

HEALTH AND SAFETY POLICY

**WFM Solutions Ltd
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FOREWORD

The company is required by the Health and Safety at Work Order (NI) 1978 to prepare a written statement of its safety policy and communicate the contents thereof to all concerned.

To this end, the company safety policy will be distributed in this booklet form to all employees.

The success of the implementation of the policy depends upon the co-operation of management, staff and employees who must be familiar with and observe its contents and take appropriate action when necessary.

WFM Solutions are confident that such co-operation will be forthcoming.

A copy of this document must be readily available for reference at all times, and inspection by the Enforcement Agencies.

SECTION ONE

STRUCTURE OF HEALTH AND SAFETY

- 1:1 Company Objectives
- 1:2 Company Policy Statements
- 1:3 Environmental Statements

1:1 COMPANY OBJECTIVE

WFM Solutions objectives are, to ensure, so far as is reasonably practicable, that:-

- ◆ Adequate resources are provided to ensure that proper provision can be made for health and safety.
- ◆ Risk assessments are carried out and periodically reviewed.
- ◆ Systems of work that are safe and without risk to health are provided and maintained.
- ◆ Arrangements for the use, handling, storage of substances for use at work are safe and without risk to health under COSHH Regulations 2005.
- ◆ All employees and support staff are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work and the safety of others that may be affected by their actions.
- ◆ The provision and maintenance of all equipment is safe and without risk to health.
- ◆ The working environment of all employees and clients are safe and without risk to health and that adequate provision is made with regard to facilities and arrangement for their welfare at work under the Health, Safety and Welfare (Workplace) Regulations (NI) 1993 amended.

1:2 COMPANY STATEMENT OF SAFETY POLICY

The Health and Safety at Work Order 1978 the Management of health and safety at work Regulations (NI) 2000 impose a statutory duty on employees in so far as is reasonably practicable the health , safety and welfare of their employees, Clients and visitors. This duty also extends to others who may be affected by the service we shall provide.

Employees and staff also have a statutory duty to take care of them and others who may be affected by their acts or omissions.

To enable their duties to be carried out, it is our intent to ensure that responsibilities for health and safety matters are effectively assigned, accepted and fulfilled at all levels within our organisational structures.

1. We will, so far as is reasonably practical, ensure that:

- Adequate resources and access to competent advice and that we are able to comply with our statutory duties.
- Emergency evacuation procedures are outlined and displayed throughout the building
- Risk assessments are carried out periodically and reviewed, to ensure hazards are identified.
- Systems of work are provided and maintained that are safe without risk to health.
- All employees and staff are provided with such information, instruction, training supervision as is necessary to secure their safety and health at work and the safety of others who may be affected by their actions.
- The working environment of all employees are safe and without risk to health and that adequate provision is made with regard to facilities and arrangements for their welfare at work.
- The place of work is safe access and there is safe access to and egress from the workplace.
- Monitoring activities are undertaken to maintain agreed standards.

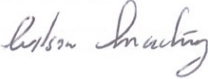
2. It is the duty of all employees and staff at work:-

To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and co-operative with us in fulfilling our statutory duties.

3. General

The Health and Safety Policy will be reviewed at least annually, amended and updated as and when necessary. Communication of any such changes will be made to all employees and support staff.

- These are established and maintained effective procedures for consultation and communication between all levels of management and employees on all matters relating to health, safety and welfare

Signed:	
Date:	01/05/2023
Position:	Managing Director

1.3 ENVIRONMENTAL STATEMENT

WFM Solutions recognises the need for sustainable development and continually aims to improve the environmental effect of activities.

To achieve this we will:-

Establish sound environmental management by:

Meeting or improving upon relevant legislative, regulatory and environmental codes of practice.

Developing objectives that target environmental improvements, and monitor performance by regular review.

Considering environmental issues in the decision making process.

Developing a relationship with suppliers and contractors so that we all recognise our environmental responsibilities.

Educating staff so that they carry out their activities in an environmentally responsible manner.

Promoting and appreciation of the organisation's environmental performances among customers and employees.

Provide for effective use of resources by:

- Advising employees on the efficient use of energy and other utilities.
- Promoting waste minimisation by recycling or finding other uses of by-products whenever economically viable.
- Promoting the efficient use of resources, energy and fuel throughout the companies operations.
- Provide information for the Company's products to be properly used, stored and disposed of, so far as to avoid in acceptable effects on the environment

Co-operate with

The communities in which we operate.

The Government regulatory bodies and other interested parties with the shared vision of being a good and trusted neighbour.

SECTION TWO ARRANGEMENTS

- 2.1 Risk Evaluation and Control
- 2.2 Control of substances Hazardous to Health
- 2.3 Display Screen Equipment
- 2.4 Manual Handling Operations
- 2.5 Safe Systems of Work
- 2.6 Training
- 2.7 Consultation and Communication
- 2.8 Control of Contractors and Visitors/ Clients
- 2.9 Personal Protective Equipment
- 2.10 New and Expectant Mothers
- 2.11 Disciplinary Code
- 2.12 Emergency Procedures - Fire
- 2.13 First-Aid Arrangements
- 2.14 Accident Reporting and Investigation
- 2.15 Stress Management
- 2.16 Disability
- 2.17 Alcohol and Drugs
- 2.18 Smoke Free Policy
- 2.19 Physical and Verbal Incidents to Staff
- 2.20 Noise
- 2.21 Abrasive Wheels and Discs.
- 2.22 Lifting Equipment and Car /Commercial Wheels and tyres
- 2.23 Driving of Company Vehicles
- 2.24 Electrical Safety and isolation / lockout procedures for all energy sources.

SECTION TWO

2.1 General Risk Assessment Policy

We the company shall carry out suitable and sufficient assessments of the risks to health and safety of our employees and others affected by our work activities in compliance with the Management of Health and Safety at Work Regulations (Northern Ireland) 2002).

To ensure that this happens we will-

- Identify all hazards with a potential to cause harm to our employees and others whom maybe affected
- The Evaluate the probability and severity of injury or damage
Establish appropriate procedures, including the stopping and resumption of work, for controlling exposure to the special risk.

We will, where we identify a risk of serious or imminent danger:

- Nominate a sufficient competent person to implement the procedures for evacuation from the premises.
- Analyse the option for eliminating, reducing or controlling the risks and then take the appropriate action.
- Review the assessment periodically and where they may no longer be valid or where there has been a significant change in work activities processes.
- Keep records in writing or electronic form of the significant findings of risk assessments and identify employees who may be especially at risk.
- Provide appropriate health surveillance where there is an identifiable disease or potential adverse health condition related to your work.
- Appoint competent person (s) to assist to assist us in complying with statutory duties for health and safety
- Provide our employees and employees of other employers working on our premises with comprehensive and relevant information on risks preventative measures, emergency procedures.
- Will as we share a workplace, co-operate, co-ordinate and share information relating to risks with other employers to enable each of us to comply with our statutory duties for health and safety.

In addition to the above it is our policy to carry out specific risk assessments in accordance with the other Regulations and Codes of Practice.

2.2 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

Policy

We the company recognizes that substances that are used generate or that you may come into contact with can cause significant injury or ill-health. As such the Company is committed to ensuring that where such contact cannot be avoided or eliminated, all such substances are stored, used, handled and disposed of in a manner that minimizes risk to health.

Arrangements

In all circumstances a suitable and sufficient assessment is carried out by competent assessors using a COSHH Assessment Form.

The Assessor looks at the way the substances are used, handled, stored transported etc. with a view to determining whether contact can be avoided. If this cannot be done, the workshop foreman / Supervisors are responsible for implementing the necessary measures in order to reduce the risk as far as is reasonable practical.

The Procurement nominated person is responsible for obtaining Material Safety Data Sheets. These are held on-site for all substances in use within the tasks undertaken.

The Company is responsible for ensuring that all employees are aware of the hazards and protective measures required for the use of hazardous substances.

That emergency procedures are in place to deal with any spillage, release or unidentified substances encountered during their use.

2.3 DISPLAY SCREEN EQUIPMENT

It is the Companies understanding that working with Display Screen Equipment (DSE) is not in itself hazardous. However, it acknowledges that incorrect use of DSE can be indeed cause harm and ill-health. As such our company is committed to ensuring that all measures are taken to ensure that users of DSE are not subject to conditions that may rise to ill-health as every employee may be required to use a computer to some degree to successfully discharge their duties. The company will ensure all workstations comply with current regulations.

