

KDE LTD

HEALTH AND SAFETY POLICY AND MANUAL



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Overview

Section 2 of the Health and Safety at work Act 1974 requires employers to prepare and when appropriate to revise a written statement of general policy with respect to Health and Safety of their employees; the organisation and arrangements for carrying out the policy and to bring it to the notice of all their employees.

This document is the health, safety and welfare policy statement for KDE Ltd.

It is the responsibility of KDE Ltd management to bring to the attention of staff, contractors and visitors the KDE Ltd policy on all matter relating to Health and Safety.

General Policy Statement

KDE Ltd firmly believes in the importance of providing a healthy and safe environment for their staff and visitors. The company wholly accepts the aims and provisions of the Health and Safety at Work Act 1974 and recognises that foremost in its duties and responsibilities to its employees is the need to provide and maintain safe and healthy working environments, working conditions and practices.

Management realise the importance of their responsibilities regarding health and safety by identifying hazards and assessing risks* to eliminate or control them. The overall objective is to prevent exposure to risks, injuries and work related ill health to all people engaged in or affected by the work of KDE Ltd.

The company also considers that management and employees have individual responsibility for ensuring strict adherence to all company safety rules. All staff are obliged to co-operate with each other in maintaining good standards of health and safety.

**A hazard is something with potential to cause harm. Risk is the likelihood of that potential being realised.*

To achieve this KDE Ltd will:

- Comply with all statutory Health and Safety requirements
- Provide adequate resources
- Maintain effective management arrangements
- Define health and safety responsibilities and competences
- Assess and control health and safety risks
- Provide competent advice on all health and safety issues to staff, sub-contractors and visitors
- Monitor and review all health and safety activities
- Report annually on performance

KDE Ltd is committed to continuous improvement in health and safety. I am confident that everyone will play their part fully in ensuring that exemplary standards are maintained across all KDE Ltd operations.

Signed



Date 21 December 2007

Director

1. INDIVIDUAL RESPONSIBILITIES

1.1 Board of Directors

The Board of Directors has ultimate responsibility for the policy and its implementation.

They will ensure that the responsibilities listed below are undertaken and kept under review.

They are responsible for ensuring that adequate resources are budgeted for and made available to enable operational staff to comply with company policy and statutory requirements in matters of health and safety.

They will review company performance with regard to implementation of the policy and also review serious accidents, which occur within the company.

They will ensure that 'competent persons' carry out the statutory assessments.

They will ensure that all employees:

- Are aware of their health and safety responsibilities.
- Understand and adhere to company policy.
- Receive adequate training to enable them to carry out their work safely and without risk to themselves and others. Understand and adhere to the correct accident reporting procedure.

They are responsible for:

- Ensuring a healthy and safe workplace and environment for staff and visitors.
- Keeping up to date on health and safety matters and making staff aware of new requirements.
- Hazard spotting throughout the office.
- Induction and on-going training of staff.
- Ensuring that injuries and dangerous occurrences are correctly reported.

1.2 Group Administration

KDE Ltd will ensure that health, safety and fire training is undertaken within the required timescales and at regular intervals.

They will be responsible for the correlation, printing and distribution of the policy and ensuring that amendments are properly made and updated.

1.3 All Employees

All staff should understand that they have a responsibility to ensure their own health and safety, and that of their colleagues. Below is a list of health and safety priorities.

IT IS THE DUTY OF ALL EMPLOYEES TO:

- Report at once all faulty machinery and avoid untidy working areas.
- Strictly observe all health and safety rules and act on the instructions given by persons enforcing the company safety policy.
- Observe and obey signs and notices displayed in the building.
- Use the bins provided for the disposal of waste. Particular attention should be paid to the disposal of hazardous waste, e.g. aerosols and glass bottles. Food waste and drinks cans should always be disposed of in the kitchen bin.
- Remove immediately any spillage in the kitchen or toilet areas to avoid slipping hazards.
- Observe the 'no smoking' rule.
- Co-operate with management on matters relating to health and safety. Offer constructive suggestions for improving health and safety within the company.
- Work in a safe and responsible manner in relation to the health and safety of themselves and others.
- In the event of an accident notify Mrs Gill Barnard who is the 'appointed person'.
- Report to the office all accidents and incidents which could have led to injury or damage.
- Assist in the investigation of accidents and help with introducing measures to prevent them happening again.
- Leave toilets and washing facilities in a good state of cleanliness. Maintain an acceptable standard of personal hygiene and cleanliness.
- Maintain a clear working space and keep doors, fire exits and extinguishers unobstructed.
- Observe and comply with company security arrangements.

