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**Health and Safety  
Policy and Procedures  
EHS POL001**

# Document Control Page

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# Health and Safety Policy, Procedures

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# YPO HEALTH AND SAFETY POLICY STATEMENT

YPO is a public sector body, formed as a Local Authority Joint Committee in accordance within the Local Authority (Goods and Services) Act 1970. It is managed by its member Local Authorities in order to provide common goods and services to any public sector organisation.

YPO supplies a wide range of goods and services, including Stationery, Educational Materials, Furniture, Food, IT Hardware, Work Wear, Cleaning Equipment, Electricity, Fuels, Vehicles, and Grounds Maintenance Services.

The organisation has two premises in Wakefield, both are located at 41 Industrial Park. The main site and Unit K. The main site includes both office accommodation and warehousing. Unit K is a storage warehouse.

Health and Safety is considered a central business concern and to assist in the reduction of the accidents and incidents arising from all its activities, products and services the organisation is committed to the implementation of a Health and Safety Management System.

The successful implementation of YPO's Health and Safety Policy will be achieved through the commitment and involvement of all colleagues and everyone working on behalf of the company. In order to demonstrate the fulfilment of the company's responsibilities the following objectives have been adopted:

- YPO will take active steps to raise the awareness of employee responsibilities associated with their activities and encourage their involvement in Health and Safety initiatives, including relevant Health and Safety training;
- YPO will ensure compliance with all applicable legal requirements and with other requirements related to Health and Safety;
- YPO will strive to continually improve Health and Safety performance by the setting of new objectives and the on-going review of the Health and Safety Management System in order to determine its continued effectiveness;
- YPO will maintain a positive relationship with its neighbours and stakeholders through effective communication regarding Health and Safety matters;
- YPO will maintain safe and healthy working conditions by identifying hazards and controlling risks in order to prevent or reduce the risks of workplace injury and ill health;
- YPO will consult with and encourage the participation of the workforce in Health and Safety matters through constructive collaboration with Trade Union representatives and colleagues;
- YPO will take active steps to minimise Health and Safety accidents, incidents, non-conformances and hazards through improved management techniques.

This policy has the commitment of the YPO Board of Directors who will provide the resources and support necessary to meet applicable internal and external requirements for Health and Safety best practice.

Signed: *Simon Hill*  
Simon Hill (Jan 8, 2026 16:02:19 GMT)  
 Simon Hill, Managing Director

Date: 08/01/2026

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## 1.0 Introduction

1.1 YPO is committed to good corporate governance and recognises the importance of operating effectively with the highest possible standards of openness, probity and accountability. This is reflected in YPO's corporate values and thus YPO will seek to maintain safe and healthy working conditions. In doing so, YPO will engage in active partnership with the recognised Trade Union and statutory bodies in ensuring a safe and healthy workplace.

1.2 The purpose of this policy is to set out for colleagues, Members of, and visitors to YPO the key principles and the approach to Health and Safety.

1.3 YPO's Health and Safety objectives:

- Make the workplace safe and eliminate or control risks to health.
- Ensure plant and machinery are safe and that safe systems of work are set and followed.
- Ensure articles and substances are moved, stored and used safely.
- Provide adequate welfare facilities.
- Give workers the information, instruction, training and supervision necessary for their Health and Safety.
- Consult workers on Health and Safety matters and promote a positive Health and Safety culture.
- Seek year on year reduction in work place accidents and near misses.

1.4 Organisational hierarchy for Health and Safety matters:

- Managing Director
- Executive Directors
- Senior Leadership Team
- Health and Safety Manager
- All Managers

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## 2.0 Definitions and Acronyms

There are occasions where it is necessary to use acronyms and abbreviations. These are show below:

Acronym	Meaning / Comments
YPO	Yorkshire Purchasing Organisation
HSE	Health and Safety Executive
HR	Human Resources section of YPO
UNISON	The trade union representing the workforce at YPO
RIDDOR	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
COSHH	Control of Substances Hazardous to Health Regulations 2002
Senior Leadership Team	Manager responsible for a given area or function of the workplace (e.g. Head of IT is responsible for all areas of and colleagues in the area of the building known as the IT offices)
All Managers	Under the section “Manager’s Responsibility” and throughout this policy a Manager who has line management responsibilities.
Designated areas	Office and Warehouse at 41 main site Warehouse at Unit K Transport yards at both sites
Major incidents	Comparable to accidents and injuries that are notified under RIDDOR
VOSA	UK Government’s Vehicle and Operators Services Agency
PPE	Personal Protective equipment
H&S	Health and Safety

