

HybrIT Services

Health & Safety Policy

Internal Document

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1 Policy Introduction

It is a legal requirement for HybrIT as an employer of people to ensure that health and safety policies are in place and understood by those staff who have the ability to be affected by the situations which the policies are intended to help mitigate.

2 Policies

2.1 Health and Safety Risk Assessment

HybrIT undertakes an annual risk assessment of the physical working location which is undertaken by the facilities manager and the COO. The Assessment seeks to understand and mitigate risks to the health and welfare of the staff as well risks to the fundamental structure of the working environment.

Risk Assessment outputs are owned by the facilities manager and reported to the COO as part of operational meetings.

All staff are encouraged to be aware of the policies and to be aware and report any issues which may have a detrimental impact on the physical or mental health.

The risk assessments can be found here: [2023 Risk assessments](#)

2.2 Use of Ladders and Step Ladders

2.2.1 Legal Stuff

This Health and Safety Policy for working with ladders and step ladders is in compliance with the applicable local laws and regulations regarding workplace safety.

All employees are expected to adhere to this policy and any additional safety guidelines provided by the company.

2.2.2 Risk Assessment

- a) The use of ladders and step ladders can pose various risks, including falls, slips, trips, and injuries caused by incorrect usage or unstable surfaces.
- b) Employees must be aware of the risks associated with working at heights and the importance of using ladders and step ladders in a safe manner.

2.2.3 Information and Training

- a) All employees who are required to work with ladders and step ladders will receive appropriate training on ladder safety.
- b) The training will include information on the correct selection, inspection, setup, and use of ladders and step ladders, as well as the identification and mitigation of hazards associated with their use.
- c) Employees will be trained on the proper techniques for climbing, descending, and working from ladders and step ladders.
- d) New employees will receive ladder safety training as part of their onboarding process, and refresher training will be provided periodically to ensure ongoing awareness.

2.2.4 Mitigation Measures

- a) Employees must inspect ladders and step ladders before each use to ensure they are in good working condition. Any damaged or defective ladders should be immediately reported to the supervisor and taken out of service.
- b) Ladders and step ladders must be used on stable and level surfaces. If the surface is uneven, appropriate stabilizing measures, such as using levelling devices or securing the ladder, should be taken.
- c) Employees should maintain three points of contact (two hands and one foot or two feet and one hand) while climbing up or down a ladder.
- d) Only one person should use a ladder at a time unless it is specifically designed for multiple users.
- e) The ladder's weight capacity must not be exceeded, and employees should avoid overreaching or leaning to one side while on a ladder.
- f) Personal protective equipment, such as non-slip footwear and a safety harness, should be used when working from ladders at significant heights.
- g) Ladders and step ladders should be properly stored and secured when not in use.

2.2.5 Reporting and Incident Response

- a) All incidents, accidents, near misses, and hazards related to the use of ladders and step ladders must be promptly reported to the supervisor or the designated safety officer.
- b) Investigations will be conducted to determine the cause of incidents, and corrective actions will be implemented to prevent similar occurrences in the future.

2.2.6 Policy Review

This Health and Safety Policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with any new regulations or industry best practices.

By following this Health and Safety Policy, we aim to create a safe working environment for all employees when working with ladders and step ladders. It is the responsibility of each employee to familiarize themselves with this policy, adhere to its guidelines, and actively contribute to maintaining a culture of safety in the workplace.

2.3 Working At Height

2.3.1 Legal Stuff

This Health and Safety Policy for working at height is in compliance with the applicable local laws and regulations regarding workplace safety.

All employees are expected to adhere to this policy and any additional safety guidelines provided by the company.

2.3.2 Risk Assessment

- a) Working at height poses significant risks, including falls, slips, trips, and injuries caused by incorrect usage of equipment or inadequate safety measures.
- b) Employees must be aware of the risks associated with working at height and the importance of using appropriate safety measures to mitigate those risks.

2.3.3 Information and Training

- a) All employees who are required to work at height will receive comprehensive training on working safely at heights.
- b) The training will include information on the correct selection, inspection, setup, and use of equipment for working at height, such as ladders, scaffolds, platforms, or mobile elevated work platforms (MEWPs).
- c) Employees will be trained on identifying and mitigating hazards associated with working at height, including assessing the stability of surfaces, ensuring secure anchor points, and using personal protective equipment (PPE) correctly.
- d) Training will cover techniques for safe climbing, descending, and moving on elevated surfaces, as well as emergency procedures and rescue plans.
- e) New employees will receive working at height safety training as part of their onboarding process, and refresher training will be provided periodically to ensure ongoing awareness.

