

**ROYAL BRITISH LEGION INDUSTRIES**

**HEALTH AND SAFETY POLICY**

**HANDBOOK OF SAFETY ARRANGEMENTS**

**Date: 10 November 2004**

## HANDBOOK OF SAFETY ARRANGEMENTS

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## 1. ACCIDENTS AT WORK

### 1.1 Policy

This policy outlines the procedures which are to be adopted when any employee, visitor or contractor suffers an accident during the course of their employment or whilst on site. The same principles apply when an employee, visitor or contractor has experienced a near-miss or dangerous occurrence.

For the purposes of this policy, brief definitions and examples of an accident and a near-miss are given below:

### 1.2 Accidents

Are unplanned events which cause injury to persons, damage to property or a combination of both. Examples include: cuts, bruises, fractures, falls, effects of exposure to substances, damage to property.

### 1.3 Near-misses

Are unplanned events which did not cause injury or damage, but could have done so. Examples include: items falling near-by to personnel, short-circuits on electrical equipment, tripping over objects.

### 1.4 The Accident Book

- a) All accidents must be recorded in the accident report book which is located in the Health & Safety Manager PA's office. In the event of the PA's absence, the PA's to the Director of Finance and the Chief Executive each have access to the accident report book.
- b) Entries on accident report forms will be regularly reviewed to ascertain the nature of incidents which have occurred in the workplace. This review will be in addition to an individual investigation of the circumstances surrounding each incident.
- c) All near-misses must be notified to management as soon as possible so that action can be taken to investigate the causes and to prevent recurrence.
- d) Completed accident report forms must be kept for at least three years in a secure environment.
- e) Copies of completed forms will be sent to the human resources department and kept in a secure environment.

### 1.5 Details to be recorded:

- a) the date and time of the incident.
- b) the full name and address of person(s) affected.
- c) the person completing the entry if different from the above.
- d) occupation of person(s) affected.
- e) the nature of injury or condition.
- f) place where the accident or near-miss occurred.
- g) a brief but clear description of the circumstances.

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**ACCIDENTS AT WORK CONTINUED****1.6 Reporting Procedure - Staff**

- a) In addition to an entry in the accident report book, any accident or dangerous occurrence must be reported to a supervisor. Injuries which occur whilst carrying out work duties off-site must be reported in the same way, and the occupier of the site should be advised accordingly.
- b) If an injury renders an employee unable to make an entry in the accident book, this should be completed by a witness, or someone who is able to enter an account of the incident. The employee's account must be entered as soon as possible after the event. Employees must ensure that they are aware of the location of the accident book.
- c) All accidents and near-misses must be recorded, however minor. Unless the company are informed of these incidents, we will be unable to take remedial action.
- d) An injury may be dealt with by a first-aider or an appointed person. However, if an emergency arises, an ambulance must be called at the first opportunity. Any incident involving an emergency must be reported to senior management immediately and particularly the Health & Safety Manager.
- e) Where an accident results in absence from work, employees must notify their office at the earliest opportunity.
- f) Employees who are absent as a result of an accident at work must keep the company informed of their progress, up to and including a return to normal duties.

**1.7 Reporting Procedure - Management**

- a) If someone under your jurisdiction reports an injury, damage incident or near-miss whilst carrying out their duties, you must take responsibility for investigating the circumstances, arranging remedial measures and ensuring that appropriate records are maintained. This will be led by the Health & Safety Manager
- b) If the incident is reportable under The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), the local enforcing authority must be informed on a prescribed form (F2508) within ten days. This is the responsibility of the Health & Safety Manager, or in his absence the relevant senior manager.
- c) Major incidents (as defined in RIDDOR) must also be notified to the enforcing authority straight away by telephone. A photocopy of the completed form should be kept for Royal British Legion Industries' records and to advise the insurers of a potential claim.
- d) A responsible person must check that self-certification forms submitted by an injured employee are completed to reflect that the absence was caused by a work accident.
- e) Each manager is responsible for assisting contractors and visitors in complying with company policy regarding accident reporting, whilst on Royal British Legion Industries' premises.

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**1.8 Accident Reporting Procedure - Visitors/Contractors**

- a) Any non-employee who experiences an accident or near-miss incident whilst on the premises must report the incident immediately to the person responsible for their presence on site.
- b) If the person responsible is not available, the visitor/contractor must obtain the assistance of a responsible person to ensure that Royal British Legion Industries' procedure is adhered to.
- c) All injuries must be reported, however minor. If the visitor/contractor is unable to enter their own account into the book, they must arrange for another person to make an entry on their behalf. The visitor/contractor should also notify their own employer where applicable.

**1.9 Actions in the event of an accident**

- a) Obtain treatment for the injury from a first-aider or other appointed person.
- b) Clear away any debris following the incident where this is necessary to safeguard other personnel in the vicinity (except where the accident resulted in a major injury, in which case the scene should be left undisturbed until advised otherwise by the enforcing authority).
- c) Enter details in the accident report book.
- d) Inform your manager (or a responsible person) of the incident so that an investigation can be carried out.
- e) Keep the company informed about any after-effects of the incident, including periods of total or partial incapacity for work.

## **2. ABRASIVE & GRINDING WHEELS**

### **2.1 Policy**

It is the policy of Royal British Legion Industries to take all necessary steps to safeguard those who use abrasive wheels, and those who may be in the vicinity.

### **2.2 Training**

The company will ensure that persons required to operate or change an abrasive wheel are given appropriate training.

No employee may operate, change or dress an abrasive wheel unless they are in possession of a valid certificate of training.

### **2.3 Safety**

Safety goggles will be provided by the company and must be used at all times whilst the wheel is operating.

### **2.4 Regard for Others**

Users must have regard for other people who may be in the immediate vicinity, and who do not have protective equipment.

### **2.5 Guarding**

Guarding must be kept in place and must not be circumvented.

### **2.6 Defects**

Any defect in the wheel or its mounting must be brought to the attention of a responsible person without delay.

### **2.7 Waste Materials**

Waste materials must not be left to accumulate and must be removed by the user in a safe manner.

### **3. ASBESTOS**

#### **3.1 Exposure**

Under the Control of Asbestos at Work Regulations 2002, employees and other persons must not be exposed to asbestos.

#### **3.2 Identification and Reporting**

Royal British Legion Industries have a duty to identify asbestos in every workplace building and to comply with this requirement the following will be actioned:

- a) Asbestos surveys will be carried out at all locations where employees undertake work.
- b) The findings of the surveys will be documented in reports.
- c) The reports to be held by the technical services department at Aylesford, with copies of the reports available at each of the premises (where practicable).

#### **3.3 Actions by senior management**

- a) If asbestos is found, decisions will be taken by senior management upon the required action needed. This includes a risk assessment.
- b) Where asbestos is removed from premises, this can only be carried out by companies authorised under the Asbestos (Licensing) Regulations 1983 (as amended).
- c) Where it has been decided to leave asbestos in place, the condition of the asbestos will become part of the monitoring regime under the control of the technical department. Note: There must be an effective system in place to ensure that contractors/other persons who may disturb the material are formally advised of its location and to take the necessary precautions.
- d) Where it has been decided to leave asbestos in place, the emergency services will need to be informed of its location.

#### **3.4 Summary**

- a) Check if materials containing asbestos are present.
- b) Check the condition of the material
- c) Assume materials may contain asbestos unless there is strong evidence that it does not.
- d) Arrange for a survey to be carried out by a specialist if it is planned to have maintenance or refurbishment of a building carried out or if materials are in poor condition.
- e) Record the location, type and condition of the material on a drawing.
- f) Decide if the condition or location means the material is likely to be disturbed by carrying out a risk assessment.
- g) Prepare and implement a plan to manage the risks.

#### **4. CATERING AND VENDING**

##### **4.1 Policy**

It is the policy of Royal British Legion Industries to ensure that employees have reasonable access to enable them to prepare hot food and drinks during working hours.

##### **4.2 Designated Areas**

The place for taking meals is in designated areas provided, or away from the normal place of work for office staff.

##### **4.3 Commercial**

Any persons entering into a commercial arrangement to bring prepared foods such as sandwiches or buffets into the premises must ensure that the food provider has a valid licence from the local authority.

