

THE HOME



OF CYCLING

# Health & Safety Policy

It is the policy of Quench Cycles, powered by Whyte Bikes Ltd and all of its subsidiaries to have a commitment to the health & safety of all its employees whilst in the workplace, whether office or community based. Whyte Bikes Ltd also recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

As a company we intend to comply with all relevant legislation and guidelines and it is the responsibility of the managers and owners to implement the policies and continue to review the appropriateness of policies and procedures in light of new regulations and requirements. Our health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as are necessary to implement the policy and achieve the stated objective.

While the management of Whyte Bikes Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

Whyte Bikes Ltd will provide every employee with the training necessary to carry out his or her tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their manager or the company safety advisor.

An effective health and safety program requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation, which could jeopardise the well being of himself or herself or any other person.

All injuries, however small, sustained by a person at work must be reported to company safety advisor. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

It will be the responsibility of site managers to evaluate the health & safety of the working environment and to act on feedback provided to them, which indicates potential hazards or risks. Whilst accepting overall responsibility for the health & safety of all employees, we need cooperation from all staff involved and must have continual communication at all levels.

Initial basic training regarding health & safety matters and full company policies will be communicated to all staff during the initial induction and prior to the commencement of work.

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Opening Times: 8-5pm, 7 days a week



# Health & Safety Policy (cont.)

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## Responsibilities

The effectiveness of this safety policy is dependant on the people who are responsible for ensuring that all aspects of work are carried out with due consideration for safety and with minimum risk to health.

Ultimate responsibility lies with the Directors but specific duties are delegated to others according to their function, experience and training.

Similarly all supervisors must ensure that all operatives, sub contractors and visitors adopt this policy.

Each individual person has a duty of care to her / himself as well as to those they come into contact with during any part of the working day.

Both employers and employees have duties under the Health & Safety at Work Act 1974.

### **It is the responsibility of the company to:**

1. Provide and maintain a working environment that is safe and free from risks to safety & health.
2. Carry out the appropriate assessment of risks within each working environment, and specify what needs to be done to minimise the risks identified
3. Provide adequate training and instructions regarding health & safety matters to all employees, both community and office based
4. Provide all staff with appropriate protective clothing and equipment necessary for them to fulfill their everyday tasks
5. Maintain adequate records regarding health & safety assessments and issues, and records of accidents & incidents
6. Regularly review and update policies and procedures relating to health & safety

### **It is the responsibility of the employee to:**

- Read and understand the company's safety policy and carry out your work in accordance with its requirements.
- Work safely and efficiently
- Do not attempt to lift or move, on your own, articles or materials so heavy as likely to cause injury. Do not attempt to reach items on high shelves unless using steps or properly designed hop-ups do not improvise or climb.
- Use protective clothing & equipment as required
- Comply with all company policies and specific instructions
- Be observant and look out for risks or hazards and report them immediately to your manager
- Do not try to use, repair or maintain any office equipment or machinery for which you have not received full instructions or training. Report any defects in office equipment or machinery immediately to your supervisor.
- Ensure that you know the procedure in the event of a fire.
- Report any unsafe practices, environments and equipment

# Health & Safety Policy (cont.)

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- Find out from your supervisor the position of the first aid box and who is responsible for it.
- Report any accidents, incidents or damage arising that have lead to, or may lead to damage or injury Report any accident or damage, however minor, to your supervisor. Ensure that corridors, office floors, doorways, etc. are kept clear and free from obstructions.
- Suggest ways of eliminating hazards and improving working methods.
- Warn new employees particularly young people of any known hazards.

**You should familiarise yourself with the Health & Safety manual held on site that fully details specific areas regarding health and safety.**

## Accidents

All staff must report any accident or incident to your manager, whether involving actual injury or not. A log is kept for each accident or incident to determine the cause and prevent reoccurrence. For serious injuries we may require you to submit a written record to supplement the information in the accident/incident log.

