

POLICY STATEMENT**HEATH AND SAFETY POLICY****3.0 POLICY****3.1 General Statement**

3.1.1 Directors of the Company regard the promotion of Health and Safety measures as a mutual objective for the Management and Employees.

3.1.2 It is, therefore, the Company's policy to do all that is reasonable and practicable to prevent personal injury or damage to property and to protect everyone, including members of the public, in so far as they come into contact with the Company or its products.

3.1.3 In particular, this Company has a responsibility:

- a) To provide and maintain safe and healthy working conditions at all its premises, in accordance with all relevant statutory requirements.
- b) To provide any necessary training and instruction to all Employees (including Managers and Supervisors) to enable all personnel to perform their work safely and efficiently.
- c) To make available and to maintain all necessary safety devices and protective equipment, to supervise their use and to ensure that their availability is known by all personnel.
- d) To maintain a constant and continuing interest in matters of health and safety applicable to the Company's activities.

3.1.4 Employees have a duty to co-operate in the operation of this policy:

- a) By working safely and efficiently.
- b) By using the protective equipment provided, by meeting their own statutory obligations and by assisting the Company to meet its statutory obligations.
- c) By reporting to their Team Leader or QHSE Manager any incidents that have led or may lead to injury or damage.
- d) By adhering to Company practices and procedures for securing a safe place of work.
- e) By assisting in the investigation of accidents or incidents with the mutual objective of introducing measures to prevent a recurrence.

3.2 Responsibilities**3.2.1 Managing Director**

Ultimately accountable for all matters concerning the health, safety or welfare of all personnel employed by Electro Mechanical Systems Ltd at all its establishments.

Carrying out a periodic appraisal of this policy and reviewing all accidents and incidents within the Company.

Take any necessary action on matters reported by the QHSE Manager.

Make every endeavour to ensure that all those employed are competent to perform their required work and, when necessary, to ensure the provision of any training or instruction.

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Stewart Goulding

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3.2.2 QHSE Manager

To regularly perform risk assessments and to report any unresolved matter concerning health and safety to the Managing Director.

To receive reports of accidents or incidents and to carry out investigations.

Ensure that all the fire equipment is regularly inspected and serviced.

Ensure that all First-Aid equipment is maintained to the required standard.

Maintain any records required by statute.

3.2.3 Department Managers and Team Leaders

To familiarise themselves with this Policy and to ensure as far as is reasonably practicable that it is carried out in their individual areas of responsibility.

To ensure that work is carried out in a safe manner and in accordance with the established procedures.

Report to the QHSE Manager or Managing Director any matter of safety which appears to be outside their competence.

3.2.4 All Employees

Every employee has statutory duties under Sections 7 and 8 of the 1974 Health and Safety at Work etc. Act and under Regulation 12 of the 1992 Management of Health and Safety at Work Regulations.

Section 7(a) places a duty on every employee to take reasonable care for the safety of him or herself and for other persons who might be affected by his or her acts or omissions at work. Section 7(b) requires every employee to co-operate with the Company's Management to enable them to perform their statutory duties.

Section 8 places a duty of every employee not to recklessly or intentionally interfere with or misuse anything provided in the interests of health, safety or welfare at work.

Regulation 12 requires that every employee shall use any machinery, equipment or safety device provided by the Company in accordance with the training and instructions provided by the Company. Every employee shall inform their Team Leader or the QHSE Manager of any dangerous situation or shortcoming in the arrangements for health and safety.

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3.3 Specific Hazards

3.3.1 Work Equipment

No employee will be authorised to operate or to use or to maintain any item of work equipment until the Management concerned have established the employee's competence or have provided an adequate level of supervision.

All items of work equipment, including hand tools, should be regularly checked to ensure that, so far as is reasonably practicable, they are safe for the use to which they are to be put.

Employees must inform their Team Leader or QHSE Manager of any dangerous work situation and of any shortcoming in the arrangements made for health and safety.

Machine tools and other power-operated items of work equipment must only be operated and serviced by authorised persons.

