



# Health and Safety Policy 2026



Langley Mechanical Services Limited



## **Introduction**

This handbook contains the health and safety information you require to comply with our Health and Safety Policy. After reading it you will be required to sign to confirm that it has been brought to your attention. If you have any queries regarding the contents please do not hesitate to ask.

Langley Mechanical Services Ltd takes its responsibility for health and safety very seriously and is committed to a programme of progressive improvement that requires input from all its employees. If you see anything during your work that gives rise to a concern, you are positively encouraged to report it to your supervisor or manager.






Safety is everyone's responsibility and that includes you.

## Health and Safety policy document

### AMMENDMENT AND REVIEW REGISTER

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#### Date of Review

Date	By who	Signature
January 2020	P Towlson (H & S Manager)	
January 2021	P Towlson (H & S Manager)	
January 2022	P Towlson (H & S Manager)	
3 <sup>rd</sup> Jan 2023	P Towlson (H & S Manager)	
4 <sup>th</sup> Jan 2024	P Towlson (H & S Manager)	
2 <sup>nd</sup> Jan 2025	P Towlson (H & S Manager)	
6 <sup>th</sup> Jan 2026	P Towlson (H & S Manager)	



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## HEALTH & SAFETY POLICY STATEMENT

The directors, managers and members of staff acknowledge that health and safety plays an important part of our everyday business.

To this end we will commit to;

- Providing adequate control of the health and safety risks arising from our work activities;
- Consult with our employees on matters affecting their health and safety
- Provide and maintain a safe working environment and equipment;
- Ensure safe handling and use of substances;
- Provide information, instruction and supervision for employees;
- Ensure so far as is reasonably practicable that all employees and subcontractors are competent to do their tasks, and where appropriate to give them adequate training;
- Prevent accidents and cases of work-related ill health;
- Maintain safe and healthy working conditions, and to review and revise this policy at regular intervals.

Signed

A handwritten signature in black ink, appearing to read 'A. W. Myself', is written over a horizontal line.

Date; Jan 2026

Review Date; Jan 2027



## ENVIRONMENTAL POLICY STATEMENT

It is the policy of Langley Mechanical Services Limited to provide and maintain environmental working conditions, which are safe and without risk to the health of employees, the community at large and the natural habitat by;

- Providing and maintaining environmentally safe equipment, materials and systems of work and workplace.
- Controlling the use of hazardous substances, the emission of noise, air and water pollutants and the discharge of toxic or obnoxious waste.
- Implementing environmentally safe practices and procedures in connection with the use, handling, storage, transport and disposal of articles and substances.
- Providing information, instruction and training for employees to enable them to understand their responsibilities with their place of work.
- Developing, implementing and reviewing policies and procedures to develop environmental conditions, which are without risk to the well being of the workforce, our customers, the local community or the natural habitat.

Signature

A handwritten signature in black ink, appearing to read "A. W. Myself", is written over a horizontal line.

Date; Jan 2026

Review Date; Jan 2027



## Equal opportunities policy statement

Langley Mechanical Services Ltd is committed to ensuring that no employee or job applicant is discriminated against, either directly or indirectly, on the grounds of gender, race, colour, nationality, ethnic origin, marital status, religion or disability. This commitment applies to all aspects of employment outlined below:

- Recruitment and selection
- Promotion and career advancement and opportunities
- Training
- Terms and conditions of employment including associated benefits.
- Handling of any grievance or disciplinary matters
- Dismissal and redundancy
- Retirement

The Company will keep its policy under review aligning with any statutory changes and will remedy any application of our policies which we feel will improve equality for all.

Signed: Andrew Whysall MD.

A handwritten signature in black ink, appearing to read "Andrew Whysall", is written over a horizontal line.

Date 6th Jan 2026



## DRUG AND ALCOHOL POLICY

Langley Mechanical Services Ltd operates a drug and alcohol policy which is strictly enforced. All employees, third party contractors working on our behalf and supplier contractors carrying out repairs within our depot are subject to the requirements of the policy.

We do not have the facility for drug or alcohol testing but anyone suspected of being under the influence of either will be dealt with as set out below:

- **Langley Mechanical employee** will not be allowed to continue working and will be sent home.  
Those employees having company vehicles will not be allowed to drive themselves home using their company vehicle, other arrangements will be made for them.  
A review of the situation and action plan will be carried out as soon as the employee has returned to work.
- **Contractor employee** working on a Langley customer site on our behalf will be stopped from working. Their employer will be informed of the situation and asked to remove their employee from site. The employer will be expected take the necessary precautions to ensure that this situation doesn't reoccur.
- **Supplier contractor** working in Langley depot (such as plumber, electrician etc) will be removed from depot. Their employer will be informed and will be expected take the necessary precautions to ensure that this situation doesn't reoccur.

The Company will keep this policy under constant review or at least annually.

Signed: Andrew Whysall MD.

A handwritten signature in black ink that reads "Andrew Whysall" with a horizontal line underneath.

Date 6th Jan 2026



## Mental health and wellbeing policy statement

Langley Mechanical Services recognise the importance of good mental health and wellbeing for all our employees. We aim to create a supportive workplace culture and tackle factors that may have a negative impact on the mental health of our staff. To this end we will commit to:

- Give employees information on mental health issues to help raise awareness
- Deliver non-judgemental support to any staff experiencing a mental health issue
- Supply a mental health first aider who can support staff with mental health issues and information
- Treat all matters relating to staff mental ill health in the strictest confidence.
- Create a culture where employees do not feel ashamed or embarrassed if they do experience a mental health episode
- Carry out regular mental health and wellbeing at work risk assessments.

