



Health & Safety Policy Statement

We recognise that the disciplines of health and safety are an integral part of our management function. The business views these as a primary responsibility and the key to good business in adopting appropriate Health & Safety Standards.

The company is therefore committed to:-

- Complying with all current health and safety legislation, regulations and other requirements;
- The continual improvement of its management system through the prevention of injury, ill health and the reduction of hazards.
- Communicating its objectives and its performance against those objectives throughout the Organisation and to interested parties.
- Taking due care to ensure that activities are safe for employees, associates and subcontractors and others who come into contact with our work
- Working closely with our customers and suppliers to establish the highest Health & Safety standards.
- Adopt a forward-looking view on future business decisions that may have Health & Safety consequences.
- Training our staff in the needs and responsibilities of Health & Safety management.
- Reviewing this policy annually or on significant changes within our business.

Signed;

A handwritten signature in black ink that reads 'A Sherwood'.

Mr Alan Sherwood
Managing Director
Date: 1st February 2023



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General Requirements

We have established, documented and implemented an OH&S management system in accordance with the requirements of OHSAS 18001:2007. It is maintained and continually improved.

Road Haulage

Health & Safety Policy

We have a documented occupational health and safety policy authorised by the directors that clearly states overall health and safety objectives and a commitment to improving health and safety performance.

The policy is:

- appropriate to the nature and scale of our OH&S risks;
- includes a commitment to continual improvement;
- includes a commitment to at least comply with current applicable OH&S legislation and with other requirements to which we subscribe;
- is communicated to all employees with the intent that employees are made aware of their individual OH&S obligations;
- is available to interested parties upon request;
- is reviewed periodically to ensure that it remains relevant and appropriate to our business.

Hazard identification, risk assessment and determining controls

We have established and maintain procedures for the ongoing identification of hazards, the assessment of risks, and the implementation of necessary control measures through the development of risk assessments and method statements.

These include:

- routine and non-routine activities;
- activities of all personnel having access to the workplace (including subcontractors and visitors);
- facilities at the workplace, whether provided by the organisation or others.
- The results of these risk assessments and the effects of the controls are considered when setting our OH&S objectives. We have documented risk assessments and method statements and keep this information up to date.
- Our methodology for hazard identification and risk assessment: -
- is defined with respect to the scope, nature and timing to ensure it is proactive
- rather than reactive;
- has provided for the classification of risks and identification of those that are to be eliminated or controlled by measures as defined in our objectives and programs;
- is consistent with operating experience and the capabilities of risk control measures employed;
- has provided input into the determination of facility requirements, identification of training needs and/or development of operational controls;
- has provided for the monitoring of required actions to ensure both the effectiveness and timeliness of their implementation.



Legal and other requirements

We have established a legal register that identifies the legal and other OH&S requirements that are applicable to our business. The register is kept up to date through a quarterly review of the HSE website to identify any changes. Where change is identified, consideration is given to any potential health and safety consequences in relation to our existing actions and controls. All relevant information on legal and other requirements is communicated to our employees and other relevant interested parties.

These quarterly reviews are documented within the legal register for compliance purposes.

Objectives

We have established and maintain documented occupational health and safety objectives at each relevant function and level within the organisation. Objectives are quantified wherever possible.

When establishing and reviewing our objectives, we give consideration to our legal and other requirements, our OH&S hazards and risks, our technological options, our financial, operational and business requirements, and the views of interested parties. The objectives are consistent with the OH&S policy, including the commitment to continual improvement.

Management Programme

We have established and maintain an OH&S management programme for achieving our objectives. It includes documentation of:-

- a) the designated responsibility and authority for achievement of the objectives at relevant functions and levels of the organisation;
- b) the means and time-scale by which objectives are to be achieved.

The management programme is reviewed at regular and planned intervals. Where necessary it is amended to address changes to the activities, products, services, or operating conditions of the organisation.

Structure and responsibility

The roles, responsibilities and authorities of personnel who manage, perform and verify activities having an effect on the OH&S risks of our activities, facilities and processes, are defined, documented below, summarised in an organisational chart and communicated throughout the business.

