



**Quickskip**

**SAFETY POLICY**

## SAFETY POLICY STATEMENT

It is Quickskip policy to ensure, so far as is reasonably practicable, the health, safety and welfare of its employees while they are at work and of others who may be affected by their work such as contractors and visitors. The Directors of the company are fully committed to maintaining safe systems of work and fully recognises their overall responsibility for safety in the work place.

The primary objective of the policy is to secure the wellbeing of people by:

- Measure and provide feedback on health and safety performance and evaluate against objectives.
- Establishing an effective health and safety management system to enable implementation of the company health and safety policies.
- Continued review and improvement in the quality of risk assessment and risk control measures.
- Investigating and documenting **all** accidents and incidents giving rise to personal injury, work related ill health or damage to property and ensure proper notification to enforcing authorities and insurers.
- Conducting periodical health and safety inspections of the work places, ensuring that defects are identified, recorded and appropriate remedial action is taken.
- Plan and implement an effective health and safety training programme for directors, and other employees that enable them to carry out their respective duties.
- Ensure all employees are engaged in a positive dialogue towards securing their active participation in improving health and safety performance. This will be achieved by developing a culture of trust where all employees are able to raise issues of health and safety
- Publicising this policy at all levels of the organisation and ensuring it is understood, implemented and maintained.
- Providing and maintain systems that are safe and without risk to health for,
  - work,
  - equipment,
  - working conditions
- We will ensure that adequate time and finances are committed in pursuance of these aims and, provide Competent Persons, including the use of experts as necessary.
- Whilst the onus of Health and Safety falls primarily on Management, all employees have legal obligations to take all reasonable care to protect themselves and others affected by their acts or omissions.
- Provide adequate facilities and arrangements for employees' welfare at work.
- Make regular safety inspections and set safety standards.

This policy will be reviewed annually and updated as necessary in the light of legislative change or business development.

Signed: S Lively

Date: 10/01/2019

Position: Director



## 1.2 Introduction

This policy details the intentions, organisation and arrangements for ensuring the health and safety of all its employees, contractors, visitors and others who might be affected by their work.

Supplementary to this general policy statement, there are specific policies and procedures describing, in further detail, health and safety provisions throughout the company.

## 1.3 Statement of Intent

As laid out in the Safety Policy Statement we are committed to ensuring the health and safety of all our employees and recognise that an effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation that could jeopardise the wellbeing of himself or herself or any other person.

## 1.4 Responsibilities

- The overall responsibility for health and safety in Quickskip lies with the Managing Director
- Mr. Simon Lively has been given day to day safety responsibility and accountability for ensuring that policies and procedures are developed and implemented.

In addition, the Safety Consultant will assist in guiding the company through all aspects of safety legislation and assist in interpreting the best practice required for compliance. They will assist with monitoring and reviewing the company safety performance, advising on where improvements are believed to be required.

S Lively  
Signed.....  
Date.....10/01/2018.....

**PART 2: Board Commitments to Health and Safety and Risk Assessment**

- Members of the Board accept their collective responsibility for providing health and safety leadership in Quickskip.
- Each member of the board accepts their individual responsibility for providing health and safety leadership within both their corporate and functional roles.
- The Board will ensure that all decisions reflect their health and safety intentions as articulated in this health and safety policy.
- The Board will ensure that it is kept up to date and informed on relevant health, safety and risk management issues within the company and which may be pertinent to the industry.
- The Board will ensure the provision of adequate resources throughout the company to enable health and safety and risk management objectives to be met.
- Ensuring that an effective Safety Committee exists, there are arrangements for an emergency organisation and an effective ongoing Safety Programme.

Signed.....  
Date.....

Signed.....  
Date.....

Signed.....  
Date.....

### **PART 3: Management Responsibilities**

Ultimate responsibility for occupational safety and health rests with the highest level of management. However, responsibility for practical implementation of this policy and associated procedures is delegated to all levels of management, as indicated below.

Particular responsibility for health and safety critical management tasks will be defined in personal job descriptions and local policy arrangement as might be appropriate.