Cleaning and Maintenance

All waste materials or equipment are to be disposed of in accordance with local arrangements and instructions and any spillage should be cleared up immediately.

Particular attention must be paid to all items of work equipment when they are to be cleaned, serviced or maintained. Power operated equipment should be isolated from the source of power to ensure safe cleaning or maintenance (eg: many items of electrically operated equipment in the offices, the warehouse and workshop areas can simply be switched off, but then the supply plug should be removed from its supply socket – this is isolation).

Electrical Equipment

Only authorised competent persons may install, inspect, repair or test items of mains operated electrical equipment.

Any defect or fault should be reported forthwith to the immediate Supervisor or to the Safety Officer.

3.3.2 Hazardous Substances

Most substances used at the workplace have an associated hazard, either in their use, storage or disposal. Before any substance is put into use, there must be an assessment of the hazard and of any associated risk and, where necessary, effective measures put into place for its safe use, storage and disposal. Suitable information must be available and instruction given to those involved.

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3.3.3 Manual Handling Operations

Supervisors and other employees must be alert to the hazards inherent in the movement of materials, stock and items of equipment. An assessment of the task, however simple, should be carried out beforehand; if there are risks of injury, try to avoid the need for manual handling. Where this is not possible, try to reduce the risk and if possible provide mechanical means of assistance.

The employees involved must be informed about the load, of any associated risks and of the availability of any means of assistance.

All materials and substances are to be packed and stored in accordance with instructions.

3.4 Personal Protective Equipment

Where personal protective equipment is provided and instruction has been given in its purpose and use, each employee has a legal duty to make full and proper use of it, to return it to the appropriate accommodation and to report any loss or defect forthwith.

3.5 Fire Prevention, Control, Alarms and Actions

3.5.1 Practice good housekeeping; do not leave naked lights unattended; do not leave electrical equipment energised unnecessarily.

3.5.2 The use and storage of any flammable substance must be carried out in strict accordance with the Management's instructions.

3.5.3 The Company considers that smoking at work represents a hazard to health and safety and has, therefore, adopted a no-smoking policy. No one is permitted to smoke inside the building.

3.5.4 All means of access and egress, gangways, passageways and access areas (including fire exits) should be kept free of obstruction at all times.

3.5.5 Notices giving details of the actions required in the event of the sounding of the fire alarm are displayed at strategic points throughout the buildings.

3.5.6 All employees will be shown the location of the fire extinguishers, fire exits and the assembly area (and the break glass fire alarm points at Poole) during their initial introduction to the Company. Thereafter, they should endeavour to remain familiar with these locations.

Some employees will be given instruction in the operation of the fire extinguishers.

3.5.7 The fire alarm is coupled to a break glass system at Poole and at Aldermaston to smoke detectors. If the fire alarm sounds, all personnel should immediately evacuate the building by the nearest safe exit and congregate at the assembly area.

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3.5.8 If the evacuation is due to an outbreak of fire or the suspicion of fire, the most senior person present should determine if anyone may still be inside the building and call for the Fire Brigade by dialling 999 from a safe position. Give the location of the site and the building to the Fire Brigade and inform the Senior Fire Officer on arrival of any missing person and their likely whereabouts in the building.

3.6 First Aid

3.6.1 At Aldermaston, a first-aid box is kept in the Dispatch Room on the Ground Floor under the control of a trained Appointed Person/First-Aider. The Accident Book is kept in the Stores Supervisors office.

3.6.2 At Poole, the emergency first aid kit and portable Automated External Defibrillator (AED) is available in the centre of the workshop on the workshop side of the stores gate.

3.7 Accidents and Actions

3.7.1 All accidents should be reported to a First Aider or the QHSE Manager and where appropriate, they will be recorded in the accident book.

3.7.2 In the event of any serious accident or illness that necessitates an employee being taken to hospital, an ambulance should be requested by dialling 999, giving the location of the site and the building. Any walking wounded can be conveyed for treatment by private car or taxi.

3.7.3 When applicable any relative guidelines or regulations set out by the HSE such as RIDDOR must be followed.

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