Ultimate responsibility for occupational health and safety rests with the Managing Director who has particular responsibility for ensuring that the OH&S management system is properly implemented and is performing to requirements in all locations and spheres of operation within the business.

Management provides resources essential to the implementation, control and improvement of the OH&S management system.

The Managing Director has defined roles, responsibilities and authority for: -

ensuring that OH&S management system requirements are established, implemented and maintained in accordance with this OHSAS specification;



ensuring that reports on the performance of the OH&S management system are presented to top management for review and as a basis for improvement of the OH&S management system.

Responsibilities of Managing Director

As the managing director of the company, Alan Sherwood is ultimately responsible for everyone's health, safety and welfare at work (including the public) and responsible for ensuring that:

Adequate and effective planning, organisation, control and monitoring for safety are implemented in accordance with relevant legislation.

Sufficient financial, labour resources and time are available to meet statutory requirements.

Employees are fully aware of this policy and their duties in relation to health and safety.

All reported health and safety issues are reviewed and remedial action applied when necessary.

Everyone working for the company receives adequate instruction, information, training and supervision to achieve the requirements of this policy.

Equipment used by the company is suitable for the job and regularly inspected and maintained.

Contractors are competent and have adequate health and safety arrangements.

Risk assessments are undertaken to assist in the implementation of safe systems of work.

Employees are consulted and their views considered prior to implementing changes that may affect their health and safety.

Accidents and dangerous occurrences at work are reported to the HSE in accordance with the Reporting of Injuries, Diseases and Dangerous Substances Regulations (RIDDOR).

Competent health and safety advice and support is available.

Responsibilities of the Health & Safety Director

Justin Sherwood has delegated responsibility for implementation of health and safety policies and their day to day implementation.

Responsibilities of the Group Safety Officer

As Group Safety officer of the company, Paul Rose shares responsibility for ensuring there are effective arrangements, planning, organisation, control and monitoring for safety within the company and that preventative measures are maintained and legal requirements are met. His specific responsibilities as Group Safety Officer include:

Supporting the Managing Director and Health & Safety Director in their general duty to ensure the health and safety and welfare of employees and others.

Acting on reports from employees and others on matters of health and safety and reporting back to the Managing Director.



Ensuring that health and safety is taken fully into account in all dealings with the company and using the competent advice available.

Implementing the arrangements set out in the management system and monitoring the safety performance across the company.

Responsibilities of Competent Person

The Competent Person, Craig Cooper, is responsible for the implementation of the OH&S policy and has been clearly allocated this responsibility. This is a mandatory legal requirement with few exceptions.

The appointed Competent Person has been given authority and resources, including time, to carry out their responsibilities to:-

Identifying employee training needs in respect of health and safety, arranging health and safety training and keeping suitable records.

Ensuring new employees receive suitable and adequate induction training.

Ensuring suitable health and safety information is provided to employees.

Ensuring that risk assessments are undertaken in the premises.

Ensuring that equipment procured by the company is suitable for the intended task, complies with statutory safety standards, is CE marked and is accompanied by statutory documentation and manuals.

Ensuring that contractors are competent with adequate health & safety arrangements.

Ensuring there are adequate first aid provisions in the company.

Ensuring all accidents are entered in the accident book.

Ensuring that fire precautions are inspected and maintained and records retained.

Ensuring materials are stored safely in the office areas and keeping office areas safe and tidy.

Accountability rests with the Competent Person to discharge their responsibilities.

Reporting relationships are clear and unambiguous.

Where personal appraisal systems are in place for the Competent Person, performance of the OH&S management system is included in the appraisal system.

Responsibilities of Employees and Self-employed Subcontract Employees

All employees and self-employed subcontract employees have a duty to co-operate with the employer under the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and all other related regulations.

Any employee responsibilities detailed in the policy are also applicable to self-employed subcontractors.

All employees and self-employed subcontract employees will therefore:-



Comply with the company safety policy, site health and safety plan, risk assessments and method statements, and office rules.

Co-operate with both employer and managers and follow instructions.

