

Health and Safety Policy

Statement of Intent

The Board of Directors recognises that managing health and safety is vital for the strength of our business. We know that achieving high standards in health and safety is good for everyone – our managers, our workforce, other contractors and our clients – so, complying with our legal duties, voluntary commitments and continually improving upon performance through the measurement, monitoring and review of our systems will be the minimum standard to reach.

We commit to giving the time, manpower and equipment that is necessary to make the work of our organisation appropriately safe while also protecting people's health. To do this, we value competence, encourage the sharing of information and work to create the right conditions to enable everyone to work safely, no matter what work they are doing.

We are clear. All Directors are accountable for the health and safety of our workforce and others who are affected by our work. To make sure that we have all the information we need, we have appointed Mr David Dodds as the company Health and Safety Director so as they can keep the Board informed on health and safety matters.

Our aim this year is to continue to empower our workforce, analyzing and building on last year's results to help us to reduce health and safety risks by keeping training up to date. Applauding good work practices and changing bad ones in order to maintain our confidence in saying that good health and safety is just a normal part of the way we work and the service we offer.

Our policy is reviewed every year and updated as necessary during the year. All members of our workforce are free to give us feedback about the policy so that the review really does help us to improve.

In Summary; Sackers is committed to:

- The prevention of injury and ill health
- Continual improvement in Occupational Health and Safety Management and Performance
- Ensuring that the relevant legislative requirements are identified and met
- Provision of adequate resources for health and safety matters
- Consultation and communication with employees, contractors, visitors and any other persons affected regarding health and safety matters
- Provision of effective planning, organisation, control, monitoring and review of the Company's preventative and protective measures
- Provision and maintenance of safe places of work, equipment and systems of work to minimise risk
- Promotion of health and safety awareness by the provision of information, instruction, and training
- Ensuring all employees are competent to undertake their tasks
- Ensuring all contractors have in place relevant procedures for the operations and services that are provided with regards to health and safety by such contractors to the company
- Provision of access to competent professional expertise in safety, occupational hygiene, occupational health and fire prevention and other safety related commitments as required
- Review the Health and Safety Policy and its Health, Safety and Welfare Provisions at least annually or after significant change
- Complying with any other commitments to which Sackers subscribes to, which may include the subscription of Sackers to industry knowledge working groups or committees, subscription to working to recognised standards, such as OHSAS 45001 and the periodic evaluation of compliance as deemed reasonable by Sackers Limited



David Dodds
Managing Director
August 2020



Roles and Responsibilities

The Directors will:

- Lead by example. Advocating and following the H&S guidelines set by the company
 - Create a risk profile of all the organisation's risks resourcing all aspects of the business sufficiently well, to enable those risks to be properly managed.
 - Keep themselves informed of the Company's health and safety performance.
 - Act promptly to stop any bad practices and improve risk control. Making any rectifications as required to bring issues into line with the company policy.
 - Ensure that the Company is at all times compliant with health and safety legislation.
 - Consult the workforce on how Sackers manages its risks and take their views into account when updating its systems and procedures.
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Divisional & Senior Managers, Heads of Department

Divisional Managers, Senior Managers and Heads of Departments are responsible for the day-to-day management of occupational health, safety and welfare, with the help and advice of the SHEQ Team. They will:

- Consider the health and safety risks in their area of responsibility and use this policy and its procedural outputs to control those risks.
 - Keep themselves informed of the legal obligations that they and the Company must meet and ensure that they and their staff work to those as a minimum standard.
 - Use the Company's systems to check the effectiveness of risk control in their area and make any necessary improvements.
 - Take part in the annual management review of Sackers occupational health and safety performance.
 - Consider advice given by the SHEQ Team and ensure that it is implemented by their plant and site managers.
 - Provide the SHEQ Manager with their Division's active and reactive monitoring data for submission to Board meetings.
 - Set objectives for plant and site managers and supervisors that accord with the Board's SHEQ objectives for the year and track them to completion.
 - Make sufficient resources available to their sites to enable full compliance with Sackers IMS.
 - Lead by example.
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Site, Area, Plant and Operations Supervisors

At this level, Supervisors are responsible for ensuring that Sackers occupational health and safety policy is fully implemented in their area of responsibility. They will:

- Actively promote high standards of occupational health and safety.
 - Ensure that all staff under their control are aware of the contents of this policy and work in accordance with it.
 - Ensure that the risks of the work in their area of control are properly assessed, that the required risk controls are in place and are effective in reducing risks.
 - Manage all contractors used in their area of operations, in accordance with the procedures set out in the Arrangements section of this policy.
 - Actively monitor the health and safety performance of their area of operation, through inspections and document checks.
 - Ensure that all cases of occupational ill health, near misses and accidents are reported and recorded in accordance with Sackers current arrangements.
 - Ensure that their staff are released for training when required.
 - Consult with line management & SHEQ Team on any difficulties or concerns.
 - Lead by example.
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Operatives will:

- Wear all necessary personal protective equipment (PPE) as required in risk assessments.
- Check any plant or machinery that they use before starting work and only use it if it is in a fit condition and they have had the right training for that piece of equipment.
- Take reasonable care of their own health and safety and think about how their work could affect others around them.
- Help Sackers to comply with the law by following the systems and procedures set by the site supervisor/Team Leader.
- Report promptly to the site supervisor/Team Leader anything that could harm themselves or someone else, such as damaged machinery, unsafe work conditions, defective equipment, worn-out PPE. Not doing so is potentially a disciplinary offence
- Keep their own work area tidy.
- Stop the work if they do not think that it can be done safely.
- Stop and think about the risks of a job and make sure that they have everything they need to do the work safely and without risking their health.
- Report anything they see on site which is dangerous, if they cannot do anything about it themselves.

