



# Group Safety, Health, Environmental & Quality Policy Statement 2019

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## Safety, Health, Environmental & Quality Policy Statement

It is the policy of Allport Cargo Services Limited, as a supply chain and freight forwarding organisation, to develop implement and maintain an Occupational Safety, Health, Environmental and Quality Management program. The directors of ACS recognise and accept their responsibility in protecting the safety, health, wellbeing & environment of our colleagues, our customers, our contractors and other third parties in relation to the business activities of the organisation.

ACS is committed to:

- Establishing, implementing and maintaining a safety, health, environmental and quality (SHEQ) integrated management system designed to meet applicable accreditations held by the organisation and which satisfies all regulatory & statutory requirements
- Setting and reviewing measurable SHEQ objectives and ensuring those objectives are met
- Providing the necessary resources and ensuring responsibilities and authorities are determined, communicated and supported
- Continually review the effectiveness of the integrated management system and assess opportunities for improvement
- Protecting our colleague's health, safety, wellbeing and security to promote a positive and engaged culture through the organisation
- Maintaining and enhancing customer expectations and satisfaction

To achieve this, we shall:

- Lead by example integrating SHEQ responsibilities into everyday working practice
- Maintain and review a register of risk and opportunity in relation to our interested parties
- Invest in our people and ensure adequate infrastructure, equipment, processes and systems
- Ensure all staff are informed of the SHEQ policies processes and procedures to assist in implementing and maintaining the requirements in their work and promote risk based thinking
  - Monitor all aspects of SHEQ via regular inspection and audit, both internally and externally
  - Engage, consult and communicate with our colleagues and provide information, instruction, training and supervision to ensure and enhance SHEQ awareness and competency
- Reduce and mitigate risks of ill health, accidents, hazards and near misses by:
  - Maintaining safe and healthy working conditions, providing and maintaining plant, equipment or machinery and ensuring safe storage and handling of substances.
  - Ensuring an emergency response and evacuation plan is in implemented and tested
  - Promote safety, health, wellbeing and a greener environment for all associated with ACS
  - Ensuring colleagues understand that they also have a responsibility for their own H & S and those who may be affected by their work
- Reduce our controllable environmental impacts by:
  - Continually promoting compliance of ACS's single use plastic policy
  - Reducing carbon emissions and the consumption of energy and water
  - Conserving natural resources and reducing the use of hazardous substances
  - Minimising waste generation and disposal to landfill by reusing and recycling
  - Preventing pollution and reducing emissions
- Maintain and enhance our customer satisfaction by:
  - Seeking structured feedback from our customers
  - Identifying, implementing and maintain systems of process improvement
  - Continually promote the reporting of non conformities and review effectiveness
  - Review, revise develop and maintain applicable documented information
- Review this policy annually unless changes are required and make available on request of interested parties

Signature



Printed: Clyde Buntrock

Date 9<sup>th</sup> October 2019

**Health and Safety is everybody's responsibility**

**Responsibilities:**

The Executive Board of Directors (the “**Board**”) is responsible for all matters affecting Safety, Health, Environmental & Quality Policy within ACS.

The ACS Safety, Health, Environmental & Quality Manager (SHEQ) will monitor the effectiveness of this policy and issue amendments when required.

**All employees shall at all times:**

Be in a safe work place, this will only be achieved with the co-operation of each and every individual.

**Employees must:**

1. Be responsible for their own health, safety and wellbeing and must not do anything which is likely to cause injury to themselves or risk the health, safety or wellbeing of any other people.
2. Always observe all site health and safety rules, processes and procedures.
3. Follow all safe systems of work at all times.
4. Act on all reasonable instructions given by those responsible for matters of health and safety.
5. Report all accidents, hazards, near misses and defects immediately to their line manager or to a responsible person at their location if they are at someone else’s premises.
6. Set a personal example. Any employee failing to comply with the requirements of this policy or breaches of health and safety regulations may be subject to disciplinary action.
7. Wear and use the appropriate personal protective equipment (PPE) when required.
8. Report problems, including physical and medical conditions (e.g. pregnancy), which may affect their ability to undertake normal manual handling practices to their line manager.

**The Divisional Directors:**

Are responsible to the Board for the implementation of this policy and are ultimately responsible for the health, safety and wellbeing of all those who work or visit ACS.

Are responsible and accountable for the health and safety performance of their respective division and lead by example.

