

U. K. CALIBRATIONS LTD.

HEALTH & SAFETY POLICY

AND PROCEDURES

INDEX

1. POLICY STATEMENT.
2. RESPONSIBILITIES.
3. TRAINING.
4. HAZARD IDENTIFICATIONS.
5. RISK ASSESSMENT.
6. ACCIDENT INVESTIGATION AND REPORTING.
7. CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH.
8. ELECTRICITY AT WORK.
9. FIRST AID AT WORK.
10. PERSONAL PROTECTIVE EQUIPMENT.
11. LONE WORKER ARRANGEMENTS.
12. HEALTH AND SAFETY CONSULTANCY: COMPETENT PERSONS.
13. METHOD STATEMENTS.
14. ENVIRONMENTAL
15. SMOKE FREE POLICY.
16. REVIEW DATE.

HEALTH AND SAFETY POLICY STATEMENT

The management and personnel of this company fully accept that it has a responsibility for ensuring that health and safety is maintained at a high level and to approach the management of working practices in a way, which promotes safety in all aspects of our business.

We are committed to identifying, assessing and controlling risks that exist at our site and customers sites and to evaluating and monitoring the measures and safeguards, which are introduced to counter any risks which are identified. This will be achieved through the process of risk assessment, which applies to any nature of risk.

In controlling risks and introducing safeguards, we will prioritise the significant risks as major areas of activity expending such resources as are warranted by the nature of the risk to eliminate, or at least effectively control the risk at source, using personal protective equipment only as “a last resort”

We further recognise our responsibility to ensure that welfare facilities are such that health is not adversely affected, that we maintain all work in a suitable condition for the tasks to be performed within them and that all emergency situations are properly catered for and have sufficient resource to ensure effective protection of our workforce.

To achieve these goals, we fully recognise the invaluable resource of our people and are committed to training and development of staff in line with our overall policy and specific work activities, using their input as a valuable source of hazard identification and risk control. In this way, each and every individual has a vital and specific role in maintaining our safety standards.

Signed *Steve Gray*

Date 1st August 2010.

Review date. ...August 2011

2. RESPONSIBILITIES.

1. The Directors shall have the following responsibilities.
 - i. To publish the H&S & Procedures, and to review them as required.
 - ii. To provide adequate resources for Health & Safety.
 - iii. To require Health & Safety issues to be a standard agenda item at senior management meetings.
 - iv. To require high standards of Health & Safety and to receive reports from the management team.

2. The Sales Director shall have the following responsibilities.
 - i. To ensure that Health & Safety is a considered item at the tender stage of all work.
 - ii. To ensure Risk Assessment and Method Statements are in place for all tasks when they are required.
 - iii. To enforce safety standards during site visits.
 - iv. To enforce that adequate PPE is available for the working team.
 - v. To follow up any Health and Safety issues reported.
 - vi. To liaise with enforcement Agencies where appropriate.

3. Service Engineers shall have the following responsibilities.
 - i. To follow laid down procedures, method statements etc.
 - ii. To conform to client's rules on site visits.
 - iii. To ensure that all tools and work equipment are safe and without patent defect.
 - iv. Where new work is undertaken, to account a Risk Assessment before work commences.
 - v. To wear PPE as provided as required by site conditions.
 - vi. To ensure that work undertaken does not present a hazard to others (including Client staff and members of the public)
 - vii. To promptly report any major issues

4. All staff shall have the following responsibilities
 - i. To take responsible care for their own safety and the safety of others.
 - ii. To co-operate with his/her employers in the interest of Health & Safety.
 - iii. Not to interfere with or misuse anything provided for Health & Safety.
 - iv. To report any defects.
 - v. To follow training, rules etc. as they affect safety.

5. The Health & Safety Director shall have the following responsibility
 - i. To inform other members of management of changes in legislation etc.
 - ii. To follow up any defect reports or reported problems.
 - iii. To liaise with clients to ensure that their Safety Requirements are met at all times.

TRAINING SCHEDULE.

1. Since U K Calibrations operations are exclusively on other company's premises as a generality then the content of the U K Calibrations Health and Safety section on training is mainly carried out by our customers via training videos and courses.

2. **Generic risks of workplaces.**

Conform to the client's site rules at all times.

The main risk of injury in the workplace is from carelessness.

Be alert at all times.

Forklifts are a serious danger. Be ever watchful for there movements and give them plenty of room for manoeuvres.

Wear PPE as required by the customer.