Signature

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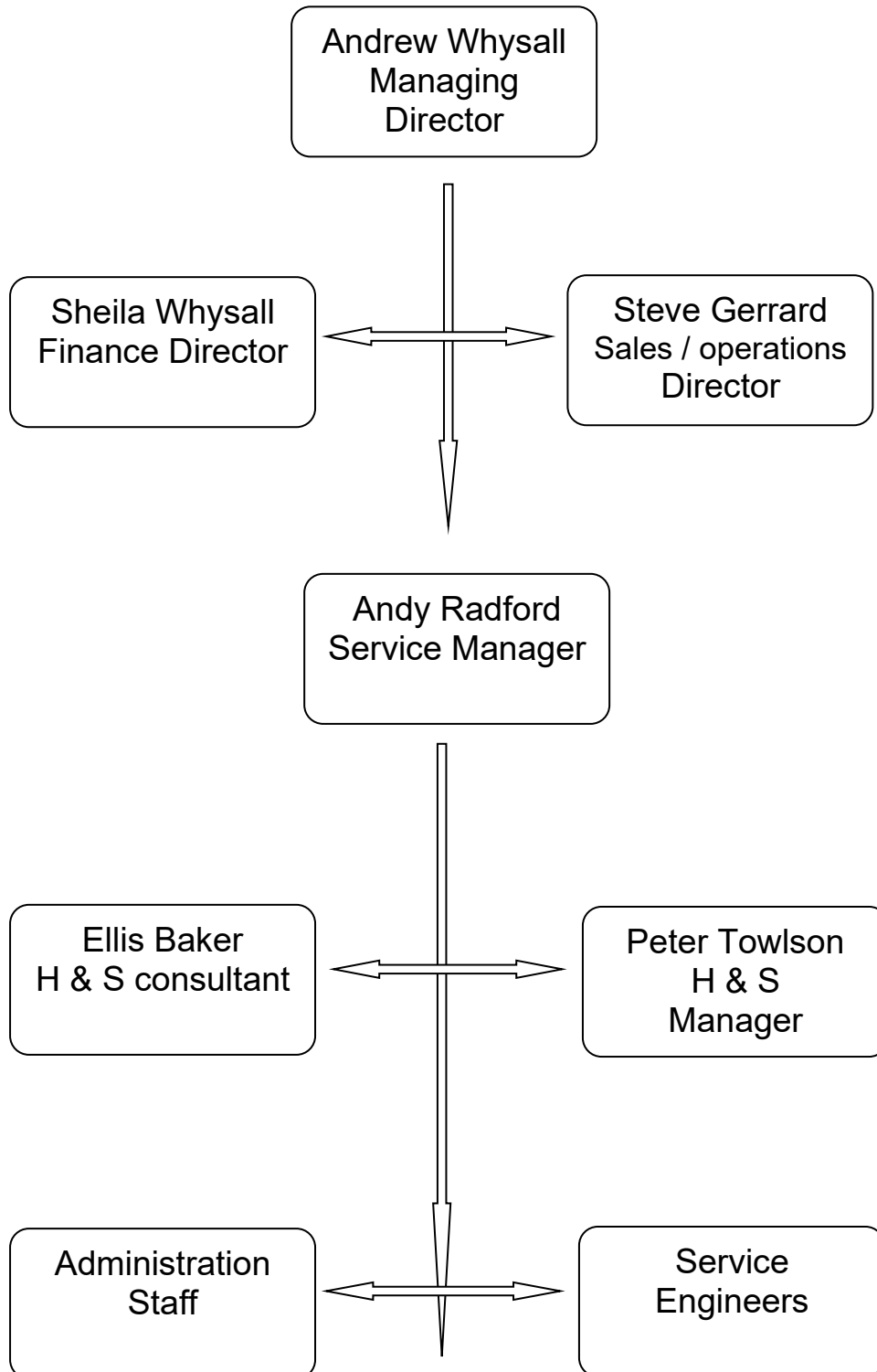
Date; Jan 2026

Review Date; Jan 2027



**LANGLEY MECHANICAL SERVICES LIMITED**

Organisation structure for Health and Safety purposes





**LANGLEY MECHANICAL SERVICES LTD DIRECTORS, HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES**

The overall and final responsibility for Health, Safety and Environmental issues lies with all the directors of the company not withstanding this Andy Radford shall ensure that,

- Ensure, so far as reasonably practicable, the health, safety and welfare of all employees and provide suitable facilities for this.
- Ensure, so far as reasonably practicable, the health and safety of others who may be affected by our business operations. This includes visitors, customers and contractors
- Make provision to ensure that funds are available and allocated for the continual improvement of the health, safety and environmental performance of the company.
- Carry out written risk assessments
- Ensure that where subcontractors are employed that they are conversant and competent with the standards expected when working on behalf of Langley Mechanical Services Limited.
- Provide necessary training.
- Appoint competent persons
- Plan, organise, control, monitor and review preventive and protective health and safety measures.
- Provide a safe environment and systems of work, ensuring safe handling, storage and transportation of articles and chemicals.
- Ensure that waste is reduced to a minimum and disposed of in an environmentally friendly manner using licenced waste contractors.



## **HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES-H&S MANAGER**

The health and safety Manager role has been designated to Peter Towlson who will ensure that,

- The health & safety policy documentation is updated as and when required
- Current copies of health and safety documentation are available for our own staff, contractors and customers as requested
- Workplace assessments and audits are conducted to ensure a safe working environment is maintained.
- Carry out COSHH risk assessments on the products that we use.
- Ensure that employee training and competences are relevant, current and refreshed as necessary.
- Control the waste that we produce ensuring its segregation and confirming that the disposal is carried out in an environmentally friendly manner by licenced waste contractors.



## **EMPLOYEE HEALTH, SAFETY AND ENVIRONMENTAL RESPONSIBILITIES**

Employees must take reasonable care of themselves and others who may be affected by their activity or omissions, by:

- Working safely and in accordance with our safety policy
- Operate all equipment in accordance with your training
- When and if required, to wear relevant and designated PPE as the job and site conditions dictate.
- Be aware of all possible dangers to yourself, colleagues and others who may be affected by your actions or omissions.
- To follow safety procedures and instructions given by members of your own department and other members of the company management
- Report all accidents, damage to property, and equipment to your line leader immediately
- When carrying out site activities report to your customer/site contact any risk to health and safety as soon as you notice it
- For each site you frequent understand the emergency procedures required in the event of a medical emergency or a fire.
- Co-operate with customers to help maintain the health, safety and environmental targets for their site.

**YOU MUST ACTIVELY CARRY OUT YOUR  
HEALTH AND SAFETY RESPONSIBILITIES**

**HELP US MAINTAIN OUR SAFE WORKING ENVIRONMENT**



## Health and Safety risks arising from our work activities.

- Generic risk assessments will be undertaken by:

Andy Radford, Ellis Baker and Peter Towlson

- Each engineer will carry out a dynamic risk assessment before starting any job, recording the findings and taking action to eliminate or reduce the hazards that are most likely to cause harm to an acceptable level.

- Any remaining areas of concern of the risk assessments will be reported to:

Andy Radford and Peter Towlson

- The above person will then be responsible for ensuring the action required is implemented and will check that the implemented actions have removed or reduced the risks to an acceptable level.
- Assessments will be reviewed annually or when the work activity changes, whichever is soonest.
- Our procedure for risk assessment is held under a separate cover.
- A risk assessment to be carried out and reasonable consideration to be given to employees who are unable to fully carry out their responsibilities due to health or physical issues.