2.3.4 Mitigation Measures

- a) A thorough risk assessment must be conducted before any work at height is undertaken. This assessment should include evaluating the suitability and stability of equipment, identifying potential fall hazards, and implementing appropriate control measures.
- b) Whenever possible, alternative work methods that eliminate the need for working at height should be considered and implemented.
- c) Only trained and authorized personnel should be permitted to work at height. Workers should be equipped with the necessary PPE, including fall protection systems, helmets, and non-slip footwear.
- d) Regular inspections and maintenance of all equipment used for working at height should be conducted to ensure their safety and reliability.
- e) Adequate guardrails, barriers, and edge protection systems should be in place to prevent falls.
- f) Safe access and egress routes should be provided and clearly marked.
- g) Proper communication and coordination among workers involved in working at height activities are essential to maintain a safe working environment.
- h) Emergency procedures and rescue plans should be developed and communicated to all workers involved in working at height, and drills should be conducted periodically to ensure readiness.

2.3.5 Reporting and Incident Response

- a) All incidents, accidents, near misses, and hazards related to working at height must be promptly reported to the supervisor or the designated safety officer.
- b) Investigations will be conducted to determine the cause of incidents, and corrective actions will be implemented to prevent similar occurrences in the future.

2.3.6 Policy Review

This Health and Safety Policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with any new regulations or industry best practices.

By following this Health and Safety Policy, we aim to create a safe working environment for all employees when working at height. It is the responsibility of each employee to familiarize themselves with this policy, adhere to its guidelines, and actively contribute to maintaining a culture of safety in the workplace.

2.4 Use of Pallet Stacker

2.4.1 Legal Stuff

This Health and Safety Policy for working with a pallet stacker is in compliance with the applicable local laws and regulations regarding workplace safety.

All employees are expected to adhere to this policy and any additional safety guidelines provided by the company.

2.4.2 Risk Assessment

- a) The use of a pallet stacker can pose various risks, including collisions, falling loads, tip-overs, and injuries caused by improper operation or inadequate training.
- b) Employees must be aware of the risks associated with using a pallet stacker and the importance of following safe operating procedures to mitigate those risks.

2.4.3 Information and Training

- a) All employees who are required to use a pallet stacker will receive comprehensive training on its safe operation.
- b) The training will cover information on the correct operation, inspection, and maintenance of the pallet stacker, as well as the identification and mitigation of hazards associated with its use.
- c) Employees will be trained on proper load handling techniques, including the secure stacking, placement, and removal of loads on pallets.
- d) Training will include information on weight limits, stability considerations, and the use of safety features, such as brakes and safety guards.
- e) New employees will receive pallet stacker safety training as part of their onboarding process, and refresher training will be provided periodically to ensure ongoing awareness.

2.4.4 Mitigation Measures

- a) Only trained and authorized personnel should be permitted to operate the pallet stacker.
- b) A thorough pre-operational inspection of the pallet stacker should be conducted before each use to ensure it is in proper working condition. Any defects or malfunctions should be immediately reported to the supervisor or maintenance personnel.
- c) The pallet stacker should be operated within its designated load capacity limits, and employees should avoid overloading it or exceeding its recommended height for lifting loads.
- d) Safe travel routes and clearances should be established and maintained to avoid collisions with obstacles, pedestrians, or other equipment.
- e) When stacking or unstacking loads, employees should ensure the stability of the load and use caution to prevent falling objects or unbalanced loads.
- f) Safe stacking practices, such as properly aligning the forks with the pallet and securely placing the load on the forks, should be followed.
- g) Employees should be cautious of potential pinch points and keep their hands, feet, and other body parts clear of moving parts or between loads.
- h) Personal protective equipment, such as safety shoes and high-visibility vests, should be worn when operating the pallet stacker.
- i) Adequate lighting and visibility should be maintained in the working area to enhance safety.

2.4.5 Reporting and Incident Response

- a) All incidents, accidents, near misses, and hazards related to the use of the pallet stacker must be promptly reported to the supervisor or the designated safety officer.
- b) Investigations will be conducted to determine the cause of incidents, and corrective actions will be implemented to prevent similar occurrences in the future.

2.4.6 Policy Review

This Health and Safety Policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with any new regulations or industry best practices.

