

Brockhouse Group	Ref:	HSM4
HEALTH & SAFETY MANUAL	Issue Date:	Feb 16
HEALTH & SAFETY POLICY	Issue:	2

This is the Health & Safety policy statement of Brockhouse Group Ltd and is reviewed as part of the Health and Safety Management System

1.1 Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To provide and maintain safe plant and equipment
- To ensure safe handling and use of substances
- To provide information, instruction and supervision for all employees
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions
- To review and revise this policy as necessary at regular intervals

Signed

(Employer)

Position

Date

Review Date

2.0	RESPONSIBILITIES	
2.1	Overall and final responsibility for health and safety is that of the Operations Director	Operations Director

Approved by Operations Director Tony Baldassarra	Date:	Signature:
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2.2	Day to day responsibility ensuring this policy is put into practice is delegated to the Health & Safety Manager	H & S Manager
2.3	<p>The qualifications of the Health and Safety Manager are detailed below:</p> <p>NVQ Level 4 in Occupational Health & Safety NEBOSH National General Certificate in Occupational Health and Safety NEBOSH National Certificate in Fire Safety and Risk Management NEBOSH National Certificate in Environmental Management NEBOSH National Certificate in Construction Health & Safety IOSH Managing Safely CIEH Level 2 Chartered Institute of Environmental Health OHSAS 18001 IRCA accredited Internal Auditor ISO 14001 IRCA accredited Internal Auditor Chartered Member of The Institution of Occupational Safety and Health (CMIOSH) Member of the Institution for Learning (MIfL) Qualified Teacher Learning and Skills (QTLS) (AB004812) Member of the Institution of Engineering and Technology (MIET) Member of the International Institute of Risk and Safety Management (MIIRSM)</p>	
2.3	To ensure health and safety standards are maintained / improved, the following people have responsibility in the following areas:	<p>Operations Director</p> <p>H&S Manager</p>

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	<pre> graph TD OD[Ops Director] --> PM[Production Manager] OD --> HSM[Health & Safety Manager] OD --> MS[Maintenance Supervisor] OD --> ALL[ALL] PM --> FS[Forge Supervisor] PM --> PFS[Post Forge Supervisor] PM --> MS2[Machine Supervisor] </pre>	Production Manager Forge Supervisor Maintenance Supervisor Machine Supervisor Post Forge Supervisor
2.4	<p>All employees have to:</p> <ul style="list-style-type: none"> • 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 their own health and safety • Report all health and safety concerns to an appropriate person (as detailed in this policy statement) 	ALL
3.0	HEALTH & SAFETY MANAGEMENT SYSTEM	
3.1	<p>Brockhouse has a health and safety management system of which this section forms a part. The H&S management system requirements are detailed in HSM5 which includes roles and responsibilities.</p>	

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4.0	HEALTH & SAFETY RISKS ARISING FROM WORK ACTIVITIES	
4.1	<p>Procedure HSP9 Risk Assessment details the arrangements for completing risk assessments including:</p> <ul style="list-style-type: none"> • Who will undertake the risk assessments • The findings of the risk assessments • Actions to remove / control risks and who they are approved by • Checking that implemented actions have removed / reduced risk • Risk assessment reviews 	
4.2	Procedure HSP7 Identification & Evaluation of Health & Safety Aspects & Impacts details the mechanism behind determining the significance of activities within Brockhouse with respect to Health & Safety.	
5.0	CONSULTATION WITH EMPLOYEES	
5.1	Procedure HSP12 Health & Safety Communication details the roles and responsibilities of Brockhouse with regards to employee consultation.	
6.0	SAFE PLANT & EQUIPMENT	
6.1	Procedure HSP14 Housekeeping, Maintenance and Inspection details the roles and responsibilities of Brockhouse with regards to safe plant and equipment.	
7.0	SAFE HANDLING & USE OF SUBSTANCES	

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7.1	COSHH assessments are carried out in accordance to procedure HSP9 as for risk assessments	
8.0	INFORMATION, INSTRUCTION & SUPERVISION	
8.1	The Health and Safety Law Poster shall be displayed on notice boards and in the Health & Safety Managers office	H&S Manager
8.2	General Health & Safety advice is available	H&S Manager
8.3	Procedure HSP5 Health & Safety Training details information on instruction and supervision of employees including responsibilities	
9.0	COMPETENCY FOR TASKS AND TRAINING	
9.1	Procedure HSP5 Health & Safety Training details information on competency for tasks and training including responsibilities	
10.0	ACCIDENTS, FIRST AID & WORK RELATED HEALTH	
10.1	Procedure HSP10 Accidents, First Aid and Work Related Ill Health and Procedure HSP11 Emergency Preparedness & Response cover the roles and responsibilities of Brockhouse for health and safety related incidents.	
11.0	MONITORING	
11.1	Procedure HSP3 Internal Audit and Evaluation of Compliance details information on ensuring compliance with the Health &	

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	Safety Management System of which this policy forms a part.	
11.2	Procedure HSP10 Accidents, First Aid & Work Related Ill Health details responsibility for investigating accidents, sickness absence etc.	
12.0	EMERGENCY PROCEDURES – FIRE & EVACUATION	
12.1	Procedure HSP11 Emergency Preparedness & Response cover the roles and responsibilities of Brockhouse for emergencies.	
12.2	The fire risk assessment will be undertaken and implemented by the Health and Safety Manager or a nominated 3 rd party consultant	H&S Manager
12.3	The fire escape routes are checked every week by the Fire Marshals	Fire Marshals
12.4	Fire extinguishers are maintained and checked by a nominated 3 rd party supplier – currently MHS Alarm Services Ltd	H&S Manager
12.5	Fire alarms are tested every month by Allan Jones and 6 monthly by MHS Alarm Services Ltd.	H&S Manager
12.6	Emergency evacuation will be tested twice a year and recorded on HSF8 Emergency Drill Schedule and Record Form, and any actions following evacuation test rectified as soon as possible and brought to the attention of the senior management	H&S Manager

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