

Health & Safety Policy

General Statement of Intent

Metador will comply with its legal duties in order to provide a safe and healthy working environment for its employees and others affected by its activities. It will take positive action to ensure that other contractors' employees, occupiers of premises and members of the public do not have their health and safety adversely affected by the work operations of the Company. The only acceptable standard of health and safety, and for welfare facilities, will be full and proper compliance with the requirements of legislation. Where it is possible and practical to do so, the Company will exceed the minimum requirements of the legislation.

Metador will seek to ensure that each company with whom it contracts or subcontracts aspires to a similar high standard of health and safety management.

In recognition of the importance that this Company places on the engagement and wellbeing of its employees, the Company will:

- ✦ Consult on health and safety matters with its employees and others who may work under its control to ensure that the arrangements for health and safety management are practical to implement and effective.
- ✦ As far as is reasonably practicable, fully and effectively control the health and safety risks arising from its work activities, in co-operation with employees, contractors, clients and other relevant parties.
- ✦ Ensure that accident and ill health prevention is allocated the highest priority, commensurate with business objectives, within all Company operations.
- ✦ Investigate lapses in health and/or safety performance and implement remedial actions to prevent their recurrence, so far as is reasonably practical.
- ✦ Provide and ensure that all plant and equipment owned, used or hired by the Company is appropriate, safe to use and properly maintained, inspected and tested.
- ✦ Ensure that all equipment, materials and substances used by the Company are appropriate for their intended use and used, handled and stored safely.
- ✦ Ensure that all employees are provided with adequate supervisory training, information and instructions to competently carry out their work activities.

Metador is committed to ongoing monitoring and review processes so that continual improvement in the management of health and safety can be achieved. Health and Safety should never be compromised for other Company objectives.

Signed:



Name:

Simon Evershed

Position:

Managing Director

Date:

21st January 2022

Review Date:

20th January 2023

Organisation

Overall and final responsibility for health and safety is that of:
Simon Evershed

Day-to-day responsibility for ensuring this policy is put into practice is delegated to: Paul Stonehouse

To ensure that health and safety standards are maintained and improved, the following people have responsibility

Simon Evershed – Director
Paul Stonehouse - Operations Manager

Employees' Duties

All employees are required to:

- ✦ Co-operate with supervisors and managers on health and safety matters.
- ✦ Not interfere with anything provided to safeguard their health and safety.
- ✦ Take reasonable care of health and safety of themselves and others.
- ✦ Report all health and safety concerns to a responsible person (as detailed in this policy statement).
Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.

Arrangements for Implementation

All Company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, the Company will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health and Safety executive guidance. The procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:
Paul Stonehouse and AHR Ltd

Approval for the required action to remove or control risks will be given by:
Paul Stonehouse

Health and Safety Management System

Metador operates an electronically documented health and safety management system provided by our health and safety consultants AHR Consultants Ltd. The system consists of actions for the Company to complete and implement and can be viewed on request.

The health and safety management system are the responsibility of:

SMT (Senior Management Team)

Consultation with Employees

Metador will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Consultation with employees will be provided by
Weekly meetings and monthly H&S committee meetings

Safe Plant and Equipment

Metador will ensure that all plant and equipment is suitable and without risks to health and safety. This will be in accordance with legislation such as:

The Provision and Use of Work Equipment Regulations 1998, the Lifting Operations and Lifting Equipment Regulations 1998 and the Electricity at Work Regulations 1989.

Responsibility for identifying all plant and equipment needing maintenance is that of:
Michael Lord *Defective items are labelled until remedial work is completed.*

Responsibility for ensuring that effective maintenance procedures are drawn up is that of:
SMT (Senior Management Team)

Responsibility for ensuring that all identified maintenance is implemented is that of:
Paul Stonehouse

Any problems with plant or equipment should be reported to:
Paul Stonehouse

Responsibility for checking that new plant and equipment meets health and safety standards before it is purchased is that of:
Paul Stonehouse

Safe Handling and Use of Substances

Metador will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Responsibility for identifying all substances that need a COSHH assessment is that of:
AHR/Paul Stonehouse

COSHH assessments will be carried out by:
AHR/Paul Stonehouse

Approval for the required action to remove or control risks will be given by:
Paul Stonehouse

Information, Instruction and Supervision

The Health and Safety Law poster is displayed:
Production Office

Metador have association with AHR Consultants to act as our competent advisor on health and safety issues. They can be contacted at any time for advice but in the first instance please contact Paul Stonehouse who is authorised to contact AHR Consultants if necessary.

