



Quarry Cottage,  
Rock Road,  
Devauden,  
NP16 6NU  
T: 07973262817

E: [Dan@digbyplantltd.com](mailto:Dan@digbyplantltd.com)  
W: [www.digbyplantltd.com](http://www.digbyplantltd.com)

Reg No: 2714202  
VAT No: 615669028

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## Health & Safety Policy

### DIGBY PLANT LTD

[Created: January 2015]

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[Last Reviewed: October 2018]

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[Version: January 2019]

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## Health, Safety & Welfare Policy Statement

DIGBY PLANT LTD believes that a good health and safety record goes hand in hand with high productivity and quality standards; health and safety is a priority at all times. DIGBY PLANT LTD strives for continual improvement of our health and safety policy to ensure optimal safety for all employers and employees, hence an annual review will be required to ensure continual improvement is adhered to.

DIGBY PLANT LTD recognises and accepts its responsibility as an employer:

- To provide and maintain a safe and healthy environment for all its employees and persons affected by the company's activities.
- To comply willingly with all relevant statutory provisions and codes of safe practice and to co-operate with those persons responsible for their enforcement.
- Where it is reasonably practicable to do so, the company will strive to go beyond the requirement of legislation, including but not restricted to ongoing monitoring and review process to improve the management of health and safety.

DIGBY PLANT LTD will conduct its operation in such a manner to ensure the prevention of risk to health and safety of its employees and others The company's intentions include:

- Providing adequate control of the health and safety risk to employees and others.
- Consulting with our employees on matter affecting health and safety.
- Providing and maintain safe plant and equipment.
- Ensuring the safe handling and use of substances.
- Providing adequate information, instruction and training supervision for all employees.
- Preventing accidents and cases of work related ill health.
- Maintaining safe and healthy working conditions.

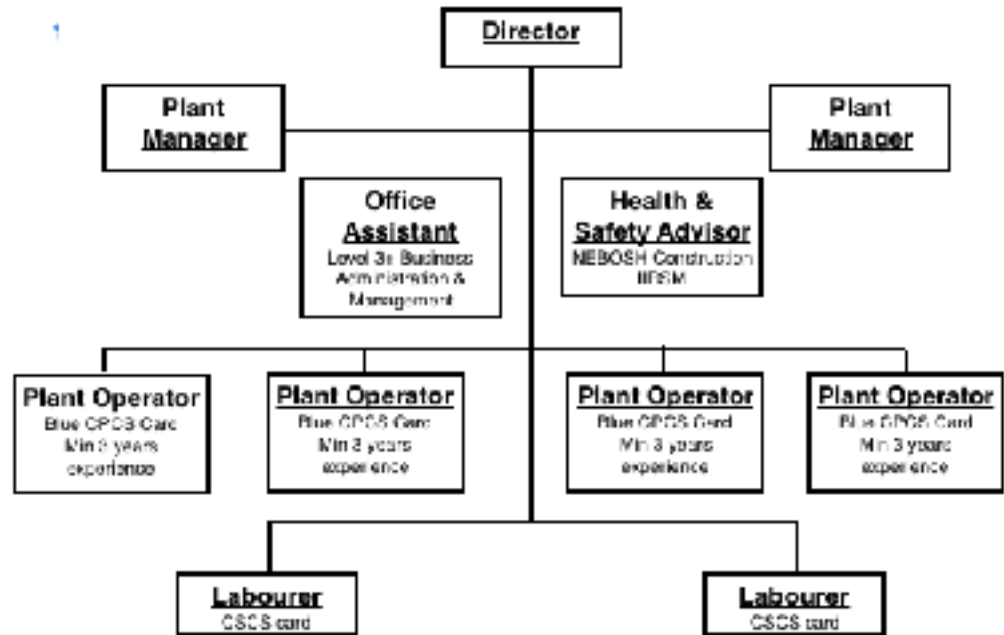
All employees have a legal responsibility for the implementation of this policy and in particular to take responsible care for the health and safety of themselves.

Signature.......... Date: .....09.01.2019.....

Name: Daniel Digby

Position: Managing Director

## Responsibilities



### Directors responsibilities

- Ensure the company has access to competent health and safety advice as required by the Management of Health and Safety at Work regulations 1999.
- Ensure that there is an existing effective policy for health and safety management, supplemented by additional documents and safe systems of work, these must be implemented throughout the business.
- Ensure that the policy is routinely reviewed on an annual basis, maintaining current and valid policies.
- The necessary information and policies should be made readily available to all employees.
- Ensure that the plant managers are inducted and trained to enable them to carry out their role effectively.
- Ensure the plant managers carry out their individual responsibilities concerning health and safety.

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- All accidents, incidents, diseases and/or dangerous occurrences are reported to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995.
  - Co-operating and assisting with all enforcing authorities and other external bodies concerning health and safety, in the course of their duties.