By following this Health and Safety Policy, we aim to create a safe working environment for all employees when using a pallet stacker. It is the responsibility of each employee to familiarize themselves with this policy, adhere to its guidelines, and actively contribute to maintaining a culture of safety in the workplace.

2.5 Working in a Warehouse

2.5.1 Legal Stuff

This Health and Safety Policy for working in a warehouse is in compliance with the applicable local laws and regulations regarding workplace safety.

All employees are expected to adhere to this policy and any additional safety guidelines provided by the company.

2.5.2 Risk Assessment

- a. Working in a warehouse involves various risks, including manual handling injuries, slips, trips, falls, vehicle accidents, exposure to hazardous substances, and ergonomic hazards.
- b. Employees must be aware of the risks associated with working in a warehouse and the importance of following safe working practices to mitigate those risks.

2.5.3 Information and Training

- a. All employees working in a warehouse will receive comprehensive training on warehouse safety.
- b. The training will cover information on the safe operation of equipment, proper manual handling techniques, and the identification and mitigation of hazards specific to the warehouse environment.
- c. Employees will be trained on the correct use of personal protective equipment (PPE) specific to warehouse activities, such as safety shoes, high-visibility vests, and gloves.
- d. Training will include information on emergency procedures, fire safety, and the proper storage and handling of hazardous materials, if applicable.
- e. New employees will receive warehouse safety training as part of their onboarding process, and refresher training will be provided periodically to ensure ongoing awareness.

2.5.4 Mitigation Measures

- a. Adequate signage should be displayed throughout the warehouse to communicate safety rules, emergency exits, and the location of fire extinguishers and first aid kits.
- b. Proper housekeeping practices should be followed to maintain clean and organized work areas, free from tripping hazards and obstructions.
- c. Employees should use proper lifting techniques when handling heavy or bulky objects, and mechanical aids, such as forklifts or pallet jacks, should be utilized when available.
- d. Aisles and walkways should be kept clear of debris, spills, and loose materials, and appropriate anti-slip flooring should be installed in areas prone to wet or slippery conditions.
- e. Adequate lighting should be maintained throughout the warehouse to ensure visibility and prevent accidents.
- f. Regular inspections and maintenance of equipment, such as forklifts, conveyors, and storage racks, should be conducted to ensure their safe and reliable operation.
- g. Material storage should be done in a manner that ensures stability, prevents overloading, and minimizes the risk of falling objects.
- h. If hazardous substances are present in the warehouse, appropriate safety data sheets should be available, and employees should be trained on safe handling, storage, and disposal procedures.
- i. Vehicle and pedestrian traffic should be managed effectively through designated traffic lanes, speed limits, and clear separation of areas.
- j. Fire safety measures, including fire extinguishers, fire alarms, and emergency exit routes, should be in place and regularly tested and maintained.

2.5.5 Reporting and Incident Response

- a. All incidents, accidents, near misses, and hazards in the warehouse must be promptly reported to the supervisor or the designated safety officer.
- b. Investigations will be conducted to determine the cause of incidents, and corrective actions will be implemented to prevent similar occurrences in the future.

2.5.6 Policy Review

This Health and Safety Policy will be periodically reviewed and updated as necessary to ensure its effectiveness and compliance with any new regulations or industry best practices.

By following this Health and Safety Policy, we aim to create a safe working environment for all employees in the warehouse. It is the responsibility of each employee to familiarize themselves with this policy, adhere to its guidelines, and actively contribute to maintaining a culture of safety in the workplace.

2.6 Using the Staff Gym

At Hybrit Services, the health and safety of our employees is of utmost importance. We strive to provide a safe and secure environment for everyone using our staff gym facilities. To ensure your well-being during gym sessions, please adhere to the following health and safety guidelines:

2.6.1 Physical Readiness

Physical readiness is the responsibility of the individual using the Gym, Employees using the gym with any doubts, concerns and or starting a new training routine should consult a healthcare provider before starting any exercise program within the Hybrit provided staff gym, particularly if you have pre-existing medical conditions or concerns.

2.6.2 Warm-up and Cool-down

Staff using the gym must always begin your workout with a proper warm-up routine to prepare your body for exercise. Include light cardiovascular exercises and dynamic stretches.

After completing your workout, dedicate time to cool down with static stretches to help prevent muscle soreness and promote recovery.

2.6.3 Proper Technique

The Hybrit Gym is an unstaffed gym therefore proper technique and form is down to the individual to learn.

