

Health & Safety at Work Act 1974

HEALTH & SAFETY POLICY STATEMENT



**Hytec Electronics Ltd
5 Cradock Road
Reading
Berkshire
RG2 0JT**

**Hytec Electronics Ltd
64 Amy Street
Leicester
LE3 2FB**

July 2000

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1. **General Statement of Policy**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for all our employees, and to provide such information, training and supervision as they need for this purpose. We also accept our responsibility for the health and safety of other people who may be affected by our activities.

The allocation of duties for safety matters and the particular arrangements which we have made to implement the policy are set out below which apply to all employees, self employed persons and visitors working in the premises of Hytec Electronics Ltd.

The policy will be kept up to date, particularly as the business changes in nature and size. To ensure this, the policy and the way in which it has operated will be reviewed on a regular basis.

Signed.....

Richard R.T.Tatham
Managing Director
Hytec Electronics Ltd

2. Responsibilities

- (a) Overall and final responsibility for health and safety in the company is that of:

Richard R.T.Tatham
Managing Director

- (b) The following persons are responsible for ensuring that the requirements of health and safety regulations for which they are responsible are complied with on behalf of the company.

Reading Office

Keith Rigby	-	Production area and machine shop
Graham Cross	-	VDU workstations
Richard Tatham	-	Equipment and cable testing
Sue Wager	-	Administration
All staff	-	Visitors
Melvyn Newman	-	First Aid
Paul Heelas	-	other

Leicester Office

Peter Marshall	-	Office Areas.
Kevin Oliver	-	Equipment and cable testing & workshop
Joan Bartlett	-	Administration, Visitors and First Aid

All managers are responsible for ensuring that the companies health and safety policy is brought to the attention of the employees in their respective departments and that appropriate training is undertaken as directed from time to time.

- (c) All employees have the responsibility to cooperate to achieve a healthy and safe workplace and to take reasonable care of themselves and others.

- (d) Safety rules and recommended work practices drawn up by the company or by the manufacturer of any equipment must be observed at all times.
- (e) Safety equipment and any safety devices provided should be used at all times.
- (f) Whenever an employee notices a health or safety problem or hazard which they are unable to put right, they must immediately advise the appropriate person named above.
- (g) Further information on the Health & Safety regulations are available from Paul Heelas.
- (h) Employees working on a customer's site should abide by the customer's health & safety policy. If in doubt always ask for clarification from their safety officer.

3. Obligations

The company has duties under the Health & Safety at Work Act 1974, to ensure the health, safety and welfare of its employees at work with particular reference to the provision of:

- safe plant and systems of work
- arrangements for the safe use, handling, storage and transport of articles and substances.
- safety training, a safe place of work with safe access/exit and a healthy working environment.

It also has similar obligations towards other persons who may be either on its premises or affected by its activities.

Employees also have responsibilities under the Act to take reasonable care of themselves and other persons affected by their actions, and to cooperate with their employer in the implementation of duties required by the Act.

The following rules and procedures are intended to ensure, so far as is reasonably practicable, that both the Company and its employees are fulfilling their respective obligations.

4. First Aid

It is the policy of the company to have a certified first aider on duty during normal working hours and arrangements are made for training in first aid to encourage employees to obtain certificates.

Accident Book

All accidents, however slight, to employees whilst they are at work and to all other persons on company premises must be reported immediately. Injuries should be recorded in the accident book.

The RIDDOR Regulations - (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) require that certain injuries, dangerous occurrences and prescribed diseases are notified to the Health & Safety Executive. Details of the incidents requiring reporting in this way are available from Paul Heelas.

The person responsible for recording accident details and reporting incidents:

Mrs Sue Wager

Reading Office

The first aider is:- Melvyn Newman

Local casualty department The Royal Berkshire Hospital, Cravon Road, Reading
Tel: 875111 (all departments)
Tele: Emergency 999

The accident record book is in the production area by the first aid box.

