

# TRENT VALLEY REFRIGERATION LTD

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## HEALTH & SAFETY POLICY

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# TRENT VALLEY REFRIGERATION LTD

## HEALTH & SAFETY POLICY

### STATEMENT OF INTENT

30th December 2011

Trent Valley Refrigeration Ltd (TVRL) will prepare, adopt and enforce Policies which, so far as is reasonably practicable, provide for:

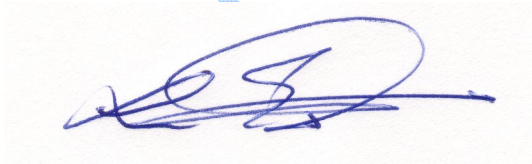
- a) The Health, Safety and Welfare of their employees at work.
- b) The Health and Safety of anyone who may be affected by their work operations.
- c) The maintenance and improvement of standards and to actively seek to reduce and eliminate accidents and incidents.

To achieve this TVRL will, so far as is reasonably practicable, provide:

- 1) Well maintained plant and systems of work.
- 2) Suitable arrangements for the use, handling, storage and transport of articles and substances.
- 3) Adequate information, instruction, training and supervision.
- 4) Safe premises and work places, including access and egress therein.
- 5) Safe working environment with adequate welfare facilities.
- 6) Communication and advisory facilities as required.

The Director, who has ultimate responsibility, requires all employees to carry out this responsibility with diligence and ensure that this policy is implemented.

This policy will be regularly monitored and reviewed to ensure that the objectives are achieved



SIGNED: \_\_\_\_\_

Lee Easton - Director

**TVRL Director** has overall responsibility for health & safety policies within the company and undertakes to carry out the following:-

- a) An annual Health & Safety Review where the safety record of the Company is reviewed.
- b) Assess the procedures to be adopted in the following year where required.
- c) Implement the procedures adopted in light of the annual assessment.
- d) Review individual reports as necessary.
- e) Ensure sufficient resources are available to ensure a safe and healthy working environment as far as reasonably practicable.
- f) Ensure the effective application of the Company Safety Policy so as to prevent accidents.
- g) Ensure staff are suitably and adequately trained and their activities are coordinated, encourage team spirit and utilisation of expertise to the full. Control these factors when recruiting.
- h) Keep up-to-date with Safety, Health and Welfare Legislation and ensure Company compliance with same.
- i) See that accidents and incidents are reported as soon as possible.
- j) Ensure that protective clothing and equipment is used where appropriate.
- k) Encourage operatives to eliminate hazards.
- l) Discourage horseplay and discipline those who fail to consider safety factors.
- m) See that plant and equipment is operated only by authorised persons; that any defects are reported and if appropriate that it has a current test certificate.
- n) See that unattended plant is left in a safe and secure state.
- o) Organise work to be carried out to the required standard with a minimum risk to personnel, equipment and materials. Give all Work Package contractors precise instructions on their responsibilities to ensure correct work methods (i.e. TVRL Site Rule Booklet).
- p) Be aware of any hazards relating to plant or materials to be used on the contract and bring to the notice of the site operatives.
- q) Identify areas of high risk and coordinate the production of method statements to

minimise the risk, bring this to the attention of the site operatives.

- r) Set a personal example.

**TVRL All employees** - Report to the Director.

Employees are responsible for:-

- a) Working in accordance with the Health & Safety Policy and any additional safety rules.
- b) Working strictly in accordance with safe working practices.
- c) Cooperating in matters of health and safety, with the Director and the Company.
- d) Bringing to the notice of the Company any unsafe conditions.
- e) Taking care for the health and safety of yourself and others affected by your actions.

**Medical/First Aid Facilities**

The majority of TVRL activities are based on customer's sites or premises and hence these facilities vary from site to site.

Any person working on these sites should make themselves aware of whom the appointed first aider is and what the Clients first aid facilities are, and these may be used when required.

Any employee suffering any injury whilst working for the company must report the details of the incident in the accident book as soon as possible.

**Fire Prevention & Precautions**

The Director has responsibility for fire prevention and control within the company premises. Fire instruction notices are placed at various locations showing the essential actions to be taken on discovering a fire, the method by which the alarm is raised and the designated assembly point after evacuation.

A Record of Fire Safety Risk Assessment is located in the Reception Office.

The build up of flammable and combustible materials is to be prevented at all times by following the correct disposal techniques and the correct storage of such materials.

Means of escape are to be maintained at all times (no exits shall be restricted either inside or outside) and regular inspections are to be carried.

**Procedure on Discovering a Fire.**

- 1) Raise the alarm.
- 2) Dial 9 999 to call the fire brigade.

- 3) Attack the fire if possible using the appliances provided if safe to do so without exposing yourself to any risk.