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### 3.0 Key Principles

3.1 The following principles summarise YPO's commitment to the management of Health and Safety. YPO will:

- **Culture:** seek to create an environment in which workers and visitors are safe and healthy and where they feel they can notify accidents and near misses without fear of retribution. We seek to encourage a culture of partnership working with our colleagues and their Trade Union in managing Health and Safety.
- **Prevention:** seek to ensure new policies, systems and working practices are designed to aid safe working practices and do not impinge on the health of our colleagues.
- **Detection:** provide appropriate mechanisms and supporting policies for colleagues to voice their genuine concerns about Health and Safety issues.
- **Investigation:** adopt formal procedures to investigate incidents and accidents.
- **Sanctions:** deal with person involved in incidents and accidents in an appropriate manner.
- **Redress:** will take all reasonable measures in relation to seeking redress in respect of money and assets lost.

3.2 YPO has a zero tolerance approach to the causes of accidents and will take action against those who deliberately endanger the Health and Safety of others; this may include dismissal of colleagues, prosecution of offenders and termination of contracts.

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## 4.0 Corporate and Legal Framework

4.1 YPO will work within the Health and Safety at Work Act 1974, other appropriate legislation and in accord with good practice guidelines provided by the Health and Safety Executive. Shown in the appendix of this document are some of the key regulations which impact on YPO, a brief overview of the requirements and what action YPO takes.

## 5.0 Roles and Responsibilities

### 5.1 Manager's Responsibilities

- 5.1.1 The Managing Director of YPO is responsible for the health, safety and organisational wellbeing of YPO and its colleagues.
- 5.1.2 YPO's Health and Safety Manager is responsible for the day to day implementation of the policy and procedures.
- 5.1.3 The Health and Safety Manager will report all major incidents to the YPO board of directors
- 5.1.4 Managers will ensure that Health and Safety standards are maintained to the highest possible standards and improved and that the functional areas they manage are organised and operated in a safe, healthy and secure manner and that people they manage are looked after in respect of health, safety and wellbeing.
- 5.1.5 Managers will ensure that colleagues they manage are properly trained in all aspects of Health and Safety pertinent to the work that the employee is tasked with undertaking.
- 5.1.6 Managers will ensure that their colleagues have understood any Health and Safety training they (i.e., the colleagues) have attended. In doing so Managers will ensure that colleagues are able to explain the content and learning of Health and Safety training received and that colleagues could impart that knowledge to others without any loss of meaning. Managers must record this information, and make use of it in personal development plans and for planning training needs.
- 5.1.7 Managers will also ensure that the Health and Safety Manager is engaged to assist with risk assessments for the work and working methods undertaken by all persons working directly or indirectly for YPO, or on YPO premises – be they YPO colleagues or not. This will be done prior to those persons commencing work.

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## 5.2 Employee's Responsibilities

- 5.2.1 Co-operate with Managers on Health and Safety matters.
- 5.2.2 Not interfere with anything provided to safeguard their and other's Health and Safety.
- 5.2.3 Take reasonable care of their own Health and Safety and anyone else who may be affected by their acts.
- 5.2.4 Report all Health and Safety concerns to their Manager or an appropriate person (as detailed in this policy statement).
- 5.2.5 Attend and contribute to all training events to which they are invited and ensure that they understand the training provided and how to put the actions from the training into place. At the end of the training the trainee will be required to demonstrate their understanding of the training, this will be recorded and details passed to the Health and Safety Manager.
- 5.2.6 Should colleagues not understand the training then they must advise the Trainer before the training session has ended.

## 6.0 Partner Organisations

- 6.1 YPO will work with partner organisations to improve the health, safety and wellbeing of its colleagues. Partner organisations will include commercial vendors of safety equipment as well as statutory bodies such as Fire and Rescue, HSE, Environmental Health and the Trade Union (UNISON) with which the organisation undertakes its collective bargaining.

