

R Pomphrett Ltd – Health & Safety Policy

Our Policy	Responsibility	Action
Prevent accidents and cases of work-related ill health by providing a safe, clean, and tidy workshop and ongoing management of health and safety risk in the workplace.	Robert Pomphrett/ Operations Manager	Vehicles, Operatives, Management and Admin are predominantly based at Tiptree Yard, with further operatives based in Ipswich, Saxmundham and Clacton. Staff must familiarise themselves with the health & safety policy, company policies, procedures & guidance and adhere to these. Induction is provided from the first working day. Staff to sign checklist when this is complete. Onsite welfare facility and drying area for jackets/boots is available. Fully equipped first aid box/eyewash station provided. Care to be taken in the workshop whilst manoeuvring vehicles and using equipment. Workshop equipment is regularly checked and maintained, and care taken to ensure staff are competent to use it.
Determine the level of experience and competence of new workers before asking them to perform a task and provide adequate training and help gain relevant qualifications.	Robert Pomphrett/ Operations Manager	All drivers/operatives to undertake CITB Touch screen H&S Environmental Test on joining. Following suitable on the job experience, operators will undertake NPORS training (industry recognised competency card). All drivers operating vehicles over 3.5 tonnes must have relevant HGV qualifications and be able to evidence this and demonstrate competency as part of their induction process. Relevant competency monitoring and regular driving licence checks are in place for staff. All drivers are required to adhere to company policies whilst operating company vehicles.
Provide and maintain safe plant and machinery by ensuring systems are in place for accurate documenting of maintenance and repair of fault or work required on lorries or equipment.	Robert Pomphrett/ Operations Manager	Regular inspections are conducted by qualified independent companies in accordance with appropriate industry standards. 'Drivers will complete daily/weekly checklists via the 'CheckedSafe' app which is set up on driver tablets. Completed checks will trigger alerts to the company via the workshop tablet to highlight emerging vehicle issues. R Pomphrett Ltd to keep up to date with any changes in DVLA/VOSA legislation via Director.
Display health and safety signage and provide enough personal protective equipment for each worker and lorry.	Robert Pomphrett/ Operations Manager	Each vehicle/operative must be equipped with the relevant PPE required (including a positive pressure respirator), to safely perform their daily duties. All personnel have a duty to ensure that the correct PPE is worn during working hours, and that lost or damaged PPE is immediately reported to management to facilitate its prompt replacement.
Ensuring the health and safety for workers and the customers whilst on site by providing safety information and identifying and minimising risks.	Robert Pomphrett/ Operations Manager	Where possible, electronic copies of company information, hire terms & conditions, RAMS, and safety information are sent to customers as part of the quotation process. Lorries carry cab folders which include hard copies if required on site. First aid kits and fire extinguishers are carried in all lorries. All staff receive a starter pack with a driver's handbook and safe use guidance at the start of their employment, comprising health and safety information and advice on safe and legal driving and operating to support staff to perform their duties safely. Site specific RAMS to be completed on request. Drivers to ensure site workers are briefed on procedures/risks of pump & safety equipment including anti-whip hoses to be used where applicable.
Keep safe whilst travelling to and from site.	Robert Pomphrett/ Operations Manager	All drivers to obey speed limits in force on public roads and work sites in accordance with company policies. Individual site rules and regulations must also be adhered to. All operatives must adhere to company drug and alcohol policy at all times during the working day. This is also covered in detail in the driver's handbook.
Ongoing review and improvement of health and safety standards.	Robert Pomphrett/ Operations Manager	All personnel have a duty of care to maintain their personal health & safety and the safety of others in the workplace. Any incident, accident or concern must be reported to the Admin Manager immediately and an incident form completed. Forms are kept in vehicle cab folders and can be obtained from the Tiptree yard office. Regular staff training days reinforce the principles of health and safety for all in the workplace and on site.

Signed: 

Name: Robert Pomphrett

Position: Company Director

Date reviewed: 31st March 2026 Next review: 31st March 2028