All staff are reminded of their statutory duty to:

- Pursue their duties in a safe manner with due regard to the health and safety of themselves and their colleagues.
- Report any defects or hazards without delay to their manager.

1.4 Company Competent Person

In accordance with the requirements of the Management of Health and Safety at Work Regulations 1999, we have appointed to the role of 'competent person' a member of staff who will be kept informed of safety matters and provide advice as is necessary in relation to health and safety.

2. ARRANGEMENTS

This section contains the detailed systems of work to be observed in the office and on site.

2.1 General Safety and Conduct of Employees

Employees are reminded of their own moral and legal responsibility for conducting themselves in such a manner in their work as not to expose themselves or others to risk. To this end the safety policy is a document that must be read, understood and implemented by all. A record will be kept for each individual to say they have read and understood the policy.

Staff must not promote or participate in horseplay, pranks or practical jokes, which may result in an accident or injury.

The Board of Directors who have specific responsibility for health and safety and ensure that their responsibilities are carried out, their failure to do so may leave them liable to criminal and/or civil legal action.

2.2 Alcohol and Drugs

The Health and Safety at Work Act 1974 places statutory duties upon employers and employees. Section 2 requires employers to ensure as far as is reasonably practicable the health, safety and welfare at work of their employees. Section 7 requires employees to take reasonable care of the health and safety of themselves and others who may be affected by their actions.

The misuse of alcohol and drugs in the workplace can contribute to accidents and dangerous occurrences. KDE Ltd recognises the need to have pro-active management policies on alcohol and drugs in the workplace. These are designed to address inappropriate drinking and non-prescribed drug misuse with the recognition that individuals may require specialist help.

2.3 Training

The Board of Directors acknowledge the importance of and their responsibility for training and are committed to ensuring that all staff receive adequate and proper training in issues of health and safety and safe systems of work.

Under the Management of Health and Safety at Work Regulations 1999 there is a statutory duty on the employer to provide appropriate health and safety training to staff when they join the organisation; have individual or management responsibilities, when their work situation or environment changes; and to periodically provide refresher and updated guidance.

All new staff are given induction training on health & safety and fire. This training is completed within two weeks from commencement of employment. Training is also on going in the work environment.

All health and safety training is recorded in the employee's personnel file.

2.4 Fire Prevention and Control

The company acknowledges the risk of fire at its offices; every precaution is taken to prevent its outbreak.

Fire drills are to be carried out every six months and the drill will be recorded.
Fire alarms will be tested every Friday.

Fire exits will be checked daily to ensure the following:

- They are not obstructed.
- They are not locked and are easily operable.
- Any signage is clearly visible and has not been defaced.

Appointed contractors check fire extinguishers on an annual basis.
All staff will receive instruction on fire procedures during their induction.

Each site will be subject to a Health and Safety survey before work commences, this survey will note any possible hazards at the site location and detail how these will be rectified before work commences. In addition each site safety plan will determine appropriate fire safety arrangements for the site in question.

Fire Procedure and KDE Head Office

On discovering a fire, operate the nearest fire alarm point. Should the fire be small enough to tackle using the wall mounted fire extinguishers* then do so but never compromise your own or others safety by that action.

All staff should leave the premises in an orderly manner using the marked fire escape route and out to the assembly point in the car park.

*Fire extinguishers:

These are wall mounted throughout the building.

The large red extinguisher is a water extinguisher for putting out general fires such as paper, cloth or wood - it must never be used on an electrical fire.

For an electrical fire use the smaller carbon dioxide extinguisher.

ON HEARING THE FIRE ALARM:

Leave the premises as above, close windows and doors to help prevent the fire spreading.

DO NOT stop to collect personal belongings.

DO NOT re-enter the building until told it is safe to do so.

