



Safety Policy

Part 1: Health and Safety Statement of Intent

I, Stuart Durrell, Director of Fuel Oils (Holdings Ltd) accept overall accountability for the health, safety and welfare of the Fuel Oils Groups employees and others who may be affected by our activities.

It is my intention that Fuel Oil (Holdings Ltd) will comply with its legal obligations and relevant standards.

Our objectives this year are to consolidate and improve;

- the identification of significant risks and the implementation of effective control measures,
- the identification and provision of training needs and associated records,
- the use of safety tours and inspections to verify / improve health and safety performance
- the procedures used to support the management compliance arrangements and
- review and record our health and safety performance every quarter.

Additionally, it is our intentions to achieve the status of Fleet Operator Recognition Scheme (FORS) Bronze Award (see note ★ below) within the next twelve months. We aspire to gain the Silver Award within a stated timescale once that has been achieved.

Our arrangements will ensure so far as is reasonably practicable:

- The provision and maintenance of a safe workplace.
- The provision, maintenance and safe use of work equipment.
- The transportation, storage and use of articles and substances safely.
- The provision of adequate, information, instruction, training and supervision.
- The provision of safe access and egress.
- The provision of adequate welfare facilities.
- Consult with our employees when carrying out risk assessments and implementing appropriate control measures.

Parts 2 and 3 of this Policy state;

- the accountabilities and responsibilities for ensuring that the intentions given above are effectively implemented and
- the arrangements to support the implementation of our health and safety intentions.

Stuart Durrell
Director
Fuel Oils (Holdings Ltd)
June 2024

Note ★ Bronze accreditation confirms that we employ good practice and comply with the requirements laid out by the Fleet Operators Recognition Scheme (FORS Standard). This includes demonstrating dedication to driver and vehicle safety, combined with improving operating practices through effective monitoring of fuel and tyre usage

Part 2: Accountabilities and responsibilities for health and safety

1. Stuart Durrell, Director

Director accountable for compliance with the duties required by statute / civil law and standards appropriate to the work undertaken by Fuel Oils (Holdings) Ltd.

This is achieved by;

- appointing the persons named below specific responsibilities to ensure compliance,
- supporting the implementation of measures as advised by those given responsibility for achieving and maintaining compliance with his authority and provision of resources and
- participation in the formal review of health and safety performance every three months.

2. Mike York, Transport Manager / Health & Safety Coordinator

Duties:

- Ensure that any risks associated with Fuel Oils activities are assessed and appropriate controls identified.
- Check that the controls described in risk assessments are being carried out and are effective by:
 - Safety inspections at regular intervals
 - Safety management audits during the year.
- Ensure that actions raised following audits, inspections, accidents / incidents and employee / customer involvement are implemented in a timely manner.
- Ensure regular meetings are held where health and safety issues are discussed.
- Ensuring regular management meetings where health and safety performance is reviewed.

3. Ben Wraight, Deputy Transport Manager / Health & Safety Coordinator

Manager appointed to assist Mike York in his work to achieve compliance.

Duties:

- To be familiar with the documentation supporting the effective management of health and safety.
- To be competent to stand in for Mike York in the event of his unavailability for whatever reason.

4. Office Managers

To work with and assist Mike York to achieve compliance specific to matters relating to the activities carried out within the Office i.e.:

- Display Screen Equipment assessments.
- Regular safety inspections of the premises.
- Engagement in fire safety precautions for;
 - appointing and training an adequate number of Fire Wardens,
 - planning and executing emergency evacuation exercises (one per year)
 - testing fire detection alarms emergency lighting batteries and
 - maintenance and certification of fire detection and emergency lighting.

5. Alan Wallis, General & Dangerous Substances & Explosive Atmosphere (DSEAR) Safety Advisor

Appointed to provide advice and guidance on the most effective / efficient means to achieve compliance with health & safety legislation and associated standards.