Keep too designated routes whilst on the customer's premises, DO NOT take short cuts between machinery, pallets, and workbenches.

Ensure that all tools and work equipment are safe and without patent defect.

Ensure that all work undertaken does present a hazard to you and to your client's staff.

Do not interfere with or misuse anything provided for Health & Safety.

3. **Emergency Procedures.**

In the event of an emergency follow all instructions given by the safety marshalls

4. **Visiting Procedures.**

Enter the premises through the main reception and sign the visitor's book.

If no visitor book is available then make yourself known to your main contact.

On completion of work ensure your workplace and the equipment is left in a safe working condition.

Sign out in the visitor's book or make sure your contact is aware that you are leaving the site.

Ask the client to explain the sites Health & Safety rules for emergency evacuation, fire escapes and assembly point.

5. **Accident Reporting.**

All accidents minor or otherwise must be reported immediately to the client and to the U K Calibrations Ltd main office for recording into the Accident Book noting the name and time of the accident, a description of the injury itself, the victims full name, occupation and where the accident or dangerous occurrence took place.

6. **Risk assessment.**

Carry out Risk Assessment as required as per the U K Calibrations Health and Safety Procedures.

Issued by U K Calibrations Ltd
1st August 2010.

Mr S Gray

Safety Officer.

4. HAZARD IDENTIFICATION.

1. On an ongoing basis, any safety hazard identified should be reported for action to the Manager of the site or the immediate supervisor of a task
2. Where defects have been noticed, these should be rectified immediately.
3. If a highlighted defect cannot be dealt with in the short term, a written response shall be made detailing alternative, or delayed action.

5. RISK ASSESSMENT.

1. The requirement to conduct Risk Assessment as stated in the Management of Health & Safety at Work Act, will be met by the provision of this section.
2. Additional specific assessments (e.g. Manual Handling and Lifting, Personal Protective Equipment) will be similarly conducted as required.
3. The Risk Assessment process is as follows;
 - i. List all tasks undertaken using generic listings where risks are the same.
 - ii. Using Risk Assessment forms, conduct an assessment following the form provided
 - iii. Having identified hazards and assessed risks, compare with existing controls, identifying any need for further development.
 - iv. Where action is required, this should be the subject of a written Safe System of Work.
 - v. The form should be signed and dated by the person undertaking the assessment.
4. The Risk Assessment should be revised in the light of change or accident, and in any case on a regular basis.
5. Where generic Risk Assessment highlights the presence of manual handling and lifting tasks, a specific assessment form should be completed and actioned accordingly
6. Risk Assessment forms covering the main Company Operations are attached.

HARDNESS TESTING MACHINES.

REF No.....

**U K Calibrations Ltd.
RISK ASSESSMENT**

PREMISES:

DEPARTMENT:

OPERATION:

PEOPLE INVOLVED:

DESCRIPTION OF OPERATIONS:

FREQUENCY OF OPERATIONS:

RISKS INVOLVED

LIKELIHOOD

EXISTING CONTROLS

ADEQUACY

DATE:.....

OPERATORS SIGNATURE.....

ASSESSED BY.....

WIRE STITCHING MACHINES.

REF No.....

**U K Calibrations Ltd
RISK ASSESSMENT**

PREMISES:

DEPARTMENT:

OPERATION:

PEOPLE INVOLVED:

DESCRIPTION OF OPERATIONS:

FREQUENCY OF OPERATIONS:

RISKS INVOLVED

LIKELIHOOD

EXISTING CONTROLS

ADEQUACY

DATE:.....

OPERATORS SIGNATURE.....

ASSESSED BY.....

6. ACCIDENT INVESTIGATIONS & REPORTING.

1. All accidents and potentially dangerous incidents which occur in the work place should be reported to the site manager.
2. Accidents due to an injury received at work which require an absence of three days or more are statutorily reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR).
3. All incidents, minor or otherwise, should be recorded in the U. K. Calibrations Accident Book noting the name and time of the accident, a description of the injury itself, the victims full name, occupation and where the accident or dangerous occurrence took place. Where a serious accident occurs, a more comprehensive accident report should be completed in order to establish the cause of the accident and to identify action to be taken to prevent the same happening again.
4. Certain classes of accidents are specified as “major” under RIDDOR. These include the break of a major bone of the body, or hospitalisation for more than twenty-four hours.
5. If an employee, whilst at work, is the victim of an act of violence, this is defined as a major accident under RIDDOR. Therefore, this should be reported as stated in 4.