Leicester Office

The first aider is:- Joan Bartlett

Local casualty department:- The Leicester Royal Infirmary,
Infirmary Close, Leicester
Tel: 2541414
Tele: Emergency 999

5. Fire Procedures

The procedure to be followed in the event of a fire is displayed on the company noticeboards and repeated in Appendix 3. From time to time there will be fire drills and these should be taken seriously by all personnel.

At the Reading office, fire bells are located in the production area by the back door and in the main office by the fire safe. They will be tested periodically. Fire extinguishers of various types are provided, please note the positions and their intended use.

Intended use (Recommended use shown shaded)

WARNING Traditionally, the UK's method of identifying fire extinguishers has been by their colour, this system is now being replaced by a European Standard and all extinguishers will be red. Select the correct extinguisher by reference to the icons on the extinguisher.

		Freely Burning Materials	Flammable Liquids	Flammable Gases	Electrical Hazards
Water	Red				
Foam	Cream				
CO2	Black				
Dry Powder	Blue				

Location of extinguishers

Reading Office

In the area of:

- Front Entrance
- Toilets/meeting room
- Reception
- CAD room
- Computer room
- Surface mount bench in production
- Emergency exit in stores
- Exit door in production
- Garage
- Top of stairs in stores - mezzanine.

Leicester Office

In the area of:

- Front Entrance
- First Aid Box
- Test area/rear door
- Stores

The fire extinguishers at Reading are inspected annually under contract by Chubb Fire Ltd (tele: 0181 844 1666) and at Leicester office by Kidde Thorn Ltd (tel: 08456 061155) Employees are asked to ensure that fire extinguishers are not removed from the designated sites.

Fire Exits

Fire exits should be kept clear of obstructions at all times.

Please note that the exit adjacent to the meeting room at Reading is normally locked. The key for use in emergency is kept on a hook on the door jamb opposite the meeting room.

6. Safety Training

It is company policy to provide all the training necessary to ensure that employees are able to do their job safely. No employees should be allowed to use any equipment or materials which may be dangerous or hazardous unless they have been instructed in the use and dangers, and the precautions taken.

7. Visitors and Contractors

All self-employed persons, visitors and contractors must abide by the company safety procedures. The person being visited should advise the visitor as appropriate on their arrival. They should sign-in on arrival, and advise on their departure. If a contractor is to carry out work on site then a discussion needs to establish how any risks from their work can be avoided.

8. Headland Ltd

A copy of our Health & Safety Statement is provided to Headland Ltd.

9. Working on Customer's Premises

All employees who work on a customers site must be competent and able to work unsupervised.

Employees working at customer's premises should abide by their Health & Safety policy. In addition to the statutory responsibilities employees must comply with site safety rules and any associated codes of practice relevant to the work being undertaken in respect of the contract. If in any doubt always ask for clarification from their safety officer.

The company will appoint a company representative for each relevant contract who will be responsible for receiving safety documents and attending any meetings with the customer's representatives at which the implications and extent of the health and safety requirements for the contract can be reviewed.

Employees must attend any required training sessions.

Employees must ensure that all equipment taken on site is in good condition, complies with the relevant statutory requirements and is used safely.

10. Housekeeping and Premises

Access

Employees should assist in keeping all areas of the workplace in a safe and clean condition and ensure that there is safe access to all areas at all times.

Cleanliness

The office and factory areas will be cleaned regularly.

Waste disposal

All waste bins will be emptied regularly. Any waste which might be considered hazardous if disposed of carelessly, must not be dumped or allowed to pollute water supplies or land.

Telephones

Materials are provided to enable employees to sanitize and clean their phones.

Safe stacking

All items are to be stacked so that they do not stick out beyond the supporting shelf. Steps should be used to reach upper shelves. Only authorised personnel are to store items in the Reading mezzanine area which has limited loading capability in some areas and careless storage could create the hazard of falling items.

Gangways/Exits

All main gangways and Fire Exits are to be kept clear of obstructions which may cause a hazard or prevent access. Precautions will however be necessary when in areas not designated as gangways.