### **On Hearing the Alarm**

- 4) Leave building by shortest route
- 5) Close all doors behind you
- 6) Report to assembly point opposite the front of building

When working in client premises employees must make themselves aware of their procedures and practices and must adhere to these. They must also as a matter of course familiarise themselves with the escape routes and location of fire equipment.

### **Reporting and Investigating**

All injuries are to be reported to the Director who will ensure the maintenance of the accident book which is located in the Reception Office, if the incident occurs away from our premise then it must still be reported at the earliest possible time.

Each accident and dangerous occurrence will be investigated in a manner related to its gravity, and a report submitted to the Director.

### **Information Services**

Enforcing Authority:

Health & Safety Executive  
Sovereign House  
110 Queen Street  
Sheffield  
S1 2ES

Employment Medical:  
Advisory Service  
(EMAS)

Sovereign House  
110 Queen Street  
Sheffield  
S1 2ES

The Health and Safety Law poster and the safety information notice board is displayed in the Reception Office.

The Director will maintain a library of health and safety literature which will be accessible via him at any reasonable time or on the company computer network.

The company will monitor web sites of local authorities, i.e. Health and Safety executive, Environmental Health Officers, Fire and Employment Medical Advisory services so to maintain concurrent with legislation

## **Training**

The company attaches great importance to the adequate training of all its employees in matters concerning Health and Safety.

All employees will undergo informal induction training and retraining in accordance with the requirements of the Health and Safety Policy of the company. Further training requirements will be developed and introduced as required by the Director.

The company will also adhere to client requirements with regard to individual site practices and procedures and this training will be carried out either by client or the company Director. Verbal instruction in the safe completion of tasks shall be considered as informal training.

The company will also adopt a training programme to develop trade and professional skills within the workforce, so as to meet legislative and client requirements with regard to qualification and desired levels of competency.

## **Manual Lifting**

In many instances manual handling is unavoidable and care should be taken to assess the task to be undertaken.

Consideration shall be given to the weight, size, shape, centre of gravity and fragility of the object being moved.

The route must be considered with any potential hazards in the way i.e. obstructions; equipment, slippery floor finishes, stairs and door openings etc.

Posture is important and when picking items up from low level so ensure feet are slightly apart, knees are bent, elbows are in, back is straight and head is up.

Suitable PPE shall be worn where necessary i.e. gloves; safety footwear, hard hat, glasses or overalls.

Maximum weights to be lifted manually shall not exceed 25Kg (male) or 16Kg (female), shared lifting may be undertaken with the total weight not exceeding  $\frac{2}{3}$  the sum of the individual capabilities for two people and  $\frac{1}{2}$  for three people.

## **Lifting Equipment**

Only lifting equipment supplied by the company shall be used and only those trained and instructed in the safe use of the equipment shall use the same. The safe working load shall be clearly marked on the equipment and shall not be exceeded in any circumstances.

All equipment shall be stored correctly and in safe manner and it is the individual's responsibility to inspect the equipment prior to use. All operations requiring the use of a crane, powered scissor lift or cherry picker type equipment will be contracted out and it is the responsibility of the person contracting out that the equipment to ensure it conforms to the relevant legislation such as LOLER, Lifting Operations & Lifting Equipment Regulations 1998.

In the case of hired equipment, the person hiring shall ensure that these requirements are complied with.

The following points are to be remembered when using lifting equipment

- 1) Find out the weight of the item to be lifted
- 2) Check that the safe working load is marked on the equipment
- 3) Examine the equipment for any defects such as:
  - a) kinked
  - b) broken wires or cuts in braid
  - c) excessive rusting
  - d) poorly maintained / mechanical faulty equipment
  - e) safety devices missing
- 4) Use protection on sharp corners of loads
- 5) Seek assistance when required

Only trained personnel may use fork lift trucks and they must hold a current approved licence for the type of machine they are using (i.e. counter balance). The driver must inspect the machine prior to use paying attention to the following points:

- |             |                   |                    |
|-------------|-------------------|--------------------|
| 1) brakes   | 4) horn           | 7) hydraulics      |
| 2) lights   | 5) speed controls | 8) warning devices |
| 3) steering | 6) power source   |                    |

In use the driver should observe the following points:-

- 1) Regulate speed with visibility
- 2) Drive in reverse when load obstructs vision
- 3) Be constantly aware of pedestrians and other vehicles
- 4) Travel with the forks down
- 5) Use the handbrake and tilt mechanisms correctly
- 6) When leaving the truck at any time put the controls in neutral position, switch the power off, apply the brakes, and ensure the key is removed.

