



Health & Safety Action Plan

2018 - 2021





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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 (given in the appendix) was launched in 2010 with two subsequent 3-year strategies. The third (2018-21) aims to build on the success of the previous plans and increase industry buy-in to the scheme.

The main focus of this HSAP is to increase uptake in use of the online 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 5 staff must have a health and safety policy in place.

The 5 objectives headlines and draft objectives are as follows:

Objective	Description
Accident Reduction	Identification of key accidents and overall reduction in number of these.
Basics of H&S	Review and increase usage of Health and Safety Management System by Composites UK member companies.
H&S Management	Promotion of self-audit tool, link good H&S practice to insurance.
Competence	Identify any training required – existing courses and gaps in what is available.
Ill Health	Benchmark for industry, prioritise key issues.

Scope of the Action Plan

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.

The Action Plan is applicable to any size business. Legislation states that any company employing more than 5 staff must have a health and safety policy in place.

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





Accident Reduction

Composites UK needs to gather data from industry to monitor ongoing accident rates, identify any areas of concern and work with HSE and industry to address those.

This is a 2-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.

Proposed Action	Detail	Timeframe	Metric
Base-line statistics for the industry.	Compile and analyse data from 2013-17 to set benchmark.	2018 Q1	Data on accidents from 2013-17.
Improvements in accident statistics.	Year on year improvements in accident returns	Annual Q1	Increased number of forms returned (target 10% increase pa)
Targets for key accident reduction.	Reduction in accidents reported in the 3 identified key areas. Data to be gathered through accident reporting system. Best practice sheets on the key areas.	Annual Q1	Hand knife injuries = 10% reduction pa Slips and trips = 10% reduction pa Manual handling = 10% reduction pa

Composites UK can't enforce anything but we can provide best practice and supporting information.





Basics of Health and Safety

Composites UK Members need to have in place a basic H&S management system (HSMS) – they can set this up by using the online HSMS and self-audit tool.

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 health and safety management system and structure that fits with the size of the company.

Proposed Action	Detail	Timeframe	Metric
Review HSMS.	Review the content of the HSMS to ensure it remains current. Identify addition information required.	Annual Q1	Improvements identified.
Increased uptake of HSMS.	Increased marketing of the HSMS – ensure companies are aware of its existence.	Monthly bulletin, Weekly twitter feed, monthly linkedin post, revise flyer Q1	Number of companies completing self-audit.
Best practice guidance.	Produce case studies of best practice.	First one Q1 2018, then quarterly	Increased uptake of HSMS.





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
Increased uptake of HSMS and self-audit tool.	Increased marketing of the HSMS – ensure companies are aware of its existence.	Monthly bulletin	Number of companies completing self-audit.
	Link to reduced insurance premiums through partnership with Towergate.	Quarterly co-branded H&S email	Number of companies working with Towergate.
	Understand the supply chain requirements of the OEMs/Tier 1s in terms of H&S standards.	Q1 2018 onwards	Feedback from key OEMs.
Member companies signed up to SIMPLC.	Get member companies signed up to SiMPLC as a means of demonstrating good H&S practice.	2018 Q1 onwards	Number of companies signed up to SIMPLC.
	Work with these companies to utilize the HSMS and self-audit tool.		Aim for 50% of eligible members by end 2018.



Competence

By 31 March 2021 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 supervise and manage those tasks. They will have identified against the necessary skills and experience the 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.

It is difficult to see how Composites UK can implement this other than proved the information:

- Include in self-audit tool
- Signposting to training

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



Ill Health

Ill health is a key target area for HSE so the Composites Industry needs to focus on this. HSE is launching a new campaign 'Go home healthy' so we will align with the work of this.

There are key areas identified by HSE to target but we need to understand those that are a priority for the composites sector.

