



# Health & Safety

Policy document

**Vetspeed Ltd**

THE CHOCOLATE FACTORY, KEYNSHAM, BRISTOL,  
GLOUCESTERSHIRE, BS31 2AU.

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## HEALTH & SAFETY

**Subject: POLICY STATEMENT**

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### **Safety Policy Statement of Intent**

Vetspeed Ltd will make proper provision for the health, safety, and welfare at work of all its employees, contractors, visitors, and others that may be affected by the Company's undertakings by committing to comply with all applicable legislation in accordance with the Health and Safety at work act 1974. Vetspeed Ltd has established a health and safety management structure to achieve this. Continuous improvement will be achieved by setting objectives and goals, by monitoring performance, auditing against these and continued compliance with all legislative requirements.

All new and existing activities and tasks will be risk assessed to ensure adequate provisions are in place to protect employee safety, health, and the environment, so far as is reasonably practicable and are subject to an on-going process of reviews with the objective of eliminating risk wherever reasonably practicable. As a principle, the policy of the Company is to control risks by substituting safer materials, processes, and procedures wherever reasonably practicable.

All levels of management are responsible for ensuring this policy is enacted, receiving equal priority with all other aspects of Company activity. Deployment and implementation will be via line management who will involve all employees in achieving the Company's objectives. To supplement this, a system of consultation with employees will be maintained to stimulate continuous improvement and promote good health, safety, welfare, and environmental conditions.

All employees are expected to accept their responsibility to work safely, by adhering to safety rules and work procedures, using any Personal Protective Equipment provided or safety related devices and systems and generally contributing to the maintenance of safe and healthy conditions.

The Company will provide appropriate information, instruction, training, and supervision to enable employees meet the high standards of health and safety and contribute positively to creating a safe working environment for all. The Company will see that adequate provision are made to supply safe plant and equipment, ensure safe arrangements for handling, storage and transportation of articles and substances are in place, provide a safe place of work with safe access and egress and ensure that adequate welfare facilities are provided.

**WHILE WE ARE EACH RESPONSIBLE FOR HEALTH AND SAFETY ISSUES, WE WILL ACHIEVE MORE BY WORKING AS A TEAM.**

Signature:

Date 25 September 2024



**Mike Taylor - Group Director**

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## HEALTH & SAFETY

### ORGANISATIONAL ROLES & RESPONSIBILITIES

1.2

#### INTRODUCTION

The Directors recognise that they have ultimate responsibility for all matters relating to the Company's legal obligation to protect the Health, Safety and Welfare of the Company's employees and others who may be affected by the Company's business activities.

The following describes the organisational arrangements through which the Directors delegate Health and Safety responsibilities.

#### CRITERIA FOR DELEGATION OF RESPONSIBILITIES

The delegation of responsibilities for Health and Safety will extend through all levels of the organisation to individuals who will be responsible on a day-to-day basis for the implementation of the company's Health and Safety Policies and Procedures.

In order to achieve a satisfactory organisational arrangement, the following criteria applies:

- The term 'responsible' has not been used unless commensurate authority has also been delegated.
- The person to whom responsibilities are delegated will in all cases be competent to carry them out through training, experience or a combination of both.
- Responsibilities are clearly defined and understood by those who carry them out.
- In order to avoid frequent changes and revisions of the organisational arrangements, responsibilities are delegated to job positions rather than named persons.
- Terms 'he' or 'his' may be 'she' or 'her' and terminology related.

#### DIRECTORS

In order to discharge their responsibilities, the Directors will allocate such resources as are required to ensure that the strategy described in this Health and Safety Policy Statement together with the supporting documentation, procedures and assessment are applied at all times.

In the event of a Director identifying a situation which could represent imminent danger of serious injury, he will instruct that work ceases forthwith until the matter is resolved.

Should the Directors Encounter Health and Safety issues beyond his knowledge and experience he will seek advice from a suitably qualified person.

#### GROUP OPERATIONS MANAGER

The group operations manager will oversee and enforce all relevant policy and procedure across the site and be accountable for poor practices and breaches in legislation. The group operations manager will delegate policy, procedures, tasks and processes to his or her departmental managers or supervisors and ensure that the departments work in accordance to company policy.