Regular eyesight tests are made available, free of charge, to all DSE users. Where these indicate that special corrective lenses are required for DSE users, basic frames with the required lenses, are free of charge at the company's expense.

Policy

The Company is committed to ensuring that occurrences of injury and ill-health related to manual operations are avoided. Where possible manual handling operations will be eliminated. However, risk from remaining operations will be reduced by means of risk assessments, control and information, instruction, training, and supervision.

Arrangements

Initial risk assessments are used to identify operations involving manual handling the workshop manager shall be responsible for controlling the risk associated with these.

Where the assessment has shown that a manual handling operation cannot be avoided and carries a General Risk, the workshop manager shall ensure that the risks are reduced so far as is reasonably practicable and that all employees involved in these operations are given sufficient information, instruction training and supervision in order to carry out the task safely.

2.5 Safe Systems of Work

We have general duty under Health and Safety at Work (Northern Ireland) Order 1978 to provide systems of work that are safe and without risks to health. In so far as is reasonable and practical.

Safe systems of work embrace all our duties and play a major part in effective management and control of health and safety.

We define a safe system of work as a formal procedure which results from the systematic examination of a task in order to identify all the hazards. It defines safe work methods to insure that hazards are eliminated or risks minimised by establishing effective controls. The system of work can be written or verbal, although written systems are preferred.

IMPLEMENT THE SYSTEM

A safe system needs to be communicated to all concerned. It needs to be comprehensive, easily understood by our employees and must be applied correctly.

Therefore we will:-

Ensure training is carried out

Ensure that they have an awareness of the hazards and potential risks.

Ensure precautions are fully understood and taken.

Stop work if an unexpected problem is encountered Restart only when a safe solution is found and implemented

Avoid short cuts

MONITOR THE SYSTEM

We shall review periodically to ensure the changes to staff, materials, equipment, or task, have not introduced new hazards.

Check the systems are operating properly.

Check our procedures are effective

Check changes in circumstances are noted.

Check any alterations to systems of work are actually made.

2.6 TRAINING

The training is an important way of achieving competence and helps to convert information into safe working practices. It contributes to the Companies health and safety culture and is needed at all levels within the company. The risk assessment process will help to determine the level of training needed for each task undertaken. This will include on the job training and training in health and safety and emergency procedures.

Changes in any employees or staff working environment may cause them to be exposed to new risks requiring further and suitable training.

All training provided will suitable and sufficient and will be carried out by approved providers and registered trainers.

2.7 CONSULTATION AND COMMUNICATION

In order to promote a culture of health and safety the company aim is to consult and communicate with its employees. In this way the company aims to foster a culture of openness and dialogue at all levels.

In order to facilitate communication and consultation

The workshop manager at meetings will discuss any health and safety issues or recommendations that are brought to him, by the workshop foreman/ Supervisors. Consultation between employees and management will take place at pre-arranged meetings.

2.8 VISITORS/CLIENTS

The Company's policy regarding the control of visitors / Clients is as follows:-

- 1 We must be aware that the visitor/Client is on our site. All Visitors/Clients must report to reception on arrival. If required to be within the workshop bays they will be accompanied by a member of staff.
2. The visitor/client will be accompanied by a member of staff to areas within the workshop bays at all times. This is important for safety and security, within the workshop bays.

3. Should a fire occur the member of staff dealing with the Client will take the client to the fire assembly point.

4. Should an incident occur involving the visitor/ client which results in an injury, this to be recorded within the accident book, held within the office.

5. No members of the public are to be allowed within the restricted area around any piece of equipment within the workshops, either being used or in the preparation of being used. This will be designated by barriers and must be complied with, at all times.

SUB CONTRACTORS- Maintenance of systems

The term “Contractor” in the context of this section of the safety policy has a wide definition.

Basically it means any individual or organisation who enters into a agreement written or oral with the Company to carry out services. This will ensure that the health and safety of not only our employees and clients but contractors we employ.