Use the appropriate equipment for the job and not misuse it.

Keep equipment in good condition and report defects.

Report any accident, dangerous occurrence or condition to the Safety Coordinator or the appointed responsible person.

Take all reasonable steps to ensure the safety of himself/herself and others.

Raise any health & safety concerns with the Safety Coordinator or the appointed responsible person.

Avoid improvised arrangements and suggest safe ways of reducing risks.

Observe all warning notices and follow instructions.

Not interfere with or misuse anything provided for them in the interests of health, safety and welfare.

Report defective equipment and ensure it is not used until repaired.

Inform the Managing Director if they suffer from any allergy, health problem or are receiving medication likely to affect their work ability to do normal tasks.

Any breach of these requirements is treated, as a breach of contract and appropriate disciplinary action will be taken. The taking of any reasonable action to safeguard the health, safety and welfare of themselves and others will not result in any form of disciplinary action.

Training, awareness and competence

Personnel are competent to perform tasks that may impact on OH&S in the workplace.

We have appointed a Competent Person and have established and maintain procedures to ensure that our employees working at each relevant function and level are aware of any dangers to themselves or to their colleagues. These include:-

The importance of conformance to the OH&S policy and procedures, and to the requirements of the OH&S management system.

The OH&S consequences, actual or potential, of their work activities and the OH&S benefits of improved personal performance.

Their roles and responsibilities in achieving conformance to the OH&S policy and procedures and to the requirements of the OH&S management system, including emergency preparedness and response requirements.

The potential consequences of departure from specified operating procedures.

Training procedures take into account the differing levels of responsibility, ability, literacy and risk.



Personal Protective Equipment

The Personal Protective Equipment at Work Regulations 1992 is in place to protect workers from injury or sickness caused by their work activities where other controls have not been available.

Personal Protective Equipment (PPE) is defined in the Regulations as 'all equipment which is intended to be worn or held by a person at work and which protects them against one or more risks to their health or safety' e.g. safety helmets, gloves, eye protection, high visibility clothing, safety footwear and safety harnesses.

PPE should be considered as a 'last resort' when other control measures have been considered and either implemented or proven to be ineffective. There is a recognised hierarchy of controls within Health and Safety which shows that other controls must be considered before the control of personal protective equipment.

It is our policy

When you start work with members of the Fred Sherwood Group, if you are employed as a driver or your work requires you to work out on site, you are provided with items of equipment for your personal protection, as required under Health & Safety legislation. The items that you may be provided with may include hardhat, goggles, gloves and steel capped safety boots as well as other items of clothing. These items are generally acquired on your behalf by the Company and it is the Company's Policy that you wear the pertinent items at all times whilst at work. You may be disciplined if you repeatedly refuse to use PPE in the correct way.

Where you are required to visit clients' sites as part of your job, such as sales visits, it may be a prerequisite that you wear certain items of PPE on site. In such cases, if you have not already been provided with the appropriate PPE, you should advise the Company of your requirements prior to your planned visit, so that the correct items can be acquired.

Should you leave the employment of the company, you are required to return all items of equipment to the company, regardless of their condition.

Duties of Employees regarding PPE.

The Personal Protective Equipment at Work Regulations place duties on employees to take reasonable steps to ensure that PPE provided is properly used.

The Regulations also place the following duties on employees:

- 🚫 PPE must be examined before use.
- 🚫 Any loss or obvious defect must be immediately reported to the H&S Manager.
- 🚫 Employees must take reasonable care for any PPE provided to them and not carry out any maintenance unless trained and authorised.
- 🚫 Report hazards and risks to the H&S Manager. Including any lack of PPE provision or defects in the PPE provided by FSG.
- 🚫 Discipline employees who repeatedly refuse to use PPE in the correct way.

Management of PPE

- 🚫 All PPE issued is to be signed out and logged by the traffic office.
- 🚫 Any subsequent items of PPE that are issued throughout the employees employment must be signed out. A description of why the particular item requires replacing must be provided.
- 🚫 A separate form must be completed for each item issued.
- 🚫 All PPE issued must be logged on control spreadsheet.



