



DAVID  
WOOD  
baking ltd

# Occupational Health and Safety Management System

- Bolton Kearsley
- Bolton (Sidney St)
- Bolton (Gower St)
- Dudley
- Leeds (Head Office)
- Newport
- Scarborough
- Sheerness
- Spalding
- Workington

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# OCCUPATIONAL HEALTH AND SAFETY POLICY

## Section 1

This General Policy Statement confirms the commitment of David Wood Baking Ltd to comply with current Health and Safety legislation. The policy also provides such information as is necessary to assist those using it, to fulfil their obligations.

Our policy is to provide and maintain Safe and Healthy working conditions for everyone affected by our activities and actions.

Our Policy lists the arrangements, which have been designed to protect the Health, Safety and Wellbeing of all its employees and to prevent accidents happening at David Wood Baking Ltd sites.

The allocation of responsibilities for carrying out these procedures is set out. Training needs will be assessed, and the relevant training will be provided to assist all employees to do their jobs safely.

It is our policy to reduce accidents, injuries and work-related ill health to as low a number as is reasonable and practicable. Where hazards do exist, we will evaluate, control, and bring these to the attention of our employees. We all have a legal duty to cooperate in all Health and Safety related matters, not to endanger ourselves or others, not to misuse anything provided for safety precautions.

The policy will be reviewed as the business changes in nature and size, as well as the changes to legislation, regulations, and guidance. To ensure this, the policy, and the way in which it is operated will be reviewed and shared with all of its employees accordingly.

All suggested improvements will be reviewed by the senior management team and consideration will be given to those improvements that will benefit towards health and safety in the workplace.

The Occupational Health & Safety Policy is an integral part of our Occupational Health and Safety Management system which also compliments the requirements set out in the ISO 45001: 2018

**David Wood**

*David Wood*

**Managing Director**

**Date: Jan 2023**

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## 1.1 Health and Safety Aims

David Wood Baking continuously aims to achieve high performance standards for health and safety management throughout our organisation. In 2022 the aims of the business are:

- **Health and Safety Strategy:** We continue to align our sites to the 5-year strategic plan, this has been communicated across our business to help achieve better health and safety risk management.
- **Vision Zero Approach:** We are committed to continuous improvement initiatives & campaigns to eliminate accidents and work-related illness across our business.
- **Manual Handling Reduction:** We aim to continue to develop manual handling reduction programs across the business, through the implementation of corrective actions from risk assessments and surveys,
- **Safety Culture:** David Wood Baking recognises the benefits and rewards from achieving a positive health and safety culture. We aim to improve our cultural awareness for safety through visible leadership, responsible management, commitment, and ownership by everyone.
- **Best Available Technology (BAT):** We will ensure that we investigate and purchase best available technology where reasonably practicable that helps us to reduce risk to our staff and provides a safer working environment.

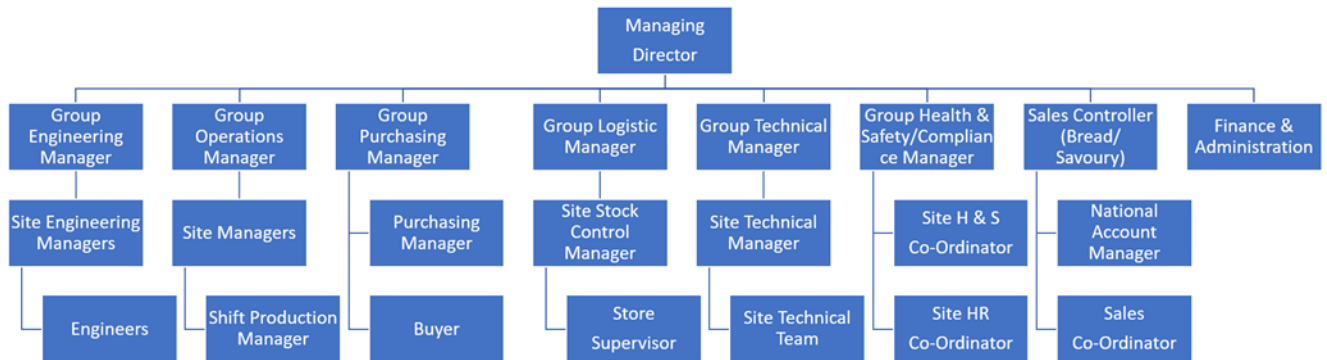
## 1.2 Health and Safety Objectives

- To achieve a level of health and safety performance across all sites through the implementation and ongoing certification of an accredited health and safety management system ISO 45001.
- To apply best practice across David Wood Baking, through standardisation of systems and procedures. Commitment to reduce our group RIDDOR frequency rate (RFR) and Lost Time Frequency Rate (LTFR) year on year by 10%.
- To report our leading & lagging KPI's and communicate these to our internal and external parties. All machinery to be purchased, inspected, and maintained in accordance with our PUWER policy.
- To undertake audits and inspections to ensure compliance to systems and to applicable legislation. To deliver a paperless H&S system across our business.
- To increase the level of Hazard & Near Miss awareness, to encourage reporting which in turn will reduce the amount of accidents across the board.

**Section 2**

**Allocation of Responsibilities**

**DWB – GROUP ORGANISATIONAL CHART**



**2.1 Managing Director**

The Managing Director has overall responsibility for the occupational health, safety & wellbeing within the company. To fulfil this duty, the management representatives nominated in the integrated management system including formulation, development and implementation and encouraging commitment by personnel at all levels of the company. To achieve this.

