



Health, Safety and Welfare Policy

Hopton Haulage Ltd

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General Statement of Health and Safety Policy

It is the policy of Hopton Haulage Limited to take all reasonably practicable measures to ensure the health and safety of our employees and others who may be affected by our activities.

The Company will endeavor to conduct its operations in a manner which recognizes the health, safety and welfare needs of employees and / or other persons likely to be affected. In order to work towards this objective, the Company will focus on providing:

- a) a safe place of work and access / egress;
- b) a safe working environment and adequate welfare facilities.
- c) safe plant, equipment and vehicles.
- d) safe handling, storage, transport and maintenance of articles and substances used at work.
- e) the necessary information, instruction, training and supervision.

Furthermore, the involvement and support of our employees will be encouraged, as we believe this to be the most effective means for securing our Health, Safety & Welfare strategy.

All Hopton Haulage Ltd staff have a duty to ensure that they work in a safe manner and to ensure their acts and omissions do not cause harm to others who may be affected by what they do. Employees are encouraged to bring any concerns regarding health and safety issues to the attention of the management.

The policy will be subject to regular review, when there are any significant changes or at least annually.

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Health and Safety Policy Objectives

The objectives of this policy are:

- to promote high standards of health, safety and welfare within the Company and to comply with relevant statutory provisions.
- to promote a positive health and safety culture and encourage an attitude of responsibility and co-operation at all levels.
- to commit to the provision of adequate time and resources necessary to encourage the effective implementation of the Policy.
- to identify duties and delegate responsibility throughout the organization.
- to create and maintain a safe and healthy place of work for all employees, contractors and visitors to our premises.
- to facilitate so far as is reasonably practicable the health, safety and welfare of persons not in our employment, but who could be adversely affected by our work activities.
- so far as is reasonably practicable, to provide employees at all levels with adequate instruction, training and supervision, that training to be repeated as often as considered necessary.

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Health and Safety Organization

It is deemed that no one in the company is in full possession of all material facts to deem them solely responsible for matters relating to health and safety. These responsibilities are spread through the management organization sufficient to reflect the diverse, diffuse and multi-site nature of our business in the UK.

The policy statement confirms our commitment to achieve, as far as is reasonably practicable, an acceptable level of safety within the Company. The health and safety responsibilities within the company are:

The Managing Director

The Managing Director of the company will ensure, so far as is reasonably practicable, that:

They work with the Managers, Employees and the companies Health and Safety Advisor to continually improve health and safety within the Company.

Health and Safety is on the agenda of every senior management meeting.

All employees take a proactive role in health and safety to ensure that risks are effectively controlled.

All employees are aware of their responsibilities for ensuring the health and safety of themselves and others who may be affected by their acts or omissions.

Professional Health and Safety assistance is maintained as required by the Management of Health and Safety at Work Regulations.

Effective communication is maintained with all employees in order to promote a culture which recognizes that controlling health and safety risks is an essential part of everyone's daily life.

Adequate funds, materials, equipment and human resources are provided to meet all health and safety requirements.

Adequate contingency funds are available to address any unforeseen/unexpected health and safe issues that may arise.

The health and safety policy and procedures are monitored and that any changes necessary are made and maintained.

The necessary steps are taken to enable implementation of all aspects of the health and safety policy and procedures.

Health and safety training is provided for all employees. Health and safety meetings are held when required.

Appropriate insurance cover is in place and maintained for all aspects of Company activities.

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Information concerning safety matters is effectively communicated to all employees.

Any accidents and instances of ill health and dangerous occurrences which are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations) are reported to the relevant enforcing authority.

Adequate first aid resources are provided for all employees.

The activities of all contractors and sub-contractors working on our premises or on clients' sites are monitored to ensure they are working safely.

The following notices are obtained and displayed:

A signed copy of the Health and Safety policy. The employers' liability insurance certificate. The health and safety law poster. And the

following documents held:

BI 510 Accident book.
RIDDOR report forms.

Managers and Supervisors

All Managers and Supervisors will ensure, so far as is reasonably practicable, that:

Any health and safety issue raised by any employee under their direction is either effectively managed by themselves or communicated to the relevant person as detailed with the health and safety policy.

All employees under their direction receive sufficient information instruction and training regarding the risks to which they are exposed whilst at work.

No tasks, duties or activities will take place which may present a risk to employees or any other person until such time as a full risk assessment has taken place and any resultant control measures identified have been implemented.

All employees under their direction fully understand their duties in relation to all relevant health and safety requirements.

All employees attend health and safety meetings as and when requested.

All employees provide full cooperation regarding health and safety matters to enable those individuals with specific or general duties to discharge them.

All employees under their direction are instructed in relation to any safe systems of work.

That all personal protective equipment is used and maintained as required.

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All accidents, dangerous occurrences or near misses which occur in their area of responsibility are investigated, recorded and where necessary reported as per the requirements detailed within the policy.

All plant, equipment and facilities under their control are maintained in safe working order without risk to health and that any statutory or in house inspecting and testing regime is complied with.

All defective plant, equipment or facilities are repaired or replaced where necessary and that these items are taken out of use until such time as the repair or replacement has been carried out.

Employees

All employees will ensure, so far as is reasonably practicable, that:

They comply with the Company Health and Safety Policy and carry out all operations and work as trained and instructed.

They comply and co-operate with any reasonable request made to permit the Company to discharge its legal and moral duties in respect of health and safety matters.

Any hazard which cannot be rectified immediately is reported to the appropriate person for action and if necessary immediate remedial action is taken to temporarily safeguard against the risk of injury or damage.

Any accident, near miss or dangerous occurrence is reported as per the requirements detailed within the policy.

No new equipment, plant or substance is brought onto Company premises and used before permission has been granted and any necessary risk assessments have been conducted.

They do not perform any work or use any machinery for which they are not suitably trained, authorized and deemed competent.

They use equipment correctly, including any safety equipment or personal protective equipment provided.

They report to their Manager any incident or defect to plant and equipment, which has led, or may lead, to danger, damage or injury.

They report injuries, accidents and near misses immediately to their Manager or appointed First Aid Personnel, where relevant.

They do not intentionally or recklessly interfere with or misuse anything provided in the interests of health and safety.

They advise their Manager of any points they wish to be raised at the safety committee meeting.