Under this policy, all managers and supervisors are expected to monitor work place standards and work activities and investigate and report on all accidents and incidents within their particular areas of control. They must take such steps as might be reasonably practicable, to secure the safety, health and welfare of employees, including agency staff, contractors, visitors and other people affected by work activity under their control.

In addition, general responsibilities apply at various levels of management as follows:-

#### **DIRECTORS and FUNCTIONAL MANAGERS**

These directors and managers are responsible for implementing the relevant Site level arrangements for managing health and safety within those areas, and concerning those personnel, under their control. In particular they must: -

1. Understand the relevant policies and systems and bring them to the attention of employees, contractors and suppliers.
2. Having sufficient knowledge of the relevant health and safety requirements to meet their obligations.
3. Provide positive leadership in meeting the requirements and of the relevant policies and management systems.
4. Ensure the observance and implementation of rules and systems, which are derived from the Health and Safety Policy and the arrangements for its execution, including:
  - Identification of hazards arising from the workplace or associated activities, the assessment of risk and ensuring their elimination or control including the development of safe working methods as appropriate.
  - Recording, reporting and investigation of accidents, incidents and ill health and that appropriate lessons are learned.
  - Setting objectives, targets etc and the audit of outputs and incident rates in order to monitor conditions, standards and systems as well as overall health and safety performance.
  - Procedures for managing major incidents.
5. Ensuring that all personnel are: -
  - i. Given necessary training
  - ii. Provided with relevant information
  - iii. Adequately resourced to meet their obligations.
6. Exercising disciplinary control over all employees in, and visitors to, their area of responsibility to ensure observance of all rules and procedures.

## COMPANY ENGINEERS

The company engineers are responsible for ensuring that:

1. All statutory requirements and regulations are complied with as applicable to his/her area; in as far as is reasonably practicable,
2. Risk assessments are undertaken covering all activities,
3. All agreed codes of practice are available and kept up to date,
4. Facilities are available for developing safe working procedures that will be communicated to and adhered to,
5. The effectiveness of the Safety Policy and Codes of Practice will be monitored,
6. Facilities exist to make contractors, service engineers etc are aware of our Safety Rules and Regulations,
7. The Permit to Work system is operated where appropriate,
8. All equipment in the department is safe to use and where necessary adequate guards or safety devices are in proper working order,
9. The provision and maintenance of plant and systems of work are, as far as is reasonably practicable, safe and without risks to health,
10. Will continually update their own specialist knowledge to ensure that all legislative requirements are followed.

## ALL EMPLOYEES

(All employees, including Managers)

All personnel have a duty to themselves and fellow colleagues and are responsible for: -

1. The observance and implementation of rules and systems, which are derived from the Health and Safety Policy and the arrangements for its implementation.
2. Taking reasonable care for their personal health and safety and that of fellow employees who may be affected either directly or indirectly by their acts or emissions.
3. Reporting promptly to the appropriate Manager potential or actual hazards and defects.
4. Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health & Safety Policy and current legislation.
5. Knowing the correct action to be taken in the event of accident, fire or other emergency.
6. Co-operating with Management and other personnel in meeting any statutory requirements.
7. Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.

## **SAFETY CONSULTANT**

The specific functions of the Safety Consultant are:

1. To assist in directing all site activities towards the implementation of the Company Health & Safety Policy and its supporting arrangements.
2. The reporting of incidents and maintenance of incidents recording systems.
3. To ensure that all assessments are undertaken, identified actions are rectified, safe working procedure developed and training implemented
4. To advise in implementing accident prevention programmes and health & safety systems.
5. To ensure employee participation in health and safety training programmes.
6. To ensure systems, policies and procedures are in place for managing contractors.
7. To ensure the prompt investigation of accidents, plant or property damage and dangerous occurrences using the appropriate documentation and procedures.
8. To participate in site joint consultative arrangements.
9. To liaise where necessary with the representatives of Risk and Health Management Services and other competent persons as appropriate.
10. To liaise where necessary with the Local Authority, Inspectors of Health and Safety Executive and other appropriate outside agencies as necessary.
11. To maintain Health and Safety information with respect to legal and company requirements and to ensure any necessary information is communicated through the organisation as appropriate.

