



## HEALTH AND SAFETY POLICY

H&S Policy Document Iss 5

### General Policy Statement

It is the policy of Larkshill Engineering Ltd to comply with the terms of the Health and safety at Work Act 1974 and subsequent legislation to provide and maintain a health and safety working environment.

Larkshill Engineering Ltd's health and safety objectives are:

***to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an incident-free workplace.***

***To ensure and continually improve product safety.***

All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objectives.

Larkshill Engineering Ltd recognise and accept their duty to protect the health and safety of all visitors to the company, including contractors and temporary workers, as well as any members of the public who might be affected by our operations. We also recognise the requirement to ensure that the products we manufacture and supply to our end users are safe and fit for purpose.

While the management of Larkshill Engineering Ltd will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is also the responsibility of each and every individual associated with the company. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the wellbeing of any other person.

The management of Larkshill Engineering Ltd will provide every employee with the training necessary to carry out their tasks safely. However if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the wellbeing of themselves or any other person.

All injuries, however small, sustained by a person at work must be reported to the Works Manager. Similarly, near misses must be reported to the Works Manager. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive. Larkshill Engineering Ltd's health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be reviewed and if necessary updated every 12 months.

A handwritten signature in black ink, appearing to read "L. Smith", is written over a horizontal line.

Managing Director

9<sup>th</sup> May 2025

Next review: May 2026

## Organisation

The management of Larkshill Engineering Ltd will endeavour to communicate to employees their commitment to safety and to ensure that employees are familiar with the contents of the company health and safety policy. Larkshill Engineering Ltd communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and this policy statement, and by example.

## Product Safety

It is fundamental to Larkshill Engineering Ltd that it designs and manufactures products which are safe for the consumer to use. Larkshill Engineering Ltd achieves this by understanding, assessing and controlling the design and manufacturing process to, wherever possible, prevent the distribution of products which present an unacceptable risk to the consumer.

Our overriding goal is to eliminate, as far as possible, the risk of product failure.

Larkshill Engineering Ltd have a Product Safety Policy, document: LHproductSafetyPolicy001 which outlines our policy objectives to:

- Meet the high standards expected by our customers and all processes and procedures that safeguard the safety, quality and reliability of our products and services.
- Ensure that our products and services, including those provided by our suppliers, meet the specification and customer requirements
- Ensure that we prioritise safety-related tasks so that they get the right attention, time and resource
- Constantly strive to improve the quality and efficiency of our products and services,
- Continuously improve our product safety and safety culture
- Ensure that the whole workforce shares responsibility for product safety.
- Embed learning from safety-related issues
- Encourage product safety reporting with no punitive action resulting from such action

Document: LHProductSafetyPolicy001 outlines the required procedures to be followed in the event of a product issue or associated risk, product or design escape. Document: LHProductSafetyPolicy001 also makes reference to the prevention of counterfeit parts ref. document: LH CFSI Policy001 which must be followed to mitigate the risk of counterfeit, fraudulent, suspect and/or unsafe products /materials being used in our products or services.

## Arrangements

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employee responsibilities are outlined during the company induction procedure. Employees are expected to co-operate with the management and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy. Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the company.

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every worker in the organisation is aware of how to perform his or her job effectively and safely. It is the opinion of the management of Larkshill Engineering Ltd that if a job cannot be done safely, then it shall not be done effectively.

All workers will receive instruction in safe working practices and procedures before being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned including the use of safe systems of work and risk assessments.

## **Accident Reporting**

Any injury, dangerous occurrence, near miss, occupational acquired disease or other incident must be reported immediately to the Works Manager. The Works Manager will ensure that the incident is also reported to the Process Control Manager. A management decision will be made on whether a statutory RIDDOR report to the Health and Safety Executive (HSE) is required. The reporting of injuries, disease and dangerous occurrences regulations (RIDDOR) 1995 require certain categories of injury, disease or dangerous occurrence to be reported to the HSE within specified times of their occurrence.

Full and prompt reporting and action is essential so that any necessary statutory report can be made to the HSE and / or all incidents relating to health and safety can be monitored, reviewed and actioned as necessary.

