



ALLPORT CARGO SERVICES



Group Health and Safety Policy 2018

local knowledge
WORLDWIDE



DOCUMENT REGISTER

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V1	Aug 2013	Original publication of document	PH
V2	Aug 2014	Clarification of documentation required for eye test and lens reclaim	BC
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V6	Jan 2018	Policy Statement date	PH/CH/MAK



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Distribution List





Allport Cargo Services Group Health and Safety Policy Statement

It is the intention of Allport Group Limited, so far as is reasonably practicable to lay out a structure that will ensure, provide and maintain the practice of a safe and healthy working environment across the various divisions within the group.

The groups aim is to ensure that local divisional ownership remains the key element and function of Health and Safety Management.

The group's objective is to monitor, regulate, control and review Health and Safety Management at all levels, within the various divisions.

Each division will have in place its own regulated bespoke Health and Safety Policy, practices and procedures.

Generic documentation and requirements linked to a group level of Management and control will ensure that continual regulation, targets and data are maintained.

The general group policy statement is to:

1. Prevent accidents and cases of work related ill health and provide adequate control of health and safety risks arising from work activities.
2. Provide adequate training to ensure employees are competent to do their work, ensuring that the training we deliver is adequately enforced.
3. Engage and consult with employees on day to day health and safety conditions and provide advice and supervision on occupational health.
4. Implement emergency procedures – evacuation in case of fire or other significant incident.
5. Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery and ensure safe storage/ use of substances.

Charles McGurin
Managing Director

Date Aug 2017

Mark Kirkhouse
Company Secretary/ Director

Date Aug 2017

Introduction

Allport Cargo Services is determined to demonstrate and maintain excellent standards within health and safety. Our policy so far as is reasonably practicable, is to ensure the Health and Safety of all employees and others, who maybe affected by the company's operation, through our commitment to comply with all aspects of health and safety legislation and other relevant requirements put upon us.

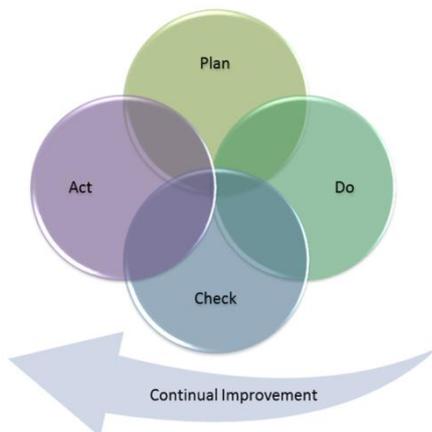
We are committed to the prevention of injury and ill health at work so far as reasonably practicable and will strive for continual improvement, as within all areas of our business.

Our policy clearly defines the company's standards and expectations, and illustrates the allocation of duties and any other particular arrangements associated with the implementation of this policy and supporting documents.

Employees will be consulted on matters relating to Health and Safety in order to maintain a good health and safety culture through: health and safety committee meetings, department meetings, notice boards, email and our intranet site as appropriate. Employees are also encouraged to upwardly communicate Health and Safety matters through the branch representatives or by contacting the Group Health and Safety officers via the email address: GroupH&S@uk.allportcargoservices.com

It should be noted that, any deliberate breach or failure to comply with the health and safety guidelines set out within this policy and other supporting documentation, will be taken seriously and dealt with in accordance to the company's disciplinary procedure; details of which maybe found in the Employee Handbook.

The principles of our policy are modelled upon the key elements of the HSE guidance and form a



minimum standard for working both on site and off site. The particular requirements of our policy are developed through risk assessments undertaken within the company.

Our policy is a working document, which is subject to amendment inline with legislation. It will be reviewed if it is thought to no longer be valid, there is significant change or legislation dictates, this will not exceed 12 months.

Plan

The aim throughout our policy is to set out clear direction, ensuring that both the company and employee understand the responsibilities and standards that are expected of them.

An effective [management team](#) is in place, to ensure that the responsibilities, standards and expectations defined throughout our policy and supporting documents are understood and delivered. The training and consultation of employees is key to this and is underpinned by the company's positive health and safety culture which disseminates from the active and exemplary leadership of the top tiers of the organisation.

