



# AGD Equipment Limited

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## Response Report

**This report has been prepared in response to the Regulation 28 Report to prevent future deaths dated 5<sup>th</sup> April 2016 from David Clark Assistant Coroner.**

Please find below a detailed list of actions taken by AGD Equipment Limited since 27<sup>th</sup> May 2015 together with those that are work-in-progress at the present time.

1. The company has a health and safety policy setting out the roles and responsibilities for all personnel including directors, managers and employees. A copy of this policy is available both electronically on the computer and in a hard copy kept in the office, which is accessible to all employees. A further copy of the policy is displayed on the health and safety notice board by the canteen and another copy is on display in the office reception area.

Following the Inquest all staff have been reminded about the health and safety policy and where it can be found. The AGD employees who gave evidence at the Inquest had actually been involved in drafting the original policy and should therefore have been well aware of its contents.

2. AGD continue to use the Site Safety PowerPoint induction given to all staff before they start work. Following the Inquest, AGD have reviewed the induction with specialist advice from the company's health and safety consultants. The induction details the key health and safety positions at the company and explains the health and safety hierarchy. All staff are being given refresher training on these elements.
3. The company has a Health and Safety Committee with representatives from various areas of the business, as well as a representative from the company's health and safety consultants. The Health and Safety Committee meet monthly to discuss on-going health and safety issues. These health and safety meetings are fully minuted and the minutes are sent to the Board of Directors. The minutes are reviewed during Board meetings where health and safety is a top item on the Board Agenda. The Health and Safety Committee has been in place for a long time but again refresher information has been

given to all staff to remind them of the existence of the Committee and its function. Work is being undertaken to ensure the Committee is a fully integrated and interactive part of the safety culture in the company.

4. AGD are working closely with the HSE to ensure that risk assessments and safe systems of work are in place. AGD are also working with the close assistance of the company's health and safety consultants throughout this process to identify all risks, work duties and equipment, to ensure nothing is overlooked.

Following the accident on 27<sup>th</sup> May 2015 the company reviewed all risk assessments, COSHH assessments and safe systems of work. AGD's health and safety consultants were involved in this process and the Supervisory Team must access and use these documents when planning new tasks, or allocating work to personnel.

Having drawn up individual safe systems of work, toolbox talks were delivered to all employees likely to be involved in the relevant tasks to ensure that they understood the task and the controls in place to work safely. A full record is kept of these toolbox talks, and they continue to be discussed by the Health and Safety Committee at monthly meetings to ensure a rolling programme of continuous improvement.

The company health and safety documents including the policy, risk assessments and safe systems of work along with relevant HSE Guidance are held electronically on servers and computers. The company has also given the mobile engineers electronic tablets containing these documents for off-site reference. A hard copy of all electronic documents is also held in folders located in the Service Department office. This was already the case at the time of the Inquest and was within knowledge of those employees who gave evidence because they were part of the team directly involved in putting the documentation together. It is not known why this information was not given to the Coroner at the Inquest. Refresher training and awareness raising has been rolled out across all employees to remind them where all health and safety documents can be found.

5. The company continue to use and update the comprehensive training matrix of skills and competencies for all employees. This matrix details all health and safety training provided, or arranged by AGD, and is reviewed regularly at the Health and Safety Committee meetings. Full minutes of the Health and Safety Committee meetings are not only passed to the Board but are also displayed on the health and safety notice board.
6. The company is undertaking a full review of its safety management system to ensure that robust arrangements are in place for the future which covers (1) the company philosophy on safety; (2) the arrangements in place to plan and supervise work properly;

(3) the arrangements in place to ensure all staff are skilled, trained and competent for the work they undertake; and (4) to ensure the monitoring arrangements are adequate and properly undertaken. Hand in hand with this review is a new communications strategy to ensure all staff are aware of the system, its rules and their own responsibilities.

7. AGD have appointed a new Safety Officer/Assistant Manager with substantial experience in operational workshop health and safety. This new role has been recruited to ensure that working practices are up-to-date with current legislation and industry best practice. To compliment this new role, the company has altered the Paint Shop Supervisor role to the wider role of Workshops Supervisor so that the new Safety Officer/Assistant Manager can concentrate on ensuring all health and safety rules, controls and best practices are understood and fully implemented throughout the operational site for all employees and visiting suppliers.
8. The company continue to outsource all pressure testing work and have no intention of ever bringing the work back in house.
9. A new traffic management plan has been introduced and fully implemented to improve safety in regards to all vehicle movements in and out of our facility.
10. AGD have invested in a new health and safety software called Cognitia Safety and Compliance, which enables the company to manage all the health and safety documentation in one place. The software holds all the risk assessments, safe systems of work, COSHH assessments, near miss/accident statistics, training certificates and occupational health medical certificates. The software will be continually updated with the latest documents and certificates. The office employees are currently receiving training on this software so that they are able to use and refer to it on a daily basis.
11. Over the past twelve months AGD have spent in excess of £110,000 on safety, welfare and training. The company always have and always will invest in anything necessary to further ensure the safety of all employees, irrespective of any budget in place.