Consultation and communication

The organisation has procedures for ensuring that pertinent OH&S information is communicated to and from employees and other interested parties.

Employee involvement and consultation arrangements are documented and interested parties informed.

Employees are:-

involved in the development and review of policies and procedures to manage risks.

consulted where there are any changes that affect workplace health and safety.

represented on health and safety matters.

informed as to who is their employee OH&S representative(s) and specified management appointee – Competent Person.

Documentation

The organisation has established and maintains information, in a suitable medium such as paper or electronic form that describes the core elements of the management system and their interaction and provides direction to related documentation.

A written procedure for the control of documents together with a control register has been established.

Operational control

The organisation has identified those operations and activities that are associated with identified risks where control measures need to be applied. The organisation has planned these activities, including maintenance, in order to ensure that they are carried out under specified conditions by: -

establishing and maintaining documented procedures to cover situations where their absence could lead to deviations from the OH&S policy and the objectives;

stipulating operating criteria in the procedures;

establishing and maintaining procedures related to the identified OH&S risks of goods, equipment and services purchased and/or used by the organisation and communicating relevant procedures and requirements to suppliers and contractors;

establishing and maintaining procedures for the design of workplace, process, installations, machinery, operating procedures and work organisation, including their adaptation to human capabilities, in order to eliminate or reduce OH&S risks at their source.

Emergency preparedness and response

We identify potential emergencies through our risk assessment procedures and have established and maintain plans and procedures for preventing and mitigating the likely illness and injury that may be associated with them.

The organisation reviews its emergency preparedness and response plans and procedures, in particular, after the occurrence of incidents or emergency situations.



Emergency procedures are periodically tested where practicable.

Performance measurement and monitoring

We have established and maintain procedures to monitor and measure OH&S performance on a regular basis. These procedures provide for: -

both qualitative and quantitative measures, appropriate to the needs of the organisation;

monitoring of the extent to which the organisation's OH&S objectives are met;

proactive measures of performance that monitor compliance with the OH&S management programme, operational criteria and applicable legislation and regulatory requirements;




reactive measures of performance to monitor accidents, ill health, incidents (including near-misses) and other historical evidence of deficient OH&S performance;

recording of data and results of monitoring and measurement sufficient to facilitate subsequent corrective and preventative action analysis.

Where monitoring equipment is required for performance measurement and monitoring, the organisation has established and maintains procedures for the calibration and maintenance of such equipment. Records of calibration and maintenance activities and results are retained.

Accidents, incidents, non-conformances and corrective and preventive action

The organisation has established and maintains procedures (P04 & P05) for defining responsibility and authority for the handling and investigation of:

-  accidents;
-  incidents;
-  non-conformances;

taking action to mitigate any consequences arising from accidents, incidents or non-conformances;

the initiation and completion of corrective and preventive actions;

confirmation of the effectiveness of corrective and preventive actions taken. These procedures require that all proposed corrective and preventive actions are reviewed through the risk assessment process prior to implementation. Any corrective or preventive action taken to eliminate the causes of actual and potential non-conformances is appropriate to the magnitude of problems and commensurate with the OH&S risk encountered.

We record any changes in the documented procedures resulting from corrective and preventive action and use the information to review our current objectives and set new objectives.

Records and records management

A documented records procedure has been written and implemented and can be found in the procedures folder.



Audit

A documented audit procedure has been written and implemented and can be found in the procedures folder.

An audit programme has been developed and is reviewed against risk assessments and the results of previous audits.

Management review

The business's top management reviews the OH&S management system, to ensure its continuing suitability, adequacy and effectiveness. The management review process ensures that the necessary information is collected to allow management to carry out this evaluation. This review is documented.

The management review has addressed the possible need for changes to policy, objectives and other elements of the OH&S management system, in the light of OH&S management system audit results, changing circumstances and the commitment to continual improvement.

Signed;

A handwritten signature in dark ink, appearing to read 'A Sherwood', is written over a light grey rectangular background.

Mr Alan Sherwood
Managing Director
Date 1st February 2023