Do

Hazards are identified through risk assessments, carried out by the relevant department manager. From these findings Allport Cargo Services will prioritise and control the risks. Consulting with employees and providing appropriate procedures and training where necessary.

Check

Working processes are continually monitored to ensure that the agreed standards are adhered to. This encompasses not only the staff, procedures and systems but also the premises and plant. The company will periodically review the performance of its procedures and safety systems set out within this policy or sooner if they are thought to no longer be valid, there is significant change or legislation dictates.

Act

As well as active, effective reactive monitoring through the investigation of accidents, incidents, near misses and ill health; will be used to identify where improvement is needed.

The Company may consult an external auditor to objectively audit the procedures and practices outlined within this document and to further refine and develop the company's approach to health and safety.



Responsibilities

The overall success of our policy lies with an organisation that is aware and committed to their responsibilities, and is actively involved in implementing and maintaining effective health and safety systems. In addition to the responsibilities outlined here, specific activities should be allocated defined and actioned at branch level.

Group Health and Safety Management

The role of group health and safety management is to help managers to comply with their duties under health and safety law. The management should remain as advisors and should not assume any responsibility in law for health and safety matters.

In particular they will be responsible for carrying out annual inspections, audits and spot checks where necessary. They will collect incident information and carry out investigations further to those carried out at branch level in certain circumstances or where requested. They will also be responsible for the review of the intranet and of this document.

For specialist advice an external consultant or occupational health advisor may be consulted.

Directors

Directors both at group and divisional levels are ultimately responsible for the health, safety and welfare of all those who work or visit Allport Cargo Services. In particular they:

1. Are responsible and accountable for the health and safety performance of their respective division;
2. Must ensure that adequate resources are available for all ongoing health and safety requirements within their division; including the provision for adequate training and equipment;
3. Must ensure that building and working environments are maintained in line with all legal standards and take into account the health and safety demands of the work undertaken.;
4. Must ensure advice is taken on health and safety matters as required;
5. Must ensure that the requirements of this health and safety policy are fully implemented in their areas of control; & will lead by example.

Managers

The manager's role is to ensure that the company policy is executed and maintained within their area of control in order that the company may fulfil its legal obligations. In particular, they:

1. Are responsible and accountable for the health and safety performance of their department; and should ensure that control is exerted over all aspects of the companies operation for which they have responsibility.
2. Must ensure that the requirements and routines of this policy are fully implemented and enforced in their area of control. Including but not exclusive to the procedure for reporting an accident, safe evacuation, how to access the H&S Intranet and how to contact the Group Health and Safety Team
3. Must identify hazards and carry out risk assessments of these hazards, consulting with the Health and Safety officer and other employees;
4. Must. ensure that all employees receive adequate training, including job specific instructions. For details of the online training suite please refer to the Group H&S Intranet site. Copies of all training records must be kept at branch level.;
5. Must ensure that any machinery, equipment or vehicles used within their area of control are maintained correctly and meet agreed health and safety standards. Records of all maintenance, statutory and insurance inspections must be kept. If any equipment is found to be faulty, they must ensure that it is removed from use until repaired.
6. Must investigate and report all accidents, incidents and near misses both locally and at group level, as well as progressing any required corrective action;
7. Must address any safety concerns that they recognise or are brought to their attention, and ensure that these are reported to the relevant director for action to be taken.
8. Will carry out daily, weekly and quarterly inspections where appropriate e.g Warehouses and Factories, which should be documented and recorded.
9. Will lead by example.



Assistant Managers, Supervisors and Team Leaders

Assistant Managers, Supervisors and Team Leaders have key responsibility for the day-to-day safety and behaviour of the employees within their control. In particular, they:

1. Are responsible for all safety duties set upon them by this policy and any other local guidelines;
2. Must ensure the adequate supervision of employees;
3. Enforce all company policies and guidelines within the area of their control;
4. Raise and address any concerns regarding the competence or behaviour of any employee;
5. Will lead by example.