These areas include:

- Stress
- Musculoskeletal disorders (MSDs)
- Exposure to agents potentially causing lung disease (e.g. fume and process dust)
- Dermatitis
- Noise
- Hand-arm vibration

Proposed Action	Detail	Timeframe	Metric
Survey member companies to determine priority areas	Identify the top 3 priority areas for the Composites Industry. Signpost to information for the other areas	2018 Q1	Completed surveys
	Set benchmarks for the industry from which reduction targets can be drawn.	2018 Q2	Top 3 target areas identified
Raise awareness of ill health issues across the sector	Working with HSE SiMPLC group develop a marketing strategy to inform industry of the issues and signpost to relevant information.	2018 Q1	Monitor engagement through social media platforms
	SiMPLC group will work together to develop any material not already available through HSE and other sources	2018 Q1 onwards	Signpost to relevant material. Develop additional material where needed.
COSHH	Ensure information on COSHH is simple and easy to use	2018 Q1 onwards	Review information and templates on website
	Develop traffic lights system for alerting to risks		Develop simplified templates





Appendix - SIMPL Strategy 2018 - 21

Safety in Manufacturing Plastics and Composites

Strategy 2018 - 2021



Introduction

SIMPL is an initiative to help to improve the health and safety performance of the plastics and composites manufacturing industries through a partnership of trade associations, employers, trade unions, equipment manufacturers, training organisations and HSE.

The partners involved are:

- British Plastics Federation
- Composites UK
- Polymer Machinery Manufacturers and Distributors Association
- City of Wolverhampton College - Polymer Training and Innovation Centre
- Glass and Glazing Federation
- Unite
- GMB
- Health and Safety Executive

The SIMPL partners work together to:

- Identify, develop, provide and share ideas, decisions, initiatives, advice, information, guidance and support that will help prevent death, ill health and injury to those that work - and those that are affected by work activities - in the plastics and composites industries.
- Identify and raise concerns; and consult on and tackle issues as they arise, including new health and safety challenges.

More information about SIMPL and health and safety in plastics and composites manufacture can be found at [Health and safety in the plastics industry \(www.hse.gov.uk/plastics\)](http://www.hse.gov.uk/plastics).

SIMPL Strategy 2018 - 2021

This strategy:

- Recognises and builds upon work started under previous SIMPL strategies and supports the commitment of the plastics and composites manufacturing industries to the principles set out in HSE's strategy for the health and safety system for Great Britain 2016 - 2020, [Helping Great Britain work well](#), also HSE's [Health and Work strategy and plans](#) and its [sector plan for health and safety in manufacturing](#).
- Aims to help the plastics and composites manufacturing industries translate current and previous SIMPL strategic objectives, ie:
 - reduction in ill health and accidents
 - health and safety basics
 - health and safety management and leadership
 - competence

into relevant, realistic and achievable health and safety action plans.

Acting together Promoting broader ownership of health and safety in Great Britain	Tackling ill health Highlighting and tackling the costs of work-related ill health
Sharing our success Promoting the benefits of Great Britain's world-class health and safety system	Managing risk well Simplifying risk management and helping business to grow
Keeping pace with change Anticipating and tackling new health and safety challenges	Supporting small employers Giving SMEs simple advice so that they know what they have to do





Safety in Manufacturing Plastics and Composites

Strategy 2018 - 2021



Helping Great Britain work well

Ill health

- By the end of June 2018 each trade association will:
 - Identify the reasons for ill health, the risk of long latency ill health and time off work/lost time as a result of ill health:
 - state ill health, time off work/lost time at the start of the strategy on the basis of their own statistics;
 - benchmark improvement using leading and lagging indicators.
 - Put together an action plan that they will work with their members to deliver. The action plan will identify the steps to achieve the targets.
- Participating companies, with the help of their trade association, will:
 - Target and put in place control measures where relevant to minimise workers' exposure to the following:
 - stress
 - musculoskeletal disorders (MSDs)
 - exposure to agents potentially causing occupational lung disease, eg plastic/resin fume and process dust, but equally all respiratory irritants and sensitisers
 - dermatitis
 - noise
 - hand-arm vibration

Injuries

- Each trade association will:
 - Assist its members to establish controls to reduce time off work/lost time, near misses and injury rates within its sectors:
 - assist its members to state time off work/lost time, near misses and injury rates at the start of the strategy on the basis of their own statistics.
 - assist its members to benchmark improvement using leading and lagging indicators.
 - Put together an action plan that they will work with their members to deliver. The action plan will identify the steps to improve performance in these areas.
- Participating companies, with the help of their trade association, will
 - Target and put in place control measures to minimise workers' exposure to, at least, the following:
 - hand knife injuries
 - slips and trips
 - risk of injury related to machinery interventions

Acting together Promoting broader ownership of health and safety in Great Britain	Tackling ill health Highlighting and tackling the costs of work-related ill health
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Keeping pace with change Anticipating and tackling new health and safety challenges	Supporting small employers Giving SMEs simple advice so that they know what they have to do







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