## **Work Equipment**

All workers will be provided with adequate information and advice to enable them to use work equipment safely. The use of any work equipment which could pose a risk to the wellbeing of persons in or around the workplace will be restricted to authorised persons e.g. use of Forklift Truck.

## **Personal Protective Equipment**

All workers who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment. Employees are responsible for inspecting their own PPE before and after use, reporting any defects in their PPE, wearing PPE as instructed and storing their PPE appropriately. Employees and visitors MUST wear safety spectacles at all times whilst on the shop floor area.

## **Manual Handling Operations**

Manual handling operations will be avoided as far as is reasonable practicable where there is a risk of injury. Where it is not possible to avoid manual handling operations, an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned.

## **Hazardous Substances**

Compliance with the Control of Substances Hazardous to Health (COSHH) Regulations shall be implemented. Larkshill Engineering Ltd will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases.

All workers who will come into contact with hazardous substances will receive advice and adequate information on the health and safety issues relating to the type of work. All hazardous substances used by the company have been subject to a risk assessment, copies of which are available in the Works Managers' office.

Spill response equipment shall be available to deal with spillage of any substance in the most appropriate way.

## **Asbestos**

Larkshill Engineering Ltd is aware of the presence of asbestos at its Bond Street site. Areas containing asbestos have been identified, labelled and undergo a periodic inspection assessing the condition of the asbestos to ensure that it has not been disturbed. Asbestos risk assessments will be reviewed periodically, or whenever there is a substantial modification to legislation and if there is any reason to suspect that the assessment may no longer be valid.

## **Noise**

Larkshill Engineering Ltd shall ensure their work activities do not exceed the legal limits on noise exposure, that all noise impacts are identified, controlled and the correct information, instruction & training are given to all employees.

All equipment, plant and environments will be assessed to identify likely exposure to various work activities, control measures to be implemented & regular audits to ensure they are being adhered to. If exposure cannot be reduced to a reasonable level, appropriate hearing protection will be provided and regularly checked to ensure it is in good condition, employees identified at risk will be monitored by annual health surveillance.

## **Welfare**

Larkshill Engineering Ltd will ensure the working environment for all employees is safe & adequate facilities are provided with clear instructions of their location. As a minimum operational premises will be heated, well lit, along with provisions for drinking water, washing, sanitation and first aid facilities. These facilities will be periodically inspected to ensure they are kept in good condition and suitable for use.

## **Drugs and alcohol**

Larkshill Engineering Ltd recognises that the use of illegal drugs, misuse of legal drugs (including solvents) and the abuse of alcohol can impair job performance at work and can be a serious threat to safety, health, productivity and the environment.

All Larkshill Engineering Ltd's employees, sub-contractors, consultants are required to comply with this policy when providing services at any of our sites or on business associated with our company. Larkshill Engineering Ltd will ensure that workers are made aware of this policy as part of its induction and communication procedures.

No Larkshill Engineering Ltd employee, sub-contractor or consultant shall:

- Report for duty under the influence of alcohol or illegal drugs, or the misuse of legal drugs (including solvents).
- Report for duty in an unfit state due to the use of alcohol and / or illegal drugs, or the misuse of legal drugs (including solvents).
- Consume alcohol or illegal drugs, or misuse illegal drugs (including solvents) whilst on duty.

Any worker found in breach of this policy will be excluded from their place of work and will be liable to disciplinary action, which may ultimately result in dismissal. Any person so excluded may be refused access to any Larkshill Engineering Ltd site/office in the future.

In order to ensure that Larkshill Engineering Ltd is able to comply with its duty to ensure, so far as reasonably practicable, the health, safety and welfare at work of all its staff, all employees may, from time to time, be required to undergo an alcohol and drugs test.

Employees may be required to undergo an alcohol and drugs test where they have had an involvement in a workplace accident or any incident that has caused or could have caused a danger to health and safety. Employees may also be required to undergo a drug and alcohol test where we have reasonable grounds to believe or suspect that they are or may be under the influence of alcohol or drugs.