Under the RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences) Regulations there are certain injuries and diseases, which have to be reported to The Contact Centre and the Health & Safety Executive. The Company is responsible for this reporting and for maintaining the necessary records to meet the legal obligations.

All accidents or dangerous occurrences must be reported immediately to a manager so that appropriate action can be taken.

## Control of Substances Hazardous to Health [COSHH]

COSHH applies to substances that have been identified as being toxic, corrosive or irritant.

This includes cleaning materials, pesticides, acids, disinfectants and bleaches, and naturally occurring substances such as blood, bacteria etc.

The company has a duty to its employees and others when their operations involve the use of substances that are hazardous to health. The regulation's, which covers the control and safe use of all materials, chemicals and substances, is the Control of Substances Hazardous to Health Regulations 1999.

Senior management is responsible for carrying out methodical COSHH assessments for substances, which may be used by their employees. They are also responsible to have a system in place for checking that the control measures are in order. The regulations define how the company is expected to safely manage the use of potentially harmful substances.

## Planning Procedures

All work will be planned to take the above standards into account.

The company will provide written assessments for all those products, which have to be assessed as hazardous to health. Before work starts, the office manager will ensure that any special protective cloths, or equipment, required is available for use.

# *Health & Safety Policy* (cont.)

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## **Supervision**

The supervisor will ensure that, before operatives are set to work, they will be instructed in the safe use of any product they are using in accordance with the written assessment. They will take into account the circumstances and conditions in which the substance is being used when instructing the workforce. They will ensure that any necessary protective clothing or equipment is made available.

## **Safe System Of Work**

Managing hazardous substances, and complying with the COSHH regulations, requires the company to take the following steps to comply with the regulations: -

1. Assess the hazards and risks to health.
2. Implement a control programme.
3. Ensure that the controls are being used and maintained.
4. Where necessary, monitor the control measures.
5. Where necessary, measure workers exposure.
6. Where necessary, carry out medical surveillance.
7. Inform, instruct and train persons likely to be affected about the risks and precautions.
8. The keeping of records.

All suppliers and sub-contractors must provide full COSHH information on any materials that they provide or supply. All staff will be trained in the use of the material.

A stock of protective clothing and safety equipment is to be provided when and where required. Materials and equipment delivered to the company premises or work areas are to be stacked and stored in a position, which does not create a hazard.

## **Safe Handling Agents & Chemicals**

1. Handle all chemicals and agents with care
2. Always wear applicable protective clothing (aprons, gloves, goggles)
3. Always read the instructions on the label of the product to be used
4. Never mix chemicals from separate containers
5. Ensure adequate ventilation
6. Store all chemicals in a cool dry place, safely out of reach of children
7. Keep all chemicals away from heat
8. Never smoke whilst using chemicals

# *Health & Safety Policy* (cont.)

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## **Moving & Handling**

### **Introduction & General Policy**

The Management of Health and Safety Regulations 1992 and the Manual Handling Operations Regulations 1992 were implemented on 1 January 1993 and reinforce the Health & Safety at Work Act 1974.

Under Health & Safety Legislation staff have a responsibility for their own health and safety and that of others wherever they work. The European Community Regulations (manual Handling Operations Regulations 1992) require the avoidance of manual handling tasks wherever possible.

### **Principles Of Lifting (Objects Not Individuals)**

- Always think and plan before you lift. Before you attempt any lifting, think about the object that you are carrying, where it is and where you will be taking it. Clear yourself a pathway so that there are no obstacles that could cause you injury.
- Never lift excessive loads.
- Never carry a heavy load in one hand only – distribute the weight evenly.
- Get as close to the weight as you can. Stand with your feet shoulder width apart and ensure that you have a good solid stance. Then, squat down so that you are bending at the knees and hold the object in close to you.
- Keep your back straight but not stiff.
- Bend at your hips and knees and use your strong hip and thigh muscles.
- Never twist your body whilst lifting.
- Use your body weight and momentum where possible.
- Use as broad a handgrip as possible.
- Keep your elbows tucked in close to your body.
- Always wear loose fitting clothing and sturdy footwear when lifting.