Arrangements for putting the policy into practice

1. Occupational Health and Safety Management

1.1 Planning

The Directors will set a budget plan each year, based on their review of the health and safety management system and the current risk profile for the Business. The plan will show how resources will be allocated, what the objectives are for the year, both for the Company and for managers, and how progress on those objectives will be measured. This plan shall consider data from the previous year and identify any areas for concern. The plan will indicate how resource shall be allocated and how the company will strive towards continual improvement.

1.2 Implementing the plan

The company will set out within management review the specifics of how the plan shall be implemented and resourced. The planning shall follow the procedures and processes as defined within the Sackers IMS.

1.2.1 Assessing and controlling risks

Responsibility for assessing and controlling risks lies with each Manager or responsible person in regards offices/non-op's staff, who will be held accountable for ensuring that good, proportionate risk control is exerted in their area of control. The task of assessing risks may be delegated but only to a person who is competent to do them. In this context, 'competence' means someone who has had training in the basic principles and techniques of risk assessment and/or who has experience of the work to be assessed. The SHEQ Team will only provide advice and guidance and will not do risk assessments on behalf managers. Risk assessment shall not be exclusive and where applicable employees of any level may be asked to aid with the assessment of risks to themselves and others.

The process of risk assessment should be regarded as a process of **information-gathering and careful thought**, rather than as merely completing a form. The people involved in the task must be involved in the risk assessment process.

Any significant findings should be recorded on the documents referenced in SACKERS Procedure SACKMS 2.1 Risk Assessment and Environmental Aspect and Impact Evaluation. Once recorded, the risk assessment must be physically signed off by the relevant Manager who is responsible for that area of operations.

In applying risk controls, assessors must take a proportionate approach. Where a risk is high, the first task should be to try to eliminate the source of the risk. If that is not possible then the risk should be reduced at source by engineering or physical means, keeping the expenditure required in proportion with the level of risk. If that is not reasonably practicable, then the risk will need to be managed through providing safe systems of work, training, information and instructions. Personal protective equipment (PPE) is not a risk control in itself and will be used only as a back-up to other controls.

Where the expenditure that is needed to control risks is considerable, or would involve capital expenditure, a cost-benefit analysis must be done by the Manager concerned, with the help and advice of the SHEQ Team, and submitted to the Directors for consideration.



Risk assessments will be reviewed following an accident or incident, when plant, people or circumstances change or if the method of work changes. As a minimum, all risk assessments will be reviewed every 18 months.

1.2.2 Consultation

Sackers consults with staff directly in each department. Each Site Supervisor/Team Leader and Site or department Manager ensures that staff meetings are held regularly and that all employees have the opportunity to be briefed and to comment on sackers procedures and systems, working conditions and any future plans. The meetings will be attended by a member of the SHEQ Team once per year for each site as a minimum. The views of staff are recorded using the appropriate form. Where there are issues that are of concern and that cannot be resolved at a local level, they are escalated to the Operations meetings.

1.2.3 Communication

The SHEQ Team is available to provide information and advice on operational health and safety. They will keep all the management team informed on any Company-Wide safety or health issues via email bulletins.

The HSE law poster is put up on each site in a place where everyone can read it. When they need replacing they can be ordered through the PA to the FD, the relevant administrative staff or the SHEQ Team.

1.2.4 Competence

Managers are responsible for ensuring that everyone has the skills, knowledge and experience they need for their work.

A training matrix is held centrally, which records the competence levels required for all jobs and the training that has been delivered or is outstanding. The SHEQ Coordinator is responsible for checking this periodically. The matrix is reviewed annually by the Health and Safety Directors.

The Health and Safety Directors are responsible for ensuring that all new managerial staff receive a health and safety induction within two weeks of joining the Company. The induction programme will include a concise explanation of the contents and purpose of this Policy, the arrangements for dealing with accidents and other emergencies, Sackers expectations of staff and the arrangements in place for them to feed information back to the senior management team.

Site Supervisors or Team Leaders are responsible for giving every new starter an induction to their site, which includes the way that accidents and incidents are to be reported, the emergency arrangements for the site, the site rules and the safe way to do their work.

All sub-contractors and employees hold a basic health and safety qualification or relevant experience. Operatives who use plant or equipment are also required to have training in its use and to keep their skills up to date.

Site Supervisors/Team Leaders are responsible for flagging up any training needs for operatives on their site and for ensuring that only those who are properly trained use plant or equipment on the site.



The HR handbook references the company procedures and shall be used in conjunction with the system as per the guidance within it.

1.2.5 Managing contractors

Sackers Limited acknowledges the value of the work that contractors do on its behalf and Sackers responsibility for ensuring that the contractors work does not harm the health and safety of the contractors' staff or Sackers staff.

All staff responsible for engaging and working with contractors are required to follow Sackers management system for selecting, managing and monitoring contractors.