

Health Safety and Environmental Management Systems

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Document Ref. No:	QP01 (New Document)
Date:	01/04/2019
Next Review Date:	01/03/2020

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1. Purpose

The Health, Safety and Environmental Management System (HSEMS) ensures our business is conducted in a way that offers a safe place of employment by providing all safety measures required under current legislation.

The environment we operate in considers all interested parties and ensures we minimise any impacts our business has on the environment and in local communities we operate from.

We as a business operate under clear legal and policy obligations that we implement through our policy and procedure practices, training of employees to ensure these practices are upheld and promote this policy through the workforce. We recognise that to ensure our impacts on business and personal lives are not only that of the management team, but all individuals employed in the process.

It is the responsibility of the management teams in each of the business locations to ensure the HSEMS is implemented at all levels within the business in accordance with our business' vision.

It is the responsibility of all employees to ensure that the HSEMS is complied with always with peer to peer encouragement being sought by the team to ensure that all unsafe acts are reported immediately to the senior managers in the business. Everyone has responsibility for everyone's safety.

This policy will describe how the HSEMS will be implemented throughout our business with the full backing of our Joint Managing Director's.

2. Scope

Synergy Hire Ltd is a supplier of self-drive construction machinery. Its Head Office is situated in Letchworth Garden City, Hertfordshire.

The policy has been written to account for future growth with other sites identified and will be implemented within those sites at the appropriate time.

Our policies are applicable to all employees, contractors and any others who undertake roles for and on behalf of our business.

Though not currently operating to ISO standards we will strive to achieve the levels required to be accredited with ISO9001, 14001 and OSHAS18001.

3. Definitions

Throughout this policy document, the same words and abbreviations will be commonly used. For clarity the meaning of each is:

Shall – Indicates a mandatory element to demonstrate requirements are met

Should – Indicates an element that is preferred

May – Indicates an element that is optional or an emerging practice

Business – Always refers to Synergy Hire Ltd

HSEMS – Health, Safety, Environmental Management System

HSE – Health, Safety and Environment

RIDDOR – Reporting of Injury, Disease and Dangerous Occurrence Regulations

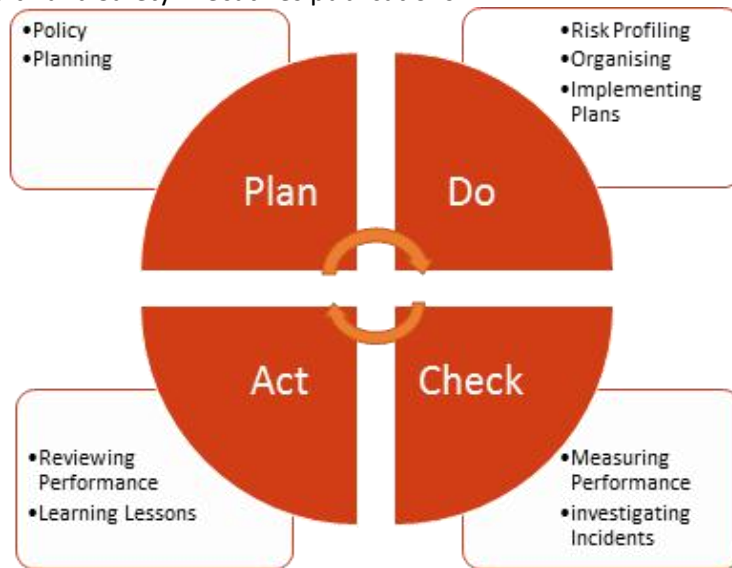
Depot – A location owned or leased by the business

Depot Manager – The person designated with senior responsibility within the Depot environment

Interested Parties – Persons directly and indirectly employed for work purposes within our business as well as local authorities, specialist agencies and law enforcement.

4. HSEMS Description

Our policies and procedures are implemented and maintained through the Plan, Do, Check and Act as described in the Health and Safety Executives publications.



5. HSE Policy

Purpose:

Defining the requirements of our business by creating policy and procedures that are communicated to all interested parties in our business. We will demonstrate excellent senior management leadership and commitment to implementing the HSEMS across our workforce to ensure a safe place of work for all interested parties.

Responsibilities:

The Board of Directors will ensure periodic reviews of this policy and update where required to conform with the most current Health and Safety Executive legislation and guidelines.

The Board of Directors are committed fully to providing a safe and healthy workplace for all interested parties. All works performed in the business will be completed in a manner that protects our local and wider environments.

The Board of Directors will achieve this by:

- Identifying workplace risks, evaluate the HSE hazards, manage the risks to reduce the impacts.
- Prevention of incidents, injury and pollution implementing control measures.
- Complying with current Health and Safety Executive legislator requirements.
- Reduce our waste output
- Reducing consumption of key utilities across our depot network
- Monitoring and measure HSE performance through internal auditing procedures
- Reviewing and ensure continued improvement in our HSE performance.

Communicating these indicators is the responsibility of the Senior Managers in the business who will be expected to enforce all aspects of our policies and procedures to ensure all interested parties work in accordance of them.

All interested parties in the business always have personal responsibility for ensuring not only their own safety but of those around them. If any unsafe acts are witnessed these are to be stopped immediately and reported to the Operations Director.

Requirements:

Each depot will display this policy in hard copy on H&S notice boards, these boards are placed in prominent position in the depot to enable all persons associated with the depot, ease of access to the policy.

Internal audits will be completed at regular intervals to ensure continual improvement in processes adopted by the business. These audits will be presented to the Board for review and suggestions as how improvements can be made.

Senior Management will ensure they conduct themselves in ways that continually promote safe working to help engage the workforce into complying.

The Depot Managers will have responsibility at Depot level to ensure compliance is always maintained. Employees under their control always must work according to our instructions to ensure they remain safe and well under our employ.

All employees must report all incidents or activities they see as a hazard or threaten the environment while taking suitable precautionary actions of prevention.

