

Our Health and Safety Policy – Statement of Intent:

“The team at Map are here to make sure people are safe and go home safe.”

It is our intent to demonstrate an ongoing and determined commitment to improving health and safety at work throughout our organisation.

We will ensure the health and safety at work of all our people and any other people who may be affected by our work activities.

We will comply with the requirements of health and safety legislation *and drive continuously improving performance by maintaining our ISO 45001 Certified Safety Management System.*

We will strive to improve performance by analysing trends and KPIs.

Adequate resources will be provided to:

- a) Ensure all our people, the sub-contractors and stakeholders are aware of this policy and committed to its effective implementation.
- b) Develop, and implement processes / procedures described in the Safety Management System

There will be active open communication and consultation between all our people, sub-contractors and stakeholders. Health and safety will be integrated into our communications, wherever appropriate.

Roles and responsibilities for health and safety are defined under Safety Policy – Organisation.

All our people will be adequately instructed and trained on the health and safety issues that affect them, and the safe working practices that should be followed

We will identify our workplace health and safety hazards. We will assess the risks associated with these hazards and will take action to prevent, reduce or control risks to an acceptable level.

We will ensure the health and safety competence of our sub-contractors. We will require our sub-contractors to identify and communicate health and safety risks that may impact on our work activities

Senior management will undertake tours to ensure that health and safety issues are identified, assessed and managed. Systems will be in place and people will be empowered to raise health and safety concerns with management.

We will report and investigate all accidents, incidents and near misses to drive improvement in performance.

This policy has immediate effect and replaces all previous versions and will be reviewed and amended, *annually or in the event of significant organisational / operational change.*

Mike Carlin, Managing Director



Date 01/07/2020

Matty Carlin, Health & Safety Accountable Director



Date 01/07/2020

Safety Policy – Organisation:

Introduction

Definitions:

Accountable Person	The individual who will be held to account for ensuring that the duties required to service the safety management system (SMS) are carried out effectively.
Responsible Person	The individual who carries out the tasks to comply with the duties of the Accountable Person.

There may be occasions where one individual will have both accountability and responsibility for fulfilling a particular duty. More often the Accountable Person will delegate the responsibility to a subordinate.

Where the tasks to comply with a duty have been delegated, the Accountable Person must be able to demonstrate effective measures to those tasks have been carried out in an appropriate manner.

Roles, Accountabilities and Responsibilities of individuals

Chief Executive Officer (CEO).

Accountable to enforcing agencies for the health and safety of all those who may be affected by the work activities carried out by and on behalf of MAP Group. This involves making available appropriate resources and support to service an effective SMS.

Board of Directors

Work on behalf of the CEO to implement an effective SMS by;

- a) appointing a Director accountable to the CEO, who on consultation with the other Directors, the Head of Compliance, and the Safety Manager, who
 - i. be known as the Safety Management System (SMS) Accountable Director,
 - ii. leads the implementation, maintenance and continuous improvement of the SMS,
 - iii. ensures the appropriate allocation of resources to service the needs of the SMS,
 - iv. discussing with the board the content of the monthly SMS reports from the Safety Manager and initiating any subsequent actions when required
 - v. chairs Safety Committee Meetings every two months and
 - vi. chairs the six monthly SMS Review Meetings.
- b) the Board of Directors who;
 - i. are fully engaged in consultation with the SMS Accountable Director to co-ordinate the effective implementation of the SMS and
 - ii. are accountable for their subordinate managers and workforce to ensure compliance with their duties to support the SMS as described in this document,

Health and Safety Manager

Answerable directly to the Head of Compliance and Accountable Director to;

- a) advise on the most effective measures required to support an efficient SMS,
- b) provide monthly SMS reports,
- c) support managers and the staff on their duties / responsibilities,
- d) receive weekly / monthly reports from designated managers,
- e) ensure appropriate consultation with employees,
- f) manage the incident / accident process,
- g) liaise with external agencies (HSE, local authorities, certification bodies) on matters relating to the occupational health and safety performance of MAP Group

Health and Safety Engineers

Answerable directly to the Health & Safety (H & S) Manager to;

- a) Advise on innovations that could improve the Safety of employees and Sub-Contractors
- b) carry out a minimum number of inspections/audits per week/month, as agreed with the H & S Manager,
- c) attend the weekly H & S/Compliance call (unless prior agreements have been made),
- d) provide weekly reports on inspections/audits carried out,
- e) advise on areas of weakness within the Safety Management System (SMS)
- f) support managers and the staff on their duties / responsibilities,
- g) ensure good consultation with employees is undertaken,
- h) advise employees of correct company policies, procedures, Risk Assessments and Method Statements,
- i) assist with accident / incident investigations when required,
- j) liaise with external agencies (HSE, local authorities, certification bodies) on matters relating to the health and safety performance of MAP Group when required,
- k) assist with the production and development of documentation and SMS improvements,
- l) attend all pre-booked training sessions / courses arranged by Map Group,
- m) ensure all training requirements are up to date and alert the H & S Manager if not,
- n) carry out assessments and audits as agreed with the H & S Manager, such as; Fire Risk Assessments, Yard & Warehouse audits, and Office Assessments,
- o) ensure any dangerous situations/sites/working practices are highlighted and work is stopped immediately until the situation has been made safe,
- p) work closely with the Compliance team to align standards and good practice throughout the department,
- q) support the H & S Manger with ad-hoc requests.

