

Health and safety policy

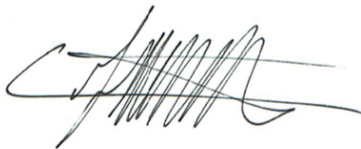
Statement of intent

At Weber Industries we are committed to ensuring the highest reasonably practicable standards of health and safety. In particular, we acknowledge our duties under the Health and Safety at Work Act 1974 and secondary health and safety legislation.

Accordingly, we are committed to ensuring the health and safety of our workers (including employees, freelancers, interns and volunteers), as well as sub-contractors and members of the public who may be affected by our work as much as is reasonably practicable. As such, we will assess and alter our work conditions, systems and equipment where necessary.

We genuinely care for our team and others affected by our work, and we design our systems accordingly. In addition, we actively encourage all our workers and contractors to engage and cooperate on workplace matters, in particular health and safety. Any questions or concerns related to health and safety at Weber Industries should be raised immediately with the studio health and safety representative Anna Bunting-Branch (Office Manager) either verbally or by email. All matters relating to health and safety will be treated with diligence and discretion.

As the company Director, I accept that I have overall responsibility for health and safety.



CGM Weber
6 April 2018

The company health and safety policy is reviewed by Weber Industries management annually, and following changes in company circumstance.

Policy date: April 2018
Date of next review: April 2019



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Weber Industries Ltd
Registered in England & Wales
Company No. 8277014

Statement of policy

Weber Industries is committed to a number of policies that have been established in order to build and maintain a healthy and safe working environment:

1. Managing risks to prevent accidents and work-related ill health
2. Maintaining safe and healthy working conditions
3. Implementing emergency procedures and evacuation plans
4. Providing PPE appropriate to working practices
5. Providing First Aid and reporting accidents
6. Making provisions for adequate welfare
7. Accommodating workers at increased risk
8. Communicating and providing training on health and safety matters

This statement of policy outlines the health and safety arrangements put in place by the company, and identifies who is responsible for their implementation. Weber Industries expects that all workers will co-operate with these policies, and take reasonable care of their own and other people's welfare as they undertake their work.

1. Managing risks to prevent accidents and work-related ill health

The purpose of risk assessments is to identify hazards and establish sensible measures to control the level of risk as far as is reasonably practicable. Weber Industries management is responsible for conducting a risk assessment and fire risk assessment of the studio premises (including Studio 11G, 10G, 7/8G, the Office, kitchen area and main toilet). The Director and team leaders are responsible for conducting risk assessments for projects where works are undertaken on-site. Workers are consulted as part of the risk assessment process, and all documents are made available on the Weber Industries Team Folder on Dropbox. Studio risk assessments are reviewed annually, and following changes in company circumstances.

Any hazards that pose a risk of fire, or could cause accidents, injury and ill health should be reported immediately to Gavin Weber (Director) or Anna Bunting-Branch (Office Manager) either verbally or by email.

2. Maintaining safe and healthy working conditions

It is the responsibility of every member of the Weber Industries team to maintain safe and healthy working conditions, both in the studio and on-site. Workers will be introduced to the studio by Gavin Weber and will be inducted into practices and procedures. Where appropriate to their role, workers will undertake a Health, Safety and Environment Test as part of their training for a CSCS card for on-site works. Studio arrangements are dynamic, as such the management encourages workers to ask questions and offer feedback to help Weber Industries develop and improve all aspects of health and safety in the workplace.



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Good housekeeping will be practiced by all workers, with management encouraging a routine daily tidy time where tools and materials are stored away, surfaces are cleaned, floors are swept or vacuumed, and bins are emptied. Outside this time, workers should maintain clean and tidy work areas, and be especially diligent of spills, trailing leads, and other objects that could cause slips and trips. Workers should take care with storage. Sheet material should be stacked securely in racks. No heavy items should be stored at height. Flammables and corrosives should be shut away in designated cabinets. All cupboard doors should be kept closed. Where sharp or oversized items present a hazard, these should be flagged with fabric or tape to increase visibility. Workers should be especially aware of stored items, materials or rubbish that pose a fire risk. Doorways and walkways – especially those marked as emergency exits – should never be blocked.

Workers should endeavour to use the studio space safely. The shutters in Studio 7/8G should be opened before any works are undertaken in the metal area, and kept open unless no workers are present. The visitor entrance in Studio 11G should be kept closed and locked when not in use. Large deliveries should be brought into the studio through the glass doors in Studio 10G. Workers should be vigilant of steps and changes in height (which are signalled where appropriate), with barriers being kept in place when works permit. Barriers, cones and hazard tape should be used to cordon off work areas outside, especially on the pavement on Haymerle Road.