7. CONTROL OF SUBSTANCES.

1. The requirements to restrict exposure to substance harmful to health are contained in the Control of Substances Hazardous to Health Regulations (COSHH). This calls for an assessment of substances in use at work.
2. The following steps should be taken:
 - i. All substances in use should be identified and listed.
 - ii. Where a harmful substance is identified, full details should be requested from the manufacturer. A specified Material Safety Data Sheet.
 - iii. On the basis of this information and discussion and observation on usage, an assessment should be conducted and documented. (Sample forms are attached).
 - iv. Action should be taken as highlighted.
3. Where the need for specific training in the use of a substance is identified, a safe System of Work should be conducted.
4. Once completed the assessment will need to be reviewed if there is a change in the substance used, if the task changes in operation, where a new task is undertaken, and at least on an annual basis.
5. Substances provided should not be used for any other purpose than that for which they are supplied.
6. At present no such substances are used by U. K. Calibrations.

8. ELECTRICITY AT WORK.

1. Under the Electricity at Work Regulations there is a requirement to maintain all portable electrical equipment in good order.
2. All hand held power tools etc. along with portable appliances within the office should be leaked tested on an annual basis to a set schedule.
3. A register of equipment should be maintained, with checks documented.
4. When equipment fails, a full statement of action should be appended.
5. Testing of equipment must be carried out by a competent person. If a contractor is engaged to carry out such work, he must stipulate credentials.
6. Electrical equipment in use is not to come into contact with water unless designed to do so.
7. Where possible a 110v power supply shall be used at all times.
8. Where a defect is noted in an item of electrical equipment, it shall be removed from use immediately and arrangements made for its repair.
9. Where 240v tools are to be used, an RCD will be used in combination.

9. FIRST AID.

1. Since U. K. Calibrations operations are exclusively on other company's premises, as a generality, their first aid facilities will be used, and accidents will be entered in their site accidents records.
2. Each staff member driving a U.K. Calibrations vehicle will be issued with a First Aid Kit to be kept in an appropriate position within the vehicle.
3. Topping up the First Aid Kit will be the responsibility of vehicles driver.

10. PERSONAL PROTECTIVE EQUIPMENT.

1. Site rules and instructions concerning PPE will be met at all times.
2. PPE to a laid down schedule will be made available for all employees.
3. It shall be the responsibility of the employee to safely store and keep any PPE and to report any loss or breakage.
4. PPE issues will be recorded in the Safety Log.
5. PPE Safety Log sheets covering field service engineers PPE requirements are attached.
6. Signed Log Sheets are kept in employees personnel file.

ISSUE OF PERSONAL PROTECTIVE EQUIPMENT. (PPE).

Sample Office Copy.

Date of Issue	01/08/08	01/08/09	01/08/10	01/08/11	01/08/12	01/08/13
Safety Shoes/Boots						
Overalls						
Safety Glasses						
Ear Plugs/Defenders						
Hard Hat						
U K Calibrations Health & Safety Policy						
Issued By						
Employee Signature.						

IMPORTANT NOTE.

I have read the “U K Calibrations Ltd Health and Safety Policy Document” and fully understand my responsibilities.

It is your responsibility as the user of the PPE to take reasonable care, undertake basic maintenance and report any loss or damage immediately for replacement purposes. Your signature acknowledges that you have been instructed on how, where and when to wear or use the above equipment.

Signature.Office Copy.....
1st August 2010

11. LONE WORKER ARRANGEMENTS.

1. All U. K. Calibrations employees will sign in on site, or otherwise make their presence known.
2. Where possible a mobile phone will be carried.
3. If work is to take place in confined spaces etc. the work may be designated a two man job, in discussion with the office.
4. Once a job is completed the U. K. Calibrations staff member should sign out or otherwise make it clear he is no longer on site.

12. HEALTH & SAFETY CONSULTANCY.

1. U.K. Calibrations retain the services of Chris Purslow FCIEH, MIIRSM, of Chris Purslow and Associates.
2. He will act as a competent person for the company, to answer any queries, and to develop systems and procedures.
3. He will additionally monitor sites as agreed with U.K. Calibrations to establish working practises.

13. METHOD STATEMENTS.

1. Method Statement documents covering the main Company's work practices for Hardness Testing and Wire Stitching machines are attached.



U.K. CALIBRATIONS Ltd.

Unit 1, John Samuel Building,
Arthur Drive, Hoo Farm Ind Est.,
Kidderminster, Worcs. DY11 7RA.

Tel. 01562-822924
Fax. 01562-822962

Page 1 of 3.

