

# Health and Safety Policy

Effective Date: 01/04/2022

Review Date: 01/04/2026

## HEALTH AND SAFETY STATEMENT OF INTENT

Delyn Safety UK Ltd recognises that the disciplines of Health and Safety are an integral part of its management function. Delyn Safety UK Ltd views these as a primary responsibility and to be the key to good business in adopting appropriate Health and Safety Standards.

Delyn Safety UK Ltd acknowledges and accepts the responsibility to conduct our business and fulfil our legal and other obligations.

The wellbeing of the employees of Delyn Safety UK Ltd is of central importance. The principle of this Policy is to promote the wellbeing of employees by developing safe systems of work and preventing occupational accidents and ill health.

Delyn Safety UK Ltd shall ensure the health, safety and welfare of its employees by:

- a) Developing safe working systems
- b) Identifying hazards at the workplace
- c) Eliminating or controlling the resulting risks.

In securing these objectives, arrangements for the planning, organisation, control, monitoring and reviewing of health and safety measures have been adopted to ensure that this Policy is put into practice.

### **Lines of responsibility**

Responsibility for securing the health, safety and welfare of employees lies with Delyn Safety UK.

Delyn Safety UK Ltd has appointed Director Mike Joy to be responsible for the implementation of this policy (**the Responsible Person**).

Employees have an obligation to co-operate in the development and application of control measures.

Employees' duties also include taking care of themselves and others affected by their actions; reporting any defects in the control measures within Delyn Safety UK Ltd to their Line manager or the responsible person; and not interfering with any devices used to protect the health, safety, and welfare of employees.



Signed  
Mike Joy Company Director  
Date: 01/04/2025

Review date: 01/04/2026

## **SPECIFIC RESPONSIBILITIES**

The overall and final responsibility for health and safety is that of:

**Mike Joy, Company Director**

### **Procedures**

## **RESPONSIBILITIES OF EMPLOYEES AND OTHERS**

*All our employees and others must:*

- Comply with this Health and Safety Policy.
- Fully observe the Safety Rules.
- Report any safety hazard within their work area or malfunction of any item of equipment to management.
- Fully conform to all written or verbal instructions given to them to ensure their personal safety and the safety of others.
- Dress sensibly and safely for their particular working environment or occupation.
- Conduct themselves in an orderly manner in the workplace and refrain from any form of horseplay.
- Use all safety equipment and/or protective clothing as may be provided.
- Avoid any improvisations of any form, which could create an unnecessary risk to their personal safety and the safety of others.
- Maintain all equipment in good condition and report any defects to management when they occur.
- Report all incidents, accidents and near misses to the director responsible for the day to day management of health and safety whether the injury is sustained or not.
- Attend as requested any training course designed to further the needs of health and safety.
- Observe all laid down procedures concerning processes, material and substances used.
- Observe the fire evacuation procedure and the position of all fire equipment and exit routes.

## **COMMUNICATIONS AND TRAINING FOR EMPLOYEES AND OTHERS**

All employees and others shall receive the necessary training, instruction and information as appropriate, to enable them to carry out their job role in compliance with Health and Safety legislation and Best Practice.

- This will include regular staff updates as well as formal safety training.
- Records of any training provided will be held on file.

All contractors, clients and other recognised stakeholders have been informed of our commitment to Health and Safety and access to these policies via our website. If at any time in the future, there are any major changes to our provision

all contractors, clients and other recognised stakeholders will be informed of the changes.

## **CONSULTATION WITH EMPLOYEES AND OTHERS**

All employees and others are fully consulted on all matters which affect the health, safety and welfare whilst in work.

In addition to formal health and safety training, regular updates are provided to employees and others which may cover changes in legislation, the introduction of new work processes, systems of work and/or new work equipment. Written information, i.e., leaflets, guidance information etc., is also provided.

When undertaking Risk Assessments, employees and others who are affected are consulted throughout the process.

The process of consultation will include regular formally convened safety committee meetings that all employees will have the chance to raise health and safety issues via their representative.

## **Workplace**

Any ill health symptoms thought to be connected to the workplace or work activities should be reported as soon as possible to the responsible person who will establish any underlying causes that could be attributed to any workplace or work activities. Suitable actions will be put in place to support any established or on-going issues.

Any workplace hazards identified by employees should be reported as soon as possible to the responsible person. An investigation will be undertaken to confirm those concerns, and corrective actions will be put in place.

The employee/s and will be fully consulted when implementing any corrective actions or if changes in current practices are required.

If the employee is not satisfied with the outcome/action taken they can raise a grievance in accordance with the Grievance Procedure.

## **Risk Assessments**

Delyn Safety UK Ltd has undertaken suitable and sufficient risk assessments by competent persons of health and safety risks to all employees, and visitors.

Delyn Safety UK Ltd seeks to eliminate, or control risks identified by the risk assessment and to protect employees and visitors from some such risks.

The responsible person has the responsibility for organising risk assessments for Delyn Safety UK Ltd.

Risk assessments will include work environment inspections, checklists, questionnaires, work methods/organisation appraisal.

The findings of the risk assessment will be recorded in writing.

The assessments will be reviewed on an annual basis or if there is a significant change in work methods, staffing, work equipment, work organisation, etc.