Tools and equipment should only be used by authorised, competent and confident personnel – don't be afraid to ask another member of the team for help. Workers should always use adequate personal protective equipment (PPE) and methods to secure works to minimise risks; taking extra precautions when working with sharp objects or hot processes. Maintenance of tools and equipment owned by Weber Industries is the responsibility of Gavin Weber, who will delegate maintenance tasks to competent persons where necessary. Workers are responsible for the safe use and monitoring of tools and equipment they are using. In particular, the CNC machine should be closely supervised when running a new programme or working with new materials to monitor the cuts for signs of fire. Lost, damaged or defective tools and equipment should be reported to Gavin Weber immediately, either verbally or by email. Manuals are available for all workers to reference with regards to safe working practices.

Temperature and lighting in the studio is controlled to offer safe, healthy and comfortable working conditions. Workers should be diligent about working in well-lit areas at all times, and moving to ventilated areas or using extraction where necessary.

Workers should take precautions when undertaking work at height, or manual handling. Weber Industries provides lifting equipment, dollies, platforms and ladders, which should always be used in a safe manner. Clean gloves, as well as knee and head protection, are available for workers to wear when necessary. Workers are reminded to operate as a team at all times: don't be afraid to ask for help when you need it, remember to look out for your co-workers and be prepared lend a hand where necessary. Where team lifting or moving is necessary one person should act as co-ordinator.

When undertaking hot works workers should return to their work after a minimum of 30 minutes to inspect objects and the surrounding area for signs of fire – this includes use of the CNC machine. Objects and work areas where hot works, including the CNC machine, have been undertaken should be inspected before the studio is locked up. If hot works are undertaken at the end of the working day, or a worker is unable to complete this check, then the task should be delegated to a competent person who can review hot works on their behalf.



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Within the studio, many substances are routinely used that could potentially be injurious to health if not properly stored, handled, or used correctly. Annual risk assessments inform our COSHH (control of substances hazardous to health) procedures. Workers should ensure they wear correct PPE when working with hazardous substances, and return them to their safe storage after use. Workers should access safety data sheets (SDS) on the Dropbox to inform their working practices: *Weber Industries Team Folder > COSHH SDS*. Workers can make requests for SDS by filling in the COSHH form (kept outside the Office in Studio 11G), or emailing Anna Bunting-Branch. Workers can consult their health and safety representative (Anna Bunting-Branch) or company Director Gavin Weber to raise any concerns, or for further advice about COSHH.

Smoking is not allowed in the studio or directly outside the shutters. The designated smoking areas is in the SPACE Studio car park.

Lone working is prohibited in the studio. At the end of the day, workers should make others aware as they leave the premises. While workers are welcome to use the studio for personal projects out of hours, they must seek permission from Gavin Weber and should never work in the studio alone.

Workers should always clock-in with a named timecard at the machine in Studio 11G to record their presence on the premises. In the event of an emergency, timecard logs are the method by which workers will be accounted for at the designated Assembly Point. Visitors to the studio should be accompanied at all times. Meetings with visitors should be conducted in the office and, if taken into work areas, visitors should be offered the appropriate PPE.

3. Implementing emergency procedures and evacuation plans

Following a studio fire risk assessment, Weber Industries management have developed an emergency action plan detailing emergency procedures and plans for evacuation of the studio building. It is the responsibility of every member of the Weber Industries team to familiarise themselves with this document. A copy of the emergency action plan can be found on the Dropbox: *Weber Industries Team Folder > Emergency Procedures*. Emergency signage is visible throughout the studio, and evacuation plans are posted onto studio noticeboards. Emergency drills will be undertaken annually to test alarm systems and studio procedures.

Any concerns that workers may have regarding the company's emergency procedures should be reported immediately to Gavin Weber (Director) or Anna Bunting-Branch (Office Manager). Weber Industries will then take the necessary measures to investigate and remedy the situation.

Workers undertaking projects on-site will be made aware of emergency procedures and evacuation plans by the site manager. Workers should consult team leaders, their health and safety representative (Anna Bunting-Branch), or company Director Gavin Weber regarding any questions or concerns about on-site procedures.



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4. Providing PPE appropriate to working practices

Workers should wear well maintained safety footwear when undertaking manual work in the studio or on-site. Weber Industries will provide all other personal protective equipment (PPE) where risk assessment identifies the requirement for worker protection in instances where the risk presented cannot be adequately controlled by other means. Workers will be provided with suitable, properly fitting and effective PPE. Lost, damaged or defective PPE should be reported immediately to Gavin Weber, who is responsible for the purchase, storage and maintenance of PPE. The team should be diligent about correct storage, cleaning and requests for additional PPE stock using the Order Form (kept outside the Office in Studio 11G). The company will consider all reasonable requests for specific PPE (i.e. fitted ear protectors, lenses specific to display screen equipment etc.). Workers can consult team leaders, their health and safety representative (Anna Bunting-Branch), or company Director Gavin Weber for advice about choosing the appropriate PPE and using it correctly.