6. Alex Clifton, Dangerous Goods (DGSA) Safety Advisor

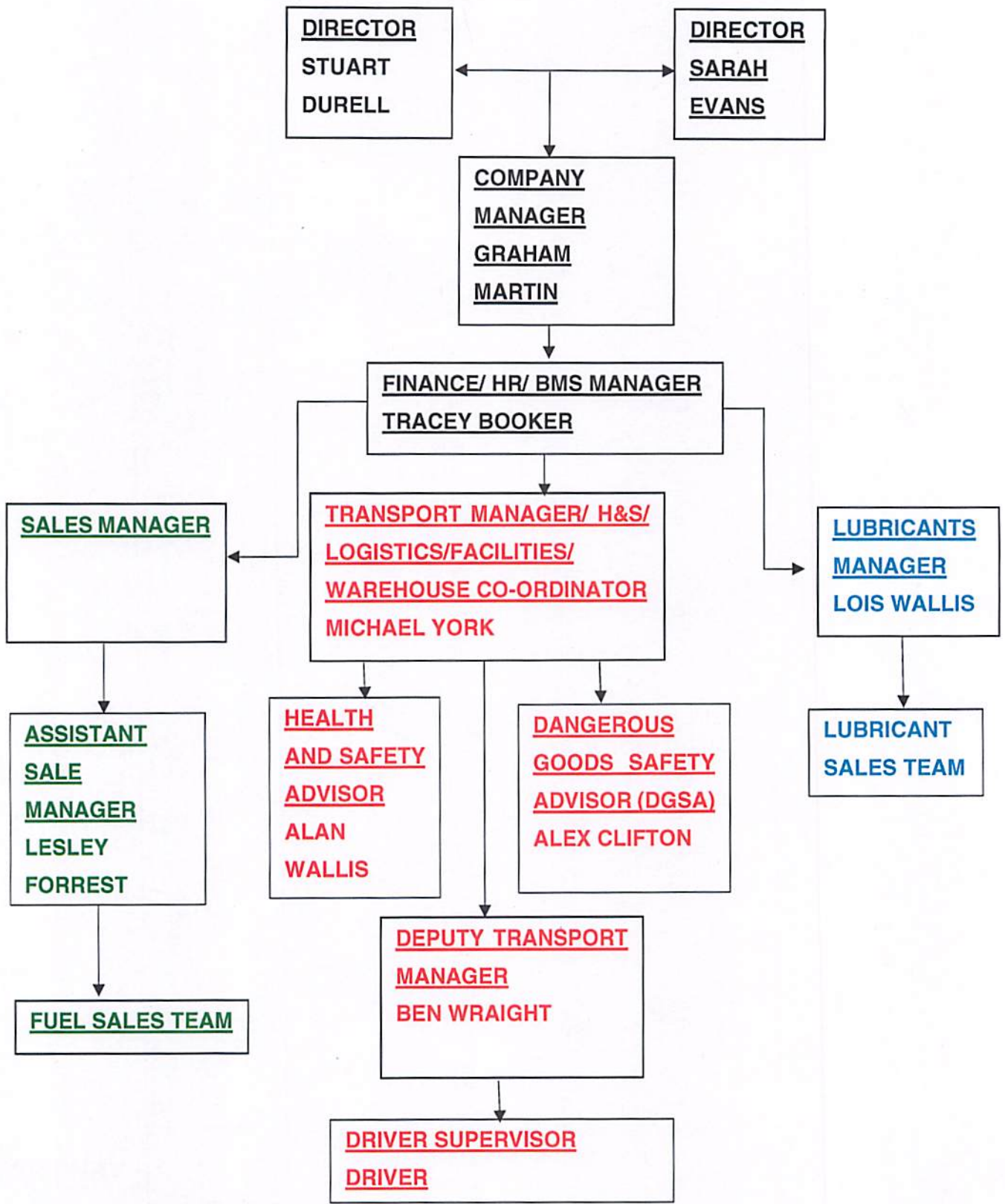
The duties of a Dangerous Goods Safety Adviser are detailed in Accord Dangereux Routier (ADR – Carriage of Dangerous Goods) Regulations 2023, Section 1.8.3. and consist of:

- Monitoring compliance with the requirements governing the carriage of dangerous goods
- Advising the undertaking on the carriage of dangerous goods
- Preparing an annual report to the management of the undertaking or a local public authority, as appropriate, on the undertaking's activities in the carriage of dangerous goods. Such annual reports shall be preserved for five years and made available to the national authorities at their request.