- Ensuring the provision of resources to make sure the objectives set out within the policy are achieved
- Ensuring the main objectives of this policy are communicated and followed throughout the organisation
- Ensuring that the requirements within the occupational health and safety management system are understood, implemented, and monitored by those responsible



## 2.2 Group Health & Safety Manager

The Group Health and Safety Manager has a group responsibility for Occupational Health, Safety. To achieve this

- Arrangements for the provision of competent health and safety advice
- Advise the board/senior management team on the content of the company's health and safety policy
- Liaising with the relevant enforcing authorities
- Maintain records of all incidents, injuries and accidents occurring on the companies' premises or involving company personnel via site health and safety coordinators
- Ensure the requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) are met.
- Ensure that appropriate contingency plans are developed for all reasonably foreseeable occurrences and that training is provided for all personnel.
- To ensure the compliance to new legislation changes and Regulations, in addition to the Insurance policy conditions all of which should be communicated to the business.
- The Group Health & Safety Manager will ensure that all sites maintain the Occupational Health Surveillance schedules when required to do so.
- To coordinate the implementation of the ISO 45001 Occupational Health and Safety (OHS) Management System
- To ensure that responsibilities and authorities for the relevant roles within the OHS Management System are assigned and communicated at all levels within the organisation and maintained and documented.

## 2.3 Group Operations Managers (Savoury & Bread)

The Group Ops Manager has overall responsibility for the implementation and monitoring of the Occupational Health & Safety management system via the site managers. To achieve this.

- To ensure the OHS Management System is fully implemented and that all aspects of the relevant legislation are complied with in other parts of our company
- Make sure that adequate resources are available for the implementation of the OHS Management System and ensure that a uniform approach to the management of health and safety is taken in all locations.
- Promote good health and safety practice in all parts of the company.
- Take the appropriate action when a breach of this policy or health and safety legislation is identified or brought to his/her attention
- To ensure that responsibilities and authorities for the relevant roles within the OHS Management System are assigned and communicated at all levels within the organisation and maintained and documented.





## 2.4 Group Engineering Manager

The Group Engineering Manager has overall responsibility for the implementation and monitoring of the Occupational Health & Safety management system across the business. To achieve this.

- Ensuring the OHS Management System is fully implemented and that all aspects of the relevant legislation are complied with in other parts of our company
- To provide clear instruction and guidance to the site Engineering Managers on all matters relating to Health and Safety.
- Make sure that adequate resources are available for the implementation of the OHS Management System and ensure that a uniform approach to the management of health and safety is taken in all locations.
- Promote good health and safety practice in all parts of the company.
- Take the appropriate action when a breach of this policy or health and safety legislation is identified or brought to his/her attention
- To ensure that compliance to current regulation and legislation is understood and adhered to by those responsible for implementation, monitoring and reviewing.
- To ensure that responsibilities and authorities for the relevant roles within the OHS Management System are assigned and communicated at all levels within the organisation and maintained and documented.

## 2.5 Site Managers

The Site Managers have a overall responsibility to ensure that the requirements of this OHS Management System are fully implemented. In particular they must:

- Ensure that the objectives of the policy are communicated within the company.
- Ensure that risk assessments are carried out for all work activities under their control and that the control measures identified as necessary are implemented and maintained.
- Ensure that personnel working in their department are provided with appropriate information, instruction, training and supervision to enable them to work safely.
- To enforce the reporting of damage, defects, and any hazard immediately and take prompt action to mitigate the risk to an acceptable level.
- Take effective action (including disciplinary) where any member of staff under their control does not comply with the requirements of this policy.
- Have an understanding of health and safety legislation applicable to the business.
- Monitor implementation of the policy and health and safety performance in their department.
- To ensure that responsibilities and authorities for the relevant roles within the OHS Management System are assigned and communicated at all levels within the organisation and maintained and documented.

## 2.6 Health & Safety Coordinator

Health & Safety Coordinator has the responsibility for working with the managers and supervisors to ensure the correct understanding of the OHS Management System. He/she has been authorised to ensure that all identified non-conformances to statutory regulations are dealt with within a reasonable time frame. He/she will:

- Arrange for the provision of competent health and safety advice as required.
- Ensure that all relevant legal requirements along with the actions needed to achieve compliance are identified.
- Work with the Site Manager on the content of the company occupational health and safety management system.
- Carryout risk assessments and maintain training records of all risk assessments completed in accordance with the risk assessment register.
- Identify health and safety training needs and make arrangements for the delivery of the training.
- Keep records of all accidents, incidents and injuries occurring on the company premises or involving company personnel.
- Ensure the requirements are met in accordance with the current RIDDOR regulations
- Maintain records of all incidents, injuries and accidents occurring on the companies' premises or involving company personnel via site health and safety coordinators
- Ensure that employees are consulted on health and safety matters as appropriate.
- Undertake regular monitoring inspection of the workplace and identify appropriate corrective actions to improve risk control as necessary.
- Ensure that appropriate contingency plans are developed for all reasonably foreseeable occurrences and that training is provided for all relevant personnel.

