



# COMPANY HEALTH AND SAFETY MANUAL

July 2019

# **IPS Ceramics Ltd. Health and Safety Manual**

This health and safety manual must be read in conjunction with IPS Ceramics Ltd. health and safety policy statement. This can be found on the Company Noticeboard. A copy of the Health and Safety Policy is attached at Appendix 3.

## **Employer's Responsibilities Under Health & Safety Law**

Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities including visitors, contractors and members of the public.

## **Employees' Responsibilities Under Health and Safety Law**

All employees have a duty under the Health and Safety at Work Act 1974 (the "Act") and other relevant health and safety legislation, to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst they are at work. They must also co-operate with their employers to enable them to comply with their duties under relevant health and safety law.

It is an offence for any employee to recklessly interfere with or misuse anything provided in the interests of their health, safety and welfare.

In order to work safely, employees must carry out their duties in line with the information, instruction, training and supervision that they have been given.

Management must be informed immediately of any dangerous situations or shortcomings in the Company's health and safety arrangements and systems.

## **Implementation**

The allocation of duties for safety matters and the particular arrangements, which, we will make to implement the policy, are set out below.

The policy and its associated manual, will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and its manual will be reviewed every 2 years to ensure that they fit the company's needs and obligations.

## **Allocation of Duties for Safety Matters**

### **Ultimate Responsibility**

Ultimate responsibility for health and safety at the company lies with the Board of Directors. The company is liable for prosecution or civil claims arising from the acts

## **IPS Ceramics Ltd. Health and Safety Manual**

or omissions of any employee carried out in the course of company business. Prosecution of the company, its CEO or Directors will not prevent any subsequent prosecution of individual employees responsible for any incident or accident which resulted in the initial prosecution or compensation claim against the company.

### **The Company Officer in Charge of health and Safety**

The company has appointed Graydon Harris to be responsible for health and safety issues. This includes the overseeing of, and arrangements required for, relevant risk assessments and liaison with the Health and Safety Executive (HSE) and other relevant authorities.

He will ensure that Directors are made aware of any relevant legislation etc., so that the company complies with health and safety law at all times.

### **The Company's Appointed Safety Consultants (if appointed)**

The company's appointed safety consultants have a duty: -

- To provide advice to Graydon Harris on health and safety issues and relevant legislation.
- To assist him in implementing the company's health and safety policy and related systems.
- To carry out relevant investigations, risk assessments and audits.

### **Company Health and Safety Group**

**This group will meet quarterly and consists of: -**

**Ian Wright  
Graydon Harris  
Brian Wycherley**

The Group is responsible for: -

- Formulation, communication and monitoring of the company's health and safety policy statement and manual.
- Monitoring of the Company's health and safety management system.
- Discussing any other health and safety-related issues arising within the company.

# **IPS Ceramics Ltd. Health and Safety Manual**

## **Managers**

Managers have a duty to ensure that: -

- Each person for whom they are responsible is aware of the contents of the company's Health and safety policy Statement and Manual.
- Any health and safety related issues reported to them by their staff are immediately reported to the Company's appointed safety consultants.
- They set a personal example to employees to ensure that employees are encouraged to observe health and safety procedures at all times.

## **Individual Employees**

Employees are:

- To co-operate with managers and supervisors to achieve a safe and healthy workplace
- To take reasonable care for the safety of themselves and others
- To co-operate in the implementation of the company's Health and Safety systems
- To use correctly all work equipment in accordance with instructions and training received and not to interfere with or misuse such equipment
- Not to intentionally interfere with or recklessly misuse anything provided in the interests of health and safety

A health and safety organisational chart for the company is attached at Appendix 1.

### **General Arrangements**

### **Fire Safety**

Under The Regulatory Reform (Fire Safety) Order 2005, all passageways, corridors, fire exit doors, pavements, roadways etc. which have been designated as escape routes for use in the event of a fire must be kept clear at all times. Failure to do so is an offence and disciplinary action will be taken against those who disregard these instructions.

## **IPS Ceramics Ltd. Health and Safety Manual**

Fire emergency evacuation is specific to site location. It is therefore vital that employees familiarise themselves with the evacuation procedure for the site(s) on which they work.