6. Environmental Policy

Purpose:

Defining the requirements of our business by creating policy and procedures that are communicated to all interested parties in our business. We will demonstrate excellent senior management leadership and commitment to implementing the HSEMS across our workforce to ensure a safe place of work for all interested parties.

Responsibilities:

The Board of Directors are committed fully committed to ensuring that all its activities are carried out in compliance with the relevant legislation and guidelines and non-legal compliance obligations.

The Board of Directors will achieve this by:

- Identifying workplace risks, evaluate the environmental hazards, manage the risks to reduce the impacts.
- Prevention of pollution into local environment by implementing control measures.
- Reduce our waste output
- Reducing consumption of key utilities across our depot network
- Transport any waste generated in a responsible manner
- Promote through communication to all interested parties our desire to recycle where possible any of our waste streams
- Monitor our waste and reduce through target and objectives on an annual basis

Communicating these indicators is the responsibility of the Senior Managers in the business who will be expected to enforce all aspects of our policies and procedures to ensure all interested parties work in accordance of them.

All interested parties in the business always have personal responsibility for ensuring not only their own areas of work but of those around them.

Requirements:

Each depot will display this policy in hard copy on H&S notice boards, these boards are placed in prominent position in the depot to enable all persons associated with the depot, ease of access to the policy.

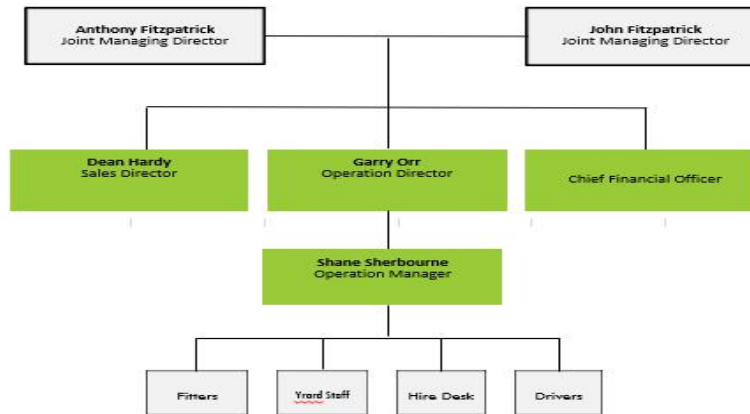
Internal audits will be completed at regular intervals to ensure continual improvement in processes adopted by the business. These audits will be presented to the Board for review and suggestions as how improvements can be made.

Senior Management will ensure they conduct themselves in ways that continually promotes our commitments to environmental awareness and control and continue to engage the workforce into complying.

The Depot Managers will have responsibility at Depot level to ensure compliance is always maintained. Employees under their control always must work according to our instructions to ensure they comply with our environmental visionsy.

All employees must report all incidents or activities they see as a hazard or threaten the environment while taking suitable precautionary actions of prevention.

7. Roles and Responsibilities



Joint Managing Director:

Our Joint Managing Directors have ultimate responsibility for all legal compliances, regulatory and legislative acts as part of their role. They will also ensure they have procedures in place for ensuring all interested parties comply with this HSEMS Policy always.

They also take overall responsibility for all HSE concerns throughout the business.

They will be proactive in encouraging the HSE policy to the senior managers to ensure they in turn follow and demonstrate all activities with in HSE Policy. This will engage all the workforce into the same thought process of the JMD's that will ensure continued improvement regarding Health, Safety and the Environment in which all work.

They will ensure there are adequate resources, not only financial, to enable this policy can be effectively applied within the business.

Directors:

Non-Board Member Directors are responsible for:

- Ensuring the requirements of the JMD's being implemented by all interested parties under their control.
- Lead by example and follow the HSEMS Policy always.
- Set KPI for Depot teams to achieve through planned audits
- Provide clear instruction for tasks that are required whilst ensuring staff are trained for the requests.
- Conduct regular site visits both planned and ad-hoc to ensure compliance at depot level always.
- Communicate with team members to ensure they feel safe in the environment they are working in.
- Being proactive with all staff to encourage near miss reporting

Safety Manager:

The Operation Director will have responsibility for all matter relating to Health, Safety and Environmental issues. To perform these duties within the role, they will:

- Implement policy and procedures and manage the HSEMS in accordance with Policy.
- Ensure compliance of the HSEMS within the business to all interested parties.
- Investigate all reported incident, near miss and dangerous occurrence and report findings to Joint MD's

- Establish root cause of any reported incident.
- Notify relevant authority where required for any H&S or Environmental concerns in line with current legislation.
- Conduct pre planned HSE audits in all depot locations, communicate the findings of these audits to Depot Manager and during HSE meetings with Joint MD's

Depot Manager:

Each Depot Manager is responsible for their own depot. They must be fully conversant with this Policy Manual and be able to communicate both ways on the business organogram. To enable this, they will:

- Be aware of the responsibility of the position they hold in the business and act accordingly always.
- Promote the documents that form the HSEMS to all interested parties.
- Ensure all staff have received correct training to perform, competently, any duties asked of them.
- Perform audits in relation to all aspects within the HSEMS.
- Communicate with their team the importance of complying with this Policy always.
- Hold regular team briefings on any safety related matter
- Record any type of incident in their depot on the correct form and make this available for investigations.
- Ensure any contractors working in our depots are aware of our policies always.
- Ensure all working equipment is safe and fit for use. Certain equipment requires certification on a regular basis.
- Housekeeping is the number one priority; a good clean well-kept yard is generally a safer environment for all persons to work in.

Employees:

Employees are responsible for daily working practices undertaken are completed within the working documents of the HSEMS, to do this they will:

- Proactively comply with all safety aspects and HSE matters while working for the business
- Ensure the safety of everyone on the business by working to the written policy and procedures.
- Ensure work is methodically thought out prior to commencing. More than 2 persons working on same equipment, a nominated Job Manager should be agreed. This is not a position of authority, merely a tool to ensure no mistakes are made through unintentional acts IE starting a machine while your partner is working in the engine bay.
- Work in accordance with our Risk Assessments, if you have been tasked with a job there is no RA for, create your own dynamic one or ask for a written assessment to be completed prior to commencing works.
- Not work on any machinery or equipment they have received no training on.

