



# Health & Safety: Policy and Procedures



[facilitiesbyadf.com](http://facilitiesbyadf.com) | +44 (0)1656 725560

**Bridgend Office:** 11 -13 Aneurin Bevan Avenue,  
Brynmenyn Industrial Estate, Bridgend CF32 9SZ



# **CAD SERVICES LIMITED** t/a Andy Dixon Facilities

## Health and Safety Policy and Procedures



**NFU Mutual**



---

## Policy Statement

The company recognises the importance of providing a safe and healthy place of work for staff, customers, visitors and contractors.

The company has four basic commitments:

1. To prevent injury and ill health
2. To comply with all applicable health and safety legislation
3. To implement best industry practice as developed by relevant industry bodies
4. To continually improve health and safety management and performance

This policy, and any changes to it, will be brought to the attention of all employees and will be made available to interested parties.

The policy will be reviewed at least every two years or in response to any significant change.

Andy Dixon  
Director  
Andy Dixon Facilities  
April 2014

Steve Haines  
Director



---

## Responsibilities

Overall responsibility for health and safety within Andy Dixon Facilities rests with the Directors who will:

- Ensure health and safety is properly resourced
- Appoint relevant employees to assist in maintaining appropriate standards of health and safety in the premises and ensure that these employees are properly trained and / or supported

Laurence Wells has a key role within the company in co-ordinating health and safety and will:

- Compile and review risk assessments for all significant risks, including fire risk and, after approval from Andy Dixon, implement the findings from these risk assessments
- Organise any health and safety training employees need to undertake their work tasks safely and efficiently, including organising training that is required by law, but excluding training related to driving
- Ensure the premises and work equipment, except vehicles, are properly maintained
- Report serious accidents and incidents to the enforcing authority as required by the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 1995
- Listen to any suggestions or concerns from employees regarding how health and safety is managed within the company

Mike Miller has a key role within the company in ensuring transport safety and will:

- Ensure drivers are properly trained and hold appropriate driving licence entitlements for the work they undertake
- Organise inspections, maintenance and servicing of the vehicles to ensure they remain in a safe condition

Heads of Department are responsible for implementing the company policies and procedures on location and for raising any suggestions or concerns with Laurence Wells.



---

All employees have legal duties. In particular:

- To cooperate with colleagues on health and safety matters
- To take reasonable care of their own health and safety and that of others who may be affected by what they do or fail to do
- Not to intentionally or recklessly interfere with or misuse anything that is provided in the interests of health, safety or welfare

Specifically, employees must:

- Report all accidents and incidents
- Report any concerns or suggestions they have with regard to health, safety and welfare, including broken or damaged equipment, to a Head of Department of Laurence Wells
- Attend any training that is organised for them

Failure to comply with these may lead to both disciplinary action being taken against staff and the company itself being prosecuted.



---

## **Accidents, incidents and first aid**

All accidents and incidents must be reported in the Accident Report Book which is available at the main office; in addition, staff on location may be expected to report accidents to the production team. Laurence Wells will review all reports with a view, if appropriate, to preventing a recurrence. Completed Accident Reports will be kept confidential and secure.

A first aid kit is available in the staff room and upstairs kitchenette at the main office; an eye wash station is also available in the staff room.

All first aid treatment should, wherever possible, be provided by a qualified first aider, no matter how slight it may seem at first. Staff will be informed who the qualified first aiders are during induction and team meetings.

First aid kits should be restocked as they are used and are formally checked quarterly by Laurence Wells. The recommended contents of the first aid box will be listed on a guidance card within the first aid box itself and checks of the first aid supplies should ensure that they are both sufficient and "in date".

Tablets and medication must not be kept in the first aid kit.

Staff on location must make themselves familiar with the location of first aid assistance.

## **Slips, trips and falls**

Slips, trips and falls are the biggest cause of accidents in the workplace and can cause serious injury, even in an office, workshop environment or on location.

In order to minimise the risk of slips, trips and falls, please remember the following key points:

- Good housekeeping is essential
- Keep aisles, corridors and doorways (particularly fire escape routes and exits) clear of obstructions
- Ensure cables do not run along the floor where people walk – try and run them along the sides of the building or room
- If you spill something, make sure you clean it up
- Avoid storing items where they could fall and injure someone
- Adequate lighting is important in all areas, both inside and outside the building – report broken lights
- Floor surfaces and coverings should be kept clean and well maintained – resolve or report any issues
- Report any defects / hazards to your supervisor or line manager immediately



---

## Electricity and electrical appliances

A qualified electrical contractor inspects the electrical installation every 5 years and the company organises a regular checks of the portable electrical appliances.

In addition, all staff should check electrical equipment before it is used and report any defects.