2.5 Electrical Safety

All electrical faults and hazards are to be reported immediately to the office. Routine checks must be made for the following both at site work locations and within KDE Ltd Premises:

- Trailing leads and cables.
- The secure wiring of plugs and the condition of sockets.
- All cables are protected from risk of damage.
- Ensuring that multi-plugs are not used.
- The condition of machines.
- Precluding wet processes near electrical equipment.
- Checking earth bonding of cables.
- Ensuring that unauthorised appliances are not used.
- Unplugging equipment after use.

Under no circumstances must electrical supply or equipment be interfered with. Where faults exist only a qualified electrical engineer may carry out electrical work. All work must be carried out in accordance with the Electricity at Work Regulations 1989.

6-monthly checks will be undertaken on all electrical equipment throughout the office and on equipment that is used on site and at other locations by KDE Ltd staff. This will include all electrically operated tools and appliances used by KDE Ltd employees in the course of their duties.

2.6 Chemicals and Substances in Use

It is acknowledged that within the office and on site there are substances and chemicals, which may be hazardous to health if used without proper precautions.

An assessment of all substances and chemicals used has been carried out in accordance with the Control of Substances Hazardous to Health Regulations 1988. All new substances and chemicals must be assessed.

Management recognise that these substances must be identified by their commercial name. A list of such substances and chemicals in current use and their place of storage follows:

- Typex: General Office
- Cleanex Cleaning Fluid: Office Storeroom and KDE Ltd vehicles

The following rules must be followed in the use of chemicals:

- Never mix chemicals together.
- Follow the instructions carefully.
- Use approved labelled containers only.
- Use the chemicals for their correct job only.
- Never drink the chemicals.

- Never use food containers or vessels for chemicals.

2.7 Floors, Stairs and Passages

Accidents occur as a result of obstructed or poorly lit access routes. In the interests of safety it is important that such routes are kept clear of obstructions and are kept well lit for the purposes of fire escape and preventing tripping hazards. The following must be observed:

- Walkways and stairs will be kept in a good state of repair.
- Suitable and sufficient natural or artificial lighting will be provided and maintained at all times.
- Passages and stairs must not be used as storage areas. All delivered goods must be moved to the proper store without delay.
- Passages and stairs must be kept clear at all times.
- Light switches will be positioned so as to enable control from either end of the passage or stair.
- Passages and stairs are 'no smoking' areas.
- Passages and stairs will be inspected daily.

2.8 First Aid

Under the Health and Safety (First Aid) Regulations 1981 there is a requirement for the employer to make an assessment of first aid needs appropriate to the workplace and ensure that the equipment and facilities are adequate. The Company undertakes to provide an appointed person to call 999 in the event of an accident. The appointed person is Mrs Gill Barnard at KDE Head Office and the Site foreman at each site location.

A first aid box is provided to the statutory level and is located in the kitchen. The box will be stocked to the required level.

Members of Staff are reminded that all injuries, however minor, should be entered into the Accident Book.

2.9 Accident Reporting

Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 and the Social Security (Claims and Payments) Regulations 1979 it is a statutory requirement that a record must be made and kept of all accidents, injuries and near miss incidents that occur with KDE Ltd premises, this applies to any persons including contractors, suppliers and visitors.

An official accident book is kept at the KDE Head Office and staff must complete a record as soon as possible after the incident. If this is not possible then their manager should complete it on their behalf. The KDE Ltd Health and Safety Adviser will be notified of the incident and will investigate appropriate action and where appropriate make a report to the Health and Safety Executive.

Regular monitoring of accidents and injuries will be undertaken by the KDE Ltd Board of Directors and the KDE Ltd health and Safety Adviser to eliminate or reduce the likelihood of future occurrences.

Management recognise the need to learn from accidents that occur within the office or on site and to examine the cause of such accidents to prevent a recurrence.

All accidents, however minor, to staff, contractors or visitors must be recorded in the accident book.

In the case of accidents that necessitate the injured person leaving the office or site for treatment, KDE Ltd must hold a formal investigation. Where appropriate, a written report should be completed using form A1.

2.10 Manual Handling

No member of staff or management is expected to lift, push or move a load, which may result in injury to themselves.

KDE Ltd will carry out an assessment of risks as required by the Manual Handling Operations Regulations 1992. This assessment is to be in writing and brought to the attention of staff.

