

STATEMENT OF INTENT

The Health and Safety at Work etc. Act 1974 imposes statutory duties on employers and employees. To enable these statutory duties to be carried out, it is the Policy of this Organisation, so far as is reasonable practicable, to ensure that responsibilities for safety and health and properly assigned, accepted and fulfilled at all levels of our Organisation and that all reasonable practicable steps are taken to safeguard the health, safety and welfare of all employees and visitors to the premises or operations under our control.

1. It is the intention of our Organisation, so far as is reasonable practicable, to ensure that:-
 - a) The provision and maintenance of plant and systems of work are safe and without risks to health.
 - b) Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health.
 - c) Adequate information is available with respect to articles and substances used at work, detailing the conditions and precautions necessary to ensure that, when properly used, that will be safe and without risk to health.
 - d) Employees are provided with such information, instruction, training and supervision as is necessary to secure their health and safety.
 - e) Premises under our control or operations on which we are working are safe and all plant, machinery and equipment is maintained so that it is safe not only for employees and sub-contractors but for any person who may be affected.
 - f) The working environment of all employees is safe and without risks to health and that adequate provisions are made with regard to the facilities and arrangements for their welfare at work.
 - g) The Health and Safety Policy is reviewed and updated as and when necessary (annually) and any such changes will be communicated to all employees.

2. It shall be the duty of all employees at work:-
 - a) To take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work.
 - b) To co-operate with this Organisation to ensure that we are able to comply with our legal duties.
 - c) Not to misuse or abuse anything provided by this Organisation for their safety.

Signed:..... Date:.....

Position:.....

ORGANISATION

The Directors shall be responsible for the following matters:-

1. The provision and maintenance of safe and healthy working conditions for the work force and any others who may be affected. These conditions will conform at least to the minimum laid down by the state.
2. The preparation of instructions for the organisation and administration of this policy.
3. Ensuring that each person is aware of their individual responsibilities and duties.
4. Ensuring that sound and safe working practices are both understood and observed.

5. **Ensure that all groups of employers and others who might be affected.**
6. **Identify groups of workers who might be particularly at risk.**

The risk assessments will be used positively by the Company to change working procedure and improve Health & Safety performance.

ALL EMPLOYEES

Taking reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their acts or omissions whilst at work.

Responsible for observing Health, Safety and Environmental Policies and Procedures, reporting accidents, dangerous occurrences and conditions promptly to supervision. Proper use and care of personal protective clothing and equipment supplied in the interest of Health & Safety Promoting Health & Safety & Environmental awareness.

SUB CONTRACTORS

Sub- contractors employed by the company are required to comply with requirements of all relevant Health & Safety legislation and in particular with:

- take reasonable care for the Health & Safety of themselves and other persons including the public who may be affected by their work.
- use safe systems and methods of work.
- provide suitable personal protective equipment.
- report accidents and dangerous occurrences promptly in line with statutory requirements.

INSTRUCTION AND TRAINING

Supervisors are responsible for providing new employees with suitable Health & Safety induction training on the first day of their employment or as soon as possible thereafter, advising on HEALTH & SAFETY hazards and explaining safe systems and methods of work Supervision must ensure that all employees are provided with suitable personal protective equipment, record the issue of equipment in the Health & Safety file.

HOUSEKEEPING

Good housekeeping and sensible safety precautions are the foundation of the Safety Policy and everyone must play their part. All employees are responsible for maintaining a clean and tidy workplace. Good housekeeping is vital in all work areas. Clutter and untidiness increases the risk of trips and falls and is often a fire risk. The standard of housekeeping usually indicates how well a job is managed.

REPORTING ACCIDENTS AND DANGEROUS OCCURRENCES

All accidents must be reported immediately to Supervision and recorded in the Accident Book.

WHERE A SERIOUS ACCIDENT OR INCIDENT OCCURS: -

Contact the customers representative on site immediately and inform them of the situation and, when appropriate, ensure that the emergency services have been summoned.