Fire Marshals have been appointed in each area. A list of Fire Marshals is displayed on the Company Notice Board. It is vital that employees only attempt to fight a fire if they can do so without undue risk, the personal safety of the employee takes precedence over all other considerations.

Fire audits and their associated assessments will be carried out annually at all sites.

Fire fighting equipment and fire exit inspections will be subject to regular scheduled maintenance periods as per BS.

Fire extinguishers are checked weekly to ensure they are correctly situated and present and accessible.

Fire Doors are checked regularly as part of the Company's PPM system.

Fire drills must take place at least annually and will be co-ordinated by the Fire Marshals.

Any concerns with respect to fire safety in any building must be immediately brought to the attention of Graydon Harris.

### **Accidents/Injuries at Work**

If an accident/injury occurs in the workplace or whilst carrying out company business, it must be reported to the First Aider and department's manager and be recorded *via the Accident/Incident Reporting Form/Book*.

Reports on accidents should be completed by the first aider, in conjunction with the injured party as soon as possible after the incident. Care should be taken when completing the *Accident/Incident Reporting Form/Book* as the report could form the basis of legal action at a later date. Full details must be recorded.

Off-site workers must report any accidents to their relevant manager via telephone as soon as possible after the accident. The manager will complete the *Accident/Incident Form* on behalf of the injured party and send the completed report to Graydon Harris.

**All** accidents must be reported to the victim's immediate manager, who will undertake subsequent investigations where necessary.

## **IPS Ceramics Ltd. Health and Safety Manual**

### **Reporting Hazards and Dangerous Conditions or Incidents (Near Misses)**

All employees have a duty to report these items/events immediately either in person, by phone or by e-mail. They are to report it to their immediate line manager or director responsible for safety (see also section on RIDDOR further on in the document). The criteria applicable to this section are as follows: -

- Where a situation exists or could occur which could put the health, safety and/or welfare of person(s) at risk (ie. near miss).
- Where a situation exists, which you feel your manager should be aware of in order to prevent an accident or ill health of employees occurring.

### **First Aid**

In accordance with the Health and Safety (First Aid) Regulations 1981, the Company provides First Aid facilities at all locations.

Qualified first aiders must be contacted in the event of accident or illness on site. A current list of first aiders can be found on the company's notice board. All employees must familiarise themselves with the first aid facilities at their site.

### **Training**

Employees will receive all training necessary to ensure that they are able to do their job safely. Training will be given via various media, which can include, paper-based manuals, computerised training packages and presentations, 'on-the-job' training etc.

All training will be evaluated and training requirements reviewed in accordance with any changes in the tasks undertaken; changes in the workplace's conditions; changes in types of work equipment used and level of experience/expertise of fellow employees. Managers will review training requirements at appraisal, or in any case at least annually.

Requests for training should be made, in the first instance, to line managers, who will co-ordinate training with the relevant director responsible for safety. Managers are ultimately responsible for ensuring that their staff receive suitable and sufficient training to carry out their duties safely.

Records will be kept of all health and safety-related training undertaken by employees.

### **Visitors**

All visitors to the company's premises will be required to report to reception and sign in. They will be given appropriate health and safety information, e.g Fire

## IPS Ceramics Ltd. Health and Safety Manual

evacuation procedures. Any queries should be related, in the first instance to the member of staff they are visiting who can then contact more qualified staff if they are unable (or unqualified) to answer the questions asked.

Visitors must be escorted at all times whilst on Company premises. On leaving, visitors will be required to sign out.

Prior to the commencement of any meeting involving external visitors, the staff member holding the meeting must advise visitors of local fire and any other type of emergency (e.g. bomb threat) evacuation procedures.

### **Contractors and the Permit to Work System (contractors and company staff)**

Contractors will only be afforded access on to the premises by prior arrangement with the relevant manager.

Contractors are required to sign in and out of the premises, and in addition may depending on the works to be undertaken, be subject to the company's permit to work system (as will the company's own employees, see 'Permit to Work' further on in manual), the permit for which must be issued by the relevant manager. The permit to work system ensures that the hazard and safety level of the work has been assessed by appropriately qualified personnel and that permission has been given, in writing, to the contractor. All relevant personnel and other contractors working on site must be made aware of any works taking place (if any) and the extent to which these works may affect them.