8. Regulatory Compliance

All our business activities will comply with current legislative requirements for our sector. We have developed Policy and Procedures to ensure this is possible. By producing one document for the depot network ensures the same message is given to all interested parties. These processes will be easier to manage as a rule giving equal knowledge to all to ensure that our workplaces remain safe always.

9. Risk Assessment Policy

This policy is to ensure that Synergy Hire Ltd discharges its responsibilities under the H&S at Work Act relating to workplace hazards and its control as far as reasonably practicable. This shall be achieved by detailing the procedure for carrying out and recording suitable risk assessments for its work activities.

The measures that are assessed will be subject to a full written assessment, the risks identified will be communicated to all Synergy Hire Ltd employees with copies of assessment issued and displayed on notice boards and other areas within the business.

Definitions

Competent Assessor – A person with good knowledge, experience and understanding of the workplace and the activities carried out. They will also possess the skills required to make sound judgements and knowledge of how to reduce risks by the best means possible.

Risk – The likelihood of potential loss, harm or injury arising from a hazard

Hazard – Something that has the potential to cause loss, harm or injury

An assessment required by legislation which:

- Disregards negligible risk
- Correctly identifies a hazard
- Identifies the legal requirement relating to the hazard
- Quantifies those at risk
- Establishes the probability of frequency and severity to exposure
- Provides enough and suitable information to enable any required controls measures to be put in place
- Enables any required control measures to be prioritised

Procedure

A Risk Assessment log will be used and maintained to record significant hazards within the scope of the business's activities. The log is issued regularly and forms part of our induction process for staff as part of our company induction.

The Operations Director will maintain the log. The assessment shall:

- Identify who or what is put at risk by the task being undertaken
- Identify as many typical and significant hazards relating to the business's activities
- Identify Health, Safety and Environmental legislation
- Identify current control measures
- Identify additional control measures that may be required to reduce risks further to be as low as is reasonably practicable based on the control measures as follows:
 - Eliminate the risk at source
 - Substitute the risk for one less hazardous
 - Reduce the risk at source
 - Enclose the risk
 - Train, supervise and inform all employees of the risk
 - Provide PPE

Where specialist advice is required the Operations Director will coordinate and utilise experienced staff to aid in the risk assessment process.

Review

The Risk Assessments will be reviewed at least annually or where there is change to one or more of the following:

- A change of control measures
- Introduction of new technology
- Following an incident or near miss
- Changes in legislation
- New risks established while performing the task while being carried out.

Any changes to the risk assessments will be distributed and communicated throughout the business. The Operation Director will ensure the log is updated and the MD's (Joint) are aware of changes being made.

Records

These will include:

- Records of communications to employees
- An up to date inventory for all products
- Historical records kept in accordance with current regulatory requirements

10. Environmental Assessment Policy

A level of significance shall be given to each activity. Once all activities have been given a level of significance, realistic targets and objectives can be set to reduce the significance of that activity.

When the levels of significance have been reduced, these will become normal practices and target and objectives will no longer be set. It would mean that during regular meetings, more activities may be identified. These activities may rise in significance meaning targets and objectives may need to be set as matter of priority.

Definitions

Environmental aspect – Element of business activities, products or services that can interact with the environment. A significant environmental aspect is an environmental aspect that has or can have a significant environmental impact.

Environmental impact – Any change to the environment whether adverse or beneficial, wholly or partially, resulting from the business activity, product or service.

Procedure

An Assessment log will be maintained to record significant hazards within the scope of the business's activities.

The Operations Director will maintain the log. Responsibility will be to:

- Maintain the register of environmental activities aspects and impacts
- Review the register as part of the annual management review
- Make changes to the register as required to remove or add activities as required.

Each activity, aspect and impact will be reviewed by the business and given a level of significance.

Where specialist advice is required the Operations Director will coordinate and utilise experienced staff to aid in the assessment process.

Assessment

The register for all environmental rating shall contain the following headings:

- Activity
- Aspect
- Impact
- Control Measure
- Legal Requirement
- Volume
- Magnitude
- Impact
- Level of significance

The environmental activity should be completed by using the Aspect and Impact Register.

The Operation Director will identify what legislation and regulation applies to each activity. Consideration will then be given as to how relevant pieces of legislation will affect the overall level of significance for each aspect.

Each activity will need to be assessed by assigning a value to the following headings.

Volume: this is in relation to the actual amount of use by the business. An example being petrol storage on site, if held in low volume then a low score would be applied.

Likelihood: this is where legal controls will have their greatest impact. An example being petrol stored on site in large volumes may be very high but the legal requirements on storage of petrol may mean the likelihood of it having an environmental impact is low

Magnitude: this is the worst-case scenario. If an aspect does get into the environment, what would be the size of impact on the environment. An example being the amount of petrol being stored on site may be low and the likelihood of an impact low but if it did leak into the environment the actual magnitude might be high.

The scores for each activity and relating aspect will be allocated as follows:

1= low

2 = average

3 = medium

4 = high

5 = very high

The following calculation is then made to give the actual level of significance for each activity:

Volume + Likelihood x Magnitude = Level of Significance

The result of the above calculation will be mean the level of significance will be assigned to each activity

0 – 20 = low level significance

21 – 30 = Medium level of significance

31 – 50 = High level of significance

Activities with high levels of significance will have objectives and targets set against them and a programme developed on how to reduce them will set.

Records

Historical records kept in accordance with current regulatory requirements.

11. CoSHH Policy

This policy is to ensure that all substances purchased or supplied to Synergy Hire Ltd are assessed to identify the hazards associated with their use, storage and safe disposal.

The measures that are assessed will be subject to a full written assessment, the risks identified will be communicated to all Synergy Hire Ltd employees with copies of assessment issued and displayed on notice boards and other areas within the business.

