



PART 1 - General Statement of Policy

- 1.1 The Company acknowledges and accepts its legal responsibilities for securing the health, safety and welfare of all its employees, of sub-contractors working on its behalf and all others affected by their activities.
- 1.2 The Company will provide and maintain safe and healthy working conditions so far as reasonably practicable.
- 1.3 The Company will encourage all employees to be actively involved in maintaining safe operating conditions and practices.
- 1.4 The Company will carry out a regular review of this policy to ensure that these standards of health and safety are maintained.

PART 2 - Organisation

- 2.1 The head of the Company has overall responsibility for health and safety in the Company, and will:
 - ensure suitable financial provision is made for health and safety obligations
 - provide appropriate information and instruction to employees
 - ensure work is planned to take into account health and safety issues
- 2.2 All employees shall at all times take reasonable care of themselves and have due regard for the health and safety of others who may be affected by their work activities.
- 2.3 National Britannia provide information and advice to the Company on health and safety issues through their information service, **ResponseLine**.

PART 3 - Arrangements

As a small company with less than 5 employees, the arrangements for health and safety are informal and generally not recorded. However, health and safety is considered in all aspects of our work. The following outlines the principal ways in which we implement health and safety.

- 3.1 **Communication**
The content of this policy and rules specific to a site or job are drawn to the attention of all employees and sub-contractors. Employees and sub-contractors present their views on health and safety for existing and proposed jobs.
- 3.2 **Training**
Employees are given training appropriate to their responsibilities. Training is specifically provided for work with hazardous substances, use of equipment, use of PPE and manual handling. Additional training required because of new work activities and the use of new equipment or substances will be provided when needed.
- 3.3 **Risk Assessments**
Risk assessments are carried out continuously by employees throughout their work. Hazards are considered and work methods established to minimise the risk of injury to themselves and others affected by the work. Where the employee does not have sufficient knowledge about a specific hazard, such as work in confined spaces, they will take further advice from the H&S advisor if required. The head of the Company ensures operators are provided with appropriate instruction and training on risk assessments.
- 3.4 **Method Statements**
Formal method statements will be prepared in writing where the risk is particularly high.



am fire group: health and safety policy

3.5 **Emergencies**

In case of emergencies, the client procedures are followed. Therefore, employees always familiarise themselves with client procedures when first attending site, and co-operate and participate in any drills.

3.6 **Welfare**

Welfare arrangements are established at each site, utilising client facilities whenever possible.

3.7 **Equipment**

All equipment is subject to routine maintenance, taking into account various factors, including:

- statutory testing
- type of equipment
- amount of use
- consequences of failure

3.8 **Personal Protective Equipment**

PPE is provided as appropriate for the work activities. PPE is maintained by the individual, and is subject to routine maintenance as appropriate.

3.9 **Hazardous substances**

The risk associated with hazardous substances is considered for all work activities. Alternative less harmful substances are used wherever possible. In case of risks to health, PPE is provided and used by employees. Unidentified potential hazardous substances, such as asbestos, encountered during the course of a work activity are referred to the client and/or advice taken from the H&S adviser, as appropriate.

3.10 **First aid & accident reporting**

Wherever possible arrangements are made with clients to use their first aid facilities. Where this is not possible a supply of sterile plasters is carried by employees, and assistance will be sought from the emergency services if required.

3.11 **Manual handling**

Manual handling risks are considered prior to each work activity. The method of work is adapted to minimise manual handling risks wherever possible, including use of alternative lifting and carrying methods. Our employees are advised not to manual handle loads that they feel incapable of moving safely.

3.12 **Fire safety**

All employees remain vigilant to the risk of fire.

3.13 **Sub-contractors**

Sub-contractors are instructed primarily on the basis of their technical capability, though due regard is also taken of health and safety. Serious breaches of health and safety and the contractors' capability for specific risks will be taken into account during the selection process.

3.14 **Public Safety**

The safety of members of the public is considered at all times and appropriate protective actions taken.

A handwritten signature in black ink, appearing to read 'A E Stanley'.

Signed:

Date:

6th July 2007

Name:

A E Stanley

Position:

Managing Director