Contractors are to comply with the company's health and safety procedures and any other house rules at all times. Contractors are to provide the site manager with the following information prior to commencement of work: -

- Copy of their company's health and safety policy statement; and
- Copy of their company's employer's liability insurance certificate; and
- Details of any dangerous substances to be used on the site(s) on which they are working; and
- Method statements for the work to be carried out on site; and
- Copy of risk assessments if appropriate.

Managers must **before** issuing a permit and allowing contractors on site, satisfy themselves that the contracting company meets all relevant health and safety requirements re the company's permit to work system.

If site managers are unsure as to the suitability of a contractor, they are to contact the director responsible for safety and/or the appointed safety consultants (if engaged) for advice prior to the contractor being permitted on site.

**Note:** It is an absolute requirement of this company that contractors strictly adhere to the permit to work system, especially when carrying out of work involving: -

## **IPS Ceramics Ltd. Health and Safety Manual**

- Hot work
- Live working on electrical installations
- Confined spaces working
- Working at heights
- Use of hazardous substances
- Use of compressed gases, highly flammable liquids or liquefied petroleum gases, acetylene etc.

Contractors must comply with company health and safety rules and communicate, co-ordinate and co-operate with any other contractors working on site at that time. Failure to do so may result in the contractor being required to leave the premises.

On completion of works that required a permit to work, the contractor must notify the manager who will examine the site to ensure that it is now safe. After satisfying himself that the work has been completed in a safe manner and that the site is now safe to use, the manager will open the site up for staff use and officially cancel the permit. Should the contractor wish to resume works on the site after the original permit is cancelled, a new permit to work must be obtained following the above procedure.

### **Control of Substances Hazardous to Health (COSHH)**

Under the COSHH Regulations 2002, all substances considered to be hazardous to health must be assessed and the risks to health adequately controlled. Qualified staff will assess all substances for use using a COSHH assessment system. COSHH assessments will be reviewed every 5 years, providing that no changes are made to the substance being used, its method of use etc.

It is the company's policy that datasheets must be provided for each substance used on site detailing: -

- The proper use for the substance;
- An assessment of possible harmful effects arising from its use;
- The suitable and practical control measures required to limit the harmful effects of the substance and if necessary, how these control measures are to be maintained;
- Fire safety and fire fighting information;
- First aid action required ie. if substance is inhaled, ingested, absorbed etc.;
- Methods for dealing with spillages;
- Personal Protective Equipment required in the handling and use of the substance.

Under no circumstances should employees or contractors introduce any substance into the workplace without it first being approved for use by the company's manager.



## **IPS Ceramics Ltd. Health and Safety Manual**

Managers are to monitor the exposure levels of employees to COSHH related substances and the effectiveness of the control measures used to limit exposure on a regular basis, and ensure that controls do not fall below acceptable levels.

Datasheets for all COSHH related substances stored and used on site, will be kept and must be regularly reviewed. All necessary information, instruction and training on the use, storage and transportation of hazardous substances will be given to employees who may come into contact with them during the course of their work. Managers should ensure that the contractors' levels of control match or exceed controls used for these substances by the company.

Managers are to monitor and review the substances in use on their sites. If in the course of time another substance or process becomes available which is both cost effective and suitable for the task and is less harmful, they should consider substituting the original substance or process with this alternative. Use of this alternative however must be approved before it is put onto use.

Any spillage must be reported to the manager in charge immediately. Managers are to assess if the spillage is relevant to COSHH Regulations and ensure that appropriate precautions are taken by domestic or contract staff called to clean up the spill.

### **Personal Protective Equipment (PPE)**

Personal Protective Equipment (PPE) will be provided, free of charge, to those employees who require it in the course of their work.

PPE has serious limitations, as it does not eliminate a hazard at source. This means that if the PPE fails or is not suitable, the risk of exposure may be greatly increased. For this reason, PPE is used as the 'last resort' of control measures for hazards at work.

Before selecting PPE, a risk assessment must be undertaken considering the nature of the hazard, performance data for the PPE including CE marks, compliance with British Standards etc and the acceptable level of exposure to the hazard (the 'workplace exposure limit', see COSHHH Regs).