## 2.7 Line Manager (Team leaders, supervisors, and shift managers)

- To have a broad understanding on the requirements to implement, monitor and review the occupational health and safety management system requirements.
- Take reasonable steps for the health and safety of themselves and of other persons who might be affected by their acts or omissions.
- Always work in accordance with the requirements of the occupational health and safety management system.
- Suggest ways of eliminating or reducing hazards/risks.
- Co-operate with the company and the policy objectives to be achieved.
- To ensure the site facility complies with the Health & Safety requirements, for example, fire exits are kept clear, safety prestart machine checks are carried out correctly, mandatory PPE/PPC/RPE are enforced.
- Encourage good ideas and best practice on ways to improve health and safety in the workplace
- Encourage good communication with all department in terms of health and safety

## 2.8 Engineering Manager

- The engineering manager will ensure to establish, implement, and maintain a process for hazard identification that is ongoing and proactive. The process will take into account of infrastructure, equipment, material, substances and physical condition of the equipment and workplace.
- To understand and comply with the company polices (Health & Safety, Company Rules)
- To understand and comply with the requirements around the control and monitoring of contractors, including, but not limited to vetting competence, training, RAM's, and ensuring permits are issued and controlled.
- To make sure that all equipment and machinery is inspected, maintained, and kept up to date in accordance with the manufacture's operating standards.
- To participate in all Health and Safety related inspections, training, and audits.
- Pursue safe working practice and take action if any machinery or your working environment becomes unsafe by reporting to your manager or Senior Manager
- To ensure that responsibilities and authorities for the relevant roles within the OHS management system are assigned and communicated at all levels within the organisation and maintained and documented.

## 2.9 Employee

All employees will:

- Take reasonable steps for the health and safety of themselves and of other persons who might be affected by their acts or omissions.
- Always work in accordance with the requirements of the company occupational health and safety management system.
- Wear appropriate clothing for work – loose clothing, rings and necklaces which may become entangled in machinery should not be worn. Please refer to the site hygiene rules.
- Use all necessary personal protective equipment and other safeguards as instructed.
- Not to misuse or intentionally damage any item provided in the interests of health and safety, including the removal of safety guards or devices of machinery.
- Only operate work equipment including vehicles for which they have been trained and authorised to use.
- Check all work equipment for damage and defects prior to use.
- Only use hazardous substances in accordance with their training.
- Report all accidents and incidents which may or did result in injury or damage to property to their line manager.
- Be familiar with all emergency procedures
- Never be under the influence of alcohol or drugs (prescribed or otherwise) whilst at work.
- Comply with the company's smoking policy.
- Suggest ways of eliminating or reducing hazards/risks.
- Ask for advice on health and safety matters when unsure of the relevant requirements.

## Section 3

### Employee's Responsibilities

All employees have legal responsibilities under Health & Safety Legislation. You must take care of your own safety and not endanger your colleagues. One careless action taken without considering the consequences could not only put at risk your own health and safety, but equally the safety of many of your colleagues. Your legal responsibilities are not limited to, but include the following:

- To participate in training that is offered to you by the company to enable you to do your job safely.
- Taking care not to endanger yourself, other workers, visitors, contractors, or members of the general public.
- Following any instructions or rules issued by the company concerning Health and Safety, for example. Use of personal protective equipment (PPE). Carrying out safe working practices (Never operate a machinery unless you are authorised and trained to do so).
- Not interfering with or misusing anything provided in the interests of Health & Safety.
- Cooperating with the company in meeting Health & Safety requirements, including making yourself available for occupational health surveillance when required.
- Informing the appropriate Manager or Supervisor of any Health & Safety related problems or defects that may give rise to danger and reporting promptly any accidents or dangerous incidents that may occur.
- Ensuring that your ability to work safely has not been reduced by deliberate actions such as the consumption of alcohol, drugs, or lack of sleep.
- Driving any company-owned or hired vehicle in a safe and careful manner and in accordance with the Highway Code and recognised good practice. Ensuring that Company vehicles maintenance procedures are adhered to at all times.



## Section 4

### Management Arrangements for Meeting the Policy

#### 4.1 General Risk Assessment

The company will ensure that suitable and sufficient risk assessments are conducted for all work activities under its control. The purpose of the risk assessment is to identify the hazards present in the workplace and the appropriate control measures in each case. A risk assessment template is provided and should be used for recording the findings of all risk assessments. A record of all risk assessments carried out will be maintained by the site health and safety coordinator and approved by the site manager and engineering manager.

#### 4.2 Occupational Health

The company will provide appropriate health surveillance for all employees where there is an identified risk of adverse health effects arising from their employment. Such health effects will be identified through the risk assessment process.

#### 4.3 Accidents and Incidents

All accidents and incidents must be reported to the company immediately. First aid treatment will be provided where necessary, and the duty/department manager will conduct an investigation to determine if any action is required to prevent a similar accident from occurring in the future.

The manager and the health and safety coordinator will ensure that the requirements are met in accordance with the current RIDDOR regulations.

#### 4.4 Provision of Employer's Liability Insurance.

In accordance with the law, the company provides Employer's Liability Insurance with an approved Company. This Certificate is displayed on the company notice boards and in reception areas of all sites.

#### 4.5 Employee Health & Safety Representatives

Site Health and Safety representatives have been selected by the workforce. He/ She consults and negotiates with management to resolve health & safety issues arising within that department. Employee health and safety reps attend the health and safety meetings, the reps have access to health & safety records and all meeting minutes.



#### 4.6 Fire Precautions

Procedures have been drawn up to assess the risks from fire and to put in place suitable precautions.

- Smoke detectors and heat sensors have been installed as a means of detecting and giving warnings in case of fire.
- Suitable fire exits and emergency lighting provides a means of escape and evacuation plans are posted at appropriate locations.
- Firefighting equipment (FFE) extinguishers have been placed strategically throughout the premises as a means of fighting fire.
- Instruction and training in fire safety is provided to employees.
- Every employee has a responsibility to take all possible precautions to reduce the risk of fire in accordance with their training.
- Fire risk assessments are carried out annually using a specialist contractor. Fire safety training is carried out by the specialist contractor.
- Smoking in the building is strictly prohibited.
- The fire alarm system is tested, and a fire safety inspection is carried out on a regular basis.
- Fire drills are planned to test the accuracy of the emergency fire evacuation procedures

#### 4.7 Hazardous Substances

A register of hazardous substances in use by our company has been prepared and a risk assessment of exposure is carried out in each case. All departmental managers must ensure that the control measures identified by the risk assessments are implemented and maintained. Refer to the current control of substances hazardous to health (COSHH) regulations.

