



HEALTH AND SAFETY POLICY January 2021

HEALTH AND SAFETY POLICY STATEMENT

HEWITECH UK LTD RECOGNISES IT'S DUTIES UNDER THE HEALTH AND SAFETY AT WORK ACT OF 1974 AND THE REGULATIONS WHICH FALL FROM THE ACT. THE COMPANY WILL, SO FAR AS IS REASONABLY PRACTICAL SEEK TO MAINTAIN THE HEALTH AND SAFETY OF ITS EMPLOYEES AND OTHERS WHO MAY ATTEND ITS PREMISES.

DAVID FOZZARD DIRECTOR

HAS ULTIMATE RESPONSIBILITY FOR THE COMPANY'S HEALTH AND SAFETY

EMPLOYEES/CONTRACTORS

ARE REMINDED THAT THEY TOO HAVE DUTIES UNDER THE HEALTH AND SAFETY AT WORK ACT 1974:

- TO TAKE CARE OF THEMSELVES AND OTHERS AT WORK
- NOT TO ACT IN A RECKLESS MANNER
- TO CO-OPERATE WITH THE EMPLOYER
- TO COMPLY WITH SAFETY RULES
- NOT TO TAMPER WITH SAFETY EQUIPMENT OR FACILITIES

THE COMPANY WISHES TO PROMOTE A POSITIVE CULTURE WITH REGARD TO HEALTH AND SAFETY, THE COMPANY WELCOMES POSITIVE AND CONSTRUCTIVE COMMENT ON MATTERS OF HEALTH AND SAFETY FROM ITS EMPLOYEES AND WILL CONSULT ON ANY SIGNIFICANT CHANGES IN HEALTH AND SAFETY SYSTEMS OR PRACTICES.

THE COMPANY WILL REVIEW THIS POLICY AT LEAST YEARLY AND WILL COMMUNICATE CHANGES TO ALL ITS EMPLOYEES.

SIGNED 

POSITION Managing Director. 14.01.2021

SIGNED *NT Watson*

POSITION Health & Safety Manager 14.01.2021

GENERAL ARRANGEMENTS

HEALTH AND SAFETY MANAGEMENT

RESPONSIBILITY FOR HEALTH AND SAFETY RESTS WITH THE COMPANY'S DIRECTOR, AND SENIOR MANAGERS WHO WILL IMPLEMENT REQUIRED SYSTEMS AND CONTROLS.

AT THE DISCRETION OF THE COMPANY, THOSE EMPLOYEES WHO HAVE SUFFERED AN INJURY OR HAVE BEEN AWAY FROM WORK ON LONG TERM SICKNESS, MAY BE ASKED TO ATTEND AN OCCUPATIONAL HEALTH AND SAFETY INTERVIEWS. THIS IS TO ENABLE THE COMPANY TO ASSIST THE RETURNING EMPLOYEE TO RETURN TO FULL EMPLOYMENT IN THE SAFEST MANNER.

Welfare.

HEWITECH UK, REGONISES IT'S OBLIGATIONS FOR EMPLOYEE WELFARE UNDER THE (Health, Safety and Welfare) Regulations 1992.

WELFARE FACILITIES ARE REQUESTED TO BE PROVIDED BY OUR CLIENTS WHEN WORKING ON SITES, (WITHIN OUR METHOD STATEMENT), WHERE THEY ARE NOT PROVIDED BY OTHERS AND WITHIN OUR FACTORY UNIT, WE SHALL ENSURE THAT ALL EMPLOYEES HAVE ACCESS TO SUFFICIENT WELFARE FACILITIES, BY PROVIDING TOILETS, WASH ROOMS WITH SOAP, HOT AND COLD WATER, DRINKING WATER, A CLEAN SUITABLE SITTING AREA FOR BREAKS. THERE SHALL BE MEANS OF HEATING FOOD OR WATER FOR HOT DRINKS. WE SHALL ENSURE THERE ARE CHANGING ROOMS WITH MEANS TO HANG AND STORE CLOTHING, WITH SEATING AND WHERE REQUIRED SEPARATE FACILITIES FOR MEN AND WOMEN.

ACCIDENTS AND DANGEROUS OCCURRENCES

THE COMPANY RECOGNISES ITS DUTY TO REPORT ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES UNDER THE REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013.

