

## FLAMEPROOFED BOARDS

Unit 6 Marcus Close, Tilehurst, Reading, Berkshire, RG30 4EA

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Website: [www.creffields.co.uk](http://www.creffields.co.uk)

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# Health & Safety Policy Statement

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Company Name: Creffields (Timber & Boards UK)

Revision Date: 23/05/2025

Next Review Date: 22/05/2026

Approved by: Nigel Creffield

Signature 

Position: Chairman

## 1. GENERAL STATEMENT

The health and safety of all our employees, contractors, self-employed associates, visitors, customers and members of the public who are, or who may be, affected by our operations is of paramount importance to us.

Senior Management has reviewed Health, Safety and Environmental legislation in setting our Health & Safety Policy and objectives.

Creffields is committed to complying with all legal obligations under the Health and Safety at Work etc. Act 1974 and related legislation. We strive to continually improve health and safety performance in all our timber and board operations, including manufacturing, processing, storage, and handling.

## 2. COMPANY RESPONSIBILITIES

We will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all employees and others who may be affected by our operations.

This includes managing risks arising from:

- Exposure to wood dust and chemicals (in accordance with COSHH)
- Manual handling of timber sheets (MHOR)
- Fire and explosion risk from wood storage and dust (Fire Safety Order 2005)

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- Lifting Operations and Lifting Equipment Regulations 1998
- And any other applicable health and safety legislation

We aim to provide a sound basis for cooperation between management and employees and to encourage continuous improvement in our H&S performance.

### 3. OBJECTIVES AND COMMITMENT

#### 3.1 Objectives:

- Reduce risk, prevent injury and avoid property/environmental damage
- Identify and control health and safety hazards effectively
- Maintain safety standards that meet legal and industry best practices
- Review and develop procedures such as legislation, technology, or operations change

#### 3.2 Commitment to Employees:

We are committed to:

- Consulting with employees on health, safety and welfare issues
- Ensuring all staff are trained and competent to carry out their duties safely
- Supporting continuous professional development through induction, re-training and performance assessment
- Continually auditing and reviewing the effectiveness of this policy

### 4. LEGAL OBLIGATIONS

Creffields recognises its legal obligations under:

- Health and Safety at Work Act 1974
- COSHH Regulations 2002
- PUWER 1998
- Manual Handling Operations Regulations 1992
- Fire Safety Order 2005
- Lifting Operations and Lifting Equipment Regulations 1998
- And any other applicable health and safety legislation

Our H&S documentation is available to all employees, contractors, and others affected by our work. Employees are required to familiarise themselves with the H&S Manual, raise concerns promptly with their supervisor, and participate fully in safety procedures.

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## 5. SECTOR-SPECIFIC HEALTH & SAFETY CONTROLS

### Manual Handling:

- Tasks involving heavy timber boards are risk assessed
- Staff trained in lifting techniques
- Use of trolleys, forklifts, vacuum lifts where practicable

### Fire Safety:

- Fire exits and routes kept clear and well-marked
- Suitable fire extinguishers and alarm systems installed
- Wood dust and offcuts removed regularly
- Fire risk assessments reviewed at least annually

### Personal Protective Equipment (PPE):

- High-visibility clothing, gloves, safety boots, glasses and hearing protection issued as required
- All PPE maintained and replaced when necessary

## 6. HEALTH & SAFETY ADVISORY SERVICE

To assist in fulfilling our legal duties and maintaining industry best practice, we have appointed:

MICLAN FM Consultants

They function as our Competent Person and provide professional guidance and support, which we follow to ensure ongoing compliance and improvement.

## 7. FORKLIFT TRUCKS

- Forklifts operated only by trained and certified personnel
- Pre-use checks and regular inspections completed and logged
- Pedestrian walkways and loading zones clearly marked
- Loads securely stacked and evenly distributed
- Safe speed limits enforced in warehouse and yard areas

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## 8. POLICY MONITORING AND REVIEW

- This policy will be reviewed annually or following significant operational or legislative changes
- Performance is monitored through internal audits, safety audits, and staff feedback
- All changes will be communicated to staff and documented appropriately