Where PPE is used, we will ensure that PPE is appropriately selected, its issue recorded, and its use and condition is monitored.

Employees requiring PPE will be trained in its effective use.

### **Visual Display Units (VDUs)**

Most staff are provided with/use a VDU to help them carry out their jobs. Some staff however are required to use a VDU for the majority of their working day and

## **IPS Ceramics Ltd. Health and Safety Manual**

must ensure that they organise their work in such a way as to enable them to take breaks regularly from their screen.

The company will assess all users of VDUs and their workstations in relation to ergonomic hazards. It is the employee's responsibility to report any problems with their workstation to their manager, who should then report it to the director responsible for safety and/or the company's appointed consultants for action.

Annual eyesight tests will be offered to all VDU users. For further information staff should see their line manager.

### **Manual Handling**

Manual Handling can be defined as 'any transporting or supporting of a load (including lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force'.

Under the Manual Handling Operations Regulations 1992 (as amended, the company is required to, in the first instance, avoid the manual handling of loads altogether. If this is not practicable, the company is under a duty to provide lifting equipment, where appropriate. It must then assess any residual risks involved in each manual handling operation, so as to reduce those risks to an acceptable level.

Training forms an integral part of safe lifting technique, therefore all employees will be trained, in the principles of safe lifting and handling.

Staff at particular risk from manual handling-related injuries will be given 'on the job' training by qualified managers or appointed safety consultants.

### **Company Cars**

Company cars are provided to certain staff as required by their job.

The vehicle will be supplied to the employee in a safe and roadworthy condition. It is then the duty of the employee to ensure that the vehicle is maintained to this standard. Employees should make a quick inspection of their vehicle before undertaking any journey so as to ensure that the vehicle has no obvious defects i.e. flat tyre, smashed lights, loose/missing petrol cap, bulb failures.

Further information on the use of Company cars can be found in Appendix 4 where a copy of the Company Car Policy has been included.

### **Off-site Workers**

If you are required to work away from the company premises as part of your job, you are to conduct yourself in such a way that your behaviour with regards health and

## **IPS Ceramics Ltd. Health and Safety Manual**

safety conforms to the rules and/or standards of the premises where the work is being carried out or to this company's standards, whichever is the higher.

You are to make yourself aware of local rules prior to commencement of your work and if the standards prevailing are considered unsatisfactory or give cause for concern, the matter should be reported to your manager for advice before going on site.

See the section 'Accident/Incident Reporting' above for procedure to follow if accidents/incidents occur whilst off-site.

### **Travel**

Any employees required to travel (both in the UK and abroad) as part of their job, can be exposed to risks that are not easily quantifiable by the company. For this reason the company has a duty to ensure that as far as is possible, all foreseeable risks are reduced to the minimum level practicable.

Methods used to combat these risks include; provision for the ill effects of travel (fatigue, jet lag etc.), adequate vaccination against all foreseeable diseases, which are indigenous to the travel destination, up to date information on the travel destination including personal security measures, or advice re: political situations that may give rise for concern etc.

In the event of a sudden outbreak of civil unrest, war etc. the employee must immediately contact their manager for advice. If an employee cannot contact their manager for any reason, they should contact or make their way by the safest means possible, to the appropriate embassy or legation to obtain advice or protection.

### **Clean Air Policy/Smoking**

The Company operates a 'clean air policy'. No smoking is permitted on company premises with the exception of the designated smoking area.

We do not provide facilities for staff to smoke within any of the buildings we occupy.

Failure to adhere to this policy will result in disciplinary action.

### **Noise at Work**

The Company complies with The Control of Noise at Work Regulations 2005 for the assessment of areas in which employees may be exposed to noise.

Any concerns regarding noise whilst at work should be reported to your manager in the first instance.

## IPS Ceramics Ltd. Health and Safety Manual

### Electricity at Work

All items of electrical equipment and supply points will be used in a safe manner and be tested for safety by competent persons as per The Electricity at Work regulations 1989, appropriate Institute of Electrical engineers checking procedures and schedules and any other relevant safety regulations.

It is imperative, should you discover a faulty electrical item, that this is reported to your manager immediately for repair/removal from service. **DO NOT** attempt to repair the item yourself.