We will;-

1. Request information from the sub contractor on their procedures and policy.
2. Request copies of their insurances.
3. Establish rules and guidelines for their operations whilst on our sites.
4. Provide information on risks within the site which may be encountered.
5. Ensure that they are not creating any risk or hazards to our employees and clients.
6. Designate specific routes and areas where the work is to be carried out and areas of no entry to contractors.
7. No equipment, tools or forklifts are to be made available for use by any contractor. They must provide all equipment necessary to carry out the tasks instructed.

2.9 Personal Protective Equipment

Personal protective equipment is issued by the company where the health and safety of persons cannot adequately be protected by other means.

The Company supplies, free of charge, protective equipment that is necessary. Whilst the equipment remains the property of the company it is provided to you as a personal issue, you are required to wear it, use it when applicable, not to misuse or mistreat it. Report any loss or damage to the workshop foreman / supervisor.

Non-compliance with any instructions from the company for wearing of PPE can result in disciplinary procedures and could lead to dismissal.

2.10 New and Expectant Mothers

As far as is reasonably practicable the company will endeavour to minimise the risk to new and expectant mothers.

Employees are required to notify the administrator as soon as they are aware that they are pregnant. It is the administrator's responsibility to ensure that either an existing risk assessment is reviewed or a new assessment is completed to decide whether risks posed to the mother or baby is insignificant or acceptable or what action is required to minimise the risk or to remove the hazards.

In cases where hazards cannot be eliminated or risk reduced to acceptable levels the Administrator will endeavour to find alternative work. Adequate rest facilities for expectant or nursing mothers will be provided.

2.11 Disciplinary Code

Serious breaches of the company's health and safety rules contained within the policy document and by designated signage throughout the facility and sites, which endangers the life of or may cause injury to other employees or any other person along with.

Interference with or miss-use of any equipment issued by the company for use at work that may cause harm. Disciplinary action may be taken and could lead to dismissal.

A full investigation will be undertaken into the circumstances of any disciplinary offence prior to any disciplinary actions being undertaken.

2.12 Emergency Action Plan

The purpose of the emergency action plan is:

- a. To ensure that the people in the premises and on site know what to do in a fire situation.
- b. To be sure the premises or site can be safely evacuated.

Upon discovery of a Fire

RAISE THE ALARM

EVACUATION OF THE PREMISES

On hearing the alarm – leave the building immediately by the nearest exit.

ALL EMPLOYEES AND CLIENTS MUST REPORT TO THE ASSEMBLY POINT

The Assembly point is located at; top main car park

A role call of employees should be taken and a person nominated to liaise with the Fire and Rescue Service to state that all persons have/have not been accounted for, and to give their whereabouts, nature and extent of fire.

FIRE FIGHTING EQUIPMENT

Fire Fighting equipment is provided in the unit and throughout the workshops and you should familiarise yourself with equipment to ensure the correct extinguishers are used when required.

Only staff who have received appropriate training, should attempt to tackle a fire. And only if it is safe to do so.

DUTIES of Workshop Foreman / Supervisors

Workshop Foreman / Supervisors are to carry out the following functions in the event of fire.

- Ensure all persons leave the building by the nearest exit or route and report to the assembly point. (Remember to check remote areas such as toilets, and site storage areas etc)
- Close all internal doors if safe to do so
- Turn off any possible heat source if safe to do so
- Report to the assembly point and carry out a roll call
- Pass all information over to persons in overall charge at the Assembly Point

FIRE SAFETY TRAINING

All employees and staff will receive information and training during the Induction process

FIRE DRILLS

Fire drills shall be carried out twice per year for the workshops and administration.

Personal Electrical Appliances – Fire risk

Personal electrical appliances are not permitted to be used within our workshops unless they have a current PAT test certificate displayed, and have been approved by the workshop manager

HOT WORK

Hot work, welding, cutting, brazing, grinding must be strictly controlled.

Prior to commencement of work areas surrounding areas must be clear of flammable materials. Fire extinguishers must be positioned and available close to the work area. Hot work areas must be inspected 30 minutes after completion of works, for potential fire hazards.

2.13 MEDICAL AND FIRST AID FACILITIES

First aider and facilities have been provided in accordance within the statutory requirements.

Information on available first aid facilities and the location of first aid equipment will be given to all employees, staff during their induction programme.