The abbreviations or definitions within the document will be:

PPE - Personal Protective Equipment

Competent Person – Personnel who have been assessed as competent to undertake specific tasks

CoSHH – Control of Substances Hazardous to Health

Procedure

Managers will compile a list of all products that contain harmful substances as determined by labels on any products purchased.

To meet this requirement:

- The Manager must compile and keep an inventory of all hazardous products being used in their area of responsibility.
- For any new products purchased, the manager shall ensure the Data Safety sheet is supplied prior to the purchase of goods and notify the Operations Director that a new assessment is required
- If new products are found in the business, by non-purchased means, they are to be destroyed OR the manager will gain the Safety Data Sheet and pass to the Operations Director for approval of use. A new assessment should be completed prior to first use
- Ensure all CoSHH assessments are freely available and close to view for all staff who may use the products.
- Ensure storage of goods in the correct containers and are stored in accordance with the assessment.
- All products not in use, MUST be stored in correct cabinets.
- Ensure staff adhere to the assessment for the product and PPE is worn accordingly.

Employees responsibility:

- To ensure all products are used in accordance with the assessment provided.
- PPE to be used according to the products safety assessment
- Ensure the products remain in original or clearly marked containers
- Do not use any products without first confirming a safety assessment has been completed.

Records

These will include:

- Records of communications to employees
- An up to date inventory for all products
- Historical records kept in accordance with current regulatory requirements

12 Accident, Incident and Near Miss Policy

This policy is to define policy and procedures to be used in order to provide an effective procedure that ensures all reportable accidents, incidents and near misses are handled in a controlled manner to ensure compliance with the Reporting of Injury, Disease and Dangerous Occurrence Regulations (RIDDOR)

The procedures apply to all Synergy Hire Ltd employees, temporary workers, agency workers or visitors whose activities whilst working for the business result in injury, accident or other reportable incident.

The procedure also covers the reporting and investigation of events resulting on pollution or damage to the environment, property and equipment

Responsibilities

The Operations Director shall be responsible for ensuring full compliance is adhered to regarding this policy.

The person responsible for the depot shall ensure that all relevant information is recorded in the Accident book at the location of work on the date and time of incident

Procedure

It is the responsibility of employees, employees, temporary workers, agency workers and visitors to ensure that all accidents, incidents, occupational health, no matter how small are recorded in accordance with this procedure.

All dangerous occurrences and potential hazards should be reported immediately to the Depot Manager or his line managers so that necessary actions may be implemented to reduce an identified risk.

All staff, during their induction, will be made aware of this policy.

Regular updates to policy change will be notified between various methods like, Tool Box Talks, Notice Boards or Social Media. These updates will also be shared with other interested parties and will include findings as well as lessons learned from any accident, incident or dangerous occurrence.

Employees responsibilities are:

- Immediately make safe any location where an accident or incident occurred
- Protect the site of accident or incident until Operations Director overrides the instruction
- If a person is injured or suffering ill health, notify a nominated First Aider
- Make the injured party as comfortable as they can without taking risk or further injuring
- Contact a member of the management team as soon as practicable
- Where the injured party has sustained serious injury the First Aider shall be responsible for contacting the emergency services, they may do this through 3rd party, the 3rd party will relay the message from the First Aider to Emergency Services.
- At no point should the injured party be left on their own.
- All accidents or incidents shall be recorded in the accident book located in the office of each depot. The injured party, if able, should make the recording.
- The Operations Director should be notified immediately for all accident book entries.

- The management team are to complete the incident report, and this should be forwarded to the Operations Director as soon practicable.

Should the incident be of a serious nature the Operations Director shall attend the site and, if required, shall review the risk assessments with the management team. The manager will ensure completion of the incident report forms as well as taking suitable imagery of the incident location.

All other incidents will be dealt with by the line manager with details recorded in same manner as above.

During investigation of incident, witness statements will be taken in writing and held on file

Copies of investigations will be available for the Directors to view and assess to ensure full compliance with procedures have been correctly undertaken.

RIDDOR

A legal requirement for any injury or dangerous occurrence to be reported to the Health and Safety Executive. The reports must be made within regulatory times. Synergy Hire Ltd will report these online on form F2508.

It is important for all staff to understand the regulations as well as the Duty of Care the business has to its employees, contractors and visitors. Only the Operations Director will complete the online report.

The following paragraphs define the criteria of reporting with a brief description of meaning;

Death or Major Injury

If there is an incident or accident connected with our work activities and our employees, temporary workers, agency workers or visitors working on our premises is killed or suffers a major injury (including as a result of physical violence), a member of the public is killed or taken to hospital, we shall notify the authorities without delay. This is followed up by completing form F2508 online

Over 7-day injury

If there is an incident or accident connected with our work activities and our employees, temporary workers, agency workers or visitors working on our premises suffers an injury that results in over 7 days absence from work, a completed form F2508 shall be sent to the HSE. A 7-day injury does not need to be major but results in the employee being off work for more than 7 days

Disease

If a doctor notifies Synergy Hire Ltd that our employee is suffering from a work-related disease, then we will send a completed disease report to the relevant authority

Dangerous Occurrence

If something happens which does not result in notifiable injury but could have done, then it may be classed as a dangerous occurrence. This should be reported immediately to the Operations Director via telephone. An investigation will take place with findings published and if required a completed report F2508 sent to HSE.

Investigations

These will be completed by the Operations Director who will appoint suitable personnel to conduct and report on local investigations.

Investigations will commence within 24 hours of incident being reported

Synergy Hire Ltd will co-operate fully with enforcement teams where required as part of any formal investigation or inquiry. Records will be made available within 24 hours of request by any enforcing authority.

Review

The Operations Director will review each investigation and make changes where required. The relevant risk assessments will be reviewed and if amended, communicated throughout the business. A risk assessment will be reviewed when there may be:

- A change of control measures
- Introduction of new technology
- Following an incident or near miss
- Changes in legislation
- New risks established while performing the task while being carried out.

