

Health & Safety Action Plan

2014 - 2017



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Executive Summary

This Health and Safety Action Plan (HSAP) sets out a series of objectives and associated actions which, if successfully implemented, will result in improved best practice and a reduction in the number of accidents in the composites manufacturing sector.

The Safety in Manufacturing of Plastics and Composites (SiMPLC) initiative was launched in 2010 with a 2010-2013 action plan. However there was difficulty achieving this primarily due to:

- Previous objectives were too wide and not specific enough to direct industry.
- Buy-in from member companies was low.
- Possibly didn't feedback to HSE sufficiently.

New objectives have been drafted by HSE and Trade Associations to enable better uptake of the initiative.

The main focus of this HSAP is to develop and implement a Health and Safety Management System (HSMS) for the UK Composites Industry, thus improving best practice and reducing the number of accidents across the sector.

The Action Plan is applicable to any size business.

Legislation states that any company employing more than five staff must have a health and safety policy in place.

The five objective headlines and descriptions are outlined in the next table.

Objective	Description
Accident Reduction	Identification of key accidents and overall reduction in number of these.
Basics of H&S	Development of a Health and Safety Management System for Composites UK member companies.
H&S Management	Development of company Health and Safety Management plans.
Competence	Identify any training required – existing courses and gaps in what is available.
COSHH	COSHH assessment processes and control measures.

Scope

The objectives set key target areas for all of industry. It is accepted that larger companies have health and safety professionals and developed management systems but have a role of sharing their expertise and experience with the rest of industry to support them in delivering the objectives.

Various targets have been set throughout the Action Plan which will be reviewed and revised on an ongoing basis.

Targets for industry uptake will be based on the number of accident returns provided in action 1 during Q1 2014 – once we have a baseline then we can set targets for improvement.

Accident Reduction

HSE is starting to target the plastics industry as they see an increase in accidents. Composites UK wants to gather data from the composites sector to see where we are as an industry and work with members to improve the situation. This is a two-part objective:

1. Establish a year-on-year target to reduce the injury rate within the sectors. The injury rate at the start of the strategy will be stated on the basis of the current accident statistic collection system. The year-on-year improvement will be benchmarked

using the accident statistic collection system already in place. Composites UK will drive for an increased return in the number of accident report forms.

2. As part of reducing the overall injury rate, specific injury areas that have been identified as the biggest cause of injuries will be targeted. These areas have been identified as:

- Hand knife injuries.
- Slips and trips.
- Manual handling.
- Dermatitis / skin conditions.

Proposed Action	Detail	Timeframe	Metric
Base-line statistics for the industry.	Gather data from current accident report forms for 2013. Need a better return from members.	2014 Q1	Data on accidents from 2013.
Improvements in accident statistics.	Year on year improvements in accidents reported.	Annual Q1	Increased number of forms returned (target TBD).
Targets for key accident reduction.	Reduction in accidents reported in the 4 identified key areas. Data to be gathered through accident reporting system.	Annual Q1	Hand knife injuries = 10% reduction pa. Slips and trips = 10% reduction pa. Manual handling = 10% reduction pa. Dermatitis / skin conditions = 25% increase in skin inspections pa.

Composites UK cannot enforce health and safety but can provide best practice and supporting information.

Basics of Health and Safety

Composites UK Members need to have in place a basic health and safety management system (HSMS).

Composites UK will develop a ring-binder HSMS for Composites UK members – basic requirements they sign up to on joining. Composites UK will also offer a visit to help companies go through the file (possible future funding through mentoring scheme to do this)

HSMS development could be done through the pilot mentoring scheme - to be trialled with three companies.

The basics of health and safety include:

- A company health and safety policy statement.
- A named person within the company responsible for health and safety.
- Access to competent health and safety advice.
- A system to manage risks in your workplace including consulting employees, completing risk assessments and implementing control measures.
- A HSMS that fits with the size of the company.