Roof -(Reading)

The main building is covered with asbestos sheeting and glass panels. This is a fragile roof and is regularly surveyed and maintained by specialists. Only people who understand the risks involved and the precautions to be taken - use of crawling boards etc. are allowed on the roof surface.

11. Risk Assessment

Every employer has to make an assessment of the risks to the health and safety of his employees and anybody else who may be affected by the business. These have to be recorded. The assessment of risks is a close look at what in the workplace could cause harm and then deciding whether precautions already being taken are sufficient or if further

action can be taken.

A listing of the assessment is provided in Appendix 1.

12. **Personal Protective Equipment**

Although the company does try to reduce the risks to employees there are some operations where Personal Protective Equipment may be required. This is provided by the company in the form of protective clothing such as, overalls, gloves etc. and protective equipment such as safety goggles etc. for the use of employees.

Employees are urged to use the items provided and take particular care in respect of the following areas:-

EYES	<i>Hazard:</i> chemical and metal splash, projectiles. <i>Choice of protection:</i> Goggles, spectacles
HANDS & ARMS	<i>Hazard:</i> abrasions, temperature extremes, skin infection. <i>Choice of protection:</i> gloves
BODY	<i>Hazard:</i> temperature extremes, adverse weather, chemical or metal splash, dust. <i>Choice of protection:</i> overalls

13. **Workshop**

No machinery of any type should be used when working alone.

The company is responsible for the condition of all tools and equipment. The user is responsible for reporting any deficiency to his superior.

The area is to be kept tidy at all times. All equipment should be used with due care and in accordance with the manufacturer's instructions adopting the appropriate working practices with attention being paid to:-

- the clamping and retention of a workpiece
- overloading the equipment
- overspeeding for the operation
- loose clothing - avoid
- long hair
- use of goggles and gloves

All equipment in use is to be checked once a year and marked by:

D.Hird—Reading
K.Oliver—Leicester

Reading- In addition, only authorised personnel are to use the machine shop facilities and the guillotine should be chained to prevent movement when not in use.

Authorised personnel:

Keith Rigby
Dave Hird
Richard Tatham

14. Electrical Equipment

If an employee is working alone, mains powered equipment must **NOT** be used with the covers removed.

Electric Shock

Notices are displayed on what to do if someone gets an electric shock. Please read them.

Plugs and Cables

All power leads and multiple extensions are to be visually inspected, tested and marked once a year. Any frayed or damaged cables are to be replaced completely. Always use the correct plug and fuse rating.

Portable Equipment

A list of portable electrical tools and equipment is to be maintained. Each item is to be inspected, tested and marked once a year.

Socket Outlets

If for any reason a unit has to be powered with its covers removed, it **must** be connected to an supply outlet that is protected by a residual current circuit breaker. Some of the socket outlets in production have RCB protection provided at the fuseboard but others are not so protected (but these are labelled). Plug-in RCBs are provided for this purpose. *Do not take risks.*

Sufficient socket outlets are provided for direct connection in most cases, if however a multi-way adaptor is required always use a short extension lead with a multi-socket block.

Reading

A switch is provided in the machine shop to cut off power in an emergency.

Individual switches for each bench are provided in production, together with a master isolate on the wall by the first aid box.

In the front office/engineering area the master isolator for the whole building is contained in the cupboard by the rest area/kitchen.

Leicester

Individual switches for each ring main section are provided in the test area, together with a master isolator. The switch box is on the pillar in the test area.

The master isolator for the whole building is contained in this switch box.

Outdoor use of Electrical Equipment

All electrical equipment used outdoors or in damp conditions should be protected by a residual current circuit breaker.

15. Hazardous substances -COSHH

The COSHH regulations(Control of Substances Hazardous to Health) came into effect on the 1st January 1990. They provide a framework to help protect people in the workplace against health risks from hazardous substances.

Hazard sheets and manufacturers guidance notes provide useful information and are available for substances identified as a hazard.

All substances should be handled carefully and stored in accordance with the manufacturers recommendations.