# *Health & Safety Policy* (cont.)

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## **Fire Policy, Procedures & the Organisation for Fire Safety Management**

### **Specific Arrangements & Responsibilities**

Whyte Bikes Ltd recognises its responsibilities for the health and safety of all staff and visitors to the premises. Fire Safety procedures have been specifically prepared to ensure that the company properly discharges its responsibilities.

### **Directors**

- Have overall responsibility for the management of fire safety for the company and will ensure that fire safety matters are a regular agenda item at Operations Meetings.
- Regularly monitor the Policy and Procedures for Fire Safety Management

### **Site Managers**

- Undertake the lead for the overall development, co-ordination and effective implementation of Fire Safety Policy and Procedures by:
- Ensuring that the introduction of this Policy and Procedures document is communicated to all staff including new staff.
- Allocating responsibility for Fire Safety Management to staff and managers to ensure their commitment.
- Ensuring Fire and Safety awareness training is available to all staff.
- Being responsible for reporting Fire Safety matters to the partners.
- Maintaining a Fire Drill Program
- Carry out weekly testing of the Fire Alarm system and record results of the test.
- Arrange quarterly tests on the emergency lighting system following Planned Preventive Maintenance procedures and record the results of the test.
- Carry out monthly visual inspections of extinguishers and arrange for all extinguishers to be tested annually by an approved contractor.
- Checking that annual test dates of extinguishers are recorded.
- Carry out monthly tests on the Automatic Fire Detection equipment.
- Ensure that contractors working on site are made aware of the relevant contents of this document and comply with the procedures.
- On hearing the fire alarm, the Fire Brigade has been called.
- Taking roll calls at their nominated assembly points, following evacuation of the premises.
- Staff under their management adhere to Fire Safety procedures.
- Combustible items are not stored on Means of Escape routes or in stairways, lifts or circulation areas.

# *Health & Safety Policy* (cont.)

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- Fire doors are not held in the open position except by approved hold-open devices.
- Assisting with the implementation of the Fire Drill program.
- Ensuring regular attendance of staff at Fire & Safety Training sessions.

## **Employees**

- Are expected to co-operate with management in providing a safe working environment for all staff and visitors by adhering to this Policy and Procedures and reporting any fire safety matters to their manager.
- Must ensure that they attend at least one training session every twelve months.

### **Must know:**

- What to do on discovering a fire or on hearing the fire alarm.
- Where all designated fire exits from the building are situated.
- Where fire alarm “break glass call points” are situated (to be found on all escape routes and adjacent to all designated fire exits from the building).
- Where fire extinguisher points are located.

## **Fire Procedures**

- If you discover a fire or suspect a fire, immediately raise the alarm by operating the nearest fire alarm call point.
- Remove people from immediate danger through the nearest set of fire doors to a safe position within the building. Do not re-enter the area affected by the fire once all personnel have been safely evacuated. Report to your assembly point.
- Attack the fire with the appropriate extinguisher – but **ONLY IF YOU FEEL SAFE IN DOING SO**.
- If possible contain the fire by shutting all fire doors to the affected area.
- Report the situation to the senior manager upon their arrival.
- The senior manager take overall charge of the incident, liaising with the senior Fire Brigade officer, ensuring that no one enters the building until instructed by them.

## **On Hearing the Fire Alarm**

- The manager will immediately call the Fire Brigade by dialing 999. Once connected to the Fire Brigade give the nature of the incident, i.e. “fire alarm actuating .....” and the full address and telephone number,
- All staff Must leave the building by the nearest fire exit closing doors and windows as they proceed and report to their nominated assembly point
- If evacuated to the nominated assembly point, staff and visitors should stay in that area so an accurate roll call can be taken. All personnel should ensure that they do not obstruct the Fire Brigade.
- Do not use lifts when the fire alarm is sounding
- Do not re-enter the building.
- Do not stop to collect personal belonging.
- Stay at the designated assembly point until you are told it is safe to re-enter the building.