Employees

A safe work place will only be achieved with the co-operation of each and every individual. Employees should:

1. Be responsible for taking reasonable care for the health and safety of themselves and others who may be affected by their actions or omissions;
2. Ensure that they are familiar with and follow the aims, standards and company expectations outlined within this policy and supporting health and safety documents;
3. Use machinery, equipment or materials in accordance with authorisation, information, instruction and training provided by the company;
4. Employees must not recklessly interfere with or misuse anything provided in the interest of their health and safety;
5. Promptly report to a manager any faults, defects or any other situation in the workplace which has the potential to cause harm, serious or imminent danger;
6. Report all accidents, incidents, near miss and ill health including those where an injury is not sustained within 24 hours of occurrence, in order to prevent re-occurrence;
7. Employees should cooperate with Allport Cargo Services Ltd, or anyone who they may appoint in order for them to fulfil their legal obligations.

Branch Health and Safety Officers

The role of a branch health and safety officer is to liaise between the group health and safety management, managers, assistant managers, supervisors, team leaders and employees.

In particular they will be responsible for ensuring that all accidents, incidents and near misses are reported to group health and safety management as well as ensuring that other health and safety arrangements are carried out by the responsible persons.

The role is an advisory capacity with full control remaining with the line manager.



Arrangements

All new Employees' should complete an induction checklist which has been tailored to their working environment; these inductions are available on the intranet.

Workplace

Allport Cargo Services are committed to providing a safe and healthy working environment. It is our intention to ensure that hygiene and welfare facilities as well as the buildings, including any equipment is well maintained and in a good state of repair, so that employees can work safely and efficiently. In order to achieve this, the Group Facilities Manager will inspect the building once a quarter for any defects and take immediate remedial action where necessary. All Employees Should report any defects found in-between these times to the Local Management Team or Group Facilities Manager so that immediate remedial action may be taken. Equipment, including vehicles will be inspected by insurers on an annual or bi annual basis depending on the equipment type. Details of which should be held by Group insurance and the respective branch managers.

Working Time Directive

Employees are entitled to work no more than 48 hours in a 7 day period over a 17 week average according to regulations brought into effect in 2003. Currently employees have the right to opt out which means they can continue to work the hours they wish and exceed this average. All Allport Cargo Services employees contracts contain an opt out agreement relating to these working time regulations. This agreement remains in force indefinitely during employment. An employee or Allport Cargo Services may terminate this agreement at any time, by giving no less than 3 months written notice. For more information please refer to the HR Department.

Smoking

Allport Cargo Services recognises the UK ban on smoking within the workplace (including company cars) and enclosed public areas. No smoking signs are displayed at various points to remind all.

Smoking is permitted in defined external "smoking shelters" only. This includes e-cigarettes and vapour's

Drugs and Alcohol –

Please refer to the Employee Handbook for details of our drugs and alcohol policy.

Training

Allport Cargo Services recognises that in order to achieve excellence in health and safety standards, training is fundamental. It is essential that employees, including contractors, have the knowledge, skills and understanding to work safely and without risk to their health and the health of others.

Our intention is to achieve this through clear instructions, information and adequate training. Employees will be consulted to ensure that the training identified is relevant and effective.

Employees should not undertake tasks for which they have not received the relevant training or instruction for.

Training records should be kept locally, with managers controlling relevant refresher training.

Moving Around on Site – Vehicles and Pedestrians

Rules governing vehicle conduct as set out within the highway code will be upheld on site, this includes, driving on the right hand side of the road, observing signs, traffic signal, speed limits, wearing a seat belt, not using a mobile phone and not operating a vehicle whilst under the influence of alcohol or drugs. As well as any other rules set out within this policy. At all times drivers should be aware of their surrounds and possible pedestrians.

Pedestrians should where possible use designated walk- ways and crossing points. They should at all times, be aware of the vehicles that are in operation around them. Employees should ensure that they are wearing the appropriate PPE when entering Yard or Warehouse areas. Minimum PPE includes high visibility jacket and toe protecting shoes. Other requirements may be necessary at certain locations and will be sign posted accordingly.

Should it be necessary for persons to enter one of these areas without the necessary PPE, for instance when guiding a visitor tour. The warehouse manager must be notified, they or their authorised representative, will advise the guest on the basic health and safety rules that must be observed and notify all staff working within that particular area of the increased risk. The Allport Cargo Services guest must be accompanied for the duration of the tour.



