

# Health & Safety Policy

## 1. Statement:

The Company is committed to do all that is reasonably practicable to provide a safe and healthy place of work for all employees and is also committed to achieving appropriate standards of Health and Safety at Work.

## 2. Structure, Roles and Responsibilities

The implementation of this Health and Safety Policy is the primary responsibility of the Safety Officer (Janice Parsons – Company Secretary) with overall and final responsibility being held by the Managing Director.

The Company will fulfill its responsibilities by taking steps to work in accordance with relevant Health and Safety legislation, Approved Codes of Practice and Good Working practices. This will be achieved by:-

- Seeking at all times to provide safe working procedures, good working conditions and a healthy working environment.
- Ensuring that employees know of the potential hazards connected with the various activities undertaken by the Company and are aware of how to avoid the associated risks.
- Providing training and instruction to enable employees to perform their work safely and efficiently.
- Promoting the maximum individual attention and effort on the part of employees at all times to avoid and prevent accidents.
- Requiring all staff to have current CSCS cards appropriate to their grade of employment.

The Company places particular emphasis on the responsibilities of employees to co-operate fully on Health and Safety matters. Employees have an important part to play in creating and maintaining a safe and healthy environment. It is vital that employees pay due regard to undertaking all work activities in a way which is safe and does not present risks to their own safety or that of other persons, including fellow employees.

## 3. Health and Safety Legislation

The Safety Officer is responsible for ensuring that the Company is kept up to date with changes in Health and Safety at Work legislation.

When appropriate, the Company will obtain copies of new Health and Safety at Work publications. These publications will be added to the basic library of health and safety publications held by the Safety Officer and are available to all members of staff upon request

## 4. Risk Assessments

Careful evaluation of all work activities, by way of Risk Assessments, has been undertaken in accordance with legal requirements. Copies of the Risk Assessments and Risk Control Procedures are available for inspection by employees upon request.

## 5. Safety Training

Adequate instruction will be given to all employees on the safety systems and procedures relevant to their own work activities. Senior staff are responsible for ensuring that due regard is paid to the health and safety capabilities of employees when allocating work tasks.

## 6. Safety Notices and Communications

A copy of the General Statement of Policy on Health and Safety at Work will be displayed within the work premises.

The Safety Officer is responsible for ensuring that all statutory and other safety notices are displayed as appropriate. Employees are encouraged to report safety concerns to the Safety Officer. Reporting of safety concerns is a legal responsibility placed on employees and the Company will ensure that all such reports receive due consideration.

## 7. Disciplinary Procedures

As part of ensuring that employees adhere to the safety rules and procedures established by the Company, the established Disciplinary Procedure will apply to Health and Safety at Work matters.

Any employee, irrespective of seniority, failing to follow established safety standards and procedures will be liable to disciplinary action. Records will be kept of all disciplinary warnings and the Safety Officer is responsible for ensuring the correct and consistent application of disciplinary procedures to safety matters.

## 8. Records and Registers

Safety records will be kept up to date. In particular, the Safety Officer will retain relevant records, including the following:

- Examination and test of portable electrical equipment
- Fire and emergency drills
- First Aid training
- Inspection of electrical installation
- Issue of Personal Protective Equipment
- Testing of Fire Equipment
- Waste disposal records

## 9. Accident and First Aid Procedures

Nominated persons will be trained as qualified First Aiders. First Aiders should ensure that all accidents and First Aid treatments are recorded in the accident book in accordance with company procedures.

Employees are obliged to report every injury (no matter how minor) to the First Aider for treatment if required.

## 10. Enforcing Authority Visits

Various enforcing officers will visit the Company from time to time. Environmental Health Officers and Fire Officers all have statutory authority to visit the Company to enforce legislation under their control.

The fullest co-operation with all visiting enforcement officers will be ensured and the Company will always be responsive to recommendations and advice received.

## 11. Implementation and review procedures

This policy is constantly available on the company server to allow staff access at all times. It is provided to all employees at appointment. It is further distributed to clients and potential clients on request.

The policy is reviewed at least annually or at any other time according to emerging issues, and re-distributed as above on amendment.

It is the subject of discussion at staff annual review to ensure familiarity and understanding and also to allow at least an annual opportunity to comment or suggest amendments.

The policy, and its implementation, is the responsibility of

Chris Parsons  
Managing Director

and was last reviewed on 20<sup>th</sup> October 2011