##### **4.4 Self-Catering Facilities**

- a) Self-catering facilities (eg kettle, microwave oven, refrigerator) are provided in designated areas, eg office kitchen, manufacturing departments and staff restroom.
- b) Employees must give due care and consideration for the safe use of catering equipment, and may only use this for the intended purpose and in accordance with the manufacturer's instructions.
- c) Royal British Legion Industries may impose certain restrictions on the hours that catering facilities may be used.
- d) Staff may not bring their own kettles or catering equipment to work without the express consent of a responsible person.

##### **4.5 Vending Machines**

Vending machines are provided in designated areas for the use of employees. These will be regularly re-stocked, cleaned and maintained to ensure the highest possible standards.

##### **4.6 Smoking**

The kitchen and other designated areas where catering or vending is carried out are designated non-smoking areas.

##### **4.7 Fire Extinguishers**

Suitable fire extinguishers will be installed in any area where cooking facilities are provided.

##### **4.8 Defects**

Defects in facilities and equipment must be reported to a responsible person immediately.

##### **4.9 Microwave Ovens**

Microwave ovens should be checked periodically to ensure that there is no radiation leakage at seals.

##### **4.10 Illness**

Any case of illness that may be attributable to food hygiene problems at work must be notified without delay to a responsible person.

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## CATERING AND VENDING CONTINUED

### 4.11 Safety in the use of catering equipment:

- a) Check all equipment before use to ensure that there are no visible defects. Do not use anything where a defect has been found or is suspected.
- b) Read and comply with all safety instructions relating to the equipment used.
- c) Do not touch plugs or other electrical equipment whilst hands are wet, or when the equipment is in contact with a wet surface.
- d) Clean up any spillages from floors and work surfaces immediately.
- e) Do not use a microwave oven without fully reading and understanding the operating instructions.
- f) Do not overfill any kettle or other receptacle.
- g) Throw away unwanted foods and food that has exceeded the shelf life. Do not leave this in cupboards or in the refrigerator.
- h) Make sure that you leave an area in a clean and tidy condition.
- i) Do not leave cooking equipment unattended whilst in use.
- j) Report any defects or problems to a responsible person immediately.
- k) Ensure that the highest possible standards of personal hygiene are maintained whilst handling or working near foods.
- l) Cover open wounds, cuts and abrasions with suitable waterproof dressings.

## **5. CONTRACTORS AND/OR SUB CONTRACTORS**

### **5.1 Policy**

It is the policy of Royal British Legion Industries to ensure that any contractor and/or sub contractor used is competent for the task.

### **5.2 Insurance**

All potential contractors will be required to produce evidence of current and relevant insurance cover.

### **5.3 Risks**

Contractors and/or sub contractors must advise the company in advance of any health and safety risks likely to be created by their activities.

### **5.4 Hazards**

Royal British Legion Industries will advise the contractor and/or sub contractor of any significant hazards that may be encountered on site, eg the noise levels in the pallet department.

### **5.5 Law**

Contractors and/or sub contractors must be able to produce evidence that they are complying with health and safety law. This may include sight of risk assessment records, records of test for electrical equipment, method statements etc.

### **5.6 Standards**

A contractor and/or sub contractor must adopt health and safety standards that are at least equal to or, more stringent than, those operated by Royal British Legion Industries.

### **5.7 Safe Systems of Work**

Failure to adhere to safe systems of work, or contravention of any company rule, will be deemed to constitute a fundamental breach of contract.

### **5.8 Co-ordination of Activities**

The Estates Manager will be responsible for co-ordinating the activities of contractors.

### **5.9 Contractors and/or Sub Contractors Visiting Site**

- a) Contractors and/or sub contractors operating in an unsafe manner are liable to be escorted from site.
- b) A written document should be given to each contract and/or sub contract company to outline our rules (see following page)
- c) Contractors and/or sub contractors must sign in the visitors' book at the main reception, or out of hours sign in at the relevant location
- d) Contractors and/or sub contractors must sign out when leaving the site
- e) Contractors and/or sub contractors must be informed of the site no smoking policy

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## CONTRACTORS AND SUB CONTRACTORS CONTINUED

### 5.10 Rules for Contractors and Sub Contractors

a) Fire Alarms

Notices are displayed to indicate the action to be taken in the event of an emergency. It is essential that contractors and sub-contractors personnel are fully conversant with emergency procedures and that they react quickly and safely when the alarm sounds.

Contractors and/or sub contractors are obliged to familiarise themselves with escape routes. They are to be kept free from obstructions at all times.

It is of paramount importance that fire lanes and fire extinguishers remain unobstructed and available for immediate use in the event of a fire. Extinguishers must be available for use at all times.

b) Electrical Equipment

Any electrical equipment, tools etc, introduced by a contractor and/or sub-contractor to our premises, must comply with required safety standards. Use of equipment must be in accordance with regulations.

c) Safety Equipment

Contractors and/or sub-contractors are required to comply with Health and Safety Regulations and Codes of Practice relating to the tasks for which they have been engaged.

d) Noise

Contractors and/or sub-contractors, employed within our premises, must avoid creating excessive noise. Work which cannot be carried out without high levels of noise or vibration must not commence without agreement from management. Under no circumstances must any statutory noise levels be exceeded.

e) Site Maintenance and Clearance

During work, the contractor and/or sub-contractor must maintain a safe working environment with the minimum disturbance, dust, and noise. At the end of each working day, the site must be cleared of all surplus materials and rubbish, and left clear of hazards.

f) Compliance

Contractors and/or sub-contractors who do not comply with the law, Codes of Practice or our policy relating to the tasks for which they have been engaged, may be asked to leave site. Failure to observe any rules may also result in individual operatives being instructed to leave. Ignoring safety rules will be viewed as a breach of contract.

## **6. DISABLED PERSONS**

Royal British Legion Industries is committed to treating disabled persons on an equal basis in all areas of employment, and this includes health and safety.

Reasonable changes will be made to premises and work methods so as not to put a disabled person at a substantial disadvantage.

Where possible, arrangements should enable the disabled person to function independently at the workplace.

Disability includes a number of physical and sensory impairments (note: people who are pregnant or HIV-positive are not disabled).

For every building owned or managed by Royal British Legion Industries, special entry and evacuation arrangements for the disabled should be thought out in advance and form part of the standard evacuation procedure.

Safety law places a greater duty on employers for the care of disabled persons.

Review each disabled person's needs. For example, physical or hearing impairments may affect fire evacuation times, and impaired sight may result in failure to read safety notices.

Each office will have a procedure which ensures fire marshals and first-aiders are made aware of any disabled persons on the premises. Disabled staff will be encouraged to disclose foreseeable health complications (eg epilepsy), in confidence, to first-aiders.

## **7. DISPLAY SCREEN EQUIPMENT**

### **7.1 Policy**

It is the policy of Royal British Legion Industries to take all reasonable steps to secure the health and safety of employees who work with display screen equipment (DSE).

### **7.2 Hazards**

Royal British Legion Industries acknowledges that health and safety hazards may arise from the use of this equipment. It is our intention to ensure that any risks are reduced to a minimum.

### **7.3 Information and Training**

Whilst it is generally recognised that the use of display screen equipment can be undertaken without undue risks to health, it is appreciated that some employees may have genuine reservations and concerns. Royal British Legion Industries will seek to give information and training to enable a fuller understanding of these issues.

### **7.4 Assessment**

Royal British Legion Industries will:

- a) Carry out an assessment of each workstation, taking into account: the display screen equipment, the furniture, the working environment, and the user.
- b) The assessment will be carried out by a trained person in order to minimise risks to the user.
- c) It is the supervisor's responsibility to ensure that **all** users have their workstations assessed.
- d) DSE users will be invited to assist Royal British Legion Industries in providing a comfortable and safe working environment. Badly adjusted furniture or equipment can result in discomfort and can even lead to disability in extreme circumstances.
- e) Poor work design and unsuitable posture can cause or aggravate these conditions.
- f) Unnecessary discomfort can be avoided by adopting the following simple precautions:
  - Make sure that all your furniture and equipment is functioning correctly.
  - Adjust furniture and equipment so that you are comfortable when working. The screen and keyboard should be directly in front of the user to minimise head and neck movement.
- g) Take the opportunity to vary activities, breaking up long periods of DSE work.
- h) Use your entitlement to eye and eyesight tests.
- i) Avoid screen reflection or screen glare.
- j) Do not tamper with electrical equipment - ask for assistance.
- k) Report symptoms of discomfort or ill health as soon as you are aware of them to your line manager.

