

Caledonian Maritime Assets Ltd (CMAL)

Health and Safety Policy



CMAL

Caledonian Maritime Assets Ltd
Stòras Mara Cailleannach Eta

Date of Review	Reviewed By	Version
01/05/2014	Tom Docherty	V 1.1
01/04/2016	Kevin Hobbs	V 1.2
09/01/2017	Kevin Hobbs	V 1.3
June 2017	Addleshaw Goddard	V 1.4
21/01/2018	Kevin Hobbs	V1.5
10/01/2019	Kevin Hobbs	V1.6

1. About this Policy

Caledonian Maritime Assets Limited (CMAL) is committed to implementing the following Health and Safety Policy. Health and safety has primary importance in all its activities and strives to achieve best safety practices in all its operations.

CMAL are committed to ensuring the health and safety of staff and anyone affected by our business activities, and to providing a safe and suitable environment for all those attending our premises or on board its vessels. The Board seeks to eliminate work related illness and prevent accidents. A key activity is the identification and management of health and safety risks to employees and public across the range of its operations. The Board and its management recognise that its staff are a key resource and are committed to promoting a positive safety culture seeking continuous improvement in the health and safety performance of the organisation. It also recognises the effect other employers can have on its operations and the Board actively seeks their co-operation to achieve its aims.

This policy sets out our arrangements in relation to:-

- a) Assessment and control of health and safety risks arising from work activities;
- b) Preventing accidents and work-related ill health;
- c) Consultation with employees on matters affecting their health and safety;
- d) Provision and maintenance of a safe workplace and equipment;
- e) Information, instruction, training and supervision in safe working methods and procedures; and
- f) Emergency procedures in cases of fire or other major incident.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

This policy does not form part of any employee's Contract of Employment and we may amend it at any time. We will continue to review this policy to ensure it is achieving its aims.

2. Responsibility for Health and Safety Matters

The Chief Executive has the overall responsibility for the formulation and implementation of the Board's policy and is responsible for ensuring compliance with, and audit of, this policy and named management appointees are delegated a range of responsibilities within the policy arrangements.

3. Policy Statements

CMAL will strive to implement this policy to ensure that:

- a) Health and safety is a prime consideration at all stages of the organisation's planning and decision making processes.
- b) All operations comply with any relevant health and safety legislation required by law and where possible to exceed those requirements by way of best practice and technical innovation.
- c) All safety hazards are identified by risk assessment and the risks eliminated or mitigated where possible and adequately controlled. The risk assessments will be reviewed annually and must be revised earlier if circumstances or conditions change.
- d) All employees are competent, informed, instructed and adequately trained in health and safety matters and are provided with an appropriate level of supervision.
- e) All employees comply with relevant safety standards and co-operate with management in meeting its safety responsibilities and objectives to maximise their contribution to this policy.
- f) Effective consultation and communication channels exist between management, staff, customers and those who may be affected by our activities to secure co-operation in maintaining, reviewing and improving safety.
- g) All structures, plant, vessels, equipment, materials and substances are purchased/ designed to meet or exceed relevant safety standards and are maintained to ensure high levels of safety.
- h) All Marine Operations comply with the Port Marine Safety Code.
- i) A safe working environment is provided so far as is reasonably practical and adequate as regards facilities and arrangements for staff welfare.
- j) All accidents, safety occurrences and incidents are investigated.
- k) Health and safety objectives shall be integrated into the corporate, directorate and departmental plans, which are associated with the Board's business plan.
- l) Health & Safety standards and best practice when procuring supplies, services and works so that where appropriate Health and Safety considerations are reviewed and evaluated as part of the tender process.
- m) The safety management system is monitored, reviewed, benchmarked and audited on a periodic basis.
- n) Adequate resources are available to implement the policy and an appropriate level of expert advice is maintained, with advisers performing a co-ordinating role.
- o) This safety policy will be reviewed each year and annual reports on the Board's safety performance will be published. The Board considers safety at every scheduled meeting.

4. Your Responsibilities

- 4.1. All staff share responsibility for achieving safe working conditions. You must take care of your own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.
- 4.2. You should report any health and safety concerns immediately to your line manager.
- 4.3. You must co-operate with managers on health and safety matters, including the investigation of any incident.

