Health and safety policy

# Purpose

This policy outlines the Company’s responsibilities in relation to health and safety. It is intended to be read alongside the Health and Safety Policy Statement.

# Employer responsibilities

Health and safety law states that Companies must:

* assess risks to employees, customers, partners and any other people who could be affected by their activities;
* arrange for the effective planning, organisation, control, monitoring and review of preventive and protective measures;
* have a written health and safety policy if they employ five or more people;
* ensure they have access to competent health and safety advice;
* consult employees about their risks at work and current preventive and protective measures.

The overall responsibility for ensuring all employees comply with health and safety legislation is:

Their responsibilities are as follows:

* To ensure the health and safety policy documentation and management system are implemented, monitored, developed and communicated effectively, as well as making sure these are reviewed regularly and amended as necessary.
* To create and monitor a health and safety plan of continuous improvement.
* To make sure employees understand their responsibilities when it comes to health and safety in the workplace.
* To provide or ensure the provision of enough funds, people, materials and equipment to make sure all health and safety

requirements are met.

* To ensure adequate insurance cover is provided and renewed.
* To appoint competent individuals to provide assistance and advice on matters of health and safety.
* To make sure premises, plant and work equipment are maintained appropriately and kept in a safe condition.
* To communicate and consult with employees on issues of health and safety
* To establish and implement a training programme to allow staff to carry out their work safely and effectively.
* To undertake the appropriate monitoring activities to make sure the health and safety system is being implemented appropriately.
* To put effective contingency plans in place, including designating a competent person with responsibility over the planning and control measures for situations involving health and safety.
* To provide adequate training, information, instruction and supervision to make sure all work is conducted safely.
* To set health and safety objectives, measure their progress and report on them annually.

# Management responsibilities

The responsibilities for all managers in their areas of control are as follows:

* To actively lead the implementation of the Health and Safety Policy.
* To supervise staff - particularly new and young workers - to make sure every employee works safely.
* To develop and implement safe systems of work.
* To complete, record and review risk assessments. These should be undertaken any time a process, activity or piece of equipment could pose a risk to health and safety. Any significant findings from these assessments must be reported to any employees, contractors, visitors and/or members of the public who could be affected.
* To allocate enough resources to ensure the Health and Safety Policy can be implemented and all safety requirements can be met.
* To manage the health and safety plan of continuous improvement, ensuring it is progressed and any scheduled actions are validated and completed on time.
* To investigate any incidents of accidents, ill health and near misses and ensure they are appropriately recorded and reported.
* To communicate and consult with all employees on health and safety issues.
* To encourage employees to raise concerns regarding health and safety and report any hazards to management. If raised, managers must investigate thoroughly and implement any controls that are deemed necessary.
* To identify any need for employee health and safety training in order to ensure everyone is competent to work safely, and ensure it is undertaken and recorded.
* To provide welfare facilities and make sure they are well-maintained.
* To ensure that premises, plant and work equipment are all kept in a safe condition through effective maintenance.
* To plan, complete and record any statutory examinations that are required.
* To ensure the monitoring and checking activities required by the Health and Safety Policy are completed.

# Supervisor responsibilities

The responsibilities for all supervisors in their areas of control are as follows:

* To assist with the implementation of the Health and Safety Policy.
* To supervise staff - particularly new and young workers - to make sure every employee works safely.
* To communicate and consult with all employees on health and safety issues.
* To follow the health and safety rules and ensure they are being followed by others.
* To make sure health and safety checklists, as required by the Health and Safety Policy - are completed as regularly as required.
* Health and safety checklists required by this system are completed at the designated frequencies
* To ensure the health and safety plan of continuous improvement is progressed and any scheduled actions are validated and completed on time, reporting any problems with this to management.
* To encourage employees to raise concerns regarding health and safety and report any hazards to management. If raised, supervisors must help to investigate thoroughly and implement any controls that are deemed necessary.
* To report to senior management if any health and safety issues arise that supervisors are unable to deal with.
* To identify any need for employee health and safety training in order to ensure everyone is competent to work safely, and ensure it is undertaken and recorded.
* To develop and implement safe systems of work.
* To investigate any incidents of accidents, ill health and near misses and ensure they are appropriately recorded and reported.
* To keep personal protective equipment (PPE) available and in good working order, while ensuring employees are aware of how to correctly and safely use it, and what to do if it needs replacing.
* To ensure any hazardous substances are stored, transported, handled and used in the correct, safe way laid out in the manufacturer’s instructions and in the Company’s established rules and procedures.

# Employee responsibilities

All employees are responsible for their own actions, and therefore must ensure they conduct themselves in a safe manner at all times while at work. They must do their best to understand the Health and Safety Policy and the rules in place to enforce it, and ensure they comply with these and any legal duties they may have regarding workplace safety.

The responsibilities of all employees are as follows:

* To take reasonable care of their own safety and the safety of any other individuals who might be impacted by their actions or inactions.
* Not to interfere with or misuse any equipment or other items provided to assist with the health and safety of employees.
* To cooperate with the Company to comply with its legal duties, such as by following the health and safety rules.
* To report any hazards, equipment and/or plant defects, and/or shortcomings in the existing health and safety rules to a manager or supervisor as soon as possible after they are discovered.
* To set a good personal example to others of how to act regarding health and safety.

The responsibilities of all first aid personnel are as follows:

* To administer first aid when it is needed, and to do so in accordance with the current legislation and approved code of practice.
* To record in the accident book all incidents that are reported to them.
* To ensure first aid boxes are kept fully-stocked and are restocked regularly.

All fire marshals are responsible for carrying out the duties covered in their fire marshal training whenever there is the need for an emergency evacuation of a workplace.

