

Health & Safety Policy

Our statement of general policy is:

- To provide adequate control of the health and safety risks arising from our work activities.
- To consult with our employees on matter 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 and equipment
- To prevent accidents and cases of work-related ill health
- To maintain safe and healthy working conditions

As well as the above we will regularly review and revise this policy as necessary

Responsibilities

Management take responsibility to ensure the Health and safety policy is constantly review and amended as necessary. The management will also insure changes are made with consultation to employees and that adequate training is given.

It is the employee's responsibility to follow all policies and to assess and look after their own safety both on and off site and report any issues to the management or representatives.

A full listing of all current UK Health and Safety procedures and First Aid techniques are available from the HSE Website <http://www.hse.gov.uk/pubns/index.htm>

Health and Safety Risks

Any changes in working environment need to be re-assessed to insure no extra impact is made on staff safety. Whilst working off site employees should report any concerns to the relevant client staff, company management or line manager.

Consultation with Employees

Any Hazard or Risk needs to be made aware to all staff. This can only be achieved by constant consultation with Employees. Any issues need to be assessed central and communicate out. The management is therefore committed to regular meeting with staff or reps.

Safe Equipment

All equipment used by Staff is regularly tested and checked for its safety. Any equipment deemed to be unsafe or not tested in recent timeframes will be removed from service. Employee and management will regularly access their work stations and ensure they operate equipment using correct posture and adequate positioning and method to avoid injury or strain.

Handling and use of substances

Training for handling or any risky devices or hazardous substances will be given at the outset. Employees should insure they are aware of all procedures for Lifting and moving goods of this type.

Information & Instruction with supervision

All staff are strongly advised to make themselves familiar with company policies and request any extra training they feel is necessary above that available currently through the firm. After completing a staff induction each member will sign to say they understand the current documents and agree to comply with company policies
Only qualified instruction will be given and new members will go through an induction and be supervised at all times in their initial period of work.

Competency for tasks and training

The firm wishes to insure no member of staff is subject to stress or endangers themselves performing task they are either not trained for or feel uncomfortable with or causes them undue stress or worry. The management of the firm welcome staff communication and training to alleviate any risk or hazards especially if this affects staff health or safety

Accidents First Aid and ill health

All accidents at work or illness caused through work should be immediately report to health and Safety representatives and a written report filled. Each floor has a First Aid location and details of qualified First Aider. When onsite at a client site, the member of staff should familiarize themselves with local procedures.

Monitoring

Records are kept of all Health and safety breaches/ issues and results of investigations. The management is responsible to insure all reported cases are correct and rectified in a timely manner with communication of any procedure changes to all parties

Emergency Procedures Fire and evacuation

At all times whilst working for the firm, staff and visitors will be made aware of evacuation procedures. Regular test of the alarms will be made with some drills by the office management company to insure all staff is familiar in case of emergency. When staff attends a client site they will also become familiar with emergency procedures.