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The Health and Safety Advisors

East Midland Safety has been appointed as the Competent Person for Health and Safety. They will provide competent advice and assistance in all matters relating to health, safety and environmental issues. They will, so far as is reasonably practicable, advise on the management of health and safety within the Company by working with management and will endeavor to build and sustain a culture in which health and safety considerations are prioritized. This will include:

Reporting on health and safety matters to the Company's Director at intervals as required.

Acting in a supportive role to the Management organization.

Helping the company to analyze and interpret relevant legislation and its impact upon the company.

Advising on the possible strategies for compliance with such legislation.

Developing and implementing procedures to help achieve legal compliance.

Providing support and advice on request to staff on matters relating to health and safety.

Providing and supporting health and safety training requirements.

Preparing and implementing a policy for effective accident / incident investigation to facilitate statutory compliance. Liaising with relevant enforcing authorities as necessary.

Liaising with appropriate Insurance companies and their representatives where relevant.

Visitors to the Company

Where applicable, all visitors, contractors and temporary workers attending our sites will be expected to comply with our health, safety and welfare policy, associated codes, rules and safe working procedures.

With regard to work related activities, all visitors, contractors and temporary workers shall report to a nominated First Aider or member of management, any accident, incident or illness occurring to them whilst on site and prior to leaving our site.

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Organisation Chart

MANAGING DIRECTOR
DANIEL HOPTON



TRANSPORT CO-
ORDINATOR



ACCOUNTS AND
ADMINISTRATION
CLERK



DRIVERS x 2

ARRANGEMENTS FOR HEALTH AND SAFETY

The Management of Health and Safety at Work Regulations require employers to establish appropriate arrangements for planning, controlling, monitoring and reviewing health and safety measures. These arrangements have been incorporated into the following sections of this policy.

MANAGEMENT OF HEALTH AND SAFETY AND RISK ASSESSMENT

We will aim to ensure, so far as is reasonably practicable, that:

All workplaces and activities under our control are examined to assess the risks to the health and safety of our employees or others who may be adversely affected by our activities by identifying the significant hazards, determining the adequacy of existing control measures and highlighting areas where further action is required.

The significant findings of the assessments are recorded, and the control measures identified are implemented and the findings of the assessments are reviewed and amended where necessary. Review of the Risk Assessments will take place at least annually, should there be any changes in legislation and following any accident or near miss.

The principals of prevention of risk are applied to all assessments and ensure that effective arrangements are in place for the planning, organisation, control, monitoring and review of the preventative and protective measures.

Health surveillance is provided for all employees where required and that procedures are in place for serious and imminent danger.

A competent person is appointed to provide health and safety assistance to enable compliance with the requirements of the regulations.

All employees are given comprehensive and relevant information on the results of the risk assessments.

We cooperate and coordinate our activities with other employers regarding the requirements of the regulations and ensure that the employees of those employers are provided with appropriate health and safety information.

All employees are competent to undertake their duties and are provided with appropriate information instruction and training.

All employees comply with their duties under the regulations and that specific arrangements are in place to ensure the health and safety of temporary workers.

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ACCIDENT INVESTIGATION, REPORTING AND FIRST AID

Hopton Haulage Ltd recognise that whilst every effort is made to prevent accidents, incidents and ill health to our employees and others who could be affected by our activities there is still the potential for them to happen.

In line with the policy we will aim to ensure, so far as is reasonably practicable that:

All accidents which result in injury to our employees, no matter how slight, are recorded using an accident report form.

All near misses and dangerous occurrences are similarly recorded.

All accidents to members of the public, contractors and visitors to our premises are also recorded.

All accident report forms are promptly reviewed by the Director and Health and Safety Officer.

All accidents and incidents are investigated to establish the circumstances surrounding the event and to determine the immediate and root causes.

Accidents and instances of ill health and dangerous occurrences which are reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 1995) are reported to the relevant enforcing authority within the appropriate time scale.

All accident/incident investigations identify the appropriate corrective actions required to ensure that similar events do not recur.

The corrective actions identified by the accident/incident investigation are implemented within an appropriate time scale.

First Aid

We will provide, so far as is reasonably practicable, suitable and sufficient first aid equipment and a sufficient number of trained people to administer first aid when required.

We will carry out a first aid risk assessment to enable us to establish the number of trained first aid person/s we require as well as the amount of first aid equipment needed for our head office and each vehicle on which we work. On site arrangements will be made based on our role. Where we are reporting to a Principal Contractor, we will make arrangements to use the Principal Contractor's first aiders.

Information with respect to first aid resources will be communicated at site induction.

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First aid boxes are located in all Company vehicles and at head office.

ALCOHOL AND DRUG MISUSE

The Hopton Haulage Ltd policy on alcohol and drugs is a fundamental part of the Company's strategy to safeguard the health, safety and welfare of all its employees.

We will aim, so far as is reasonably practicable, to take all reasonable steps to ensure that employees, contractors or visitors do not:

- Possess illegal drugs in the workplace.
- Come to work having just consumed alcohol or while under the influence of such drugs.
- Consume alcohol or illegal drugs whilst at work.

The Company will not tolerate any departure from these rules and will take the appropriate disciplinary action in the event of any infringement.

Where there is reason to suspect that anyone is unfit to perform normal duties through the effects of alcohol or drugs they will be removed from duty.

All employees are made aware of the implications of this policy.

All employees are also made aware that if they are in any doubt as to their fitness to carry out their duties while on prescribed medication, they should consult the Contracts Manager.

A contravention of any of the relevant rules will be viewed more seriously in the context of safety. Where any provisions of the policy provide for disciplinary measures, staff will be made aware that dismissal will be the penalty.

Management are aware of signs of abnormalities of behaviour which might indicate that an employee may have or may be developing an alcohol or drug dependency problem. Such signs include:

- sudden mood changes.
- unusual irritability or aggression.
- a tendency to become confused.
- abnormal fluctuations in concentration and energy.
- impaired job performance.
- poor timekeeping.
- increased short term sickness absence.
- dishonesty and theft (arising from the need to maintain an expensive habit).

They are also aware however that such signs may not necessarily be related to alcohol or drug related problems.

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The absence of an acceptable explanation from the individual concerned may however indicate the need for testing.