Records

These will include:

- Records of communications to employees
- Historical records kept in accordance with current regulatory requirements

Definitions of RIDDOR reportable incidents

Major Injury	Disease	Dangerous Occurrence
Fractures, other than fingers thumbs or toes	Certain poisoning	Overturning of machinery
Amputation	Some skin conditions	An explosion
Dislocation to shoulder, knee or hip	Ling disease	Uncontrolled release of flammable liquids or gas
Loss of sight	Certain infections	Accidental release of any substance that may damage health
Admittance to hospital for over 24 hours	Other conditions like Hand Arm Vibration	
Unconsciousness caused by exposure to chemicals		
Chemical burn to eye		

The above is not a full exhaustive list but further details are held on the HSE website.

Environmental Incidents

We will notify the relevant authority the following types of environmental incidents;

- Damage or danger to the natural environment
- Pollution to water or land
- Illegal dumping of hazardous waste

The environment agency hotline number is 0800-807060

Examples of reports to the Environment Agency.

- Spillages of hazardous chemicals into the drain network, over 20 litres
- Spillages of lower hazardous chemicals into the drain network, over 25 litres
- Spillages of petrol over 100 litres
- Spillages of diesel or oils over 200 litres

13. Fuel, Air Quality and Emissions

This policy is to ensure drivers to exercise due consideration to the business and communities we operate in and to the overall environment by adopting best driving practice to ensure the best use of fuel to reduce emissions and improve air quality within our working areas.

The policy applies to all staff and aims to avoid unnecessary fuel use by the correct use of the vehicle in accordance with the Highway Code and Road Traffic Act by driving safely, economically and ensuring that careful and considerate driving is maintained in accordance with the Road Traffic Acts.

All vehicles are not to be overloaded, kept in good serviced condition and never idled unless unavoidable. This should assist in the reduction of fuel usage and show consideration to the environment.

Our LGV fleet will conform to Euro 6 standards in fuel and exhaust emission standards.

Our key objectives are:

- To ensure all drivers, drive safely and economically, to reduce fuel consumption and costs as well as reducing potential impacts on the environment.
- Avoiding financial and reputational risks
- Maintain business accreditations including FORS.

The management team will ensure company vehicles are always fit for use, fully and well maintained to be on public highways.

Drivers will perform daily checks to ensure emissions and exhaust fumes are not excessive, they will always drive in a courteous and respectable manner and within the current driving laws.

Drivers are encouraged to drive in defensive manners which generally is a fuel-efficient driving style. Smoother driving would be less harsh acceleration or braking therefore reducing our emissions and increasing our MPG.

By driving defensively, you will be required to adjust your speed and braking according to various hazards including weather and traffic conditions. Alterations in your driving style will mean you must adjust according to those conditions, this could simply mean leaving a larger gap to the vehicle in front of you to give you more reaction time. Wet weather more than doubles your stopping distance.

The road surface also should be considered dependant on where you are, some motorways are concrete based, tar or even some of our deliveries will be on site in muddy conditions.

You are always required to adjust your driving style to suit.

14. Fitness to Drive Policy

When driving for work each employee must always drive within the road transport laws.

Each driver will complete a self-declaration confirming they are fit to drive annually, and employees will notify of any changes to health that will include a change in medical prescriptions.

Management will ensure that:

- Employees know and understand the consequences of poor driving
- Employees understand what their obligations are when driving for the business
- Employees will assist in any monitoring, investigating or reporting procedures that could improve their driving standards.
- Employees are encouraged to perform peer to peer reporting to ensure the safety of all persons within the business, they will be able to do this free of fear of being treated unfairly.

Employees will ensure that:

- They always drive according to the road traffic regulations
- They discuss any medical concerns that may inhibit their driving with their line manager.
- Report any traffic incident immediately
- Conform with our Alcohol and Drugs Policy (consideration of drugs also includes prescribed medicines)
- They consider outside factors that will include fatigue or stress and will report these factors to their line manager prior to driving any company vehicle.

Any employee who takes any form of medication must first gain permission from their GP confirming they will be fit to drive in the workplace.

Alcohol and drugs are not permitted to be carried in the cab of any vehicle supplied by Synergy Hire Ltd.

Eyesight Tests will be completed twice annually and will involve a basic test of reading a random number plate from 20.5 metres. See sperate policy relating to eye tests.

15. PPE Policy

The purpose of this policy is to define the arrangement for the provision of suitable and sufficient PPE, it's care and replacement.

All workplace activities shall be Risk Assessed, and control measures identified to eliminate or reduce the risks. The use of PPE will be as a last resort where the risks cannot be eliminated or reduced by other means.

The management are responsible for maintaining, issuing, monitoring, replacing and collecting PPE.

It is the responsibility of each employee to ensure PPE is maintained and cleaned in such a way to prevent the PPE becoming ineffective. Employees should follow manufacturer guidelines and instruction for cleaning and care which may be detailed on a tag, label or within packaging.

Where PPE is worn or damaged it is the responsibility of the employee to ensure that such PPE is replaced as soon as is reasonably practicable.

The company shall provide suitably compliant PPE for its employees commensurate with the work activity that they shall undertake. All PPE will be supplied free of charge.

PPE pack issued to all staff on commencement of employment is be:

Hard Hat,
Jacket (Yellow)
Driver Gloves
Ear Defenders
Eye wear
Safety Boots (Non-Rigger)

Mandatory wear is Hard Hat, Jacket, Boots and Gloves. Other PPE is available upon request, dependant on job requirements

Receipt of the PPE will be maintained on PPE Register. Each employee will sign for any PPE issued with records being kept in the employees' personnel folder.

All drivers are made aware of this policy and the responsibility they assume when working for the business.

16. Counter Terrorism Policy

It is the policy of Synergy Hire Ltd to protect all employees and other interested parties from acts of terror. We will do this by training our employees to spot potential risks as well as taking proactive measures to ensure the safety and security of our premises, vehicles and the public.