7. Employees

Your most important responsibilities as an employee are;

- to take reasonable care of your own health and safety,
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work,
- to co-operate with those involved with health and safety training and in making sure that all risk control measures described during training are carried out,
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job, your employer may need to change the way you work,
- to tell your employer if something happens that might affect your ability to work, like becoming pregnant or suffering an injury - because your employer has a legal responsibility for your health and safety, they may need to suspend you while they find a solution to the issue or problem, but you will normally be paid if this happens,
- if you drive or operate machinery, you have a responsibility to tell your employer if you take medication that makes you drowsy - if you have, they should temporarily move you to another job if one is available.



Part 3: Arrangements for health and safety

These are the procedures use to standardise the following:

1. Appointment of persons with health & safety accountabilities / responsibilities.

Continuity in competence for responsible and accountable roles

- The roles described above and subsequent devolved accountable duties are incorporated into the Job Descriptions (JD) held on file.
- Any personnel changes for the roles described above will only occur after;
 - the duty holder has ensured the successor has appropriate competence,
 - the successor together with the duty holder has reviewed assessments serviced by the duty holder,
- the change in role is reflected in JDs and
- all personnel have been briefed on role and duty changes.

2. Control of documentation.

Including:

- The establishment of a single file where all documents associated with the management of health and safety are held.
- That file is accessible to all persons with defined health and safety roles.
- Mike York is responsible for version control and maintaining the relevance of health and safety documents with respect to;
 - regular review (every 12 months) to ensure the documents remain relevant to the needs of Fuel Oils Ltd and
 - comprehensive review following significant changes to; management, operations and location of activities.

3. Assessment of risk

Include:

- General Risk Assessments that describe;
 - all significant hazards,
 - those affected,
 - the likelihood of a hazardous event (an accident),
 - the foreseeable consequences
 - the control measures to reduce risk to acceptable levels.
- Hazard Specific Assessments that are required for more complex hazards initially identified in the General Risk assessment and include;
 - Fire Risk Assessments (FRA) specific to premises used,
 - Dangerous Substances and Explosive Atmospheres Regulations (DSEAR) Assessments that discuss controls relating to the storage and carriage of flammable liquids,
 - Display Screen Equipment (DSE) Regulations assessments that cover ergonomic / musculoskeletal / vision issues and controls with respect to extended periods use and
 - The Control of Substances Hazardous to Health (COSHH) Assessments where all the substances in use that may present health issues are examined to identify alternative less hazardous produces and means used to prevent contact.

The following will be reviewed and the resultant drafts of those still relevant to company activities will be forwarded to M York for comment and further review before being introduced. This review will incorporate the needs of Fuel Oils for an effective safety management system and FORS Certification as described in the Statement of Intent.