All employees are made fully aware that if they consult a medical practitioner or pharmacist and medication is prescribed / advised, they must advise the medical practitioner or pharmacist of their nature of work so that appropriate information on possible side effects and their effect on safety and efficiency at work can be given. If they are in any doubt about their fitness to carry out their duties while on medication, they must inform the Contracts Manager.

Employees charged with a drink or drug related criminal offence must declare, verbally and in writing, the details of the charge. Members of staff that bring the offence to the attention of the Company will not be allowed to commence their normal duties, unless the employee satisfies the Manager that no risk arises.

Where it becomes known that an employee has failed to declare details of a drink or drug related criminal charge, the failure should be dealt with under the disciplinary procedure.

All contracting firms and contractors' staff working on our premises or on our behalf must comply with the procedures and arrangements relating to this Policy.

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SITE WORK

The most significant risks to our employees arise from carrying out work on site. We will aim to ensure, so far as is reasonably practicable, the health and safety of our employees by ensuring that:

Before any work is carried out on site a comprehensive assessment is made. This includes:

- Plant and Vehicle check sheets.
- Daily record sheets.
- Risk assessment for the work.
- Method statement.
- Any Works permits required.
- Training, knowledge and experience of employees.

All employees wear the correct PPE at all times when working on site Where we

are employed as a sub contractor we will:

Work safely at all times in line with the risk assessments and method statements for the job and provide information, instruction and training to all employees.

Co-operate with the Client by:

- Providing information to him about our work and risks
- Complying with any reasonable directions from him
- Informing him of any accidents or dangerous occurrences.

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CONSULTATION WITH EMPLOYEES

We recognise the importance and benefits to be gained by consultation with our Employees on all health and safety matters.

We will aim to ensure, so far as is reasonably practicable, that we:

Consult our employees on the introduction of any measure at the workplace which may substantially affect the health and safety of those employees.

Appoint a competent person to assist the company on all health and safety issue.

Plan and organise health and safety training and the consequences of introducing new technology into the workplace.

Ensure that all employees with whom we consult are provided with sufficient information to enable them to fully and effectively carry out their functions.

Provide information relating to health, safety and welfare for employees by means of posters and/or leaflets in the 'approved form' and published for the purposes of the regulations by the Health and Safety Executive (HSE).

Also, include the name of the person who has overall responsibility for health and safety within the company and the name of any safety representatives that have been identified.

Display the poster in a prominent position in the workplace where it can be read by all our employees.

Hold regular health and safety meetings and toolbox talks at our premises and out on the various sites.

Post specific health and safety information on a specific notice board located in the yard/office.

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CONTROL OF SUB CONTRACTORS

Hopton Haulage Ltd use third party Sub contractors to carry out specialist tasks which are beyond the capabilities and competence of our direct employees. Where such contractors are appointed, we will aim to ensure, so far as is reasonably practicable that they are competent to carry out the work they have been appointed to do and that they work safely at all times. To achieve this:

All contractors are assessed by the company and are deemed competent to carry out work on our behalf.

No contractor appoints a sub contractor without express authorisation from the Managing Director and those sub-contractors are required to be assessed in the same manner that we assess our sub-contractors.

Assessments of the risks created by the work carried out by the contractor and by other activities on site are carried out and agreed prior to work commencing.

Method statements based on the control measures identified by the risk assessment are in place prior to work commencing.

A Permit to Work system is in place to control the risks from high risk activities such as roof work, live electrical work, confined space entry, hot work and work at height etc.

Arrangements are in place to ensure that all contractors and sub contractors have received adequate health and safety induction training and are properly supervised when on site.

The activities of all contractors when on site are effectively monitored to ensure they are complying with the risk assessments and method statements provided.

Procedures are in place to suspend the activities of contractors if unsafe working practices are observed.

Arrangements are in place for the provision of first aid for all contractors when on site.

Arrangements are in place for the recording, investigation and, where necessary, reporting of accidents to contractors on site.

Contractor review meetings are held at the end of the work to ensure that good performance is repeated, and poor performance is improved.

All new Sub contractors must provide evidence of:

1. Insurances held.

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2. Risk Assessments and Method Statements for the work they are to carry out.
3. Details of accident statistics for the past 3 years.
4. Details of any enforcement action taken by HSE, Environment Agency or the police.

All Sub contractors are required to complete a Health and Safety Questionnaire.

All Sub contractors confirm that they will comply with the companies Health and Safety policies and procedures.

References are checked, and the individuals are assigned to one of our existing supervisors for mentoring and evaluation. Only when deemed competent by the supervisor are, they permitted to work either as part of a gang or as a supervisor themselves

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CONTROL OF HAZARDOUS SUBSTANCES

We recognise that the health of our employees and others could be adversely affected by exposure to hazardous substances. We will therefore aim to ensure, so far as is reasonably practicable, that the risks from such exposure are adequately controlled by:

Carrying out an inventory of all substances used, generated, handled, stored or disposed by our employees and obtaining the material safety data sheets from manufacturers and suppliers.

Using the information from the data sheets to assess the potential health risks in the circumstances in which exposure may occur.

Communicating the results of the COSHH assessments and safe systems of work identified to employees in a comprehensible manner.

Eliminating where possible the use of hazardous substances e.g. by changing the process or selecting non-hazardous alternatives.

Making every effort to find a less hazardous suitable alternative where the elimination of a hazardous substance is not possible.

Ensuring that employees do not bring unauthorised substances into the workplace and do not use any substance for which an assessment has not been undertaken.

Ensuring that employees, and others affected, receive adequate information, instruction and training in the safe use, handling, storage and disposal of substances which they may use or encounter.

Reserving the use of personal protective equipment (PPE) as a 'last resort' in controlling exposure to a residual risk.

Monitoring safe working procedures to ensure that they remain effective.

Requiring Contractors to provide evidence of suitable and sufficient assessments and adequate control measures for the control of hazardous substances whilst working on our behalf and ensuring that their activities are monitored.

Ensuring that all COSHH assessments are reviewed annually or when there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

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DISPLAY SCREEN EQUIPMENT

We will aim to ensure, so far as is reasonably practicable, that the risks to the health and safety of our employees from the use of display screen equipment are adequately controlled. To achieve this, we will ensure that:

A comprehensive assessment of each workstation is undertaken as required by the DSE Regulations.

Appropriate action to correct any risks highlighted as a result of the assessment is implemented.