Training and Competency

Induction training for all new employees is the responsibility of:
Paul Stonehouse/Hannah Wilkinson

Job specific training will be provided by:
Production Manager

Specific tasks requiring special training are:
SMT

Training records are kept:
Company Server (hard copy certs in locked p-file)

Training will be identified, arranged and monitored by:
Paul Stonehouse

Accidents, First Aid and Work-Related Ill Health

First aid box(es) are kept:
Production Office and working platforms

The appointed person(s)/first aider(s) is/are:
Paul Stonehouse, Michael Lord, Tomasz Pytel & Scott Ellam

All accidents and work-related ill health are recorded in the accident book, which is kept at:
Production Office

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority is that of Paul Stonehouse and AHR Consultants.

Monitoring

To check our working conditions and ensure our safe working practices are being followed we will:
Hold monthly Health & Safety meetings with SMT representation and Team Leaders

Responsibility for investigating accidents is that of:
Paul Stonehouse

Responsibility for investigating work-related causes of sickness absence is that of:
Paul Stonehouse

Responsibility for acting on investigation findings to prevent a recurrence is that of:
Paul Stonehouse and AHR Consultants

Emergency Procedures – Fire and Evacuation

Responsibility for mitigating the risk of fire while working at Metador premises is undertaken by:
Paul Stonehouse – Assessment provided by AHR Consultants

We will endeavour to ensure all employees have been informed of the customer's fire and emergency procedures and shown fire exit routes.

Access and egress

- ✦ Employees must always keep walkways and passageways clear from obstructions.
- ✦ Employees should mark, with warning signs, any walkway or passageway that becomes wet, and/or cover it with non-slip material. Employees must wipe up any liquid spilt on the floor at once.
- ✦ Employees should not leave trailing cables in any passageway as they are a trip hazard.
- ✦ Mark any change in the floor elevation of any walkway or passageway.
- ✦ When storing objects in or around a passageway, employees must ensure no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- ✦ Where any vehicles or other moving machinery uses a passageway, pedestrians should use an alternative route wherever possible. If no alternative route is possible, mark the area with warning signs.

Control of Contractors

As office occupiers, Metador will work with landlords who provide contractors to plan, co-ordinate, control and monitor the activities of Contract Companies to effectively minimise the risks presented to employees, other persons on site and the public. Only approved contractors will be permitted to carry out work on behalf of the Company.

1. All contractors comply with Company health and safety rules and are given a site induction.
2. All contractors sign in at reception whenever on site.
3. All contractors provide suitable risk assessments and method statements before commencing work on site.

Contractors work activities are suitably monitored to ensure work is carried out safely in accordance with agreed safe systems of work.

Company Safety Rules

- ✦ All employees should be aware of, respect and adhere to the rules and procedures contained in this policy.
- ✦ All employees must report at once any unsafe practices or conditions to their line manager, their health and safety representative or to the Director of Safety.
- ✦ Metador forbids horseplay, practical joking, misuse of equipment or any other acts which might jeopardise the health and safety of any other person.
- ✦ Metador will not allow any person suffering a reduction in levels of alertness and/or ability due to illness or fatigue to work if this might jeopardise the health and safety of that person or any other person.
- ✦ Employees must not adjust, move or otherwise tamper with any electrical equipment, machinery air or water lines in a manner not within the scope of their duties, unless instructed to do so by their line manager.
- ✦ Employee must dispose all waste materials carefully and in such a way that they do not form a hazard to other workers.
- ✦ No employee should undertake a job which appears to be unsafe.
- ✦ No employee should undertake a job until they have received adequate safety instruction and is authorised to carry out the task.
- ✦ Employees must report all injuries to a line manager, a health and safety representative or to the Director of Safety.
- ✦ Employees should take care to ensure they fit protective guards and other safety devices properly and that they are in good working order. They shall report at once any deficiencies to their line manager or to the Director of Safety.
- ✦ Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and use of equipment.
- ✦ No employees should use chemicals without the required knowledge to work with those chemicals safely.
- ✦ Employees must always wear suitable clothing and footwear, including personal protective equipment wherever appropriate.