Under no circumstances should employees bring on site any personal or non-company owned/managed electrical equipment without first obtaining permission from your manager. All equipment **must** be PAT tested before use on site.

Electrical equipment must be requested, ordered and supplied via the relevant manager so that it can be tested and entered in the appliance log, which tracks equipment purchase testing, moves etc.

All contractors are to adhere to these standards with respect to electrical equipment and no unsafe or untested equipment is to be brought on site. All equipment to be used by contractors must be inspected by the relevant manager **prior** to its use on site.

### **Live Working**

Any duties involving work on live electrical installations/equipment are to be carried out using the appropriate permit to work system.

### Health & Safety Information

Health and Safety related information will be disseminated to employees via their directors and managers.

### Record Keeping

Records pertaining to the health, safety and welfare of employees and premises will be held at the company's head office. Data stored on individuals will be kept confidential at all times.

Should any member of staff wish to see health and safety-related records relating them, they should contact their manager to arrange this.

### Waste Disposal

## **IPS Ceramics Ltd. Health and Safety Manual**

The company will dispose of waste properly and in an acceptable manner that complies with current legislation.

The company mainly generates 'domestic' waste i.e. paper, cardboard etc. However, disposal of non-domestic, hazardous waste should be to Graydon Harris, who will advise on suitable collection and disposal.

### **Storage Areas**

Safety in storage areas or storerooms must be maintained at all times. Items must be stored safely and pose no risk to storage area users.

Hazardous items e.g. chemicals and flammable products should be stored in suitable areas and containers and bear relevant warning labels. Suitably qualified staff or appointed safety consultants should be consulted for advice on this.

The racking system used in the warehouse is subject to an Annual Racking Survey which checks for damage, missing safety clips etc. It is the employee's responsibility to report any damage or missing safety clips to their manager immediately upon discovery. The manager can then arrange for repair/rplacement.

### **Access Equipment**

Access equipment (eg. ladders, kick-stools etc) will be assessed for safety by Graydon Harris. However, before each use, such equipment should be the subject of visual/functional checks by the user. Any problems identified must be reported, in the first instance, to your manager, and the equipment should be removed from service immediately.

Care should be taken when using access equipment in the workplace, and consideration should be given as to whether the equipment used is suitable for the task.

Safe, sensible storage techniques should ensure that the use of access equipment is kept to a minimum.

### **Codes of Practice**

From time to time, codes of practice supplemental to this manual, may be issued to explain and demonstrate safe systems of work. The company director responsible for safety will disseminate these documents to all relevant staff. The code of practice will then be included in this manual at its annual review.

## **IPS Ceramics Ltd. Health and Safety Manual**

### **Permit to Work**

Permits to work will be issued to employees/contractors carrying out tasks where the potential risk is high and so precautions are needed, and where multiple groups of workers have to be co-ordinated to ensure safety.

Qualified site managers will be responsible for pre-assessing the work and the hazards and risks involved and for issuing the appropriate permit to work allowing the work to proceed under controlled conditions. They will also be responsible for ensuring that the work area is returned to a safe state once the work is completed.

On proper completion of the work, or when permit time has elapsed, the relevant manager will cancel the permit to work and arrange for the issue of a new permit if required.

Graydon Harris will keep a log of permits issued.

### **Environmental Statement**

The Company will ensure, to the best of its capability, that employees, visitors, and contractors are not subject to harmful emissions (dusts, fumes, vapours, gases, smoke etc) caused by any activity or process undertaken by the company or its agents.

Planned works that may generate harmful emissions must be pre-assessed and relevant control measures put in place to eliminate/minimise the release of such emissions into the workplace atmosphere.

Concerns about harmful emissions should be raised with your manager.

### **Capability Assessments**

The Management of Health and Safety at Work Regulations requires that the Company undertake special capability assessments for new and expectant mothers, young employees (eg. work experience students) and employees returning to work after injury/illness. Findings from the assessment may lead to provisions being made to accommodate the employee, which may include, but is not limited to, changes in working hours or conditions, changes in tasks assigned until the employee is deemed fit and/or capable of returning to normal duties.

Managers must inform the relevant director of the presence of any such person working for them in order that the company can organise/conduct an assessment.