## 8. DRIVING CARS

Whilst using company vehicles or other vehicles for business purposes you should follow the Road Traffic Act 1988 at all times.

Drivers of any vehicles are in control of potentially dangerous equipment. Bad driving practices lead to accidents and these can be caused by:

- Driving too fast, too close.
- Turning too sharply.
- Driving too close to pedestrians, parked vehicles and other road users, ie cyclists.

There are six basic rules to good driving practice, these being:

- a) Make sure you have the time and the distance to stop.
- b) Check the rear of the vehicle before reversing or pulling out. Check all is clear, use reversing mirrors and any other aid fitted, and if in doubt obtain assistance.
- c) Beware of crossings and intersections. As you approach, look in all directions and be wary of other road users.
- d) Signal intentions early and clearly. Let other road users know what you are going to do.
- e) Respect your vehicle, use it within its driving capabilities and do not use it for any other purpose than that for which it is intended.
- f) Before driving the vehicle carry out regular checks to ensure that all controls, lights, steering, etc are in good efficient working order and that all fluid levels are kept topped up.

Other good driving practices:

- Observe speed limits at all times.
- Have full control of the vehicle at all times.
- Have clear view ahead.
- Due care should be taken whilst parking the vehicle (20% of all accidents happen in car parks).
- Do not drive if tired. Take regular breaks.
- Check vehicle for safety before every journey, ie, tyres, lights, wipers, mirrors, oil, etc.
- In adverse weather conditions, slow down and take extra care.
- Avoid road rage and keep a good temper at all times. Do not get involved with bad driving practices.
- Be courteous to other road users and pedestrians at all times.
- Do not allow the vehicle to stand in the road if it is causing an obstruction.
- Avoid leaving valuable items on show when the vehicle is unattended.
- For use of mobile phone in the vehicle - see mobile phone policy.
- Switch off car phone on petrol forecourts due to fire risks.

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**DRIVING CARS CONTINUED**

- Turn off the engine if the vehicle is parked, unless carrying out adjustments. It is always a safe practice to stop the engine, apply the parking brake and remove the ignition key before leaving the vehicle.
- Royal British Legion Industries car drivers are responsible for maintaining the interior of their vehicles in a clean condition and must report all vehicle defects to the company so that the necessary remedial action can be taken.
- Windscreens must be kept clean so that the driver's view is not obstructed.
- Before use on the public roads it must be ensured that the vehicle is registered and displays the allocated registration mark both front and rear. The licence disc must be clearly visible on the vehicle.
- Lights fitted to the vehicle must be in working order by day as well as night and must be used in adverse weather conditions or if visibility is poor.
- All tyres must be in such condition that they will not be a source of injury or danger to anyone using the road and will not cause damage to other vehicles or to the road surface.
- Drivers are responsible for checking tyre conditions and for ensuring that tyres are inflated to the pressures recommended by manufacturers. Any damage or excessive wear to tyres must be reported immediately.
- All accidents involving a company vehicle or an employer's vehicle being used on company business must be reported immediately to the manager of the department concerned and if a personal injury occurs an accident form must be filled in and returned to the Health and Safety Manager in an addressed envelope provided.
- When employees use their own vehicle on company business they are responsible for ensuring that the vehicle is roadworthy and maintained in accordance with manufacturer's recommendations. They are also responsible for ensuring that the vehicle is insured for the business purpose for which it is being used.

## **9. ELECTRICITY AT WORK**

### **9.1 Policy**

It is the policy of Royal British Legion Industries that installation and maintenance and use of electrical systems may only be carried out by authorised and competent persons.

### **9.2 Definitions:**

a) **Electrical System:**

Any constituent part supplying or using power, eg conductors, switchgear, transformers, lighting, electrical apparatus and equipment.

b) **Authorised Person:**

Someone acting in the knowledge and with the permission, or upon instruction, of management.

c) **Competent Person:**

Someone who has sufficient knowledge, experience and understanding of electricity and the electrical system to enable (1) recognition of hazards and any necessary precautions (2) the ability to recognise whether it is safe for work to commence or continue.

### **9.3 Electrical Systems Construction**

Electrical systems must be of such construction as to prevent, so far as reasonably practicable, danger arising. Consideration must be given to the likely load and fault conditions, electrical protective devices, environmental factors, ease of testing and maintenance.

### **9.4 Electrical Systems Maintenance**

Electrical systems must be subjected to effective and regular maintenance, with adequate records to enable monitoring of maintenance history. Equipment must be checked and serviced to the manufacturer's recommendations.

### **9.5 Fixed Cabling**

Fixed cabling must be subject to a visual examination by a competent person on an annual basis. Cables and their routes must be readily identifiable. The security and condition of electrical wiring must be inspected as part of the quarterly safety inspection routine.

### **9.6 Annual Assessment**

An annual assessment must be made by a competent person, to ensure that power circuits are not in danger of being overloaded by the demands upon them.

### **9.7 Portable Apparatus Testing**

All portable apparatus will be tested by an electrician appointed by the Technical Services Manager at appropriate intervals, identified by a sticker and logged in a register. This will contain the inspection record and dates of recall.

### **9.8 Frequency of Re-Test**

The electrician will determine the frequency of re-test, based upon type of use. In the interim, portable apparatus must be visually examined for defects by a competent person prior to issue and upon return.



**ELECTRICITY AT WORK CONTINUED****9.9 Plugs and Sockets**

Plugs and sockets must be checked annually by a competent person. The check must include security of connections, condition of wiring, physical integrity, suitability of fuse. If power leads are detachable, they must be subject to separate maintenance and checking.

**9.10 Switchgear**

Electrical switchgear and riser cupboards must be kept locked. Each switch must be marked to identify the circuit it controls.

**9.11 Supply**

Every electrical system must have an adequate means of switching off the supply.

**9.12 Switchgear Panels**

Insulating mats should be sited in front of main electrical switchgear panels.

**9.13 Disconnection of Supply**

Persons engaging in electrical work must ensure that disconnection of supply has been achieved. The system must be proved dead before work commences. Lock-off systems must be used where there is a risk of accidental or unintentional re-energising of a circuit.

**9.14 Working at Heights**

Only wooden ladders are to be used by those undertaking electrical work at heights.

**9.15 Metal Ladders**

Metal ladders may not be stored in any electrical switch room.

**9.16 Accompanied Working**

Accompanied working, ie somebody standing by who is not directly engaged in the work, is only worthwhile if that person can contribute significantly to ensuring the prevention of injury.

**9.17 Live Work**

Live work is only permitted where **all** the following apply:

- a) It is unreasonable for the live part to be made dead.
- b) It is reasonable in all the circumstances for work to be carried out on or near the live part.
- c) There is use of appropriate protective clothing, insulated tools and equipment.
- d) There is use of appropriate test equipment.
- e) There is effective control of the work area, including prevention of unauthorised access.

## **ELECTRICITY AT WORK CONTINUED**

### **9.18 Electrical Contractors**

All electrical contractors, or other contractors likely to engage in electrical work, must:

- a) Be registered with the National Inspection Council for Electrical Installation Contractors (NICEIC) or equivalent, or be competent to undertake specific tasks.
- b) Inform Royal British Legion Industries' management of, and obtain agreement for, their proposed method of work.
- c) Inform management of any hazard likely to arise as a result of the contractors' activities.
- d) Comply in every way with Royal British Legion Industries health and safety standards and requirements.

### **9.19 Training**

Employees may only use electrical equipment for which they have received adequate training, and where they are authorised to do so.

### **9.20 Authorised Persons**

No person may attempt to install, repair, service or alter any electrical appliance, plug, wiring configuration etc, unless they are both competent and authorised.

### **9.21 Equipment not owned by Royal British Legion Industries**

Items of electrical equipment that are not owned by Royal British Legion Industries (eg radios, shavers etc) may only be connected to the electrical system with prior permission, and will be subject to the same electrical test and inspection regime as if owned by the company. Royal British Legion Industries reserve the right to pass on any costs arising for the testing of personal appliances.

## **10. FIRE PREVENTION AND PRECAUTIONS**

### **10.1 Policy**

It is the policy of Royal British Legion Industries to take all necessary measures to prevent an outbreak of fire, and to ensure the safety of staff if a fire should occur.