# Responsibility for health and safety

The individual with overall responsibility for health and safety in this Company is

However, each individual employee has their own responsibilities when it comes to health and safety, as set out in this policy.



# Responsibilities of the employer

The employer has overall responsibility over ensuring that all employees are

protected in all activities at work, kept healthy and kept safe. The employer’s

main responsibilities include (but are not limited to):

Ensuring plant and equipment is safe and adequate

The employer must ensure adequate plant and equipment is provided for employees to do their jobs, and that it is regularly inspected and maintained according to a schedule. The employer must ensure that any necessary repairs are carried out at the earliest possible opportunity. The employer is responsible for arranging for any plant or equipment judged to be unsuitable for use for any reason to be put out of action, using clear signage to indicate this.

Ensuring the premises and places of work are safe

It is the employer’s responsibility to ensure all of the Company’s premises

and places of work are safe and free from hazards. Any hazards must be removed wherever possible. If this is not possible, the hazards must be marked with clear signage that informs employees and visitors of the nature of the hazard and what precautions must be taken.

Ensuring fellow employees are competent and safe

The employer must ensure that all employees are appropriately trained so they can complete their work duties competently and safely. The employer must ensure that any employee acting in a manner that is likely to cause danger for themself or others is subjected to appropriate disciplinary action.

Ensuring a safe system of work is in place

The employer must ensure that all work processes are safe to carry out. Any hazards must be removed wherever possible. If this is not possible, the hazards must be marked with clear signage that informs employees and visitors of the nature of the hazard and what precautions must be taken.

# Responsibilities of the employee

All employees are primarily responsible for ensuring their actions do not put themselves or anyone else in danger. The employees’ main responsibilities include (but are not limited to):

Not to tamper with any equipment

Employees must not alter or tamper with any equipment in a manner that could cause hazards to health and safety. Doing so will lead to disciplinary action, up to and including summary dismissal.

Not to use any equipment without receiving appropriate training

Employees must not use any equipment without having received appropriate training on its use. It is the employee’s responsibility to attend any such training, as well as to complete any assessments required as part of it.

To take reasonable care of their own health and safety

Employees must not put themselves (or others) at risk through their actions or lack of action. This includes ensuring they wear the appropriate PPE, make use of safety equipment as necessary, and not behaving in a

risky or reckless manner.

To use equipment appropriately

Equipment must be used solely for the purpose for which it is intended. If any piece of plant or equipment is damaged or working incorrectly, it is the

employee’s responsibility to stop using it as soon as it is safe to do so and

inform a manager or supervisor immediately. To follow appropriate systems of work

Employees must follow the systems of work that have been provided to them and not deviate from these, unless given prior permission by the employer.

Personal protective equipment (PPE)

The responsibility for providing employees with any adequate, functional PPE that is required lies with the employer.

In the case that an employee finds themself without appropriate PPE for the task they are performing, they must inform their employer immediately and refuse to perform the task until appropriate PPE is issued.

Employees are responsible for taking care of any PPE they are issued. In the circumstances that PPE is damaged or in any other way unsafe, the employee must inform their employer as soon as it is safe to do so.

Upon leaving the Company, a departing employee must return any PPE that has been issued to the employer.

Chemicals and other substances

Any and all hazardous chemicals and/or other substances must be stored according to the manufacturer’s guidelines and the Company’s established rules and procedures. These substances will have a COSHH

(Control of Substances Hazardous to Health Regulations 2002) label on them, which must be followed in full.

Risk assessments

All line managers must regularly carry out risk assessments of the equipment, plant, facilities and activities that are under their management. The minimum frequency of these risk assessments is annually, but some risk assessments must be carried out more frequently.

Upon completion, these risk assessments must be recorded in writing. This will include any actions that must be taken to alleviate identified risks, along with a target date for the completion of these actions. Any risks that cannot be eliminated must be clearly identified to employees with appropriate signage and/or training.

Manual handling

Any employees who engage in any form of lifting or carrying must attend regular manual handling training. At minimum, this training must be attended every two years. Line managers are responsible for ensuring all relevant employees under their management undertake this training as appropriate.

Accidents

Despite every effort to keep a workplace as safe as possible, accidents can still occur. If this happens, there is an established framework to follow for reporting.

If an accident occurs, it must be reported to as soon as it is safe to do so. It

must also be recorded in writing in the workplace’s accident book. Especially serious accidents must be reported to the Health and Safety Executive under the RIDDOR procedures (see www.riddor.gov.uk).

These include, but are not limited to:

* Fatal accidents
* Specified injuries
* Accidents resulting in a period of absence of more than seven days
* Injuries to the public where they have to be taken to hospital
* Some work-related diseases
* Some dangerous occurrences



The employer is responsible for ensuring the correct incidents are reported to the Health and Safety Executive.

After any accident, an investigation must take place. This must investigate what happened, what caused the accident, and whether any changes need to be made to prevent it happening again. This could include changes to training, equipment or work systems.

# Health & Safety Communication

The law sets out how the Company must consult your employees in different situations and the different choices you must make. If two or more union- appointed health and safety representatives request in writing that you set up a health and safety committee, you must do so within three months of the request. Although there is no such requirement if you consult health and safety representatives elected by the workforce, it is good practice to set up a health and safety committee where:

* you have several health and safety representatives elected by employees; or
* you have to consult both union-appointed health and safety representatives and employee-elected representatives.

This committee must include at least one representative from each area of the Company. These areas are as follows:

The committee must meet each month with senior management and the employer. Its responsibilities include:

* Reviewing any incidents that occur that relate to health and safety
* Reviewing the provision of health and safety training
* Addressing any other items that have been brought to their attention



# Responsibility

is responsible for the implementation of this policy Signed

Date

Review Date (recommend 3 years)