### Pregnant, young and home workers

- An independent risk assessment shall be carried out when workers become pregnant, are deemed to be at risk due to their inexperience i.e. 16-18 years old or carry out normal working activities from home.



General risks presented within the working environment at  
Langley Mechanical Services Limited

General risk	Control measures
General vehicle movement	<p>Vehicles to be parked in the car park (limited space) in preference to parking on the road.</p> <p>Where possible vehicles shall be reversed into parking position</p> <p>Vehicle movement shall be kept to a minimum speed in and around the car park and buildings frontage.</p> <p>Vehicle access to the main yard is on a blind bend, extra care needs to be taken when exiting the yard.</p> <p>Vehicles and pedestrians use the same routes, extra care needs to be taken by both.</p>
Slips, trips and falls	<p>All tooling, cables and hoses shall be put away once the item has been used and finished with</p> <p>No tooling, cables, hoses or boxes shall be stored within established walkways.</p> <p>Limited space creates many trip hazards. Great care needs to be taken when moving around the workshop and other units.</p>
Working at height	<p>While at the company depot all work at height is to be carried out under the direct supervision of Ben Smith / Andy Radford</p> <p>All step ladders and platforms are to be inspected for good working order before use. Any found to be unsafe are to be disposed of.</p> <p>While at a customer site, engineers are to work within the method statement and be supervised during the work.</p>
Use of hazardous substances	<p>All hazardous substances are to be used in accordance with their safety data sheet.</p> <p>PPE is to be worn in accordance with the safety data sheet and relevant to the substance being used /</p>

	method statement.
Visitors and contractor activities	<p>All visitors and contractors must sign in the visitor book at the reception.</p> <p>All visitors must escorted around site by a member of our staff.</p> <p>All contractors working in depot must be proven to be competent and fully insured.</p> <p>All contractors working in depot must be issued with a “Permit to work” before starting the task.</p>
Compressed air	<p>Eye wear to be worn when using air lines.</p> <p>Air lines not to be used to “blow off” settled dust from clothing.</p> <p>Air lines never to be used against bare skin.</p>
Coronavirus (Covid 19)	<p>Follow the latest national / local guidelines.</p> <p>The risk assessment for Covid 19 is kept under a separate cover</p>
Use of power tools / hand tools	<p>Prior to use all hand tools are to be visually inspected, any deficiencies or damage to tooling is to be reported back to the service manager and either repaired (by competent person) or replaced.</p> <p>Safety devices are to be checked before use, any hand tools found with safety devices not functioning correctly are to be removed from operation and either repaired (by competent person) or replaced.</p> <p>Battery power tools to be used in preference to mains power tools. Any mains power tools must have a current PAT test before being used. 240v power tools are no longer acceptable.</p>
Safety footwear	<p>Safety footwear is to be worn in all areas where there is significant risk of slips, trips or items being dropped onto feet.</p>

Fire	<p>Smoking is prohibited (except for designated smoking area) within any part of any building on Langley site.</p> <p>All extinguishers and fire alarm systems are maintained by external contractors.</p> <p>Alarm and fire fighting media is present throughout site.</p> <p>Evacuation routes are kept clear and unobstructed throughout the site.</p> <p>All waste rags (oil, paint, solvent, etc soaked) are to be disposed of into steel bins before cease work.</p>
Handling of components	<p>Where possible the movement of heavy components is to be carried out by mechanical means i.e. trolleys, pallet trucks, forklift trucks etc</p>
Use of DSE/VDU's	<p>All users of DSE/VDU's are to complete an analysis/risk assessment of their work station</p>
Workplace transport, customers premises	<p>At initial contract/planning stage the customer is requested to allow the engineer to work within an area away from general vehicle routes</p> <p>All engineers to wear hi visibility vest.</p> <p>Engineers are to make their work area as safe as possible from site traffic by the use of barriers, cones and flashing beacons.</p>
General risk	Control measures
Lone working	<p>The service engineers are effectively lone workers, the Service Planner maintains a daily log of where each engineer is due to work and is in contact with each engineer by phone.</p> <p>Service engineers are trackable by phone and by vehicle trackers</p> <p>Engineers are to sign in and out of each customer site.</p>
Welding and hot work	<p>All welding is to be carried out by trained and authorised engineers.</p> <p>All welding must be carried out behind screens.</p>

Welding and hot work	All hot work must cease at least 30 minutes before the end of the working day.
Use of gas cylinders	<p>Gas cylinders (whether full or empty) not in use are to be stored in the gas storage container.</p> <p>A bottle trolley/welding rig is to be used to move the cylinders around the premises.</p> <p>Welding is only to be carried out by competent and authorised engineers.</p>
Handling of oil covered components, contact dermatitis	<p>All staff handling oil covered components are to wear suitable personal protective gloves to prevent direct contact.</p> <p>Engineers are to inform Peter Towlson should they be aware of any change to their skin colour, texture or sensation.</p>
Use of mobile phones	<p>It is illegal to use a mobile phone while driving and is therefore strictly prohibited by Langleys.</p> <p>Except in the following two exceptions:</p> <ol style="list-style-type: none"> <li>1) Calls to 999 or 112 in a genuine emergency where it would be unsafe or impractical to stop.</li> <li>2) Hands-free phones can be used while driving but must not cause a distraction or have an adverse effect on your driving.</li> </ol>

**Please note;**

It is a legal requirement under the Health and Safety at work act 1974 that any business employing five or more people carry out **written** risk assessments and act on their findings.





## Electrical

- The Unit 11 premises electrical system is maintained by Amber Valley District council all recommendations made will be passed to either Sheila Whysall or Andy Radford.
- The main office, the Paint shop, and the truck storage buildings electrical systems are the responsibility of Langley Mechanical and must be checked at least every five years and any recommendations reviewed by Sheila Whysall and Andrew Whysall.
- Once in possession of any recommendations given to the company Sheila Whysall and Andy Radford will be responsible for ensuring the action points are completed.
- Portable appliances are subject to periodic inspection and test, the record for all tests is to be maintained by Peter Towlson
- Prior to using any portable appliance, a visual check must be made to identify any damage, cable tears, cracked casings, etc. If damage is found on any portable appliance it must not be used but must either be repaired by a competent person or replaced.