## **Information and Training**

Delyn Safety UK Ltd provides comprehensible, relevant, and adequate information and training on health and safety matters.

Information is provided on any risks identified by assessments and the measures to prevent or protect against these risks.

All employees are provided with adequate health and safety training when:

- a) They are recruited.
- b) Exposed to new or increased risks.
- c) There is a transfer of jobs or new responsibilities.
- d) New equipment is introduced.
- e) A new system of work is introduced.

Health and safety training will be organised and co-ordinated by the responsible person. Training will include information on:

- a) Health and safety risks.
- b) Reporting procedures.
- c) Emergency procedures.

### **First Aid and Accident Reporting and Recording**

Delyn Safety UK Ltd seeks to ensure best practices in relation to first aid and accident reporting.

The arrangements that Delyn Safety UK Ltd has in place is to provide an adequate and suitable first aid facility and to ensure adequate accident reporting and recording are as follows:

- i) First aid facilities will be made available to all employees and visitors to Delyn Safety UK Ltd premises.
- ii) Delyn Safety UK Ltd will provide a first aid box to all qualified first aiders and appointed persons.
- iii) All premises will have at least one first aid box.
- iv) First aid boxes will be clearly marked and recognisable and kept in an easily assessable place.
- v) The contents of the boxes must only be administered by trained first aiders.
- vi) The contents of the boxes should be replaced as soon as possible after use by first aiders.
- vii) All accidents, incidents or near misses will be recorded and held within Delyn Safety UK Ltd accident reporting process. The process is compliant with the requirement of GDPR.
- viii) All accidents, incidents or near misses will be subject to investigation.

### **First Aiders**

- i) Delyn Safety UK Ltd provides training for first aiders by an appointed competent training company or individual.
- ii) Delyn Safety UK Ltd, although being low risk provides at more than the expected standard of first aid cover.
- iii) The responsible person will keep a written record of the dates on which first aiders obtain their certificates and will ensure that refresher training is provided after three years.

iv) Employees will be supplied with the details of first aiders.

#### APPOINTED PERSONS

##### **NAME(S):**

**Mike Joy --** Company Director (**Responsible Person**)

##### **Reporting/Recording of Accidents, Injuries and Near Misses**

- i) All accidents and injuries will be recorded in the Accident Book. An Accident Book will be kept by the responsible person.
- ii) First aid case records and accident book records will be periodically reviewed to ensure satisfactory performance and outcome.
- iii) All accidents and injuries will be investigated by the responsible person or by an appointed and trusted external expert to evaluate and assess the causes and actions needed.
- iv) Any accidents that fall under RIDDOR reporting requirements are actioned within 24 hours. Any RIDDOR reportable accident or incident is followed up by an in-house formal investigation by a competent independent investigator.

Any accident, which is reportable to the Health and Safety Executive as required by the RIDDOR Regulations (Reporting of Injuries, Diseases and Dangerous Occurrence Regulations), will be fully investigated.

- **Accidents, which result in a Fatality or Major Injury, as defined by the RIDDOR regulations will be investigated immediately.**
- **Accidents, which result in any persons, including members of the public requiring hospital treatment will be investigated within 24 hours.**
- **Any accident, which results in an employee to Delyn Safety UK Ltd, a sub-contractor or the client being absent from work for 7 days or more, will be investigated within 3 working days.**

##### **Young Persons/Work Experience Placements**

**Note:** The employed also refers to that young person on "placement or work experience".

The Management of Health and Safety at Work Regulations 1999 define a young person as someone under the age of 18.

Delyn Safety UK Ltd shall ensure that young people are protected against any risks to their health and safety at work, which are due to their inexperience, immaturity, and lack of awareness of risks. As such, a risk assessment will be carried out. The results of the risk assessment will identify work activities, etc., involving risks or harm to young people.

All young persons employed by Delyn Safety UK Ltd will be given a full induction prior to being allowed on site. At this induction, the safety rules will be fully explained, including emergency procedures, fire procedures, location of first aid box, first aid supplies and the accident book.

## **Fire**

All employees will receive instruction and training in the procedures to be followed in the event of a fire.

Copies of the fire procedure notice are displayed throughout the premises.

All employees shall be given suitable instruction in basic fire prevention measures.

As part of the fire arrangements, persons have been nominated who are responsible for the fire safety planning/fire precautions, evacuation drills, fire appliance checks, fire alarm tests, recording keeping etc.

## **The person responsible for fire arrangements is:**

**Mike Joy, Company Director**

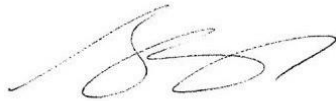
## **Safeguarding**

Delyn Safety UK Ltd shall ensure that the young and the vulnerable are protected against any risks to their health and safety which are due to their inexperience, immaturity disability and lack of awareness of risks.

## **Hazardous Substances**

The handling, storage and use of flammable or other hazardous substances must follow the manufacturer's instructions. They must not be stored with combustible materials. The Control of Substances Hazardous to Health, known as COSHH regulations requires recognition of hazards and assessment of risk to be reported annually by suitably trained personnel.

This Health and Safety Policy will be reviewed at least annually.



Signed:

Mike Joy, Director

Date: 01/04/2025

Review date: 01/04/2026