#### 4.8 Works Council Representatives

All sites have trained Works Council Reps. Monthly works council meetings are carried out across all sites and the meeting minutes are communicated on the site information boards and TV information monitors. The senior management team will review the top line points raised from the minutes and feed back to the sites accordingly.



#### 4.9 First Aid

All sites will ensure that an appropriate first aid kit is provided and that this is accessible to all personnel. A member of staff has been designated as 'appointed person' and is responsible for checking the contents of the first aid kit. The names of the appointed persons will be displayed on the company's notice boards.

The site health and safety coordinators are responsible for arranging first aid training for selected employees which the request will be taken to the site manager.

A trained first aider shall be on shift at all times. In the event of an injury occurring which requires hospital treatment, but is not serious enough to call an ambulance, the shift supervisor will arrange transport by car or taxi to the casualty department.

#### 4.10 Methods for Informing Employees on Occupational Health & Safety

A Health and Safety Committee has been developed and meets on a scheduled basis (often monthly). Additional meetings can be arranged as necessary (for example following an accident). The committee comprises of representatives of employees and management and is intended to facilitate communication and consultation on the following issues between both parties:

- The introduction of any measures which may substantially affect the health & safety of any person.
- The arrangements for engaging competent persons to help achieve compliance with health and safety laws
- The information to be provided to employees regarding the risks arising from their work, the measures to reduce these risks, and what employees should do if exposed to a risk
- The planning and organising of health and safety training
- The health and safety consequences of introducing new technology
- A record of all Health and Safety Committee meetings will be maintained and made available to all interested parties

Employees are made aware of Health & Safety through the following: Induction Training, task specific training, Health & Safety Committee Meetings, the minutes of which are posted on the Health & Safety Notice Boards and TV communication monitors. Selected employee safety representatives; Department Meetings.



#### 4.11 Provision of Personal Protective Clothing

David Wood Baking have ensured suitable and sufficient personal protective equipment (PPE) is provided free of charge where risks cannot be controlled by other means, requirements are identified by risk assessment. These PPEs are routinely checked to ensure they are fit for purpose, and in good / free from damage condition. All PPE must comply with relevant regulations and be sourced through the group approved PPE suppliers. Where required a conformity certificate is obtained and supplier's credential certificates are reviewed as part of supplier/ material approval.

Suitable overalls are provided and cleaned daily in our laundry / service provider. PPE issued to new employees during induction and are replaced as necessary. Special protective clothing for example:

- Heat Protection
- Chainmail gloves
- Goggles/full face visor
- Ear Protectors
- Face Masks
- Oven Gloves
- Freezer wear / boots are issued to those task dictates.
- Shoes/ Boots

Employees working in these areas are required to abide by the training and site signage that is displayed across the sites.

#### 4.12 Assessing Dust Levels

Occupational air monitoring assessments are carried out across all sites in accordance with the Control of Substances Hazardous to Health Regulations COSHH. Results from the findings of the reports are reviewed and actioned accordingly. The site team will review and discuss the report findings and look at ways to engineer out the need for wearing RPE where reasonable and practicable.

When entering areas whereby respiratory protective equipment is required, all employees / visitors must follow this instruction. Every effort will be made to reduce the amount of dust levels within the sites as explained above.

#### 4.13 Noise Control

Occupational workplace noise assessment carried out at all sites in accordance to the current workplace noise at work regulations. Some production areas maybe marked as mandatory. When new equipment is installed, tests are carried out to assess the noise levels within the area, these are undertaken by the health & safety coordinator in conjunction with the site manager. The results are recorded, reviewed, and actioned by the site team.

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Ideas are discussed with the site team to look at ways to reduce high sound levels and to protect staff as appropriate. Warning's signage is displayed, and machinery is modified (Where practicable) earing protection is provided in accordance with the recommendation from the noise assessment reports. The site team will review and discuss the report findings and look at ways to engineer out the need for wearing PPE (hearing protection) to be worn where reasonable and practicable to do so.

#### **4.14 Display Screen Equipment**

All users of display screen equipment are required to complete a self assessment questionnaire regarding their work activity. The Health and Safety Coordinator will arrange for the questionnaires to be reviewed by a competent person and for any necessary corrective actions to be implemented.

#### **4.15 Procedure for control and protection of Visitors & Contractors**

Visitors and Contractors are required to sign in and out at reception, to read and abide by our required health and safety precautions and to accept the guidance of an authorised David Wood Baking employee throughout their visit. In addition to this, Contractors must read and sign acceptance of all Codes of Practice before commencing work. For health and safety reasons only authorised visitors, contractors and staff will be permitted on site.

#### **4.16 Training operatives in the safe use of machines and equipment**

The law requires that all machines and equipment are only operated by trained staff. Appropriate training is given before an operative is allowed to use machinery. Record of this training is maintained by the relevant manager. Only trained and authorised staff will be permitted to operate plant machinery.

#### **4.17 Procedure for ensuring safety of Electrical Installation & Equipment.**

Electrical installations, control boxes and switch gears must not be touched except by authorised trained staff. The Engineering Manager has drawn up and operates documented Preventative Maintenance Schedules covering all electrical installations. Portable equipment is PAT tested annually and removed from service if necessary. Fixed electrical installations are checked every 3 years (33% each year). Thermographic imaging is carried out yearly. Records are maintained by the engineering manager; reports can also be accessed via the web portal.