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## **GROUP HEALTH & SAFETY MANAGER**

The group health & safety manager will support the Directors, operation managers and departmental managers by ensuring that all hazards identified within the business are subject to a risk assessment. They will communicate the assessment findings and necessary control measures to be taken to reduce risk to all employees under his control and others who may be at risk. The group health and safety manager will be responsible for the development and review of health and safety policy, procedures, and initiative to reduce the risk of accidents and work-related illnesses and injuries in the workplace. Working alongside existing departments, they will develop and promote safety compliance through strengthening existing health and safety policy and promoting best practice safety protocols

The group health and safety manager will keep the organisation up to date with any regulation or legislative change that may affect the current operations.

The group health & safety manager will manage document records and revisions in line with company approved certification requirements for the ISO Integrated Management System for ISO9001/14001 and 45001.

## **GROUP COMPLIANCE MANAGER**

The group compliance manager is responsible for supporting the management team in the development, implementation, and integration of safe and compliant environmental and quality systems. It is the responsibility of the compliance manager to support the control of document records and revisions in line with company approved certification requirements such as ISO9001/14001 and 45001. The compliance manager will be responsible for issuing controlled document to interested parties upon request and updating all necessary amendment on the master document register.

## **DEPARTMENTAL MANAGERS/TEAM LEADERS**

Departmental Managers/Team Leaders will support Management by ensuring that the local policy is implemented throughout the company's operations and delegated to all relevant employees under their control.

Some departmental managers will have greater responsibility placed upon them depending on their position in the business, as an example the finance director is responsible for ensuring sufficient funding resource is available to help maintain and or enhance safety procedure and performance. Likewise a transport manager will ensure that all his or her employees are suitable trained to complete their duties in line with all regulation and legislation that may affect their operations such as ADR training.

Managers are reminded that whilst they can delegate responsibility they will remain accountable under law and will always ensure relevant resource is available to carry out a prescribed task in a controlled and safe manner.

Department managers will be competent in their role to be able to delegate necessary tasks. Managers will satisfy themselves that personnel employed under their control are trained to such a level of competence as is required to carry out their full range of duties without compromising their own health and safety or that of others who may be affected by their work activities.

In the event of a manager encountering health and safety issues beyond their knowledge and experience, they will seek advice from the Group Health and Safety Manager or other senior personnel, or directly from the appointed competent authority such as the HSE.

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Should a manager identify a situation that would result in imminent danger of serious injury they will instruct that work cease forthwith until the matter is resolved.

**OTHERS NOT SPECIFICALLY COVERED ABOVE**

All employees, including part time and casual workers and external contractors, will be requested to support the Management in their objective of achieving and maintaining a safe and healthy Workplace by:

- Familiarising themselves with and supporting this health and safety policy.
- Co-operating at all times with their team leader or management on matters concerning health, safety, and welfare.
- Ensuring that correct equipment and tools are used for the task.
- Not undertaking any activity for which authorisation or training has not been given.
- Wearing the personal protective clothing or equipment issued and for any specific task and taking reasonable care of the protective clothing and equipment, reporting to their immediate supervisor any loss or damage.
- Wearing clothing to work that is suitable and appropriate to the task undertaken.
- Ensuring that their working areas are maintained in a tidy condition, paying particular attention to the careful disposal of any combustible waste materials.
- Carrying out their duties in a safe manner and in compliance with all Company policies and procedures.
- Reporting all accidents and any incidents that have the potential to cause serious injury.
- Reporting any significant hazards to their Manager.

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## HEALTH & SAFETY

### Subject: ORGANISATIONAL ARRANGEMENTS

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#### TRAINING

2.1

Vetspeed Ltd understand its responsibilities with regard to ensuring that persons employed by the Company are adequately trained and supervised as is required for them to carry out their specific duties in such a manner, so as not to put at risk their own Health and Safety, or that of others who may be affected by their work activities. We also recognise that persons are most at risk when they are 'New Starters' i.e. when they first commence employment with the Company.