Where appropriate, work routines are modified to prevent intensive periods of DSE activity.

Software is suitable for the task and is not unnecessarily complicated.

Employees using DSE are informed of their entitlement to eye and eyesight tests and that a procedure is in place for employees to avail themselves of such tests.

Where required specifically for working with display screen equipment, the provision of corrective spectacles is made at the Company's expense.

Staff working or intending to work with display screen equipment are advised on the associated risks to health and how these are to be avoided.

Adequate information, instruction and training on all aspects of DSE work is provided.

All assessments are reviewed annually or when any significant change occur

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ELECTRICITY

We will aim to ensure, so far as is reasonably practicable, that all electrical systems and equipment are provided and maintained in a safe condition.

All work on or near electrical systems will be carried out in a safe manner and all equipment provided for protecting employees working on or near electrical equipment will be suitable for such use and adequately maintained.

All electrical equipment will be of sufficient strength and capability for its intended use and of such construction or adequately protected to prevent danger arising from the conditions of its use. To achieve this:

The fixed mains installation is installed, inspected and tested periodically by a competent person in accordance with the IEE Wiring Regulations 17th edition and that suitable means for isolating electrical equipment, including the identification of individual circuits, is provided and maintained.

Work on electrical systems is only carried out by Competent Persons following safe systems and live working is not carried out unless a Permit to Work system is in place and the criteria in the Electricity at Work regulations are met.

Safe access is provided for competent persons (both in-house and external) maintaining electrical systems or work equipment.

An inventory of portable electrical equipment is compiled covering all workplaces and equipment under our control, including employee owned equipment where its use has been authorised.

All portable electrical equipment for use on site is battery powered. Portable electrical equipment is inspected for safety prior to first issue.

Routine combined inspection and testing is undertaken at intervals recommended by a competent person according to the type of use.

Employees are instructed in safe systems of work and carry out simple checks of equipment for visible defects and damage prior to each use.

More detailed formal inspections by a responsible person are undertaken to supplement the visual checks, at frequencies determined by assessment.

A procedure is in place to report damaged or defective equipment and that such equipment is removed from service immediately by the person discovering the fault.

Employees are instructed to report damaged or defective equipment or dangerous conditions.

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Contractors using electrical equipment in a workplace under our control provide evidence of its safety prior to commencement of work.

Privately owned electrical equipment is not used in the workplace without authorisation from management, its safety being confirmed, an entry made on the inventory and it being included in the inspection and testing programme.

EMPLOYMENT OF WORKERS WHOSE FIRST LANGUAGE IS NOT ENGLISH

The company does not at present have any employees whose first language is not English; however, we are aware of our legal obligations in relation to the employment of the above said persons.

Should the company at any time employ any persons whose first language is not English we would ensure that the following measures are in place:

1. Ensure adequate time to consult with employees where language and/or literacy may be issues, so they can absorb the information and respond to you.
2. Encourage employees to express their views in their preferred language by using interpreters.
3. Ask a work colleague to interpret, although these employees may need training if they are asked to undertake this role.
4. Get information translated and check that this has been done clearly and accurately by testing it with nativespeakers.
5. Use pictorial information and internationally understood pictorial signs where appropriate
6. Where information must be in English, use clear and simple materials, and allow more time
7. Workers are supervised at all times by an employee who can ensure that the safety and wellbeing of the non-English speaking employees is safeguarded.

A specific Risk Assessment will be carried out at any such time that a person whose first language is not English is employed.

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The company expect that any Sub-contractors that we employ abide by our policy in this matter.

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ENVIRONMENT

Hopton Haulage Ltd cares for the environment in all its forms and recognises that concern for the environment should be an integral and fundamental part of the business.

The company is aware of the effects its operations may have upon the environment; its objective is to balance the need to achieve the aims of the business with the need to minimise any adverse affects our operations may have upon both the local and global environment.

The company will:

Comply with, or exceed, the requirements of relevant environmental legislation and industry codes of practice.

Operate within the guidelines of our environmental management system based upon ISO14001.

Seek to reduce raw material and resource consumption, minimise waste, reuse rather than dispose and promote recycling through a programme of continuous improvement.

Educate and train all employees in the application of this policy.

Recognise and take action with regard to concerns of interested parties such as customers, suppliers, regulators, public, shareholder and insurers.

Work with suppliers and customers to minimise environmental impacts.

Ensure appropriate resources are made available to implement this policy effectively.

Carry out inspections to ensure that environmental impacts are minimised.

Sites do not have specific environmental audits, but these are carried out on site visits by the Project Manager.

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FIRE SAFETY

We recognise the continual risk of fire to our premises and on our sites, whether caused by accident or by malicious intent. We will aim to ensure, so far as is reasonably practicable that:

We undertake fire risk assessments to ensure that we provide and maintain such precautions as are necessary to safeguard those who use our workplaces.

The fire risk assessment is reviewed at least annually, or if there are any significant changes in the circumstances.

We identify those persons who might be especially at risk in case of a fire and provide information instruction and training for all employees and others about the fire precautions in our workplaces.

We produce emergency plans and nominate and train specific employees to undertake special roles under those plans.

We consult our employees about all aspects of fire safety and ensure that we cooperate with other employers either at our premises or on site.

We ensure that fire detection and warning systems are installed and effectively maintained and that there is an effective system in place for contacting the emergency services.

There are suitable means of extinguishing a fire which are adequately maintained and that there are a sufficient number of suitably trained persons available to tackle a fire should the need arise.

Fire drills are undertaken on a regular basis and ensure all records are maintained.

All fire escape routes are suitably maintained and kept clear of obstructions at all times.

Suitable waste containers are provided, and waste is removed frequently.

Dangerous substances are only used as set out in specific risk assessments with adequate precautions against fire and explosion.

Sources of ignition are effectively controlled.

Visitors to the premises are made aware of the fire rules and procedures.

Contractors are informed of fire procedures and asked for information on how they intend to control any fire hazards associated with their work.

Employees are trained and instructed on fire prevention and procedures.

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At our head office premises, we will aim to ensure that:

The fire evacuation will be practiced at least annually. The alarm system is tested weekly.

All fire extinguishers are inspected by a competent person annually and are replaced when discharged.

The emergency lighting is tested monthly, and any defects found are reported to the company electrician and repaired.