Slips Trips and fall's

Slips and trips cause serious injury within the workplace, and are often the cause of other types of major accidents, such as, falls from height or strained backs. In order to reduce the risk so far as reasonably practicable, the responsible person will ensure all floors are in good condition, free from hazards or obstructions and have adequate lighting. Any defects must be reported and remedial work carried out immediately.

Employees have a duty of care to ensure that good house keeping standards are maintained and that debris and spillages are cleaned up immediately and defects reported.

PAT

A list detailing all portable appliances should be kept by the responsible person. Plugs cables and sockets should be visually inspected by the employee to whom the equipment is allocated on a monthly basis, to ensure that there are no loose connections, worn cables or trailing leads. Where ever possible wall sockets should be used, however the use of extension leads is acceptable where good housekeeping exists, Employees must ensure that the extension appliances in use are being used correctly kept tidy and are not subject to chair wheels or foot traffic movement over them. Under no circumstances is "daisy chaining" permitted this is where one extension lead is plugged into another. Any defects must be reported to the line manager immediately. The responsible person or their nominated competent person will inspect all other appliances.

Every 3 years all portable appliances will be tested by a competent person with an appropriate level of electrical knowledge and experience. Equipment found to be unsafe will be repaired or disposed of immediately.

Other equipment may be tested sooner if required by legislation or manufacturer's guidelines.

Fixed Wire Testing

Fixed wire testing will be carried out every 5 years, by an approved/ recognised contractor.

Electrical Appliances

It should be noted that each individual employee is responsible for ensuring their equipment is adequately shut down and switched off to reduce fire risk. This includes but is not limited to: Display Screen Monitors, Portable Heaters and Charging devices. The mis-use of electricity and electrical items is a significant cause of fires. All employees should:

1. Visually inspect equipment before use.
2. Report any faults to a manager.
3. Not attempt to use or repair faulty equipment.
4. Not bring any electrical items onto the premises, unless tested by the responsible person.
5. Electrical equipment should be disconnected and isolated when not in use for long period. E.g. computer screens should be switched off at the end of the day.
6. Cables should be positioned to ensure they do not become a trip hazard and are not damaged.

Display Screen Equipment

Employees who habitually use display screen equipment as a significant part of their normal work must undergo a workstation assessment; Allport cargo services will fulfil this requirement through a self assessment questionnaire. These will be reviewed by the manager who will organise any remedial action. The questionnaire along with other tips and guidelines regarding workstations are available, for employee use on the [Group Health and Safety Intranet](#).

Upper Limb Disorders

Upper limb disorder or repetitive strain injuries (RSI) covers various aches and pains relating to hands, wrists, arms, necks, shoulders and back. This can especially be the case after prolonged and uninterrupted work involving DSE. It is important for this reason to ensure that work stations are set out comfortably and reviewed on a regular basis. If an employee is concerned about RSI or their workstation they should bring this to the attention of a manager.

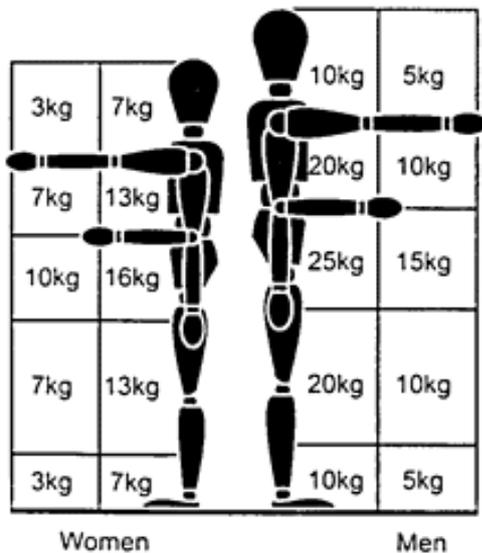
Eye and Eye Sight Test

Inline with regulation employees, who have been identified as habitual DSE users, may request an eye and eyesight test. This must be carried out by a qualified optometrist or doctor and will be paid for by the company. The company policy requires that the request is made in writing and authorised by a line manager. An employee is entitled to one (1) test per year.

If the test shows that there is a need for glasses specifically for work involving DSE, Allport Cargo Services will pay for basic frames and lens to the maximum value of £50.00 upon the receipt of evidence from the optician in the form of one of the following – copy prescription, certificate or statement from the optometrist on their letter headed/ stamped paper.