Display Screen Equipment

Display screen equipment is used at Metador, however not all employees who use this equipment will be classified as a “user” under the Health and Safety (Display Screen Equipment) Regulations 1992. Therefore, the full extent of these Regulations may not apply in all cases. Where an employee falls into this category a Workstation Assessment Checklist will be completed by Workplace staff/Team Leaders and AHR Consultants.

All users are entitled under the Regulations to an eyesight test, to be carried out by a registered practitioner at the organisation’s expense. The results of all such tests will be collated by Paul Stonehouse | Metador

Tests should be carried out at regular intervals as advised by the optician. Where the results of the test shows that corrective appliances are necessary, specifically for DSE use only in order to correct vision defects at the viewing of the screen from the user, these will be provided at the organisation's expense as required by the Regulations.

Electricity at Work

Metador will take all reasonable steps to secure the health and safety of employees who use, operate or maintain electrical equipment. The Company acknowledges that work on electrical equipment can be hazardous and it is therefore their intention to reduce the risks as far as possible.

In particular, it is the responsibility of Metador to ensure that:

- ✦ Only competent people operating safe working systems are permitted to maintain electrical equipment.
- ✦ Wherever practicable, electrical equipment will be isolated whenever any maintenance work is required to be carried out and labelled accordingly as 'Faulty – Do Not Use'.
- ✦ Portable electrical equipment will be periodically inspected by competent people. Any equipment found to be defective will be withdrawn from use for repair or disposal.

A register of portable electrical equipment is maintained, and such equipment is checked by a competent person on a regular basis to ensure its continued safety.

Housekeeping

- ✦ Employees must keep work sites clean and tidy.
- ✦ Employees must clean up any spillages at once.
- ✦ Employees must place waste materials and rubbish in the provided receptacles and routinely empty them.
- ✦ Employees must discard all combustible waste materials in sealed metal containers.
- ✦ Employees must cover holes when not in use and mark them with clear warning signs when in use.
- ✦ Employees must use all materials properly and safely. When not in use these should be secured properly and safely.

Manual Handling

Statistics show that poor manual handling is one of the most common causes of injury at the workplace. These injuries often have long term effects. Company policy is to reduce the risk of manual handling injuries as far as is reasonably practicable and to provide guidance to employees on the measures that should be taken to ensure safe lifting and carrying.

It is the responsibility of Paul Stonehouse to ensure that:

- ✦ A Risk Assessment of manual handling and lifting tasks is carried out.
- ✦ Operations which involve manual handling are eliminated so far as is reasonably practicable.
- ✦ The design and layout of the workplace is considered, and changes are made where practicable.

New and Expectant Mothers

Metador has strong obligations towards its staff who become pregnant and on into the period after they have given birth. The Management of Health and Safety at Work Regulations require all organisations to assess workplace risks for all employees. Where women of childbearing age are employed the assessment must also cover risks specific to new and expectant mothers.

When a member of staff informs the Company that they are pregnant, it is the responsibility of the Supervisors to ensure that an assessment of the safety implications of that person's work is carried out. This should be done in full consultation with the individual as soon as possible. The results are to be recorded and a copy to be given to the individual as well as filed in their personal file. As the pregnancy progresses, the assessment should be reviewed with the person and again at the time of return to work.

Personal Protective Equipment

Metador will provide Personal Protective Equipment (PPE) when the risk presented by a work activity cannot be adequately controlled by other means. In doing so, we acknowledge, that the health and safety hazards will have already been identified. It is our policy to ensure, through the proper use of PPE, that the hazards are reduced to the lowest level practicable.

In particular, it is the responsibility of Paul Stonehouse to ensure that:

- ✦ Any PPE supplied provides the maximum protection for the particular hazard.
- ✦ Employees are given such information and instruction as is necessary to enable them to understand the importance of wearing PPE where required.
- ✦ Training is given to employees to enable them to wear and maintain items of PPE correctly.

Company policy determines that where its employees are provided with PPE to protect their health and safety, they must use it at all times.