## 7.0 Training and Awareness

- 7.1 Comprehensive training will be given to those individuals who are directly responsible for the day to day management of health, safety and fire matters, and those who investigate accidents and incidents.
- 7.2 Training, appropriate to operational roles and responsibilities, will be given to operational managers, colleagues and supervisors.
- 7.3 Comprehensive training in the use of work place equipment and work place Health and Safety will be provided to all colleagues.
- 7.4 The Health and Safety Manager will ensure that Health and Safety training is provided and that training records are maintained and made available.
- 7.5 H&S refresher training will be delivered

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## Appendix 1

**Note:** this is not an exhaustive list of all legislation that impacts on Health and Safety, but shows key legislation that is pertinent to YPO, the Actions and procedure notes may be applicable to more than one piece of legislation

<b>Legislation</b>	<p><b>The Health and Safety at Work Act 1974</b></p> <p>This is a framework for making regulations on Health and Safety and ensures all workers are covered by Health and Safety law.</p>
<b>YPO Actions</b>	<p>The Health and Safety at Work poster is displayed at key locations.</p> <p>YPO operates a Health and Safety committee, chaired by YPO executive director which is comprised of YPO (the employer) representatives and the colleagues trade union (UNISON).</p>
<b>Procedure Note / Responsible persons</b>	<p>YPO will investigate all accidents and work-related causes of sickness absence. Managers will be responsible for acting on investigation findings to prevent a recurrence. The Health and Safety Manager will monitor progress against actions and report any lack of progress to the Directors of YPO.</p> <p>In conjunction with the HR section the Health and Safety Manager will undertake Health and Safety training as part of employee's induction.</p> <p>The Health and Safety Committee will meet every month with an agenda and minutes will be posted at key locations</p>

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<b>Legislation</b>	<p><b>The Management of Health and Safety at Work Regulations 1999</b></p> <p>This specifies what employers must do to manage Health and Safety. The main requirement is to carry out a risk assessment and to record the findings.</p>
<b>YPO Actions</b>	<p>YPO undertakes and periodically reviews risk assessments of work places, of plant, equipment and tools used in the work place.</p> <p>YPO also undertakes personal risk assessments for lone workers, for those persons returning to work after ill-health, for expectant mothers and those suffering from ill-health.</p>
<b>Procedure Note / Responsible persons</b>	<p><b>Risk assessment</b> are undertaken in conjunction with the UNISON Health and Safety representative.</p> <p>Risk assessments are discussed with the Manager and colleagues impacted.</p> <p>Risk assessments are reviewed and stored electronically by the Health and Safety Manager. A risk assessment register is maintained to ensure the risk assessments are regularly reviewed</p> <p>Risk assessments are completed inline with the HSE 5 step method which includes hazards identification, consideration of people, analysis risk, recording of findings and then reviewing the risk assessment</p> <p>Safety systems of work (SSOW) are completed inline with the risk assessments to ensure colleagues are trained</p>

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<b>Legislation</b>	<b>The Management of Health and Safety at Work Regulations 1999 (Regulation 18: New and Expectant Mothers)</b> New and Expectant Mothers
<b>YPO Actions</b>	YPO will undertake risk assessments of the work place used by new mothers or expectant mothers.
<b>Procedure Note / Responsible persons</b>	Managers to ensure that risk assessments are reviewed and revised for expectant mothers and for new mothers. Where appropriate additional control measures will be applied. Managers should seek advice and guidance from the Health and Safety Manager. Expectant mothers to notify line managers and HR as soon as possible that they are pregnant.

<b>Legislation</b>	<b>The Management of Health and Safety at Work Regulations 1999 (Regulation 19: Young Persons)</b> A young person is someone who has not attained the age of 18.
<b>YPO Actions</b>	Managers and supervisors ensure that the monitoring and supervision of young persons is appropriate to the work environment and the young person.
<b>Procedure Note / Responsible persons</b>	Managers will ensure that risk assessments take into account the additional care needs of younger adults. The Health and Safety Manager will provide advice and guidance. The Talent Development Manager will ensure that managers and supervisors are trained in the care of young persons in the work place. The HR Manager to inform the Health and Safety Manager of the appointment of young persons.

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<b>Legislation</b>	<b>The Workplace (Health, Safety and Welfare) Regulations 1992</b> This legislation sets out minimum standards for workplaces, their suitability and access / egress
<b>YPO Actions</b>	YPO ensures that the workplaces and work environments are maintained in a safe, clean and comfortable state and adequate welfare facilities and systems of work are provided.
<b>Procedure Note / Responsible persons</b>	In-house maintenance team to carry out repairs to the buildings. External contractors to maintain air conditioning, lighting and ventilation systems. In house cleaners and registered waste carriers to remove waste.