## **ALL EMPLOYEES**

(All employees, including Managers)

All personnel have a duty to themselves and fellow colleagues and are responsible for: -

1. The observance and implementation of rules and systems, which are derived from the Health and Safety Policy and the arrangements for its implementation.
2. Taking reasonable care for their personal health and safety and that of fellow employees who may be affected either directly or indirectly by their acts or omissions.
3. Reporting promptly to the appropriate Director/Manager potential or actual hazards and defects.
4. Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health & Safety Policy and current legislation.

5. Knowing the correct action to be taken in the event of accident, fire or other emergency.
6. Co-operating with Management and other personnel in meeting any statutory requirements.
7. Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.

### **Consultation**

The management of Quickskip sees communication between workers at all levels as an essential part of effective health and safety management. Consultation will be facilitated by means of Safety Committee meetings every three months or as often as is deemed necessary.

The purpose of Safety Committee meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

### **Communication**

The management of Quickskip will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Quickskip communicates with its employees orally, in writing, in the form of directives and this policy statement, and by example.

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with managers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

### **Safety Training**

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation be trained to perform his or her job effectively and safely. It is the opinion of the management of Quickskip that if a job is not done safely then it is not done effectively.

All workers will be formally trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held as often as is deemed necessary and will provide another opportunity for workers to express any fears or concerns they might have about their jobs. Tool Box Talks will also be used as a means of refresher training.

Within each site a person is designated for monitoring and developing training programmes.



## **Workplace Inspections**

It is the policy of Quickskip to comply with the Workplace (Health, Safety & Welfare) Regulations 1992.

Management will conduct regular inspections of the workplace. In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and / or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

## **Work Equipment**

It is the policy of Quickskip to comply with the law as set out in the Provision and Use of Work Equipment Regulations 1998.

Quickskip will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All workers will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment that could pose a risk to the well being of persons in or around the workplace will be restricted to authorised, trained competent persons.

All work equipment will be maintained in good working order and repair.

All workers will be provided with such protection as is suitable and adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

## **Personal Protective Equipment**

It is the policy of Quickskip to comply with the law as set out in the Personal Protective Equipment at Work Regulations 1992.

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by Quickskip will be properly assessed prior to its provision.

All personal protective equipment provided by Quickskip will be maintained in good working order.

All workers provided with personal protective equipment by Quickskip will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Quickskip will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

## **Manual Handling Operations**



It is the policy of Quickskip to comply with the law as set out in the Manual Handling Operations Regulations 1992.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid.

All possible steps will be taken to reduce the risk of injury to the lowest level possible.

### **Display Screen Equipment**

It is the policy of Quickskip to comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992.

Quickskip will conduct health and safety assessments of all workstations staffed by employees who use VDU screens as part of their usual work and will ensure that all workstations put into service after January 1st 1993 meet the requirements set out in the

Schedule to the Regulations and that all workstations meet these requirements no later than December 31st 1996.

The risks to users of VDU screens will be reduced to the lowest extent reasonably practicable.

VDU screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for VDU screen users on request .

Where necessary VDU screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All VDU screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation of the workstation is substantially modified.

### **Control Of Hazardous Substances**

It is the policy of Quickskip to comply with the law as set out in the Control of Substances Hazardous to Health Regulations 2002.

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Quickskip will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

## **New Or Expectant Mothers**

It is the policy of Quickskip to comply with the European Directive on Pregnant Workers.

In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and / or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

Where a new or expectant mother produces a doctor's certificate stating that she should not work at night, suitable alternative daytime work will be found. Where this is not possible she will be suspended from work on full pay.

## **Fire Safety**

Quickskip's fire safety policy and procedures take account of special fire hazards in specific areas of the workplace.

All workers have a duty to conduct their operations in such a way as to minimise the risk of fire. This involves taking care when smoking; keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials. All sites are No Smoking and areas have been identified where smoking is permissible.

Management is responsible for the provision and maintenance of fire prevention and detection equipment.