Avoid excessive weightlifting or exercises beyond your capabilities to prevent injuries.

2.6.4 Equipment Safety

Gym equipment will routinely be inspected by a member of Facilities monthly, but Employees using the equipment must:

- ❖ Inspect equipment before use and report any defects, damages, or malfunctions to facilities immediately.
- ❖ Use equipment only for its intended purpose.
- ❖ Ensure that equipment is properly adjusted and secure before use.
- ❖ Use safety features, such as locking pins or safety bars, when appropriate.
- ❖ Put equipment away properly after use.

2.6.5 Hygiene Practices

Routine cleaning will take place by HybrIT Services, but personal hygiene must also be adhered to:

- ❖ Use clean towels to wipe off sweat from equipment and benches after use.
- ❖ Hand sanitizer to be used, especially before and after using shared equipment.
- ❖ Shower and change into clean clothes after your workout, particularly if you have been sweating profusely.

2.6.6 Emergency Preparedness

Building 11 (The Gym) must be routinely risk assessed when adding new equipment, any changes or incidents. Building 11 has been fitted out with all relevant emergency procedure equipment. When using the gym HybrIT Services employees must:

- ❖ Familiarize yourself with the location of emergency exits, fire extinguishers, and first aid kits within the gym.
- ❖ In case of an emergency, follow evacuation procedures.

- ❖ If you witness an accident or injury, alert a first aider and provide assistance if you are trained to do so.

2.6.7 Report Safety Concerns

Reports of safety concerns, hazards, or incidents must be reported to Facilities.

2.6.8 Personal Responsibility

Anyone using the gym is responsible for their own safety and well-being while using the staff gym.

Employees must only:

- ❖ Engage in exercises that are appropriate for your fitness level and abilities.
- ❖ Respect the limitations of others and be mindful of your surroundings to prevent accidents or injuries.
- ❖ Follow all posted safety signs, warnings, and instructions within the gym premises.

2.6.9 Fitness and Exercise Disclaimer

Here is a copy of the Gym disclaimer that must be signed via DocuSign before any staff member using the Gym, once this has been signed a entry unique pin will be generated.

Building 11 – The Gym

As part of HybrIT's consideration of staff health and welfare, ROD building 11 has been secured and converted into a gym for staff to use during breaks or after completion of the workday. It is however, important that common sense is applied to its use and that the risks of use are understood.

The purpose of this DISCLAIMER AND NOTICE is to make you conscious of the potential risks connected with activity in any exercise, physical fitness or training program. And to help you make an informed decision as to whether or not you should participate in these types of activities when using equipment supplied by HybrIT Services.

DISCLAIMER OF LIABILITY

Injuries of all types can occur when participating in exercise, physical fitness and training programs, hence HybrIT strongly encourages all members to obtain a comprehensive physical examination by a Doctor PRIOR to undertaking any exercise or training. In engaging in such activity on site at The Gym in building 11, you fully assume the risk of any resulting injury. Such injuries include but are not limited to:

- ❖ Bruising, cuts and general soreness
- ❖ Muscle and tendon injuries
- ❖ Ligament and skeletal injuries
- ❖ Fractured or broken bones
- ❖ Concussions
- ❖ Heart attack

Conditions of use:

- ❖ Preferably, train with another colleague however if unable to do so, staff must notify another member of onsite staff when using the gym (building 3,4 or 11)
- ❖ The gym should not be used alone or if no other staff are onsite.
- ❖ All equipment should be used in accordance with the instructions of use and the sole purpose of the equipment.

- ❁ Damaged equipment should be reported immediately.
- ❁ Appropriate clothing should be worn
- ❁ Please keep the gym tidy, clean and free from obstructions

HYBRIT SERVICES LTD DISCLAIMS ANY LIABILITY FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES AND ASSUMES NO LIABILITY OR RESPONSIBILITY FOR ANY LOSS, INJURY OR DAMAGE SUFFERED BY ANY PERSON AS A RESULT OF THE USE OR MISUSE OF ANY EQUIPMENT INCLUDING FREE WEIGHTS IN THE GYM BASED AT BUILDING 11, ROD, WEEDON BEC.

In consideration of performing or participating in these types of activities, you hereby agree to indemnify and hold harmless HybrIT Services and its officers, directors, shareholders, members, employees, and agents, and their respective successors and assigns, against any loss, liability, damage, cause of action, cost, or expense of any nature whatsoever, including without limitation reasonable legal fees and other legal costs.

Name:

Signed:

Date: