

Classic & Modern Automotive Engineering Ltd

Health and Safety Policy

Introduction

Classic & Modern Automotive Engineering Ltd (“the company”) is a car specialist based in Dorton in Buckinghamshire that provides high quality servicing, repair and restoration services for classic and modern vehicles.

The company has only one full-time employee who is also the director of the company, and therefore the focus of this policy is on this employee’s health and safety, and also on the safety of those who visit the company’s premises and/or use its services.

Health and safety statement

The company is committed to the prevention of personal injury, work-related ill-health and property damage. Whatever work is undertaken, the company must ensure the maintenance of a safe and healthy environment for its employee and any visitors as appropriate.

The prevention of accidents involving injury or damage is essential to the efficient operation of the company and as such is a key responsibility. Therefore, the company director is responsible for the management and monitoring of this policy.

Health and safety commitment

Classic & Modern Automotive Engineering Ltd will;

- Endeavour to protect the health and safety of those to whom it owes a duty of care, and provide the necessary resources and information in order to do so.
- Promote a strong health and safety culture.
- Meet and, where appropriate, exceed any legal and other requirements that apply.
- Complete all work to a high standard, continually paying attention to the safety of everyone concerned (employee, customers and visitors).

- Inform customers of any faults with their vehicle that constitute a safety risk, and advise strongly against driving a vehicle until such risks are rectified fully (even if the vehicle has a valid MOT and service record).
- Where hazard and risks have been identified a process to eliminate or reduce these hazards and risks will be adopted, with the aim of continuous improvement in such matters.
- Consult with those with a legitimate interest when making decisions relating to health and safety matters.
- Record and investigate incidents to identify areas for improvements and to prevent further problems.
- Monitor, review and revise this policy as necessary at regular intervals, and conduct a full review of all health and safety matters annually.

Process for risk assessments

Where required, risk assessments will be undertaken by the company director, and the findings of any such assessments will be documented and actioned within a reasonable timescale.

Risk assessments will be reviewed every 12 months or when the work activity changes, whichever is soonest.

Health and safety risks arising from work activities

The main risks arising from the company's work activities involve the following two main areas;

- The safe handling and use of plant, equipment and substances
- The movement of vehicles on the premises

To minimise the associated risks, the company will ensure the following;

- All plant and equipment is used in accordance with the manufacturers' instructions and safety information.
- All plant, equipment and substances is operated/handled only by those with the necessary training and/or experience to do so safely.
- Plant and equipment is maintained in accordance with manufacturers' service schedules.
- Substances (fuel, oil and other fluids) are used and handled only by those with the necessary training and/or experience to do so safely, and they

disposed of in accordance with the Environment Agency's waste management requirements.

- Vehicles are moved on the premises only by those with the necessary training and/or experience to do so safely.
- Visitors to the premises are allowed only in the reception visitors' area. If they have to enter any working area (for example, to be shown a fault with their vehicle) then they will be accompanied at all time by the company's employee.
- In the event that anyone other than the company director is required to work (either paid or unpaid) for the company and/or on the premises, then they will be provided with a full briefing on all health and safety matters prior to commencing any work, a record of which will be kept accordingly. In addition, they will be supervised by the director and will only perform tasks for which they have the required training and/or experience.
- Fire exit is marked clearly.
- The Health and Safety Law poster is displayed in clear view near the entrance.

Health and safety information and equipment

- The first aid kit is kept in [TBC]
- All accidents and cases of work-related injury and ill-health are recorded in the accident book, which is kept with the first aid kit.
- The Health and Safety Law poster is displayed inside the premises near the entrance.
- Further health and safety advice is available from the Health and Safety Executive website at <https://www.hse.gov.uk>
- The company director is responsible for reporting any accidents, diseases and dangerous occurrences, if required, to the relevant enforcing authority.

Emergency procedures – fire and evacuation

The company director is responsible for ensuring adherence to fire safety requirements. This includes the following important measures;

- Emergency lighting is in place.
- Fire exit is marked clearly.

- Visitors are informed by a clear notice of the location of the fire exits and fire assembly point.
- Escape routes are checked daily by visual inspection.
- Emergency evacuation is tested and documented annually.
- Fire extinguishers are maintained and checked in accordance with the manufacturers' recommendations by a certified specialist.
- Any hazardous substances are stored in a safe environment.
- Electrical equipment is PAT tested annually.

Further information

In accordance with its commitment to promote a strong health and safety culture, the company is open to constructive input on all health and safety matters, and will reflect any such input in this policy as appropriate.