- 4.4. Failure to comply with this policy may be treated as misconduct and dealt with under our Disciplinary Procedure.

5. Information and Consultation

Effective consultation and communication channels exist between management, staff, customers and those who may be affected by our activities to secure co-operation in maintaining, reviewing and improving safety. Each department within CMAL has health and safety representatives who meet on a quarterly basis at the Health, Safety and Welfare committee to discuss and minute any concerns and observations etc.

Minutes of these meetings are published and displayed on all relevant notice boards. Safety representatives can be approached or contacted at any time and their contact information is displayed on the Health and Safety poster on the main notice boards.

6. Training

- 6.1. We will ensure that you are given adequate training and supervision to perform your work competently and safely.
- 6.2. Staff will be given a health and safety induction and provided with appropriate safety training.

7. Equipment

- 7.1. You must use equipment in accordance with any instructions given to you. Any equipment fault or damage must immediately be reported to your line manager.
- 7.2. No member of staff should attempt to repair equipment unless trained to do so.

8. Accidents and First Aid

- 8.1. Details of first aid facilities and the names of trained first aiders are displayed on the notice boards.
- 8.2. All accidents and injuries at work, however minor, should be reported to your line manager and recorded in the Accident Book.
- 8.3. All accidents, safety occurrences and incidents will be investigated.

9. National Health Alerts

- 9.1. In the event of an epidemic or pandemic alert we will organise our business operations and provide advice on steps to be taken by staff, in accordance with official guidance, to reduce the risk of infection at work as far as possible. Any questions should be referred to your line manager.
- 9.2. It is important for the health and safety of all our staff that you comply with instructions issued in these circumstances.

10. Fire Safety

- 10.1. All staff should familiarise themselves with the fire safety instructions, which are displayed on notice boards and near fire exits in the workplace.
- 10.2. If you hear a fire alarm, leave the building immediately by the nearest fire exit and go to the fire assembly point. Do not stop to collect belongings and do not use the lifts. Do not re-enter the building until told to do so.
- 10.3. If you discover a fire do not attempt to tackle it unless it is safe and you have been trained or feel competent to do so. You should operate the nearest fire alarm and, if you have sufficient time, call reception and report the location of the fire.
- 10.4. Nominated individuals will be trained in the correct use of fire extinguishers.
- 10.5. You should notify your line manager if there is anything (for example, impaired mobility) that might impede your evacuation in the event of a fire.
- 10.6. Fire drills will be held at least every 12 months and must be taken seriously.
- 10.7. The HSE manager, is responsible for ensuring fire risk assessments are undertaken and implemented, and for ensuring regular checks of fire extinguishers, fire alarms, escape routes and emergency lighting.

11. Risk Assessments and Measures to Control Risk

- 11.1. We carry out general workplace risk assessments periodically. The purpose is to assess the risks to health and safety of employees, visitors and other third parties as a result of our activities, and to identify any measures that need to be taken to control those risks.
- 11.2. Measures will be taken to avoid or reduce the need to lift or carry items which could cause injury (manual handling) and to provide training on manual handling as necessary.
- 11.3. The use of hazardous substances at work will be avoided wherever possible and less hazardous alternatives will be used where available. Training on the control of substances hazardous to health (COSHH) will be provided as necessary.
- 11.4. Personal protective equipment (PPE) is provided where there are risks that cannot be adequately controlled by other means.
- 11.5. The HSE manager is responsible for workplace risk assessments and any measures to control risks.

12. Computers and Display Screen Equipment

- 12.1. If you use a computer screen or other display screen equipment (DSE) as a significant part of your work, you are entitled to a workstation assessment and regular eyesight tests by an optician at our expense.
- 12.2. Further information on workstation assessments, eye tests and the use of DSE can be obtained from your line manager.

13. Site Visits

On various occasions, CMAL staff will be required to visit different locations throughout the network. These could include locations such as, but not limited to, shipyards, vessels, constructions sites and other infrastructure which may not be under CMAL control. Not only must you adhere to the CMAL guidelines in regard to safety, but also to the site-specific instructions which should be made available to you during the initial induction process. Please contact CMAL if no site-specific safety information is made available to you.

Signed:



Kevin Hobbs
CEO
Caledonian Maritime Assets Ltd (CMAL)
Date: 10th January 2019