

## 1. Introduction

At RAM Universal, we are committed to ensuring the health, safety, and well-being of all employees, visitors, contractors, and anyone else affected by our operations. This policy outlines our commitment to complying fully with the requirements of the Health and Safety at Work Act 1974 (UK) and establishing a safe working environment. We are committed to providing a safe working environment for all our employees. We will aim to record 5 near miss accidents each month to ensure we are capturing any reoccurring health and safety problems.

## 2. First Aid

2.1. Andrew Fowler and Leon Pochin have been appointed as first aiders. They are trained and qualified to provide immediate medical assistance in case of injuries or health emergencies.

2.2. In the event of any health and safety-related incident, regardless of severity, all employees must inform Andrew Fowler immediately. Additionally, the incident should be recorded in the online 'near miss and accident report log.'

## 3. Fire Safety

3.1. Charlotte James, David Sewell and Jordan Knight have been designated as fire marshals. They are responsible for fire safety and emergency evacuation procedures on the premises.

3.2. All employees are required to sign onto the fire evacuation Standard Operating Procedure (SOP) administered by Charlotte James. This SOP will provide essential information on evacuation routes, assembly points, and actions to take during a fire emergency.

## 4. On-Site Assembly and Workshop Facilities

4.1. As an engineering company with on-site assembly and workshop facilities, we recognise the potential risks associated with our operations. It is our responsibility to ensure the safety of our employees while they carry out their duties.

4.2. All employees involved in assembly and workshop activities will receive specific training on the safe use of equipment identified in a risk assessment, handling of materials, and adherence to safety guidelines.

## 5. Alcohol and Drug Prohibition

5.1. RAM Universal strictly prohibits the consumption of alcohol and drugs on the premises. It is also strictly prohibited to be under the influence of alcohol on the premises, even if alcohol has not been consumed in the building. This policy applies to all employees, visitors, contractors, and any other individuals present at our workplace.

5.2. Any violation of this policy will result in disciplinary action based on it being gross misconduct, which may include termination of employment or appropriate legal actions.

## 6. Personal Protective Equipment (PPE)

6.1. Personal Protective Equipment (PPE) will be provided, and it is mandatory for all employees to wear appropriate PPE as required by specific job tasks and identified hazards.

6.2. PPE Requirements: Employees are required to use the prescribed PPE for their respective job tasks. The type of PPE needed will be determined through risk assessments conducted for each role and activity. This may include, but is not limited to, safety helmets, safety goggles, hearing protection, gloves, safety footwear, and respiratory protection.

6.3. Proper Use of PPE: It is the responsibility of each employee to ensure that their assigned PPE is worn correctly and consistently while engaged in activities that pose potential hazards. PPE should be maintained in good condition and inspected regularly for any signs of damage or wear.

6.4. Training and Familiarisation: Employees will receive comprehensive training on the proper use, limitations, maintenance, and storage of their designated PPE. Any questions or concerns regarding PPE should be addressed with the designated safety officer or supervisor.

6.5. Replacement and Repair: Damaged, missing or worn-out PPE will be replaced promptly to maintain its effectiveness. Employees must report damaged PPE to their supervisor or the designated safety officer immediately. Unauthorised repair or modification of PPE is strictly prohibited.

6.6. Special Circumstances: In situations where specific job tasks or hazardous conditions require specialised PPE not previously provided, the necessary equipment will be supplied, and proper training will be given before commencement of the task.

6.7. Visitor and Contractor PPE: Visitors and contractors are also required to wear appropriate PPE as dictated by the tasks they are performing and the associated risks. It is the responsibility of the responsible personnel to ensure that visitors and contractors comply with these requirements.

6.8. It is the responsibility of all employees to report any hazards, incidents, or near misses to their supervisor or the designated health and safety representative promptly.

6.9. Regular safety inspections and risk assessments will be conducted to identify potential hazards and implement necessary controls.

## 7. Safe Manual Handling

At RAM Universal, we recognise the importance of safe manual handling practices to prevent workplace injuries and ensure the well-being of our employees. Manual handling involves any activity that requires lifting, pushing, pulling, or carrying objects. It is our commitment to providing guidelines and training to promote safe manual handling practices throughout our operations.



## **7.1. Proper Lifting Techniques**

7.1.1. Employees must use proper lifting techniques to minimise the risk of injury. This includes bending the knees, keeping the back straight, and using the leg muscles to lift rather than straining the back.

7.1.2. Whenever possible, mechanical aids such as trolleys, lifting equipment, or team lifting should be used to reduce the physical strain of manual handling tasks.

## **7.2. Training and Education**

7.2.1. All employees involved in manual handling tasks will receive comprehensive training on proper lifting techniques, risk assessment, and the correct use of mechanical aids. Training will also cover the importance of recognising personal capabilities and limitations.

7.2.2. Refresher training sessions will be conducted periodically to ensure that employees maintain and apply their manual handling skills effectively.

## **7.3. Communication and Reporting**

7.3.1. Employees should communicate with their supervisors or designated health and safety representatives if they encounter tasks that exceed their physical capabilities or present increased risks due to load weight, awkward shape, or other factors.

7.3.2. In the event of an injury or near-miss incident related to manual handling, it is crucial to report it promptly to ensure that corrective actions can be taken to prevent future incidents.

## **7.4. Personal Protective Equipment (PPE) and Manual Handling**

Depending on the nature of the manual handling task, appropriate PPE, such as gloves, protective footwear, or back support, should be used to provide additional protection and support.

### **7.4.1. Monitoring and Continuous Improvement**

7.4.2. Regular monitoring and evaluation of manual handling practices will be conducted to identify areas for improvement. Feedback from employees regarding the effectiveness of current procedures will be considered in making necessary adjustments.

7.4.3. Lessons learned from incidents, near-misses, and best practices will be shared across the organisation to enhance our overall approach to manual handling safety. This should be logged in the 'Accidents and Near Miss Report Log'

## **7.5. Review of Safe Manual Handling Practices**

7.5.1. The safe manual handling practices outlined in this section will be reviewed periodically to ensure their ongoing relevance and effectiveness.

7.5.2. Any updates or changes to the safe manual handling guidelines will be communicated to all employees and stakeholders.

## 8. Review of Health and Safety Policy

This health and safety policy will be reviewed annually, or more frequently, if necessary, to ensure its continued suitability and effectiveness. We will conduct regular risk assessments to ensure that all of the above is still accurate and the safest way for us to operate.

Any updates or changes to the policy will be communicated to all employees and stakeholders.

Signed,

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Robert James  
Managing Director

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Richard James  
Managing Director

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Natalie Dickens  
HR Manager

[RAM Universal Presentation 2024.pdf](#)