## Fire

- The fire appliances situated at the companies' Unit 11 are maintained by a contractor nominated by Amber Valley Borough Council, all recommendations made by the nominated contractor will be passed to either Sheila Whysall or Andy Radford
- Once in possession of any recommendations given to the company Sheila Whysall and Andy Radford will be responsible for ensuring the action points are completed.
- Fire appliances in all other buildings are the property of Langley Mechanical and maintained by a third party on their behalf.
- Fire alarm testing is to be carried out on a weekly basis.
- Employees must not obstruct any fire escape route, firefighting equipment or fire doors
- Employees must not misuse any firefighting equipment provided.
- Employees must report any use of firefighting equipment to their supervisor.

## Fire Extinguisher Chart

Extinguisher		Type of Fire			
Color	Type	Solids (paper)	Flammable Liquids	Flammable Gas	Electrical Equipment
	<b>WATER</b>	✓ Yes	✗ No	✗ No	✗ No
	<b>FOAM</b>	✓ Yes	✓ Yes	✗ No	✗ No
	<b>Dry Powder</b>	✓ Yes	✓ Yes	✓ Yes	✓ Yes
	<b>Carbon Dioxide (CO<sub>2</sub>)</b>	✗ No	✓ Yes	✗ No	✓ Yes



## Safe Handling and use of Substances

- All substances brought onto the premises (for use by either our own employees or contractors) requiring an assessment under the present COSHH requirements will be identified by Peter Towlson. These substances will be logged onto the COSHH register and a COSHH risk assessment carried out.
- The health and safety manager will be responsible for conducting initial coshh assessments using the protocols outlined through the Health and Safety Executives web site coshh essentials. This can be accessed via the HSE home page or direct at [www.coshh-essentials.org](http://www.coshh-essentials.org)
- The health and safety manager will be responsible for ensuring that all relevant employees are informed about the COSHH assessments and measures to be taken to reduce the hazards presented to employees.
- Assessments will be reviewed periodically or when the work activity changes, which ever is soonest.
- All substances carried and used by service engineers will be risk assessed as above with the significant findings (including the PPE to be worn) will be annotated within the engineer method statement

### General use of substances, oils, greases, etc

Before the use of any substance a check should be made in the section marked hazardous substances within the engineer's method statement. Detailed within this section is the requirement to wear specific items of personal protective equipment and where further control measures may be required such as ensuring good ventilation. All items of personal protective equipment must be worn before you use the substance and remain on until you have finished.

### Warning

**Please note that warning labels on any container of chemicals, paint, oils or any hazardous substance are there for your safety and offer important health and safety information. These must never be removed or defaced even if the container is empty.**



## Lone Working

Lone working, be it working late after hours or work away from the companies main operating premises can be hazardous. When working alone,

### Responsibilities

#### Service Manager / Service Planner

- responsibility for knowing the location of each engineer is to be known by Andy Radford and in his absence other members of the office staff.
- A list of contact numbers of all engineers is to be maintained and updated periodically.
- Employees working alone in the Paint shop are to be monitored by workshop management on at least an hourly basis.

#### Engineers

- Ensure that another member of staff knows where you are and your expected return time.
- You have your regular mobile phone with you.
- Should you be at a customer premises then all information given to visitors is to be adhered to at all times.
- Any specific PPE is worn and additional safety information and site-specific guidelines adhered to.



## **Working from home**

Since Covid 19 it is far more likely that office staff will work from home from time to time.

Even when this is the case, Langley Mechanical still have a responsibility for the health, safety and wellbeing of those employees and the following guidelines will apply:

- If possible, find a dedicated area for your home-work area
- Carry out a work-station risk assessment of your work area and make the necessary arrangements with regards to seating, alignment of monitor and keyboard etc
- Take regular breaks away from your desk.
- Use separate monitor, keyboard and mouse as opposed to laptop.
- Create sufficient working space.
- Have appropriate lighting.
- Keep in contact with other colleagues during the working day.
- Do not be tempted to work extra excessive hours just because it's convenient.



## SAFE SYSTEM OF WORK

### REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (R.I.D.D.O.R) ENCOMPASING ACCIDENT INVESTIGATION

#### 1.0 Introduction

All injuries, illnesses or dangerous occurrences that are work related, no matter how minor they may appear to be at the time, must be reported to the below:

##### When working at the company main depot:

Andy Radford / Peter Towlson

##### When working at a customer premises:

The customer site contact

Andy Radford / Peter Towlson

The record of the accident including the full details of the incident are to be recorded by both the host company and ourselves.

#### 2.0 Additional information

The Management of Health and Safety Regulations 1999

The Reporting of Injuries Diseases and Dangerous Occurrences Regulations 2013

#### 3.0 Responsibilities

Peter Towlson / Andy Radford are responsible for completing the accident book and for carrying out initial investigations.

Should a further investigation be deemed as appropriate the company external health and safety advisor will be informed.

#### 4.0 Procedure

4.1 Andy Radford is to investigate any accident/incident in which harm did actually occur or had the potential to occur.

4.2 The company health and safety advisor is to be informed

- 4.3 The accident reporting book must be completed
- 4.4 The initial incident/accident form must be completed.
- 4.5 All documentation must be collated relative to the incident this may include but not be limited to;
  - 4.4.1 Any witness statements of those who have information relative to the incident/accident. Contact details of those involved must be included.
  - 4.4.2 Photographs of the incident/accident site.
  - 4.4.3 Dimensions/sizes of any relevant distances i.e. fall, drop or trip heights, distances/sizes, etc
  - 4.4.4 Details of any Police, HSE or EHO officers involved.
  - 4.4.5 Previous relevant maintenance records
  - 4.4.6 Details of any relevant training
  - 4.4.7 Copies of any previously carried out risk assessment.
  - 4.4.8 Copies of any method statements, safe systems of work or safe working procedures being followed.
  - 4.4.9 Copies of any safety data sheets for any substances involved in the incident / accident.
- 4.5 All documentation must be held for a minimum of three years from the date of the incident / accident. and indefinitely should the incident/accident involve any substances, which may create or give rise to a medical condition in the future i.e. occupational asthma.
- 4.6 Following the occurrence of an incident/accident the companies' management must meet to discuss the possibility of involving the companies' insurer.

At the companies main operating office

The first aid requirements of the main operating office has been risk assessed, the results of the assessment indicate that the premises require one appointed person on site at all times.

The First Aid and eye wash Boxes are wall mounted on bright yellow boards identified as “First Aid station” and are located:

- **Workshop**, in main entrance, the wall on the left.
- **Main building**, in main shutter door, the wall on the left
- **Paint shop**, bottom of stairs on right



The depot designated first aider is; Peter Towlson

**Most of Langley employees are emergency first aid trained.**

- The appointed person(s) designated to maintain the stocks within the first aid kits is;  
Peter Towlson
- All accidents and cases of work-related ill health are to be recorded in the accident book.
- The company accident book is kept by: Peter Towlson
- Andy Radford, Pete Towlson or Ellis Baker is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.
- The first aider is responsible for completing the initial accident investigation form.