There is no stereotype for people who hold extremist views. They do not form a specific profile regarding race, colour or religion.

If you suspect anyone of being involved in any form of terrorism:

- Contact Anti-Terror Hotline 0800-789321 nor the Police on 999 to report an immediate risk.
- Contact Police on 101 for any non-emergency threat.
- If you see any material on-line that you consider to be terrorist material these can be reported through online sites

There is no need to leave any contact details and you can remain anonymous if you wish.

Various Government advice and reporting tools can be found online with ACT (Action Counters Terrorism) urging anyone to act on instinct and report any suspicious activity to the police.

Further information can be found at: www.act,campaign.gov.uk

If you do suspect immediate risk of an act of terrorism, follow the Government backed advice of:

Run – Run to a place of safety. This is the best option rather than trying to negotiate with suspected terrorist.

Hide – It is better to hide than to confront.

Tell – Call the police on 999 when safe to do so

Synergy Hire Ltd has developed the following procedures to assist in keeping all interested parties safe from acts, or suspected acts of terror. These procedures include our onsite activities as well as our office-based employees:

- The number of access points in our depots will be reduced to one point, the access points will be protected by security gates.
- Staff vigilance, challenge persons who are not recognised if seen acting suspiciously in or around our premises or vehicles
- All staff will know how to report potential threats
- Briefings will be given as Tool Box Talks regarding this policy
- Emergency contact details will be easily accessible
- Parking – when our delivery fleet are on site with vehicle left unattended, they will ensure the vehicle is always secured with ignition keys kept on their persons.

- Parking - in our depots, only authorised vehicles will be allowed to park.
- Visitors – must always be escorted by a Synergy Hire Ltd employee

. For further information on all these topics, please visit: www.cpni.gov.uk

17. Alcohol and Drugs Policy

Introduction

This company is committed to providing a safe, healthy and productive working environment for all employees, contractors, customers and visitors involved in its operation. This policy sets out the company's aims in reducing and managing alcohol and drug problems in the workplace.

Alcohol and drug problems are prevalent in society and are associated with a wide variety of costs for both employers and employees. These costs include ill-health sickness absence, reduced work performance and accidents. The consumption of alcohol and drugs has implications for health and safety at work since these substances impair co-ordination, judgement and decision making; as such this is a policy matter.

Policy Aims and Objectives

Aim: To clearly state the company's position on alcohol and drugs within the workplace.

Objectives

- To ensure the company complies with appropriate legislation
- To minimise the risks associated with alcohol and drugs in the workplace
- To have clear rules regarding alcohol and drugs in the workplace
- To encourage the early identification of employees who may be experiencing alcohol or drug problems
- To provide support for employees experiencing alcohol and drug problems

Definitions

Alcohol problem - An alcohol problem is defined as any drinking, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Drugs - Any drug, whether illegal, prescribed or over the counter or solvents such as glue, butane, etc. In the case of prescribed and over the counter drugs, their possession and use by the employee is acknowledged as legitimate.

Drug problem - The use of illegal drugs, the deliberate use of prescribed or over the counter drugs (when not for a medical condition) and the use of solvents, either intermittent or continual which interferes with a person's health and/or social functioning and/or work capability or conduct.

Legal Information considered

The Health and Safety at Work Act 1974 requires employers to protect the health, safety and welfare of their employees and others who may be affected by their activities, as far as is reasonably practicable.

The Management of Health and Safety at Work Regulations 1999 requires employers to carry out a risk assessment to identify hazards in the workplace and put measures in place to minimise these risks.

The Misuse of Drugs Act (1971) is the main legislation covering drugs and categorises them as classes A, B and C. These drugs are called controlled substances and class A drugs are the most harmful under this act. It is illegal for anyone, whether at work or not to produce, supply or be in possession of illegal

drugs. Employers may be liable if they knowingly allow dispensing, manufacturing, possession, using or selling on their premises.

Policy Rules

The company requires all employees to report for duty free from the effects of alcohol and drugs. It is not acceptable to be under the influence of alcohol or drugs at work or consume alcohol or drugs during hours of work- this includes paid and un-paid breaks.

Employees found in possession of illegal drugs or using illegal drugs whilst at work will normally be reported to the police.

In some cases, the legitimate use of prescribed drugs can affect a person's ability to do their job. In such instance's employees should inform their line manager.

Implementation of the Policy

Identification of an alcohol and/or drug problems may become apparent through several means, for example the following (particularly in combination) may result in a problem being suspected:

- Persistent short-term absence unauthorised absence.
- Poor time keeping.
- Reduced work performance
- Poor working relationships
- Deterioration in appearance
- However, it must be remembered that these factors can have several other causes.

18. Plant Use and Maintenance

Purpose

This procedure outlines the systems employed to ensure that all Plant and Equipment is fit for purpose. The procedure also outlines the actions to be taken when the plant or equipment is faulty. When purchasing item checks must be made sure they conform to British Standards

Responsibility

Depot Manager

- To ensure that fitters and other staff have competence and knowledge prior to issuing tasks.
- To ensure the plant and equipment remains calibrated in accordance with the manufacturer guidelines
- Maintain the service record log within inspHire for all aspects of work undertaken.
- Provide adequate tools to ensure the machinery can be loaded/unloaded, washed and prepared safely.

Fitters

- Keep the tools supplied by the business in good, clean and serviceable condition always.
- Ensure servicing and testing are completed in line with manufacturer guidelines.
- Ensure the maintenance programme is kept where machinery will be serviced at a minimum of every 500 hours or 12 months, whichever is the sooner

Procedure

Purchasing:

The plant and equipment will be from authorised and approved suppliers.

Identification:

The plant will be by issuing a unique fleet number which will be marked on the machinery in predominant positions. The serial number and fleet number will be added as a unique reference on inspHire for identification purposes.

Inspection:

Plant and equipment will be regularly inspected, each time prior to hire. Checks will be completed to ensure service and calibration certificates are held within the machine and are in date.