Only those persons who are able to demonstrate that they have the necessary skills, experience, and/or training to ensure their own Health and Safety and that of others, who may be affected by their work activities, will be allowed to work without direct supervision.

Other personnel will work under the direct supervision of a competent person, until they have achieved the required level of experience and competence to carry out their duties without compromising their own Health and Safety or that of others.

When considered competent to carry out the full range of tasks required by their job position, details will be entered onto a Group Training Matrix. Arrangements for training are as follows:

**INDUCTION TRAINING** - All new starters will be made aware of actions that are to be taken in the event of an emergency i.e., fire or accident. They will be informed of the location of the First Aid facilities and First Aid providers; they will also be given other general site safety information such as PPE requirements, Manual handling and the risks associated with their roles and a detailed overview of all safety procedures that will enable them to work safely.

**JOB SPECIFIC SAFETY TRAINING** - Some roles across the business may require specific training such as forklift truck driving, ADR training, safe handling of clinical waste and biological or hazardous substances. No employee under any circumstance will be placed in a position of work unless they have undergone the specific training that will allow them to complete that task in a safe controlled manner and aware of the associated risk.

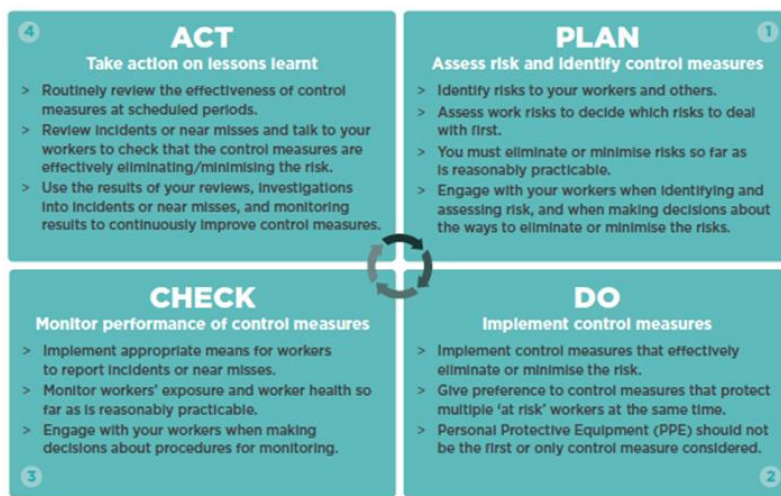
**HEALTH AND SAFETY ADVICE** - The Induction Training includes details of who to seek advice from on Safety Issues, and what procedures must be followed should the employee identify any significant risks towards Health and Safety.

**DELIVERY OF TRAINING AND RECORD RETENTION** - Training is delivered in a variety of ways and the site management will decide upon the most suitable way to administer training. Only competent and qualified personnel will provide training, which may be either internal or externally sourced. IVC have a Learning Hub offering Vetspeed staff various e-learning training courses, including Health & Safety. Training records are kept on file with HR and a Group training matrix is in place for the tracking and control of employee specific training records.

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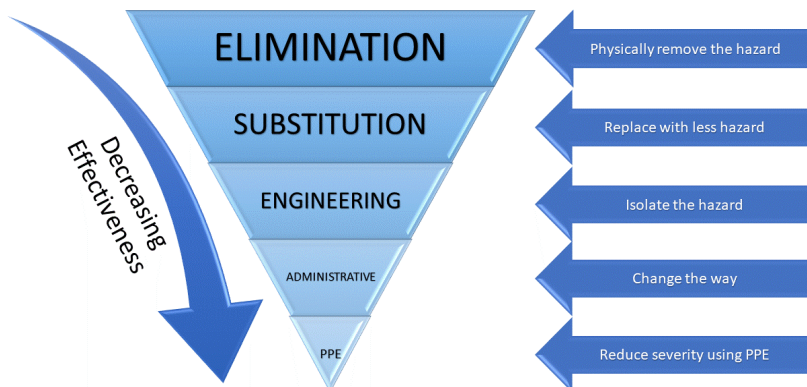
As part of managing the health and safety requirements of the business, we must control risks in our workplace. Vetspeed Ltd recognise that if left uncontrolled our daily operations could pose harm to our employees or others who may be effected by our activities. To enable us to comply with the requirements of the Health & Safety at work act 1974 and ensure that all our associated task and activities are completed in a safe and controlled manner we have established a risk management system that covers all activities, hazards and risks associated with our industrial operations.

