

NORTHERN DIVER

Health & Safety Policy Statement

For

NORTHERN DIVER (International) LTD

Premises at:

Appley Lane North, Appley Bridge
Lancashire
WN6 9AE, UK



Health & Safety Policy Statement

This is the Health & Safety Policy Statement for:

NORTHERN DIVER (International) LTD

An up-to-date copy of this Statement will be displayed on the company's Notice Boards, so as to be accessible to all staff & visitors.

A full reference copy of the company's Safety Manual, together with all applicable Risk and COSHH Assessments, is kept:

Quality Department

May be consulted by any employee, contractor or visitor, given reasonable notice, on request to:

**Ian Mcleod
General Manager**



General Statement of Health & Safety Policy

Under the Health & Safety at Work Act (1974), both this company and its employees have general legal provisions imposed upon them.

It is the policy of this company to comply with the terms of the Health & Safety at Work Act, and with the safe working practices outlined in associated Health & Safety *Regulations* and Health & Safety Executive guidelines.

This company **will**, as far as is reasonably practical, provide:

- > A safe place of work, with safe means of access & egress.
- > A safe working environment; with safe tools, plant, equipment and safe systems of work.
- > Safe use, handling, storage & transportation of articles & substances.
- > Instruction & training to staff in known safety hazards, safe systems of work and the use of any safety systems or safety equipment provided.
- > An organisational structure that ensures that this Health & Safety Policy will be implemented in full; and updated as appropriate.
- > A written statement of the company's Health & Safety Policy, safety responsibilities & organisation.

This company's Health & Safety *objective* is to assess all significant *risks* to its employees (and to other visitors to our premises), and to develop & implement proactive measures aimed at eliminating those *risks*, or at least minimizing them as far as is reasonably practical.

Signed for, and on behalf of the company as Director with primary responsibility for implementing this Policy

Signed: 

Date: 17th September 2021

Name: MR. I McLeod

Position: General Manager



Safety Responsibilities

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Introduction

This section of the *Safety Manual* outlines the general *Safety Responsibilities* of key people in the safety management system of this company, and the organisation of this management structure.

The reason for this is to ensure that it is quite clear, to both management and staff, where responsibility lies for the implementation and management of Health & Safety issues affecting this company, its employees & visitors to its premises.

For convenience, these responsibilities are grouped into four “levels” of safety responsibility which can be outlined as being:

- > The Director/Partner nominated to hold primary responsibility for safety issues.
- > Other Directors/Partners & Managers.
- > Supervisory staff.
- > Other staff, contractors & visitors.

Level 1 Safety Responsibility: Designated Director:

The nominated person as having primary responsibility for Health & Safety matters, has signed this Health & Safety Policy document. Within this company this person is:

Name: Ian Mcleod
Job Title: General Manager

He has overall responsibility for:

- > Ensuring that this Health & Safety Policy is implemented in full within this company, and that its contents & philosophy are understood at all levels.
- > Ensuring the development of a positive Health & Safety culture within this company.
- > Ensuring that adequate time & resources are allocated by this company to health, safety & welfare issues.
- > Ensuring that this company's premises & safe working practices do comply with the requirements of the *Health & Safety at Work Act* and associated health, safety & welfare-related *Regulations*.

- > Ensuring that all accidents and near-miss incidents are recorded & investigated, and the reporting of appropriate accidents to the H & SE under RIDDOR 2013.
- > Undertaking regular discussions with the company's Health & Safety Advisor regarding new legislation & changed guidelines, etc.

Level 2 Safety Responsibility:

This level of safety responsibility generally applies to other Directors and Managers. Within this company, for these purposes, this includes the following posts:

MELANIE SIMM

MIKE ARMITAGE

NEIL TORDOFF

PAUL CASE

The Safety Responsibilities of these posts **are:**

- > Regularly checking health & safety standards of the staff & contractors, and in all of the workplaces, under their control.
- > Ensuring that workplaces under their control are maintained in a safe & healthy condition.
- > Ensuring that any staff, contractors or visitors under their control adhere to any laid down safe working practices.
- > Recording, investigating & reporting (internally) any accidents, safety-related incidents & staff sickness involving workplaces or staff under their control.
- > Ensuring that all tools, plant & equipment under their control is maintained in a safe condition; and receives regular inspection, testing and/or servicing as required by legislation or company policy.
- > Ensuring that appropriate Personal Protective Equipment is available and stored & maintained in good condition.
- > Enforcing the company's disciplinary code if breaches of safe working practices occur.

Level 3 Safety Responsibility:

This level of safety responsibility generally applies to junior managers, supervisors and other employees who have control over other staff, or specific work areas/activities. Within this company, for these purposes, this includes the following posts:

LOUISE BALL

SHARON STEVENS

CARA HUNT

SIMON WADDICOR

MARTA MECZYNSKA

MONIKA SADKOWSHA

The Safety Responsibilities of these posts **are:**

- > Regularly checking health & safety standards of the staff & contractors, and in all of the workplaces, under their control.
- > Ensuring that workplaces under their control are maintained in a safe & healthy condition.
- > Ensuring that any staff, contractors or visitors under their control adhere to any laid down safe working practices.
- > Recording and reporting (internally) any accidents, safety-related incidents & staff sickness involving workplaces or staff under their control.
- > Ensuring that all tools, plant & equipment under their control is maintained in a safe condition: and receives regular inspection, testing and/or servicing as required by legislation or company policy.
- > Ensuring that appropriate Personal Protective Equipment is available and stored & maintained in good condition.

