Health & Safety Policy Statement

### Health & Safety at Work Act 1974

Our statement of general policy is:

* To provide adequate control of the health & 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**

Overall and final responsibility for health and safety is that of John Creaser.

Day-to-day responsibility for ensuring this policy is put into practice is delegated to Tom Kellert.

To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas:

Site Safety – John Creaser

Office Safety – Tom Kellert

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 and safety risks arising from our work activities

Tom Kellert will undertake risk assessments

The findings of the risk assessments will be reported to John Creaser

Action required to remove/control risks will be approved by John Creaser

Tom Kellert will be responsible for ensuring the action required is implemented

John Creaser will check that the implemented actions have removed/reduced the risks

Assessments will be reviewed every year or when the work activity changes, whichever is soonest.

#### Consultation with employees

Employee representative is Tom Kellert

John Creaser provides consultation with employees

#### Safe Plant and Equipment (Tom Kellert-Creaser-Creaser)

Tom Kellert will be responsible for identifying all equipment/plant needing maintenance

John Creaser will be responsible for ensuring effective maintenance procedures are drawn up

Tom Kellert will be responsible for ensuring that all identified maintenance is implemented

Any problems found with plant/equipment should be reported to John Creaser

John Creaser will check that new plant and equipment meets health and safety standards before it is purchased

#### Safe Handling and use of Substances (Tom Kellert-Creaser)

Tom Kellert will be responsible for identifying all substances, which need COSHH assessment

Tom Kellert will be responsible for undertaking COSHH assessments

Tom Kellert will be responsible for ensuring that all actions identified in the assessments are implemented

Tom Kellert will be responsible for ensuring that all relevant employees are informed about COSHH assessments

Tom Kellert will check that new substances can be used safely before they are purchased

Assessments will be reviewed annually or when work activity changes, whichever is the soonest

#### Information, instruction and supervision (Tom Kellert-Creaser-Creaser)

The Health and Safety Law poster is displayed in the entrance reception

Health and safety advice is available from Peter Darkins Vinci Technology Centre UK Ltd 01525 859090

Supervision of young workers/trainees will be arranged/undertaken/monitored by John Creaser and Tom Kellert

John Creaser 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 (Tom Kellert/Tom Kellert-Creaser)

Tom Kellert and Tom Kellert will provide induction training for all employees

Tom Kellert and John Creaser will provide Job specific training

Training records are kept by Tom Kellert at the office

Training will be identified, arranged and monitored by Tom Kellert

#### Accidents, first aid and work-related ill health (Tom Kellert-Creaser)

Health surveillance is required for employees doing the following jobs;

* Legionella surveys
* Ventilation surveys
* Hospital work
* Site work

Tom Kellert will arrange health surveillance

Tom Kellert will keep health surveillance records at the office

The first aid boxes are kept on sites and in kitchen

The appointed first aider is Tom Kellert

All accidents and cases of work-related ill health are to be recorded in the accident book. The accident book is kept in the kitchen by the microwave.

Tom Kellert is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority

#### Monitoring (Tom Kellert)

To check working conditions, and ensure our safe working practices are being followed, we will;

* Issue method statements and risk assessments for each site working practice, to be checked and approved
* Monitor on site
* Provide advice on safe working practices

Tom Kellert is responsible for investigating accidents

Tom Kellert and Tom Kellert are responsible for investigating work-related causes of sickness absences

Tom Kellert and Tom Kellert are responsible for acting on investigation findings to prevent a recurrence

#### Emergency procedures – fire and evacuation (John Creaser & Tom Kellert)

Tom Kellert and John Creaser are responsible for ensuring the fire risk assessment is undertaken and implemented

All employees check escape routes at all times

Fire extinguishers are maintained and checked by Tom Kellert every six months

Emergency evacuation will be tested every 12 months

#### Next Update Due

January 2019

 Eur Ing John Creaser CEng, B.Eng(Hons) FIHEEM MCIBSE

30th October 2018