

HellermannTyton Data

Health & Safety Policy Document

March 2021

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HellermannTyton Data Health and Safety Policy

1. Statement of Intent.

It is the objective of HellermannTyton Data to maintain full legal compliance with the Health and Safety at Work Act 1974, and all applicable subordinate legislation. We view this as critical in meeting our main aim of providing a safe environment where employees can have confidence that their health, safety, and welfare, are of paramount importance.

To achieve this, we are committed to:

- Prevent accidents and cases of work-related ill health.
- Conduct workplace risk assessments on all relevant areas, and activities according to a schedule, or when required due to changes to processes, equipment or staff.
- Ensure competence where necessary by providing suitable information, instruction, training, and supervision.
- Consult with the workforce on matters relating to their health, safety, and welfare.
- Provide adequate PPE free of charge.
- Provide a safe and healthy work environment with safe access/egress for all staff, contractors, or visitors.
- Implementing, and maintaining emergency procedures, including evacuation in case of fire or other significant incidents.
- Ensure the safe handling, use, and storage, of hazardous substances.
- Provide safe systems of work where risks to employee safety exist.
- Provide and maintain suitable equipment for any tasks carried out on our behalf by our employees.
- Monitor the effectiveness of our health & safety management system, and implement improvements where possible.

Signed:



Matthew Hunter
Managing Director

Date: March 2021

2. Organisation

2.1 Managing Director

The Managing Director retains ultimate responsibility for the effectiveness of the Health & Safety management system. With this in mind they will:

- Appoint a competent member of staff to manage, maintain, and administer the Health and Safety management system.
- Ensure that the Health & Safety management system is reviewed annually.
- Consult on, and agree to, appropriate Health & Safety objectives.
- Provide adequate finances, resources, and facilities, to achieve organisational Health & Safety objectives.
- Ensure that the Health and Safety policy is current, and relevant to the organisation.

2.2 Health & Safety Coordinator

The primary responsibilities of the Health & Safety Coordinator will be to:

- Manage, maintain, and improve, the Health and Safety management system.
- Consult with members of all departments and advise regarding legal requirements, and best practices.
- Ensure safe systems of work are created and maintained for all regular tasks.
- Oversee the permit to work system.
- Manage a scheduled system for audits, and risk assessments.
- Compile reports both quarterly and annually, on the performance of the Health and Safety management system. These will be available for review by all staff via briefings and publication on the Health and Safety notice board.
- Ensure fire safety audits are conducted, and procedures implemented to ensure compliance with all relevant legislation.
- Chair Health & Safety Committee meetings.
- Ensure Fire alarms, and sprinkler systems are tested on a weekly basis.
- Ensure that emergency procedures are kept up to date.
- Consult with colleagues on matters regarding their health and safety.

2.3 HR Business Partner

The Human Resources Business Partner will have responsibility for:

- Overseeing Occupational Health, and welfare facilities, for all staff
- Ensuring adequate records are maintained regarding competences relevant to the Health and Safety management system e.g., records pertaining to: first aid training, fire marshal training or load handling equipment training.
- Determining where, and when, employee medical assessments are appropriate, and organising the provision of medical services such as: examinations, flu vaccinations, or precautionary testing.
- Ensuring that sufficient records are kept regarding medical reports, services, and incidents, obtained from, provided to, or occurring at work, according to all relevant standards or legislation.
- Ensuring that when identified via risk assessments, required training needs are provided for.
- Supplying appropriate personal protective equipment, free of charge, wherever it is deemed a requirement, or is beneficial to employee safety.
- Ensuring consideration is given to requirements for new and expectant mothers, vulnerable workers and staff members with temporary or permanent physical/mental impairment.

2.4 Senior and Departmental Managers

The Departmental Managers have a responsibility to ensure the following:

- That they provide all new staff members within their department with a thorough induction, to include items such as: safe working practices, welfare facilities, areas of particular risk, and PPE requirements
- All staff members are aware of the Health and Safety policy, and the requirements applicable to them.
- That all staff members are aware of their legal obligation to work in a manner that protects their own, and other staff member's safety.
- That adequate information, instruction, training, and supervision, is provided for all required tasks.
- That regular work-place inspections are carried out.
- That they set a good example with regards to the use of PPE, and safe working practises.
- Instituting or initiating as appropriate, any safety measures, repairs, maintenance, or remedial measures, found to be necessary within their respective departments.
- That they make themselves sufficiently available to receive, discuss, and communicate, Health and Safety concerns both to, or from, employees.