Employees who suffer in the course of their work duties with work-related illnesses (e.g. back pain from manual handling activities or posture problems) should be referred immediately to the director responsible for safety and/or the company's appointed safety consultants for assessment.

## **IPS Ceramics Ltd. Health and Safety Manual**

It is essential in all cases that this procedure is actioned immediately in order to minimise the employee's pain/discomfort, give the employee maximum support, show due diligence and ensure that the employee is given the best treatment in order to get them back to full fitness as quickly as possible.

Appointed safety consultants consulted re these matters may refer more complex assessments to an external agent (e.g. the company doctor, an osteopath etc.), who will report to the appropriate director and/or the appointed safety consultants on the outcome of the assessment and of recommendations made.

### **Awareness Training for Managers**

Graydon Harris will provide information and advice on the interpretation of this manual to managers and others implicated in its execution.

### **Risk Assessment/Audit/Inspections**

Graydon Harris is responsible for carrying out the following: -

<b>Activity</b>	<b>Frequency</b>
Fire Audit	Annual
Safety Audit	Annual
Inspections	Ad-hoc
Risk Assessments	On-going
Investigations of accidents/ incidents	Ad-hoc

A time scale will be set for any improvements required, where the result of any audits, inspections and risk assessments states/indicates that these are necessary.

Fire Audits will be in the form of the approved Institute of Fire Engineers (IFE) audit system or Local fire Authority model. Full audit reports will be made to the relevant company director. Employees wishing to view the report may do so by contacting their line manager.

Safety Audits will be undertaken using a HSE approved audit system. Audit reports will be disseminated as above.

Spot checks/inspections, significant findings from risk assessments and accident/incident investigations will be reported to the manager concerned. Areas of concern, or matters unresolved after set time periods will be reported to the company director in charge of safety.

## **IPS Ceramics Ltd. Health and Safety Manual**

### **Safety signs**

Safety signs are required in the workplace where risks to health and safety have not been avoided by other means e.g. labelling of a flammable liquids store, or signage for a garage/car park.

It is everyone's duty to ensure that signage is visible and not obstructed and that it is suitable and sufficient for its purpose. Concerns over safety signage should be reported to your manager.

### **Machinery/Work Equipment**

Managers will perform risk assessments on all machinery and work equipment as appropriate. This may take the form of visual/functional checks, as well as electrical testing using a Portable Appliance Tester (PAT). Equipment found to be faulty will be removed from service immediately and suitable repair or its destruction arranged.

Only qualified personnel are to use the following machinery equipment:

- Drilling Machine
- Bench Grinders
- Cutting machines
- Router
- Fork Lift Truck
- Reach Truck
- 7.5 Ton Lorry

A list of qualified personnel can be found in the training matrix. Any non-qualified personnel using this equipment may be subject to disciplinary action.

Personnel receiving training under supervision on any of the items listed above from a qualified trainer are exempt from disciplinary action.

### **Reporting of Injuries, Diseases, and Dangerous Occurrences (RIDDOR Regulations)**

These regulations state that certain injuries, diseases and occurrences must be reported to the HSE by a 'responsible person'. The company director responsible for safety and/or the company's appointed safety consultants have been appointed to undertake this task and will, in most circumstances, obtain such information from the Accident/Incident Report Forms/Book. RIDDOR criteria are listed in Appendix 2 'RIDDOR Reportable Occurrences'.



## **IPS Ceramics Ltd. Health and Safety Manual**

### **Consultation with Employees**

The Health and Safety Committee meets quarterly and all minutes from these meetings are provided to all personnel by email. For personnel with no email address a copy of the relevant minutes is available to read on the Company Notice board.

Employees who wish to raise a particular point or question can approach any of the committee members to have the issue added to the next meetings' agenda.

### **Gas Safety**

The Company will ensure that gas fittings and flues are maintained in a safe condition by ensuring annual checks are carried out on each gas appliance/flue. All installation, maintenance and safety checks will be carried out by a CORGI-registered gas engineer.

Records of safety checks will be kept by the company for a minimum of two years.

### **Violence in Workplace**

Incidents of violence or physical/verbal abuse in the workplace should be reported in the first instance to the manager (or other manager if this is not practical), who should then notify the appropriate company director.