#### **4.18 Special Contractors for Dangerous Machinery & Equipment**

The Company makes limited use of contractors. Should the need for additional contractors be identified, the following procedures will be followed:

- All contractors must satisfactorily complete a pre-qualification questionnaire namely the Control of Contractors questionnaire.
- In addition, all contractors must provide the following information:

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- A documented risk assessment and method statement for the task being performed
- Evidence of adequate employers and public liability insurance cover
- Associated training certificate and operator's licences

A list of machinery and equipment which requires inspections and thorough examinations is managed through our insurance portal (HSB Connect) which the Engineering Managers are responsible for and have access to. This will include pressure systems, lifting equipment and local exhaust ventilation (LEV).

All contractors and visitors are required to report to reception on arrival at the office. They should sign the visitors book which acts as a fire register in the event of an evacuation. Accordingly, they should also sign out in the visitor's book when leaving the premises. Contractors and visitors are required to observe the site requirements as noted in the Control of Contractors questionnaire.

#### **4.19 Procedure for monitoring effectiveness of the Policy**

The implementation, operation and effectiveness of the Health & Safety Policy will be monitored and reviewed by an audit of all Health & Safety Procedures. This involves reviewing the identification of Health and Safety Responsibilities and the Risk Assessment System as they relate to all working practices.

Regular, frequent internal/external audits are carried out in order to measure the effectiveness of the occupational health and safety management system.

#### **4.20 Training and Supervision**

The company will ensure that all personnel are provided with appropriate information, instruction, training and supervision to enable them to work safely.

#### **4.21 Young Persons**

Should any person under the age of 18 be employed, then a risk assessment of their proposed activities will be carried out to determine if they are exposed to a greater risk than other persons because of their age or experience.

#### **4.22 Pregnant and Nursing**

Any female employee becoming pregnant should notify their Line Manager at the earliest opportunity. It is the responsibility of the health and safety coordinator and the line manager to carry out a risk assessment for the new and expectant mother.

#### **4.23 Drugs and Alcohol**

The abuse of alcohol or drugs can affect individual performance and safety. Employees and contractors should not be under the influence of alcohol or drugs at any time whilst they are at work. Any employee suspected to be under the influence of alcohol or drugs

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whilst at work will be suspended pending further investigation. It is the policy of the company to report all evidence of unlawful drug use to the police.

#### **4.24 Occupational Stress**

The company recognises that pressure can be a motivating factor at work, but that excessive pressure or demands can lead to work related stress. This may manifest itself in various ways depending on the individual, but in all cases the risk of ill health is increased.

Any employee who finds themselves at risk from or suffering from stress are encouraged to discuss the matter with their Line Manager in the first instance as soon as possible. The Line Manager must take action as is appropriate in the circumstances to reduce the risk of ill health to the individual

If the individual concerned feels unable to raise the issue directly with their Line Manager they should discuss the issue with either a member of the Personnel department or the Health and Safety Coordinator.

#### **4.25 Manual Handling**

A risk assessment of manual handling requirements has been undertaken and a copy is held by the Health and Safety Coordinator. All personnel will be provided with basic manual handling training. It is the responsibility of all personnel to observe the following rules in relation to the manual handling of loads:

- Always assess the load and task prior to handling
- Ensure the route is clear prior to handling the load
- Use the correct lifting technique
- Where practicable handling aids (such as trolleys, lifting equipment etc.) should be used to reduce the risk
- If the task is outside the individuals capability assistance should be sought
- No employee will be required to handle any load that is likely to cause them injury

#### **4.26 Lone Working**

Although in principle working alone should be avoided, from time to time it is necessary. When lone working is unavoidable the manager responsible for the work must ensure that the following controls are in place:

- The person who will be working alone does not have any known medical conditions that will place them at greater risk
- The person who will be working alone must notify their Line Manager or other responsible persons before commencing the work and when it is complete. If the work is to be carried out over a long period (i.e. greater than 2 hours) they should communicate regularly



- The work involved is not high risk
- The person has immediate communication access (such as a radio) to enable them to raise the alarm in an emergency
- When the work is complete, the Lone Worker should notify their Line Manager or other responsible persons

#### **4.27 Electrical Safety**

The company will arrange for all fixed electrical installations to be subject to periodic inspections and testing by a competent person at intervals not exceeding five years. All portable electrical equipment will be subject to a periodic inspection and test by a competent person on an annual basis. Records of all periodic electrical inspections will be maintained by the Engineering Manager.

All personnel are required to report any damage and defects to electrical equipment to their Line Manager immediately it is discovered. No person (unless an authorised qualified electrician) shall attempt to repair any electrical equipment or installation.

DWB employees will not conduct any live testing of electrical equipment or installations. Such testing may only be carried out by competent electrical engineers.

#### **4.28 Welfare Provision**

The company will provide facilities for all employees to prepare hot food and drinks and to take meal breaks away from their workplace. Toilet and washroom facilities are also provided for all employees. The company will ensure that all welfare facilities are maintained in a hygienic condition.

#### **4.29 Use of Vehicles on Company Business**

Any employee driving a company vehicle must hold a full driving licence for the relevant vehicle type. Driving Licences along with your license status obtained via [www.gov.uk/view-driving-licence](http://www.gov.uk/view-driving-licence) must be provided to the company for the record prior to driving any company vehicles. Any employee who may be required to drive on company business must:

- Declare to the company all motoring convictions as obtained from the above link and accidents within the last 5 years.
- Declare any medical or other conditions that may affect their ability to drive.