- Check for obvious damage or defects before use and ensure that the plug and cables are in good condition. Defective plugs, sockets or leads cause more electrical accidents than the appliances themselves
- Make sure power cables are long enough to reach your working place without straining. Do not allow cables to become taut or create trip hazards
- Do not overload plug sockets or extension leads and make sure extension leads are fully uncoiled when used
- Always switch off and unplug electrical equipment before cleaning or making adjustments
- Ensure that you know how to use the equipment correctly – users should receive information on how to operate and check the equipment they use at work

## Computer workstations

For most staff, the use of computers is an essential part of their job and you will be asked, after completing an online training course, to carry out an assessment of your computer workstation. The purpose of the assessment is to determine the comfort and suitability of the workstation and equipment for your individual needs.

As a reminder to the online training, help to take care of your health by following these key safety points:

- Vary your work routine to avoid long periods in front of the screen. This will give your eyes and muscles a rest. Frequent short breaks are best
- Have your eyes tested regularly (see below for "entitlements")
- Make full use of any adjustment facilities available on the equipment
- Adjust the chair correctly to support the lower back. Try not to sit in the same position for long periods
- Make sure that there is enough space at your desk. Move any obstacles such as boxes or equipment from underneath. Arrange your desktop so that there is space in front for immediate tasks. Lower priority or less used items can be placed further away
- Avoid pressure on the backs of your legs or knees. A footrest may prove helpful for those who cannot comfortably reach the floor when sitting at the workstation
- Always report any problems you maybe having with the equipment or the workstation as a whole



The diagram illustrates the correct seating and posture at a computer workstation.

- Chair seat and back adjustable
- Good lower back support
- Seat height adjustable from the seated position
- No pressure on the underside of the thighs or knees
- Foot support for smaller users
- Space under desk to move legs and change position
- Forearms approximately horizontal
- Minimal extension, flexion or deviation of wrists
- Screen height and angle should allow comfortable head position
- Eyes approximately same height as the top of the computer screen



## **Stress**

Well-designed, organised and managed work is good for us, but when insufficient attention to job design, work organisation and management has taken place, it can result in work related stress. Work related stress develops because a person is unable to cope with the demands being placed on them. Stress, including work related stress, can be a significant cause of illness and is known to be linked with high levels of sickness absence, staff turnover and other issues such as more errors.

### Signs of stress in individuals

If you are suffering from some of the following symptoms it may indicate that you are feeling the effects of stress. If you find that work or aspects of your work bring on or make these symptoms worse, speak to your line manager, trade union representative or your HR department. It may be that some action taken at an early stage will ease the stress and reduce or stop the symptoms.

#### Emotional symptoms:

- Negative or depressive feeling
- Disappointment with yourself
- Increased emotional reactions - more tearful or sensitive or aggressive
- Loneliness, withdrawn
- Loss of motivation commitment and confidence
- Mood swings (not behavioural)





---

Mental symptoms:

- Confusion, indecision
- Can't concentrate
- Poor memory

Changes from your normal behaviour:

- Changes in eating habits
- Increased smoking, drinking or drug taking 'to cope'
- Mood swings effecting your behaviour
- Changes in sleep patterns
- Twitchy, nervous behaviour
- Changes in attendance such as arriving later or taking more time off.

Please note these are indicators of behaviour of those experiencing stress. They may also be indicative of other conditions. If you are concerned about yourself please seek advice from your GP. If you are concerned about a colleague try to convince them to see their GP.

(Source: HSE)



---

## Fire

### Prevention

In order to prevent a fire, please be aware that:

- smoking is not allowed in our buildings
- extension cables and plug sockets are not overloaded
- waste materials, especially paper and cardboard, are kept to a minimum
- items that can easily burn must not be close to sources of heat, e.g. heaters

Look for, and report, any concerns that you have to Laurence Wells. If you have a concern in relation to a location, talk to your Head of Department who may need to discuss the issue with the Production Manager.

### Fire extinguishers

Fire extinguishers are designed to remove one or more of the vital elements needed to support combustion, these are oxygen, heat and fuel (often known as the “fire triangle”). It is important to note that different fire extinguishers are used for different types of fire.

To use the wrong extinguisher on a fire could result in serious injury or even death.

All current fire extinguishers are 90% red and distinguished by a coloured panel on the body of the extinguisher and sign above it to identify its use.

**Red panel:** This extinguisher contains water and is very good at tackling fires involving wood, paper and other organic material.

**Black panel:** This extinguisher contains carbon dioxide, it acts by smothering the fire and removing oxygen. It is useful for fires involving electricity and electrical equipment.