All flammable liquids are stored safely.

Flammable liquids are kept in a flameproof locker and employees return them to the locker after use.

If you discover a fire:

- Raise the alarm by the recognised method.
- Only tackle the fire if trained to do so, with the equipment provided, ensuring your exit is clear at all times and without taking personal risks.
- Call the Fire Brigade Immediately by telephone.
- Give the operator the contact telephone number.

When speaking to the Fire Brigade provide the following information:

- We have a fire at Hopton Haulage Ltd and give the operator the full address.
- Do not replace the receiver until the Fire Brigade has repeated the address.
- Call the Fire Brigade immediately to every fire or on suspicion of a fire.

Upon hearing the recognised alarm:

- Evacuate the building by the nearest available emergency exit.
- Move towards the fire assembly point and report for role call.
- The fire role call coordinator will inform the fire service of any missing persons.
- Do not stop to collect personal belongings.
- Do not re-enter the building until the Senior Fire Officer informs you it is safe

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Handling and storage of money

Cash must only be kept in the location designated by the company.

Large sums of cash must not at any time be stored in the premises overnight and should be taken to the bank before the end of each day's trading.

Taking money to the bank - only persons authorised by the company should undertake this task and follow the procedure outlined below:

In order to ensure employee's safety both the delivery times and the vehicles used should vary on a daily frequency.

All doors of the vehicle should remain locked on route to the bank. The vehicle should be parked as close as possible to the bank.

Before leaving the vehicle check to see if it is safe to do so, when it is safe, leave the vehicle and go directly to the bank without delay.

In the event of being attacked / robbed employees are instructed not to endanger their own lives or the lives of others in any way. They should inform the police and their employer immediately.

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Information Instruction and Training

We will aim to ensure, so far as is reasonably practicable that the capabilities of our employees with regard to health and safety are considered when carrying out their work.

To achieve this, we will.

Provide adequate health and safety training for all employees on commencement of their employment and on their being exposed to new or increased risks because of a change to their responsibilities, the introduction of new work equipment, changes to existing equipment, the introduction of new technology, changes to existing systems of work or the introduction of new ones.

Provide Induction Training to all new staff as soon as is practicable following commencement of their employment.

Give attention to the needs of young, inexperienced or vulnerable employees.

Provide suitable and sufficient information, instruction and training for temporary employees such as agency staff, those on work placement and youth training schemes.

Provide managers, supervisors and other persons with designated health and safety roles with adequate information, instruction and training to enable them to fulfil their duties.

Ensure that no-one is asked, to undertake tasks for which they have not been adequately trained and are not competent.

Ensure that the effectiveness of training is measured by continual assessment.

Monitor training needs and provide refresher training periodically to maintain levels of competency.

Maintain comprehensive training records for all employees.

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Lone Working

Hopton Haulage Ltd have a legal duty to ensure the health, safety and welfare of its employees while they are at work. Some employees may work alone as a substantial part of their job, while others may work alone on an occasional basis. The Company has a responsibility to assess the risks to lone workers and take steps to avoid or control the risks where necessary.

Employees who are lone working have a responsibility to take reasonable care of themselves and others in lone working situations.

Purpose

The aim of this policy is to outline the Company's responsibilities towards staff working alone by:

Defining what "lone working" is

Taking action to reduce risk to lone workers

Ensuring that all employees are aware of their responsibility to use arrangements put in place by the Company to assist lone workers

Scope

This policy applies to all employees of Hopton Haulage Ltd including temporary workers and those employed on a casual basis.

Definition

The Health & Safety Executive (HSE) defines lone workers as those "who work by themselves without close or direct supervision". They may include:

People working separately from others in a building People

who work outside "normal" hours

People who work away from their work base People

who work at home

The definition can cover employees in situations with varying degrees and types of risk. It is important to identify the hazards of the work and assess the risks involved before applying appropriate measures.

Potential Hazards of Lone Working

People who work alone will of course face the same risks in their work as others doing similar tasks. However, additionally they may encounter the following:

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Accidents or sudden illnesses may happen when there is no-one to summon help or first aid

Violence or the threat of violence Fire

Attempting tasks which cannot safely be done by one person alone e.g. heavy lifting, or use of certain equipment

Safety issues associated with driving alone:

The perception of these hazards or the actual risks may be different for different people. For example, an inexperienced or young worker may underestimate the risks of an activity; some workers may feel particularly vulnerable after dark or a medical condition may make it unsafe for an individual to work alone.

Managers should take appropriate steps to reduce the risk and consider: Does the job or workplace present any special risk to a lone worker?

Can all the equipment, substances and goods used on the premises or being transported be safely handled by one person? Is any manual handling involved safe for a single person?

Will the employee be alone in a dark or remote location?

Employees should inform their line manager immediately of any incident or safety concerns they have whilst lone working.

Measures to reduce the risk of lone working:

Supervision

Lone workers are by definition not under constant supervision. However, managers should ensure that employees understand the risk associated with their work and the relevant safety precautions. Arrangements should be put in place for employees to be able to contact their managers if they have an incident, concern or need support.

Reporting back

Managers should be aware of the whereabouts and expected return of any lone workers working away and have a system for triggering a check to ensure the employee is safe if they have not reported in.

Accidents and emergencies

Lone workers should be able to respond appropriately in emergencies. This should include being made aware of special arrangements for incidents out of hours or away from the work base. It may be appropriate for employees who work away to carry a first aid kit.

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Tasks not suitable for lone working

When a risk assessment identifies that it is not possible for the work to be done safely by a lone worker, arrangements for providing help or support should be put in place, or the work allocated to another employee or done in hours when the employee is not alone. For example, an employee may need to be instructed to wait until another colleague arrives before attempting heavy manual lifting.

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Manual Handling

We recognise that the health of our employees and others could be adversely affected by carrying out Manual Handling operations. We will therefore aim to ensure, so far as is reasonably practicable, that the risks from such operations are adequately controlled by:

Conducting initial manual handling assessments to identify those areas where there is a significant risk and further control measures are required.

Carrying out suitable assessments, for those tasks such that they may be eliminated or mechanised.

Reducing risks, by using safe systems of work for those tasks which cannot be completed without manual handling.

Providing information, practical instruction and training on safe lifting techniques for all persons identified in the assessment process as potentially being at risk.