METHOD STATEMENT FOR ON-SITE VERIFICATION FOR HARDNESS TESTING EQUIPMENT

1. LOCATION.

1.1 On-site verifications are carried out on the customer's premises.

2. OBJECTIVE

2.1 To maintain and verify customer's hardness testing equipment in accordance to UKAS requirements and manufacturers specifications.

3. DATE AND TIME.

3.1 Equipment to be serviced and verified as per manufacturers recommendations at a time convenient to both parties. This will normally be within normal working hours.

4. SCOPE OF WORK.

4.1 General.

4.1.2 Liaise with client so that both parties understand the scope of the work to be carried out.

4.1.3 Prepare work instructions and risk assessment for task and issue to UK calibration staff. All staff to be briefed as to the extent of work, associated risks, site rules, regulations and any restrictions/limitations.

4.2 SITE WORK.

4.2.1 Contact to be made with client to receive permission to enter site. Visitors book must be signed and the safety rules explained by the client.

4.2.2 Re-evaluate issued risk assessment against site conditions and note/take any additional action required.

4.2.3 Carry out agreed maintenance and UKAS verification as per clients order.

4.2.4 Liaise with client regarding any faults found and the recommended course of action for the rectification of such fault. No repairs to the equipment can be carried out without the client's authorization.

4.2.5 On completion ensure that the equipment is left in a safe condition for the use of the customer. Invite the client to inspect/test the machine to ensure that work has been carried out to there satisfaction.

4.2.6 On departure all work sheets must be signed by the customer, visitor badges returned and the customer is aware that you have vacated the premises.

4.3 FOLLOW UP TO SITE WORK.

- 4.3.1 Prepare and submit UKAS certification as to the relevant BSEN ISO standard.

5. WORK FORCE.

- 5.1 All on-site personnel are approved UKAS operatives.
5.1 All UK Calibrations UKAS operatives are time served engineers.
5.2 All UK Calibrations personnel attend training courses as appropriate.

6. CONTACTS.

- 6.1 U. K. Calibrations LTD,
Unit 1, John Samuel Building,
Arthur Drive,
Hoo Farm Industrial Estate
Kidderminster,
Worcestershire,
England,
DY11 7RA.

6.1.2 Telephone Number: 01562 822924.

6.1.3 Facsimile Number: 01562 822962.

7. PERSONAL PROTECTIVE EQUIPMENT.

- 7.1 All UK Calibrations staff carry Hard Hats, Metal Capped Footwear, Eye protection, Ear protection and appropriate clothing, i.e. overalls as per U K Calibrations Health & Safety Document.

8. HAZARDOUS SUBSTANCES.

- 8.1 No hazardous substances are used.

9. TOOLS.

- 9.1 All tools used are hand held tools and are carried in a brief case. No electrical tools are used.

10. RISK ASSESSMENT.

- 10.1 All risk assessments are to the latest issue of UK Calibrations Ltd Health & Safety Policy and Procedures.

11. HEALTH AND SAFETY.

- 11.1 All Health & Safety procedures are to the latest issue of UK Calibrations Ltd Health & Safety Policy Procedures.

12. COMMUNICATIONS.

- 12.1 All UK Calibrations engineers will maintain good communication with the client or their representative to promote good working practices and a high standard of Health & Safety.
12.2 All Health & Safety updates and reviews are to be included as part of the information given to staff working on-site.
12.3 All serious incidents will be communicated to the client as soon as possible.

METHOD STATEMENT PREPARED BY:

MR. STEPHEN GRAY.

DESIGNATION: SAFETY OFFICER.

SIGNATURE.....

DATE.....

Issue No. 3.

Date 1st August 2010.

Review date...1st August 2011.



U.K. CALIBRATIONS Ltd.

**Unit 1, John Samuel Building ,
Arthur Drive, Hoo Farm Ind Est,
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**Tel. 01562-822924
Fax. 01562-822962**

Page 1 of 3.

METHOD STATEMENT FOR ON-SITE SERVICE ON WIRE STITCHING MACHINES

1. LOCATION.

1.1 Maintenance programs are carried out on the customers premises.

2. OBJECTIVE

2.1 To maintain the machines in good working order as per manufacturers specifications.

3. DATE AND TIME.

3.1 Equipment to be serviced as per manufacturers recommendations at a time convenient to both parties. This will normally be within normal working hours.