The following general rules for lifting must be followed:

- No load is to be handled unless an assessment has been made.
- Clear passage is necessary before movement.
- Persons moving loads must be capable and two persons should work together where necessary.
- Loads must be broken down into manageable portions where possible.

The following have been identified as hazardous operations:

- Moving delivered equipment
- Moving Plant or Machinery
- Moving equipment between offices
- Arranging storage of stationery

All manual handling operations should be assessed with respect to the personnel that undertake them. Hazardous operations should be eliminated or equipment introduced to reduce the risk.

2.11 Office Safety and Working With Display Screen Equipment

Under the Health and Safety (Display Screen Equipment) Regulations 1992 and amended 2002 the employer must carry out assessments of IT use at

workstations to address the risks of muscular-skeletal discomfort, visual disturbance and mental stress. Where risks are identified they must as far as is reasonably practicable be remedied as soon as possible.

All KDE LTD staff using DSE are required to complete a questionnaire, which will be reviewed, by the KDE LTD health and Safety adviser. Where issues are identified these will be reviewed and an appropriate remedy sought.

General Office Safety

All staff are required to ensure that office work is conducted in a safe manner and in particular the following good practices are observed:

- The floors and walkways must be kept clear of boxes, files and other stationery.
- Access to shelving and other high items must only be undertaken with the steps provided.
- Cabinets should not be overfilled.
- All trailing electrical cables must be adequately covered.
- All electrical equipment must not be interfered with or panels removed.
- Care taken with the use of chemicals and substances, particularly fixative.
- Manual handling risks are to be kept to a minimum and assistance provided when moving heavy loads.

Display Screen Equipment

If you use Display Screen Equipment (DSE) for more than 4 consecutive hours on a daily basis you will be requested to complete a Display Screen Analysis for your workstation and the surrounding environment. This is to comply with the Display Screen Equipment Regulations 1992.

Using DSE may require:

- Concentration.
- Close visual work.
- Frequent eye movement.
- Extended periods of sitting.
- Prolonged use of hands, wrists and fingers.

The above factors and others can add up to making display screen work physically stressful, but with proper use this can be eliminated.

When using DSE you may experience the following symptoms:

Eye and Eyesight Effects

Medical evidence shows that the use of DSE is not associated with damage to eyes or eyesight, however you may experience temporary visual fatigue, e.g. headaches, blurring, fatigue, itching and burning eyes. These symptoms can be caused by:

- Staying in the same position for too long.

- Poor positioning of DSE.
- Poor legibility of the screen source documents.
- Poor lighting including glare and reflections.

All employees who are habitual users of DSE as a significant part of their normal work are entitled to request an eyesight test if they experience visual discomfort when using a display screen.

Other Effects

Other effects may include:

- Sore back, neck, shoulders and wrists.
- Sitting awkwardly.

You have an important part to play in preventing these discomforts:

Posture

Proper posture is one of the key factors that will help you to reduce some of the symptoms associated with working with DSE. Consider the following:

- No excess pressure is placed on the underside of thighs and the back of knees.
- A footrest support is provided where necessary.
- There is space for postural change – no obstacles underneath any desks.
- Forearms are approximately horizontal.
- Screen height and angle allow comfortable head position.
- Ensure there is space in front of the keyboard to support hands/wrists during pauses in keying.

The Workstation

A good workstation will encourage both a good posture and reduce some of the common stresses. The following will help reduce problems:

- Adequate natural/overhead lighting.
- Distracting noise minimised.
- Adequate legroom and clearance to allow for postural changes.
- Ensuring the screen has a stable image, adjustable contrast and is glare free.
- Ensuring the keyboard is adjustable, detachable and legible.
- Ensuring there are no layers of dirt, grime or finger marks on the screen.

2.12 Hazard Spotting

To ensure that hazards are identified and eliminated in the shortest possible time, KDE Ltd will carry out a hazard spot check once a week on KDE Ltd premises. It should be stressed that this exercise does in no way detract from the on-going hazard spotting that is carried out on a day-to-day basis by all staff.

On site the site foreman will undertake a hazard spot check each day before work commences to ensure the site or working area is safe to work in.

Staff are reminded that it is their legal duty to report any hazard or unsafe practice immediately to their manager.