Topic No	Subject
1.	Office Safety
2.	Depot Fire Risk Assessment and Associated Controls
3.	Dangerous Substances & Dangerous Atmosphere (DSEAR) Assessments and Associated Controls for Depots
4.	House Keeping
5.	Asbestos
6.	Mains Electricity
7.	Fork Lift Trucks
8.	Hazardous Substances – FORS Bronze requirement
9.	Manual Handling – FORS Bronze requirement
10.	Safety on Customers Premises
11.	Selection and Use of Personal Protective Equipment (PPE)
12.	Selection and Use of Work Equipment
13.	Slips, Trips and Falls
14.	Working at Height (vehicle access) – FORS Bronze requirement
15.	Confined Spaces
16.	Loading and Unloading Tankers
17.	Spillage of Substances
18.	Traffic Movement Safety
19.	Reversing, manoeuvring and turning – FORS Bronze requirement
20.	Working around moving vehicles – FORS Bronze requirement
21.	Drugs and Alcohol
Driving for Work– FORS Bronze requirement	
22.	D2 Seat belts, speed, distraction and adverse weather
23.	D5 In-vehicle communications
24.	V5 Safe loading and load restraint
25.	O1 Routing, including prescribed passenger routes, designated routes to and from construction sites, and notified routes for abnormal indivisible loads (AIL)
26.	O4 Passenger safety
27.	O5 Specialist operations
28.	O6 Operational security
29.	O7 Counter terrorism

The policy, procedures, risk assessments, method statements, records and data relevant to health and safety shall be:

- Documented and reviewed in accordance with FORS requirement M1
- Retained in accordance with FORS requirement M2
- Communicated in accordance with FORS requirement M5

4. Accident / incident recording, investigating and reporting

The following describes the actions to be carried out should an incident occur that;

- causes injury requiring medical attention (more commonly called an accident) or
- had the foreseeable potential to cause injury requiring medical attention.

All reference to “incident” in the remainder of this document is to be taken as “accident / incident.”

The most senior person available should conduct a timely and thorough investigation. The outcome of the investigation is to find the root cause and preventative measures carried out.

Whether the outcome of an investigation is successful in identifying preventative measure depends totally on the quality of the evidence gathered as soon as possible following the incident.

The actions carried out by the most senior person available fall into three distinct stages.

4.1. Stage One – immediately after the incident

- Attend to the needs of any injured persons and call for emergency support as required at the same time as minimising risk to others
- Make the immediate area safe using barriers etc.

4.2. Stage Two – deciding whether the incident should be reported to the HSE

Guidance on the type of accident that should be reported and the mechanism can be found at <https://www.hse.gov.uk/pubns/indg453.pdf>

4.3. Stage Three – evidence gathering & report.

- Identification of witnesses,
- Video / photographs / sketches of scene with measurements where possible,
- Equipment / tools that may be significance in the incident to be secured.
- Statements taken from witnesses (see below)
- Incident Report Form to be completed and forwarded to DTN Managing Director & Training Director.

4.3.1. Taking a Statement

It is very important that statements contain facts and not opinion. They should be in the words of the person giving the statement but can be written by the Line Manager. It should be made very clear to the witness that they should not sign the statement unless they were completely happy that its contents are true. The witness may correct (and countersign any parts of the statement that may have been misinterpreted **before** signing. Any space left on the final page must be crossed through.

The statement should cover where possible;

- a) How long they have worked for Fuel Oils and in what capacity.
- b) Name of line manager.
- c) Experience / qualifications (where possible dates of training).
- d) Location of incident.
- e) An account of the nature of the work being carried out covering;
 - management arrangements,
 - equipment being used,
- f) pre-start briefing specifically;
 - risks and appropriate control measures and
 - the Method Statement appropriate to the work.
- g) What they saw of the incident and did as a result.
- h) What knowledge had they of similar incidents.

Unless the witness has specialist knowledge of the use or maintenance of equipment, definitive opinions of the suitability of either must be avoided. The witness can state that they were unhappy about either but must state who they had informed.

**Appendix
Witness Statement Form**

4.4. Incident Report Form

There are five key elements;

- a) timely completion,
- b) accuracy of the details described,
- c) identification of avoidable root cause and remedial actions together with persons responsible for actions and targets for implementation and
- d) the mechanism for review (should be accomplished by review of Action Tracker).

An Incident Report Template is given in the Appendix but if additional guidance is required advice should be requested from a competent health and safety practitioner.

5. Management and review of safety performance

Include:

- Inspections.
- Audits.
- Safety Management Review Meetings