EMPLOYEES AND SUB-CONTRACTORS ARE ASKED TO REPORT ALL ACCIDENTS AND DANGEROUS OCCURRENCES TO A SENIOR MEMBER OF MANAGEMENT, NO MATTER HOW TRIVIAL, AS SOON AFTER THE EVENT AS POSSIBLE. THE COMPANY WILL INVESTIGATE THE EVENT AND REPORT TO THE H.S.E. IF INDICATED.

EMPLOYEES WHO ARE ADVISED BY A MEDICAL PRACTITIONER THAT THEY HAVE A WORK RELATED MEDICAL CONDITION SHOULD REPORT THIS IN THE SAME MANNER TO A SENIOR MEMBER OF MANAGEMENT.

FIRST AID

HEWITECH UK LTD HAVE TRAINED FIRST AIDERS DRAWN FROM ITS EMPLOYEES AND LISTS OF SUB-CONTRACTOR FIRST AIDERS. EACH FIRST AIDER HOLDS A FIRST AID KIT AND IS AFFORDED TIME TO ADMINISTER ANY NEEDED FIRST AID TREATMENT. THE COMPANY WILL ALSO ENSURE THAT THE TRAINING NEEDS OF SUB- CONTRACTOR FIRST AIDERS ARE MAINTAINED TO ENABLE THE FIRST AIDER TO MAINTAIN HIS OR HER COMPETENCY.

FIRE

THE COMPANY WILL SEEK TO IMPLEMENT AND MAINTAIN THE REQUIREMENT PLACED UPON THE COMPANY BY THE FIRE REQUIREMENTS OF THE SITES ATTENDED TO THE APPROPRIATE STANDARDS. THE COMPANY WILL ENSURE THAT FIRE DRILLS ARE UNDERTAKEN AT LEAST TWICE A YEAR AND WILL MONITOR THE DRILL TO ENSURE THAT A SAFETY PROCEDURE IN THE EVENT OF A FIRE IS FOLLOWED

EMPLOYEES ARE REMINDED OF ACTIONS IN THE EVENT OF A FIRE ON HEARING THE ALARM:

IN THE EVENT OF A FIRE YOU MUST

- RAISE THE ALARM AT THE NEAREST CALL POINT

- IF IT IS SAFE TO DO SO TURN OFF MACHINERY
- LEAVE THE SITE BY THE CLOSEST EXIT
- ASSEMBLE AT THE SITE MUSTER POINT

IN THE EVENT OF A FIRE DO NOT:

- STOP TO COLLECT PERSONAL BELONGINGS
- LEAVE THE FIRE ASSEMBLY POINT UNTIL YOU ARE TOLD TO DO SO BY THE SITE MANAGER OR A FIRE OFFICER.

SMOKING ON SITE IS PROHIBITED, APART FROM IN DESIGNATED AREAS.

RISK ASSESSMENT

THE COMPANY IS AWARE OF DUTIES PLACED UPON THE COMPANY UNDER THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999, TO UNDERTAKE RISK ASSESSMENTS COVERING HAZARDOUS WORK ACTIVITIES.

THE COMPANY WILL ASSESS THE RISKS POSED TO HEALTH AND SAFETY AND WILL IMPLEMENT APPROPRIATE CONTROLS TO REMOVE THE RISK COMPLETELY OR REDUCE IT TO A MINIMAL LEVEL. ASSESSMENTS WILL BE KEPT UNDER REVIEW AND AMENDED IF REQUIRED.

EMPLOYEES ARE ASKED TO ASSIST IN THE IMPLEMENTATION OF CONTROLS AND ADVISE SENIOR MANAGERS OR A DIRECTOR IF IT IS FELT THAT THE CONTROLS ARE NOT WORKING OR IF A HAZARD HAS NOT BEEN IDENTIFIED AND ASSESSED.

RISK ASSESSMENTS ARE AVAILABLE FOR INSPECTION AND SHOULD BE FOLLOWED BY ALL UNDERTAKING HAZARDOUS ACTIVITIES.

INFORMATION, TRAINING AND INSTRUCTION

THE COMPANY IS AWARE OF THE NEED TO PROVIDE HEALTH AND TRAINING INFORMATION, INSTRUCTION AND TRAINING TO THOSE INVOLVED IN HAZARDOUS UNDERTAKINGS. THE COMPANY WILL AFFORD ADEQUATE TIME AND FACILITIES TO ENABLE ALL EMPLOYEES HAVE APPROPRIATE SAFETY TRAINING FOR THE TASKS THEY WILL UNDERTAKE.

