



Corporate H&S Policy & Statement



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1.0 Introduction

- 1.1 Lockrite Locksmiths Ltd trading as LockRite recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 and also its responsibilities under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 to report all 'notifiable incidents' arising out of or in connection with work within the specified timeframes to the Health and Safety Executive (HSE).
- 1.2 This policy also sets out the Managements arrangements regarding the reporting of 'notifiable incidents' in accordance with (RIDDOR) to the Health and Safety Executive (HSE).
- 1.3 In addition to the aforementioned, the owners and management of LockRite Locksmiths Ltd accept their responsibility to:
 - 1.3.1 provide and maintain a safe and healthy place of work
 - 1.3.2 provide information, instruction, training and supervision
 - 1.3.3 provide and maintain plant and equipment and safe systems of work
 - 1.3.4 ensure safe access to and from the places of work
 - 1.3.5 work to prevent accidents and work-related ill health
 - 1.3.6 avoid/minimise or mechanise wherever is practicably possible any excessive or unnecessary weightlifting

2.0 General Health and Safety

- 2.1 The Management of the Company are committed to achieving the highest standards of H&S through monitoring performance and continuous improvement of the health and safety culture throughout the Company.
- 2.2 The Management are also committed to the requirements of the Management of Health and Safety at Work Regulations 1999 and other Regulations that apply to the Company's work activities such as (CAR) 2012 regulations and (RIDDOR) 2013. Under (RIDDOR), the company has a duty to report five broad categories of incident arising 'out of or in connection with' work or work activities, these are:
 - ♦ **Fatalities**
 - ♦ **Specified injuries such as certain physical injuries (e.g. breaking an arm/leg)**
 - ♦ **Incidents which incapacitate an employee for over seven days (such as the spraining of an ankle and/or physical violence)**

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- ♦ Diseases (such as occupational asthma, allergies to occupational products)
- ♦ Dangerous occurrences (such as an electrical fault which causes a fire or explosion).

The management will ensure that its full legal obligations will be adhered to and that appropriate records will be maintained. The SHEQ Manager will act as SPOC and that he/she will have a responsibility to report all (RIDDOR) matters to the HSE as per the required legislative deadlines as defined within the (RIDDOR) 2013 act.

- 2.3 The Management of the Company recognise that the talent and energy of the men and women who work for the Company are its most valuable assets. They are therefore fully committed to providing safe and healthy working conditions and adequate welfare facilities for all employees. The Management are also committed to ensuring that the work done by the Company does not adversely affect the H&S of any contractors or of members of the public.
 - 2.4 The Company will strive to maintain excellence in health and safety matters and in this respect, employees and others are encouraged to co-operate with the management in all safety matters, to identify hazards and reduce the risk which may exist during work activities and to report any condition which may appear dangerous or unsatisfactory. The Company will at all times consult with the employees on these matters.
 - 2.5 The company will make sure that escape routes are kept clear at all times, that regular inspections of Fire and Safety equipment are maintained, that an emergency plan is formulated including the compilation of a full Emergency Procedures Policy which will be updated at least once every 12 months.
 - 2.6 The Company will, so far as reasonably practicable, ensure that it provides satisfactory financial resources and the support needed to meet these objectives and that systems are in place which ensure the effective planning, control, monitoring and review of the measures and arrangements.
 - 2.7 Copies of this policy are to be available to all Company employees and other interested parties.
 - 2.8 All employees should co-operate with supervisors and managers on health and safety matters, take reasonable care of their own health and safety and report all health and safety concerns to an appropriate person (as detailed herein).
- 3.0 Company Duties:** The Managing Director Philip Hargreaves is responsible for the following;
- 3.1 To comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance

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to comply with the Health and Safety at Work etc Act 1974 and all other relevant legislation, Codes of Practice, Health and Safety Executive Guidance Notes, and recommendations of HSE Inspectors and Environmental Health Officers during visits or inspections.

- 3.2 To ensure that requirements under the Regulatory Reform (Fire Safety) Order 2005 and other relevant statutory provisions are met and to co-operate with any Local Authority and/or Fire Service recommendations.
- 3.3 To ensure the provision and maintenance of safe plant and systems of work especially in relation to hazardous operations.
- 3.4 To ensure the control of risks to health in handling, storage and the transportation of materials, articles and substances.
- 3.5 To ensure that adequate Risk Assessments training is given, regular Risk Assessments are carried out as necessary and that Method Statements are prepared and provided as required.
- 3.6 The identification and provision of adequate information, instruction, training and supervision to ensure the health and safety of employees and all other persons.
- 3.7 To ensure provision of Personal Protective Equipment (PPE) as necessary.
- 3.8 To encourage discussion of safety matters both in and outside the organisation.
- 3.9 To permit safety representation by the employees in accordance with such regulations as the Secretary of State has prescribed.
- 3.10 To ensure the provision of adequate welfare facilities and to provide adequate First Aiders/Appointed Persons as required by the relevant statutory provisions.
- 3.11 To ensure that their operations do not cause injury or damage to any person or adjacent property.
- 3.12 To ensure proper procedures, which comply with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations 2013 are in place and that a register will be properly maintained. The Company will ensure that the H&S administrator will take full responsibility and ensure that a review process will be conducted periodically at a frequency of no more than 3 months.
- 3.13 To ensure, as far as is reasonably possible, that it will not allow its employees, subcontractors and others engaged, to carry out work or operations whilst under the influence of alcohol or controlled substances (drugs).
- 3.14 To ensure that all site contractors (where relevant) comply with relevant statutory obligations.