Supervisors / Team Leaders are responsible for keeping their operating areas safe from fire, ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

## **Fire Detection Equipment**

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

## **Fire Fighting Equipment**

Fire extinguishers are located at strategic points throughout the workplace. In some areas automatic sprinkler systems activated by automatic detection systems have been installed. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so and they are trained and competent. If the situation is dangerous or potentially dangerous the employee should activate the alarm and evacuate the building immediately.

## **Fire Doors**

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Fire doors are designed to close automatically after opening and must never be blocked, jammed or tied open.

## **Fire Exits**

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed in exit corridors, above emergency exit doors and throughout the workplace in case of power failure.

### **Smoking**

Smoking is prohibited in all areas of the workplace except those areas that have been specifically designated as smoking areas. Smoking areas should at all times be kept fire safe. Combustible materials must never be stored or allowed to accumulate in areas where smoking is permitted.

### **Emergency Evacuation Procedure**

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the building by the nearest available exit and assemble at the designated assembly point.

You will be informed of your fire assembly point during your induction training.

Practice fire drills will be conducted every 6 months to ensure employee familiarity with emergency evacuation procedures.

### **Accident Investigation & Reporting**

It is the policy of Quickskip to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR 13).

Quickskip see accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident resulting in injury a report will be drawn up by the Site Manager detailing:

- The circumstances of the accident including photographs and diagrams wherever possible
- The nature and severity of the injury sustained
- The identity of any eyewitnesses
- The time, date and location of the incident
- The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union representative present at the company's expense.

The completed report will then be submitted to and analysed by the Safety Committee who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

A follow up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

### **Accident Procedure**

First aid stations are located in areas where personnel are concentrated around the workplace. All first aid stations are clearly marked and are easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of each first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to each first aid station.

The Managing Director is responsible for reporting all cases of accident and disease to the HSE.

The Managing Director / Safety Consultant is responsible for ensuring that cases of accident and disease are reported to the relevant enforcing authority under the RIDDOR 2013 Regulations where applicable.

### **First Aid**

Appropriate trained first aid personnel will be available at each site and will be sufficient to cover holidays and shift arrangements at each location. First aid boxes will be placed at strategic points throughout the sites and all employees will be made aware of their names and where they are located.

### **General**

1. All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
2. All employees shall immediately report any unsafe practices or conditions to the relevant authority
3. Any person under the influence of alcohol or any other intoxicating drug that might impair motor skills or judgment, whether prescribed or otherwise, shall not be allowed on the job.
4. Horseplay, practical joking or any other acts that might jeopardise the health and safety of any other person are forbidden.
5. Any person whose levels of alertness and / or ability are reduced due to illness or fatigue will not be allowed on the job if this might jeopardise the health and safety of that person or any other person.
6. Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
7. All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers.
8. No employee should undertake a job that appears to be unsafe.
9. No employee should undertake a job until he or she has received adequate safety instruction and is authorised to carry out the task.
10. All injuries must be reported to a Director or a delegated representative.
11. Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the supervisor.
12. Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment.
13. No employees should use chemicals without the knowledge required to work with those chemicals safely.
14. Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.

15. All employees are expected to attend departmental safety meetings.

### **Working Environment**

1. Work sites must be kept clean and tidy.
2. Any spillage must be cleaned up immediately.
3. Waste materials and rubbish must be removed routinely.
4. All combustible waste materials must be discarded in sealed metal containers.
5. All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

### **Walkways**

1. Walkways and passageways must be kept clear from obstructions at all times.
2. If a walkway or passageway becomes wet it should be clearly marked with warning signs and / or covered with non-slip material.
3. Trailing cables are a trip hazard and should not be left in any passageway.
4. Any change in the floor elevation of any walkway or passageway must be clearly marked.
5. Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
6. Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

### **Tool and Equipment Maintenance**

1. Company machinery and tools are only to be used by qualified and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
2. It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment that are in any way defective must be repaired or replaced.
3. All tools must be properly and safely stored when not in use.
4. No tool should be used without the manufacturers recommended shields, guards or attachments.
5. Approved personal protective equipment must be properly used where appropriate.
6. Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
7. Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