If any plant or equipment is found to be faulty or requiring basic checks, they will be identified and quarantined in designated area of depot.

Thorough Examination:

All plant and equipment that require testing under the Lifting Operations and Lifting Equipment Regulations (LOLER 1998) will be performed by suitably trained employee or 3rd party.

Copies of the written examination will be kept on file with the certificate being produced and being placed in the cab of machine. A record of testing will be kept on inspHire for machinery, workshop equipment certificates will be held on network drive.

LOLER checks will be completed on an annual basis or in case of incident where further checks may be completed.

Portable Appliance Testing:

Though not a legal requirement, Synergy Hire will complete electrical testing annually or sooner if required. This testing is only for appliances that are unplugged from main power supply on regular basis.

Suggested timescales for other appliances are:

Office Equipment = 24 months

Kitchen Equipment = 24 months

When tested the portable appliance will be fitted with a sticker detailing when inspected and next inspection date.

PAT will be outsourced with equipment register being maintained by the contractor.

Any item that fails an inspection will be quarantined awaiting authorisation of repair or disposal.

Safe Use of Equipment

All machine guards must remain in place and in good condition.

Appropriate PPE should be used when using any plant and equipment, this must be worn correctly.

Guard's, when fitted, must be used when the equipment is being used.

Follow manufacturer guidelines for safe use of equipment.

Reference the SSOW for all equipment.

Records

Records of testing and inspection shall be retained for 3 years

19. Competence Management

Purpose

The purpose of this procedure is to provide a management system for the provision of training and assessing the competencies of our workforce to ensure our work activities are completed in compliance with all legislative and regulatory requirements of the business needs.

Scope

The procedure will apply to all staff that undertake critical tasks for the business.
Competency checks dependant on the role are covered in our recruitment policy.

Procedure

All staff whose role is to move machinery, drive LGV, load or unload, service, inspect and repair plant and equipment shall be assessed for competence to perform those duties.

Competence checks will be completed through supervisory checks of works being carried out by trained personnel. Initial checks for competency begin prior to engagement by checking qualifications.

Method of Assessment

Workplace: The employee would be observed performing tasks as they occur in the workplace.

Practical: Where the employee may be set a specific task in test conditions.

Questioning: This may form written or oral during training, all answers to be registered as evidence of knowledge and competence.

Other forms of evidence of competence could include:

Product Evidence: as witnessed by 3rd party or provision of real works completed and evidenced by a training instructor.

Prior Learned Skills: the employee can provide training records, records of achievement for specific tasks.

Training and assessments will be carried out by internal or external parties to assess practical and theoretical knowledge through formal assessment.

Training can also be provided by product manufacturer

Types of training will be determined by the Operations Director and will be based on each employee's position within the business.

Records

The Operations Director will maintain a training log that will show evidence of:

- Training dates
- Person trained
- Trained by
- Competence standard
- Method of assessment used to gain competence
- Expiry Date / further training due by

20. Recruitment and Induction

The purpose of this policy is to ensure the business provides a structured approach to recruitment and induction of new employees to work for the business.

The recruitment and induction policy apply to all potential job applicants applying to work for the business.

Recruitment

We shall continuously assess the needs for new staff resource and the competence they will bring to the business. The requirement and status of the employment term (permanent, temporary, part time or agency) of new staff shall be considered prior to any new contract of employment being issued.

If the event of an applicant applying to an advertised position for employment within our business, we will need:

Full Name
Address
NI Number
Work Visa details (if applicable)
Daytime Contact Number
Competencies

When contact has been established with the above information recorded a member of the management team will make the required checks either directly with the contact or professional sources to confirm legalities regarding working in UK, competences and any other certificates held.

Following satisfactory checks, the applicant will be contacted and asked to attend an interview. To comply with the Equality Act 2010, the applicant will be asked if they require any reasonable adjustments that may be required for them to attend an interview.

Interview

There are key points to establish during interviews:

- Previous experience in our sector
- Reason why the applicant is looking to work for our business
- Reason for leaving last employment

These points shall be followed up when undertaking references.

The aptitude of the applicant will be monitored during the interview process to ensure suitability and ability to work for our business.

The applicant will be required to provide original qualification certificates to the interview. If competencies could not be checked prior to interview, these must be checked during the Interview stage.

The applicant will be notified by post or email, within 10 days of interview of their success or failure to secure the post within our business.

Non-Interview

There may be occasions where interviews are not carried out. Some circumstance for this could be:

- Unsuitable for the nature of work
- The person is known to our business or management team

References

References from the successful candidate's previous employment will be taken prior to any correspondence to the applicant. Sensitivity for the point of reference shall be taken. If requested, we will not contact the applicant's current employer.

The references will generally be undertaken by phone with details recorded on the application form.

If the reference comes back with negative comments, further references may be applied for.

The employment of staff is at the discretion of the management team.

Checking an Applicant entitlement to work in UK

The list of documents below must be provided by the applicant, regardless of nationality, and checked by the business to ensure the applicant is legally entitled to be work in the UK.

One of the following:

- A passport showing the holder is a British Citizen, or has right to abode in the UK
- A document to show the holder is from the EU. Passport or National ID card
- A permit to reside in the UK
- A passport or other document that has been endorsed to show the holder can stay indefinitely in the UK as the family member of an EU citizen
- A passport or travel document that has been endorsed to show the holder can stay and work in the UK
- An Application Registration Card issued by the Home Office to an asylum seeker stating that the holder is permitted to take employment.

If the applicant is unable to provide a document from the above, they then **MUST** provide **TWO** original documents from One of the combinations below;

Combination ONE

A document giving the persons permanent NI number and name. This could be a P45, P60, NI Card or letter from Government agency.

and to provide ONE of the following:

- A full birth certificate issued in the UK which includes the holders' parent(s) names; or
- A birth certificate issued in the Channel Islands, Isle of Man or Ireland; or
- A certificate of registration or naturalisation stating that the holder is a British Citizen; or
- An Immigration Status Document issued the Home Office indicating that the named person can stay indefinitely in the UK with no time limit; or
- A letter from the Home Office indicating the named person can work in the UK

Combination TWO

A work permit or other approved document allowing employment that has been issued by Works Permit UK; plus

A passport or other travel document endorsed to show that the holder can stay and work in the UK; or
A letter from the Home Office confirming the person named can stay in the UK and can take the work permit employment in question.

