

Health and Safety at Work Act, 1975

Target Power Generators Ltd (TPG) Health and Safety Policy

Statement Policy Agreement Date: 23/08/2023

PART ONE - General Policy Statement, Duties & Responsibilities

1.1 Policy Statement

Target Power Generators Ltd (TPG) acknowledges its responsibilities under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 1997, the Management of Health and Safety at Work Regulations 1999, and other relevant legal obligations and common law duties. TPG is committed to providing a safe and healthy working environment for all individuals on its premises, including both paid and volunteer workers, and any other visitors.

TPG's Health and Safety policy aims to:

- Take all reasonably practical measures to ensure the health, safety, and welfare of everyone on the premises.
- Provide suitable working conditions and facilities to maintain health and safety and minimise risks.
- Encourage individuals to cooperate in safety matters, identify hazards, and report any unsafe conditions.
- Ensure the provision and maintenance of safe equipment and work systems.
- Establish safe procedures for handling, storing, and transporting items and substances.
- Deliver adequate information, training, and supervision for hazard avoidance and personal safety.
- Provide specific guidance and training for personnel with specific health and safety roles.
- Address risks to the general public and others arising from TPG's activities.
- Assess and address risks to the health and safety of employees and non-employees due to TPG's activities.
- Conduct specific assessments for risks related to new or expectant mothers and individuals under 18.
- Inform other employers about potential risks to their workers on TPG's premises.

This policy may be revised by TPG's Management, with annual reviews conducted by the Health and Safety Sub-committee or appointed individuals. Reports and proposed amendments are presented to the Management Committee during their ordinary meetings.

1.2 Statutory Duty of the Organisation

TPG is committed to complying with its statutory duty to ensure, as reasonably practical:

- Safe workplaces.
- Safe plant and machinery, along with appropriate working procedures.
- Safe handling, storage, and use of materials and substances.
- Provision of information, instruction, training, and supervision for all individuals.

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Additionally, TPG will:

- Assess health and safety risks and implement necessary measures.
- Record significant findings from risk assessments and health and safety measures.
- Formulate a Health and Safety policy statement and ensure it's communication to all employees.
- Appoint a competent person to assist with health and safety responsibilities.
- Establish emergency procedures.
- Provide adequate first aid facilities.
- Ensure that the workplace meets health, safety, and welfare requirements.
- Ensure that work equipment is suitable, properly maintained, and used safely.
- Control exposure to hazardous substances.
- Implement precautions against fire, electrical hazards, noise, and radiation.
- Minimise manual handling risks and provide health surveillance when necessary.
- Supply protective clothing and equipment where other controls are insufficient.
- Maintain appropriate safety signs.
- Report certain injuries, diseases, and dangerous occurrences to the relevant health and safety authority.

1.3 Statutory Duty of TPG's Workers Employees, as well as non-employed (voluntary) workers, have legal responsibilities, including:

- Taking reasonable care for their safety and that of others.
- Cooperating with TPG on health and safety.
- Using provided work items and protective equipment correctly.
- Not interfering with or misusing safety-related items.
- Reporting injuries, accidents, and dangerous incidents.
- Acknowledging that health and safety laws apply to all workers, including those in community buildings accessible to the public.

1.4 Policy for Visitors and Contractors

All visitors must be directed to a designated representative of the Management Committee or the building's user/hirer. This person is responsible for visitor safety during emergencies and accident assistance.

Contractors within the building must promptly report safety concerns or suspected unsafe practices to the Duty representative of the Committee for investigation and reporting.

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PART TWO Organisation of Health and Safety

2.1 Health and Safety Sub-committee

TPG's Management Committee will establish a Health and Safety Sub-committee, with representation from both the committee itself and staff (both paid and volunteers). This sub-committee's role includes:

- Overseeing health and safety matters.
- Regularly reviewing TPG's Health and Safety policy and procedures.
- Conducting safety inspections of the premises.
- Ensuring risk assessments are performed.
- Taking action to fulfil TPG's health and safety responsibilities.
- Reporting performance to the Management Committee.

2.2 Health and Safety Rules

All workers must exercise care to prevent accidents and comply with established rules. Specific rules may be published as needed.

Accidents must be recorded using an accident form, and the relevant details must be reported to the Health and Safety Officer. This includes incidents that are reportable according to statutory regulations.

Fire Precautions - All personnel must familiarise themselves with fire escape routes and emergency procedures and follow instructions provided by TPG.

Equipment and appliance equipment must only be used as provided or specifically authorised by TPG. Any usage instructions must be followed precisely.

Safety clearways corridors and doorways should remain unobstructed and well-lit.

Maintenance defective equipment, furniture, and structures must be reported immediately.

Hygiene and Waste Disposal - Waste disposal facilities should be kept clean and hygienic, and waste must be disposed of following relevant instructions.

Display Screen Equipment - Users of display screen equipment are advised to take regular breaks and seek eye tests if needed. Smoking and drug use are prohibited on TPG premises.

PART THREE Arrangements and Procedures

TPG's Health and Safety Officer, nominated by the Management Committee, is responsible for ensuring the safety policy is implemented and that safety responsibilities are assigned and accepted at all levels. The officer's contact information will be displayed.

3.1 First Aid and Accident Reporting

- Information about first aid personnel and first aid box locations is prominently displayed.

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- In case of injury or illness, a member of staff or an ambulance should be called immediately.
- All accidents must be reported to the Health and Safety Officer or a staff member.
- A detailed report on incidents and accidents is prepared for the Management Committee's consideration.

3.2 Fire Drills and Evacuation Procedures

3.2.1 First Aid

- Locations of first aiders and first aid boxes are displayed.

3.2.2 Accidents

- In the event of an injury or illness, appropriate action should be taken immediately, and accidents must be recorded on an accident form.

3.3 Fire Drills and Evacuation Procedures

3.3.1 Fire Drills

- All personnel must be familiar with fire procedures and emergency exits.
- Fire alarm points and fire safety equipment will be regularly tested.
- Fire drills will be conducted at least once every three months.
- Fire prevention checks will be conducted and recorded.

3.3.2 In the Event of Fire

- Procedures for reporting fires and evacuating the building are outlined.

3.3.3 Bomb Warnings

- Protocols for handling bomb warnings are specified.

3.3.4 Cleaning Materials, General Machinery, and High-Risk Areas

- It is essential to power down and unplug all portable machinery when they are not in use.
- Exercise caution when dealing with wandering cables as they pose a hazard; always prioritize safety.
- Be mindful of slippery floors, as they can be hazardous; use appropriate warning signs.
- Adhere to the guidelines for using protective clothing and equipment on machinery, equipment, or materials, as instructed. Workers should promptly report any loss or defects in their protective gear.

3.3.5 General Guidelines:

- Keep all pathways, exits, and gates unobstructed at all times.
- Avoid blocking corridors and fire exits with furniture or equipment.
- Do not park vehicles near the building if it could create obstructions or hazards.

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- Immediately report any hazards, suspected hazards, or other health and safety concerns to the Health and Safety Officer or the on-duty staff. In the case of severe hazards, take immediate action to clear or secure the area to prevent harm to staff or other users.

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