Flammable Materials

Any flammable materials paints, thinners, solvents in regular use should be stored in the metal "dustbin". Anyone handling flammable materials

should ensure that only the minimum quantity required is taken from the store. These should be returned as soon as practical and not left on benches.

Hazard Sheets

Hazard sheets for the substances that the company use are contained:

Reading—in a file in the production area by the first aid box.

Leicester—on a clipboard on the main test bench.

A list of hazardous materials currently in use within the company is provided in Appendix 2.

When new hazardous items are introduced, suppliers hazard data sheets should be obtained and retained in the appropriate file and users advised of the hazard.

16. VDU Workstations

The Health and Safety (Display Screen Equipment) Regulations came into effect on the 1st January 1993. These regulations apply to employees who habitually use display screen equipment as a large proportion of their everyday job with the objective of removing, or reducing the risks.

Regulations require that all new workstation installations and display screen equipment must conform by the 1st January 1993, and all existing workstations must conform by the 31st December 1996. Users are encouraged to study the training information available on the subject.

Any user with eye problems should advise Mrs S.Wager as eyesight tests are available at the expense of the company.

Users can help themselves by turning off the monitor when not in use and ensuring that the screen and the area around the workstation is kept clean and tidy.

All workstations are to be checked once a year to assess the risks arising from their use and to reduce those risks to the lowest level practicable. A register will be maintained of workstations and users.

17. Manual Handling Operations

Employees are requested to make full and proper use of any handling aids and protective equipment provided. Exercise care and diligence at all times, giving consideration to others who may be affected by your activities. Employees should advise of any medical condition which might affect their ability to undertake manual handling operations. Please study the manual handling notes shown in Appendix 4.

18. General Environmental Policy

It is the policy of Hytec Electronics Ltd to conduct its operation in a manner that reflects a commitment towards the protection of the environment and compliance with all applicable environmental laws and regulations.

Although Hytec is not a business which creates severe pollution problems, Hytec is committed to:

- * improvements in energy efficiency
- * reduction in pollution
- * the use of recyclable materials where possible

Company Measures

- * re-use packing material and other items where possible
- * recycle used paper
- * limit use of toxic chemicals and where possible use non-CFC products
- * ensure all company vehicles where possible run on unleaded fuel
- * ensure heating systems are regularly serviced
- * turn off electrical equipment when not in use.

19. Advice

If further information on health and safety is required this is available from the enforcing authority. this could be either:-

Reading

Employer Medical Advice Service
Priestley House
Priestley Road
Basingstoke RG24 9NW
tele: (01256) 404000

Reading Borough Council
Planning & Environmental Health
Civic Centre
Reading
RG1 7TD

tel: (0118) 9390268 (office hours)
(0118) 575911 (evenings & weekends)
Who enforce legislation in offices and allied sectors.

Leicester

Employer Medical Advice Service
Belgrave House
Greyfriars
Northampton
tel: (01604) 738300

Blaby District Council
Environmental Health
Council Offices
Desford Road
Narborough
Leics.

tel: 2750555
Who enforce legislation in offices and allied sectors.

First Aid training is provided through:

First Aid at Work Unit
St John Centre
Church Road
Woodley
Reading RG5 4QN

British Red Cross
244 London Road
Leicester

Appendix 1—Risk assessment

Hazard	Who might be harmed?	Is the risk adequately controlled?	What further action is necessary to control the risk?
Guillotine in Reading workshop	Production Operators	Blade is chained shut when not in use to prevent accidental movement. Only approved personel to use facility. Not to be used by lone worker.	Improve lighting
Electric pillar drill in Reading workshop	Production Operators	Only approved personel to use facility. Not to be used by lone worker. Electricity switch adjacent to drill.	Improve lighting
Electricity	All employees	Policy on working on equipment with covers removed published. All workbenches provided with RCD protectors. New mains isolator covering whole building fitted.	
Falling material/Obstruction/Fire risk in walkway between Hytec and Headland Ltd.	All who use walkway including delivery persons.	Restraining chain fitted to hold in place timber. PIR operated light fitted. Quantity of material stored at any time monitored.	No smoking in walkway to be introduced. Move water based fire extinguisher into area.
Scalpel	Production operators.	Depends on training and good practice of operators.	Place blade in cork when not in use.