### **10.2 Fire Precautions**

- a) Exits and exit routes must be clearly marked and must not be obstructed nor locked at any time during working hours.
- b) All fire extinguishers must be unobstructed and positioned on routes of exit.
- c) Fire equipment will be inspected and maintained by an authorised contractor at intervals of not more than 12 months.
- d) Between annual inspections, and as the occasion arises, the company will designate a person to be responsible for ensuring that used/damaged/missing fire extinguishers are replaced.
- e) Any damage found to any item of fire equipment is to be reported at once to a responsible person.
- f) All sources of ignition must be removed from the vicinity of flammable liquids or vapours.
- g) Waste materials must not be allowed to accumulate in such a way as to create a fire risk.
- h) Any damaged or defective smoke detector or alarm call point must be repaired/replaced as a matter of the greatest priority.
- i) The fire alarm system will be checked weekly at a regular time during working hours by operation of manual call points. A different call point will be tested on each occasion, by rotation. Records will be kept.
- j) Staff must be aware that the fire alarm can sound for various reasons: fire, fire drill, bomb threat, false alarm, malfunction, vandalism etc, so every sounding of the alarm must be taken seriously.

### **10.3 Fire Drills**

- a) The objectives of holding practice evacuations are to test the effectiveness of the system, to familiarise staff and to identify where improvements may be required.
- b) A practice evacuation will be carried out not less than once per year.
- c) The organiser of the drill should monitor the drill and discuss the effectiveness of the exercise with the management team.

The time of the evacuation should be kept away from the time of the weekly alarm test.

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## FIRE PREVENTION AND PRECAUTIONS CONTINUED

### 10.4 Fire Procedures

- a) In the event of fire, do not panic and **do not take any personal risk**. If the fire alarm should sound, or if you are given instructions by a fire marshal or other responsible person, evacuate the building **immediately**.
- b) Leave the room, closing doors and windows behind you. Do not stop to collect your personal belongings.
- c) Sound the fire alarm from the nearest call point and inform a member of the management team.
- d) When the alarm sounds, go to your designated fire assembly point and wait there until you are informed to do otherwise.
- e) If anyone is in difficulty they should be assisted to a safe open area at the premises, eg persons with hearing impairment, eye sight impairment.
- f) Fire wardens will take a register to their assembly point and check for persons present.
- g) Senior management must ascertain whether the fire brigade have been called and make arrangements if they have not.
- h) When the emergency services arrive, liaison must be established with the Senior Fire Officer.
- i) If you have been trained and can do so without putting yourself in danger, attack the fire with a portable fire extinguisher. If the fire is not extinguished after the use of one extinguisher, leave the area of the fire immediately. When leaving the area of fire, if possible, shut all doors. **At no time put yourself at undue personal risk.**

**11. FIRST-AID**

**11.1 Policy**

Royal British Legion Industries are committed to providing sufficient numbers of competent first-aid personnel to deal with accidents and injuries arising at work. In low risk environments someone must be given responsibility to take charge in an emergency (an appointed person). Where staff numbers are low, first-aid training is advisable, but not mandatory. At least one qualified first-aider will be needed if staffing levels reach 50 after taking into account planned and unplanned absences.

**11.2 Supplies**

First-aid supplies must be readily available and should at least meet the minimum requirements for the numbers of people in the area.

**11.3 First Aid Boxes**

Royal British Legion Industries will provide first-aid boxes within workplaces and all boxes will contain at least the minimum supplies which are required by law.

**11.4 Contents of First Aid Box**

Only specific first-aid supplies will be kept. No creams, lotions or drugs will be kept in these boxes.

**11.5 Maintenance of First Aid Boxes**

First-aid boxes will be maintained and restocked when necessary by appointed persons/first-aiders/line management, with the Human Resources department providing replacement items.

**11.6 Appointed Persons**

The names of appointed persons/first-aiders will be made known to employees by notices displayed.

**11.7 Provision of First-aid by Appointed Person**

Where an appointed person/first-aider provides first-aid to a person at the premises they are to ensure that the accident form is properly dealt with.

**11.8 First Aid Provision for Employees off site**

Royal British Legion Industries have a responsibility for first-aid provision for those people who work away from their base, or who work on their own regularly. Royal British Legion Industries will provide first aid appointed persons with first-aid kits.

**11.9 Replenishment of First –aid Supplies**

First-aid supplies will be replenished at the request of an authorised first aider.

**11.10 Defibrillator**

A defibrillator unit available for use at Aylesford and is kept in the sales office. Only trained staff may use this equipment

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## **FIRST-AID CONTINUED**

### **11.11 Recording Accidents**

- a) All accidents must be recorded, however minor.
- b) There will be an accident report book at the location in which all incidents must be noted. This can be found in the Health & Safety Manager PA's office.
- c) It is the responsibility of the employee to ensure that they complete an entry in the accident book as soon as possible after the injury has occurred.
- d) Where the injured person is unable to enter their account into the accident book, the first-aid or witness (where relevant) should enter details on their behalf.
- e) Where an accident results in admittance to hospital, or inability to continue work, line management must be informed immediately.

### **12.12 Organisational Arrangements**

The following arrangements should be made in order to ensure that suitable and sufficient provision of first-aid personnel and equipment is available at the workplace:

- a) First-aid personnel must remind Royal British Legion Industries when their certification period is nearing expiry.
- b) Management must ensure that all employees are familiar with the identity and location of their nearest first-aid and first-aid box. Name(s) and location(s) of first-aid personnel must be displayed.
- c) Information on notice boards must be updated to reflect any changes in location or changes in appointed personnel which may take place.
- d) It must be ensured that the contents of each first-aid box is regularly checked to establish that supplies are sufficient to meet requirements, and replacement supplies must be arranged as soon as equipment has been used.
- e) There must be easy access to first-aid equipment at all times.
- f) There must be arrangements to summon the emergency services where necessary.
- g) Details of all accidents must be reported and entered into the accident report book.

## **12. FORK LIFT TRUCKS**

### **12.1 Policy**

It is the policy of Royal British Legion Industries to ensure that only trained and authorised personnel drive any fork lift truck.

### **12.2 Designated Drivers**

Those designated as drivers will be given written documentation to identify them as authorised persons.

### **12.3 Pre Start Checks**

At the start of each operational day each fork lift truck (operational) will be the subject of a pre-start check using the check list provided.

### **12.4 Routine Checks**

Authorised drivers are responsible for carrying out routine checks to ensure that the vehicle is safe during normal daily use, and for using lift trucks in a responsible manner.

### **12.5 Misuse**

Riding on the forks of a lift truck is a serious risk. Employees who misuse lift trucks in any way are subject to disciplinary procedures.

### **12.6 Recharging/Refuelling**

The driver is responsible for the safe arrangements for recharging/refuelling the lift truck

### **12.7 Drivers Health Status**

Drivers are required to be of a general health status that enables safe use of lift trucks and may be required to undergo medical examinations upon request.

### **12.8 Property Damage/Injury**

Every driving accident that causes property damage or injury must be reported to a responsible person.

### **12.9 Keys**

Drivers should remove keys from vehicles when not in use to prevent unauthorised use.

### **12.10 Defects**

Any defect in a vehicle must be reported to the supervisor and the vehicle must not be used until it is safe to do so.

### **12.11 Public Highway**

Drivers must not venture onto the public highway unless they are authorised to do so.

### **13. HAZARDOUS SUBSTANCES (COSHH)**

#### **13.1 Policy**

The policy of Royal British Legion Industries is to take all reasonable steps to prevent the exposure of staff and others to hazardous substances.

#### **13.2 Royal British Legion Industries Duties**

To achieve the above, Royal British Legion Industries will:

- a) Compile and maintain an inventory of all hazardous substances used at work.
- b) Obtain material safety data sheets for all these substances.
- c) Arrange through the Health & Safety Manager to assess the risks to health from use, transport, storage and disposal of these substances.
- d) Keep written records of the assessment, both centrally and where substances are used and stored.
- e) Ensure that all relevant information, training and supervision is provided to staff who use, handle or in anyway come into contact with hazardous substances.
- e) Royal British Legion Industries will, through all its purchasing facilities, ensure that material safety data sheets are obtained for any new substances prior to use.
- f) First-aiders will be given access to information from suppliers about recommended first-aid treatments following exposure.
- g) Review assessments at least annually.