Recording reviewing and maintaining assessments on a regular basis, to ensure compliance with current legislation and best practice.

Ensuring that loads delivered to the company are correctly packaged, labelled with the weight, secured in strong containers and provided in such condition as to enable the safe removal, placement, loading, unloading and handling of the load.

Ensuring that employees are fit to undertake the work they do.

Providing adequate information, instruction and training for the use of any equipment that may be necessary to conduct particular tasks.

Consulting external competent persons where necessary to assist with assessments, developing codes of practice and health surveillance.

Having procedures in place for ensuring the health and safety of those persons at increased risk from manual handling operations e.g. new and expectant mothers and those with particular medical conditions.

Ensuring that the manual handling assessments are made available to all employees.

Monitoring the effectiveness of the manual handling assessments and reporting any deficiencies to the person responsible for carrying out the manual handling assessments.

Reviewing all manual handling assessments annually or when there are any significant changes that affect the validity of the risk assessment, whichever comes sooner.

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New and Expectant Mothers

We recognise our responsibilities to any of our employees who become pregnant. We will aim to ensure, so far as is reasonably practicable, that:

All employees who become pregnant inform their manager/supervisor immediately and provide written confirmation from their doctor as soon as is practicable.

An individual specific risk assessment of the work that the employee does for the company is carried out to determine any risks to her and her unborn baby that may arise from the work activities.

Where the risks are significant then assistance or alternative employment is provided.

Pregnant employees do not:

Carry out significant manual handling tasks (Lifting and Carrying).

Use or come into contact with any chemicals which could cause significant harm to them or their unborn child.

Work at height (stand on stepladders, step ups etc)

Pregnant employees do:

Work to the controls put in place by the risk assessment.

Inform their line manager/supervisor of any problems or changes that may occur during their pregnancy so that the risk assessment can be reviewed.

A suitable area is provided for pregnant employees to rest if required.

Suitable seating is provided where required to enable the employee to carry out their work.

Noise

It is the intention of the Company to secure the health and safety of all persons, so far as is reasonably practicable, from the hazards of noise in the workplace.

There is a general duty to eliminate risks from noise exposure completely wherever it is reasonably practicable to do so and where this is not possible, to reduce risk to the lowest level reasonably practicable.

On sites where we work there is potential for significant noise created by site operations. We will therefore ensure that the health of our employees is not adversely affected by such noise.

To achieve this, we will liaise with the Principal Contractor to determine where there is likely to be a significant noise issue. Where this is the case we will:

Assess risks due to exposure noise and effectively control them. Ensure that

the legal limits on noise exposure are not exceeded.

Ensure that our employees co-operate with site management and use the noise control equipment provided to protect their hearing including hearing protection where its use is mandatory.

Establish effective procedures for employees to report defects in safety equipment or arrangements, and follow the information, instruction and training provided to them.

Carry out audiometric testing for all employees who require it.

Make arrangements for providing information, instruction, training and supervision for employees, including training about the risks, the control measures, the hearing protection and the safe working practices to be adopted.

Review this policy, risk assessments and arrangements whenever there are changes in work practices, changes in noise exposures or there are new ways of reducing the risks.

Occupational Road Risk and Mobile Phone use

Hopton Haulage Ltd recognises the importance of managing its occupational road risk and aims to endorse safe driving methods by promoting and encouraging a safe driving culture within the organisation.

Objectives of the policy

To maintain all company vehicles in a safe, clean and roadworthy condition to ensure the maximum safety of the driver, occupants, and other road users at all times.

To facilitate so far as is reasonably practicable that staff driving company vehicles demonstrate safe driving and other good road safety habits at all times when driving.

Code of conduct

While driving company vehicles, the company expects all employees to drive in a sensible, safe, and careful manner at all times. Staff must comply with traffic legislation, be conscious of road safety and demonstrate safe driving and other good road safety habits. The company reserves the right to take disciplinary action against any employee who drives negligently or carelessly, has an accident or series of accidents, or who is convicted of a serious motoring offence, such as:

drinking or under the influence of drugs while driving; driving

while disqualified, or not correctly licensed; reckless or

dangerous driving causing death or injury; failing to stop after

a crash;

any actions which warrant suspension of a licence.

Disciplinary action may involve the loss of the right to drive company vehicles and may involve dismissal.

Responsibilities as an employee

The use of defensive driving techniques will benefit both you and the company by preventing accidental damage and the resultant inconvenience. Drivers of company vehicles will:

ensure they hold a current driver licence for the class of vehicle they are driving.

immediately notify their manager if their driving licence has been suspended or cancelled, or has had limitations placed upon it.

be responsible and accountable for their actions when operating company vehicles.

display the highest level of professional conduct when driving motor vehicles. assess

hazards while driving and anticipate 'what if' scenarios.

drive within the legal speed limits, including driving for the conditions. if fitted,

the seat belt must be worn at all times.

report vehicle defects to the manager.

regularly check the oil levels, screen wash, coolant levels and tyre pressure of vehicles they use.

report any accidents or near misses to the manager, including those which do not result in injury.

follow the accident procedures outlined in this policy. In

addition, it is required that all drivers:

take regular and adequate rest breaks. stop

when tired.

plan the journey, taking into consideration pre-journey work duties, the length of the trip and post-journey commitments.

Operators of Large Goods Vehicles also need to:

take all reasonable care when operating the vehicle in confined spaces or spaces which have restricted vision.

carry out and record daily checks. demonstrate

extreme caution when reversing.

be aware of pedestrians or other potential hazards such as overhead power lines, slopes and low roofs / bridges etc.

take into account other road users when driving on the public highway. adhere to the

tachograph rules.

In addition to the above all drivers operating their vehicle on others site will conform to the established traffic management systems already in place on those sites.

Responsibilities as an employer

The employer will not require staff to drive under conditions which are unsafe and / or likely to create an unsafe environment, physical distress, fatigue, etc. The employer will do this by:

ensuring all driving licenses are checked annually, and copies retained. giving priority to safety features when selecting new vehicles.

ensuring all vehicles are well maintained and that the equipment promotes driver, operator and passenger safety.

Servicing and maintenance

Company Cars

It is the responsibility of the driver to ensure that the vehicle is serviced and maintained in accordance with the manufacturer's guidelines.