2.14 ACCIDENT REPORTING AND INVESTIGATION

Policy

It is The Company's policy to record all accidents and incidents in order to permit a suitable investigation to be carried out in order to determine necessary corrective and preventive action. In doing so the organisation shall gather necessary information required to facilitate the reporting of injuries, diseases and dangerous occurrences as required by legislation.

Arrangements

The health and safety coordinator will be notified of all accidents. There are a number of ways that accidents and incidents are reported and the follow –up:

- **Statutory Accident Book**

A copy of the statutory accident book is held in Administration Office

- **RIDDOR**

The first aider is responsible for contacting Riddor by phone and will complete on line utilizing the HSE (NI) web site, the enforcing authority within the required timescale. Where required the health and safety coordinator will make the telephone contact with the HSE Belfast or the EHO at Banbridge Council Offices

Centre Reporting and Investigation Reports

The Company's accident reporting forms are held in the Administration office, along with accident investigation forms which will be completed by the workshop manager with assistance from workshop foreman / supervisor. The health and safety external advisor will assist in any investigation as instructed by the Administrator/ Health and Safety Coordinator.

2.15 Stress

The Health and Safety Executive defines stress as the adverse reaction people have to excessive pressure or other types of demand placed on them.

Stress can affect people at an:-

Emotional Level (fatigue, anxiety)

Cognitive Level (making mistakes, accidents)

Behavioural level (smoking, excess drinking, over eating)

Physiological (contributing to raised blood pressure, heart disease reduced resistance to infection, digestive problems and skin problems.

Any employee who feels they may be suffering from the effects of stress should consider discussing any problems in private with the Managing Director.

2.16 Disabled Persons

The Company aims to provide full and fair opportunity for employment for disabled persons and ensure training and practical assistance, where required. The Company recognises that those employees who require extra facilities or assistance, both routinely and in emergencies, will have their needs met.

2.17 Alcohol & Drug abuse

The Company recognises the potential dangers of alcohol and drug abuse to both the individual and the Company. The Company aims to prevent where possible alcohol and drug abuse amongst employees and to detect at an early stage employees with problems.

The Company, when ever possible, will offer assistance, such as counselling or leave of absence from work, if required for treatment. However there may be some instances were this offer may not be appropriate.

The workshop Manager will assess each case individually.

Employees must not use, possess, conceal transport, promote or sell prohibited substances whilst on our premises or in our vehicles.

Employees must not report for work at our yard or designated sites under the influence of prohibited substances.

Employees must not consume alcohol in the workshop or its grounds, or indeed at any site with which the company has business dealings throughout the course of the employees working hours.

2.18 Smoke Free Policy

The aim of our smoke free policy is to protect all employees, staff, clients and visitors from exposure to second hand smoke and to comply with the Smoking Order NI 2006.

The company acknowledges that all our workplaces and vehicles will be smoke free and all employees have a right to work in a smoke free environment.

Smoking is prohibited within the building, a dedicated covered smoking area has been provided. No persons employed by the company are permitted to smoke in vehicles.

Failure to comply with this policy could result in action being taken against the Company and the individual by the local council and a statutory fine imposed.

2.19 Physical and verbal assaults and incidents of a violent nature

The Company has a legal duty under the Health and Safety at Work Order N.I.1978 to ensure as far as is reasonably practicable the health and safety and welfare of all employees and others who work from these premises. This duty extends to protecting employees and others from physical and verbal assaults and other incidents of a violent nature.

When clients are on our sites a designated person will be responsible for ensuring that violent situations are responded to. These will be in certain situations the workshop manager.

Violence at work

Violence at work has been defined as any incident in which our staff are abused, threatened or assaulted in circumstances relating to their work. We have identified that the following groups of staff could be at risk.

Staff dealing with clients / visitors

The following guidelines will reduce the risk of violence to staff:-

As part of the risk assessment programme we will involve staff in these evaluations.

Staff are actively encouraged to discuss with the management team any concerns they may have.

Any incident of violence must be reported to the management team and entered into the accident book. All incidents or violence, threats, and verbal abuse must be recorded in writing.

2.20 Noise

The Company recognize noise as a significant potential source of ill-health and as such aim to do all that is reasonably practicable to reduce exposure to noise.

Noise Assessments will be carried out on a regular basis by a competent person. These identify areas where daily personal exposures exceed the given action levels

First action level- exposure level of 80dba, second action level exposure level of 85dba with an exposure limit value of 87dba.