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<b>Legislation</b>	<p><b>Regulatory Reform (Fire Safety) Order 2005</b></p> <p>This legislation requires employers to carry out fire risk assessments and implement suitable fire safety arrangements for warning and evacuating persons from the premises.</p>
<b>YPO Actions</b>	<p>YPO appoints competent persons to complete fire risk assessments and provide and maintain firefighting equipment</p> <p>YPO plan regular fire alarm testing and regular fire drills</p> <p>YPO ensures that there trained fire duty managers and fire marshals</p>
<b>Procedure Note / Responsible persons</b>	<p>The fire inspections are undertaken on a daily basis at main site and Unit K</p> <p>Emergency testing of alarms will be undertaken by the Maintenance Team or nominee on a weekly basis. Records of the tests will be kept.</p> <p>Any potential incidents that are indicated in the fire inspections are notified immediately to the Manager, the Health and Safety Manager and the UNISON Health and Safety Representative.</p> <p>The Health and Safety Manager will organise fire evacuation practices to be carried out at both sites at least annually.</p> <p>The Health and Safety Manager will ensure that fire evacuation procedures are displayed at key points and that safe fire assembly points are clearly defined.</p> <p>The Health &amp; Safety Manager will ensure that all fire detection and fire fighting equipment is maintained</p> <p>The Health and Safety Manager will ensure sufficient fire wardens/marshalls and the appropriate training of fire wardens/marshalls.</p>

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<b>Legislation</b>	<b>Control of Substances Hazardous to Health Regulations 2002 (COSHH)</b> Employers must identify substances that put people's health at risk and take precautions to protect them.
<b>YPO Actions</b>	YPO COSHH risk assessments are to: <ul style="list-style-type: none"> <li>• Asses the risks.</li> <li>• Decide what precautions are necessary.</li> <li>• Prevent or control exposure.</li> <li>• Ensure control measures are used and maintained.</li> <li>• Monitor the exposure.</li> <li>• Carry out appropriate health surveillance.</li> <li>• Prepare plans to deal with accidents, incidents and emergencies.</li> <li>• Ensure colleagues are properly informed, trained and supervised.</li> </ul>

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<b>Procedure Note / Responsible persons</b>	<p>Products used by YPO colleagues (and supplied by YPO to others) that are hazardous to health will be identified prior to purchase by YPO buyers. YPO buyers will ensure the provision and availability of COSHH data sheets to the COSHH supervisor in Operations.</p> <p>The Health and Safety Manager will provide guidance to Managers who will ensure that the storage and handling of all materials that are deemed substances hazardous to health is done accordance with safe and best practice. Operational Managers will also ensure that the actions required to contain any spillages, and the cleaning of such spillages is done in accordance with best practice and by trained persons.</p> <p>Operations and Transport Managers will ensure that advice and guidance provided by the Health and Safety Manager is adhered to.</p> <p>Operations and Transport Managers to advise the Health and Safety Manager of any spillages of Substances Hazardous to Health.</p> <p>The Health and Safety Manager to record all incidents and actions taken in a central file and, where necessary, notify the proper authorities.</p> <p>Operations Managers who will ensure that the storage and handling of goods is done accordance with safe and best practice. Operational Managers will also ensure that the actions required to contain any spillages, and the cleaning of such spillages is done in accordance with best practice and by trained persons. The Health and Safety Manager will provide advice and guidance and investigate any issues arising from handling and storing materials.</p>
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<b>Legislation</b>	<p><b>Personal Protective Equipment at Work Regulations 1992</b></p> <p>Employers must supply PPE free of charge and it must be used by colleagues where there are risks that cannot be controlled in other ways.</p>
<b>YPO Actions</b>	<p>YPO provides the following PPE to its colleagues and visitors when required:</p> <p>Hi-viz jackets (or shirts), work wear trousers, safety shoes / boots, gloves (task specific) and other task specific PPE, e.g., Wet working clothing, RPE and hearing protection</p> <p>Hi-viz clothing is Yellow for Operations colleagues</p> <p>Agency colleagues wear yellow hi vis with the name of their agency displayed</p> <p>Orange hi vis is worn by Operations managers.</p> <p>Visitors to the warehouse and yard areas wear pink hi vis vests</p>