5. Providing First Aid and reporting accidents

Gavin Weber is the designated first aider for Weber Industries. First Aid kits and emergency eye wash kits are provided at clearly identified points in Studio 11G and Studio 7/8G. A list of emergency telephone numbers of doctors and hospitals is posted at First Aid points and on studio noticeboards. In an emergency, an ambulance should be called. The maintenance of first aid provisions is the responsibility of Gavin Weber.

All injuries – however small or slight – sustained by a person at work must be reported to Anna Bunting-Branch or Gavin Weber, who are responsible for recording the details in the company Accident Book (located at the designated First Aid point in Studio 11G). A review of accident books will be undertaken by Weber Industries management annually, as part of the studio risk assessment.

6. Making provisions for adequate welfare

Workers are encouraged to take breaks from extended periods of work with display screen equipment (DSE), vibrating tools or processes and strenuously repetitive labour. Where repetitive strain or hand-arm vibration issues are raised by any worker, the company will endeavour to accommodate requests for shift working. Workers whose role requires sustained use of DSE can request an eye-test by contacting their health and safety representative Anna Bunting-Branch, or company Director Gavin Weber.

Weber Industries provides a free lunch and refreshments for all workers. Except in the team's allocated lunch hour, no food should be consumed in work areas. No drinks should be consumed in work areas from open vessels. Workers are provided with their own lidded thermal cup, which they are responsible for cleaning and maintaining.

Kitchen facilities are available for all workers to prepare food and refreshments. Take care when cooking and do not leave hot pans unattended. Please use handwashing facilities and prepare food in a safe and hygienic manner. Monitor and dispose of out-of-date food. Store food in sealed containers so we don't feed the mice. The kitchen is cleaned at



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lunchtime daily on a rota system, which includes emptying the bin. Outside this please keep the kitchen clean and tidy for others to use. No washing-up should be left in the sink.

Gender neutral and accessible toilets are available for workers and visitors. The toilet is cleaned weekly. Outside this, please leave the toilet as you would wish to find it.

7. Accommodating workers at increased risk

Weber Industries recognises that some workers may from time to time be at increased risk of injury or ill-health in the workplace. We therefore ask workers to advise the company if they become aware of any change in their personal circumstances which could result in being at increased risk. This could include medical conditions, permanent or temporary disability, taking medication or pregnancy. Any information you volunteer will be treated confidentially and will have no bearing on your employment. Workers should contact the delegated health and safety representative (Anna Bunting-Branch) or Gavin Weber, the company Director. Where personnel at special risk are identified, a further assessment of risk in addition to the general risk assessment will be undertaken with regards to work in the studio and on-site.

8. Communicating and providing training on health and safety matters

While Weber Industries will take all reasonable steps to ensure the health and safety of the team, health and safety at work is also the responsibility of worker. It is the duty of each worker to take reasonable care of their own and other people's welfare and to report and situation which may pose a threat to the well-being of themselves or any other person. If a worker is unsure how to perform a certain task or feels it would be dangerous to perform a specific job, then it is their duty to report this to the delegated health and safety representative (Anna Bunting-Branch) or to Gavin Weber, the company Director.

Where appropriate to their role, site workers will undertake training in accordance with the Construction Skills Certification Scheme (CSCS). Emergency drills and other training on health and safety matters will be made available to workers as often as is deemed necessary, and will provide further opportunity for workers to express any fears or concerns they might have about their work.

All health and safety documents relating to Weber Industries are made available for the team on Dropbox. Emergency action plan: *Weber Industries Team Folder > Emergency Procedures*. Emergency evacuation plan: *Weber Industries Team Folder > Emergency Procedures*. COSHH Safety Data Sheets: *Weber Industries Team Folder > COSHH SDS*. Studio risk assessments and fire risk assessments: *Weber Industries Team Folder > Risk Assessments*. Workers are encouraged to refer to the CITB health and safety handbooks that are kept in the Office; and the St John Ambulance Service first aid manual that is kept on top of the First Aid point in Studio 11G.

Important locations:

- The accident book is located above the First Aid point in Studio 11G
- First aid points are in Studio 11G (Kit 1) and Studio 7/8G (Kit 2)



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- Emergency eye wash is located by the kitchen sink in Studio 11G and on the mezzanine in Studio 7/8G
- Health and safety law posters are posted by the clocking-in machine in Studio 11G and on the mezzanine in Studio 7/8G
- Employers' liability insurance is posted by the clocking-in machine in Studio 11G



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