical facilities that may be available.

The names of all designated First-Aiders and Appointed Persons will be displayed in their work areas, when a First-Aider is not available, the Appointed Person must be contacted.

Both First-Aiders and Appointed Persons are responsible for completing all accident report forms then forwarding them to the **Manager or Supervisor**

The designated First-Aiders are responsible for ensuring the First-Aid boxes are adequately stocked.

The **Manager / Supervisor** will ensure that all injury accidents are recorded.

### General Fire and Emergency Arrangements

The fire and emergency alarm signal is **TWO TONE for fire and SINGLE TONE for emergency**. Should the alarm sound other than at any pre-arranged test times then all personnel are to respond accordingly and leave by the safest route and gather at the designated assembly point. All persons must remain at this location until instructed by a senior member of staff.

Both the fire and emergency alarms will be tested at 1100hrs each Monday.

Fire-drills / evacuation will be carried out at intervals.

It is the responsibility of all personnel to ensure that visitors to the premises are made aware of the safety procedures in case of emergency.

Where disabled persons are on Company's premises, all facilities will be made available to them to enable them to reach a place of safety unaided.

Fire extinguishers have been provided and employees will be trained in their use.

Fire extinguishers owned by the Company will be serviced annually by the following organisation: **NITRO FIRE PROTECTION**

### **Smoking**

Smoking is only allowed in designated areas during break periods.

Any person found disregarding the NO-SMOKING signs will be severely disciplined.

When any of the Company's employees are on premises which are controlled by a third party, then local rules / regulations must be adhered to.

### **Personal Protective Equipment**

Personal protective clothing and equipment is provided to comply with current legislation to ensure the Health, Safety and Welfare of Employees.

The issue of protective clothing and personal safety equipment places an obligation on **Employees** to wear / use it whilst at work; to apply basic maintenance; and store it in good order. Damage and / loss of items of personal protection must be reported immediately to the **Manager / Supervisor**.

All **MANDATORY** safety signs (**Blue and White**) must be adhered to.

Wilful damage to, or interference with safety equipment is a criminal offence.



## Joint Consultation

Safety matters will be communicated to all employees by appropriate means such as notice boards, memos, instructions etc. and holding regular health and safety meetings. Employees will also be consulted about any proposed changes that may affect their health and safety at work in accordance with current legislation.

## Training

All Employees will receive sufficient training to ensure they can carry out their work without risk to their own or others health and safety. Refresher training will be carried out at intervals considered necessary by the relevant manager. New Employees will receive safety training as part of their induction programme.

Before operating any machinery, all employees must be trained in the necessary safety factors as well as normal operating procedures.

## Usage of Plant and Equipment

It is the Policy of the Company to train all operatives in the usage of mobile and stationary plant / equipment and to ensure they are fully conversant with the limitations of such plant / equipment and as such are able to carry out work in a safe and competent manner.

Before any maintenance work, or guard removal takes place, the equipment must be isolated and made safe.

Before any contractor commences work, a relevant Permit to Work document must be issued.

Only **Designated Persons** can raise, and authorise the issue of Permit to Work documents AND must ensure that the area in question has been sufficiently isolated and all relevant atmospheric tests have been carried out and documented.

## Transportation of Materials

It is the duty of the **driver** to ensure that the load being carried is adequately secured, sheeted and safe to be transported to its destination. The **driver** must also ensure that he has all the relevant information and documentation required relating to the cargo being transported, before departing from the work area.

## Reporting of Accidents

All accidents, near misses and dangerous occurrences will be reported to the **Manager / Supervisor**. The **manager** will conduct an inquiry into all reported incidents to see if corrective measures are required to prevent a similar occurrence. Documentary evidence of the inquiry, its conclusions and follow up inspections will be maintained in the office. If the **Operations Director** requests it, an external **Safety Advisor** will conduct the accident investigation.

All injury accidents will be recorded on an incident form **Managers / Supervisor** will ensure that all required details are completed.

Any accident or dangerous occurrence that requires reporting to the Health and Safety Executive under **Reporting of Injuries Disease and Dangerous Occurrence Regulations (RIDDOR)** will be reported by the **Operations Director** within the time limits laid down within the Regulations.

## Noise

In areas / processes where the noise levels may exceed that of 80 dB(A) then hearing protection will be made available for the employees to wear. Each **Manager / Supervisor** will ensure that all persons under their control (employees or contractors) will wear the correct protection for that area / process so as to comply with the **Control of Noise at Work Regulations**.

## Electrical Equipment

All electrical appliances used or brought on-site (Company and Contractors) must be tested in compliance with the **Electricity at Work Regulations**.

It is the duty of the **Maintenance Manager** to ensure that there is an up to date list of the Electrical Equipment kept for each site.

The **Maintenance Manager** will ensure that all **the Company's** portable electrical appliances are tested at intervals as appropriate to their use, and that these tests are carried out by a competent person.