LGVs

All LGVs and owned or leased trailers are serviced in accordance with the manufacturers' schedule. Daily inspections should be undertaken and recorded by the driver.

Instructions for mobile phone use

With effect from 1st December 2003 it became illegal to operate a handheld mobile phone whilst driving a motor vehicle. For this policy to succeed we expect all our employees of whatever level, to treat this subject seriously.

The company provides mobile phones to employees to aid in the performance of their duties.

You are prohibited from using a handheld mobile phone, in any company vehicle whether issued by the company or personally owned whilst:

you are driving. stopped at

traffic lights.

in traffic jams or in any other hold up.

Properly fitted kits or hands-free kits are legal and can be used but only when the driver deems it safe to do so.

If your hands-free mobile phone rings whilst you are driving, you may answer the call if it is safe to do so, keeping the call as short as possible.

The only occasion under which a hand-held phone can be used whilst driving is:

to make a 999-emergency call, but only if it is not safe or practical to stop to make the call.

Handheld phones may be carried in the vehicle if they are switched off / not answered or checked during driving, and calls are made, or messages retrieved when the vehicle is safely and securely parked off the road with the engine switched off.

Any member of staff that must call an employee, knowing they are likely to be in their vehicle at the time of the call must restrict the duration of the call.

The company will provide hands free equipment for its company vehicles.

Making or receiving mobile phone calls or messages, whether hands free or not must never be made at petrol and refuelling stations.

Any breach of the above policy will be treated as a serious breach of safety and company rules and treated as a disciplinary matter, which may include dismissal.

You must remember that drivers must retain full control of their vehicles at all times. You can be prosecuted for failing to drive without due care and attention or for dangerous driving.

What to do if there is an accident in a company vehicle

All incidents involving damage to a company vehicle (regardless of blame) must be reported to a Director and an insurance claim form must be completed. Employees are expected to co-operate fully and frankly with the company in providing details of the circumstances surrounding accidents so that the best interests of the company and the employee can be protected.

Disciplinary action may be taken where an accident is not immediately notified.

Where an employee is involved in an accident which is clearly attributable to their own fault and where there is evidence of wanton neglect or recklessness, in such circumstances, an employee will be liable to pay to the company the un-recovered excess.

In the event of an accident

Immediately stop your vehicle at the scene or as close to it as possible, making sure you are not obstructing traffic.

Ensure your own safety first.

Help any injured people and call for assistance if needed. Try to obtain the following information.

Details of the other vehicle(s) and registration number(s). Name and address of the other vehicle owner(s) and driver(s). Name and address of any witness(s).

Name of insurer(s).

Give the following information.

Your name and address and company details.

If you damage another vehicle that is unattended, leave a note on the vehicle with your contact details.

Contact the police.

If there are injuries.

If there is a disagreement over the cause of the crash. If you damage property other than your own.

If the police do not attend the scene you must contact a Director as soon as possible, arrangements will then be made to inform the police.

Personal Protective Equipment

Whilst the company makes every effort so far as is reasonably practicable, to ensure that the risks to the health and safety of its employees and others are controlled by means other than the provision of Personal Protective Equipment (PPE) we accept that this is not always possible. Where this is the case, we will ensure that all employees are provided with the appropriate PPE. This will be achieved by ensuring, so far as is reasonably practicable that:

The requirements for PPE and) are identified as part of the general and task specific risk assessments.

The necessary equipment is provided at no cost to the user.

All PPE provides adequate protection, is CE marked and meets the appropriate standard.

Face Fit Tests are carried out for all Respiratory Protective Equipment provided to control exposure to hazardous substances.

Monitoring is carried out to ensure that PPE is used, maintained and replaced as required.

Employees are provided with adequate information, instruction and training regarding the risks associated with the activity and their correct use of PPE.

Employees make full and proper use of any Personal Protective Equipment provided and report any loss or defect to their immediate Senior Manager

As a minimum, the following PPE will be worn when carrying out the specified activities

High Visibility Clothing	On all sites at all times
Hard Hats	Where required by on site operations
Safety Boots	On all sites at all times
Safety Glasses or Goggles	Where required by on site operations
Gloves	Where required by on site operations
Hearing Protection	Where required by on site operations
Respiratory Personal Protection	Where required by on site operations
Dust Masks	Where required by on site operations

Plant and Equipment

We will aim to ensure, so far as is reasonably practicable that:

All equipment provided for use at work meets a suitable standard for purposes of health, safety and welfare in terms of both integrity and suitability.

All new equipment is CE marked.

A risk assessment is carried out for all equipment whether CE marked or not before it is first used.

All equipment is effectively maintained so as to ensure safety to operators and others.

Employees are provided with adequate instruction, information and training to enable the safe use of the work equipment provided.

The use of work equipment which could pose special risks to the safety of persons in the workplace is restricted to persons trained in its use.

Employees carry out visual checks of all tools and equipment before use and report defects.

Damaged or defective tools / equipment which may affect the health and / or safety of any person is withdrawn from service until such time as it is repaired / serviced or replaced.

Statutory inspections of all equipment are carried out by competent persons as required, in particular:

The forklift truck is inspected six or twelve monthly and records are maintained.

All portable electrical equipment is inspected at regular intervals dependant on its type and usage.

All dangerous parts of machinery are effectively guarded.

Records of maintenance and repair of all work equipment are kept available for inspection.

Smoking at Work

With effect from 1st July 2007 in England, 2nd April 2007 in Wales and earlier in Scotland and Northern Ireland smoking has been prohibited in enclosed and substantially enclosed public places and workplaces. These regulations also apply to vehicles you may use or travel in while at work.

Summary of the Regulations

The information below relates to the regulations in force in England from 1/7/07, the regulations for the other nations follow a similar format.

Smoke free premises are defined as either:

Premises open to the public; or

Places of work (including voluntary work) used by more than 1 person or that may be visited by members of the public.

The regulations apply to premises that are either enclosed or substantially enclosed (i.e. premises with walls and a roof – including roofs that may be opened, marquees, etc.)

There are 3 potential offences that you could fall foul of, these are:

Smoking in a smoke free place (smoke free premise or vehicle) Failing to prevent smoking in a smoke free place

Failing to display a No Smoking Sign / Symbol

Company Policy

Smoking is not permitted in any part of the company's premises or company vehicles. It is not only illegal, but it is also against company procedures and a breach of this may lead to either legal proceedings and /or disciplinary proceedings.