**Foam panel:** This extinguisher contains foam and works in several ways to extinguish a fire, but mainly by smothering the burning liquid, i.e. stopping oxygen. It is for use on fires involving flammable liquids, e.g. petrol or oil, and solids which turn into liquids when hot, e.g. fat or wax.

You should only use a fire extinguisher if you feel it is safe to do so, e.g. the fire is small, a fire extinguisher is nearby and you have a clear escape route away from the fire.



---

In general, remember the acronym "PASS":

- Pull the pin
- Aim at the base of the fire
- Squeeze the handle
- Sweep from side to side

### Fire precautions installed

A variety of fire precautions may have been installed in your place of work, for example:

- Automatic fire detectors fitted to the ceiling rooms and along corridors. These will detect a fire in its very early stages
- Manual call (break glass) points next to final exits which can be used to raise the alarm
- Alarm sounders
- Fire doors that will prevent the spread of fire and smoke for at least 30 minutes (and are therefore self-closing and should be kept shut).
- A system of emergency lighting. These lights (which are identified by a green indicator light in the light fitting) will stay "on" in the event of a power failure.

### Fire action plan

If you discover a fire:

- Immediately raise the alarm by activating the nearest manual call (break glass) point (or shouting "FIRE")
- If safe to do so (see above), attack the fire using the equipment provided
- Follow the procedure "on hearing the alarm" if you cannot control the fire

On hearing the alarm:

- Evacuate the building by the nearest exit – do not wait to see if it a false alarm
- Close all doors behind you
- Do not stop to collect belongings
- Report to the fire assembly point



---

The most senior person on duty is responsible for establishing whether there is a fire in the building and ensuring that the local fire and rescue services are contacted (although may ask a member of staff to do this). In addition, they are responsible for ensuring the building is cleared of people by checking that everyone is at the assembly point. **It is therefore vitally important that you tell a colleague if you are going to leave the premises, even for a short period of time.**

### Fire on location

Staff should be made aware of the fire procedures on location as part of the briefing provided by the production team. However, if no procedure is explained, please make sure that you are aware how to raise the alarm, the location of the assembly point, the location of fire extinguishers and any particular role you are expected to play in the event of a fire, e.g. to check that the trailers have been evacuated.

### **Lone working procedure**

Lone workers are staff who are working by themselves without any form of close or direct supervision from colleagues or staff from another company, e.g. members of a production team. Lone working is not necessarily a significant risk and is not illegal. However, staff should carefully consider any tasks they are about to undertake before undertaking them alone, e.g. work at height. Staff may ask for a colleague to work alongside them, in the same work area or may ask for a colleague to monitor them regularly.

Staff who work alone or out of the office must carry a mobile telephone and have relevant contact numbers to hand. All staff are advised to put a relevant contact in the contacts list of their mobile telephone under the title "ICE – the emergency services are trained to search for an "ICE" contact – In Case of Emergency.

Staff who work alone outside of normal office hours, particularly drivers, are requested to make sure that their partner or a colleague, etc. is kept up-to-date, e.g. when they will phone next, what time they are due home, etc. They must also make sure that this person has access to a copy of the Emergency Contacts List which they can use if they have any concerns, e.g. you have not returned home at the expected time and you are not answering your mobile telephone.



---

Emergency Contact List

Andy Dixon	07768 436768
Steve Haines	07970 204754
Laurence Wells	07768 050808
Mike Miller	07810 445302
Main office	01656 725560
Long Cross office	01344 987450

Those on the Emergency Contacts List must reassure the person making the emergency call and keep them up-to-date on progress. They must aim to make contact with the member of staff through the mobile telephone, using the trackers within vehicles and contacting production locations for information.

After reasonable attempts have been made, the emergency contact, after consulting with one of the Directors or senior managers, should contact the police.



---

## Workshop operations

### General rules

- Make sure that you are familiar with the operation of the equipment before you use it – ask for assistance if necessary
- Check the equipment before you use it – do not use damaged equipment or equipment with guards or other safety features missing
- Only use equipment for its designed purpose
- Do not overload plug sockets and make sure extension leads are fully uncoiled when in use
- Remain focussed on your work

### Machinery guarding – general principles

The most common mechanical hazards are:

- Entanglement in rotating parts
- Being caught between two parts moving past one another in a shearing action
- Being crushed between parts as they move towards a fixed part or structure

These hazards can cause or lead to significant injuries such as amputation.

Machine guards are used to reduce or eliminate the chance of an accident by preventing direct contact with the moving parts of the machine and to protect users from materials ejected from the machine.