#### **14. HEALTH AND SAFETY COMMITTEE**

Royal British Legion Industries will consult with all its employees on matters relating to their health and safety at work. To comply with this duty, a safety committee will meet quarterly under the chairmanship of the Health & Safety Manager.

Committee members will be nominated and elected where necessary to represent different areas of Royal British Legion Industries' activities.

The names of committee members will be displayed in all relevant areas.

Minutes will be given to all committee members and interested parties and displayed on company notice boards

Committee members will receive training in their duties.

## **15. LADDERS**

The following points must be observed when using ladders:

- 15.1 Use the right one for the job.
- 15.2 Examine it for cracked rungs and cracked and warped side rails.
- 15.3 Examine the cords and hinges on step ladders.
- 15.4 Stand a ladder at a suitable angle for support and on firm ground (330mm out for every 1200mm up).
- 15.5 A ladder should always be lashed at the top or supported by a second person standing on the bottom rung of the ladder. The ladder should be footed when being lashed.
- 15.6 Defective ladders should be locked up until they are either repaired or scrapped.
- 15.7 Each ladder should be thoroughly examined at least once every three months by a competent person. A record should be kept of the inspections.
- 15.8 Do not paint ladders - it hides faults.
- 15.9 Ladders should be returned to the storage area after use unless circumstances dictate they are to be kept, where used regularly. Ladders left lying around can cause accidents.
- 15.10 Do not stand a ladder on a drum, box or unsteady base, or against an unstable object.
- 15.11 Do not reach from a ladder - always move a ladder.
- 15.12 Beware of wet, icy or greasy rungs.
- 15.13 Clean off mud or grease from boots before climbing.
- 15.14 The use of home made ladders is forbidden.

**16. MACHINERY AND GUARDING**

- 16.1 Machinery operators must be trained to stop machinery before they know how to start it.
- 16.2 Adequate instructions must be given on any dangers which exist in the working of a machine.
- 16.3 Stopping devices must always be readily accessible for the operator.
- 16.4 Machinery, other than free-running conveyor rollers, must not be cleaned whilst in motion.
- 16.5 Guards must not be removed from any machinery when in motion.
- 16.6 Repairs must not be carried out on a machine whilst it is in normal motion.
- 16.7 All works personnel must ensure that guards are securely in position at all times and maintained in sound condition.
- 16.8 Young persons (under 18 years of age) must be trained and supervised at dangerous machines.
- 16.9 Before starting any machinery an operator must ensure that no-one is working on the machine or in a position near it where he can be injured.
- 16.10 Operators must **NOT** be permitted to work machines whilst wearing loose clothing.
- 16.11 When anyone is repairing a machine, an electrician should remove the fuses, and if practical, lock off the isolator.
- 16.12 The area around each machine should be kept clear of waste and other obstructions.
- 16.13 Several types of guards can be used on dangerous parts of machines:
  - a) Fixed guards to provide total enclosure.
  - b) Interlock guards to prevent operation of a machine until the guard is in position.
  - c) Automatic trip guards which rely on the accidental and involuntary action of the operator to be effective.
- 16.14 All guards must be of sound construction and properly maintained. They are there for a purpose. It is the management's duty to see that they are used for that purpose.
- 16.15 Removal of guards
  - a) Guards can only be removed from dangerous parts of machinery by authorised personnel, but then only when the part is stopped and there is no danger of accidentally restarting the machinery.
  - b) Under very strictly circumscribed conditions, and then only by specially authorised personnel, guards may be removed from dangerous parts in motion for lubrication, examination or adjustment, none of which can be done with the part stationary.

## 17. MANUAL HANDLING

The policy of Royal British Legion Industries is to reduce the risk of manual handling injuries and to provide guidance on the measures that should be taken to ensure safe lifting and carrying at the workplace.

Statistics show that manual handling is one of the most common causes of absence through injury at any workplace. More than one third of lost time accidents are caused in this way. These injuries may often have long term effects and must be taken seriously. They are not limited to those engaged in strenuous handling activities.

Royal British Legion Industries will ensure that operations which involve hazardous manual handling are eliminated, so far as is reasonably practicable. Measures to achieve this include ergonomic design of the workplace and activity, and the provision of mechanical aids such as fork lift trucks, pallet trucks, etc.

Where there is a significant risk of injury, a written risk assessment will be carried out by a competent person. The risk assessment will consider the task, the load, the work environment and the person expected to perform the work.

Suitable information and training will be provided to persons who are required to carry out manual handling activities. Training needs will be identified and reviewed by line management and the human resources department.

Employees are required to:

- 1) Report to line management any personal conditions which may be detrimentally affected by the manual handling activity. These will be treated in confidence.
- 2) Use equipment which has been provided to minimise manual handling activities.
- 3) Report any problems relating to the activity to their line manager.
- 4) Under no circumstances must pregnant staff undertake any manual handling activity where there is a risk of injury.

## **18. MOBILE PHONES**

Royal British Legion Industries recognises that there is a hazard with mobile phones if used whilst driving a motor vehicle.

Employees driving vehicles on behalf of Royal British Legion Industries cannot make and receive calls from mobile telephones whilst the vehicle is in motion or whilst the vehicle is stationary and the engine is running. Further information is provided in the Company Mobile Phone Policy.

Any employee found to be holding a mobile phone whilst driving (whether as a result of an incident or not) will be subject to disciplinary action.

All mobile phones must be switched off when entering a petrol station, hospital, aeroplane and other areas containing sensitive electronic equipment.

Encourage colleagues to consider your safety first and to place non-urgent calls to an answering service or take messages on your behalf rather than give your mobile phone number to a third party.

Ensure the phone is kept safely at all times.

## **19. NEW AND EXPECTANT MOTHERS AT WORK**

Pregnancy should not be equated with ill-health. It should be regarded as part of everyday life and its health and safety implications can be adequately addressed by normal health and safety procedures.

The term "new or expectant mother" is wide and means any woman who is pregnant or who has given birth within the last six months or who is breast-feeding.

Once an employee has informed her line manager that she is pregnant, the line manager will undertake an assessment of her working conditions to establish whether there is any risk to her or her unborn child's safety or health.

Hazards to look for are physical, biological and chemical agents, processes and working conditions which may affect the health and safety of new or expectant mothers.

Pregnant workers are especially at risk from manual handling injury.

Ensure that hours of work and the volume and pacing of work are not excessive and that, where possible, the employees themselves have some control over how their work is organised.

Adjusting workstations or work procedures may help remove postural problems and risk of accidents.

Risk assessments should be reviewed as pregnancy progresses and a new risk assessment undertaken should the employee return to work following a period of maternity leave.

**20. NOISE AT WORK**

**20.1 Policy**

It is the policy of Royal British Legion Industries to ensure that exposure to noise in connection with the company's working activities shall not damage employees' hearing. We shall comply fully with the Noise at Work Regulations 1989 (NAWR).

**20.2 Noise Emissions**

Royal British Legion Industries will ensure that disturbing or distracting noise emissions are eliminated or controlled to the lowest level reasonably practicable.

**20.3 Noise Levels**

For the purposes of this policy there are four areas to be addressed. These are:

- a) Where noise reaches the First Action Level, ie 85 dB(A).
- b) Where noise reaches the Second Action level, ie 90 dB(A) and above.
- c) Where noise falls short of these levels, but is likely to cause disturbance or distraction to employees.
- d) Noise that may affect the general public, and could constitute a statutory or environmental nuisance.

**20.4 Procedures**

To achieve the stated objectives, Royal British Legion Industries shall ensure that the following procedures are adopted:

- a) A noise assessment shall be undertaken in all areas where the First Action Level is likely to be exceeded. This will include any area where it is necessary to raise one's voice to be heard during normal conversation with a colleague.
- b) The noise assessment shall be undertaken by a competent person using appropriate noise measuring equipment.
- c) Records of all noise assessments shall be kept and maintained by the Health & Safety Manager.

**20.5 Monitoring of Assessments**

Assessments will be monitored by management, and reviewed when:

- a) There is a change in the process or equipment used.
- b) There is a change in noise controls used.
- c) There is reason to believe that noise levels have increased.
- e) There is reason to believe that control measures are no longer adequate.