Proposed Action	Detail	Timeframe	Metric
Identify funding for development of HSMS.	The Sector Mentoring scheme is a potential funding source to develop the HSMS.	2014 Q1	Funding secured.
Develop HSMS.	Develop a ring binder HSMS for the industry based on the basics of health and safety listed above.	2014 Q1	Draft scheme.
Pilot Implementation of HSMS.	Identify mentees to take companies through the HSMS in-house.	2014 Q1	Three mentees identified.
	Identify companies to take through the HSMS.	2014 Q2	Three companies identified.
Assessment of HSMS.	Assess the implementation process for the HSMS.	2014 Q2	Reduction in reported accidents within 3 companies.
Implementation of HSMS.	Industry-wide implementation of the HSMS.	From 2014 Q3	Uptake within member companies and overall reduction in accidents reported (target TBD).

Health & Safety Management/Leadership

Participating companies will self-audit where they are in terms of health and safety management each year of the strategy (with the option of) using an auditing tool provided by Composites UK.

Based on the findings of the audit tool each participating company will develop a company action plan to identify how they will improve their health and safety management year on year.

Proposed Action	Detail	Timeframe	Metric
Develop self-audit tool.	Review and update self-audit tool already developed.	2014 Q2	Audit tool updated.
	Trial on mentored companies and revise as necessary.	2014 Q3	Audit tool trialled on 3 companies identified in action 2.
Introduce self-audit tool.	Alongside HSMS, introduce self-audit tool industry-wide.	2014 Q4	Uptake of tool from member companies.
Develop Company Action Plan.	Assist participating companies in developing their own H&S action plan.	2015 Q2 onwards	Number of companies with developed action plan (target TBD).

Competence

By 31 March 2017 all participating companies will have identified the necessary skills and experience for tasks in their companies and the skills that Directors, Managers and Supervisors need to implement those tasks.

They will have identified any skills and experience gaps, highlighted training needs and developed an action plan for implementation.

They will have in place arrangements to check and monitor task performance, reassess competence in key areas and provide appropriate refresher training. Training includes on the job training, formal qualifications, specific training.

Composites UK will assist companies in implementing this by providing the following information:

- Develop self-audit tool.
- Signpost to relevant training.

Proposed Action	Detail	Timeframe	Metric
Identify training available.	Identify and signpost to all relevant training .	2015 Q1	Specific H&S training section on website.

Control of Substances Hazardous to Health (COSHH)

By 31 March 2017 all participating companies will have identified hazardous substances that are used and produced as a by-product during plastics processing.

They will have carried out COSHH assessments and implemented control measures to minimise employees' exposure to these chemicals

Proposed Action	Detail	Timeframe	Metric
Develop COSHH assessment templates.	Draw up COSHH assessment templates and example COSHH assessments.	2014 Q3	Publish on website.
Develop Risk Assessment templates.	Draw up risk assessment templates and example assessments.	2014 Q3	Publish on website.
Develop Occupational Health Guidance.	Research member companies to establish common practice.	2014 Q3	Determine baseline.
	Develop Guidance Procedures.	2015 Q4	Publish on website.

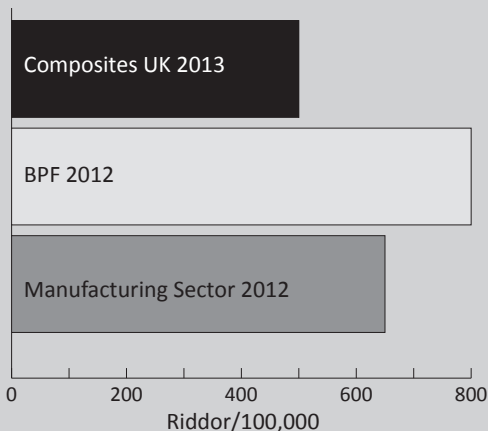
Appendix

Accident Report Data 2013

Data was received from 50 returns largely from processing companies for 2013. In summary:

- There were zero fatalities and one specified accident.
- There were nine reportable accidents.
- There were 168 non-reportable and minor accidents.

25% of the accidents relate to manual handling, only 6% were machine related, the remainder are in 'Other' category.



The graph above shows the extrapolation of reportable accidents to the industry sector benchmark of 100,000 employees.

This represents a positive picture for the UK Composites sector, but we should not be complacent and should strive for continual improvement, particularly in view of the relatively high number of non-reportable accidents.