



HEALTH & SAFETY POLICY DOCUMENT

THE WILDE GROUP LTD

HARLESTONE FIRS

HARLESTONE ROAD

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HEALTH AND SAFETY POLICY STATEMENT

The policy of the **Wilde Group Ltd** is to provide and maintain a working environment that is safe and without risk to health. We believe that a quality Company is, by definition, a safe Company and as such, health and safety is equal in importance to our other main business objectives.

In order to achieve this policy, the **Wilde Group Ltd** will ensure:

- that we provide and maintain plant and systems of work that are, so far as is reasonably practicable, safe and without risks to health;
- that arrangements are made to ensure, so far as is reasonably practicable, the safety and absence of health risks in the use, handling, storage and transport of articles and substances;
- that we provide sufficient information, instruction, training and supervision to ensure, so far as is reasonably practicable, the health and safety at work of our employees and others, such as contractors and visitors, who may be affected by our undertaking;
- that we maintain, so far as is reasonably practicable, any place of work under our control in a condition that is safe and without risks to health. This includes the provision and maintenance of means of access to and egress from it that are safe and without such risks;
- that we provide and maintain a working environment for our employees that is, so far as is reasonably practicable, safe, without risks to health, and adequate in terms of facilities and arrangements for our employees' welfare at work.

Under the Health and Safety at Work Act 1974, **all** employees have duties imposed on them whilst at work, to:

- take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work;
- to co-operate with us to enable the **Wilde Group Ltd** to meet our statutory health and safety requirements;
- not to misuse or interfere with anything provided by the **Wilde Group Ltd** in the interests of health and safety.

The **Wilde Group Ltd** will provide sufficient resources to ensure that this policy is effectively carried out, and will review it and the way it has operated on an annual basis.

The establishment of a sound health and safety culture is dependent on the active involvement of **all Wilde Group Ltd** personnel.

Signed:.....
Silas Wilde – Managing Director

Date: 15th August 2011

HEALTH & SAFETY POLICY DOCUMENTATION REVIEW

To ensure that we comply with the requirements imposed by Section 2 of the Health & Safety at Work Act 1974, our Health & Safety Policy Statement and documentation requires to be reviewed periodically and at least annually.

The Head of SHE/HR, Alison Treacher, will therefore undertake an annual formal review, in light of Health & Safety legislation in force at that time.

It is however, still our intention, in accepting our employer's responsibilities to additionally review the Policy Statement and documentation and make arrangements for any amendments as required from time to time.

RESPONSIBILITIES

Introduction

It is important that we are all aware of the legal responsibilities we have and work together to achieve a continuous and constant high standard of safety.

- 1 Overall and final responsibility for health and safety is that of **Silas Wilde – Managing Director**
- 2 Day-to-day responsibility for ensuring this policy is put into practice is delegated to **Alison Treacher – Head of SHE/HR.**
- 3 To ensure health and safety standards are maintained/ improved, the following people have responsibility in the following areas

<u>Name</u>	<u>Responsibility</u>
a. Simon Peart	Projects Team
b. Ian Townsend	Projects Team
c. David Moloney	Manufacturing Team
d. Martin Smith	Retail Team
e. Darren Letts	Sales Team
f. Richard Marshall	Finance Team

- 4 All Wilde Group Ltd employees have 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 their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

RESPONSIBILITIES

5. **The Head of SHE/HR**, Alison Treacher, has health and safety responsibilities as follows:-
 - To carry out a general risk assessment review of the premises and systems at a 12 month interval or as and when significant changes take place.
 - To provide a written report following a general risk assessment which details the risks associated with our business and highlight any specific risk assessments we may require.
 - Carry out accident investigations and liaise as required with the enforcing authorities.
 - Review and update our Health & Safety Policy and Documentation and keep us notified of any relevant changes to Health & Safety legislation.
 - To undertake audits and safety tours of the Head Office site and undertake site visits on a regular basis.
6. We accept that although we have delegated tasks within Health & Safety to others, overall responsibility remains that of **The Wilde Group** at Director level.
7. We also accept our responsibilities to ensure that those delegated above are **competent persons** to undertake their health & safety tasks and have adequate resources and training to do their job properly.
8. We are committed to continual improvement in health and safety performance and will ensure that support this aim by allocated adequate financial and physical resources.
9. We are fully committed to compliance with health and safety legislation and regulations and appoint a full time in house Head of SHE/HR to support this goal.
10. We set, monitor and review health and safety objectives and targets and require the Health, Safety and Environmental Manager to report on progress at the monthly management team meeting. Health and safety is a set agenda item at this meeting.