ALL MANAGERS WILL ENSURE THAT NEW EMPLOYEES AND THOSE NEW TO AN AREA OF WORK WILL RECEIVE ADEQUATE TRAINING AND SUPERVISION, UNTIL SUCH TIMES THAT THE MANAGER FEELS THAT THE EMPLOYEE IS COMPETENT TO UNDERTAKE THE ASSIGNED TASK.

CHEMICAL SAFETY

HEWITECH UK LTD IS AWARE OF ITS DUTIES TO PROTECT EMPLOYEES AND OTHERS FROM THE EFFECTS OF CHEMICALS AND SUBSTANCES IN ITS STORES, USES, DISPOSES, OF, OR RELEASES, AND WASTE PRODUCTS. THE COMPANY WILL ASSESS THE RISKS TO HEALTH UNDER THE CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH). THE COMPANY WILL IMPLEMENT SUCH CONTROLS WHICH ARE APPROPRIATE TO CONTROL EXPOSURE AND WILL EXPECT ITS EMPLOYEES AND OTHERS TO ABIDE BY THE CONTROLS AS SET AND WEAR APPROPRIATE PERSONAL PROTECTIVE CLOTHING AS MAY BE INDICATED.

WHEN INDICATED THE COMPANY WILL PROVIDE HEALTH AND SAFETY SURVEILLANCE TO ENSURE THAT THOSE WORKING WITH CHEMICALS AND SUBSTANCES ARE NOT BEING AFFECTED BY EXPOSURE. EMPLOYEES WILL BE EXPECTED TO SUBMIT TO HEALTH SURVEILLANCE AND ABIDE BY LOCAL SAFETY RULES.

ELECTRICAL SAFETY

CATALOGUE WILL SEEK TO ENSURE THE SAFETY OF ITS ELECTRICAL EQUIPMENT AND WILL SEEK TO COMPLY WITH THE ELECTRICITY AT WORK REGULATIONS 1989.

EQUIPMENT WILL BE INSTALLED, MAINTAINED AND INSPECTED BY COMPETENT PERSONNEL WHO ARE TRAINED IN ELECTRICAL INSTALLATION, INSPECTION AND REPAIR. FULL CONSTRUCTION PAT

TESTING IS CARRIED OUT TO ALL EQUIPMENT AT 3 MONTHLY INTERVALS.
HEWITECH WILL REMOVE FROM SERVICE ANY DEFECTIVE EQUIPMENT AND WILL TRAIN ALL USERS TO CHECK EQUIPMENT FOR SIMPLE DEFECTS PRIOR TO USE

WORK EQUIPMENT

THE COMPANY IS AWARE OF THE RISKS TO SAFETY FROM THE USE OF SIGNIFICANT ITEMS OF WORK EQUIPMENT.

THE COMPANY WILL SEEK TO MEET THE REQUIREMENTS OF THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 AND THE LIFTING OPERATIONS AND LIFTING EQUIPMENT REGULATIONS 1998.

THE COMPANY WILL SEEK TO ENSURE THAT PERSONNEL WILL BE CORRECTLY TRAINED IN A SAFE OPERATION OF THE EQUIPMENT AND MUST SATISFY THEIR LINE MANAGER THAT THEY ARE COMPETENT BEFORE OPERATING THE EQUIPMENT ALONE. ALL NEW EMPLOYEES OR THOSE WHO ARE INEXPERIENCED WILL BE SUPERVISED UNTIL COMPETENT.

MANUAL HANDLING

THE MANUAL HANDLING OF LOADS IS CONTROLLED BY THE MANUAL HANDLING OPERATIONS REGULATIONS 1992. HEWITECH WILL ASSESS THE RISKS FROM MANUAL HANDLING TASKS AND WILL IMPLEMENT APPROPRIATE CONTROLS. THOSE WHO MAY HAVE A MUSCULAR-SKELETAL INJURY OR PROBLEM ARE ASKED TO REPORT THE FACT, NO MATTER HOW CAUSED, SO THAT THE COMPANY CAN ASSESS INDIVIDUAL RISKS AND REDUCE THE EFFECTS ON THE INDIVIDUAL.

NOISE

THE COMPANY IS AWARE THAT ON SITES THERE IS THE POTENTIAL FOR NOISE LEVELS TO REACH POTENTIALLY HARMFUL LEVELS.

THE COMPANY HAS DETERMINED HEARING PROTECTION ZONES IN AREAS OF HIGH RISK, I.E. GENERATORS, DRILLS AND EAR PROTECTION WILL BE PROVIDED FOR THESE AREAS.

EMPLOYEES ARE ASKED TO ADVISE THE PRODUCTION MANAGER OF ANY PROBLEMS THEY MAY EXPERIENCE WITH THEIR HEARING.