The business is required to check and take copies of all relevant identification documents presented by the applicants to satisfy itself the potential candidate is the rightful owner to the documents. The checking of the documents will include:

- Checking photographs to ensure the person pictured matches the appearance of the applicant
- Check that the birth dates are consistent with the applicant's appearance
- Check the document have not gone past expiry dates
- Check any endorsements of the applicant's documents suit the type of work being offered

If the applicant has provided documents with different names the business must request further documentation. This could be in the form of marriage certificate, divorce settlement, change of name by deed poll, adoption certificate.

Failure to complete the required document process will mean any offer will be retracted by the business.

Induction

The induction process shall include and introduction to the business, its Policies and Procedures that form the basis of induction. The induction process will be recorded using the Induction Form record.

The induction may be tailored to the individual based on the type of works and duties they will be performing. The term N/A or a blank box may be used for any induction items that are not applicable.

The induction form is broken into sections and include:

Holiday and Sickness periods

Timesheets

Payment arrangements

Working hours

H&S procedures, First Aid, Fire Prevention and Precautions

Smoking on the premises

Familiarisation

Records

All records relating to the selection and recruitment of staff shall be forwarded to the Operations Director for review. The successful applicant will be authorised by the Operations Director for all posts. Records will be held for the period determined by current employment laws.

21. Training Policy

The policy is to enhance and motivate each member of staff through job and personal development. The policy seeks to provide learning opportunities for all staff so that by performing their individual jobs effectively, they will continue to contribute to the success of the business.

Purpose

The training policy aims to enable staff to gain increased satisfaction from working within the business and to develop individual careers through enhanced qualifications.

The policy aims to help staff develop the skills and knowledge necessary to make a more effective contribution to the business's success.

Objectives

We have identified these objectives as necessary to allow our staff to develop within our business:

- Monitor and maintain our staff recruitment process.
- To provide comprehensive induction that will allow the business to create training plans.
- To provide relevant training to all staff to allow the individual personal growth.
- Monitor and maintain training strategy.
- Monitor the type of training provided to ensure the best results for both the employee and business
- To support staff through ongoing development.

Responsibilities

The Director of Operations will have overall control the training plans for each employee. They will ensure the training provided will be co-ordinated in a manner to suit the business needs while ensuring the best requirements of the employee are considered.

The training plan in place will be flexible to suit the business needs to ensure the business operates smoothly always.

Depot Managers will be responsible for implementing employee staff training to suit their depot needs during staff induction.

They will establish the training requirements for all employees under their control.

They will ensure H&S obligations are met during this training.

For any persons employed in more senior position than Depot Manager, the Operations Director will complete the induction process, assuming the responsibilities detailed above.

There are no exclusions to the type of training offered. No individual will be excluded due to race, gender, marital or family status, disability, sexual orientation, nationality or any other criteria which could be deemed discriminatory or divisive.

Training requirements shall be identified by:

- Senior Directors
- Depot Managers
- Appraisals
- Staff requests

Training will be dependent on certain criteria:

- The training will directly allow the employee to fulfil their roles in the business.
- Prioritising the type of training to ensure the employee's training matches career progression.

Evaluation

Responsibility lies with the depot manager to ensure their team is performing to the highest possible standards. To enable this, they should:

- Review each employee periodically to ensure training is up to date with standard required to complete the role effectively.
- Review the type of training provided to ensure it suits the employee and the business.
- Review the effectiveness of training and development and change if required.

22. Purchasing and Supplier Evaluation

Purpose

This policy and procedure documents how Purchase Orders will be processed by using only approved suppliers. This policy also includes how suppliers will be evaluated.

Scope

The process applies to all staff who have been given responsibility and authorisation for ordering plant, equipment and services.

The procedure covers the selection and evaluation process for all suppliers to Synergy Hire Ltd. The goods they will supply and how their services will be monitored to ensure they are the best option for Synergy Hire Ltd

Procedure

The purchase of any equipment for use by Synergy Hire Ltd will only be completed by authorised personnel who will always raise a purchase order number through inspHire. No goods are to be purchased with a verbal order number. All suppliers will be made aware no payment will be received by them unless an official order number is received.

For suppliers not on inspHire database, purchases may be allowed by credit card, on the odd occasion and only when the business will see immediate benefit. If goods are purchased by credit card, the card holder must complete monthly returns and provide original VAT receipts. Payment only receipts will not be processed.

Evaluation of Suppliers

Suppliers will be selected based on products they supply, all suppliers will be evaluated using the Supplier Evaluation Form and must meet the criteria of the business, they will hold relevant certification and conform to current regulations.

Suitability will be assessed by a member of the Senior Management in a timely manner with decisions based on answers completed only on the evaluation form. No personal decision will be applied and is non-discretionary.

Audits of critical suppliers may take place if services from the supplier do not meet our criteria or have failed to complete the evaluation form adequately.

Placing Orders

Only authorised personnel will speak with suppliers. Where no fixed pricing is in place, the purchaser must negotiate the best deal for the business. Goods will only be purchased by raising an official order number. For non-core equipment, 3 quotes will be required prior to placing orders.

In the case of the business requiring emergency goods where the business will suffer detrimental losses, 3 quotes are not required. In this case the person requesting emergency supplies will:

- Provide the buyer with reason for emergency supply.
- Name of supplier.
- Description of products required.
- Costs.

Receiving Goods

When goods are received into the business, a copy of the delivery will be given to the office team who will 'Goods Receive' the stock onto inspHire.

The person who has taken delivery of the goods is responsible for checking accuracy of the goods supplied against the delivery note.