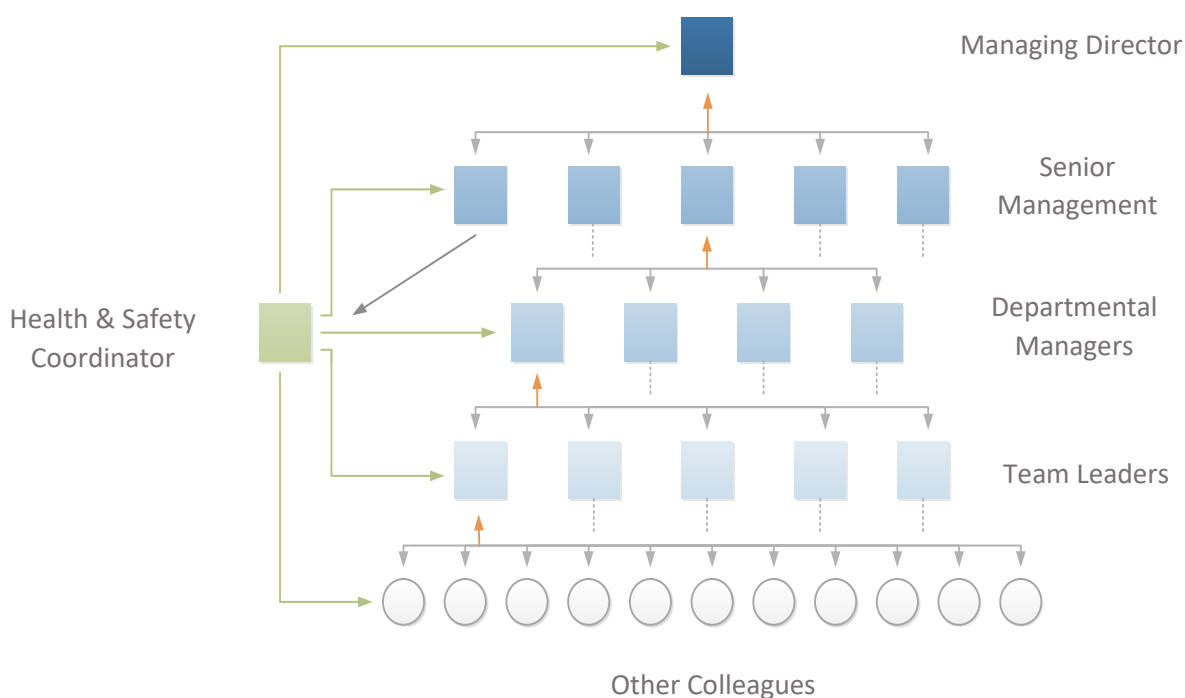
2.5 Other Colleagues

All colleagues regardless of their position have an obligation to:

- Cooperate with risk assessments.
- Observe Health & Safety rules and procedures at all times.
- Wear PPE where required.
- Report all accidents, damages, and near misses.
- Communicate either new hazards, or hazards that have previously not been identified.
- Work in a manner that minimises risk to themselves, and others.
- Not interfere with, or misuse any item of PPE or equipment provided for the purpose of Health and Safety.

2.6 Communication Structure.

All employees are encouraged to communicate any health and safety concerns, accidents, or issues, either to their direct team leader, manager, or the Health and Safety Coordinator.



3. Arrangements

3.1 Risk assessment

Risk assessments will be carried out according to a predetermined schedule and where/when required due to significant changes in operations. Relevant staff will be consulted/required to cooperate with risk assessments where necessary. The associated risk of a particular task, or area, will be considered when determining the interval between assessments. Significant findings will be recorded and retained for a period of 3 years.

3.2 Safe Place of Work

Employees will be provided with a place of work that as a minimum, meets statutory legal requirements. This includes safe access and egress to and from the building. Arrangements will be made to ensure:

- Housekeeping standards are maintained, and slip/trip hazards are minimised.
- Hazardous substances are stored safely.
- The movement of people, and vehicles, will be controlled.
- Building maintenance tasks, when required, will be carried out by an appropriate, competent contractor.

3.3 Safe Systems of Work (SSW)

Documented procedures will be provided for routine tasks, including maintenance. These procedures will document safe working practices, requirements and considerations associated with a particular task. SSWs will be determined by the results of risk assessments and reviewed as required.

3.4 Training & Competence

Health & Safety will form a key part of any task-based training. High risk activities such as operating machinery, Fork Lift Truck operation, or working at height, will be provided with specialised training. No employee will be asked to perform a task for which they are not sufficiently competent, neither should any employee take it upon themselves to perform such a task.

3.5 Occupational Health & Welfare

Adequate welfare facilities will be provided and maintained, for employee use. These will include: drinking water, toilets, washing facilities, changing/clothes storage areas, and break facilities.

First aiders, including defibrillator trained staff and mental health first aiders, will be provided at a ratio no lower than 1 first-aider to every 50 employees. First aid training, and refresher courses will be provided.

3.6 Plant & equipment

The organisation will provide when required, suitable plant and equipment to achieve the company's objectives. Where provided, this plant and equipment will meet relevant legal safety requirements, and be maintained in accordance with any relevant statutory, or regulatory requirements. Where the provision of plant and equipment is required, suitable information, instruction, training, and supervision will also be provided. Use of supplied equipment will be limited to authorised staff only.

3.7 Hazardous Substances

The organisation will ensure, that prior to the use of any chemical substance, consideration will be given to ways in which this use can be avoided. If it is necessary to use a hazardous substance, a safety data sheet will be obtained by the requester of the hazardous substance, then provided to the Health & Safety Coordinator to be risk assessed prior to use. Appropriate controls relating to its use and storage will then be implemented. Records will be kept detailing storage requirements, and emergency measures for each product.