Ref: Management of Health & Safety at Work Regulations 1999 (as amended)

HEALTH AND SAFETY RISKS ARISING FROM OUR WORK ACTIVITIES

- Risk assessments will be undertaken by **Alison Treacher, Head of SHE/HR**.
- The findings of the risk assessments will be reported to:-

Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance.

- Action required to remove/control risks will be approved by:-
Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring the action is implemented.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will check that the implemented actions have removed/reduced the risks.
- Assessments will be reviewed every **12 months** or when the work activity changes, changes in legislation, introduction of new equipment or in the event of an accident.

All Risk Assessments are recorded in a separate **Company Risk Assessment** document. Employee Risk Assessment Training Records are also maintained in these files.

REFERENCE:

Management of Health and Safety at Work Regulations 1999 (as amended)

CONSULTATION WITH EMPLOYEES

- Consultation with employees is provided by:-

Health, Safety & Environmental Committee
- All employees are encouraged to make suggestions in writing for the continuous improvement of existing facilities and arrangements for Health & Safety at Work. Any unsatisfactory or dangerous occurrences should be reported immediately to:-

Line Managers/Supervisors or if not available to the Head of SHE/HR.

The Health & Safety Committee will meet on a quarterly basis and minutes from the meeting will be available on the health and safety notice boards in the canteen areas. The staff newsletter (Wilde Times) will also be used to distribute health and safety information to all employees.

The Wilde Group will communicate with employees in the form of posters, memorandums and personal letters.

REFERENCE:

1. Health and Safety (Consultation with Employees) Regulations 1996
2. Safety Representatives and Safety Committees Regulations 1977

CONSTRUCTION (DESIGN AND MANAGEMENT) REGULATIONS 2007

The Wilde Group is fully aware of its duties under the Construction (Design and Management Regulations) 2007 and appoints **The Head of SHE/HR** as the Competent Person for any CDM project. Alison Treacher holds a NEBOSH Diploma (2009), NEBOSH Construction Certificate (2007), NEBOSH Fire Risk Assessment (2006) and NEBOSH General Certificate (2004).

The Wilde Group has previous experience of acting as Principle Contractor for several large fencing projects in Wales and ensured that all necessary requirements of the CDM Regulations have been met. The Wilde Group will satisfy themselves that the Client is aware of their duties, that a CDM Co-ordinator has been appointed and the HSE Notified. The Wilde Group will ensure that a copy of the F10 and displayed on site at all times.

They will ensure that the construction phase is properly planned, managed and monitored, with adequately resourced, competent site management appropriate to the risk and activity.

They will ensure that every contractor who will work on the project is informed of the minimum amount of time they will be allocated for planning and preparation before they begin work on site.

They will ensure that all contractors are provided with the information about the project that they need to enable them to carry out their work safely and without risk to health. They will also ensure that any requests from contractors for information will be met promptly.

They will ensure safe working and co-ordination and cooperation between contractors. This will include regular on site briefings between all contractors and operatives.

The Wilde Group, in consultation with the Client will ensure that a suitable construction phase plan will be:

- Prepared before construction work begins
- Developed in discussion with, and communicated to, contractors affected by it
- Implemented and kept up to date as the project progresses
- Satisfying themselves that the designers and contractors that they engage are competent and adequately resourced
- Ensuring that suitable welfare facilities are provided from the start of the construction phase.
- Taking reasonable steps to prevent unauthorised access to the site
- Preparing and enforcing any site rules
- Providing (copies or access to) relevant parts of the plan and other information to contractors, including the self-employed, in time for them to plan their work
- Liaising with the CDM Co-ordinator on design carried out during the construction phase, including design by specialist contractors, and its implications on the plan.
- Providing the CDM Co-ordinator promptly with any information relevant to the Health & Safety File
- Ensuring that all workers have been provided with suitable health and safety induction, information and training.
- Ensuring that the workforce is consulted about health and safety matters

