

Norman Road Haulage Ltd

Health & Safety Policy

General Statement of Intent

The company believes that excellence in the management of health and safety is an essential element within its overall business plan – a good health and safety record goes hand in hand with high productivity and quality standards.

People are the most important asset to this company, and therefore we are totally committed to ensuring their health, safety and welfare at all times.

From an economic point of view, the company believes that prevention is not only better, but also cheaper than cure. There is no necessary conflict between humanitarian and commercial consideration. Profits and safety are not in competition.

On the contrary, safety is good business.

The company is committed to ensuring that it complies with all relevant health and safety legislation. Where it is reasonably practicable to do so, the company will strive to go beyond the requirements of legislation.

The company is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions 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 & Safety;
- To provide and maintain safe plant and equipment;
- To ensure safe handling and use of substances;
- To provide information, instruction and supervision for 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; and
- To review and revise this policy at regular intervals.

Signed: **Managing Director**

Date:

Review Date: October 2006

Organisation

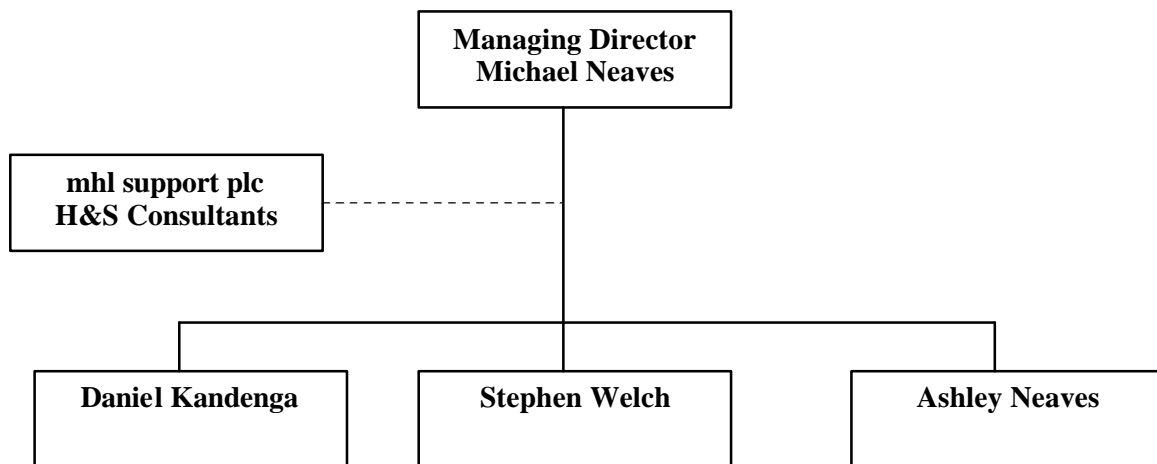
Overall and final responsibility for health and safety is that of: **Michael John Neaves**

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: **Stephen Welch**

To ensure that health and safety standards are maintained and improved, the following people have responsibility in the following areas:

Name	Responsibility (Area/Location)
Daniel Kandenga	Workshop Manager/Maintenance
Ashley Neaves	Site Safety Planning

Health and Safety Organisational Chart



Employees' Duties

All employees are required to:

- Co-operate with supervisors and managers on health and safety matters;
- Not interfere with anything provided to safeguard their health and safety;
- Take reasonable care of the health and safety of themselves and others; and
- Report all health and safety concerns to a responsible person (as detailed in this policy statement).

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by: **Stephen Welch and Daniel Kandenga**

The approval for the required action to remove or control risks will be given by: **Stephen Welch or Michael Neaves**

Health & Safety Management System

The company operates a documented health and safety management system provided by our health and safety consultants, mhl support plc. The system consists of monthly prioritised actions for the company to complete and implement, and can be viewed on request.

The health and safety management system is the responsibility of: **Stephen Welch**

Health & Safety Manual

The company has a health and safety reference manual, which contains advice on all key aspects of health and safety law.

The manual is provided by mhl support, and is kept in: **The Main Office.**

Consultation with Employees

The company will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided direct through: **verbal and written advice, information and instructions.**

Safe Plant and Equipment

The company will ensure that all plant and equipment is suitable and without risks to health and safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

The responsibility for identifying all plant and equipment and ensuring that effective maintenance is implemented is that of: **Daniel Kandenga**

Any problems with plant or equipment should be reported to in first instance to: **Daniel Kandenga**

The responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of: **Michael Neaves**

Safe Handling and Use of Substances

The company will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

The Responsibility for identifying all substances and conducting a COSHH assessment is that of: **Stephen Welch**

Approval for the required action to remove or control risks will be given by: **Peter Welch or Michael Neaves.**

Information, Instruction and Supervision

The Health and Safety Law poster is displayed in: **The Transport Office**

The company employs mhl support plc to act as our competent advisors on health and safety issues. They can be contacted at any time for advice, but in the first instance please contact **Stephen Welch or Peter Griffiths**, who are authorised to contact mhl support if necessary.

The responsibility for ensuring that our employees who work at locations under the control of other employers are given relevant health and safety information is that of: **Ashley Neaves**

Training and Competency

Induction training for all new employees is the responsibility of: **Stephen Welch**

Specific tasks requiring special training are: Earth Moving Plant Operations.

Training will be identified, arranged and monitored by: **Stephen Welch**

Accidents, First Aid and Work Related Ill-Health

Health Surveillance is required for employees doing the following jobs:

1. Display Screen Equipment (DSE) Users – Bi-annual Eye Test.
2. Workshop manager/employees – Routine Skin Examination

First aid boxes are kept in:

1. The Transport Office
2. The Workshops

All accidents and work related ill-health are recorded in the accident book, which is kept in: **The Main Office**

The responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of: **Stephen Welch**

Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will: **Conduct routine inspections of our workplace and risk assessment reviews.**

The responsibility for investigating accidents is that of: **Stephen Welch**

The responsibility for acting on investigation findings to prevent a recurrence is that of: **Michael Neaves.**

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring the fire risk assessment is undertaken and completed is that of: **Peter Griffiths**

Escape routes are checked: **Daily at start work**

Fire extinguishers are maintained and checked every **12 Months**

Emergency evacuation procedures will be tested every: **12 Months**

The Management of Contractors

1. The responsibility for ensuring all contractors working on our premises are briefed on our safety rules and are supervised to ensure they work in an approved and safe manner, and that any new hazards introduced into the workplace are adequately controlled is that of: **Peter Griffiths and Stephen Welch**
2. Contractors working on sites on the company's behalf are assessed to ensure that they have suitable and adequate health and safety policies and arrangements in place to provide safe working practices and control of all significant hazards that may be introduced by their work. Contractor assessment and supervision is the responsibility of: **Ashley Neaves.**