



Health & Safety Policy

Health and Safety at Work etc Act 1974

Our Statement of General Policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals.

Responsibilities:

1. Overall and final responsibility for health and safety is that of the Managing Director
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to the Commercial Manager
3. To ensure health and safety standards are maintained or improved, the following people have responsibility: Commercial Manager
4. All employees have to:
 - co-operate with supervisors and managers on health and safety matters;
 - not interfere with anything provided to safeguard their health and safety;
 - take reasonable care of their own health and safety; and
 - report all health and safety concerns to an appropriate person (as detailed in this policy statement).

Health & Safety Risks Arising From Our Work Activities:

- Risk assessments will be undertaken by the Administration Officer
- The findings of the risk assessments will be reported to the Commercial Director
- Action required to remove or control risks will be approved by the regional Director who will be responsible for ensuring the action required is implemented.
- The Commercial Manager will check that the implemented actions have removed or reduced the risks.
- Assessments will be reviewed every year, or when the work activity changes, whichever is soonest.

Consultation with Employees:

- Consultation with employees is provided by the Employee Manager at the time

Safe Plant & Equipment:

- The Commercial Manager will be responsible for identifying all equipment and plant needing maintenance.
- The Commercial Manager will be responsible for ensuring effective maintenance procedures are drawn.
- The Commercial Manager will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant and equipment should be reported to the Managing Director who will check that new plant and equipment meets health and safety standards before it is purchased.

Safe Handling and Use of Substances:

The COSHH Manager

- will be responsible for identifying all substances which need a COSHH assessment.
- will be responsible for undertaking COSHH assessments.
- will be responsible for ensuring that all actions identified in the assessments are implemented.
- will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.
- will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every year, or when the work activity changes, whichever is soonest.

Information, Instruction & Supervision:

- Health and safety advice is available from the Commercial Manager
- Supervision of young workers and trainees will be arranged, undertaken and monitored by the Health & Safety Manager

The Health & Safety Manager is responsible for ensuring that our employees, working at locations under the control of other employers, are given relevant Health & Safety information.

Competency for Tasks & Training:

The Commercial Manager shall provide

- Induction training for all employees
- Job-specific training
- Special training required for specific jobs
- Training records are kept by the Administration Officer
- Training will be identified, arranged and monitored by the Commercial Manager

Accidents, First-Aid & Work-Related Ill Health:

- Health surveillance will be arranged by the Commercial Manager
- Health surveillance records will be kept by the Administration Officer
- The first-aid box is kept at the office
- The appointed person responsible for completion of the first-aid box is the Office Manager
- All accidents and cases of work-related ill health are to be recorded in the accident book. This book is kept by the Office Manager who is responsible for reporting accidents, diseases and dangerous occurrences to the local authority.

Monitoring:

To check our working conditions, and ensure our safe working practices are being followed, the Office Manager will be responsible for investigating accidents and work-related causes of sickness absences and for acting on investigation findings to prevent a recurrence.

Emergency Procedures – Fire and Evacuation:

The Office Manager is responsible for:

- ensuring the fire risk assessment is undertaken and implemented.
- the escape routes are checked
- fire extinguishers are maintained and checked
- alarms are tested
- emergency evacuation being tested quarterly

This policy is reviewed annually.