The adequacy of guards can be assessed using the following general principles:

- The guard must prevent fingers, arms or any other parts of a worker's body from making contact with dangerous moving parts and protect the body from items being ejected from the machine
- All guards must be of suitable design and construction
- They should be strong, resilient, difficult to defeat or override, and securely fixed in position
- Where there is frequent access to a danger zone, it is normally preferable to interlock the guard with a device that isolates the power supply and arrests dangerous machine movements when the guard is opened
- Guards must be effective in preventing access to danger zones and require regular checks to ensure that fingers, arms, feet or bodies cannot reach into such zones
- Guards must be maintained in position whenever the machine is operating or dangerous parts are in motion



---

### Electrical power tools

- Make sure that all cables, plugs or connectors are sound
- Make sure the power cable is long enough to reach your work area without straining it
- Try to keep power cables off the floor. They may get damaged or trip someone

### Bench mounted grinder

- Ensure you wear appropriate eye protection
- Check the wheels, guards and tool rests and make any adjustments before you start work
- Lubricate the spindles regularly
- Do not stop the wheels by applying pressure to them

### Pillar drill

- Wear eye protection and close fitting clothing. Tie any long hair back
- Ensure the chuck guard is in place

### Forklift truck

By the end of 2014, only staff who have successfully attended forklift truck operator training will be authorised to use the fork lift truck.

Forklift truck operators must ensure that the keys are kept secure and not left in the vehicle and are expected to undertake a visual inspection of the vehicle before it is used. Any concerns should be reported to Laurence Wells and the forklift truck not used until the problem is sorted.

The fork lift truck can only be used to lift people with the man cage properly attached – no other means of lifting people with the fork lift truck is acceptable.



---

### Ladder safety

Follow the tips below to ensure the safe use of ladders:

Set up:

- Do a daily pre-use check (include ladder feet)
- Make sure the ground is firm and level and not sloping, clean and not slippery
- Have a strong upper resting point, e.g. not plastic guttering

During use:

- A ladder is suitable for short duration work (maximum 30 minutes) and for light work (up to 10 kg)
- The ladder should be placed at a 75° angle – the “1 in 4 rule” (1 unit out for every 4 units up)
- Always grip the ladder when climbing
- Do not overreach - make sure your belt buckle (navel) stays within the stiles and keep both feet on the same rung or step throughout the task
- Do not work off the top three rungs – these provide a handhold

### Tower scaffold

Procedures for the safe use of the scaffold will be developed.





---

## LPG

### Working with LPG:

- Treat every cylinder as "full" and handle carefully – do not smoke when working with LPG
- Store with valves uppermost
- Store all cylinders so that they cannot fall
- Keep them away from artificial heat, flammable materials and corrosive chemicals
- Check the hoses, clamps and valves before use – ensure crimped hose fastenings are used instead of jubilee clips
- Avoid damage to valves and fittings; do not use them for lifting and carrying
- Open cylinder valves slowly, and close sufficiently to shut off gas - never use force
- Turn off cylinder valves when they are not needed
- Change cylinders away from sources of ignition, in a well-ventilated place
- Never use a flame to test for leaks

### Transporting LPG:

- A maximum of 4 cylinders can be transported
- LPG cylinders valves are turned off
- LPG cylinder straps are tight to prevent any movement whilst in transit
- Other equipment is stowed correctly to prevent movement whilst in transit
- 2kg powder fire extinguisher is present

## Hazardous substances

There are a limited number of hazardous substances associated with our work. However, the risk from these can be properly controlled by following sensible precautions.

- Read the product labels on any substance you are using
- Wash your hands regularly, particularly before eating or smoking
- Cover any cuts with a plaster
- Wear the Personal Protective Equipment provided
- Report any concerns to Laurence Wells



---

**Active XLS Traffic Film Remover:**

When using Active XLS Traffic Film Remover, staff must ensure that:

- The substance is stored in a cool, dry, ventilated area
- The substance is used for periods of short duration
- An eye wash station is available close to the working area
- PVC, rubber or neoprene gloves are used when the substance is being used and gloves are changed regularly to avoid penetration
- Approved chemical safety goggles are used whenever eye exposure is likely
- Appropriate clothing is worn to prevent contact with the skin

**Elsan Blue Perfumed Toilet Fluid**

When using Elsan Blue Perfumed Toilet Fluid, staff must ensure that:

- The substance is stored in a cool, dry, ventilated area
- Gloves and appropriate clothing is worn to ensure the product does not come into contact with the skin

**Gully sucker**

Procedures for the safe use of the gully sucker will be developed.



---

## Health and Safety Induction Checklist

Topic	Date	Employee Signature
Health and Safety Policy Statement Health and safety responsibilities Consultation with employees		
Accident / incident reporting Hazard / defect reporting First aid arrangements		
Electricity and electrical appliance safety		
Computer workstations Online training HSE Workstation Assessment		
Stress awareness		
Fire prevention and procedures		
Lone working and emergency contact list		