Hearing protection must be worn in the designated hearing protection areas regardless of the time spent in these areas.

Employees are responsible for ensuring that all protection issued by the company is maintained and replaced if lost or damaged.

2.21 Abrasive discs.

We own and use abrasive discs at in our workshops we recognise the dangers involved. We undertake to comply with the legislative requirements that apply to issues such as adequate guarding, and information, instruction and training.

The control measures will include,

Identification of the abrasive discs in use at our sites.

Assessing the risks involved by completing Risk Assessments.

Maintenance of all Abrasive discs equipment.

Ensuring that all abrasive discs are kept in suitable storage.

2.22 Lifting Equipment

We own items of lifting equipment. And recognise the inherent dangers involved and the statutory inspection requirements that there is in the control of use.

We ensure that an inventory of all lifting equipment is maintained.

Ensure that the lifting equipment meets the design requirements for the task it is being used for.

We ensure that a competent person maintains all our lifting equipment.

Arrange inspection and examination by a competent person in accordance with statutory requirements.

We ensure that faulty or defective equipment is withdrawn from use.

Assessing the risks involved and the control measures required by completed risk assessments.

Issuing appropriate safety equipment to all our employees.

We ensure that formal training in the use of lifting equipment and other safety measures are available to all our employees

WHEELS AND TYRES

Cars

Ensure that you raise and support vehicles as per safe working guidelines

Remove the valve core from tyres to be repaired to ensure they are fully deflated, do not deflate tyres by breaking the bead seal

Use the correct tools for removing wheel nuts and levering tyres off wheels

Inflate tyres to the correct pressure, never inflate car tyres to above 40 PSI.

Always use the certified air pressure gauge.

Never weld or flame cut a wheel rim to which a tyre is still fitted.

Commercial Vehicles

The repair of commercial vehicle and large plant wheels and tyres give rise to greater and additional hazards. Higher pressures are involved and the fact that the wheels are often constructed of several segments or components only fully trained operatives will undertake this work and be certified by an awarding body for this type of undertaking.

Ensure all electrical supply isolation cabinets/ breakers are adequately controlled and access to the circuits restricted to competent personnel

Ensure that all our staff involved in maintenance and testing have reached the necessary competency level.

Ensuring that all suitable and sufficient control measures are in place when it is required' (lock out procedures)

2.23 Driving of Company Vehicles

Policy

We recognise that although our primary responsibility is the health and safety of our staff engaged in driving at work, we also have a duty of care for other road users and members of the public. We will therefore comply with driving legislation, and law. We will adopt best practice where practical for persons driving a vehicle owned by our company. We recognise environmental conditions are important to work related travel.

Arrangements

To ensure as far as it reasonably practicable the safety of staff. To ensure that other members of the public are not put in danger by those driving for WFM Solutions Ltd. To ensure vehicles are roadworthy, service and maintenance carried out, also pre-use check completed and recorded by a competent person. To ensure that drivers are medically fit, while driving for our company. Those persons comply with driving related legislation in particular the use of mobile phones, drugs and alcohol. If any person driving feels unwell to notify their manager immediately.

2.24 Electrical Safety

We have a legal duty to control the use of electrical equipment in our facility and our sites. This includes both fixed main supply and portable equipment. We must also identify the tasks involved that may pose a significant risk of harm, and the control measures necessary. Ensure that all electrical installations conform to established standards,

ISOLATION / LOCKOUT PROCEDURES for all Energy sources.

With in our work undertakings situations will arise that require further control measures in the form of isolation or lockout procedures, These will include any energy source that is likely to pose a risk to any person, should it be inadvertently started up or released.

Control Measures include:

Identifying the areas and sources of energy that may pose a risk.

Ensuring that any sources of energy are released in a controlled manner.

Ensure that control measures are fully implemented and that they are monitored throughout by safe working practices and that the safe work procedures are followed.

Ensure all information to all persons who might be affected by the works is communicated to all parties.

As required all safety equipment will be available and that all personnel involved comply with these requirements including Personal Protective Equipment.

Ensure that safe working practises are implemented with the provision and use of lockout equipment, and suitable warning tags and signage displayed at point of isolation.