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### **Plant Managers**

- Co-operate with the Director on health and safety matters.
- All duties and responsibilities should be properly assigned, accepted and understood by all personal working in or entering the workplace.
- Budget for adequate workplace resources to fully implement the health and safety policy.
- All accidents and near misses are reported and investigated to determine if further controls are necessary to prevent re-occurrence.
- Ensure all health and safety training is provided to all new workplace employees as part of the company's overall training program.
- All employees must be briefed on and understand the health and safety policy with any safe working systems.
- Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by the employees under their control, this includes any visitors and external contractors.
- Plant managers are the last line of defence for quality control when the machines and operators leaves the workplace to go on site, and so must ensure all the relevant documents are in place and coincide with DPL quality policy.

### **Employees Duties**

- Cop-operate with managers and directors on health and safety matters.
- Not interfere with or misuse anything provided to safeguard their health and safety
- Take responsible care of their own health and safety and that of others.

- Use equipment and substances correctly - refer to training handbook and instructions received.
- Use the personal protective equipment correctly in accordance with training and instructions.
- Report all ill health and safety concerns to the manager or director.
- Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others.
- Report any near misses or accidents immediately.
- Assist at all times in maintaining good housekeeping standards.
- Ensure that all work carried out complies with DPL quality policy and is geared towards sustaining the environment.

**Non-compliance with the health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal if appropriate.**

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## **Risk Assessment**

DIGBY PLANT LTD will carry out risk assessments on all activities that may incur risks, in accordance with the Management of Health and Safety Work Regulations 1999. The procedure for doing so:

- Identifying the significant hazards involved in a particular activity.
- Who may be at risk and how.
- What is the level of the risk, are existing precautions sufficient, does more need to be done.
- Record the significant findings of the assessment.
- Review the assessment when things change or if there is reason to believe that it is no longer valid.



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## **Health and Safety Advice**

The company has access to efficient health and safety advice. This is available from:

- Director or plant managers
- Health and Safety Advisor for DIGBY PLANT LTD (Jordan Rogers)

## **Plant Machinery and Work Equipment**

DIGBY PLANT LTD, as part of their obligations, will ensure that all plant and equipment is suitable and competent for working use, without risks to health and safety.

This will be in accordance to legislation such as The Provision and Use of Work Equipment Regulation 1998, The Lifting Operations and Lifting Equipment Regulations 1998 and The Electricity at Work Regulations 1989.

ALL employees are required to carry out visual checks on equipment before use. This may have to be documented, DIGBY PLANT LTD will advise when this is necessary.

Dan Digby and Gary Digby are responsible for;

- Checking all new plant and equipment meet the relevant health and safety standards and checks before purchase.
- Identifying all plant and equipment needing maintenance.
- Ensuring all maintenance is implemented.
- recording any problems that are reported to them.

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## **Hazardous Substances**

These health and safety checks will be in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

- Chemical safety sheets will be obtained by the Director, Kath Digby
- Chemical safety data sheets will be stored at the office and with the principal contractor on site.



- COSHH assessments will be carried out by, the Health and Safety Advisor for DIGBY PLANT LTD. This person will also give approval for the required action to remove or control risks.

### **Manual Handling**

Manual Handling Operations Regulations 1992, ensures the company has obligations to eliminate the need for manual handling where possible. Where it is unavoidable, the risks from manual handling will be assessed and reduced, as reasonably practical to do so.

Again these will be carried out by the health and safety advisor for DIGBY PLANT LTD, who will then give approval for the required action to reduce the risks.

### **Display Screen Equipment**

DIGBY PLANT LTD will assess and control risks from the exposure to display screen equipment which is in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees who are exposed to habitual display screen equipment will be entitled to free eye tests and vision correction appliances where these are only needed for work with display screen equipment.

### **Information, Instruction, Training and Supervision**

Section 2 of the Health and Safety at Work etc Act 1974 ensures that the company will provide adequate information, instruction, training and supervision. All employees will be provided with risk assessments and paperwork relevant to their particular activity/workplace. This will include the risk of hazards and the relevant control measures.

All information, instruction and training will be recorded in the individuals employee file which employees will be asked to sign and confirm the receipt of.

- Dan Digby is responsible for all induction for new plant operator employees and monitoring their progress.
- Dan Digby is also responsible for any further training required.
- Gary Digby is responsible for the supervision of young workers and the labourers inductions and training.
- Kath Digby and Jordan Rogers are responsible for keeping training records for all employees; these will be kept at the Digby Plant offices.
- The Health and Safety Law poster will be viable at the Digby Plant offices, the yard and also on site.

### **Accidents, First Aid and Work Related Ill-Health**

DIGBY PLANT LTD acknowledges that preventing accidents and injuries is key for a successful and efficient company. However, DIGBY PLANT LTD recognises that failures can occur and so have measure in place to recover and reduce the immediate impact of a system failure. All accidents and ill health will be investigated to identify the immediate and root cause so as to prevent reoccurrence.