4. SCOPE OF WORK.

4.1 General.

4.1.2 Liaise with client so that both parties understand the scope of the work to be carried out.

4.1.3 Prepare work instructions and risk assessment for task and issue to UK calibration staff. All staff to be briefed as to the extent of work, associated risks, site rules, regulations and any restrictions/limitations.

4.2 SITE WORK.

4.2.1 Contact to be made with client to receive permission to enter site. Visitors book must be signed and the safety rules explained by the client.

4.2.2 Re-evaluate issued risk assessment against site conditions and note/take any additional action required.

4.2.3 Carry out agreed maintenance as per customer's works order.

4.2.4 Liaise with client regarding any faults found and the recommended course of action for the rectification of such fault. No repairs to the equipment can be carried out without the client's authorization.

4.2.5 On completion ensure that the equipment is left in a safe condition for the use of the customer. Invite the client to inspect/test the machine to ensure that work has been carried out to their satisfaction.

4.2.6 On departure all work sheets must be signed by the customer, visitor badges returned and the customer is aware that you have vacated the premises.

5. WORK FORCE.

5.1 All UK Calibrations engineers are time served.

5.2 All UK Calibrations personnel attend training courses as appropriate.

6. CONTACTS.

6.1 U. K. Calibrations LTD,
Unit 1, John Samuel Building,
Arthur Drive,
Hoo Farm Industrial Estate
Kidderminster,
Worcestershire,
England,
DY11 7RA.

6.1.2 Telephone Number: 01562 822924.

6.1.3 Facsimile Number: 01562 822962.

7. PERSONAL PROTECTIVE EQUIPMENT.

7.1 All UK Calibrations staff carry Hard Hats, Metal Capped Footwear, Eye protection, Ear protection and appropriate clothing as per U K Calibrations Health & Safety Document.

8. HAZARDOUS SUBSTANCES.

8.1 No hazardous substances are used.

9. TOOLS.

9.1 All tools used are hand held tools and are carried in a brief case. No electrical tools are used.

10. RISK ASSESSMENT.

10.1 All Risk Assessments are to the latest issue of UK Calibrations Ltd Health & Safety Policy and Procedures.

11 HEALTH AND SAFETY.

11.1 All Health & Safety procedures are to the latest issue of UK Calibrations Ltd Health & Safety Policy Procedures.

12. COMMUNICATIONS.

12.1 All UK Calibrations engineers will maintain good communication with the client or their representative to promote good working practices and a high standard of Health & Safety.

12.2 All Health & Safety updates and reviews are to be included as part of the information given to staff working on-site.

12.3 All serious incidents will be communicated to the client as soon as possible.

METHOD STATEMENT PREPARED BY:

MR. S GRAY.

DESIGNATION: SAFETY OFFICER.

SIGNATURE.....

DATE.....

Issue No. 3.
Date 1st August 2010.
Review date 1st August 2011.

14. ENVIRONMENTAL

Environmental Policy Statement.

U K Calibrations Ltd has made a commitment to ensure that its operations take into account the possible impact on the environment.

It will work towards:

Ensuring that all relevant Environmental Legislation and Regulations be applied

Reducing Energy Usage by increased Energy Efficiency

Using raw materials in a manner that reduces waste

Re-using or Recycling Waste when possible

Purchasing environmentally friendly materials when appropriate

Raising the awareness of staff so that everyone may be involved

Operating the business in an environmentally sensitive manner

Signed *Steve Gray*

Date.....1st August 2010.

15. SMOKE FREE POLICY

PURPOSE

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

Exposure to second hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

POLICY

It is the policy of **U K CALIBRATIONS LTD** that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. This policy shall come into effect on Sunday 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, customers and visitors.

IMPLEMENTATION

Overall responsibility for policy implementation and review rests with Mr Stephen Gray, Director. However, all staff are obliged to adhere to, and support the implementation of the policy. The person named above shall inform all existing employees and visitors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction.

Appropriate “no-smoking” signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

NON-COMPLIANCE

Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

Signed Mr S. Gray

Steve Gray

Date 1st August 2010.

On behalf of the Company. U K CALIBRATIONS LTD.

16. REVIEW DATE.

1. U K Calibrations Ltd Health and Safety Policy is always under review and amendments are made when required.
2. When amendments have been made all employees are issued with the latest amendments for their own Health & Safety Policy and Procedures Document.
3. This Health & Safety Policy and Procedure Document is read at the Company's A G M so that all employees are fully aware of its content and their responsibility to themselves and to their customers

Signed *Steve Gray*

Mr S Gray
Safety Officer.
1st August 2010.