## Environmental Emissions

To ensure compliance with current environmental legislation, **the Company** will undertake monitoring of all its operations where there may be a release of material / substances into the environment.

It is the duty of the **Operations Director, Managers and Supervisors** to identify such operations.

## Hazardous Materials

Where substances classified as hazardous are being used, then the Company's COSHH file is to be consulted and details of the assessment dealing with those substances is to be read and the recommendations are to be observed.

**All Managers / Supervisors** are to ensure that the COSHH file for their area is to be updated on a regular basis.

All Material Hazard / Safety Data sheets and master copies of COSHH assessments are to be held in the **Managers Office**.

## ***Control of Substances Hazardous to Health Regulations (as amended) (COSHH)***

## Respiratory Protection

Certain materials and or operations will require the use of respiratory protection. It is the responsibility of the **Manager / Supervisor** to ensure that personnel adhere to the requirements as laid down in the Site procedures.

## Lifting Equipment

All lifting equipment used within **the Company's** control is to comply with current legislation and must be issued with relevant certificates before use.

The **Maintenance Manager** will be responsible to ensure this is so, and that all relevant information is given to other **Managers / Supervisors** for their area of control.

Lift trucks are to be inspected at the start of the work period by the **driver / operator** and a check-sheet completed. Completed check sheets are to be **filed by the Logistics Manager**.

## Vehicles

Vehicles are to be inspected at the start of the work period by the **driver / operator** and a check-sheet completed. Completed check sheets are to be **filed by the Logistics Manager or the Administration Office**

## Mobile Phones

The use of hand-held phones whilst driving is illegal. 'Driving' includes the time when the vehicle is stationary but the engine is still running.

## Welfare Facilities

**The Company** will provide suitable welfare facilities for all personnel. These facilities must be kept clean and tidy.

## Visitors / Contractors / Drivers

All **visitors**, delivering or collecting goods, must report to the **Control Room and be registered on site before carrying out any tasks**. They must be informed of the hazards they may be exposed to and any safety procedures or equipment they must use. If they bring onto the site any items of equipment, substances or are to carry out any activity that may endanger **the Company's** employees, the visitor must ensure that all persons who may be exposed to the hazard are adequately informed.

## Emergency Procedures

### ***In Case of Fire***

1. *Always obey site regulations*
2. *Make yourself familiar with your site regulations before its too late*
3. *Know the position of, and how to sound the alarm.*
4. *Know the location of and how to operate the fire extinguishers*
5. *Know your way of escape in case of emergency*
6. *Leave your escape clear and proceed to your designated assembly point*
7. *Under no circumstances put yourself at risk*

## Personal Belongings

The Company do not accept any liability for personal belongings which are brought onto sites.

## Contractors and Visitors

All **Contractors and Visitors** to the premises under the **Company's** control are required to adhere to the following requirements:

1. They must report to reception in the first instance to sign-in and be briefed on Health and Safety requirements
2. Sensible dress is to be worn at places of work, taking into account the type of work being carried out. Where specific 'Safety' clothing is required these items will be provided.

## Revision of the Policy Statement

This Policy Statement will be reviewed and amended as circumstances require. The success of the Company's Health, Safety and Welfare Policy Statement depends on the co-operation of all concerned in order to achieve the highest possible standards of Health, Safety and Welfare at work. The final level of responsibility is that of each and every individual employee.

## Definitions

- 1 *The word 'Act' is used to mean the Health and Safety at Work etc. Act 1974*
- 2 *The word 'Company' is used to mean Grimsby Operations Ltd / NEWLINCS Development Ltd.*



**Grimsby Operations Limited**  
**Health, Safety and Welfare Policy**  
**Contractor's Declaration**

*Contractor's Name and Address*

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*Nature of Business*

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*I the undersigned, duly authorised on behalf of the above named contractor, hereby acknowledge formal receipt of a copy of the Health, Safety and Welfare Policy of Grimsby Operations Limited.*

*I also undertake on behalf of the said contractor that all work required to be carried out on Company premises by him under any official Company Purchase Order or under any standard form of Building Contract for and on behalf of Grimsby Operations Limited will be carried out strictly in accordance with the above-mentioned Policy.*

*Signed:* \_\_\_\_\_

*Name (Print):* \_\_\_\_\_

*Company Position:* \_\_\_\_\_

*Date:* \_\_\_\_\_



**Grimsby Operations Limited**

**Health, Safety and Welfare Policy**

**Employee's Declaration**

*I the undersigned, hereby acknowledge formal receipt of a copy of the Health, Safety and Welfare Policy of Grimsby Operations Limited.*

*I also undertake that all work carried out on the Company's premises or under the Company's control, by me will be carried out strictly in accordance with the above-mentioned Policy.*

Signed: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