Contact immediate Supervision by the quickest means - normally telephone.

WHERE AN ACCIDENT OR INCIDENT OCCURS: -

Contact immediate Supervision by the quickest means. In cases when Supervisor or Manager are not immediately available the following information must be obtained and passed on to the Supervisor or Manager urgently: -

- (a) NAME OF CALLER
- (b) LOCATION AND ADDRESS OF ACCIDENT OR INCIDENT
- (c) TELEPHONE NUMBER
- (d) NAME (S) OF EMPLOYEES/PERSONS INVOLVED
- (e) NATURE OF ACCIDENT OR INCIDENT AND CURRENT STATUS OF PERSON (S) INVOLVED.
- (f) NAME OF CONTACT ON SITE
- (g) WHAT ACTION HAS BEEN TAKEN

PERSONAL PROTECTIVE EQUIPMENT

Employees are responsible for maintaining the equipment in good order and for using it properly. Protective clothing should be cleaned regularly to remove contamination and to maintain a high standard of appearance.

Hard hats must be worn on all Construction Sites and elsewhere as required. Employees who require protective equipment should contact their Supervisor.

KNIVES AND CUTTING

All Westcotes employees carry knives as part of their standard equipment. They should not leave them lying around anywhere on site and are instructed to have them sheathed when not in use.

Great care should be taken at all times when cutting materials. In the event of accidents medical advice should be sought immediately.

MANUAL HANDLING

Any items below 25 kilos can be carried by one person but anything over this weight should be moved either by a sack barrow or other mechanical equipment, if this is not available then any item up to 50 kilos can be moved with another person but anything over 50 kilos should not be attempted to be lifted without mechanical equipment. Employees **MUST NOT** attempt to lift or move anything that is beyond their capabilities and must abide by the weight ruling of nothing over 25kilos being lifted by one person. If the load has any sharp edges or abrasive surfaces, gloves must be worn for protection.

PUBLIC AREAS

All employees must be aware of other site staff or members of the public being present and must take care when entering and leaving premises through doors or on stairs to avoid accidents.

PORTABLE APPLIANCE TESTING AND INSPECTION

Supervision must ensure that all portable electrical equipment and hand tools are regularly visually inspected and electrically tested. Equipment must be identified by a unique number and must be tagged or labelled to show the date on which it has been inspected and tested.

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

We are required to monitor substances in use in the workplace, assess the risks involved in their use and take any necessary precautions. Supervision must ensure that employees are aware of the risks and precautions to be taken and that they comply with them.

WASTE CONTROL

Waste oils, solvents and other industrial waste materials must be disposed of using approved licensed disposal agents or contracts. Under no circumstances must waste oils and other substances be “Tipped” into drains, waterways, skips or any other un-approved or non-licensed point of disposal.

VEHICLE SAFETY

Only authorised persons may drive a Company vehicle. All drivers of Company vehicles must ensure the vehicle is safe and properly maintained. All drivers must have a full, current UK driving license. All users must adhere to statutory driving regulations and the Road Traffic Acts, in particular the laws regarding drinking and driving. Refer to the Company vehicle policy for further details.

FIRST AID

A suitably equipped first aid kit should be maintained at all times. When attempting to aid an accident victim, an untrained person may do more harm than good. The following points are particularly important.

- Do not try to remove a particle from a person’s eye.
- Do not move an injured person or try to get him/her to stand. Moving a person with spinal injury can cause damage to nerves and may result in paralysis.
- Summon help immediately and keep the victim calm and warm.
- Find out where first aid facilities are available and how to summon emergency services if a situation arises.

FIRE PRECAUTIONS AND EMERGENCY PROCEDURES.

Fire exits and routes to fire exits must be kept clear at all times. Supervisors must maintain an up to date list of employees, this should be used as a checklist when carrying out a roll call as part of the evacuation procedure and they know where to assemble in the case of an evacuation.

All employees must familiarise themselves with the emergency procedure, the position of nearby fire exits and their assembly point. If you are unsure contact your supervisor.