



HEALTH AND SAFETY POLICY

HEALTH AND SAFETY AT WORK ETC ACT 1974

Company Name: LIGHTWATER GROUP

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Address Estate Office
North Stainley
Ripon
HG4 3JN

General Policy Statement

Our policy is to provide and maintain working conditions, equipment and systems of work, which are safe and healthy for all our employees, and to provide information, training and supervision sufficient to maintain safety. We also accept our responsibility for health and safety of persons other than employees who may be affected by our activities.

The arrangements for implementing this policy and the particular duties of persons for safety matters are specified within the policy.

Our policy will be revised in the light of changes in circumstances of our business or amendments in the law. The effectiveness of this policy will be periodically reviewed and updated.

A handwritten signature in black ink, appearing to be "A. J. [unclear]", is written over a faint, light-colored rectangular stamp or watermark.

Signed:

Director/Proprietor

Date: 9th December 2015

Revision 9th December 2015

Organisation

1. Overall and final responsibility for health and safety in the organisation is that of:
James Staveley
2. An audit of Health and Safety performance against this policy will be carried out twice per year by James Staveley and Kevin Parker.
3. Day-to-day responsibility for ensuring implementation of this policy is that of:
Kevin Parker and Giles Rickards
4. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

<u>Name</u>	<u>Area</u>
Andrew Parker	Quarries
Giles Rickards	Estates
Derek Almack	Farming
Kate Fallaize	Leisure

5. **All employees shall:**
 - Co-operate with supervisors and managers on health and safety matters
 - Not interfere with anything provided in the interest of health and safety
 - To take care of their own health and safety and that other persons who could be affected by their actions
 - Report all health and safety concerns to an appropriate person
 - Not enter restricted areas or use equipment for which suitable and adequate training has not been received
6. Consultation with employees on matters of health and safety is provided through a meeting with all held 4 times per year
7. Emergency Numbers

Police	999 or 112
Environment Agency	0800 80 70 60 (to report an incident)
Health & Safety Executive	0115 922 9235

ARRANGEMENTS

Information, Instruction, Training and Supervision

- ❑ The Statutory Health and Safety law poster is displayed at
Potgate Office
Potgate Messroom
Gebdykes Messroom
Estates Messroom
Coach House Kitchen
- ❑ Health and Safety advice is available from

Kevin Parker
- ❑ Supervision of young workers/trainees will be arranged/undertaken/monitored by

Giles Rickards, Andrew Parker & Kate Fallaize.

Competency for Tasks and Training

- ❑ Induction training will be provided for all employees by

Giles Rickards, Andrew Parker & Kate Fallaize.
- ❑ Specific jobs requiring special training are:

<u>Job</u>	<u>Trainer</u>
Mobile Plant Operation	A Parker
Estate Maintenance Equipment	A Greenwood
Workshop Equipment	A Parker or Graham Nicklas
- ❑ Training records are kept at/by

A Parker & G Rickards in the Employees Authorisations, Appointments & Training folder
- ❑ Training will be identified, arranged and monitored by

A Parker or G Rickards

Accidents, First-Aid and Work-Related Ill Health

The appointed person(s)/first-aider(s) is/are

<u>Name</u>	<u>Area</u>
S Coverley	Potgate/Gebdykes
K Parker	Potgate
S Williams	Potgate
A Parker	Potgate
J McLouglin	Potgate
G Rickards	Estate
A Greenwood	Estate
Amy Stockdale	Leisure
Kate Fallaize	Leisure
Jacki Bainbridge	Leisure

- ❑ All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept in the Weighbridge room of the Estate & Quarry Office
- ❑ Completed accident reports are held in a separate folder within the Human Resources filing cabinet in the Estate & Quarry Office
- ❑ All near miss accidents must be reported on the form provided which are kept at
 - Potgate Office
 - Potgate Messroom
 - Gebdykes Messroom
 - Estates Messroom
 - Coach House Kitchen
- ❑ The person responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority/ Incident Contact Centre is
 - A Parker or G Rickards
- ❑ All accidents will be investigated by
 - James Staveley/Kevin Parker
- ❑ All cases of work related sickness absence will be investigated by
 - James Staveley/Kevin Parker

Safe Plant and Equipment

- ❑ All equipment requiring routine maintenance will be identified and effective maintenance procedures drawn up and implemented by

A Parker	Quarry
A Greenwood	Estate
D Almack	Farming
K Fallaize	Leisure
- ❑ Any faults or concerns regarding plant/equipment should be reported to

A Parker	Quarry
A Greenwood	Estate
D Almack	Farming
K Fallaize	Leisure
- ❑ New plant and equipment will be checked to ensure that it meets health and safety requirements before it is purchased by
 - K Parker

Control of Substances Hazardous to Health (COSHH)

- ❑ All substances requiring a COSHH assessment will be identified by
 - A Parker & A Greenwood
- ❑ COSHH assessments will be carried out, monitored and reviewed by
 - K Parker & G Rickards
- ❑ All actions identified as necessary in the assessments will be implemented and monitored by

James Staveley & Kevin Parker

- All employees will be informed and trained about relevant use of hazardous substances by

A Parker	Quarry
A Greenwood	Estate
D Almack	Farming
K Fallaize	Leisure

- Health surveillance will be arranged annually by

Giles Rickards

- Health surveillance records will be kept by/at

Giles Rickards

Risk Assessments

- Risk assessments for existing and new activities will be undertaken by

A Parker	Quarry
A Greenwood	Estate

- The findings of the risk assessments will be reported to

Senior Management Team meeting

- Responsibility for ensuring the action required in the risk assessments is implemented lies with

A Parker	Quarry
A Greenwood	Estate
D Almack	Farming
K Fallaize	Leisure

- Assessments will be monitored and periodically reviewed by

Senior Management Team meeting

Consultation

- Regular health and safety meetings for all Staff will be held quarterly

- Records of meetings to be kept by
G Rickards

Emergency Procedures - Fire and Evaluation

- ❑ Information and training in emergency procedures, fire and evacuation to be provided during the induction
- ❑ Escape routes are checked by
Giles Rickards
- ❑ Fire extinguishers are maintained and checked by/every
H E Wooley annually
- ❑ The fire alarm at the Coach House is tested on the first Monday of the month
- ❑ Emergency evacuation will be periodically tested, monitored and reviewed by
Giles Rickards