COMPLIANCE WITH MANAGEMENT OF HEALTH AND SAFETY REGULATIONS

In order to meet the requirements of the Management of Health & Safety at Work Regulations 1999 all operatives will be required to:

- Read and sign method statements and risk assessments for all work to be undertaken.
- Follow all instructions given by the Project Manager
- Follow the emergency procedures
- Provide all necessary information to confirm their competency to undertake the role eg CSCS card, IPAF and/or PASMA ticket etc.
- Use any machinery, equipment, dangerous substance, transport equipment provided by The Wilde Group in accordance with training and instructions given.
- Inform The Wilde Group of work situations that represent a serious and immediate danger to health and safety and of any shortcomings in the health and safety arrangements.
- Attend all training and induction sessions provided by The Wilde Group and The Client.

REFERENCE:

1. Construction (Design and Management) Regulations 2007

SAFE PLANT AND EQUIPMENT

- **All Wilde Group Ltd personnel** will be responsible for identifying all equipment/plant needing maintenance and to cease use immediately if it poses immediate danger.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring effective maintenance procedures are drawn up.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance**.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will check that new plant and equipment meets health and safety standards before it is purchased. As a company the Wilde Group Ltd only source equipment from reputable and known suppliers. As a minimum all equipment will be CE Marked and meet BSI EN Standards.
- **The Head of SHE/HR** will undertake Portable Appliance Testing and all site based equipment will be tested every three months, workshop equipment every six months and office equipment every twelve months. Testing will be undertaken by a City and Guilds qualified operative and all records will be held centrally by The Head of SHE/HR.

NOTE:

We will ensure that all plant and equipment (e.g. forklift trucks, vehicles, machinery, ladders, electrical equipment and lifting equipment) that require maintenance are identified and that the maintenance is done. These maintenance checks and any works undertaken are recorded.

REFERENCE:

1. Provision and Use of Work Equipment Regulations 1998
2. HSE's Buying New Machinery INDG271 1998

MANUAL HANDLING OPERATIONS

- All operatives will receive manual handling training as part of the Health & Safety Induction - this training will be refreshed every three years.
- All operatives will be required to undertake a manual handling risk assessment prior to attempting any lift.
- The Wilde Group will ensure that all manual handling requirements are assessed and if reasonably practicable mechanised to remove the need for manual handling and excessive physical effort.
- The Wilde Group will ensure that equipment is provided to mechanise manual handling including the provision of Genie lifts, forklifts and telehandlers.

REFERENCE: Manual Handling Operations Regulations 1999**WORK AT HEIGHT**

- The Wilde Group will ensure that the risk of fall from height is reduced to its lowest level by the provision of plant and equipment such as alloy towers and scissor lifts.
- All operatives will receive specialist training in the use of such equipment and will not be permitted to use such equipment unless this training has been undertaken.
- A risk assessment will be undertaken to establish the risk of fall from height and this will be communicated to all operatives.
- Operatives will receive training within the Health & Safety Induction with regard to the issues relating to working at height and the precautions to be taken.
- Regular toolbox talks will take place with regard to work at height.
- A checklist will be used to establish what access equipment is required for each project prior to commencement.

REFERENCE: Work at Height Regulations 2005

SAFE HANDLING AND USE OF SUBSTANCES

- **Alison Treacher, Head of SHE/HR** will be responsible for identifying all substances which need a COSHH assessment and for undertaking the assessment. These will be formally recorded and stored centrally.
- Assessments will be reviewed every **12 months** or **when the work activity changes**, whichever is sooner.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring that all actions identified in the assessments are implemented.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will check that new substances can be used safely before they are purchased and that all MSDS (Material Safety Data Sheets) are obtained from suppliers and placed on the COSHH file.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring that the PPE provided is suitable for the risks to be protected against and for the individual user.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring that the PPE provided is maintained to an acceptable level and suitable storage accommodation is provided and maintained.
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** will be responsible for ensuring all employees are given appropriate training, information and instruction in the use of the PPE provided.

NOTE:

All employees have a duty and responsibility under Health & Safety at Work Act 1974 to use the personal protective equipment provided at all times.

