

Health and Safety Policy Statement

Health and Safety at Work Act 1974

Our statement of general policy is:

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

Signed:

A handwritten signature in black ink, appearing to be a stylized name.

(Employer)

Date: 19th May 2018

Review Date: 19th November 2018

Responsibilities

1. Overall and final responsibility for health and safety is that of Jeremy Boyce
2. Day-to-day responsibility for ensuring this policy is put into practice is delegated to Charlotte Perry
3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Name	Responsibility
Jeremy Boyce	Partner
Tom Bridgen	Warehouse Manager
Christina Bolton	Office Manager
Charlotte Perry	Business Support Coordinator

4. All employees have to:
 - a. Co-operate with supervisors and managers on health and safety matters;
 - b. Not interfere with anything provided to safeguard their health and safety;
 - c. Take reasonable care of their own health and safety; and
 - d. Report all health and safety concerns to an appropriate person (as detailed in the policy statement).

Health and safety risks arising from work activities

1. Risk assessments will be undertaken by Jeremy Boyce.
2. The findings of the risk assessments will be reported to Jeremy Boyce
3. Action required to remove/control risk will be approved by Jeremy Boyce
4. The responsibility for ensuring the action required is implemented will be Jeremy Boyce
5. Reasonability for ensuring that implemented actions have removed / reduced the risk will be Jeremy Boyce.
6. Assessments will be reviewed every the three months or when the work activity changes, whichever is soonest.

Consultation with employees

Consultation with employees is provided by monthly company meetings.

Safe plant and equipment

1. Tom Bridgen will be responsible for identifying all equipment/plant needing maintenance.
2. Tom Bridgen will be responsible for ensuring effective maintenance procedures are drawn up.
3. Tom Bridgen will be responsible for ensuring that all identified maintenance is implemented
4. Any problems found with plant/equipment should be reported to Tom Bridgen
5. Jeremy Boyce and Tom Bridgen will check that new plant and equipment meets health and safety standards before it is purchased.

Safe handling and use of substances

1. Tom Bridgen will be responsible for identifying all substances, which need a COSHH assessment.
2. Tom Bridgen will be responsible for undertaking COSHH assessments.
3. Jeremy Boyce will be responsible for ensuring that all actions identified in the assessments are implemented.
4. Jeremy Boyce will be responsible for ensuring that all relevant employees are informed about COSHH assessments.
5. Tom Bridgen will check that all new substances can be used safely before they are purchased and request relevant data sheets
6. Assessments will be reviewed every three months or when work activity changes, whichever is soonest.

Information, instruction and supervision

1. The Health and Safety Law posters are displayed next to the workshop rest room
2. Health and safety advice is available from Jeremy Boyce, Tom Bridgen or Charlotte Perry
3. Supervision of young workers/trainees will be arranged/undertaken/monitored by Charlotte Perry or Tom Bridgen
4. Jeremy Boyce is responsible for ensuring that our employees working at locations under the control of other employers are given relevant health and safety information.

Competency for tasks and training

1. Christina Bolton will provide induction training for all employees.
2. Job specific training will be provided
3. Training records are kept by Christina Bolton
4. Training will be identified, arranged and monitored by Jeremy Boyce

Accidents, first aid and work-related ill health

1. Health surveillance will be arranged by Jeremy Boyce
2. Health surveillance records will be kept by Christina Bolton.
3. The first aid box(s) are kept in the workshop, office corridor and the main office
4. The appointed person / first aider is Gemma Byrne and Charlie Lampitt
5. All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept in the administration office.
6. Jeremy Boyce is responsible for reporting accidents, diseases and dangerous occurrences to the RIDDOR enforcing authority.

Monitoring

1. To check our working conditions, and ensure our safe working practices are being followed, and we will be reactive in our monitoring. We will investigate any accident or sickness absences that occur.
2. Charlotte Perry and Tom Bridgen are responsible for investigating accidents.
3. Jeremy Boyce is responsible for investigating work-related causes of sickness absences.
4. Jeremy Boyce is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

1. Charlotte Perry is responsible for ensuring the fire risk assessment is undertaken and implemented.
2. Jeremy Boyce checks escape routes every week.
3. Fire extinguishers are maintained and checked by Reliable Fire Services Limited
4. Alarms are tested by Charlotte Perry or Christina Bolton every month.
5. Emergency evacuation will be tested every 6 months.

Working at heights; Ladders and Tower Scaffolds

Legislation

1.

Sections 28 and 29 Factories Act 1961.

The Construction (Working Places) Regulations 1966.

Sources of information

2.

Guidance Note GS 31 - Safe use of Ladders, Step Ladders and Trestles.

Guidance Note GS 15 - General Access Scaffolds.

Standards Required

3.

All work at heights must be carried out in accordance with the standards for access and working places contained in the Construction (Working Places) Regulations 1966.

Tower scaffolds must be properly erected and fitted with guardrails toe boards and a proper means of access, e.g. internally or externally secured ladder. Climbing up the scaffold frame is not permitted and this also applies to contractors on site.

Wheels, where provided, must be checked.

The maximum height of the tower scaffold must not exceed 2.5 times the smallest based dimension, i.e. width. For outside work the height to width ratio is reduced to 3 times.

All portable ladders, steps and similar means of access will be kept in an authorized position and inspected at regular intervals. Any ladder identified as being defective will be withdrawn from service and secured to prevent further use.

Ladders must be set at the correct angle of use, which is 1 metre out to every 4 meters up. If a ladder is not set correctly a decrease in safety margin is inevitable. In addition, a ladder must not be used unless it extends to a height of at least 1.1 meters above the landing level.

Whenever practicable, ladders will be lashed or footed to prevent accidental displacement during use.



Signed:

Partner

Date: 19th May 2018

Review Date: 19th November 2018