Administer the effective implementation of the ACS health, safety and wellbeing policy throughout their respective divisions of responsibility.

1. Understand any health and safety legislation relevant to ACS.
2. Ensure that, within their authority, funds and facilities are available to meet the requirements of this policy.
3. Liaise with the group Safety, Health, Environment and Quality Manager over the full range of their individual responsibilities, including the implementation of legislation, risk management, accident prevention, recommendations and audit findings.
4. Ensure that the relevant areas noted under ‘arrangements’ within this document have been identified through the appropriate risk assessments being in place, ensuring robust risk management, compliance and best practice at all times.

**A Line Manager’s role:**

Is to ensure that this policy is executed and maintained within their area of control in order that ACS can fulfil its legal obligations.

**In particular, they must:**

1. Be responsible and accountable for the health and safety performance of their area; and should ensure that control is exerted over all aspects of the groups operation for which they have responsibility.
2. Ensure that this policy is implemented and enforced in their area of control.
3. Understand health and safety legislation, policies relevant to ACS and ensure that induction training is completed with all employees and at least every three years as refresher training.
4. Ensure that all risks inherent in their areas have been fully risk assessed, safe systems of work implemented where necessary, thus demonstrating a level of robust risk management.
5. Ensure that all persons with specific health and safety responsibilities are adequately trained and are released from normal duties to carry out their particular responsibilities.
6. Ensure they attend health and safety meetings when possible.
7. Work with the group on matters of health and safety monitoring, inspections and audits of the workplace.
8. Ensure that all site safety processes and procedures, adherence to the relevant regulations and safe systems of work are being complied with and that any identified hazards are eliminated or reduced to their lowest practical level.

9. Work with the group on matters of consultation with employees, or through other appointed safety representatives.
10. Ensure that the operation of contractors working on site is always controlled.
11. Cooperate with their responsible person identified as the administrator of health and safety management.
12. Ensure that plant, equipment, and PPE function correctly; are being operated in a safe and controlled manner and that details of any hazards, safety information and health and safety instructions are communicated fully to the necessary persons.
13. Ensure that personnel are aware of any emergency procedures applicable to the location that they work in
14. Ensure that all defects in plant and equipment are reported, documented, isolated from the operation and remedied by a business-approved competent person.
15. Ensure that all accidents are investigated immediately, a full investigation is documented and that any actions to prevent a possible reoccurrence are implemented as soon as possible.

All responsible persons identified to be the Administrators of Health and Safety on site should help Line Managers to comply with their duties under health and safety law. The administrators will remain in an advisory role and should not assume any responsibility in law for health and safety matters, but assist with:

1. The effective implementation of this policy.
2. The review, recommendations for and the completion of any health and safety training, when requested.
3. Assist with, or carry out when requested, regular health and safety audits, the completion of action plans based on audit findings or inspections and their completion in a timely manner.
4. Regular checks to ensure that their site planned preventative maintenance schedule, training matrix, non-conformance log and document tracker matrices are kept up to date, visible and any outstanding actions within them completed when requested.
5. For specialist advice an external risk management consultant or occupational health advisor may be consulted.

**Visitors and contractors shall always:**

1. Be responsible for their own health, safety and wellbeing and must not do anything which is likely to

- cause injury to themselves or risk to the health, safety or wellbeing of any other people.
2. Attend a site induction upon their first visit to a site and attend an annual refresher site induction when requested.
3. Observe site health and safety rules, including (where necessary) obtaining the relevant permit(s) to work.
4. Wear and use the appropriate PPE when required or requested, either via their employer or ACS.
5. Act on all reasonable instructions given by those responsible for health and safety matters

6.

Follow their employer's safe working practices and procedures when undertaking any contracted works for ACS.

## Part 3

### **Arrangements**

Line managers and the individual responsible for the administration of health, safety and wellbeing in each area are responsible to ensure that the points below are always completed to a suitable and sufficient standard to demonstrate robust risk management. All new employees should complete an induction which is tailored to their working environment.

### **Part 3A: Management of Fire Safety**

ACS complies with the law (Regulatory Reform Fire Safety Order 2005) which requires that:

Arrangements for identifying and assessing the risks associated with fire are in place and that a fire risk assessment and an emergency action plan (EAP) of evacuation is written, communicated to all employees, contractors and visitors and always adhered to.