When driving on company business employees are responsible for ensuring that all relevant legal requirements are met at all times. In particular employees are advised to observe the following safety guidelines:

- Ensure you are familiar with the controls of the vehicle and check the tyres, fuel levels, oil and water before starting your journey to ensure the vehicle is roadworthy



- Make sure you know the route that you will be following, If possible, use satellite navigation.
- Always observe speed limits and all other rules of the road
- Ensure they familiarise themselves with any changes to the highway code or driving legislations.
- Take regular breaks from driving (recommended every two hours) and do not drive whilst tired
- Never drive whilst under the influence of alcohol or drugs (including prescription drugs)
- Employees are reminded that at no time whilst driving should they attempt to answer or make any phone calls using their mobile phones unless a "hands free or Bluetooth connected" device has been fitted to the vehicle which comply with the current government legal requirement. If such a device has not been installed and employees need to make a call whilst on company business, they must pull off the road and park the vehicle in a safe and secure location where it does not cause an obstruction or hazard for other road users and pedestrians. The same procedure should be followed when answering a call and checking email/ Text message.



#### 4.30 External Support in Health and Safety

From time-to-time David Wood Baking can appoint competent external specialists to support and assist in specific areas of occupational health and safety that require specialist and specific knowledge to help the company to identify and recommend measures to control risk. For example, DSEAR, Noise, Dust, Asbestos, Legionella, COSHH, Slip testing or Fire Safety requirements to name a few.

#### 4.31 Death by Nature

If an employee dies due to of natural causes whilst at work, you should firstly call the Emergency Services Ambulance/Police but do not move the body before they arrive. You must also report the death immediately to the Health and Safety Executive officer (follow this up by sending them a completed accident report form within 15 days).

You must preserve the scene until the Police arrive, cease all production within the area and remove all other employees from the area. Consider that this will naturally cause elevated levels of stress amongst the staff and there will be disruption to the workplace.

You must inform the following:

- Health and Safety Manager, who will initiate a full investigation report.
- Relevant site managers/ Site Crisis Management Team. (Follow guidance in Group and Business Continuity Manual). The site Manager/ their deputy will inform Group Operations Manager/ Managing Director / Deputy

The HR Manager/ Co-ordinator to inform next of kin, as recorded on personnel file.

#### 4.32 Health and Safety Auditing

David Wood Baking have implemented a group internal health and safety audit program and have established the audit procedures which are used to verify the standards of health and safety compliance. These audits are carried out on a pre-determined period. The audit examines the implementation and compliance of health and safety standards throughout all sites.

The audit procedures ensure that preventative and corrective actions are implemented within agreed dates. Based on the risk and severity the non-conformances are categorised to Low, Medium and High and action taken accordingly. The audit may also recommend areas for improvements.



#### **4.33 Provision and Use of Work Equipment Regulation (PUWER)**

David Wood Baking have implemented a PUWER policy to ensure all work equipment is suitable for its intended purpose and complies with all relevant legislations. DWB have also established a procedure for the purchase and commission of new equipment (machinery) in the form of a common user requirement specification document (CURS) as well as a pre and post-delivery inspection.

The inspection will be carried out by a competent and authorised person, and any machinery not suitable for its intended purpose taking into an account of food safety as well or deemed to be unsafe must be rectified prior to taking into the factory. All work equipment is regularly inspected and maintained in line with operating manufacturer's instructions by trained and competent persons. A commissioning form will be completed for all equipment, prior to entering the factory

In the event of finding any faulty equipment, it will be subject to immediate isolation / repair. Maintenance procedures including planned preventative maintenance (PPM's) are in place for items of plant and equipment across the sites. Only competent persons with sufficient training and experience will inspect, maintain and/ or operate work equipment. All machinery must be subjected to a pre-start check and this must be checked and recorded prior to commencing the task.

#### **4.34 Lifting Operations and Lifting Equipment Regulation (LOLER)**

DWB have implemented procedures that ensure that lifting equipment is safe to use by competent persons and is suitable for the purpose it is intended. All relevant equipment is inspected by a competent person and a thorough examination is carried out by a third-party specialist as required in accordance with the current LOLER regulations. All inspections are recorded, and documents held on file. Equipment is to be maintained in line with the manufacturer's instructions. All defective equipment must be taken out of service and quarantined until repaired/ replaced.

#### **4.35 Permits to Work and Lock – off Systems**

David Wood Baking Ltd have recognised that certain activities are particularly high risk, (including but not limited to) hot works, electricity, working at height, confined spaces, and exposure to dangerous substances hence we control these using a permit to work system. Permits are controlled through the site engineering manager or their deputy using a group Permit to Work Forms. As part of the permit control, we also have a group isolation and lock-off procedure in place.



#### **4.36 Working in Confined Spaces**

DWB have identified under the Confined Spaces Regulations that certain operations require employees to work or enter confined spaces, these operations are assessed before commencing the task with the highlighted potential risks and to ensure that adequate controls are established; these will include the need for use of specialist contractors to undertake the task.

Confined space permits may be required dependent on the nature and risk of the confined space, this is to be established through a site register of confined spaces along with risk and entry level requirement. Emergency procedures must be established and implemented prior to entry.

#### **4.37 Slips, Trips and Falls**

Slips, trips, and falls can pose a significant number of injuries to our employees, visitors and contractor. DWB recognise that slips, trips and falls can occur due to a number of reasons and have controls in place to ensure these are kept to as low as possible by internal auditing, risk assessment, shoe grip audit and clean as you go policy.

Floor areas must have an adequate degree of slip resistance and drainage as well as catch trays fitted under equipment to manage the risk from floor contamination and a programme of inspection and maintenance carried out. Industry standard footwear is purchased and issued to staff.