Designated smoking areas will be made available for staff who do smoke, and these are the only areas to be used.

The company will ensure that notices are displayed both on the premises and in all company vehicles.

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STRESS

We will aim to ensure, so far as is reasonably practicable, that:

The risks from stress are effectively controlled by the identification and assessment of all potential work-related stressors.

Effective communication takes place between management and employees particularly where there are organisational and/or procedural changes.

Training and guidance are provided to all managers and employees in good management practice.

Employees are adequately trained, understand their roles and responsibilities and have sufficient information for the tasks they are to undertake.

Encourage employees to use their skills and initiative and where possible to develop new skills.

Employees are given adequate and achievable demands in relation to agreed hours of work.

Employees are consulted on work patterns, the work environment and on all proposed action relating to the prevention of work-related stress.

Employees affected by stress are treated with understanding and confidentiality and are told what will happen with any information collected.

Individuals who have been absent with stress are supported and consulted on a planned return to work.

The source(s) of stress are addressed as far as is reasonably practicable and the effectiveness of measures to reduce stress is monitored.

Positive behaviors to avoid conflict and ensure fairness are promoted.

TRANSPORT

We will aim to ensure, so far as is reasonably practicable that: Work related transport risk assessments are conducted.

Suitable and sufficient control measures are implemented to ensure the safe use of vehicles both on our premises and on the public highway.

Procedures are in place to ensure only trained competent persons operate our vehicles.

Where required, drivers hold a current valid license for the type and class of vehicle they may be required to operate.

Procedures are in place for all company vehicles to be inspected and serviced in accordance with manufacturers' recommendations.

Where required by specific legislation, vehicles are tested at the required intervals.

Procedures are in place for the reporting and rectification of defects which are detected by regular inspection of our vehicles.

Training, information and instruction is provided for all drivers along with refresher training as may be required from time to time.

Relevant insurance cover is provided and maintained.

VIOLENCE

Violence and aggression in the workplace is unacceptable but is a recognised hazard, therefore to reduce the risk to any of our employees a specific risk assessment will be carried out and reviewed as and when required but at least annually.

The assessment will:

- Recognise the risk from violence.
- Give commitment to reducing the risks.
- State who is responsible for doing what.
- Provide an explanation of what is expected from individual employees.
- Provide support for people who may have been assaulted or suffered verbal abuse.

Training in the prevention and management of violence and aggression will be provided where it is considered necessary.

The policy, risk assessments and procedures will be reviewed annually or if there is any significant change.

All complaints regarding violence at work will be thoroughly investigated and wherever possible confidentially maintained.

Any employee may contact their immediate Manager or the appointed person to alert them to confrontational situations. All management and supervisors are to be vigilant to such behaviour.

BULLYING, VIOLENCE, RACIST, SEXIST AND DEROGATORY ACTIONS OR REMARKS:

It is the policy of this Company not to tolerate any bullying, violence, threatening behaviour, racist, sexist and any action or remark that is derogatory to any person. Irresponsible behaviour can be both harmful, and dangerous. Any such behaviour will be considered a breach of the relevant legislation and appropriate action may be taken.

If you feel you are being subjected to any such treatment you should contact any manager to whom you can relate and with whom you feel comfortable. Where possible, all such complaints will remain in the strictest of confidence save for any investigation to ascertain the allegations and undertake the appropriate action.

Practical jokes and Horseplay:

Whilst the Company appreciates that light-hearted banter and practical jokes may enhance Company morale. Any racist, sexist, general derogatory remarks, obscene language and/or physically demeaning acts which humiliate any person, lowers general morale and provides resentment and belittles those persons participating/viewing and those subject to such treatment. The Company has a legal obligation to prevent this

WORK AT HEIGHT

We will aim, so far as is reasonably practicable, to:

Eliminate the need to work at height.

Ensure that where work at height cannot be eliminated a risk assessment is conducted to identify suitable control measures to prevent any person from falling a distance likely to cause personal injury.

Provide and maintain suitable equipment to reduce the risks from work at height. Ensure that all employees are competent to carry out work at height.

Consider the effects that the weather can have on outdoor work at height. Take steps to ensure that falling material or work equipment is prevented.

Ensure that equipment for work at height is regularly inspected by a suitably competent person, to ensure that it is safe to use, and that the equipment is marked to ensure that it is obvious when the next inspection is due.

Carry out Pre-use checks before work equipment for work at height is used

With regard to work at height on vehicles we will aim, so far as is reasonably practicable to reduce the risks to our employees by:

Planning and managing loading and unloading activities to reduce the risks caused by rushing to complete the work.

Providing driver training in avoiding slips and trips including aspects such as:

- Safe access/egress
- Condition of footwear
- Using three points of contact when accessing vehicles
- Not jumping down from the vehicle

Providing drivers with systems to document and report defects with equipment. Involving

drivers in the selection of safety equipment such as non-slip footwear

Ensuring that vehicles are regularly cleaned to remove contaminants such as diesel and mud which could increase the likelihood of slip incidents and carrying out periodic checks to ensure vehicles are kept in a good and clean condition.

Considering the effects of bad weather conditions such as very high winds, rain, ice and snow which could increase the risk of slips and falls.

Providing adequate lighting in the yard and on the vehicle.

Ensuring that the yard is even and free from potholes and obstacles.

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YOUNG PERSONS

A young person is defined as someone who is over the legal school leaving age of 16 years but has not reached the age of 18 years.

Due to of their lack of experience, maturity and lack of awareness they are supervised at all times until they gain the required experience, maturity and awareness of the risks.

A risk assessment is carried out to determine any risks that the young person may be exposed to.

All young persons are provided with the required information, instruction, training and supervision. They are also provided with a mentor (responsible employee), who has accepted the responsibility of overseeing the young person.

Young persons will not be allowed:

- To carry out work that is beyond their mental and physical capability.
- To be exposed to substances that are toxic or carcinogenic.
- To carry out tasks that can involve risks be assumed is beyond their recognition.
- To be exposed to extremes of heat, cold, noise and vibration.

The young person must

- Carry out all reasonable instructions given to them by their mentor.
- Refrain from horseplay or practical jokes.
- Report any thing that they feel unsure or unsafe about to their supervisor.