Level 4 Safety Responsibility:

This level of safety responsibility applies to all contractors & visitors, and to any employees who have no supervisory duties (i.e. who do not have *control* of either other employees, or specific work areas, or specific work activities). The safety responsibilities of this group of people **are**:

- > Maintaining their own workplace, and any tools or equipment under their control, in a safe & tidy condition.
- > Ensuring that they adhere to any laid down safe working practices, and use any health & safety equipment provided.
- > Reporting, to a supervisor or manager, any accidents or safety-related incidents which they witness, or are in involved in.
- > Reporting, to a supervisor or manager, any unsafe acts, or unsafe conditions, which they become aware of.
- > Co-operating with the company, and with other persons about the workplace, in all measures aimed at providing & maintaining a safe place of work.

Risk Assessments (The Management of Health & Safety at Work Regs - 1999)

All work activities are to be assessed including, where appropriate, COSHH assessments (The Control of Substances Hazardous to Health Regs - 2002). For all but nominal risk activities, assessments are to be documented and contained in the Company Safety Manual. Further, all activities deemed “nominal risk” is to be listed in a “nominal risk” register (one-line entry), so as to provide documentary evidence that the activity and associated risk were indeed assessed.

Assessments are to be reviewed as follows:

When any part of the process (e.g., equipment, material, etc) or activity is changed.

At least once per year (at twelve monthly intervals).

In any shorter timescale dictated by the assessor/ reviewer.

Furthermore, risk assessments are to be undertaken prior to the introduction of a new system.



Auditing and Monitoring

Managers and supervisors are, at all times, responsible for monitoring all Company and employee activities, and ensuring that they are conducted in accordance with my Policy and relevant legislation.

The Quality Manager is responsible for conducting routine inspections of work activities in relation to written Risk/COSHH Assessments, established procedures and common sense. Inspections are to be documented and passed to myself for comment, no later than 48 hrs after the inspection. Any “actions” raised are to be given a “completion date” and progress reviewed monthly.

An external Health & Safety Advisor/Specialist will conduct Risk Assessments on each work area at least every twelve months.

Occupational Health Facilities

Managers and Supervisors are to ensure that all employees are aware of the location of first aid kits and emergency equipment, e.g. eye wash bottles.

First-aiders are:

CARA HUNT

SIMON WADDICOR

ANDY WILCOCK

JON POWER

In the event of an accident requiring professional assistance, the senior person present is to dial 999 and request the appropriate service/s.

If appropriate, an injured person will be taken by car, using any of the company vehicles to the nearest hospital.

All accidents, no matter how minor should be detailed in the Accident Book held in the reception area.

Emergency Procedures

Emergency procedures, for example evacuation, fire, injuries etc; are to be contained in the Company Safety Manual. Further, they are to be clearly displayed throughout the Company, and such procedures are to be practiced at least annually, preferably six-monthly.

Accident and Incident Reporting

All injuries and accidents are to be reported immediately. They are to ensure that the details are entered in the Accident Book and, if relevant under RIDDOR REGS 2013, that the HSE are informed.

Similarly, ANY INCIDENT (a near miss) is also to be reported.

Any accident, serious injury or incident is to be investigated by the First Aider. A report is to be raised and forwarded to myself. All reports are to be completed within 7 days of the occurrence.

Evacuation Procedures (The Fire Precautions [Workplace] Regs 1997)

In the event of an Evacuation, or upon hearing the fire alarm, all employees must leave all belongings, and leave the building by the nearest exit. All employees must assemble at the designated Assembly Point. All employees, including visitors, must wait at the assembly point until all persons have been accounted for. A nominated person will then detail subsequent actions.

Safety and Use of Equipment (The Workplace [Health & Safety & Welfare] Regs 1998)

Only authorised persons are to use machinery or equipment, having received appropriate training, and authorised by an appointed member of staff. This includes, but it is not restricted to, office equipment and computers.

Safety and protective equipment is provided and MUST be used. All such equipment is to be checked by the user before use, on each occasion. Periodic maintenance is to be identified and managed by the appropriate Manager/Supervisor.

Cleanliness and Housework

It is the responsibility of all employees to ensure that the workplace, including stairs, floors, work surfaces and washrooms, and is kept in a clean and safe condition.

It is also the responsibility of all employees to ensure that all debris is cleaned up.

Further, all solvent containers are to be stored correctly, and in-use containers are to have lids, etc.; secured, when not in use.

Safety Training

A section of our ISO 9001:2015 Quality Manual and Procedures includes identifying and recording training needs/requirements.

Northern Diver is committed to identifying training needs as required for each of their employees.

The Production Manager (Mike Armitage) is responsible for identifying training needs for the Repair Section, Warehouse and Dispatch and the Sales Director (Mel Simm) is responsible for identifying training needs for all Sales Staff. Training needs are then discussed at a Management Meeting.

The Personal Protective Equipment at Work Regs - 2002

All employees within the repair unit are issued with appropriate items of PPE.

The Production Manager is responsible for maintaining a stock of the following items of PPE:

Nitrile-Gloves
Goggles

Summary

Health & Safety is a major issue that must be treated as part of normal working practices and attitudes. IT IS THE RESPONSIBILITY OF ALL CONCERNED.

It is incumbent on all employees that they exercise their responsibilities and activities in a safe and controlled manner. Further, it is paramount that the management has the co-operation of every member of staff and that good communications regarding Health & Safety are maintained. Where documented assessments and procedures have not been raised, this will not be accepted as an excuse for failing to exercise "good common-sense".

By exercising due diligence and common-sense, and by maintaining a "sense of proportion" this company, and its employees, will continue to benefit from a good safety record.

Signed



Date: 17th September 2021

Mr. I Mcleod (General Manager)