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- 3.15 To ensure adequate staff and contractor training and compliance to CAR (asbestos) regulations 2012.
- 3.16 To compile and maintain a specific staff; "Skills and Training matrix".
- 3.17 To ensure that an adequate Drugs and Alcohol policy is formulated in accordance to legal guidelines and is adhered to.
- 3.18 To ensure that an adequate Equality & Diversity policy is formulated in accordance to legal guidelines and adhered to.
- 3.19 To acknowledge and comply that if an employee goes off work with stress as a result of a particular single incident and is experiencing post-traumatic stress disorder then this will be reported in line with the (RIDDOR) 2013 act.

4.0 Director Duties:

- 4.1 The Directors will have at least basic knowledge and understanding of the Health and Safety at Work etc Act 1974 and its associated Regulations and Approved Codes of Practice.
- 4.2 The Managing Director (Philip Hargreaves) takes ultimate responsibility for health, safety and welfare throughout the Company. The overall responsibility for health and safety lies with Philip Hargreaves. Mark Green is responsible for the day to day control of health and safety issues, maintenance of all work equipment and to ensure that all workers have relevant training for relevant work equipment.
- 4.3 It will be the responsibility of the Managing Director to keep all employees advised as to their responsibilities in respect of health and safety matters.
- 4.4 In order to protect the safety and health of employees and others affected by the Company's operations, principally the Managing Director and thereon the other Directors will:
 - 4.4.1 Take reasonable steps to familiarise themselves with the hazards and risks associated with working at the Company and with the precautions which need to be taken to eliminate or control those risks.
 - 4.4.2 Establish procedures to deal with any emergencies.
 - 4.4.3 Appoint a suitably trained and competent person to assist them in carrying out their health and safety duties.
 - 4.4.4 Ensure that employees receive sufficient training and information so that they can carry out their duties safely and competently. Ensure adequate funds and facilities are available for this purpose.

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(Continued.) Before entrusting work tasks to employees, take into account their capabilities as regards health and safety and ensure that suitable Risk Assessments are carried out on any hazardous activity.

- 4.4.5 Initiate the timing and annual review of the Health and Safety Policy and ensure it is promoted to all employees and others working on behalf of the Company.
- 4.4.6 Ensure that all employees carry out their own and others health and safety responsibilities allocated and legislated to them.
- 4.4.7 Ensure the safety performance of the Company is monitored and take action to remedy any identified deficiencies.
- 4.4.8 Ensure that adequate provision is made for welfare facilities and that adequate first aid provisions are made.
- 4.4.9 Ensure that all necessary PPE is provided to employees, and that instruction is given on its use.

5.0 Health and Safety Director's / Responsible person's Duties:

- 5.1 To ensure that all Lockrite Locksmiths Ltd Managers, Supervisors and Staff are aware of their individual Health and Safety responsibilities.
- 5.2 To report to the management team on all matters relating to safety, including new training requirements and updates in directives or legislation.
- 5.3 To initiate and/or recommend any changes, developments, continual improvements and amendments to the policy as and when necessary.
- 5.4 To monitor the effectiveness of the Company's Policies for Health, Safety and Welfare against the actual safety performance of the Company, and report to the management team accordingly.
- 5.5 To inform the HSE of all notifiable accidents. Investigate any accidents or dangerous occurrences and recommend means of preventing re-occurrence.
- 5.6 To arrange appropriate training for all employees.
- 5.7 To create and maintain a Training Matrix for all staff.
- 5.8 To carry out Risk Assessments (including where appropriate, COSHH, Noise, Manual Handling etc). To ensure follow up action as needed.
- 5.9 To promote an interest and responsible attitude towards Health and Safety matters throughout the Company.

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6. Timeframes for the reporting of incidents to the Health and Safety Executive

6.1 The company will adhere to the time frames for the reporting of incidents to the Health and Safety Executive (HSE) as follows:

- ◆ Fatalities arising out of or in connection with work have to be reported immediately by telephone to the HSE and a report must be completed and sent to them within 24 hours.
- ◆ All major injuries (with the exception of 'over seven day' injuries) and certain diseases and dangerous occurrences have to be reported to the HSE within 10 days.
- ◆ Over seven day' injuries (not including the day of the injury) have to be reported to the HSE within 15 days.

This policy will be reviewed annually or when there is a change in circumstances, in work practices or the introduction of new H&S legislation.

Name: Philip Hargreaves (Managing Director)

Date: 04/01/2025 (Reviewed and Revised)