Lifting and Handling

The hazards of lifting and handling within the workplace have been assessed and so far as reasonably practicable the risks have been eliminated or reduced. All employees should undertake the manual handling programme available online. Where possible, trained employees should use lifting aids such as: forklift trucks, powered or manual pallet trucks, trolleys, lifts etc. to assist in tasks.



Working at Height

Specialist work at height will be conducted by a trained and responsible person who has the appropriate level of knowledge, experience and who has the correct equipment to complete the task. Any person using equipment for working at height provided by Allport Cargo Services has a responsibility to check the equipment and to ensure that any other necessary inspections have been completed prior to use. All contractors should be asked to provide a risk assessment and method statement (commonly referred to as RAMS) prior to work commencing and before the responsible person issues a permit to work.

Mezzanine floors are in place at a number of locations and also constitute working at height. Edges will be protected using guard rails and toe boards with additional fencing being erected where necessary. Loading points will be guarded by adequate gates which must be kept shut when not in use.

Working at height may also be undertaken at ground level. This may occur when using break pits or dock levellers as an example. All employees will be consulted to the risks within their working area and instructed in safe working practices.

The use of ladders should be avoided and “man up” machines, scissor lifts, cages and platforms should be used instead. All employees will be given appropriate training or instruction prior to using these aids.



Special Groups

Allport Cargo Services recognises that at times it maybe necessary to make provisions for special groups of employees, customers or visitors which may include Disabled or Young workers, Pregnant Mothers, employees who are returning to work following a prolonged illness or injury and persons who may experience a language barrier.

All special groups will be considered within our general risk assessments to ensure that customers and visitors are protected from any foreseeable and potential risks. It is the responsibility of each manager to ensure that a bespoke risk assessment is carried out for any employee that falls into one of the identified special groups. This risk assessment should then be submitted to both HR and H&S. These assessments are subject to periodic review.

Workplace Transport

Workplace transport covers many different types of vehicles from Fork Lift Trucks to cars or vans. It is responsible for a significant number of deaths and major injuries each year caused by collisions between pedestrians and vehicles, people falling from vehicles, being struck by objects falling from vehicles and more.

Workplace Transport is a core function of Allport Cargo Services industry and for this reason it is considered during a number of different risk assessments including General Office, Yard and Warehouse Assessments that have been carried out in order to reduce the risk and hazards that are presented by workplace transport.

Outside of those assessments it is important to note the following;

1. Employees must follow rules governing vehicle conduct as set out within the Highway Code. Including, not operating vehicles under the influence of drugs or alcohol and not using a mobile phone.
2. Vehicles and pedestrians are segregated where possible, including the use of barriers.
3. Designated pedestrian walkways and crossings are in place in high risk areas and should be used at all times.
4. PPE which includes high visibility jacket and toe protecting footwear should be worn at all times in areas where vehicles are in operation.
5. Should it be necessary to enter a restricted area without the necessary PPE, prior arrangement should be made with the appropriate manager.
6. Only personnel who have undergone adequate training/ retraining may operate vehicles.

7. Operators are expected to observe the standards set out within the Highway Code as well as being familiar with any internal rules.
8. Operators should visually check all vehicles before use and report any defects immediately. The responsible person must ensure that regular maintenance and defect repair is carried out.
- 9.

Machinery and Plant

The Group Facilities Manager and relevant Warehouse Manager will hold and maintain a list of all machinery and plant. In addition to the following checks and rules, specific procedures and risk assessments are in place. Employees will be made aware of these during training.

1. Employees should not operate any machinery or plant which they are not trained or authorised to operate.
2. Employees must not operate machinery or plant whilst under the influence of alcohol or drugs.
3. The use of Mobile Phones is not permitted whilst operating machinery or plant.
4. Machinery and plant should only be used for the intended purpose.
5. All guards and specified PPE should be worn at all times. See specific risk assessments for identified PPE.
6. Employees should ensure that a visual check is carried out before use and that any defects are reported immediately and the item is taken out of use.
7. Employees should avoid working alone unless they have means to communication.
8. Machinery and plant will undergo internal periodic inspection as well as inspections in line with manufacturer and legislation guidelines. The responsible person will ensure that all inspections are fulfilled.
9. The use of Allport Cargo Services machinery and plant is not permitted for personal projects.