Reported incidences, which are defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013, will be reported to the enforcing authority within the relevant timeframes

The following must reported:

- Death
- Specified injuries:
  1. fractures, other than to fingers, thumbs and toes
  2. amputations
  3. any injury likely to lead to permanent loss of sight or reduction in sight
  4. any crush injury to the head or torso causing damage to the brain or internal organs
  5. serious burns (including scalding) which:
    - covers more than 10% of the body
    - causes significant damage to the eyes, respiratory system or other vital organs
  6. any scalping requiring hospital treatment



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- 7. any loss of consciousness caused by head injury or asphyxia
  - 8. any other injury arising from working in an enclosed space which:
    - leads to hypothermia or heat-induced illness
    - requires resuscitation or admittance to hospital for more than 24 hours
  - Any accident resulting in 7 or more days off from work (accidents will be recorded but not reported where they result in a worker being incapacitated for more than 3 consecutive days.
  - Any non-employee being taken to hospital
  - Certain types of disease; dermatitis, asthma, TB etc
  - Certain types of dangerous circumstances, even if no-one was injured; scaffold collapse, overturned lifting equipment, electrical fires etc

There will be adequate first aid personal and equipment, as stated by the Health and Safety (First Aid) Regulations 1981.

- All accidents, hazards and near misses should be immediately reported to the plant managers and the health and safety advisor for DIGBY PLANT LTD.
- All accidents will be recorded in the the accident book, which is kept in the office and on site with the principal contractor.
- Responsibility for investigating accidents/ ill health/ hazards/ near misses is of the health and safety advisor for DIGBY PLANT LTD.

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- Responsibility for acting upon investigation findings to prevent a recurrence is that of the plant managers and director,
  - The health and safety advisor for DIGBY PLANT LTD an the plant managers are responsible for reporting accidents and dangerous occurrences to the enforcing authority.
  - The first Aid boxes are kept at the yard workplace and on site.

The appointed first aiders for DIGBY PLANT LTD are: Kath Digby

Jordan Digby

Regular workplace inspections will take place to ensure competent and acceptable working conditions and safe working practices are being carried out.



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## **Personal Protective Equipment**

DIGBY PLANT LTD is obligated by the Personal Protective Equipment (PPE) at Work Regulations 1992 to ensure wherever possible risks will be controlled by means other than PPE, but where this is unavoidable, it is recognised that PPE is sometimes the only practical safety measure and is required, at times, to be in addition to the other control safety measures.

Employees will be asked to sign to confirm receipt of PPE.

PPE will be selected by the plant managers. The plant managers will also distribute the PPE. Any problems with the PPE should be reported to the plant managers.

## **Managing Contractors**

The Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work Act 1974 Section 3 both stipulate DIGBY PLANT LTD's duty to contractors as well as employees.

Initially, DIGBY PLANT LTD will ensure that only competent contractors are selected. Subsequently, approved activities of appointed contractors will be adequately managed.

The plant managers and the health and safety advisor for DIGBY PLANT LTD are responsible to assess the competence of contractors. These contractors will be managed on site by the plant managers.

Any problems/ hazards with the contractors on site should be reported to the health and safety advisor for DIGBY PLANT LTD and the plant managers.

Information on site hazards and health and safety will be provided to the contractors by the plant managers.

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## **Welfare Facilities**

DIGBY PLANT LTD is required by the Workplace (Health and Safety and Welfare) Regulations 1992, to provide suitable welfare facilities for all employees.

These include but are not limited to adequate number of toilets and washing facilities, toilet paper, soap and a means for drying hands available for the number of staff required to use them.

Problems with the hygiene standard of these facilities should be reported to the plant managers.

Drinking water will also be available for employees at the workshop, office and supplied by the contractor on site.

## **Emergency Procedures - Fire and Evacuation**

DIGBY PLANT LTD will have in place efficient procedures to follow in the event of an emergency.

These will be communicated to all employees and will be tested on a regular basis.

- 1) In the event of a fire, immediately sound the alarm.
  - 2) Only attack the fire if trained to do so - do NOT put yourself at risk.
  - 3) Dial 999 and ask for the fire brigade - give the correct address.
  - 4) Evacuate the building by the nearest exit.
  - 5) Do not stop to collect personal belongings.
  - 6) Do not re-enter the building, unless told by the relevant authority figures it is safe to do so.
- Plant managers and the health and safety advisor for DIGBY PLANT LTD are responsible for ensuring the fire risk assessment is undertaken and completed.
  - The aforementioned individuals will also maintain and check the fire extinguishers.
  - Emergency evacuations will be tested every 3 months.
  - The fire alarm will also be tested every 3 months.