Where necessary the use of local exhaust ventilation systems will be employed to reduce employee exposure.

Risk assessments will also give consideration to the potential for biological hazards, such as legionella, and both ionising, and non-ionising radiation hazards, appropriate controls will be implemented.

3.8 Manual handling.

Manual handling issues will be controlled in the following ways:

- Tasks will be risk assessed to determine where specific controls are required.
- Where reasonably practicable, load handling equipment will be provided.
- Departmental managers, will ensure that any lifting tasks are matched to an individual employee's capabilities.
- Training will be provided on proper lifting technique.
- Housekeeping standards will be maintained to minimise obstacles.

3.9 Display Screen Equipment

The organisation will ensure compliance with regulations on the use of display screen equipment. The risks will be assessed and controls implemented. Particular actions will include:

- Adequate rest breaks.
- Suitable breakout facilities will be provided.
- The provision of free sight tests where required.
- The provision of occupational health services.
- The provision of training and information regarding the risks associated with the extended use of display screen equipment.
- The provision of adequate workstation equipment that at least meets minimum standards in terms of good ergonomic design.

3.10 Fire Precautions

The company will as a minimum, meet legal requirements with regards to fire prevention, and evacuation. To facilitate this, actions taken will include:

- Regular fire risk assessments
- Fire drills carried out at least once a year.
- Fire alarm and sprinkler systems will be checked weekly, and serviced regularly.
- Portable fire-fighting equipment will be placed in appropriate locations around the building and regularly maintained
- Emergency lighting systems will be tested regularly.
- A Chief Fire Marshal will be appointed and Fire Marshals will be selected and trained at a ratio of no less than 1 marshal per 20 employees.
- Housekeeping audits will be carried out with an emphasis on fire exit access, and clear signage.
- Evacuation procedures will include plans to evacuate everybody from the building.

3.11 Emergency plans

The organisation has compiled, and will review and maintain, an emergency procedure detailing the appropriate actions to be taken in the event of any reasonably foreseeable emergency. This plan is to include information such as evacuation plans, emergency contacts, building plans, and any other information that is likely to be beneficial to the senior management team, or emergency services in the event of a serious emergency.

3.12 Personal Protective Equipment

PPE will be provided to employees where it has been deemed necessary by either a risk assessment, or legal requirement. No charge will be levied upon any employee for the provision of basic PPE. However, it would be acceptable for the employee to contribute above the cost deemed reasonable by the organisation if they wish to upgrade on the offered PPE e.g. If an employee would prefer a branded pair of safety boots, then the organisation will pay the sum up to a reasonable level, and the employee can contribute the difference.

As the lowest level on the hierarchy of control, PPE will not be deemed as sufficient risk control in isolation. It can be used to bolster other actions such as engineering, or administrative controls, but is not to be seen as a solution in its own right.

3.13 Contractors and Visitors

Any work such as maintenance, repair, or installation that the organisation requires (but does not have the required competences or certifications to carry out “in-house”, or decides to subcontract), will be supplied by an approved, qualified, and competent, contractor.

It is the responsibility of the employee organising a contractor to ensure that adequate information is provided prior to the work commencing. This information must as a minimum include:

- Confirmation of liability insurance with a minimum amount of cover of no less than £5 million.
- Qualification certificates where necessary such as for electrical, or gas engineers.
- Risk assessment/method statement stating how they plan to complete the work in a manner that is safe to both themselves and others.

Adequate supervision must be provided by the person responsible for organising the contractor to ensure that they conduct their work in line with their method statement.

3.14 Monitoring and Measuring

The organisation will employ both active, and reactive monitoring techniques to monitor the performance of the Health & safety management system. This will involve the use of scheduled risk assessments, audits, and both quarterly, and annual reviews.

Accident, near-miss reports, and investigation results, will be assessed for trends or indicators of potential underlying issues that may require attention. The results of these actions will be used to both celebrate success, and implement improvements where appropriate.

3.15 Management review & objectives.

Outputs from monitoring and measuring activities will be collated and presented as part of the annual management review. This information will be considered when setting objectives for the coming year.

3.16 Consultation and Communication.

The organisation will consult on matters regarding Health & Safety with all employees. Colleagues are to be actively encouraged to pass on concerns regarding Health & Safety arrangements (see 2.6), and will be required to cooperate with risk assessments that are pertinent to their roles/working environment. Issues that are likely to have the potential to have a direct impact on a particular employee, or group of employees will be discussed with them directly.

3.17 Accident, Dangerous Occurrence, Near-miss Reporting, and Investigation.

It is a requirement for all employees that any accident, near-miss, or dangerous occurrence, is reported through the communication structure (see 2.6) at the earliest possible opportunity. All accidents will be thoroughly investigated with a view to implementing controls that will minimise the chance of reoccurrence.

An accident is defined as:

An unplanned, unwanted event which leads to injury, damage, or loss.

A near miss is defined as:

An unplanned, unwanted event that had the potential to lead to injury, damage or loss, but did not, in fact, do so.

A dangerous occurrence is defined as:

A specified event that has to be reported to the relevant authority by statute law.