**Defibrillator**

- A defibrillator is situated on the outside wall of the main building, is on the national register and available 24/7.
- All employees have been trained how to use a defibrillator.



## Arrangements for health and safety

**An accident** is an unplanned event that causes injury to persons, damage to property or a combination of both.

A **near miss / incident** is an unplanned event that does not cause injury or damage but could do so.

A **work-related illness** is a prescribed illness that is contracted by an employee through the course of work or from a non-employee resulting from the activity carried out by the company.

### Reporting of accidents

All accidents resulting in personal injury must be recorded in the company accident book, which is kept in the workshop office, on Petes desk in the drawer under the monitor.

## Monitoring

To check our working conditions, and ensure our safe working practices are being followed, we will:

- Ensure all staff are aware of this policy statement and are acting upon it.
- This policy will be brought to the attention of all staff.
- Monitor all working areas regularly to ensure employees are following the advice contained in this policy statement.
- Make regular checks of all areas to ensure working conditions and systems of work are in accordance with this policy statement.
- Carry out spot checks and inspections of working areas during working hours.
- Andy Radford, Peter Towlson and Ellis Baker are responsible for investigating accidents.
- Sheila Whysall or Andy Radford are responsible for acting upon investigation findings to prevent a reoccurrence.

- Site visits are to be made by any the health and safety manager to ensure that all staff and engineers are working within a safe working environment. Site visits will be recorded and significant findings actioned as appropriate.
- We do not carry out formal testing of employees for being under the influence of alcohol or drugs. If however a member of the management have reasonable grounds to suspect that this does appear to be the case then the company will take the appropriate action against that employee.

## Communication and consultation

We have effective lines of communication so as to involve and consult our employees.

These may include:

- Individual conversations
- Notice boards
- Health and safety bulletins
- Health and Safety meetings

In addition the company will display the “Health and safety Law” – what you need to know poster. This can be found in the Main Reception and on the Health and safety notice boards in the workshop and showroom areas.



The company will consult with our employees and provide information on any changes that may affect their health and safety, including:

- Changes in procedures, equipment or ways of working.



- The dangers and risks arising from their work activity, the measures taken to eliminate or reduce the risks.
- The planning of health and safety training

### **Emergency procedure and fire evacuation**

Andy Radford is responsible for ensuring the fire risk assessment is undertaken and implemented.

Fire Extinguishers are maintained and serviced by the preferred contractor appointed by Amber Valley Borough Council (in the case of unit 11) and by Langleys in the case of all other buildings.

Evacuation notices and extinguishers will be checked periodically.

Extinguisher types and locations are listed under a separate cover

Fire evacuation procedures;

- On hearing the alarm all staff will leave the building by the nearest available exit.
- Once out of the building the most senior person is to conduct a head count at the assembly point (located in the car park, to the front of the building).
- A roll call will be taken to ensure that all people are accounted for
- Andy Radford/ Peter Towlson are to call 999 to inform the emergency services that there is a fire at the premises.
- The most senior person is to ensure a call has been made to the emergency services stating, "a fire is in progress at Langley Mechanical Services Limited, Langley Bridge Industrial Estate, Derby Road, Eastwood, NG16 3RZ".
- The most senior person on site is to liaise with the fire service's attending officer as they arrive and offer assistance as required.

## If you discover a fire



### **Operate the nearest fire alarm call point**

If you have the training, you feel confident and your exit is clear tackle the fire with the appropriate extinguisher.

**NEVER** take risks, leave the building if in doubt.



### **Vacate the premises by the nearest available exit**

If possible, without putting yourself, or others at risk close all windows and doors behind you.



### **Go straight to the fire assembly point**

The assembly point is by the grassed area in front of the workshop (unit 11)



**Do NOT re-enter the building until told that it is safe to do so by the senior person on site**

## **Visitors / contractors**

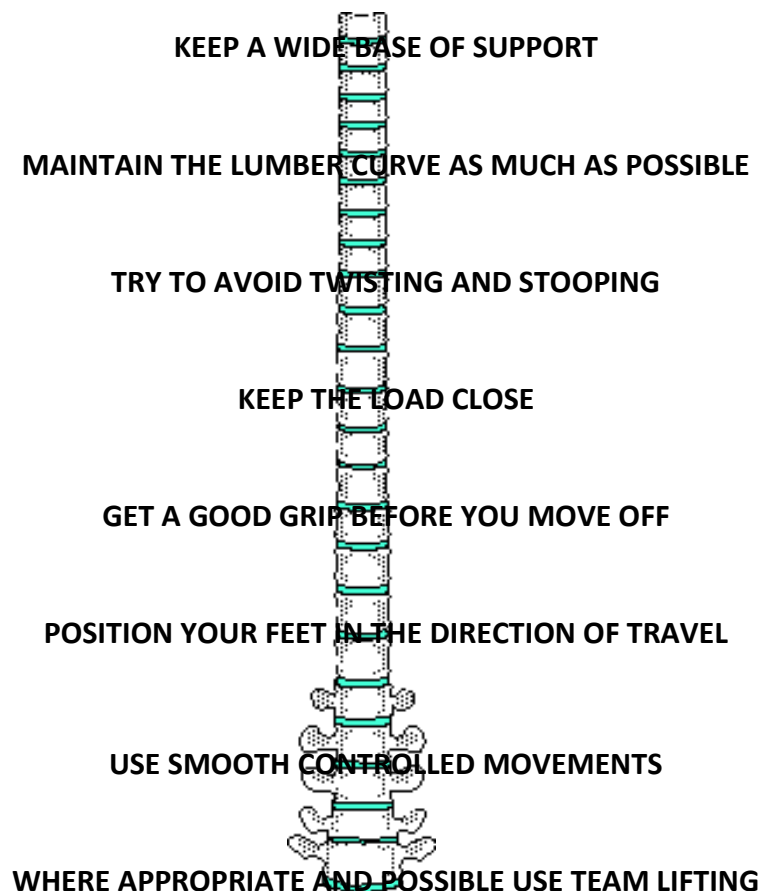
In an emergency all visitors or contractors should be escorted to the assembly point by their host. They should not leave the assembly point or the depot until given permission from the most senior person present.