### **Risk Assessment**

The company will maintain and carry out the assessment of hazards associated with work operations together with any necessary remedial actions. An employee who discovers a hazard during working operations must report the hazard to his immediate superior or employer / client so that the necessary remedial action can be taken.

The following procedure will be followed for the process of risk assessment



- 1) Identify hazards.
- 2) Evaluate the risks posed by the hazards.
- 3) Establish and implement control measures to reduce the risk to an acceptable level.
- 4) Monitor control measures to ensure effectiveness.
- 5) Review assessments results periodically.

The assessments shall only be carried out by the Director or those persons considered competent to do so.

The documentation will be maintained by the Director and relevant notification of remedial action notified by him to those employees involved before work commences. The employee has a duty to carry out the work in accordance with the safe working practice developed in light of the assessment.

### **Electricity & Electrical Equipment**

Only suitably trained and competent persons shall under take work involving electricity on company or client premises. The prime objective of electrical safety is to protect persons from injury due to electrical shock and also fire and burns arising from contact with electricity.

All portable appliances (including privately owned items used on company or client premises) will be tested in accordance with the regulations and approved codes of practice and a register of these maintained which will also show unique identification number (AN ---).

Electrical equipment shall not be used where its strength and capability may be exceeded so as to give rise to danger. Particular consideration shall be given to operations in adverse or hazardous environments.

Fixed electrical installation work shall be examined and tested in accordance with the appropriate regulations and approved codes of practice, and the relevant documentation raised as verification.

No person shall be engaged in work on or near to live conductors unless it is unreasonable in all circumstances for it to be dead and reasonable in all circumstances for it to be worked on or near it while it is live. All suitable precautions should be implemented to prevent injuries.

Employees required to use electrical equipment shall visually inspect for damage before use. All defects are to be reported to the Director and the faulty equipment quarantined to prevent inadvertent use prior to repairs being carried out. Only competent persons shall undertake to repair damaged or faulty electrical appliances.

Before carrying out work on electrical installations or equipment, employees shall ensure that all the electricity to that plant being worked on is switched off prior to opening any box or panel containing electrical connections. The mains isolator shall be locked off to prevent inadvertent re-connection and the electrical circuit shall be tested to ensure it is dead.

### **Hazardous Substances**

The company will in accordance with the Control of Substances Hazardous to Health regulations (COSHH) 2002 ensure that all hazardous substances are identified and assessed prior to procurement, storage and use. Precautions will be implemented to ensure that no employee is exposed to such hazards.

A company COSHH register of all potentially hazardous substances used by the company is located in the Reception Office. Any employee requiring to procure or obtain substances not included in the register shall inform the Director before doing so to enable the appropriate assessments to be undertaken and the relevant safety arrangements to be established. All employees and others, who may work in the affected areas, will be informed of the safety arrangements prior to the commencement of works.

The measures and procedures laid down in the COSHH register shall be strictly adhered to and any deviation from these will be brought to the attention of the Director who will implement the necessary disciplinary action.

### **Pressure Systems & Pressure Testing**

Only those persons considered to be competent shall carry out work on pressure systems and/or with pressurised gas, including portable gas containers.

All work shall be carried out in accordance with approved codes of practice.

PPE in the form of eye protection is mandatory when working on any pressure system, pressure tests or pressurised gas container including handling.

All portable gas containers will be stored and transported in an upright position and secured. The appropriate mechanical handling device is to be used at all times i.e. cylinder trolleys and porta pack-barrows.

It is the responsibility of the user to inspect and report any defects with associated equipment i.e. the hoses and gauges.

When using oxy-fuel equipment flashback arrestors must be fitted.

## **Housekeeping**

The Director shall ensure that satisfactory housekeeping standards are observed within their work areas.

Workplaces will be clean and well lit at all times.

Designated storage facilities have been provided in the workplace and must be used at all times, suitable containers are provided for waste disposal and must be used at all times, these must not be allowed to overflow and must be emptied as required.

## **Alcohol and Drugs**

Alcoholic drinks and illegal drugs are prohibited from company premises and site operations.

The company operates a no smoking policy on its premises.

All incidents involving alcohol and drugs will be brought to the attention of the Director who will implement the necessary disciplinary action.

## **Contractors (Sub Contractors)**

As part of the consultation process, prior to the commencement of works, the responsibilities of all parties must be clearly defined in writing. This will require the sub-contractor's agreement to comply with the company Health and Safety Policy and any client requirements.

The sub-contractor is to produce an assessment of any work to be carried out and produce a method statement indicating the safe system of work to be employed during their particular work operation.

The sub-contractors employees may also under go a training session from the Director (or his appointed person) prior to the commencement of any works as a means of formal induction into the company's health and safety arrangements. A record will be maintained of these by the Director.

The sub-contractor will also abide by all legislation relative to their works.