THE COMPANY WILL ACTIVELY CONSIDER METHODS OF NOISE REDUCTION FROM NOISE GENERATED BY ITS VARIOUS ACTIVITIES.

PROTECTIVE CLOTHING AND EQUIPMENT

THE COMPANY RECOGNISES ITS RESPONSIBILITIES WITH REGARD TO THE FREE PROVISION OF PPE WHICH WILL BE PROVIDED AFTER NEED HAS BEEN IDENTIFIED THROUGH RISK ASSESSMENT. THE COMPANY WILL ASK EMPLOYEES TO SIGN FOR PPE WHEN ISSUED AND WILL ADVISE EMPLOYEES OF THE CORRECT METHOD OF USE AND STORAGE. WORN OR DAMAGED PPE WILL BE REPLACED.

THE COMPANY EXPECTS AND REQUIRES EMPLOYEES AND OTHERS TO WEAR PPE WHEN SUCH NEED HAS BEEN IDENTIFIED.

VEHICLE SAFETY

HEWITECH UK LTD IN ACCORDANCE WITH THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998, MAINTAINS ITS VEHICLES AND ENSURES THAT THOSE WHO DRIVE THEM ARE BOTH PHYSICALLY FIT AND COMPETENT TO DO SO.

DRIVERS ARE EXPECTED TO INSPECT VEHICLES PRIOR TO USE TO ENSURE THAT THEY ARE ROADWORTHY. IN ADDITION DRIVERS ARE EXPECTED TO FOLLOW THE FOLLOWING SAFETY RULES.

- NOT TO DRIVE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL
- NOT TO DRIVE AGAINST THE ADVICE OF A MEDICAL PRACTITIONER

- NOT TO DRIVE WHEN DISQUALIFIED
- NOT TO USE A HAND HELD MOBILE PHONE WHEN DRIVING AND ONLY TO USE HANDS FREE PHONES WHEN CONDITIONS ARE SAFE.

FORK LIFT TRUCKS

THE COMPANY WILL ENSURE THAT FORK LIFT TRUCKS ARE USED SAFELY AND IN ACCORDANCE WITH THE PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998. FORK LIFT TRUCKS WILL BE CORRECTLY MAINTAINED AND INSPECTED BY COMPETENT ENGINEERS WITH DRIVERS CORRECTLY TRAINED AND PHYSICALLY FIT FOR THE TASK.

THE COMPANY WILL TAKE STEPS, SO FAR AS PRACTICAL, TO ENSURE THAT FORK LIFT TRUCKS DO NOT OPERATE IN AREAS WHERE PEOPLE ARE WORKING OR WALKING UNPROTECTED.

CONTRACTORS AND VISITORS

HEWITECH UK LTD WILL TAKE STEPS TO ENSURE THAT THOSE VISITORS AND CONTRACTORS WHO VISIT THE SITE DO SO SAFELY. CONTRACTORS WILL BE ASKED TO PROVIDE SAFE SYSTEMS OF WORK. WORK WILL BE MONITORED BY THE SENIOR MANAGER TO ENSURE THE WORK IS UNDERTAKEN SAFELY.

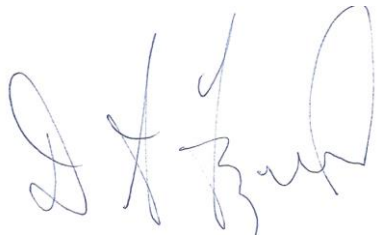
THE COMPANY WILL ADVISE CONTRACTORS AND VISITORS OF LOCAL SAFETY RULES. VISITORS WILL BE ASKED TO REPORT TO RECEPTION UPON ARRIVAL AND WILL BE ACCOMPANIED AT ALL TIMES.

YOUNG PERSONS

THE COMPANY RECOGNISES ITS DUTIES UNDER THE MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 TO MAINTAIN THE SAFETY OF THOSE BELOW THE AGE OF 18 YEARS AND WILL ASSESS THE RISKS TO YOUNG WORKERS.

YOUNG PEOPLE WILL BE CLOSELY SUPERVISED DURING WORK ACTIVITIES.

THE COMPANY WILL WORK WITH SCHOOLS TO ENSURE THAT SAFE SYSTEMS ARE ADOPTED TO REDUCE THE RISKS TO YOUNG PEOPLE ON WORK EXPERIENCE.



SIGNED

POSITION Managing Director DATE ...14/01/2021