- Where handling tasks take place, members of staff must in the first instance and where possible use some form of mechanical lifting/handling aid such as pallet trucks, trolleys, fork-lift trucks, etc
- Where the use of lifting/handling aides are not possible the lift is to be assessed and where possible the lift is to be conducted by two or more persons (team lifting) where this is practicable
- Where the use of lifting/handling aides and team lifting is not practicable operators must ensure they are capable of lifting and handling the load before commencing the lift, where single operator lifting must take place the following must be considered throughout the lift.

**PRINCIPLES FOR SAFE LIFTING**

**WHERE POSSIBLE**

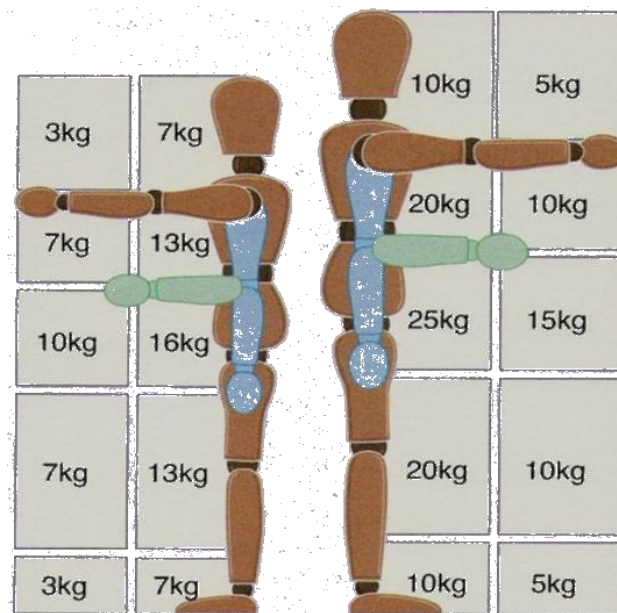


Due to the nature of our product (FLT's & associated Materials), some parts being heavy and of quite large dimensions and having to fit heavy parts into tight spaces, often holding these heavy parts away from the body, the issue of poor lifting posture is unavoidable.

Repetitive movements are also unavoidable.

Many of the manual handling tasks carried out by our engineers are outside of the scope of the Manual Handling chart tool (MAC) and therefore a job specific risk assessments will be necessary to determine what control measures are required to reduce the risk to an acceptable level.

### MANUAL HANDLING GUIDELINES



As recommended in the  
Manual Handling Operations Regulations 1992

## **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

The company provides personal protective equipment (PPE) for use when the risk presented by a work activity cannot be eliminated or adequately controlled by other means. When it is provided it is because health and safety hazards have been identified that require the use of PPE and it is therefore necessary to use it to reduce the risk to an acceptable level.

- PPE supplied by the company shall be worn by each member of staff as and when appropriate
- Issued PPE is signed as received in the issue and receipt register held within each member of staff's personnel file held within the administration office
- Mandatory PPE situations shall be identified by risk assessment with signage displayed in each area
- Specific PPE is to be worn by engineers when working at customers premises, where these items are over and above the accepted PPE supplied by Langley Mechanical Services Limited the supply of additional PPE will be made by the customer.
- Nitrile gloves are issued to all engineers and are part of your PPE. These offer protection from industrial dermatitis and from skin conditions caused by contact with oils



**Wear the appropriate PPE**



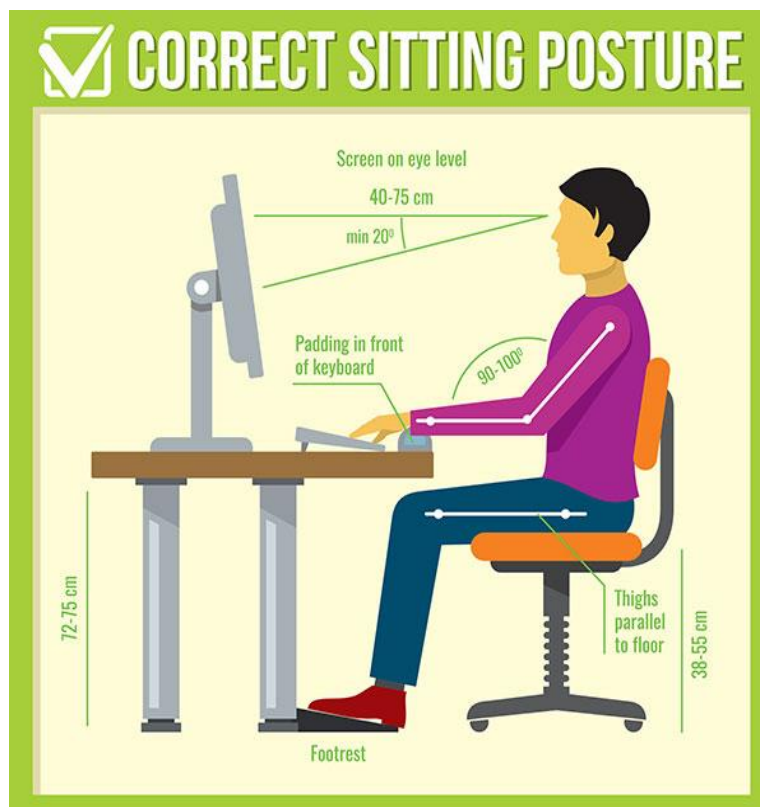
## **DISPLAY SCREEN EQUIPMENT**

All personnel who have been identified as users of display screen equipment must have their workstations subject to analysis to ensure that potential harm can be identified at an early stage with control measures implemented to ensure no adverse effects to the user.

- Andy Radford is responsible for ensuring that all relevant existing staff and all new starters carry out a self-questionnaire.
- It is the responsibility of each member of staff to report all instances of discomfort which could be attribute to DSE work to either Andy Radford or Peter Towlson
- New starters are to complete the workstation analysis within the first week of their employment. The completed questionnaire is to be evaluated by Andy Radford and the companies' health and safety advisor. Any recommendations will be documented and completed within agreed time scales.
- On going analysis will be carried out periodically as and when new starters commence employment.
- Each completed analysis is to be held and recorded on either hard copy within the health and safety paper system or held electronically on the companies' network.

### Some practical tips:

- Adjust your chair and VDU to the most comfortable position for you. Your forearms should be approximately horizontal and your eyes the same height as the top of the VDU.
- Make sure that you have enough workspace on your desk to take whatever documents or other equipment that you might need.
- Avoid glare from the VDU. This can be best arranged by not facing or having your back to a window. If this can't be helped, then adjust blinds or curtains to prevent unwanted light.
- Adjust the brightness and contrast of the screen to suit your eyesight.
- Leave plenty of space under desk to allow leg movement.
- A footrest may be helpful, particularly for smaller users.
- Don't sit in the same position for long periods of time. If possible, move or walk around occasionally.