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**NOISE AT WORK CONTINUED****20.6 First Action Level Requirements**

Areas that have been identified as coming within the First Action Level, but are below the Second Action Level, must comply with the following requirements:

- a) Suitable hearing protection (ear plugs or ear defenders) will be provided by Royal British Legion Industries. Employees may use this at their own discretion. Wearing is recommended, but is not compulsory.
- b) Warning signs will be displayed in the area to notify persons of the hazard.
- c) Employees shall be given information and training in the hazards associated with noise and the measures taken to reduce exposure.

**20.7 Second Action Level Requirements**

Areas that have been identified as reaching the Second Action Level must comply with the following requirements:

- a) Hearing protection will be provided to all persons in the area. Wearing the protection is mandatory. The rule will be applied to employees and non-employees entering the area, regardless of the duration of exposure.
- b) Full use must be made of any noise controls provided at the workplace.
- c) Mandatory safety signs (blue and white) will be displayed in the area to instruct that hearing protection must be worn.
- d) Employees will be given sufficient information and training to enable them to understand the mechanism of harm and measures necessary to protect hearing.
- e) Access to the area must be restricted to unauthorised persons.
- f) Visitors will be provided with sufficient information about safety arrangements and given hearing protection before entering the area.

**20.8 General Disturbance Noise**

General disturbance noise may not impair hearing but may increase stress levels of employees and/or reduce concentration. Managers are required to ensure that reasonable measures are taken to ensure that employees are not exposed to disturbing noise from plant or equipment.

**20.9 Disturbance to the Public**

Particular care must be taken at each site to ensure that noise emissions from any source do not cause disturbance to the public living or working in the vicinity. To achieve this it may be necessary to implement restrictions on activities during certain hours of the day, or to install additional noise controls.

**20.10 Failure to Use Hearing Protection**

Failure to make full and proper use of hearing protection in accordance with this policy may result in disciplinary action, or removal from site in the case of non-employees.

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## **NOISE AT WORK CONTINUED**

### **20.11 Information and Training**

Employees working in areas where noise reaches the First Action Level will be given information and advice in hearing conservation and noise control measures and will, where necessary, be issued with hearing protection equipment.

Managers must make necessary arrangements to ensure that all employees are suitably trained and informed. Managers are also responsible for validating the effectiveness of training, and for dealing with employees who fail to cooperate with instructions.

Training and information must address:

- a) hazards associated with noise.
- b) the mechanism of harm to the ear.
- c) requirements of this policy.
- d) any local safety arrangements.
- e) use of hearing protection.
- f) how to report problems or concerns.

### **20.12 Hearing Protection in Pallet Area**

In the pallet manufacturing area and in the metal workshop at Aylesford, hearing protection is mandatory and must be worn at all times when equipment and machinery is in operation by staff working in these areas.

## 21. OFF-SITE WORKING ACTIVITIES

This section of the policy covers the activities that take place by company employees while working off-site.

- a) On arriving at a site, report to the person in charge and sign the visitors' book as appropriate.
- b) Ensure you are wearing correct personal protective equipment for the site.
- c) Note safety warning signage and location of safety equipment, access and egress.
- d) Beware of danger areas on site such as open trenches, overhead working, machinery, material storage, electrical cables, ladders and scaffolding.
- e) You should never enter trenches, or use ladders/scaffolding without specific authority from the contractor.
- f) Never use equipment or operate any machinery on site that you are not trained or authorised to use.
- g) Beware of the weather conditions such as high wind, heavy rain, snow, ice, frost or sunshine that can make the sites hazardous.
- h) If you spot a hazard report it to the person in charge promptly.
- i) When leaving sites, wash hands and clean up. Sign the visitors' book.

### 21.1 Construction Site Visits

If you are an employee who is required to visit construction/building sites then we suggest you use the following guidelines in an effort to secure your safety whilst on the site:

- a) Make sure you have suitable equipment/clothing, eg hard hat, overalls, safety shoes/boots, face mask and protective gloves. The items taken will be dependant upon the type of construction/building site to be visited. DO NOT rely on the site providing essential safety equipment/clothing. Be prepared.
- b) Ensure that the address of the premises you are to visit is clearly marked in your office diary.
- c) State either verbally with a contact point or by diary note your intended time of return
- d) Report your presence to either the site office or the security office. Abide by the health and safety rules when you have been made aware of them.
- e) Be aware of potential site hazards, eg wet/slippery surface, uneven ground, waste materials (especially those with nails protruding), unsafe scaffolding/ladders, deep unsupported excavations, cranes and overhead hazards, electrical cables and unsighted and reversing vehicles.
- f) If you are unable to keep your appointment at the appointed time for any reason, please inform your contact.
- g) Any staff attending such sites without a colleague must take mobile phones with them.

### 21.2 General

All accidents must be reported to the person in charge of the site, and recorded in the accident book. Ensure your manager is informed.

## **22. PERSONAL PROTECTIVE EQUIPMENT (PPE)**

Royal British Legion Industries recognise that employees may sometimes become exposed to situations that have the potential to detrimentally affect their health. As part of our commitment to ensure that risks are minimised, RBLI will arrange the following:

### **22.1 Provision**

To provide any personal protective equipment that is identified from undertaking assessments, or that is well understood to be required within the Royal British Legion Industries' activities.

### **22.2 Issue**

Necessary items will be issued when considered appropriate by line management.

### **22.3 Use**

Employees are required to make full and proper use of any equipment or clothing that is provided for the protection of their safety and health.

### **22.4 Inspection**

Employees are required to regularly inspect personal protective equipment to identify defects or signs of wear and tear. These must be reported to line management immediately so that replacements can be arranged.

### **22.5 Storage**

Personal protective equipment must be stored in a safe place when not in use.

### **22.6 Information and Training**

Information and training in the safe use of personal protective equipment will be given where relevant when the equipment is issued.

### **22.7 Safety Footwear**

the wearing of safety footwear is mandatory in the pallet manufacturing area and metal workshop (machinery area).

### **22.8 Eye Protection**

Eye protection must be worn when equipment/machinery is operational in the pallet manufacturing area and metal workshop (machinery area).

### **23. RISK ASSESSMENTS**

To comply with the Management of Health and Safety at Work Regulations 1999 all areas will be the subject of risk assessments to identify hazards associated with the workplace, work equipment, personal protective equipment, manual handling, display screen equipment, cleaning and maintenance procedures and any other risks, eg noise, hazardous substances, etc. They will be used to ensure safe systems of work.

All persons required to undertake risk assessments will receive training in necessary techniques used.

There will be different forms used dependent on the assessment to be carried out. Topics for assessments include:

- a) General risk assessments.
- b) New and expectant mothers.
- c) Young persons.
- d) Disability.
- e) Display screen equipment.
- f) Manual handling.

Risk assessments will be over viewed by the Health & Safety Manager and the health and safety strategy group.

#### **24. RULES AND PROCEDURES - INTRODUCTION**

This section defines the standards and rules, which relate to specific employees whilst at work. It is the responsibility of employees to observe these rules and behave in a safe and reasonable manner whilst at work.

Failure to comply with the following rules will render employees liable to action involving the established disciplinary procedure.

It should be borne in mind that a breach of health and safety legislation by an employee is a criminal offence and action taken by an Enforcing Officer against an individual may result in heavy penalties, ie fines and imprisonment.

Royal British Legion Industries recognises that it is not possible to prepare in written form every safety rule laid down as circumstances may vary, depending upon the nature of work. However, employees are expected to act in a sensible manner and adhere to verbal instruction given by management.

**25. RULES AND PROCEDURES FOR CHARGING BATTERIES**

When the battery is being charged, hydrogen gas is formed. This gas combination with air is highly explosive and a naked flame or a spark close to the battery may cause an explosion. Always turn off the mains supply to the battery charger before disconnecting the charging lead clips from the battery. Make sure the space where the battery is being charged is well ventilated, particularly if it is in a confined space.