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<b>Procedure Note / Responsible persons</b>	<p>Managers to issue appropriate PPE at start of employment period to all persons working in the designated areas (warehouses and transport yards).</p> <p>Managers to ensure that colleagues trained in use of PPE.</p> <p>Colleagues to wear PPE at all times in designated areas.</p> <p>Colleagues to notify their Manager if any PPE needs replacing.</p> <p>Managers to undertake periodic replacement of PPE.</p> <p>Health and Safety Manager to be consulted on PPE.</p> <p>PPE is only to be procured from authorised sources, colleagues should not supply their own PPE unless authorised by the Health and Safety Manager.</p> <p>Agency Colleagues: YPO will be responsible for ensuring appropriate PPE is provided to reflect the work and work environment. If suitable PPE is not provided by the recruitment agency to their colleagues working at YPO sites, then YPO will charge the agency for the provision of PPE.</p> <p>Contractors working on YPO sites are responsible for doing so in a safe manner and will liaise with the Health and Safety Manager on all matters related to safe working. YPO will seek the removal from site of any and all contractors not working in a safe manner.</p> <p>When entering the warehouse or transport, all members of colleagues and visitors must wear a high visibility jacket and safety footwear at all times.</p>
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**The wearing of safety PPE in the warehouse**

**ALL PERSONS ENTERING THE WAREHOUSE AND TRANSPORT YARDS MUST WEAR HI VIS AND SAFETY SHOES UNLESS AUTHORISED BY THE HEALTH & SAFETY COMMITTEE**

**The green zone in the warehouse is a safe area where visitors can view the warehouse without wearing hi vis or safety footwear.**

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<b>Legislation</b>	<p><b>Manual Handling Operations Regulations 1992</b></p> <p>There must be a full assessment of the risks including the task, the load and the environment and the person doing the job.</p>
<b>YPO Actions</b>	<p>Manual handling will be eliminated where possible</p> <p>Manual handling equipment will be provided and maintained</p> <p>Risk assessments and manual handling training provided.</p>
<b>Procedure Note / Responsible persons</b>	<p>Managers to ensure any improvement actions are undertaken as per the risk assessment.</p> <p>Managers to ensure colleagues are trained in safe manual handling procedures and in the use of any mechanical aids to assist.</p> <p>The Health and Safety Manager to ensure adequacy of training and to maintain central register of training provided.</p>

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<b>Legislation</b>	<b>Control of Asbestos Regulations 2012</b> YPO are responsible to manage Asbestos
<b>YPO Actions</b>	YPO appoint a competent contractor to complete asbestos surveys
<b>Procedure Note / Responsible persons</b>	A asbestos management survey has been completed Asbestos is a hazard with the permit to work system Refurb and demolition surveys are completed as required

<b>Legislation</b>	<b>The Safety Representatives and Safety Committee Regulations 1977</b> YPO must work inline with these regulations
<b>YPO Actions</b>	YPO work closely with the Unison and other recognised Unions
<b>Procedure Note / Responsible persons</b>	Monthly H&S committees is attended by YPO and Unison Consultation and communication is effective Regular H&S inspections are completed jointly Informal meetings to discuss H&S challenges and opportunities

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<b>Legislation</b>	<b>The Equality Act 2010</b> <b>The act legally protects people from discrimination at work</b>
<b>YPO Actions</b>	YPO will ensure safe access and egress to the building for all colleagues, visitors and contractors
<b>Procedure Note / Responsible persons</b>	<p>The building has been adapted where possible</p> <p>Future plans could further develop the access and egress into the building</p> <p>Colleagues, visitors and contractors needs are assessed individually where necessary</p>

<b>Legislation</b>	<b>Working at Height Regulations 2005</b> <b>Any persons working above or below ground level must be protected from falls</b>
<b>YPO Actions</b>	Working at Heights: Managers should ensure that working at heights is, where possible, avoided. Where working at height cannot be avoided managers must ensure that suitable work equipment that is in good working order is used to ensure the safety of those working at heights. The Health and Safety Manager will provide advice and guidance.
<b>Procedure Note / Responsible persons</b>	<p>All contractors provide RAMS and a permit to work is completed prior to works starting</p> <p>Contractors are monitored throughout works</p> <p>The roof has a fall arrest system for competent contractors only</p> <p>Work at height equipment is provided for colleagues e.g. MEWP, ladders and kick stools</p>