1. All employees shall be made aware of, and a confirmation of understanding obtained to confirm and agreement to adhere to, the site emergency evacuation procedures upon their initial induction and annually thereafter as refresher training.
2. All employees shall be made aware of and register their attendance on or off site via a fire register.
3. Adequate fire extinguishers, sprinkler systems (where fitted), fire alarm and emergency lighting shall be available and maintained by an ACS approved competent operator.
4. All employees will be subject to, and documented to show they have attended, one site emergency evacuation per year.

5. ACS must appoint a suitable number of fire marshals per site, per shift, trained in the use of fire extinguishers; the use and understanding of fire (or ammonia where fitted) alarm systems, who will assist in evacuation management. The number of fire marshals will be based on the findings of the site's fire risk assessment.
6. Appropriate and adequate means of escape will be provided, properly maintained, always marked with the appropriate signage and kept free from obstruction with emergency lighting.

### **Part 3B: Management of Risk**

ACS will comply with the Law (Management of Health and Safety at Work Regulations 1999) which requires that risk assessments are:

Conducted for all activities within ACS. The risk assessment process should include:

1. Identification of hazards.
2. Determination of who might be harmed and how.
3. Determination of the likelihood of harm occurring.
4. Identification of the appropriate measures necessary to control, eliminate or reduce the risk to a minimum.
5. Record the findings.
6. Arrange for regular monitoring and review: Periodically review all risk assessments to a maximum of every two years, or immediately if there is a significant change in circumstances.
7. Information, instruction, training and supervision should be provided to ensure the health, safety and wellbeing at work of all employees.

### **Safe Systems of Work:**

Develop, document and implement safe systems of work where necessary, ensuring that they are designed in a way to eliminate the hazard completely or minimise the risk to its lowest practicable level.

1. Assess all aspects of the tasks and its risks.
2. Define the safe methods of work by consulting with people.
3. Implement the safe system ensuring it's communicated, understood and applied correctly.
4. All employees shall be made aware of and a confirmation of understanding obtained to confirm their understanding of, and agreement to adhere to safe systems of work upon their initial induction and refresher trained at least every three years thereafter.

5. Information, instruction, training and supervision should be provided to ensure the health, safety and wellbeing at work of all employees.

### **Part 3C: Management of Substances Hazardous to Health**

ACS will comply with the Law (Control of Substances Hazardous to Health Regulations 2002) (COSHH) which requires that:

1. All hazardous substances that are used shall be identified and assessed before use.
2. At their initial induction all employees shall be made aware of, confirm their understanding of and agreement to adhere to, safe systems of work involving substances hazardous to health. Refresher training will be provided at least every three years.
3. Arrange for regular monitoring and review: Periodically review all risk assessments or at a maximum of every two years or immediately if there is a significant change in circumstances.
4. Trained, competent and ACS approved first aid personnel shall always have: access to first aid information relating to hazardous substances, and have the appropriate training on these substances at their initial qualification and at regular intervals as needed thereafter.
5. Safety data sheets should always be held on all the substances being used on site.

### **Part 3D: Management of Manual Handling**

ACS will comply with the Law (Manual Handling Operations Regulations 1992) which requires that:

1. All tasks involving manual handling, including lifting, lowering, carrying, pushing and pulling shall be subject to a manual handling risk assessment.
2. Following these risk assessments, identified actions shall be taken to reduce the risks posed by manual handling where possible.
3. All employees involved in manual handling shall be made aware of, trained and a confirmation of their understanding of, and agreement to adhere to and follow their manual handling training obtained. This on their initial induction and refresher training given at least every three years thereafter.
4. Arrange for regular monitoring and review: Periodically review all risk assessments or at a maximum of every two years or immediately if there is a significant change in circumstances.

### **Part 3E: Management of Personal Accidents**

ACS will comply with the Law (Health and Safety at Work etc Act 1974) which requires that:

1. Personal injury accidents must be reported immediately to a line manager, or, if not on an ACS premise, immediately to a person of authority at the location at which the accident occurred.
2. Details of the accident should be entered in the accident book at the location where the accident occurred.
3. First aid treatment should be offered by a designated first aider if necessary and a statement taken on the treatment and advice that was given.
4. If further treatment is needed, but it is not an emergency when 999 should be called, they should be transported to Hospital with a first aider and another nominated person to drive the vehicle.
5. All accidents should be fully investigated immediately by a line manager, with any recommendations for further action documented and actions taken where appropriate.
6. This investigation should be then passed to the person nominated for health, safety and wellbeing administration on site to ensure it has been completed in full, it is factually correct and for any additional actions to be taken if necessary.
7. The accident will be reported to the Health and Safety Executive (HSE) if it is likely to result in an absence of seven days or more, or if a major injury e.g. a fracture of a bone has occurred, once permission has been given by the Health, Safety, Environment and Quality Manager.
8. If no injury has occurred, and there is no damage to equipment or to the fabric of a building, the accident will be reclassified to a hazard or near miss and completed via a hazard or near miss report form or pocket hazard book.