**26. RULES AND PROCEDURES FOR FORK LIFT TRUCK DRIVERS**

**Fork** Lift Truck drivers must:

- a) **NEVER** attempt to lift or manoeuvre a load known to be beyond the truck's rated capacity.
- b) **NEVER** operate a truck which is known to be faulty.
- c) **NEVER** omit to carry out the daily check as prescribed. Report all faults to management immediately.
- d) **NEVER** stack loads on an incline.
- e) **NEVER** carry a load which is insecure or unstable.
- f) **NEVER** carry passengers.
- g) **NEVER** leave a truck parked with the forks raised.
- h) **NEVER** move a truck with the forks raised whether loaded or unloaded.
- i) **NEVER** move a loaded truck with the mast in a forward tilting position. The mast should be tilted slightly back.
- j) **NEVER** look away from the direction of travel.
- k) **MAKE** sure you are familiar with the ground being travelled on. Ensure that it is capable of bearing your weight.
- l) **ALWAYS** sound your horn at every potential danger spot, but remember that sounding your horn does not give you automatic right of way.
- m) **ALWAYS** stop before doorways - sound your horn and go through slowly.
- n) **NEVER** run over cables or flexible pipes etc. that are on the floor unless they are suitably protected.
- o) **ALWAYS** be careful when braking, as braking violently when loaded may cause the load to fall off or the truck to tip.
- p) When a high load restricts forward vision, **ALWAYS** drive in reverse, except if going up an incline.
- q) **NEVER** pick up a load if someone is standing close to it.
- r) **ALWAYS** stop people from walking underneath the load when loading and unloading.
- s) When loading, **ALWAYS** travel down or up slopes with the fork facing uphill, taking extra care if vision is obstructed. When unloading, travel down slopes with forks facing downhill. At the bottom of slopes, the forks may have to be slightly raised.
- t) **ALWAYS** travel slowly when descending slopes.

## **27. RULES AND PROCEDURES FOR TRANSPORT DRIVERS**

Drivers of transport vehicles are in control of potentially dangerous equipment.

### **27.1 Bad Driving Practice**

Bad driving practices lead to accidents and these can be caused by:

- a) Driving too fast, too close.
- b) Turning too sharply.
- c) Driving too close to pedestrians, parked vehicles and other road users, eg cyclists etc.

### **27.2 Good Driving Practice**

The Health and Safety at Work etc Act 1974 places an obligation on employers, self employed and employees not to put at risk the health and safety of others. There are six basic rules to good driving practice, these being:

- a) Make sure you have the time and the distance to stop.
- b) Check the rear of the vehicle before reversing or pulling out. Check all is clear, use reversing mirrors and any other aids fitted, and if in doubt obtain assistance.
- c) Beware of crossings and intersections. As you approach, look in all directions and be wary of other road users.
- d) Signal intentions early and clearly. Let other road users know what you are going to do.
- e) Respect your vehicle, use it within its driving capabilities and do not use it for any other purpose than that for which it is intended.

Before driving the vehicle, carry out regular checks to ensure that all controls, lights, steering etc are in good efficient working order and that all fluid levels are kept topped up.

### **27.3 Load**

Under no circumstances should any load exceed the vehicle rated capacity or the legal limit of its gross weight. Loads should be spread to even the weight.

### **27.4 Maintenance**

Drivers are responsible for maintaining the interior of their vehicles in a clean condition and must report all defects to the company so that the necessary remedial action can be taken. Windscreens must be kept clean so that the driver's view is not obstructed.

Before use on the public roads it must be ensured that the vehicle is registered, and displays the allocated registration mark both front and rear. The licence disc must be clearly visible on the vehicle, unless the vehicle is in a category for which a licence disc is not issued.

Lights fitted to the vehicle must be in working order by day as well as night and must be used in adverse weather conditions or if visibility is poor.

All tyres must be in such condition that they will not be a source of injury or danger to anyone using the road and will not cause damage to other vehicles or to the road



surface.

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## **RULES AND PROCEDURES FOR TRANSPORT DRIVERS CONTINUED**

Drivers are responsible for checking tyre conditions and for ensuring that tyres are inflated to the pressures recommended by manufacturers. Any damage or excessive wear to tyres must be reported immediately.

### **27.5 Requirements**

Drivers must:

- a) Have full control of their vehicles at all times.
- b) Have clear view ahead.
- c) Not allow vehicles to stand in the road if causing an obstruction.
- d) Turn off the engine if the vehicle is parked, unless carrying out adjustments. It is always a safe practice to stop the engine, apply the parking brake and remove the ignition key before dismounting.
- e) Not carry passengers on the vehicle in such a way that danger is likely to be caused to the person in or on the vehicle.
- f) The weight, distribution, parking and any necessary adjustment of a load and any means of securing it, if necessary, must be such that there is no likelihood of injury, danger or nuisance to any person in or on the vehicle or to any other road user.

### **27.6 Lashing**

When lashing, it should be ensured that lashings are tight and remain tight during transit. More than one lashing should be used to secure the load so that loads will still be secure in the event of one lashing breaking.

Rope anchorage points must be of a sound construction and any ropes used must be strong and undamaged. Only dry ropes should be used for lashing, as some ropes stretch on drying.

### **27.7 Loading/Unloading**

During loading or unloading operations drivers are responsible for ensuring that these activities are carried out in a safe manner. Under NO circumstances must drivers or any other persons involved with the loading or unloading activities:

- a) Stand in the rear of the vehicle.
- b) Stand directly behind the vehicle.
- c) Load or unload under or near overhead electric cables where there is any chance that a person or the vehicle may come into contact with them.

### **27.8 High Visibility Jackets**

High-visibility jackets must be worn when leaving your vehicles at host sites and at our own sites. Any defects to your vehicle or ancillary equipment must be reported immediately to your supervisor.

## **28. SAFETY INSPECTIONS**

### **28.1 Policy**

It is the policy of Royal British Legion Industries that formal safety inspections must take place on a regular basis. The time scale will be every three months.

### **28.2 Inspections**

The inspection should take the form of a walk around the area, looking for:

- a) Obvious defects in the premises and the fixtures and fittings.
- b) Failure to meet Royal British Legion Industries safety standards in any respect (eg depleted first-aid supplies, blocked fire exit routes, trip hazards etc).
- c) Any other relevant general observations.

### **28.3 Responsibility**

It is the responsibility of the Health & Safety Manager to ensure that inspections take place and that each area is covered.

Inspections will be conducted jointly by a member of the management team, and an employee representative.

### **28.4 Objective**

The objective of an inspection is to identify hazards and risks, and to break these down into one of three categories:

- a) Immediate Action  
These can be described as immediate risks of serious injury, eg the discovery of live electrical equipment. Remedial action must be implemented as soon as practicable and appropriate steps must be taken to prevent recurrence.
- b) Short Term Action  
These refer to hazards which require non-emergency remedial action as soon as possible, but certainly within ten working days.
- c) Routine Action  
These are hazards which do not pose an imminent risk of personal injury, but still require correction. Remedial action should be implemented as soon as is reasonable, and normally within one month.

### **28.5 Records**

Formal inspection records must be made. The inspection team should retain the original and send a copy to each person with responsibility for remedial action.

The person charged with implementing remedial action must complete the work within the time scales above, and should "sign off" the action point by notifying the originator of the inspection report.

### **28.6 Remedial Action**

Where for any reason the action cannot be completed within the time scales above, the originator of the report should be informed accordingly and must be advised of the reasons.

### **28.7 Regular Inspections**

Regular informal inspections should be carried out between scheduled inspections and

are the responsibility of line management.

**29. SAFETY SIGNS**

**29.1 Policy**

It is the policy of Royal British Legion Industries to ensure that all necessary safety signs are installed at each location

**29.2 Compliance**

General safety signs will comply with the Health and Safety (Safety Signs and Signals Regulations 1996), which stipulate the shapes, colours and symbols that may be used.

Fire safety signs should comply with BS 5499 part 1, or BS 5499 part 2 in respect of self-luminous signs.

**29.3 Categories**

The four primary categories of sign are:

- a) **PROHIBITION** White lettering on a red background.
- b) **WARNING** Black lettering on a yellow background.
- c) **MANDATORY** White lettering on a blue background
- d) **SAFE CONDITION** White lettering on a green background.

In certain cases a combination of those categories may be used on the same sign.

**29.4 Purchase**

Persons who arrange for the purchase of signs must ensure that this policy is adhered to.

**29.5 Installation**

Safety signs in line with the above policy must be installed to denote at least the following:

- a) Fire exit routes  
"FIRE EXIT"
- b) Fire doors  
"FIRE DOOR KEEP SHUT"
- c) The outside of final fire exit doors  
"FIRE ESCAPE KEEP CLEAR"
- d) Drinking water  
"DRINKING WATER"
- e) Location of first-aid points  
"First-aid"
- f) Hazardous plant areas  
"AUTHORISED PERSONS ONLY"
- g) No smoking areas  
"NO SMOKING"
- h) Any mandatory requirement for the wearing of personal protective equipment.