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<b>Legislation</b>	<p><b>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013</b></p> <p>This required employers to keep a record of incidents and accidents.</p>
<b>YPO Actions</b>	<p>Records should be kept (inline with GDPR) and must be available to Safety Representatives and Committees.</p> <p>RIDDOR requires HSE to be notified of workplace:</p> <ul style="list-style-type: none"> <li>• deaths;</li> <li>• major injuries;</li> <li>• over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 6 consecutive days;</li> <li>• injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital;</li> <li>• some work-related diseases;</li> <li>• dangerous occurrences, where something happens that does not result in an injury, but could have done.</li> </ul> <p>YPO acts in accordance with the RIDDOR Regulations</p>
<b>Procedure Note / Responsible persons</b>	<p>Managers to advise the Health and Safety Manager who will record all incidents in a central file.</p> <p>Managers to investigate, and seek advice from the Health and Safety Manager regarding preventative action.</p> <p>The Health and Safety Manager will report all incidents to HSE in accord with best practice.</p> <p>The Health and Safety Manager to explore for and investigate any underlying trends and causes and create appropriate action plans to remedy.</p> <p>The Health and Safety Manager to notify Directors of any RIDDOR occurrences.</p> <p>All colleagues must report all accidents at the time of the accident.</p>

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<b>Legislation</b>	<p><b>The Provision and Use of Work Equipment Regulations 1998</b></p> <p>Requires that equipment provided for work such as warehouse machinery is safe, properly maintained and colleagues receive appropriate training and Health and Safety information.</p>
<b>YPO Actions</b>	<p>YPO ensures the PUWER risk assessments are completed</p> <p>YPO ensures that all plant and equipment in need of maintenance is identified and regularly maintained in accordance with manufacturers recommendations.</p> <p>All colleagues using plant and machinery are suitably trained in the use.</p> <p>Colleagues must not use plant and machinery they have not been trained to use.</p>
<b>Procedure Note / Responsible persons</b>	<p>YPO will ensure that maintenance/inspection schedules are drawn up, followed and that maintenance is provided as and when appropriate.</p> <p>Managers to advise the Health and Safety Manager of any plant and machinery where training is required and of the operators who need training. The Health and Safety Manager to keep a central register of training.</p> <p>Operators of plant, equipment and machinery should notify Supervisor / Manager as soon as faults or problems are noticed.</p> <p>Any new plant or machinery must be accompanied with training manuals, maintenance schedules and safety information upon its commissioning. The Health and Safety Manager will assess the Health and Safety of any and all new plant and machinery prior to its purchase and again prior to its onsite commissioning.</p>

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<b>Legislation</b>	<b>The Health and Safety (First-Aid) Regulations 1981</b> Requires employers to provide adequate and appropriate equipment, facilities and personnel to ensure colleagues receive immediate attention if they are injured or taken ill at work.
<b>YPO Actions</b>	YPO provides several people trained in provision of first aid and provide first aid equipment at key locations.
<b>Procedure Note / Responsible persons</b>	Operational managers will ensure that there are sufficient numbers of persons trained in First Aid, the Health and Safety Manager will advise on suitability of training, numbers required and organise training and monitor. Managers will identify and ensure provision of access to first aid in areas they manage. First Aiders names and contact details are displayed on the H&S notice boards and are available electronically on sharepoint

<b>Legislation</b>	<b>Employer's Liability (Compulsory Insurance) Act 1969</b> Requires that employers take out insurance against accidents and ill-health to cover their colleagues.
<b>YPO Actions</b>	YPO has employer's liability insurance which is renewed annually.
<b>Procedure Note / Responsible persons</b>	The Employer's Liability Insurance notice is displayed at key locations through the building.

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<b>Legislation</b>	<b>Electricity at Work Regulations 1989</b> Requires employers in charge of electrical equipment and systems to ensure they are safe to use and maintained in a safe condition.
<b>YPO Actions</b>	YPO works in partnership with competent contractors for its electrical requirements.
<b>Procedure Note / Responsible persons</b>	Competent contractors carry out the 5-year periodic inspection testing of all YPO hard wired circuits. Portable appliance testing (PAT) is undertaken as per instruction laid down in HSE guidance The Health & Safety Manager organises PAT testing and actions required following PAT testing.