ACS will comply with the Law (Health and Safety First Aid Regulations 1981) which requires that ACS must:

1. Appoint a suitable number of trained personnel at each site to administer first aid in the event of an accident.
2. Provide notices displaying the identity of first aiders, expiry dates of their training, contact telephone numbers and locations of first aid equipment.
3. Provide and maintain first aid boxes in places that can easily be reached by all employees.
4. Provide and maintain suitable sterile eye wash facilities in areas where required.
5. Have a procedure for ensuring that both the contents and the condition of first aid equipment are checked monthly against a specific checklist audit.

ACS will comply with the Law (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) (RIDDOR) which requires that:

1. If an injured person is absent from the workplace for a period of more than twenty-four hours or misses their next working shift, due to the injury they sustained at work, a 'Potential RIDDOR/Major Road Traffic Accident and Dangerous Occurrence Form' and a 'Occupational Health Referral Form' must be completed and forwarded as instructed to the persons listed on the form immediately.
2. ACS wants to help injured colleagues get back to work as quickly as possible and therefore employs the services of an occupational health advisor to help with rehabilitation.
3. The occupational health advisor will contact the injured person via telephone and conduct a consultation, write a report, recommend any workplace adjustments or organise any rehabilitation if needed.
4. After a period of seventy-two hours has passed, site management must notify the group Health, Safety, Environment and Quality Manager with an update on the investigation.
5. After seven calendar days of absence, the individual responsible for the administration of health and safety on site must obtain permission from the Group Health and Safety Manager to report the accident to the HSE under the RIDDOR regulations.

### **Part 3G: Management of Driving**

As well as the general principles of Risk Assessment and safe systems of work the following will apply.

#### **Road Transport:**

1. Hand held mobile phones must not be used whilst driving.
2. ACS recognises that driving is one of the most hazardous tasks performed by its employees. This applies to both large goods vehicles (LGV) drivers and company car drivers.
3. All drivers are expected to comply with relevant legislation at all times. All traffic offences including fixed penalty and roadside Driver and Vehicle Standards Agency (DVSA) checks must be reported to ACS within 24 hours.
4. ACS does not tolerate any driver who contravenes legislation surrounding drinking or driving under the influence of alcohol or drugs, driving whilst disqualified, driving recklessly, driving dangerously, causing injury, death or failing to stop after an accident.

5. In the circumstances outlined in points 1,2,3 and 4 outlined above, ACS must be notified within 24 hours as well as any relevant authorities.
6. All company vehicles must only be driven by suitably qualified, authorised and licensed drivers.
7. All large goods vehicle (LGV) drivers will be subject to a three monthly or risk-based licence check.
8. All company car drivers will be subject to an annual or risk-based licence check.
9. It is the driver's responsibility to ensure that vehicles are checked either daily (company and hire cars) or at the start of each journey (LGV).
10. Company and hire car drivers are generally responsible for planning their work, including driving and are required to plan each journey and ensure it is planned to minimise risks to themselves and others. They should ensure that they and their vehicle are fit for the journey and should take breaks as necessary.

***Mechanical Handling Equipment (MHE):***

ACS will comply with the Law (Provision and Use of Workplace Equipment Regulations 1998) which requires that:

1. Only suitably trained, tested and authorised employees will be allowed to operate MHE.
2. MHE operators must be trained, tested or assessed upon their initial induction as necessary and re-assessed at a maximum interval of every three years thereafter.

***Pedestrians:***

1. Pedestrians will be segregated on site by the use of appropriate measures such as designated walkways, barrier methods or via stringently controlled areas of authorised access only. This applies to all warehouse and yard areas as a minimum.

***Drugs and Alcohol Policy:***

1. Please refer to the HR department for further details.

***Environmental and Quality:***

1. Please refer to the integrated management policy for further details.

***Further Information***

Should you require any further health and safety guidance please refer to the group health and safety intranet where you will find policies, 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 ) 0208 867 7800