## WORKING AT HEIGHT

Working at height must be strictly controlled both at the company depot and when working at a customer premises (working at height includes work which could cause injury from a fall-in the case of working near a vehicle inspection pit)

Any work at height carried out at the depot must be authorised and supervised by Andy Radford

*While at a customer's premises, if your work requires you to work at height which is outside of your normal scope of work, you are to carry out a risk assessment of the work to ensure that all reasonably foreseeable hazards have been identified & adequately controlled. In carrying out the assessment you should ask for help from the customer if the risk can be reduced further with their advice or assistance. If the work/risk cannot be adequately controlled work is to be stopped & head office is to be informed of the situation.*

The following apply to all engineers while on a customer premises;

- You may be asked to wear a harness when working where there is a risk of falling.
- If you are working from a cage, scissor lift or cherry picker the item of equipment must have been checked with a brief report on the effective condition of the equipment recorded by the client/customer-this may be kept with the cage if not you should ask to see it before using the equipment.
- You must report any safety hazard regarding the working task to the duty holder at the premises you are at, in addition to this you are to report the same to Andy Radford as soon as possible
- As a contractor you must also use the equipment provided for you

If you have any safety concerns over what is being asked of you while on site, you are to report the situation to Andy Radford immediately.



## TRAINING AND AUTHORISATION

Unless you have been trained and are expressly authorised to use items of plant and equipment you are forbidden to use such items

### EMPLOYEE ACKNOWLEDGMENT OF RESPONSIBILITY

A sign off sheet for each of our employees acknowledging their roles and responsibilities is located to the rear of this policy manual.

As a provider of statutory inspections, we have a duty of care to both our customers and others who may be affected by their actions and activities. To this end we as a company have a duty to advise the enforcing authority of any instances which could lead to serious and imminent danger

While carrying out work should you encounter a fault, condition or failure which if left in its present condition could give rise to serious and imminent danger (i.e. lead to serious injury) you are to inform your contact with the host company and report your concerns immediately to Andy Radford.

### **Driving for work**

Driving is the most dangerous work activity that most people do. Research indicates that around 20 people are killed and 250 are seriously injured every week in crashes involving someone who was driving for work purposes. The company encourages employees to follow the guidance given to minimise the risk to themselves and other road users.

### **Company vehicle maintenance and checks**

Company vehicles will be maintained by approved companies and in accordance with the manufacturer's recommendations.

Regular checks should be carried out by vehicle drivers.  
These should include:

- Oil, Coolant and brake fluid levels
- Power steering fluid level
- Screen wash fluid level
- Wiper condition and operation
- Windscreen condition and cleanliness
- Tyre condition including tread depth and pressure.
- All lights working.
- Seatbelts working and in good condition.
- General bodywork

Any defect must be rectified before the vehicle is used.



**NO  
SMOKING**

www.free.printable.signs.com

**Company vehicles are no smoking areas.**

**Please note that it is against the law to smoke in a company vehicle.**



## **Lifting operations and equipment**

All reasonable steps will be taken to ensure lifting operations and equipment are suitably managed with regards to health and safety.

Lifting equipment includes any equipment used at work for the lifting or lowering of loads including: slings, chains, attachments, hooks etc.

Lifting equipment must only be used if:

- There is a safe working load and the load is within the limit
- It has been examined and tested prior to use and within examination scheme.
- There are no obvious signs of damage or defects.
- You have received information instruction and training to do so.

Any damage to lifting equipment or accessories should be reported immediately to your manager and equipment taken out of use.

## SAFETY SIGNS AND NOTICES

Various signs and notices are displayed throughout our site a brief explanation is made for each below, where each is displayed you must act appropriately in each case.

### **Prohibition (Must not)**



A sign prohibiting behaviour likely to increase or cause danger

*A round sign with a white background and a red border/diagonal cross bar*

### **Warning**



A sign giving a warning of a hazard or danger.

*Triangular with a yellow background, black border and black symbols.*

### **Mandatory (Must be done/worn)**



A sign prescribing specific behaviour.

*Round with a blue background and white symbol*

### **Emergency Escape or First Aid Sign**



Is a sign giving information on emergency exits, first aid or rescue facilities (escape routes, etc)

*Square or oblong with white symbols on a green background.*



## Housekeeping

The company recognises that poor housekeeping is one of the most common causes of accidents in the workplace.

The risk of accidents and injuries can be reduced if you adopt the following precautions:

- Check that your workplace is free from hazards, fit for your working task and remains so throughout your time on site
- Put articles away immediately after use
- Clear up any spillages, etc immediately
- Do not place objects in, or allow them to protrude into walkways
- Do not obstruct access to fire alarms, extinguishers or other emergency equipment
- Do not obstruct access to electrical switches or panels
- Ensure that waste materials are deposited in the containers provided
- Do not store articles or substances anywhere other than in designated storage areas
- Ensure the site is tidy and that articles and substances have been put away at the end of your visit

## INTRODUCTION

You don't have to fall from a great height to become injured while working at height. Many injuries are caused from low falls from ladders, step ladders, low level staging, etc. Your individual safety when working from the step ladders must be maintained and planned by yourselves when working on site. All of the company ladders have been individually marked/identified, do not use any other ladder, including any purchased by yourselves or borrowed from a customer.

## BEFORE USE

1. CARRY OUT A PRE-USE CHECK
  - CHECK THE STILES (UPRIGHTS) AND RUNGS (TREADS), FOR DAMAGE, CRACKS, DENTS, OIL, GREASE, ETC OR ANYTHING WHICH COULD FORSEEABLY AFFECT THE STABILITY OF THE STEP LADDER OR YOUR POSITION ON IT
  - CHECK THE SURROUNDING AREA TO ENSURE THE FLOOR IS CLEAN AND NOT SLIPPERY
  - CHECK THE FEET OF THE STEP LADDER FOR ITEMS WHICH MAY HAVE BECOME STUCK IN THE FEET SUCH AS SWARF, STONES, GREASE, DIRT, ETC
  - MAKE SURE YOUR FOOTWEAR IS IN GOOD CONDITION, I.E. CLEAN AND WITHOUT THE LACES DANGLING
2. MAKE SURE YOU HAVE ENOUGH ROOM TO FULLY OPEN THE LADDER
3. IF LOCKING/BRACING DEVICES ARE FITTED TO THE STEP LADDER THEY MUST BE USED
4. CHECK THE GROUND, MAKE SURE IT IS FIRM AND LEVEL