### **Highly Flammable Liquids/Liquid Petroleum Gases**

Quantities of highly flammable liquids must be kept in suitable storage facilities and/or containers i.e. in closed vessels stored in a fire-resisting structure, with adequate labelling of the storage area.

The requirement for flammable liquids must be assessed by managers who will attempt, where appropriate, to find a suitable alternative that is less hazardous. Where flammable liquids must be used, the storage of them should be kept to an absolute minimum and under no circumstances should containers of highly flammable liquids be kept out of suitable storage whilst not in use.

Liquid Petroleum Gases are classified as commercial butane or commercial propane or any mixture of the two.

Where any highly flammable liquids or liquid petroleum gases are present, a number of appropriate fire extinguishing units should be deployed to meet the increased hazards.

## **IPS Ceramics Ltd. Health and Safety Manual**

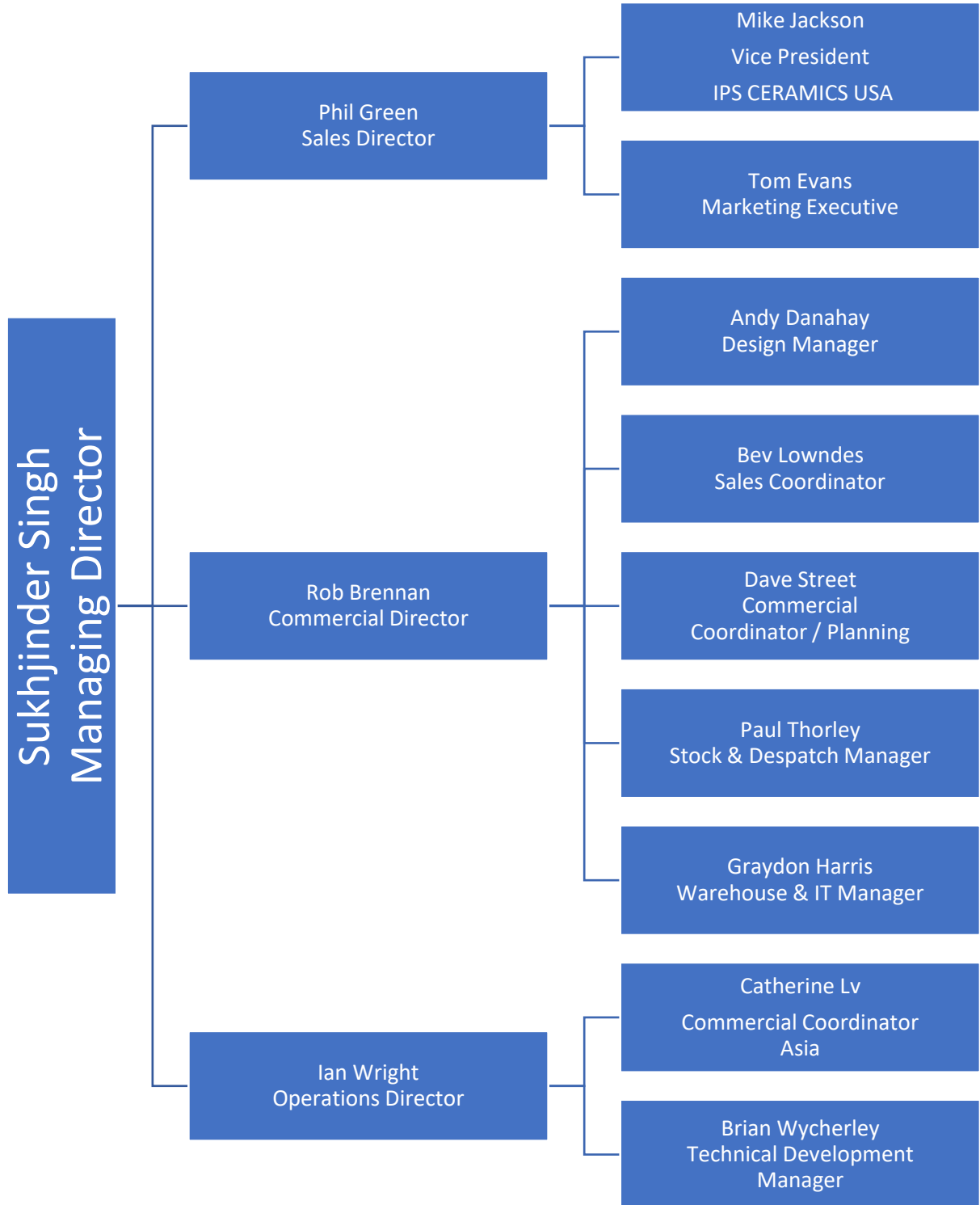
### **Food Hygiene**

It should be noted that staff bringing food into work for their own consumption should ensure that the container is tightly shut to prevent cross-contamination from other foodstuffs, and that the food is stored appropriately e.g. in the refrigerator.

# IPS Ceramics Ltd. Health and Safety Manual

## Appendix 1

## ORGANISATIONAL STRUCTURE



# IPS Ceramics Ltd. Health and Safety Manual

## Appendix 2

### RIDDOR Reportable Occurrences

Set out below are **some examples** of reportable occurrences. According to the RIDDOR regulations such occurrences must **'arise out of or in connection with work'**.

- **Fatality**
- **Major Injury :-**
  - any fracture other than to the fingers, thumbs or toes;
  - any amputation;
  - dislocation of the shoulder, hip, knee or spine;
  - loss of sight (either temporary or permanent);
  - chemical or hot metal burn to the eye or any penetrating injury to the eye;
  - any injury resulting from electric shock or electrical burn leading to unconsciousness or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury:-
  - leading to hypothermia or heat-induced illness or unconsciousness;
  - requiring resuscitation; or
  - requiring admittance to hospital for more than 24 hours
- loss of consciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment or loss of consciousness caused by absorption of any substance by inhalation, ingestion, or through the skin.
- **Dangerous Occurrences e.g.**
  - the collapse, overturning of or failure of any load bearing part of any:-
    - lift or hoist;
    - access cradle or window-cleaning cradle;

## **IPS Ceramics Ltd. Health and Safety Manual**

- forklift truck.
- any injury sustained from an explosion;