Clean as you go approaches are implemented across our sites. Staff should be encouraged to hold handrails when walking up and down stairs or through boot wash equipment and wear sensible footwear when entering the site and amenities areas. All above relevant signs are displayed throughout the site, in accordance with the current signs and signals regulations.

#### **4.38 Health and Safety Signs and Signals**

Adequate and appropriate signs that complies with the Health and Safety (safety signs and signals) Regulations are displayed relating to prohibitions, warnings, mandatory requirements and the location and identification of emergency escape routes, first -aid facilities, identification of fire-fighting equipment and fire call points. There will be a programme of inspection, auditing and maintenance of these signs.





#### **4.39 Working at Height**

DWB have implemented standards and procedures to ensure that where work at height cannot be avoided, a risk assessment is carried out and a safe system of work is issued for the task. A permit to work at height is required where risks are significant. These procedures will also be adopted for contractors and visitors to site, in addition all ladders and access equipment will be inspected and maintained to a safe standard and controlled with restricted access.

Only competent and trained persons are allowed to operate Mobile Elevated Working Platforms (MEWPS) for working at height. Any roof work carried out must be controlled with safe protective systems, procedures, and competent persons in place to work on them. All roof work must be undertaken through a working at height permit.

#### **4.40 Construction, Design and Management Project (CDM)**

DWB have a system in place to conduct project management in order to provide a control framework for all construction work. HSE will be notified when construction projects are notifiable under the Construction (Design and Management) Regulations. Duty holders will be appointed to manage any project that falls within the scope of CDM. All installation works carried out on sites is classed as CDM and a Construction Phase Plan will need to be put in place prior to the works commencing.

#### **4.41 Control of Asbestos Regulation**

DWB understand the health hazards associated from exposure to asbestos and aim to protect employees and other persons potentially exposed as far as is reasonably practicable. Surveys have been undertaken on all relevant sites which have identified the locations of Asbestos Containing Materials (ACM) and an asbestos register is maintained, and the condition of ACM is monitored and remediated if required. In addition, procedures have been established to prevent work being undertaken unless adequate control measures are in place to prevent fibre being released from ACM. Asbestos surveys should be carried out every 5 years, and the site register must be maintained.

#### **4.41 Material Handling Equipment (MHE) – Forklift Truck and Plant Equipment**

DWB recognises that MHE are widely used throughout the business for moving materials and goods and identifies the risk that they pose. Procedures are implemented to comply with the management of health and safety at work regulations to carry out a suitable and sufficient risk assessment to protect our employees and others.

These procedures also incorporate our duty under PUWER to ensure that work equipment is suitable for the purpose it is used; and is properly maintained and inspected at suitable intervals, and our duty under the Lifting Operations and Lifting Equipment Regulations (LOLER). All drivers of MHE will undertake and pass a test through an accredited training provider, for example RTITB or ITSSAR. Refresher training will be provided accordingly.

#### 4.42 Legionella

DWB recognises their duty to control the risks from legionella bacteria which may arise from work activities. The Health and Safety at Work Act, the Management of Health and Safety at Work Regulations and more specifically the Control of Substances Hazardous to Health Regulations provide a framework of actions designed to assess, prevent and control the risk from bacteria and take suitable precautions through a suitable and sufficient risk assessment. Legionnaires' disease technical guidance (HSG274) and ACOP L8 should also be adopted in conjunction with these regulations. Where applicable and relevant sites are serviced by an independent Water Treatment Service Contractor.

#### 4.43 Storage and Racking Inspection

DWB ensures that racking systems throughout all sites are installed by competent assemblers in line with the codes published by the storage trade body, the Storage Equipment Manufacturers ' Association (SEMA). Safe load data notices will be displayed stating the maximum loading weights for bays and individual beams and the height of the first beam level. Racking systems will be protected where there is a risk of being struck by forklift or other vehicles and will be inspected regularly to make sure they are repaired and maintained properly and are safe.

Where monitoring or an independent inspection identifies damage to uprights or beams that could compromise safety, the bay will be offloaded, and employees will be warned not to use it until remedial repair work is carried out and a clear sign / isolation sticker is applied. Any contractors working on the racking systems must prove their competence with the Storage Equipment Installers Registration Scheme (SEIRS) card that shows they have been through SEMA's Storage Equipment Installers Registration Scheme, which is supported by the HSE.

Storage areas will be properly designated and clearly marked. The layout of storage and handling areas will avoid tight corners, awkwardly placed doors, pillars, uneven surfaces, and changes of gradient where practicable. Internal racking inspection audit will be carried out on a periodical basis by a competent trained person and the checks must be documented.

#### 4.44 Pressure Systems

DWB identifies their duty to control the risks from pressure systems and has implemented procedures that ensure that pressure systems are suitable for the use they were intended for and are inspected by competent persons and a thorough examination by a competent person where required under Section 8 of the Pressure Systems Safety Regulations (PSSR 2000). All inspections are recorded, and documents held on file. Equipment is to be maintained in line with the manufacturer's instructions. All defective equipment must be taken out of service until repaired.



#### 4.45 Structural Safety of Workplace

DWB recognises their duty under The Workplace (Health, Safety and Welfare) Regulations to control the risks from damage to the structure of buildings. Periodic inspections is carried out by competent and trained person(s) to ensure that the integrity of the building is safe.

#### 4.46 Control of Vibration at Work Regulations

DWB recognises their duty under The Control of Vibration at Work Regulations to assess and identify measures to eliminate or reduce risks from exposure to hand-arm vibration. This should be done in accordance with the Management of Health and Safety at Work Regulations.