***IF YOU SEE ANY DAMAGE OR FAULTS ON THE STEP LADDER, DO NOT USE THE STEP LADDER OR TRY TO REPAIR IT YOURSELF. REMOVE IT FROM USE AND INFORM A MEMBER OF THE COMPANY MANAGEMENT TEAM***

***DO NOT USE THE LADDER IF YOU HAVE A MEDICAL CONDITION, OR TAKING MEDICATION THAT COULD AFFECT YOUR SAFETY, OR YOU ARE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL***

IN USE

1. MAKE SURE THE WORK IS FOR A SHORT DURATION (NO MORE THAN 30 MINUTES), WORK OF A LONGER DURATION WILL REQUIRE AN ADDITIONAL WORK PLATFORM I.E. STAGING, SCISSOR LIFT, ETC
2. ENSURE ALL FOUR FEET ARE ON THE GROUND
3. MAKE SURE THE STEP LADDERS LEGS ARE FULLY OPEN
4. DO NOT WORK OFF THE TOP TWO STEPS (THE TOP THREE STEPS FOR SWING-BACK/DOUBLE SIDED STEP LADDERS) UNLESS YOU HAVE A SAFE HANDHOLD ON THE STEPS



5. AVOID SIDE-ON WORKING WHERE POSSIBLE, THIS IS LESS STABLE, TRY TO POSITION THE STEP LADDER HEAD ON TO THE WORK TASK AREA
6. DO NOT OVER-REACH, MAKE SURE YOUR BELT BUCKLE STAYS WITHIN THE STILES (UPRIGHTS) AND KEEP BOTH FEET ON THE SAME RUNG (TREAD) AS YOU CARRY OUT THE TASK

## Stress

The health and Safety Executive define stress as “the adverse reaction people have to excessive pressure or other types of demand on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly and stress which can be detrimental to health.

Stress at work can come about for a variety of reasons. It may be excessive workload, unreasonable expectations or overly demanding work colleagues. As a reasonable company we try to ensure that you are in a pleasant working environment and that you are as free from stress as possible.

Employees who experience unreasonable stress which they think may be caused by work should raise their concerns with their Manager or through the company grievance procedure. If deemed appropriate the company will provide access to confidential counselling for employees affected by stress caused either by work or external factors.

Following action to reduce the risks, they shall be reassessed, if the risks remain unsustainable by the employee concerned, efforts shall be made to reassign that person to other work for which the risks are tolerable.

## Training

Training in health and safety is a legal requirement and also helps create competent employees at all levels within the company to enable them make far more effective contribution to health and safety, whether as individuals, teams or groups.

All employees will receive **induction training**.

Such training will cover:

fire procedures, warning systems, actions to be taken on receiving warning, locations of exits/escape routes, evacuation and assembly procedures, first aid/injury reporting procedures, names of first aiders/appointed persons, instruction on any prohibition areas (i.e. no smoking), issue of protective clothing/equipment and its use, instruction under COSHH, mandatory protection areas, thorough instruction applicable to their particular duties at work etc.

Training needs will be reviewed as a result of job changes, promotion, new activities or new technology, following an accident / incident and performance appraisal.

Records of training will be kept for all employees.

Employees must:

- Participate in the induction training activities they have been required to attend or carry out.
- Work according to the contents of any training they receive.
- Ask for clarification of any points they do not fully understand.
- Not operate hazardous plant or equipment, use hazardous chemicals or carry out any hazardous activity unless they have been appropriately trained, instructed and deemed competent.



## **COSHH Control of substances hazardous to health**

Langley Mechanical have responsibility to prevent or reduce workers exposure to hazardous substances by:

- finding out what the health hazards are
- deciding how to prevent harm to health (risk assessment)
- providing control measures to reduce harm to health.
- making sure they are used.
- keeping all control measures in good working order
- providing information, instruction and training for workers and others
- providing monitoring and health surveillance in appropriate cases
- planning for emergencies

Substances that are purchased or handled by Langley Mechanical and which have the potential to cause harm (such as oil, paint, grease Etc) will be risk assessed in the first instance by reviewing the health and safety data sheet for the product.

A risk assessment will be carried out taking account of the information gained from the data sheet as well as how the product will be used, the volume and frequency of use. From the risk assessment it will be decided whether the product is one that we want to use and whether its use presents any foreseeable health hazards.

**Please note that COSHH health and safety data sheets and COSHH risk assessments are kept under a separate cover.**

## COSHH hazard warning signs

### KNOW YOUR HAZARD WARNING SYMBOLS

Physical Hazards are the properties of a chemical (gas, liquid or solid) that could cause damage to people or structures in a physical way such as from an explosion or fire.



#### Explosives

Chemical can blow up; Denotes an unstable explosive.



#### Flammables

Flammable chemicals can catch fire easily and burst into flames.



#### Oxidizers

Oxidising chemicals can react with other materials causing them to burn or explode.



#### Gases Under Pressure

Chemical can explode, rocket or harm health if the cylinder is heated, ruptured or leaking.



#### Corrosives\*

Chemical may be corrosive to metals and cause severe skin burns and eye damage.

\*This pictogram can also represent a health hazard

### KNOW YOUR HAZARD WARNING SYMBOLS

Health Hazards are determined by the properties of a chemical that can cause illness or injury to people.



#### Acute Toxicity (Severe)

Acute (Cat 1-3)

Exposure to this chemical can cause immediate and possibly serious health problems.



#### Acute Toxicity (Harmful)

Acute (Cat 4)

Chemical is harmful and can irritate eyes, skin or respiratory system; large quantities are fatal.



#### Carcinogen

Chemical may cause allergic reactions; may cause cancer; may damage fertility or the unborn child; may cause genetic defects; may cause damage to organs.

Environmental Hazards cause an acute or long term threat to the aquatic environment.



#### Environmental Toxicity

Chemical is potentially toxic to fish and other life that live in the water.

## Hand washing / dermatitis



Always use the Nitrile gloves provided.

**Hand Washing:** It is important to look after your skin. Wash hands using steps below to remove any contamination from your skin promptly and remember to thoroughly dry your skin after washing. Using moisturising creams can also help to protect your skin. Regularly check your skin for dermatitis. Look for signs of dryness, itching and redness. If you think that you may have dermatitis, report it to your supervisor.





Employee/member of staff acknowledgement of having read and understood the contents of this health and safety policy document and associated procedures/method statements

Date	Name	Signature
6 Jan 26	Peter Towlson	