- collapse of any scaffold which is more than 5 metres high;
- any unintended collapse or partial collapse of any part of a building;
- any explosion or fire, which results in work being interrupted for more than 24 hours.
- Over 3-day Injury – any injury sustained that results in the person being away from work for 3 days or more (including weekends).
- **Diseases – such as :-**
  - cramp of the hand, forearm due to repetitive movements;
  - subcutaneous cellulitis of the hand;
  - carpal tunnel syndrome;
  - hand/arm vibration syndrome;
  - tuberculosis;
  - poisoning;
  - any form of cancer;
  - occupational dermatitis;
  - occupational asthma;

**If there is any doubt as to whether an occurrence is reportable, contact your Manager or Health and Safety Co-ordinator for advice.**

# IPS Ceramics Ltd. Health and Safety Manual

## Appendix 3 Health and Safety Policy

August 2019



### Health and Safety Policy

*Our Policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities including contractors, visitors, and members of the public.*

Details of how we achieve this are set out in the IPS Health and Safety manual, but the key points are: -

1. All employees have a duty under the Health and Safety at Work Act 1974 and other relevant legislation, to take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions whilst they are at work.
  - It is an offence for any employee to recklessly interfere with or misuse anything provided in the interests of their health, safety and welfare.
  - Employees must carry out their duties in line with the information, instruction, training and supervision that they have been given.
  - They must co-operate with their employer to enable them to carry out their health and safety duties; this includes reporting any concerns or near-misses to an appropriate manager.
2. IPS Ceramics will provide the information, equipment, instruction and training as is appropriate for each employee to safely perform their tasks.
3. The Directors of IPS Ceramics acknowledge their responsibility for all health and safety matters at work, however where appropriate competent person(s) will be appointed to assist management in carrying out some responsibilities or duties.
4. The monitoring of all aspects of health and safety is carried out via regular meetings of the IPS health and safety group. All employees (or their representatives) are welcome to attend any of these meetings to raise matters of health and safety.
5. Only by working together at all levels from operators to Directors can we achieve a safe and healthy working environment for all.
6. This policy will be reviewed at regular intervals and updated if necessary.

Signed .....  ..... (Operations Director)

Date ..... 03/03/2019 .....