All new and existing activities and tasks are risk assessed to ensure adequate provisions are in place to protect employee safety, health, and the environment, so far as is reasonably practicable and are subject to an on-going process of reviews with the objective of eliminating risk wherever reasonably practicable. This is achieved by following the Plan-Do-Check-Act model for Health and Safety, as shown below:



Continuous improvement is achieved by setting objectives and goals, by monitoring performance, auditing against these and ensuring continued compliance with all legislative requirements.

As a principle, the policy of the Company is to control risks by substituting safer materials, processes and procedures wherever reasonably practicable. The Companies approach uses the hierarchy of control, as shown below, and always sets out to eliminate a physical hazard or a process risk to personnel where reasonably practicable.



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The list below is of the main hazard categories that are present on site and that control measures are in place via a suitable and sufficient task and or COSHH related risk assessment as well as appropriate safe operating procedure alongside trained and competent management and operatives.

Asbestos	Biological & COSHH Hazards	Clinical and controlled waste	Confined spaces & asphyxiates
Electrical safety	Explosive atmospheres	Fire safety	Lone Working
Noise	Pressure systems	Truck tail lift	Mobile plant
Work equipment	Working at height	Workplace transport	Mechanical hazards
Slips trips and falls	Office safety	Sharps and needle sticks	Maintenance tasks
Infectious diseases	Manual Handling	Vibration	Thermal
DSE	Occupational road risk		

Workplace Arrangements by way of assessment, safe operating procedure, instruction, training, with provisions provided are also in place to cover.

Contractor control	Consultation with employees or 3 <sup>rd</sup> parties	Fire safety arrangements	Safe access and egress to site and operations
Permit to work systems	Control of drugs and contraband	Occupational health WRULDS, Stress, lung function, dermatitis etc.	Young, pregnant & Vulnerable workers
Site safety signage	Visitors	Waste management	Work from home
Housekeeping	PPE requirements	Occupational road risk	PUWER
Fuel deliveries	Mobile workers	First aid requirements	LOLER

## RISK ASSESSMENT AND SAFE OPERATING PROCEDURE REVIEW

Risk assessments and Safe operating procedures are reviewed regularly, upon incident or when new processes, procedures or equipment are introduced that may affect the satisfactory completion of a task. A risk assessment and safe operating procedure register is in place

## HAZARD IDENTIFICATION AND ELIMINATION.

All employees on site have a responsibility to report hazards that are present that have potential to cause an incident or accident resulting in injury or damage. Whilst Hazard identification is a key part of the risk assessment process all employees are actively encouraged to raise the awareness of any hazard they identify in the workplace and have it remediated so that it does not pose a risk

## ACCIDENT REPORTING & INVESTIGATION

2.2

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The Management of Vetspeed Ltd recognises that it has a legal responsibility under the Reporting of Injuries, Diseases, Dangerous Occurrences Regulations 2013 (RIDDOR) to report certain instances of injury etc. to its employees and others who may be affected by the Company's business activities. Every effort is taken to prevent accidents; however, in the event of an incident or accident a robust system of reporting and investigation is followed as detailed in all relevant SOP'S that continue to be reviewed for accuracy to company policy and legal requirements:

**Accident Investigation**

Upon receipt of all accident report form the competent Group Health and Safety manager will decide upon the requirement for a full investigation.

The Organisation arrangements will ensure that where practicable all accidents or occurrences of work-related injuries, ill health, dangerous occurrences and near misses will be fully investigated by suitably trained staff. Accident or incident investigation is not a means of determining fault or apportioning blame.