2.13 Driving

KDE Ltd recognises that staff who are required to drive in the course of their duties are exposed to potential risks which are different to those faced by workplace-located colleagues. Employer responsibilities arise under the Health and Safety at Work Act 1974 in respect of ensuring as far as is reasonably practical the Health, Safety and Welfare of all employees.

It is the responsibility of individuals to be fully aware of risk reduction advice supplied by KDE Ltd before they embark on any work related journey. Much of this advice is basic action such as familiarisation with vehicle controls, planning the journey to include regular stops to prevent tiredness, always being in control of the vehicle and being in a fit state to operate the vehicle and never to use a mobile phone at the wheel unless an appropriate hands free kit has been fitted.

Individual members of staff should check their vehicles daily paying attention to the condition of tyres, light and brakes and vehicle fluid levels such as petrol oil and water. Defects should be rectified or reported as appropriate.

2.14 Machinery Safety

Under the provisions and Use of Work Equipment Regulations 1998 and the Management of Health and Safety at Work Regulations 1999, the purchasing, provision and use of work equipment has to be assessed to ensure the items are suitable and only used for the purpose which they were intended.

Managing the risks associated with equipment is an integral part of the KDE Ltd Health and Safety Programme. The general risk assessments carried out for all areas and activities consider the use, maintenance and inspections required for each item of equipment. Where appropriate employees will receive adequate training and health and safety information; including written instructions where appropriate.

2.15 Noise Control

Under the noise at Work Regulations 1989 the employee is required to make assessments of personal daily noise exposure to determine whether specific action levels are exceeded. Where these are identified as a potential hazard including during general risk assessments, a specific noise assessment will be completed. This will identify the level of exposure and determine what remedial action is required to reduce the risk of hearing damage. Where necessary protective measures will be implemented and appropriate information, instruction and training given to the relevant employees.

2.16 Permit to Work System

Permit to Work Systems are used as a mechanism to ensure the health and safety of employees where clear instructions are required to demonstrate that an area is safe to work in or a piece of equipment is safe to work with. Such systems are used as a means of demonstrating compliance with a range of statutory requirements including the Electricity at Work Regulations 1989, COSHH Regulations and the Management of Health and Safety Regulations 1999. Permits to Work are required for specific contractor works and will be issued by an authorised person in accordance with current regulations.

2.17 KDE LTD Staff working in non-KDE LTD Buildings

As the employer KDE Ltd retains the responsibility for the health, safety and welfare of any members of staff working in non-KDE Ltd premises. These premises are defined as any site or location to which KDE Ltd staff are deployed in the course of their daily duties. Staff should always check that the area in which they are deployed is safe to work in before commencing the tasks to which they have been assigned. They should recognise and rectify any hazards that will impede their ability or work safely. Where these hazards cannot be rectified the advice should be sought from the office. Staff should also make themselves aware of any safety requirements of the major occupier or the site landlord and or owner and adhere to these.

KDE Ltd staff working in a non-KDE Ltd building that consider that they are being asked to work in unsafe conditions should notify the major occupier or the building representative providing reasons for their concern. This concern should additionally be reported to the KDE Ltd health and safety adviser. If the situation is not rectified to the individuals' satisfaction they should withdraw from the premises and inform KDE Ltd head office of their reasons.

2.18 Young Persons

Under the Management of Health and Safety at work Regulations 1999 the work activities of young persons (those under 18 years of age) are required to be assessed to determine any associated risks and to identify any required control measures. As the degree of supervision, information, instruction and training required by such individuals may be different from that required by experienced adults specific training which complies with the 1990 Training for Work Regulations shall be provided to the individual in question by the KDE Ltd health and safety adviser when they start work.

2.19 Working Alone

There are currently no specific statutory requirements to cover employees working alone away from the workplace. However these circumstances are covered under the Health and Safety at Work Act 1974, with the employers

overall duty, as far as is reasonably practicable to ensure the health, safety and welfare of all employees.

2.20 Contractors

Every effort will be made to identify and use competent contractors who are committed to good health and safety practices. Where appropriate contractors work will meet the requirements of The Construction (Design and Management) Regulations 2007. Contractors will be required to provide risk assessments, method statements and other control arrangements appropriate to the contract.