REFERENCE:

1. Control of Substances Hazardous to Health Regulations (COSHH) 2002 (as amended 2004)
2. Personal Protective Equipment (PPE) at Work Regulations 1992 (as amended 2005)
3. Chemicals (Hazard Information & Packaging for Supply) Regulations 2002

INFORMATION, INSTRUCTION AND SUPERVISION

- The Health and Safety Law poster is displayed at :-
 1. **Sale Reception Office**
 2. **Manufacturing Staff Canteen**
 3. **Retail General Office**
 4. **Projects General Office**
- Competent health and safety advice is available from Alison Treacher, Head of SHE/HR, 01604 750387 - alison@thewilddegroun.co.uk. Alison Treacher is NEBOSH Diploma qualified and is a member of IOSH (Institute of Occupational Safety and Health).
- Supervision of young workers or trainees will be arranged, undertaken and monitored by:-
 1. **Simon Peart** **Projects**
 2. **Ian Townsend** **Projects**
 3. **David Moloney** **Manufacturing**
 4. **Martin Smith** **Retail**
 5. **Richard Marshall** **Finance**
 6. **Darren Letts** **Sales**
- **Project Directors, Head of Manufacturing, Head of Retail, Head of Sales and Head of Finance** are responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

NOTE

We take into account our particular responsibility for young persons, allowing for their inexperience, lack of awareness of risks and immaturity and will ensure that they are adequately trained, instructed and supervised. Our definition of young workers is anyone under 18 years of age.

REFERENCE:

1. [Health and Safety Information for Employees Regulations 1989](#)
2. [Management of Health and Safety at Work Regulations 1999 \(as amended\)](#)

COMPETENCY FOR TASKS AND TRAINING

- Induction training will be provided for all employees by:-

1. Projects	Ian Townsend/Simon Peart
2. Manufacturing	David Moloney
3. Retail	Martin Smith
4. Finance	Richard Marshall
5. Sales	Darren Letts

- Job specific training will be provided by **outsourced specialist training companies as and when required.**
- Specific jobs requiring special training are

Forklift Truck Driving	First Aiders
Abrasive Wheel Operations	PASMA
CSCS (Construction Skills Certification Scheme)	IPAF
Underground Services Avoidance	

- Training records are kept at **Head Office** by:

SHE/HR Department

- Training will be identified, arranged and monitored by:-

SHE/HR Department

NOTE:

1. All employees will be given a health & safety induction when they commence employment with the **Wilde Group Ltd**, which will include details of location of the external evacuation assembly point, fire equipment and first aid boxes at Head Office location (Harlestone Firs). Additionally, induction training will include a full brief on all risk assessments, work at height, manual handling, personal protective equipment, occupational health risks including noise and vibration.
2. Details of all Health & Safety training are recorded and kept on file. These are maintained on an ongoing basis

REFERENCE:

1. Management of Health & Safety at Work Regulations 1999 (as amended)
2. Effective Health & Safety Training ISBN 0-7176-2109-X
3. Health & Safety Training INDG 345

ACCIDENTS, FIRST AID AND WORK-RELATED ILL HEALTH

- The first aid boxes are located in:
 1. Sales Office
 2. Manufacturing Office
 3. Retail Office
 4. Projects Office
- The appointed persons/first aiders are: Martin Smith, Nicola Scott, Lesley Barnett, Mark Cowley, David Moloney, Daniel Davey, Julian Van Rooyan.
- All accidents, near miss incidents occurring from work activities and cases of work-related ill health are to be recorded in the accident book.

The books are located in:

1. Sales Office
 2. Manufacturing Office
 3. Retail Office
 4. Projects Office
- **Alison Treacher** is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

NOTE:

To avoid accidents or work related ill health, it is important all employees read and understand the risk assessments associated with their work.

REFERENCE:

1. Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995
2. Health & Safety (First Aid) Regulations 1981

MONITORING

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Carry out a weekly check of workplace and serviceability of machinery.
- Allow the staff to “follow an open upwards reporting system” bringing matters to the attention of management a.s.a.p.
- Take seriously and act upon any reported or alleged breaches of Health & Safety legislation.

Alison Treacher, Head of SHE/HR is responsible for investigating accidents.

Alison Treacher Is responsible for investigating work-related causes for sickness absence

Silas Wilde, Ian Townsend, Simon Peart, Darren Letts, Martin Smith, Richard Marshall and David Moloney are responsible for acting on investigation findings and implementing recommendations to prevent a recurrence.

