



HEALTH & SAFETY POLICY

RESPONSIBILITY: DIRECTORS

Document History

Issue	Date	Details of Amendments/Changes	Responsibility
1	16/11/16	Creation	Daryl Michel
2	04/01/19	Amendment to the Responsibility Details	Daryl Michel
3	12/06/19	Rebrand Header & Footer.	Daryl Michel
4	05/07/2021	Amended Header. New address. Updated & incorporated Policy	Roger Lewis

Scope

The following is statement of the company's general health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974, and applies to the Integrated Management System (IMS) operated by Lion Safety Ltd.

Responsibility

It is the responsibility of the Directors to ensure that this policy is implemented and makes recommendations for changes in the light of changes of circumstance should they arise.

All employees are informed of their duties and personal responsibilities under the Health & Safety Act 1974. Further responsibilities are detailed later in this document.

Scope

This policy covers all employees, officers, consultants, contractors, interns, casual workers, and agency workers.

This policy sets out arrangements in relation to:

1. Assessment and control of health and safety risks arising from work activities
2. Preventing accidents and work-related ill health
3. Consultation with employees on matters affecting their health and safety
4. Provision and maintenance of a safe workplace and equipment
5. Information, instruction, training and supervision in safe working methods and procedures
6. Emergency procedures in cases of fire or other major incident

This policy does not form part of any employees' contract of employment and may be amended at any time.

Purpose

Safety is the first and highest priority for Lion Safety Ltd. Lion Safety Ltd. is committed to ensuring the health and safety of employees, visitors, and contractors, and to provide a safe and suitable environment for all those working in our undertaking.



The purpose of the health and safety policy is to comply with the Health and Safety at Work Act 1974 and other relevant statutory provisions. This policy sets out the general approach to health and safety and acts as a pivotal document in the Lion Safety Ltd. Safety Management System. (SMS)

Definitions

SMS – Safety Management System

COSHH – Control of Substances Hazardous to Health

PPE – Personal Protective Equipment

DSE – Display Screen Equipment

RIDDOR – Reporting of Injuries Diseases Dangerous Occurrence Regulations

Roles and Responsibilities

The Lion Safety Ltd. Board of Directors has overall responsibility for health and safety and the operation and implementation of this policy.

The Lion Safety Ltd. Management Team has day to day responsibility for health and safety matters.

All employees share responsibility for achieving safe working conditions. Employees must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

Any health and safety concerns must be reported immediately to a member of the management team or supervision.

Employees must cooperate with managers on health and safety matters, including the investigation of any incident

Failure to comply with this policy may be treated as misconduct and dealt with under the appropriate Lion Safety Ltd HR Policy.

Policy Elements

Information and Consultation

Lion Safety Ltd. will inform and consult directly with all employees regarding health and safety matters.

Lion Safety Ltd. will ensure any safety representatives will receive the correct and adequate training to fulfill their duties competently.

Risk Assessments and Measures to Control Risks

Workplace risk assessments are carried out for all tasks as and when required. The purpose is to assess the risks to health and safety to employees, visitors, contractors and other third parties working in the premises as a result of Lion Safety Ltd. activities, and to identify any measures needed to control these risks.

Measures will be taken to avoid or reduce the need to reduce or carry items that would cause injury (manual handling) and provide training where necessary.

The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training in COSHH will be provided where necessary.

PPE will be provided where there are risks that cannot be adequately controlled by other means.



Equipment

Equipment must be used in accordance with manufacturer's instructions and associated risk assessment (s).

It is the responsibility of the equipment user to report any faults or damage to their manager or supervisor.

Equipment will be maintained in accordance with manufacturer's instructions.

No employee must attempt any repair or maintenance of equipment unless trained to do so

Fire Safety

A fire risk assessment will be carried out for all buildings. It is the responsibility of the management team to ensure any actions are implemented and communicated to employees.

All employees must familiarise themselves with the fire safety instructions displayed throughout the buildings.

If you hear a fire alarm, exit the building immediately by the nearest fire exit and go the assembly point. Do not stop to get belongings and do not re-enter the building until instructed to do so.

Fire Wardens will be appointed and trained, as necessary.

If you discover a fire do not attempt to tackle it unless it is safe, you are trained and feel competent to do so. You must operate the nearest fire alarm before attempting any firefighting.

Nominated individuals will be trained in the use of fire extinguishers.

Employees are responsible for informing their manager if there is any reason, they believe could impede their evacuation in the event of a fire. If necessary, a personal evacuation plan will be created and brought to the attention of the fire wardens and team members working within the vicinity. (with permission of the employee)

Fire drills will be undertaken at least every 6 months at all premises.

Display Screen Equipment

If you use a computer or other DSE habitually as a significant part of your work, you must:

- a. Complete a DSE questionnaire and ensure you answer accurately to ensure any reasonable changes you require can be met
- b. If your DSE assessment requires actions you must discuss these with your line manager
- c. Take frequent short breaks from looking at the screen
- d. If you develop problems from DSE use, you must inform your line manager or supervisor immediately and carry out a review of your DSE assessment

Management of Contractors

Contractors will be subject to an annual review to ensure competence and relevant insurances are up to date.

Prior to any work commencement risk assessments must be submitted and reviewed by the relevant member of the management team. Work will be authorized following this review.

All contractor staff must sign in at the building they are conducting work in and report to a member of Lion Safety Ltd. team. They will then be issued a Permit to Work.

Contractors will be subject to inspection throughout the course of their work.



A list of approved contractors will be held and reviewed annually.

National Health Alerts

In the event of an epidemic or pandemic alert Lion Safety Ltd. will organise business operations and provide advice on steps to be taken by team members, in accordance with official guidance, to reduce infection at work as far as possible.

Employees must comply with instructions issued under these circumstances.

Incidents and First Aid

Details of First Aiders and facilities will be visible to all employees on notice boards or similar.

All incidents and accidents at work, however minor must be reported to a first aider in the first instance to provide support and then to a member of the management team. All incidents must be reported in the accident book and if the incident is significant or major a full investigation must be undertaken.

RIDDOR reportable incidents must be reported to the HSE under the RIDDOR Regulations 2013.

All investigations will produce a formal report, lessons learned and corrective actions

Training, Instruction, Information

Lion Safety Ltd will ensure employees are provided with adequate training, supervision, instruction and information to perform their work competently and safely. This training will be identified based on job description and associated risk assessments and may be provided on the job, by external provider or eLearning.

Records

Records of policy review shall be kept for a minimum of 3 years.

Review

This policy will be reviewed every 3 years.

Audit

This policy will be subject to audit.

Forms

N/A

References

Health and Safety at Work Act 1974

The Management of Health and Safety at Work Regulations (2006 Amendment & 1999)

Managing for Health and Safety (HSG65)

Control of Substances Hazardous to Health Regulations 2002

The Personal Protective Equipment at Work Regulations 1992

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The Health and Safety (Display Screen Equipment Regulations) 1992

The Reporting of Injuries Diseases Dangerous Occurrence Regulations 2013

Coronavirus Scotland Act 2020

Equipment

N/A

Appendix

N/A

This policy is communicated to all employees and personnel working on behalf of the company and is available for review by any interested party upon request.

Signature of Director

Date

A handwritten signature in black ink, appearing to be "RC Lewis".

05.07.2021