Slips, Trips and Falls

Inadequate provision of workspace can lead to increased risks of slip, trip and falling injury. To minimise the possibility, the following precautions will be followed:

- ✦ When planning a new contract or when making alterations to existing ones, adequate pre-planning must take place.
- ✦ In offices we request that the space taken up by the office furniture is considered when estimating the space per employee to allow room for cleaning purposes.
- ✦ As well as the simple space per employee, the layout of the workspace must be considered to ensure that no risks are created by the provision of inadequate access.
- ✦ Ensuring where possible that all potential slip and trip hazards in the workplace are identified.
- ✦ Adequate provision should be made for storage (cleaning equipment) within the work area to prevent the accumulation of obstructions.
- ✦ Regular workplace inspections should be carried out to ensure that good housekeeping standards are maintained.

Where necessary, the appropriate risk assessments and risk reduction methods will be in place. These will be completed by Paul Stonehouse and AHR Consultants.

Visitors

Metador acknowledges its responsibility to ensure the health and safety of all persons who come into contact, either directly or indirectly, with its work activities including visitors to company premises. All visitors are requested to agree and comply with health and safety instruction given before signing in at reception.

In particular, it is the responsibility of the person meeting the visitor to ensure that they are informed of any particular hazards which they might expect to encounter during their time on site and to inform them of any precautions they should take.

Working Alone

Metador will assess the hazards and risks associated with lone workers and take steps to minimise them so far as is reasonably practicable.

In particular, it is the responsibility of Paul Stonehouse to ensure that:

- ✦ Equipment used by lone workers is properly maintained.
- ✦ Special training and information are provided for lone workers where required.
- ✦ Communication is established with any lone worker which is appropriate to the circumstances.

All Staff are reminded of their responsibility to notify a supervisor or manager if they are, or intend to, work in a department alone, either during or outside normal working hours.

Welfare

The following are generally provided within main offices and shared facilities while on external sites such as:

- ✦ Toilets with handwashing facilities.
- ✦ All toilets are equipped with a hygienic means of drying hands.
- ✦ A supply of wholesome drinking water that is readily accessible and appropriately marked.
- ✦ A refrigerator with sufficient capacity for staff to keep their own food cool.
- ✦ A microwave oven which must be kept clean and used in accordance with the manufacturer's instructions.
- ✦ A sink with hot and cold running water and reasonable facilities for washing. NB the toilet facilities should be used for routine hand washing.
- ✦ Supplies of washing up liquid, cloths or alternatives.
- ✦ A waste bin with disposable liner and large enough to hold the volume of rubbish thrown away each day as well as a supply of bin liners.
- ✦ A reasonable temperature that will be at least 16 degrees Celsius, unless the activities involve severe physical effort in which case the temperature will be at least 13 degrees Celsius.
- ✦ Suitable and sufficient lighting that is so far as is reasonably practicable natural lighting to enable people to work, use facilities and move around the workplace without experiencing eyestrain.
- ✦ A clean working environment. The premises will be kept clean and tidy with all traffic routes cleaned at least once a week and any accumulation of dirt and refuse removed at least daily. Toilets are cleaned and disinfected daily.
- ✦ Windows and doors that are made from safety material or protected against breakage. They are also to be appropriately marked to make them apparent.

Workplace Health and Safety Monitoring

Regular audits and inspections help to maintain compliance with the standards set out in the Health and Safety Management system and help ensure the maintenance of safe physical conditions throughout the Company. This will help to ensure compliance with the requirements of the Health and Safety at Work Act 1974 and the various regulations made under it.

Paul Stonehouse is responsible for ensuring that Health and Safety monitoring is carried out within their areas of responsibility.

AHR Ltd and Paul Stonehouse or their appointed representative will carry out a Health and Safety audit of their areas of responsibility at intervals not exceeding Annual.

It is the responsibility of Paul Stonehouse to carry out regular safety sampling of current control measures to ensure they remain effective.

Paul Stonehouse must keep a written record of all such audits, inspections and safety sampling. They are also responsible for ensuring that any remedial actions identified are actioned.

Paul Stonehouse will arrange for an annual health and safety audit of the workplace to be carried out by our retained consultants. This audit will review workplace conditions and health and safety documentation and management systems.

Work at Height

All employees are reminded not to use ladders or steps, however a suitable risk assessment will be issued along with refresher training and guidance for brief access.