The full investigation will be carried out in accordance to statutory requirements and specifically identify root causes so that where reasonably practicable remedial action can be carried out to eliminate or reduce the risk of re occurrence

The purpose of the investigation is:

- ❑ To ensure that all necessary information in respect of the accident or incident is collated.
- ❑ To understand the sequence of events that led to the accident or incident.
- ❑ To identify the unsafe acts and conditions that contributed to the cause of the accident or incident.
- ❑ To identify the underlying causes that may have contributed to the accident or incident.
- ❑ To ensure that effective remedial actions are taken to prevent any recurrence.
- ❑ To enable a full and comprehensive report of the accident or incident to be prepared and circulated to all interested parties.
- ❑ To enable all statutory requirements to be adhered to.

**2.1.2 Enforcing Authority**

In the event that the enforcing authority wishes to carry out an investigation, Vetspeed Limited will strive to meet all of its legal responsibilities when co-operating with the investigating inspector

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## HEALTH & SAFETY

### CONSULTATION AND COMMUNICATION

2.6

The Management of Vetspeed Ltd recognises their legal obligation to consult, either through representatives, or directly with concerned employees on all questions relating to Health and Safety at work in accordance with the Health and Safety (Consultation with Employees) Regulations 1996.

All employees have the right to consultation on matters of Health and Safety at Work under these regulations.

#### CONSULTATION

Some specific times when consultation will occur include:

- In sufficient time before the introduction of a change of procedures and/or New technology that may substantially affect employees;
- Upon the appointment of a competent person to provide Health and Safety Assistance and implementing procedures including site safety meetings
- The planning and organisation of Health and Safety training.

Vetspeed operate an open door approach and ALL employee are actively encouraged to engage with the appointed safety professional or senior management on any safety related issue that they wish to raise concerns about or highlight awareness to good safety practices

#### EMPLOYEE SAFETY REPRESENTATIVES

Employees, or their representatives, will be provided with enough information as to allow them to take part in full consultation.

Employees will not be dismissed because they have taken part in consultation, including taking part in the election of a representative.

Employees will be encouraged to highlight matters affecting their Health and Safety including concerns about possible risks and dangerous events in the workplace.

#### COMMUNICATION

Feedback of views and concerns expressed by employees or their representatives will be communicated to members of the Management Team who will give careful consideration to those matters. The management team's response to those views will be by fed back by means of staff meetings, or meeting the individuals concerned whichever is considered most appropriate.

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Suitable and sufficient arrangements are in place to provide all employees, visitors including contractors to site adequate welfare facilities as contained in the requirements of the Workplace (Health Safety & Welfare) regulations. All provision provided remain well maintained and in satisfactory working order at all times. The main facilities provided are but not limited to; -

- I. SUITABLE WASHING FACILITIES
- II. SUITABLE PROVISIONS OF HOT AND COLD WATER INCLUDING DRINKING WATER
- III. SUITABLE TOILET FACILITIES AND ASSOCIATED ACCESSORIES SUCH AS SANITARY UNITS,
- IV. SUITABLE FACILITY TO REST AND EAT
- V. SUITABLE CHANGE AREAS

**HEALTH CARE**

In the course of our business and day to day tasks staff may potentially be exposed to waste materials that have an infection risk. The organisation has many processes and procedures in place to mitigate the risk of any person becoming infected. Direct handling of any waste is minimised as far as reasonably practicable but it is imperative that ALL employees maintain a high standard of personal hygiene and as a minimum follow these basic rules:

- Protective clothing, including specific task related gloves must be worn at all times, should your clothing become contaminated you should change as is practical
- Cuts abrasions etc. should receive immediate first aid treatment and should be protected by wearing waterproof dressings.
- Preparation of food and drink should only take place in designated areas
- Hands should be washed thoroughly before drinking, eating and smoking

The company have vaccination recommendations for anyone who has a role where they are collecting, handling and or disposing of any waste.

The company recommends that you seek medical advice from your G.P on appropriate immunisation

Applying the above rules and the many local rules, procedures and training and processes that are in place the risk of you contracting a disease at work are minimal against the background of other occupational risks, the below diseases are the main risk area that are covered through process's, assessments and procedures

Tetanus	Poliomyelitis	Hepatitis B	Hepatitis A	Weil's Disease
Toxicara canis	Cati			

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