- i) Warning signs in areas where vehicles and pedestrians may circulate.

### **30. SMOKING**

There is widespread recognition that smoking is damaging to the health of smokers and the effects of passive smoking have emerged as an important health concern.

Public attitudes towards smoking are changing and in July 2007 smoking will not be allowed inside public places.

Royal British Legion Industries have a no-smoking policy that applies to all sites and vehicles. At some sites an outside designated area may be identified where persons may smoke tobacco during work breaks only. Smoking in any other area than that designated specifically for smoking is not permitted under any circumstances. Non-compliance with this instruction could lead to disciplinary action and is a serious offence.

Visitors to premises will be required to adhere to the no smoking policy in place.

**31. TOOLS AND EQUIPMENT**

**31.1 Condition of Employees' own Tools and Equipment**

Employees' own tools and equipment must be kept in good order at all times, and damaged or worn tools must not be kept on the premises.

**31.2 Inspection of Employee's own Tools and Equipment**

Management reserve the right to periodically inspect employees' own tools and equipment. Employee's own electrical equipment (where specifically permitted) will be subject to electrical testing at the employee's expense. Refer to the policy on Electricity at Work.

**31.3 Use of Tools and Equipment provided by the Company**

Tools and equipment provided by the company must be treated with respect and used only for their intended purposes.

**31.4 Hazardous Items**

It is the duty of every member of staff to bring to the notice of their manager any item of equipment or plant which may, in their opinion, be considered to be a hazard to health and safety.

**32. TRAINING****32.1 Policy**

It is the policy of Royal British Legion Industries to ensure that adequate health and safety training is given to all personnel.

**32.2 Duty of Employer**

The Health and Safety at Work etc Act 1974 places a duty upon the employer to provide such information, instruction, training and supervision as is necessary to protect the health and safety at work of employees. This duty is comprehensive and requires that appropriate training is given in all aspects of safety at the workplace and during any working activity. The extent of training will vary according to the extent and potential severity of hazards associated with work activities.

**32.3 Low Risk Activities**

Those carrying out only low risk activities, eg office staff, may only need basic information and training in safe working arrangements and how to report problems. However, those whose work demands a high level of expertise or exposure to particularly hazardous environments will require specific applied knowledge and skills.

**32.4 Training to meet a Specific Legal Requirement**

Where training is necessary to meet a specific legal requirement, Royal British Legion Industries will ensure that a system is in place to make sure that the training is given, and that proper records are maintained.

**32.5 Managers Knowledge and Skill**

Managers will be given suitable training to ensure sufficient knowledge and skill to recognise situations with potential to cause damage or harm, and to design and implement effective preventative or protective action.

**32.6 New Staff**

New staff are initially likely to be more vulnerable than existing employees. There is usually a great deal of information to absorb about the new workplace and it is easy to overlook the basic safety arrangements. Induction training must be given at each location to all new recruits to prevent this from happening and to meet with legal requirements. Specific training for the employee on machinery, equipment and local health and safety procedures will be completed by the nominated trainer in each department and such training recorded on the employee's file.

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## **TRAINING CONTINUED**

### **32.7 Legal Requirements**

Health and safety training specifically required by law is for:

- a) New staff, or those transferring to tasks with new risks.
- b) Those who may be exposed to hazardous substances.
- c) Designated first-aiders.
- d) Drivers of lift trucks.
- e) Those engaged in hazardous manual handling operations.
- f) Users of personal protective equipment.
- g) Operators of abrasive wheels and other hazardous work equipment.
- h) Users or operators of display screen equipment.
- i) All personnel in fire prevention and emergency procedures.
- j) Persons who install/maintain electrical equipment.

### **32.8 Training for Employment**

- a) The company will afford the same standards of health and safety care to any person training for employment.
- b) This policy extends to those seconded on "work experience" from schools and colleges, as well as to any persons on formal apprenticeship schemes.

### **32.9 Specialist Knowledge**

Some work activities require specialist knowledge and training, eg use of production machinery, abrasive wheels, lift truck. This will be achieved by the possession of qualifications awarded by a recognised body.

### **32.10 Coordination**

The human resources department coordinates all training activities within Royal British Legion Industries.

**33. VISITORS**

**33.1 Royal British Legion Industries Responsibility**

Royal British Legion Industries accepts its responsibility to ensure the health and safety of all personnel who come directly or indirectly into contact with this organisation or the consequences of our activities, including visitors to site.

**33.2 Special Requirements**

Any special arrangements required by the visitor(s) must be ascertained, where practicable, before arrival. This may include bringing vehicles or other machinery or substances onto site, or personal needs such as coping with disability or language barriers.

**33.3 Recording**

Upon arrival the visitor(s) must complete details in a register/visitors' book. Visitors must be informed of the risks to which they may be exposed whilst on site, and the emergency arrangements, including the location of assembly points. Visitors must sign out before leaving the premises and company property must be returned.

**33.4 Supervision**

Adequate supervision must be maintained during the visitor's presence on site. This includes ensuring the safe handling, transport and use of any articles and substances.

**33.5 Children under 15**

Children (under 15 years of age) must be accompanied by a responsible person at all times.

**33.6 Emergencies**

Visitors must be accounted for during emergencies and evacuation drills.

**33.7 Accidents and Near Miss Incidents**

Accidents and near-miss incidents which occur to visitors must be reported and followed-up, in accordance with the Royal British Legion Industries' accident reporting policy.

**33.8 Managers Responsibility**

Managers have overall responsibility for visitors who enter their areas of authority.



## 34. WORKING ALONE - SAFETY CONSIDERATIONS

Although at first sight it may appear that there is no difference from a health and safety viewpoint between working when others are around, your health and safety can be affected simply by the fact of being alone. This policy therefore gives examples of specific areas of risk which can arise when working alone, and guidance to minimise the risks in an effort to ensure your well being.

### 34.1 General

In general, the risks which result from working alone arise from the fact that in the event of an accident there is no other person on hand to help you, eg if you cut yourself, or are ill, there is no one to give first-aid. If you suffer an electric shock, there is no one to give first-aid. If you have to lift a heavy object you may firstly be tempted to lift something too heavy or awkward for one person just because you are alone, and then if you injure yourself as a result, there is no one to help you. If you become ill, and you are unable to call someone and no one else even knows you are in the office, you could be there a long time without help, and suffer damage as a result.

These are just some ways in which being alone can be more hazardous than being in the same environment with other people.

### 34.2 Guidelines to Working Alone

Avoid it whenever possible. It is not recommended that you work alone in operational areas unless instructed to do so.

There are basically two circumstances in which you might be alone in the workplace which are dealt with below:

Arriving first in the morning.

- a) Someone always arrives first in the morning, and it is probably impractical to insist that you wait outside until a colleague arrives, so in effect, the person arriving first could be working alone for a while.
- b) If you are first at the premises, the following points will help you avoid unnecessary risks: be extra careful to avoid anything which might be a risk, such as lifting, reaching, dealing with electrical equipment, etc. If there is any task which you consider risky, wait until someone else has arrived.
- c) Avoid being at the premises so early that it is likely to be a very long time, eg an hour, before others arrive (if you need to be in the workplace very early, make special arrangements with your manager).

Leaving the premises last in the evening.

- a) In the normal course of events someone would be last to leave the premises each evening, in the same way that someone will be the first to arrive in the morning.
- b) However, this is potentially more hazardous, since if you injure yourself or become ill, and no one knows you are alone, there will be no one arriving until the next morning.

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**WORKING ALONE - SAFETY CONSIDERATIONS CONTINUED**

- c) To avoid this situation, each person leaving in the evening should check whether that would leave just one person in the premises. Help each other to be safe by trying to ensure that the last two people leave together. It is unlikely that work is so urgent that this cannot be arranged, by just waiting a few minutes until the last person is ready to leave.
- d) If one person wishes to stay and finish some work, it is their responsibility to inform someone, eg a friend/member of the family.
- e) In the manufacturing area at Aylesford, two persons must always be present before equipment/work commences, except in exceptional circumstances.