NOTE:

1. An annual workplace Health & Safety review will be carried out by **Alison Treacher**, with a report submitted to the **Wilde Group Ltd**.
2. Any accident will be fully investigated, relevant safety systems checked and any recommendations actioned to avoid a re-occurrence.
3. The **Wilde Group Ltd** operate both active and reactive monitoring of our working conditions and acknowledge our responsibility that in-depth investigation of accidents is an essential element of reviewing our Safe Systems of Work.

REFERENCE:

Reporting of Injuries, Diseases & Dangerous Occurrences Regulations (RIDDOR) 1995

NOISE

Noise monitoring will be undertaken about both Head Office and on site. This will include annual noise monitoring assessments. Where noise levels are above the HSE daily exposure levels areas will be deemed mandatory hearing protection zones.

All site operatives will be provided with suitable and sufficient hearing protection for the type of work they are undertaking.

Audiometric testing will take place annually for any employee who is exposed to noise in the workplace.

Signage will be displayed in all areas where there is exposure to excessive noise levels and all employees must wear personal protective equipment in those areas.

REFERENCE:

[The Control of Noise at Work Regulations 2005](#)

VIBRATION

Vibration monitoring will be undertaken about both Head Office and on site. This will include a annual vibration self assessment questionnaire for all operatives exposed to vibration in the workplace. Any employee who indicates that they have symptoms of hand arm vibration syndrome will be referred to an external occupational health specialist for further investigation. We will monitor exposure levels to ensure that they are below the HSE recommended daily limits:

Exposure Limit Value (ELV)

1. The exposure limit value (ELV) is the *maximum* amount of vibration an employee may be exposed to on any single day.
2. The exposure limit values are;

Hand Arm Vibration	Whole Body Vibration
5 m/s ² A(8)	1.15m/s ² A(8)

Controlling the risk

1. When the vibration calculator or vibration estimate indicates that the *Exposure Action Value* (EAV) for HAV or WBV is reached or exceeded managers must;
 - a. Introduce a programme of controls to eliminate risk or reduce exposure to as low a level as is possible.
 - b. Provide health surveillance for those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
2. Where an Exposure Limit Value (ELV) is likely to be reached, managers *must*;
 - a. *take immediate action to reduce the exposure to below the limit value*
 - b. *investigate why the exposure has exceeded the limit*
 - c. take action to ensure that the limit is not exceeded again.
3. Managers must create an action plan detailing the control measures to be put in place. As a priority, a plan to eliminate or reduce the risk from high risk work tasks should be established and implemented. The medium and low risk activities should then be examined.

REFERENCE:

The Control of Vibration at Work Regulations 2005

The Wilde Group – Vibration Policy

EMERGENCY PROCEDURES – FIRE & EVACUATION

- **Alison Treacher, in conjunction with the Wilde Group Ltd Management Team**, is responsible for ensuring the fire risk assessments are undertaken and implemented at the Harlestone Firs site.

It is the responsibility of Head of SHE/HR to ensure that fire risk assessment reviews are undertaken and implemented every **12 months**, or earlier if required.

- Escape routes at Head Office are checked by the Head of SHE/HR regularly.
- Fire extinguishers are maintained and checked by **Smiths Fire, Kettering, Northants 01536 484846** every **year** in **February**.
- Emergency evacuation at Head Office will be tested every **6 Months**

NOTE:

A fire plan of our premises at Head Office is included in our Fire Risk Assessment. The fire plan shows escape routes, fire equipment, fire hazards and external assembly points. The Head Office written Fire Risk Assessment is contained in a separate dedicated document.

REFERENCE:

Regulatory Reform (Fire Safety) Order 2005

MANAGEMENT OF SUB CONTRACTORS

All subcontractors are vetted prior to be allocated any work with the Wilde Group. They are required to complete a Sub-Contractor Questionnaire and undertake an induction and provide copies of any certificates of competence eg CSCS.

All subcontractors are required to provide information of works recently carried out and provide reference contact names.

We check the HSE Prosecutions Database for details of any prosecutions or improvement notices.

We are fully aware of our duties under Section Three HASAWA 1974 – duties to others not in direct employment.