<b>Legislation</b>	<b>Health and Safety (Safety Signs and Signals) Regulations 1996</b> Requires employers to ensure that safety signs are provided in circumstances where there is a significant risk to Health and Safety that has not been removed or controlled by other methods.
<b>YPO Actions</b>	YPO displays signs in accordance with these Regulations.
<b>Procedure Note / Responsible persons</b>	The Health and Safety Manager to ensure that all Health and Safety signs are displayed in accordance with regulations and to ensure that signs are un-obstructed, clearly visible, appropriate to the task and are understood by colleagues.

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<b>Legislation</b>	<b>Health and Safety (Display Screen Equipment) Regulations 1992</b> Requires employers to protect workers from health risks of working with display screen equipment (DSE). It applies to workers who use DSE daily for continuous periods of one hour or more.
<b>YPO Actions</b>	YPO makes use of computer screens and will comply with the best practice and the DSE Regulations. Screen users will be provided with training and undertake Workstation Risk Assessments.
<b>Procedure Note / Responsible persons</b>	Managers and Supervisors will arrange for display screen equipment / workstation assessments to be undertaken and for any amendments that are required to ensure compliance are provided. DSE assessments will be reviewed on annual basis.

<b>Legislation</b>	<b>Lone Workers – HSE Guidance Document INDG73</b> Employers should provide training, supervision, monitoring and support for lone workers.
<b>YPO Actions</b>	YPO has a number of mobile workers (Area Sales Managers) and members of colleagues who may work from home from time to time.
<b>Procedure Note / Responsible persons</b>	The Health and Safety Manager will ensure that managers of mobile workers are provided with appropriate guidance. Managers of mobile workers are to ensure that the mobile workers are provided with materials and tools to ensure that they are working in a safe environment.

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<b>Legislation</b>	<b>The Working Time Regulations 1998</b> These limit the working week to an average of 48 hours (although there is an opt-out), and the working day to an average of eight hours.
<b>YPO Actions</b>	YPO complies with the Working Time Regulations.
<b>Procedure Note / Responsible persons</b>	HR Manager to monitor for any breaches of this regulation and take appropriate action to remedy this.

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<b>Legislation</b>	<p><b>Safe driving</b></p> <p>The use of mobile device or screen whilst driving or operating machinery and plant is prohibited.</p>
<b>YPO Actions</b>	<p>YPO has an VOSA Operators Licence OB0182114</p> <p>Transport Drivers are provided with a YPO Drivers hand book.</p> <p>Transport Drivers complete a daily vehicle check.</p>
<b>Procedure Note / Responsible persons</b>	<p>The Transport Manager ensures that all aspects of vehicle fleet are managed in accord with VOSA operators licence.</p> <p>The Transport Manager will ensure that YPO vehicles are fit and proper for use and that all aspects of the requirements of having an operators licence are complied with.</p> <p>The Transport Manager will ensure that all drivers of YPO vehicles use them in a competent, courteous and professional manner.</p> <p>Transport Drivers are to undertake a daily vehicle check and record any defects in the YPO daily vehicle check and defect book (one per vehicle) and provide the transport office with a copy of the daily record.</p> <p>Users of YPO vehicles are not to use a mobile phone or any other electronic device whilst driving.</p> <p>Users of YPO vehicles (including cars) are not permitted to a smoke in the vehicle.</p>

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<b>Legislation</b>	<b>Construction Design Management Regulations 2015</b>
<b>YPO Actions</b>	YPO are responsible for contractors in accordance with Construction Design Management Regulations 2015
<b>Procedure Note / Responsible persons</b>	<p>YPO will manage the safety of contractors, colleagues and visitors:</p> <ul style="list-style-type: none"> <li>• sensibly plan the work so the risks involved are managed from start to finish</li> <li>• have the right people for the right job at the right time</li> <li>• cooperate and coordinate work with others</li> <li>• have the right information about the risks and how they are being managed</li> <li>• communicate information effectively to those who need to know</li> <li>• consult and engage with workers about the risks and how they are being managed</li> </ul> <p>Only approved contractors are permitted to work at YPO.</p> <p>All projects are managed inline with our change management procedures.</p>

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# EHS POL001 Health and Safety Policy and Procedures v3 2025

Final Audit Report

2026-01-08

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