**Appendix 2—Hazardous substances in use.
Refer to Hazard Sheets for detailed information**

Material	Use	Hazard/Action
Printed Circuit Cleaner PCC400H - (replacement Flux Clean 400D)	Small batch quantities and modifications - cleaning by hand.	Do not inhale spray. Ensure good ventilation. Protect eyes. Replacement flammable.
Solvent 20 SBP2	Cleaning	Highly inflammable. Avoid inhalation, contact with eyes and skin. Wear gloves and eye protection. Ensure good ventilation.
Solder flux	Soldering	Irritating to eyes and skin. Do not breath fumes.
Electrolube	EHT sealing	Flammable, must not be inhaled. Avoid contact with eyes and skin. Use in ventilated area.
Paints	Refurbishing	Flammable, must not be inhaled. Needs good ventilation.
Safewash 2000	PCB cleaning	Irritant to eyes, respiratory system and skin. Harmful by inhalation.
Ambersil	General purpose cleaner	
Araldite	Adhesive	Irritating to eyes and skin.
Butane gas refill	for Microjet T25	Extremely inflammable
Aerosol Clear Lacquer		Slight skin irritant, eye irritant.
Cellulose thinners	Cleaning	Highly inflammable.
Bleach	Domestic Cleaning	Avoid contact with eyes and skin. Do not inhale.
Tipp-Ex	Correction fluid	F/Highly inflammable.

Appendix 3

FIRE PROCEDURE

In case of fire please ensure you observe the following:

- 1: Raise the alarm
- 2: Telephone the fire brigade on 999
- 3: Tackle the fire if safe to do so—do not take risks if in doubt get out!
- 4: If you hear the alarm immediately cease what you are doing .
- 5: Leave the building by the nearest available exit.
- 6: DO NOT stop to collect personal possessions/ finish work as this time delay may be extremely dangerous.
- 7: Where possible close all doors and windows behind you.
- 8: Assemble in the car park.
- 9: Check that everybody is accounted for.
- 10: Do not return to the building until you are authorised to do so.
- 11: DO NOT PANIC.

Appendix 4

Manual Handling Operations

How to lift correctly

- Plan your lift before you start—where you'll grip it, where it's going, the path you'll follow and how you'll put it down.
- Lift the edge of the object to get an idea of its weight. If it's too heavy, get help or use mechanical assistance.
- Stand close to the load, feet firmly on the floor.
- Squat down—back straight, knees bent, stomach muscles tight.
- Grab the load firmly and make sure you can carry it before you start to move.
- Stand up slowly, lifting with your leg muscles and straightening your back as you stand. Hold the object close to your body.
- DON'T twist your body, while carrying a heavy load.
- Put the load down smoothly and slowly; bend

Appendix 5



AXA Insurance UK plc
Registered Office
107 Cheapside
London EC4N 3DU
Registrator
England No. 18888

CERTIFICATE OF EMPLOYERS' LIABILITY INSURANCE(a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1996 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policyholder employs persons covered by the policy)

POLICY No. *RG COM 728956*

1. NAME OF POLICYHOLDER *Hytec Electronics Ltd (1)*

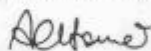
2. DATE OF COMMENCEMENT OF INSURANCE POLICY *21st June 2001*

3. DATE OF EXPIRY OF INSURANCE POLICY *20th June 2002*

We hereby certify that subject to paragraph 2:-

1. the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain **(b)** Northern Ireland, the Isle of Man, the Island of Guernsey, the Island of Jersey and the Island of Alderney; and
2. **(a)** the minimum amount of cover provided by this policy is no less than £5 million**(c)**

Signed on behalf of AXA Insurance UK plc (Authorised Insurer)

 Chief Executive

Notes

- (a)** Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- (b)** Specify applicable law as provided for in regulation 4(b) of the Regulations.
- (c)** See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.