#### 4.47 Ionising Radiation

DWB identifies their duty under the Ionising Radiation Regulations to control the risk of exposure from equipment or devices used at any of our sites. It is, therefore the responsibility of Group Health & Safety Manager to appoint a Radiation Protection Advisor (RPA), appoint Radiation Protection Supervisors (RPS) as well as conducting risk assessment and undertaking exposure monitoring. All monitoring equipment must be calibrated annually.

#### 4.48 The Dangerous Substances and Explosive Atmospheres Regulations

DWB recognises its duty under the DSEAR regulations to control the risk of dangerous substances such as ammonia, propane gas, flour silos and chemicals etc. A DSEAR assessment must be undertaken by a competent person with control measures implemented as required to control the risk. Emergency response plans must also be put into place and staff trained in emergency evacuation procedures.

#### 4.49 Normal and Emergency Lighting

We as a company recognise that many areas across sites have no natural lighting due to nature of business we operate where we are dictated by the Food Legislation and our credential requirements such as BRCGS Food and ISO 45001. Therefore, procedures will be in place to ensure that lighting is installed and maintained to be sufficient to enable people to work and move about safely. Internal and external lighting will be assessed against **HSG 38 - lighting at work**. Emergency lighting are installed and tested in line to the relevant statutory requirements including (BS 5266-1).



## Section 5

### 5.0 Emergency Service Contacts

- A list of Emergency Service contacts numbers is maintained within the Business Continuity Plan (BCP) which is the responsibility of the Technical Manager in conjunction with the Site Manager to maintain.

## Section 6

### 6.0 Health, Safety and Document Control Information

- Health & Safety information is maintained by the sites Health & Safety Co-ordinators. Issue and document control is maintained by the Technical and HR departments.

## Record of Amendments

Date	Version No	Amended By	Reason for Amendment
Feb 2009	One		First Issue
13/08/10		Reviewed	No Changes Made
13/02/13	Two	C Bradley	Section 7 Points 5 – 9 added Procedure for re-entering factory after fire Evacuation
02/08/14	One	John Crowe/S.Brown	Section 2.2: Change Title to Personnel Manager and take out H&S Officer plus take out "induction training" Section 2.3: Add "Manager" to Title plus "he" replaced with "The H&S Coordinator has" Section 2.4: Add "Site" Section 2.7: "is" replaced with "shall" & "is" replaced by "has responsibility/ prioritise" Section 2.2 "is" to "has" Section 2.13: Add Group Technical Manager/Site. Section 2.14 Take out ISO900 and add BRC and Retailer standards Section 4.1: Spelling "our" Section 4.2: Take out "Refer to H&S Procedures Manual Section 4.2" Section 4.6: Spelling "meeting" Section 4.16 Add "unless authorised by the Site Manager" Section 4.17: Spelling "for" Section 4.20: accidents to accident Section 4.9: Take out "They meet as a Steering Committee to instigate improvements in the light of events and of changes in our operations." Section 5.0: Take out "Ref: H&S procedures manual section 6" plus spelling postal to posted. Section 6.0: Take out " Ref: H&S procedures manual section 6" Format Update / Additional of border / Page "of". Section 8.0 Ammonia Evacuation – NEW
02.05.2018	Three	John Crowe/Paul Perry	Section 5.0 – updated the section on Emergency contact details. Mentioned the business continuity (BCP) plan document. Section 6.0 – Added the words Technical Department. Amended the title from Health and Safety officer to Health and Safety Co-ordinator. Section 8.0 – Removed this section due to each sites Ammonia procedures being different due to the sites having specific procedure.

02/07/2018	Four	Paul Perry	<p><u>Section 1:</u> Section 1 General Health and Safety Statement of Policy, this section has been updated</p> <p><u>Section 2:</u> Section 2 Allocation of Responsibilities, this section has been updated. Business Organogram included.</p> <p><u>Section 3:</u> Section 3 Employees Personal Responsibilities, this section has been updated</p> <p><u>Section 4:</u> Section 4.2 Updated this section relating to occupational health surveillance. Section 4.4 Included in to the section of 4.3 to explain the requirements under RIDDOR to avoid duplication Section 4.8 Included the Works Council Representatives section within this policy Section 4.10 Methods of Informing employees of Health and Safety, this section has been updated Section 4.11 Provision of PPE, this section has been updated. Section 4.12 Assessing Dust Levels, this section has been updated Section 4.13 Noise Control, this section has been updated Section 4.14 Display Screen Equipment (DSE), this section has been updated Section 4.17 Procedure for ensuring safety of electrical installation &amp; equipment. This section has been updated Section 4.18 Special Control of Dangerous Machinery &amp; Equipment, this section has been updated. Section 4.20 Training and Supervision, this section has been included in the policy Section 4.21 Young Persons, this section has been included in the policy Section 4.22 Pregnant and Nursing Mothers, this section has been included in this policy Section 4.23 Drugs and Alcohol, this section has been included in this policy Section 4.24 Occupational Stress, this section has been included in this policy Section 4.25 Manual Handling, this section has been included in this policy</p>
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			Section 4.26 Lone Working, this section has been included in this policy Section 4.27 Electrical Testing, this section has been included in this policy Section 4.28 Welfare Provisions, this section has been included in this policy Section 4.29 Use of Vehicles on Company Business, this section has been included in this policy
18/05/2022	FIVE	P. Perry/ D. Khadka	H/S Policy reviewed to co-operate with the ISO 45001 requirements Addition of new clauses from 4.30 to 4.49
16/01/2023	SIX	P. Perry/ D. Khadka	Organisation structure updated