

# Health and safety policy

**This is the statement of general policy and arrangements for:**

**Overall and final responsibility for health and safety is that of:**

**Day-to-day responsibility for ensuring this policy is put into practice is delegated to:**

Treatment of Surface & Machining of Parts Limited Name of organisation
12 Name of employer
Main engineer Mr. IP

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (Customise to meet your own situation)
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities	Mr. IP	Health & Safety training – ones per week
To provide adequate training to ensure employees are competent to do their work	Mr. YL	Before each new work started
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	Mr. IP	Every day consult and answering questions for every employee who works with machinery and equipment.
To implement emergency procedures - evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at	Mr. YL Mr. IP Mr. AI	Under instructions. Monthly.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	Mrs. TP	Check all premises and clean up then twice per week. Visual check of all equipment, machinery and accessories.

Health and safety law poster is displayed:	On main door; on news stand; on second floor of office.		
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)	On second shelf of door's rack		
Signed: (Employer)	SIGNED	Date:	01.01.2013
Subject to review, monitoring and revision by:	Mr. YL	Every:	Month Or sooner if work activity changes

# Risk assessment

Organisation name: Treatment Of Surface & Machining Of Parts Limited

Date of Risk Assessment: 01 June 2010

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
Manual handling	Staff may suffer musculoskeletal disorders, such as back pain, from handling or moving heavy/bulky objects, eg metal rods, muffle bricks and metal strips.	Staff trained in manual handling. <ul style="list-style-type: none"> <li>■ Workbenches and machine tables set at a comfortable height.</li> <li>■ Strong, thick gloves provided for handling tooling and pallets.</li> <li>■ Trolley and lifting hooks are available for moving purpose when possible.</li> <li>■ Systems of work in place for the safe and careful handling of assembled furniture.</li> </ul>	Where possible, store tooling next to the machine to reduce carrying distance.  <ul style="list-style-type: none"> <li>■ Remind staff to ask for a new set of gloves when old ones show wear and tear, and not to try to lift objects that appear too heavy.</li> </ul>	Manager	01/06/2010	24/05/2010
Machinery	Staff risk serious and possibly fatal cut injuries following contact with moving parts of machinery, particularly saw blades, spindles, drill and milling bits.	<ul style="list-style-type: none"> <li>■ All machines guarded according to manufacturers' instructions.</li> <li>■ Guards inspected regularly and maintained as necessary to ensure their good condition.</li> <li>■ Staff have sufficient space at machines to work safely.</li> <li>■ Staff monitored by manager to ensure guards always used.</li> <li>■ All staff trained in safe use of machines by a competent person.</li> <li>■ All machines braked and fitted with necessary safety features, eg chip limited tooling etc.</li> </ul>	Download information sheets on the safe use of the machines used in the workshop from HSE website and pin them up in mess room.	Manager and Supervisor	01/06/2010	28/05/2010
Exposure to oils/muffle or chemicals dust	Staff risk lung diseases, such as asthma, from dust that can cause some side affect eg headache, sickness or dizziness.	<ul style="list-style-type: none"> <li>■ Staff must do not work with chemicals at all.</li> <li>■ Local exhaust ventilation (LEV) provided at machines and staff are trained in using it properly.</li> <li>■ Ventilation inspected every 12 months by a competent person.</li> <li>■ Dust cleared up using a suitable vacuum cleaner, fitted with an appropriate filter.</li> <li>■ Suitable respiratory protective equipment (RPE) as well as LEV for very dusty jobs, and staff trained in how to use it.</li> <li>■ Staff do health surveillance questionnaire before starting, then annually.</li> <li>■ Any affected staff immediately referred to a medical professional</li> </ul>	<ul style="list-style-type: none"> <li>■ Remind staff of the risks of any dust, and why these controls are necessary.</li> </ul>	Manager	04/06/2010	Weekly
Noise	Staff and others may suffer temporary or permanent hearing damage from exposure to	<ul style="list-style-type: none"> <li>■ Noise enclosures used where practicable, and maintained in good condition.</li> <li>■ Low-noise tooling used where possible.</li> </ul>	Consider if certain machines could be safely mounted on anti-vibration mountings. <ul style="list-style-type: none"> <li>■ Include noise emission in specification for</li> </ul>	Manager	30/06/2010	29/06/2010

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Done
	noise from working machinery and equipment.	<ul style="list-style-type: none"> <li>■ Planned maintenance programme for machinery and LEV systems.</li> <li>■ Suitable hearing protectors provided for staff and staff trained how to use them. Check and maintain them according to advice given by supplier.</li> <li>■ Staff trained in risks of noise exposure.</li> <li>■ Staff trained in systems of work to reduce noise exposure (eg suitable feed rates for certain jobs, timber control etc).</li> </ul>	new vertical spindle moulder, large turning lathe, CNC router and milling machine to be purchased in future.			
Vehicles	Staff may suffer serious, possibly fatal, injuries if struck by a vehicle such as a hand truck or a delivery lorries.	<ul style="list-style-type: none"> <li>■ Hand truck maintained and inspected before each use.</li> <li>■ Pedestrian walkways marked.</li> <li>■ Only authorised people allowed in yard for deliveries/dispatch.</li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure delivery drivers get out of their vehicle and stand in a safe area while it is being loaded/unloaded.</li> </ul>	Manager and all other staff	From now on	On each delivery
Moving and falls	Staff could suffer injuries such as bruising or fractures if they move around machinery and equipment.	<p>Generally good housekeeping – off-cuts cleared away promptly, dust cleared regularly etc.</p> <ul style="list-style-type: none"> <li>■ Staff wear strong safety shoes that have a good grip.</li> <li>■ Good lighting in all areas.</li> </ul>	Remind staff to clear up every day their workbenches and around.	Supervisor and other staff	From now on	Daily
Electrical	Staff could get electrical shocks or burns from using faulty electrical equipment, eg soldering irons, gas, machinery, or a faulty installation. Electrical faults can also lead to fires.	<p>Residual current device (RCD) built into main switchboard.</p> <ul style="list-style-type: none"> <li>■ Staff trained to spot and report any defective plugs, discoloured sockets or damaged cable/equipment to manager.</li> <li>■ No personal electrical appliances, eg toasters or fans, allowed except working tools.</li> </ul>	<p>Ask landlord when the next safety check of the electrical installation will be done.</p> <ul style="list-style-type: none"> <li>■ Confirm with landlord the system for making safe any damage to building installation electrics, eg broken light Switches or sockets.</li> </ul> <p>Always check electrical tools – daily!</p>	Manager and other staff	From now on	Every day
Work at height	Falls from any height can cause bruising and fractures.	<p>Strong stepladder, in good condition, provided.</p> <ul style="list-style-type: none"> <li>■ Only trained, authorised staff allowed to work at height.</li> </ul>	Condition of stepladder to be checked monthly.	Manager	30/06/2010	Monthly
Fire	If trapped, staff could suffer fatal injuries from smoke inhalation or burns.	Fire risk assessment done, see <a href="http://www.communities.gov.uk/fire">www.communities.gov.uk/fire</a> and take necessary Action follow instructions.	<ul style="list-style-type: none"> <li>■ Ensure the actions identified as necessary by the fire risk assessment are completed.</li> </ul>	Manager	From now on...	Monthly

Last assessment review dates:

---