Departmental Managers / Supervisors (General)

Departmental Managers / Supervisors will ensure that all persons working under their directions;

- a) are given training appropriate to the tasks they carry out,
- b) have the correct equipment that is properly maintained,

- c) participate in the consultation phase of risk assessments relevant to the activities they carry out and
- d) work in accordance to the risk control measures described on any relevant risk assessments.

In addition, Department Managers / Supervisors supply,

- a) weekly / monthly reports to the Safety Manager / Directors as required by the SMS and
- b) notify the Safety Manager of accidents and significant near miss incidents together with providing subsequent reports in a timely manner.

Department Managers / Supervisors (Role Specific Named Persons)

a) With responsibility for co-ordinating office safety

- i. Participate in the review of the Fire & General Risk Assessment for that location and ensure any subsequent actions are carried out.
- ii. Manage the appropriate inspections / certification of; fire-fighting equipment, fire detection / alarm and emergency lighting systems.
- iii. Organise and manage (with assistance where required from the Safety Manager) emergency evacuation exercises.
- iv. In buildings with other occupants to co-ordinate joint response to emergency evacuation exercises.
- v. Ensure appropriate training and provision of;
 - i. First Aid Personnel,
 - ii. Fire Marshalls and
 - iii. Evacuation Controllers.
- vi. Manager office based risk assessments, their review and subsequent actions.
- vii. Manage Display Screen Assessments, their review and subsequent actions.
- viii. Co-ordinate with other Office Managers the notification of accidents and subsequent reports.
- ix. Monthly Safety Inspections and subsequent reports to the Safety Manager.
- x. Support the Safety Manager with communications to staff.
- xi. Participate in the Safety Committee Meetings Chaired by the SMS Accountable Director.

b) With responsibility for warehouse safety

- i. To participate in the production of the Fire & General Risk Assessment for the location and all derived actions
- ii. Manage the risk assessments and associated control measures appropriate to warehouse operations, specifically for:
 - i. Racking SWL rating.
 - ii. Monthly internal inspection and report of rack integrity.
 - iii. Annual inspection and certification of racking by external competent body.
 - iv. Training / refresher training of fork lift truck operators.
 - v. Segregation of moving vehicles and pedestrians within the warehouse.
 - vi. Weekly warehouse safety inspections and reports

- iii. Participate in the Safety Committee Meetings when requested by the SMS Accountable Director.

c) With responsibility for transport safety

- i. With support from the Safety Manager identify weaknesses in the management and use of transport using the assessment tool on the Health and Safety Executive website.
- ii. With the appropriate director and the Safety Manager develop appropriate plans for the improvement of transport safety to be incorporated into the Annual Improvement Plan.
- iii. To be accountable for attaining the KPIs relating to transport safety.
- iv. To review annually the transport risk assessment and improvement plans annually or in the event of significant organisational or operational change.

Safety Representatives

As defined by the Consultation with Employees Regulations 1999, duties are to;

- a) take up concerns about potential hazards and dangerous events in the workplace that may affect the employees they represent;
- b) take up general matters affecting the health, safety and welfare of the employees they represent;
- c) attend Safety Committee Meetings and
- d) represent employees when consulted by health and safety inspectors.

Additionally, MAP Group Safety Representatives work with Directors and Managers to implement an effective SMS.

All Employees

- a) Only carry out tasks after appropriate training.
- b) Are consulted when risk assessments are produced.
- c) Comply with the controls set out in the appropriate risk assessments.
- d) Report and quarantine defective equipment.
- e) Report near-miss incidents and accidents.

Role of the Safety Committee

Safety Committee will meet every two months to consider the effectiveness of the SMS and in particular;

- a) statistics on accident records, ill health, sickness absence;
- b) accident investigations and subsequent action;
- c) inspections of the workplace by enforcing authorities, management or employee health and safety representatives;
- d) risk assessments;
- e) supporting the Safety Manager where operational experience and knowledge is required in small working groups to drive out effective solutions to specific safety critical issues.
- f) health and safety training;
- g) emergency procedures; and
- h) changes in the workplace affecting the health, safety and welfare of employees.