Hazardous substances (COSHH)

The responsible person should hold a list of all chemical and other hazardous substances that may be used, stored or transit through the warehouse. This includes cleaning materials which may contain warning marks. Safety Data Sheets should be obtained and held by the responsible person within the branch for use when determining the correct PPE, use, storage and action to be taken in the event of an emergency. Copies should also be held in the branch fire information pack.

Allport Cargo Services consult an external Dangerous Goods Safety Advisor. All responsible persons and employees should be familiar with how to make

contact with them. Full details are available on the group health and safety intranet site.

Fire

Fire risk assessments have been carried out to formulate a detailed fire action plan which supports the health and safety policy in fulfilling obligations under the Regulatory Reform (Fire Safety) Order 2005. It details the precautions that are in place to prevent and minimise the risk of a fire, as well as the actions to be taken, to ensure a safe evacuation during an emergency situation.

It is worth noting outside of the Fire Plan the following routines:

Fire Alarm Testing

Fire alarms must be tested weekly at each site using a different call station each time. Records must be completed and maintained in the group issued fire information pack. Any remedial action required must be reported immediately. Employees will be notified prior to the test that an evacuation is not necessary. At all other times on hearing the fire alarm employees should evacuate immediately.

Fire Drills

Fire evacuation drills should be carried out bi annually and cover all shift patterns, locations with multiple shifts may have quarterly evacuations. Records must be completed and maintained in the group issued fire information pack. During an evacuation Fire Wardens will be on hand to support staff, Fire Warden Information is displayed at various points around the building. Following an evacuation the responsible person will carry out a fire warden de-brief. It is the managers responsibility to ensure all employees are trained in Fire Awareness. It is the employees responsibility to ensure they are familiar with their nearest Fire Warden, Exit and Muster Point. If they are unsure they should consult their Manager or Group Health and Safety immediately.

Fire Equipment Maintenance

The fire detection systems, Emergency Lighting and Fire Extinguishers are subject to regular maintenance and inspection by a competent and reputable contractor. These inspections and maintenance must be recorded in the group issued fire information pack. Please refer to the Fire Action Plan and Action on Discovering a Fire and Evacuation Procedure for further details.



First Aid

Should an employee be taken ill or injured at work then first aiders or appointed persons are available to give immediate attention. First Aider information is displayed at various points around the building; alternatively contact may be made through the reception.

Suitably stocked First Aid boxes are available; they will not contain any creams, lotions or drugs.

The responsible person will ensure that First Aid boxes are replenished as required; first aiders should assist by notifying them following an incident. All boxes will be checked at least once a quarter.

Following any occurrence where first aid attention is required an accident form should be completed immediately in line with the procedure for the reporting of an accident. Accident Books and Forms are located on the Group Intranet Site.

Accident, Incident, Near Miss & Ill Health Reporting

Allport Cargo Services understands that it has a legal responsibility to report certain injuries, incidents and cases of work-related disease, the group health and safety department will be responsible for this based on the information provided by the local branches and post incident investigation. We also recognise the value in collating and reviewing this information, together with near miss information to identify patterns of accidents and injuries for use when reviewing performance and risk assessments.

Please refer to the procedure for reporting an accident for more details on when and how to complete a report. Accident Books and Forms are located on the Group Intranet Site.

All accidents must be reported with 24 hours.

Contacting the Emergency Services

In the event that you are required to contact the emergency services call

999

State the full postal address, giving landmarks where significant, you should ensure that any special requirements are made clear - such as trade entrances. Remain on the line until this information has been repeated back to you, if it is safe to do so. Reception, and if applicable any onsite security



should be advised, to ensure a quick passage for the emergency service.

Commercial Driver

Commercial drivers should refer to their hand book for job specific Health and Safety Polices and Procedures.

Further Information

Should you require any further health and safety guidance please refer to the group health and safety intranet where you will find polices, procedures and generic risk assessments as well as HSE Guidance booklets.

If you require specific information or have any concerns you can contact the Group Health and Safety Team at

(E) GroupHS@UK.AllportCargoServices.com

(T) 01895 206000