If an employee refuses to submit a test in accordance with this policy, they may be subject to disciplinary action, up to and including dismissal.

## **Young persons**

Young persons are defined as those full or part-time employees under the age of 18 years. This includes young people on job experience working within the firm. There are also special provisions for young people in the Working Time Regulations 1998 concerning limits of hours of work, rest from work and annual holidays.

There are particular definitions of people by age in Health & Safety Law:

A young person is anyone under 18 years of age. Young workers are seen as being particularly at risk because of their possible lack of awareness of existing or potential risks, immaturity and inexperience. Therefore any young person working at Larkshill Engineering Ltd will be assigned a mentor / responsible person. The mentor / responsible person will therefore:

- Assess risks to young workers
- Take into account their inexperience, lack of awareness and immaturity
- Prohibit certain activities where higher risks are identified
- Not allow the young person to operate any machinery or equipment without proper supervision and training.
- Provide training to ensure competence before allowing any unsupervised activity to be undertaken
- Provide suitable supervision at all times
- Not employ any person under the age of 14 years for any paid or non-paid employment

## **Fire**

Larkshill Engineering Services Ltd shall ensure all premises are safe in the event of a fire. All staff will receive training in what to do in the event of a fire and during an emergency evacuation.

Fire routine procedures will be developed for the premises and displayed prominently within the building.

All newly appointed staff will receive initial fire awareness training during their induction.

Regular fire evacuation drills will be conducted at all premises to assess the effectiveness of the fire safety strategy.

All fire safety equipment used throughout the company will be tested and maintained in accordance with the relevant British Standard and Manufacturers recommendations. The results of these tests will be kept on file.

## **Risk Assessments / Safe Systems of Work**

The risk assessment is the key part of the arrangements for safety. The assessment will be carried out by the Managing Director or his nominee. The risk assessment involves an analysis of the hazards associated with the process/area/ activity and the precautions taken to eliminate or reduce them. The document provides the basis for preparing a safe system of work for the process/area/ activity. Significant findings of risk assessments will be relayed to all staff. Similarly Safe Systems of work will be communicated to all employees.

## **Display screen equipment (DSE)**

Working with Display Screen Equipment is recognised as being a major cause of injury and ill health.

The company will carry out risk assessments and provide information instruction and training to its entire DSE user staff. Employees must carry out the recommendations of the risk assessment and must report instances of injury or ill health suspected of being caused by DSE work to the person responsible for Health & Safety at their earliest convenience.

## **Smoking & Vaping**

In line with current legislation smoking is not allowed in client premises, our premises or company vehicles. Similarly, vaping is not allowed.

## **Transport & company vehicle safety**

It is the policy of the company to only employ drivers who are competent. A person may only operate company vehicles if he or she;

- Has held a full UK license for a minimum of 2 years
- Has not been disqualified from driving for drink and/or drug offences in the last 5 years nor has any prosecution pending
- Holds the correct license for the type of vehicle being operated

Drivers must inform the company of any circumstances that may lead a driver to being unfit for driving duties. Drivers must inform the office immediately they become aware of any pending prosecution for any driving offence. All drivers will be asked to present their licenses to the office these will be photocopied and returned.

## **Staff consultation**

If an employee or contractor becomes aware of any potential breaches of health & safety law, or unsafe working practices, he or she must notify the Managing Director or Works Manager. No punitive action will result from such action.

If an employee or contractor feels that health & safety procedures may be improved, for example by use of alternative equipment; he or she will be encouraged to discuss any suggestions with the management. Any Health and Safety concerns can be reported using the Health & Safety report card system. Report cards are available next to the main notice boards at each site.

Related policies and documents:

LHProductSafetyPolicy001

LH CFSI Policy 001

LHNuclearSafetyPolicy001

Quality Policy -QualityPolicy001

Environmental Policy – EnvPolicy001

ISO9001 and 14001: 2015 Quality & Environmental Management System

Larkshill Risk Assessments

Safe Systems of Work (SSoW)