2.21 Useful Telephone Numbers

Ambulance/Fire/Police - 999
Halton Hospital – 01928 714567
Doctors Surgery – 01928 733249
British Gas emergencies - 0800 111999
NICEIC Technical Helpline – 0870 013 0391
CORGI Technical Helpline – 0870 401 2400

3. PLANNING AND IMPLEMENTATION

3.1 Board Reviews

The KDE Ltd Board will review KDE Ltd Health and Safety Performance at each monthly board meeting. This will take the form of report prepared by the KDE Ltd Safety Adviser submitted through the company secretary.

3.2 Risk Assessments: General assessments of risks

Under the Management of Health and Safety at Work Regulations 1999 there is a statutory duty on the employer to assess the risks to Health and Safety associated with all work activities.

A risk assessment is simply a careful examination of what in your area of work and work areas could cause harm to people. The objective is to decide whether existing safety precautions are sufficient to safeguard persons in your area and to identify whether or not additional precautions are required.

KDE Ltd has carried out an assessment of risks, in accordance with the Management of Health and Safety at Work Regulations 1999. The most significant findings will be recorded and kept with this policy. Any amendment to the policy will be undertaken in collaboration with KDE Ltd. Risk Assessments will be reviewed regularly and the finding made known to all relevant persons.

As a general principle, Risk Assessments will be conducted by KDE Ltd or the nominated site supervisor. The Risk Assessment will be recorded on the KDE Ltd Risk Assessment form and will be issued to;

- a) All site operatives;
- b) Others who may be affected, such as householders or other trades

The site supervisor will brief operatives on the risk assessment and monitor and update the assessment document daily taking into any relevant changes that maybe required.

Appendix C

Chain of Responsibility

In summary the follow principles apply to Health and Safety implementation. More details are given in section 1 and 2 of the KDE Ltd Health and Safety Policy.

- c) Mr K Darlington is responsible for fulfilling KDE Ltd policy on Health and Safety. As Managing Director he will ensure that all staff have access to and attend relevant training and are competent to discharge their duties in a manner that complies with all relevant Health and Safety Legislation.
- d) Mr K Darlington is responsible for managing Health and Safety across all areas of KDE Ltd operation and for reporting on Health and Safety issues to the KDE Ltd board.
- e) KDE Ltd Contract Managers and Site Foremen are responsible for implementing KDE Ltd safety procedures and for complying with legal requirements within their own area of operation and sphere of authority. They are also responsible for briefing all staff and sub-contractors of any health and safety issues relating to KDE Ltd operations at any site where they might attend. They are also responsible for reporting H&S concerns to the office where these arise. The role of Contract Managers within this process is to monitor and report on Health and Safety issues relating to H&S matters within any contract that there are asked to manage.
- f) Sub-contractors will be advised of the KDE Ltd Health and Safety policy and any H&S issues relating the contracted work when an order is placed. Site foremen or supervisors are responsible for monitoring the operation of sub-contractors to ensure they adhere to the KDE Ltd H&S policy and that they work safely using approved methods materials and equipment.
- g) The Contract Manager is responsible for ensuring that all H&S policies are adopted on each contract and that all operatives have and use the relevant PPE including helmets, goggles, gloves, ear defenders or any other type of PPE appropriate to the tasks being undertaken.
- h) Every member of KDE Ltd staff has the responsibility to undertake their work duties in a manner that complies with current H&S legislation and this is explained fully in section 1.3 of the KDE Ltd H&S Policy.

Appendix D

Site Rules and Method Statement

KDE Ltd Staff and sub-contractors are obliged to:-

- a) Take notice of H&S notices, literature and site specific H&S matters as details below;
- b) Know the accident procedure and apply in the event of an emergency;
- c) Use protective clothing and equipment where a task might present hazards or when they are requested to do so by their supervisor;
- d) Ensure that they work in a healthy and safe manner and that by their acts and omissions do not put the health and safety of any other individual at risk;
- e) Do not misuse any safety equipment provided;
- f) Obey any H&S regulations or instruction in force at any site or other building or site to which they are deployed in the course of their employment;
- g) Report any accident to the site supervisor and Mrs Gill Barnard and to ensure details of the accident are recorded in line with KDE Ltd procedures.
- h) Be Mentally and Physically fit for the work which they are allocated;
- i) Be aware that any breach of KDE Ltd H&S regulations will lead to immediate dismissal.